

July 8, 2010

Luke Fischer
Assistant to the City Administrator
City of Delano
P.O. Box 108
Delano, MN 55328

Re: Delano Village Hall Carriage Door Restoration Proposal

Congratulations on receiving a Legacy grant for the restoration of the carriage doors at the Delano Village Hall! MacDonald and Mack Architects is pleased to submit this proposal to assist in preparing design-level construction documents for their restoration. To create the construction drawings and specifications needed, the following tasks are required:

Task 1

Develop conceptual plans and elevations prepared in January 2010 into working restoration drawings taking into consideration the proposed elevator location and other future space planning goals. This will include one site visit to field verify existing conditions, opening sizes, and miscellaneous details, and one meeting with the City of Delano to review proposed restoration designs.

Task 2

Meet with the Minnesota State Historic Preservation Office to review working restoration drawings for conformance with the Secretary of the Interior's *Standards for The Treatment of Historic Properties and Guidelines for Restoration*.

Task 3

Provide design-level construction drawings and specifications to obtain competitively-priced contract proposals for carriage door restoration that is consistent with historical documentation, facilitates future uses of the building, and meets the approval of the Minnesota SHPO as outlined in Tasks 1 and 2 above.

MacDonald & Mack Architects estimates that the work proposed will take three weeks to complete.

Fee Proposal

MacDonald & Mack Architects proposes to provide the services outlined based on an hourly rate plus reimbursable expenses with a not-to-exceed amount totaling:

Five thousand five hundred ninety-five dollars and zero cents (\$5,595.00)

Hourly rates for the project will be as follows:

Principal Architect	\$165.00 per hour
Architect/Senior Designer	\$95.00 per hour

Reimbursable expenses include direct costs incurred on behalf of the project during the course of the work such as mileage, reproduction of drawings and specifications, and miscellaneous shipping.

Any structural engineering, if deemed necessary after reviewing existing conditions and approved by the City of Delano, will be considered an additional expense with fees to be negotiated.

I hope this addresses the information you need at this time. Please feel free to contact me, or Amy Meller, with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Stuart MacDonald". The signature is fluid and cursive, with a large, stylized initial "S" and "M".

Stuart MacDonald, AIA
Principal