

**CITY OF LITTLETON**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is entered into by and between **STUDIO TECTONIC, LLC** whose business address is 400 Marine Street, Carriage House, Boulder, Colorado 80302 (“Contractor”) and the **CITY OF LITTLETON, COLORADO** (“City”), a Home Rule municipality of the State of Colorado. City and Contractor are referred to as a “Party” or collectively as the “Parties.”

**RECITALS AND REPRESENTATIONS**

**WHEREAS**, City needs certain services to be performed as described in this Agreement; and

**WHEREAS**, City issued a solicitation for proposals no. 6-2025, and Contractor submitted a proposal to perform the services; and

**WHEREAS**, Contractor represents that it has the skill, ability, and expertise to perform the services described in this Agreement; and

**WHEREAS**, Contractor represents that it can perform the services described in this Agreement within the deadlines provided in this Agreement; and

**WHEREAS**, Parties desire to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the benefits and obligations of this Agreement, Parties mutually agree as follows:

**1.0 SERVICES AND PERFORMANCE**

As directed by City, Contractor shall provide the services described in **Exhibit A, Scope of Services** (the “Services”). Exhibit A is incorporated herein in its entirety. City may request a change in the Services. Any changes that are mutually agreed upon between City and Contractor shall be made in writing and upon execution by both Parties shall become an amendment to this Agreement.

## **2.0 INDEPENDENT CONTRACTOR**

Contractor shall perform the Services as an independent contractor and shall not be deemed by virtue of this Agreement to have entered into any partnership, joint venture, employer/employee or other relationship with City other than as a contracting party and independent contractor. City shall not be obligated to secure, and shall not provide, any insurance coverage or employment benefits of any kind or type to or for Contractor or Contractor's employees, sub-consultants, contractors, agents, or representatives, including coverage or benefits related but not limited to: local, state, or federal income or other tax contributions; insurance contributions (e.g., FICA); workers' compensation; disability, injury, or health; professional liability insurance, errors and omissions insurance; or retirement account contributions.

## **3.0 STANDARD OF PERFORMANCE**

In performing the Services, Contractor shall use that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing in the State of Colorado. Contractor represents to City that Contractor is, and its employees performing such Services are, properly licensed and/or registered within the State of Colorado for the performance of the Services (if licensure and/or registration is required by applicable law) and that Contractor and employees possess the skills, knowledge, and abilities to competently, timely, and professionally perform the Services in accordance with this Agreement.

- 3.1 Contractor shall become fully acquainted with the available information related to the Services. Contractor is obligated to affirmatively request from City such information that Contractor, based on Contractor's professional experience, should reasonably expect is available and which would be relevant to the performance of the Services.
- 3.2 Contractor shall promptly inform City concerning ambiguities and uncertainties related to Contractor's performance that are not addressed by the Agreement.
- 3.3 Contractor shall provide all of the Services required in the Agreement in a timely and professional manner.
- 3.4 Contractor shall promptly comply with any written request for City or any of its duly authorized representatives to reasonably access, review and audit any books, documents, papers, and records of Contractor that are pertinent to Contractor's performance under this Agreement for the purpose of City performing any review of the Services.

- 3.5 Contractor shall comply with all applicable federal, state, and local laws, ordinances, regulations, and resolutions.
- 3.6 Contractor shall be responsible at Contractor's expense for obtaining, and maintaining in a valid and effective status, all licenses and permits necessary to perform the Services unless specifically stated otherwise in this Agreement.
- 3.7 Prior to designating an outside professional to perform sub-consultant or subcontractor work, Contractor shall submit the name of such sub-consultant or subcontractor, a resume demonstrating their experience in work of like character and magnitude of the services being contemplated, and rates to City and receive prior approval in writing from City.

