

**MAQUOKETA COMMUNITY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING  
OCTOBER 23, 2017  
TIME: 7:30 AM  
PLACE: CENTRAL OFFICE**

- I. ROLL CALL**
  
- II. CONSENT AGENDA**
  - A. APPROVAL OF AGENDA**
  
- III. GENERAL BUSINESS OF THE BOARD**
  - A. BUSINESS AFFAIRS**
    - 1. APPROVAL OF ARCHITECT CONTRACT**
  
- IV. ADJOURNMENT**

**A joint board meeting with Delwood will be held on November 20, 2017 @ 5:30 pm at Delwood.**

**The next regular Maquoketa Board meeting will be held on November 20, 2017 at 6:45 p.m.**

**I. ROLL CALL**

**II. CONSENT AGENDA**

**A. APPROVAL OF AGENDA**

**III. GENERAL BUSINESS OF THE BOARD**

**A. BUSINESS AFFAIRS**

**[AI] 1. APPROVAL OF ARCHITECT CONTRACT**

Phase 1 of the Ag building is the preliminary design. This phase will cost \$7,500.00 and will be paid from the one-cent sales tax money. The contract and the preliminary schedule is included.

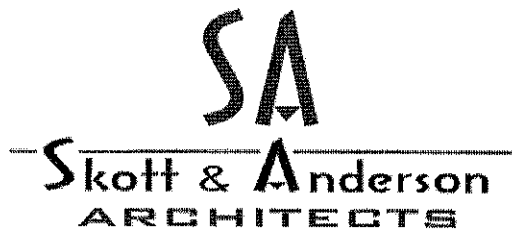
**Recommendation:** It is recommended the Board approve the contract with Skott and Anderson.

**Motion Required.**

**IV. ADJOURNMENT**

**A joint board meeting with Delwood will be held on November 20, 2017 @ 5:30 pm at Delwood.**

**The next regular Maquoketa Board meeting will be held on November 20, 2017 at 6:45 p.m.**



Maquoketa Community School  
 Agriculture Learning Center  
 Project No. 17639

October 18, 2017

Project Schedule

Preliminary Design Meetings

No. 1	6:00 pm Tuesday	October 24, 2017
No. 2	6:00 pm Tuesday	November 7, 2017
No. 3 (if needed)	6:00 pm Tuesday	November 21, 2017
No. 4 (if needed)	6:00 pm Tuesday	November 28, 2017

Begin Construction Documents

December 4, 2017

Complete Construction Documents

February 9, 2018

Authorization to Bid

5:30 pm Monday

February 12, 2018

(School Board Meeting)

Issue Bidding Documents

Wednesday

February 21, 2018

Notice to Bidders Posted

Wednesday

February 21, 2018

Notice of Public Hearing Posted

Wednesday

February 28, 2018

Receipt of Bids

2:00 pm Wednesday

March 14, 2018

Public Hearing

5:30 pm Monday

March 19, 2018

(School Board Meeting)

Award of Construction Contract

5:30 pm Monday

March 19, 2018

(School Board Meeting)

Begin Construction

April 16, 2018

Substantial Completion (Occupancy)

November 16, 2018

Final Completion

November 23, 2018



October 11, 2017

School Board Directors  
Chris Hoover, Superintendent  
Kristy Haxmeier, Business Manager & Board Secretary

Re: Letter of Agreement for the  
Maquoketa Community School  
Agricultural Learning Center  
Maquoketa, Iowa

School Board Directors, Mr. Hoover, and Ms. Haxmeier:

We, Skott & Anderson Architects, appreciate the opportunity to provide architectural services for the subject project. This document will be the Letter of Agreement for Architectural Services between the Architect, Skott & Anderson Architects, and the Owner, Maquoketa Community School. Architectural Services shall be provided in two (2) phases, as follows:

1. Phase One - Preliminary Design
2. Phase Two – Final Design & Construction

Phase One – Preliminary Design shall include the following Basic Services:

1. Programming (determine the curriculum requirements and the associated building accommodations)
2. Site analysis and selection
3. Conceptual design – building and site
4. Construction type determination
5. Systems selection (HVAC, lighting, power, life safety, etc.)
6. Construction cost estimate/budget

For Phase One - Preliminary Design Services the Architect's compensation shall be a lump sum fee of \$7,500.00, which includes architectural services and travel/mileage expenses. The fee will be invoiced at the conclusion of the Phase One – Preliminary Design Services and due within thirty (30) days of the invoice date.

Services provided, that are addition to the Phase One – Preliminary Design Services and not included in the Phase Two – Final Design & Construction described herein, shall be considered Additional Services. Additional Services require the Architect to acquire the Owner's written authorization to provide the services, prior to providing them. The Architect shall be compensated for Additional Services in a lump sum or on an hourly basis (hours x hourly rates). The Architect's hourly rates are as follows:

Principal/Architect	\$130.00
Project Architect	\$110.00
Project Manager	\$85.00
Architectural Technician	\$45.00
Administrative Assistant	\$45.00

**SA**  

---

**Skott & Anderson**  
**ARCHITECTS**

October 11, 2017

At the conclusion of Phase One - Preliminary Design, the Architect and Owner shall negotiate a mutually agreeable lump sum fee for Phase Two – Final Design & Construction utilizing another Owner & Architect Agreement. This phase shall be for architectural services for the remainder of the project, including: design development, construction document preparation, bidding, construction administration, and project closeout.

This document shall form the Owner & Architect Letter of Agreement for Phase One – Preliminary Design and the pre-conditions for Phase Two – Final Design & Construction. If you concur with the conditions stated herein, please sign this document, and return a copy to me.

If you have any concerns, please contact me. We look forward to working with all entities on this worthy project.

  
Signature

\_\_\_\_\_  
Signature

Craig Skott  
Name

\_\_\_\_\_  
Name

President  
Title

\_\_\_\_\_  
Title

Oct. 18, 2017  
Date

\_\_\_\_\_  
Date

Skott & Anderson Architects  
2800 4<sup>th</sup> St. SW, Suite 6  
Mason City, IA 50401

Maquoketa Community School  
612 S. Vermont St.  
Maquoketa, IA 52060