



# Question Response

1

**Including but not limited to all drawings, blueprints, CADD files, project visuals, and any other materials developed in relation to all projects worked on with Blissfield Community Schools: Will the items be considered the ownership of Blissfield Schools or will ownership be retained by your company? If there are any items listed above that will not be owned by Blissfield Community Schools, please be specific in describing them.**

This question is asked often. And it is a commonly misunderstood aspect of the architectural profession. The drawings, blueprints, CADD files, project visuals, and any other materials created by the Architect during the course of designing the project are instruments or “by products” of the Architect’s services. The District contracts for the Architect’s services, so the construction drawings and other materials generated by the Architect are owned by the Architect. The Architect will provide the School District a license to use and make copies of the drawings for the construction of the project and to operate and maintain the building after the project is completed.

In other words, Blissfield Community Schools will have access to the materials for all of your practical and operational and maintenance needs. We’ll work with your facility staff to make sure whatever information needed is provided for repairs, improvements, upgrades, warranty work, etc.

## Question Response

2

**Your submitted proposal included references to planning, developing, and other services that you recommend prior to any potential request of support from the public for a new bond levy. There is indication that you would not charge a direct fee for many of these services. You further indicated that fees for the preliminary planning and development process could be deferred or included in a later construction project once a bond levy was passed. If a bond levy is ultimately not requested of the public or does not receive a favorable vote, what fees (if any) would you seek to recover for the earlier planning and development phases for the project?**

If your bond vote does not pass on the first try, we'll keep working with you to try again as long as Blissfield Schools feels the passage potential is viable.

If the district decides to abandon the idea of **any** projects or chooses to work with another architectural firm, Kingscott will invoice Blissfield Schools for \$10,000 to partially cover our prebond expenses.

3

**Assuming a public bond levy for construction receives a favorable vote of the public, please clearly outline the amount (if any) of fees/charges that you would seek to recover for the prebond processes. Are the prebond expense amounts you seek to recover absorbed in your overall project fee schedule going forward or will you bill directly to recover those costs?**

When the vote is successful, all of our prebond expenses will be covered in the overall project fee. There will be no additional charges for our prebond services. Blissfield will not be billed directly to recover these costs.



# 4

**Please clearly outline and clarify your fee schedules for any specific projects you could work on with Blissfield Community Schools. Are there more than one fee schedule based on whether or not a bond levy proposal is supported by the public?**

We will base all our fees on the following schedule. Because we want to work with Blissfield Schools, we've reduced our regular fee percentages by 0.5%. We will use this schedule for **all** projects designed for your District.

The following table outlines our proposed fee schedule for design services.

| Construction Cost     | New   | Addition & Remodeling |
|-----------------------|-------|-----------------------|
| Less than \$1,000,000 | 7.00% | Negotiated            |
| \$1,000,000           | 6.75  | 7.25%                 |
| \$2,000,000           | 6.25  | 6.75                  |
| \$3,000,000           | 5.75  | 6.50                  |
| \$5,000,000           | 5.50  | 6.25                  |
| \$7,000,000           | 5.25  | 6.00                  |
| \$10,000,000          | 5.00  | 5.75                  |
| \$20,000,000          | 4.75  | 5.50                  |

Our fee for professional services for project implementation of bond issue projects is calculated as a percentage of the estimated total construction cost and scope/type of each individual project. This amount is converted from the percentage into a **lump sum fee**. Once the scope of the project is completely defined, we can set our lump sum fee—usually upon completion of the Department of Treasury application. Using this approach, **the fee is set at the beginning of the project**, so you know up front. This will assist in project budget and cash flow management.

### YOU'LL KNOW...

Because we set a lump sum fee—up front—you'll know at the beginning of the project the cost of design, construction administration, and one-year call back services will be. The fee will not change unless there is a **significant** change of project scope.

