

## CBS Squared Inc.

### Agreement for Professional Services

This agreement is effective as of May 19, 2016 between the Stanley-Boyd School District (Client) and CBS Squared, Inc. (Consultant). This letter proposal is to provide preliminary design services for the 5 kindergarten classroom addition. This Proposal describes the scope, schedule, fee and payment conditions for Consultant's work on the Project.

**SCOPE:** It is understood that the Stanley-Boyd School District intends to add 5 kindergarten classrooms, a commons area and toilet facilities to the existing School. This proposal is to provide preliminary design and layout for the addition. The tasks to be completed to perform this scope of work are as follows:

- 1) Develop 3 schematic options for the classroom addition including site layout
- 2) Meet with staff to discuss options and make modifications to the options
- 3) Develop 3 final options with cost estimates to discussion
- 4) Present options to School Board for discussion and selection of the preferred option

**FEE & PAYMENT:** CBS Squared, Inc. proposes a fee for the scope of services provided to be time and materials not to exceed \$6200. The proposed scope anticipates 2 meetings to complete the work. If additional meetings are requested, the Consultant will attend the additional meetings for a fee of \$600 per meeting.

If additional services are required or requested, the Consultant will submit an estimate of costs prior to commencement of the proposed work. Extra services would be invoiced based on the attached personnel rate table. No additional work will be performed until the amendment has been approved and signed by the School District and the Consultant. The payment method, basis, frequency and other special conditions are set forth below:

#### Expenses

The following items represent reimbursable expenses by Consultant's employees or professional consultants on behalf of the Client providing the same are required to perform the work contracted for and shall be paid for as described in the Agreement.

1. Transportation and travel expenses (mileage).
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
4. Plots, reports, plan and specification reproduction expenses.
5. Postage, handling, and specific delivery services.
6. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.



7. Any sales tax or use tax (excluding specifically income tax) levied on professional services and on reimbursable expenses.
8. Other special expenses required in connection with the Project, including but not limited to, additional project specific insurance requirements.
9. The cost of special consultants or technical services (not already included in contracted fees) as required. The cost of sub-consultant services shall include actual expenditure plus 10% markup for the cost of administration and associated insurance.

**AGREEMENT SUMMARY:** This Agreement for Professional Services, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant within this document. The Agreement for Professional Services (including scope, schedule, fee and signatures) shall take precedence over any attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party, within fifteen (15) calendar days of notification by either party. The contract is between the following representatives:

**Client's Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**CBS Squared, Inc. Project Manager:** Sheryl Claflin, PE

**Address:** 770 Technology Way

Chippewa Falls, WI 54729

**Telephone:** 715.861.5226 **email:** sclaflin@cbssquaredinc.com

**CBS Squared, Inc.**

**Stanley-Boyd School District**

**By:** 

**By:** \_\_\_\_\_

**Title:** President

**Title:** \_\_\_\_\_