## Question Response

# 5

**Knowing what you do currently about Blissfield Community Schools and the feedback from our public, if you are selected as a finalist to present a proposal in person to the Board of Education, how would you answer the following questions:**

- a. What amount (if any) would you recommend that the Board of Education ask for support of the public in a new bond levy? What is the time frame in which the bond levy proposal should be made to the public from today's date?**
- b. What project and scope would you potentially see being completed from this new bond levy if the public is favorable? (attach amounts to projects)**
- c. What projects and scope would you potentially see being completed if a new bond levy is not supported by the public? (attach amounts to projects)**
- d. As a finalist in the Architect firm selection process, what level of detail would you include regarding your potential recommended project(s) above in making a formal presentation to the Board of Education?**

**"Tell me...  
and I'll forget.**

**Show me...  
and I may not remember.**

**Involve me...  
and I'll understand."**

— *Native American saying*

Based on all of the current information, including your Facilities Team report and the community survey, we feel the right solution for Blissfield Schools is unclear. We strongly feel that you must still go through the process outlined in our qualifications, because there are many discussions that must take place before you'll identify the projects that the community will support. Community surveys are extremely useful in determining the right project. Based on industry-recognized criteria, the results of your survey did not reveal



a project the community would support enough to pass a bond levy. Openly working with the community is the surest way to identify the right project, garner public confidence and support, and pass your bond vote.

Recently, the types of bond votes we've seen succeed in this economic climate are:

- “0” tax increase—an extension of the current tax rate.
- Lower dollar amounts—recently there has been only one bond for more than \$15 million that has passed.
- Multiple ballot proposals—for example, a project is separated into two smaller projects and the ballot contains Proposal A (part of the project), Proposal B (the other part of the project). It's more likely that at least one of the proposals will pass, and quite often both pass. This provides the community a final voice as to how much or what projects they wish to support.

These are some of the ideas we'll need to talk about before finalizing your building program plan.

## Scope & Budget

Going through the planning process will help Blissfield Schools determine the exact scope and budget the community is likely to support. Based on your current information, your project budget could be anywhere between \$2 million and \$12 million. Based on your survey results, we also anticipate the work will focus on improvements to your high school and possibly window replacements and playground improvements at the elementary school.

Working with the community, we'll establish their priority (importance) of the different improvements. For example, most districts and communities have recently been placing higher priority on improvements that fall into these categories:

1. Energy Savings — anything that will save utility and operation and maintenance costs for the district such as window replacements, new boilers, new energy efficient lighting, etc. In other words, projects that have positive life-cycle costing and quick pay backs.



Working through the process, your community will tell you what projects they will support.

**Based on your current information, your project budget could be anywhere between \$2 million and \$12 million. We also anticipate the work will focus on improvements to your high school.**

We can help you convert your operational \$\$\$s to...

**EDUCATIONAL \$\$\$.**

## Question Response

2. Student Impact — these will be projects that support student well being and enhance the student’s academic environment. Examples of these types of projects would be anything security or health related such as installation of security equipment or improvement of sight lines at entrances and in parking lots. It could be roof and ceiling replacements to stop leaks and mold growth or improvements to light levels and acoustics for a better study environment. Improving technology is one of the most common projects to enhance academics.

To be successful, you must focus on what the community feels is important. This will help you “package” or phase your bond scope(s). Some districts have started with smaller, priority work and planned future votes to address other district needs.

### Summary

In summary, the thoughts we would like you to consider are:

- You should go through the community involvement/planning process before making any final decisions on scope, budget, or schedule.
- You have many options that need to be looked at and discussed.
- If we start planning right away, with community input, we feel your best vote date will be May 2010. We can also work with you to accelerate the process.
- If no bond can be passed, we’ll sit down with you to plan how you can finance projects using your sinking fund, operational funds, or any other available monies.
- You can have community support for a successful bond vote. Kingscott will help you develop and evaluate your options...and select the RIGHT project for Blissfield Schools.