#### 4.0 COMPENSATION

- 4.1 **Maximum Contract Amount.** The maximum contract amount to be paid by City to Contractor pursuant to this Agreement shall in no event exceed the sum of **\$887,440.69.**
- 4.2 Following execution of this Agreement, City shall compensate Contractor in accordance with Exhibit A. Any increases or modification of compensation shall be subject to the approval of City. Any changes that are mutually agreed upon between City and Contractor shall be made in writing and upon execution by both Parties shall become an amendment to this Agreement.
- 4.3 Contractor shall submit to City a detailed invoice of the services performed, and if City is satisfied with Contractor's performance, City shall pay the invoice within forty-five (45) days.
- 4.4 Unless otherwise directed or accepted by City, all invoices shall contain sufficient information to account for all Contractor time (or other appropriate measure(s) of work effort) and all authorized reimbursable expenses for Services during the stated period of the invoice. City may dispute any Contractor time, reimbursable expense, and/or compensation requested by Contractor described in any invoice and may request additional information from Contractor substantiating all compensation sought by Contractor before accepting the invoice. When additional information is requested by City, City shall advise Contractor in writing, identifying the specific item(s) that are in dispute and giving specific reasons for any request for information. If City disputes an item or invoice and additional information is requested, City shall pay Contractor within thirty (30) days of acceptance of the item or invoice by City following receipt of the information requested and resolution

of the dispute. To the extent possible, undisputed charges within the same invoice as disputed charges shall be timely paid in accordance with this Agreement.

- 4.5 Contractor shall provide an updated W-9 to City's finance department on an annual basis.

## 5.0 TERM AND TERMINATION

- 5.1 **Term.** Performance of Services shall commence upon execution of Agreement and shall be completed by **May 20, 2027**, unless terminated earlier pursuant to this Agreement. Contractor acknowledges and agrees that this Agreement's execution may be contingent upon approval by City Council, in compliance with all applicable provisions of City Charter and City Code. City shall not incur any liability whatsoever if this Agreement is not approved by City Council.
- 5.2 **Unilateral Termination.** This Agreement may be terminated by either Party for any or no reason upon written notice delivered to the other at least ninety (90) days prior to termination. In the event of the exercise of the right of unilateral termination as provided by this subsection, Contractor shall continue to provide Services under this Agreement until the ninety (90) day notice period has passed, unless otherwise provided in any notice of termination delivered by City; and all finished or unfinished documents, data, studies and reports prepared by Contractor pursuant to this Agreement shall be delivered to City and shall become the property of City.
- 5.3 **Termination for Non-Performance.** Should a Party to this Agreement fail to materially perform in accordance with the terms and conditions of this Agreement, this Agreement may be terminated by the performing Party if the performing Party first provides written notice to the non-performing Party which notice shall specify the non-performance, provide both a demand to cure the non-performance and reasonable time to cure the non-performance, and state a date upon which the Agreement shall be terminated if there is a failure to timely cure the non-performance. For purposes of this subsection, "reasonable time" shall be not less than five (5) business days. Provided that notice of non-performance is provided in accordance with this subsection, nothing in this subsection shall prevent, preclude, or limit any claim or action for default or breach of contract resulting from non-performance by a Party.
- 5.4 **Mutual Termination.** City and Contractor may agree in writing to mutually terminate this Agreement.
- 5.5 **City Unilateral Suspension of Services.** City may suspend Contractor's performance of the Services at City's discretion and for any reason by delivery of

written notice of suspension to Contractor which notice shall state a specific date of suspension. Upon receipt of such notice of suspension, Contractor shall immediately cease performance of Services on the date of suspension except: (1) as may be specifically authorized by the notice of suspension (e.g., to secure the work area from damage due to weather or to complete a specific report or study); or (2) for the submission of an invoice for Services performed prior to the date of suspension in accordance with this Agreement.

- 5.6 **Reinstatement of Services Following City's Unilateral Suspension.** City may at its discretion direct Contractor to continue performance of the Services following suspension. If such direction by City is made within thirty (30) days of the date of suspension, Contractor shall recommence performance of the Services in accordance with this Agreement. If such direction to recommence suspended Services is made more than thirty-one (31) days following the date of suspension, Contractor may elect to: (1) provide written notice to City that the suspension is considered a unilateral termination of this Agreement; (2) recommence performance in accordance with this Agreement; or (3) if suspension exceeded sixty (60) consecutive days, request from City an equitable adjustment in compensation or a reasonable re-start fee and, if such request is rejected by City, to provide written notice to City that such suspension and rejection of additional compensation is considered a unilateral termination of this Agreement. Nothing in this Agreement shall preclude the Parties from executing a written amendment or agreement to suspend the Services upon terms and conditions mutually acceptable to the Parties for any period of time.
- 5.7 **Delivery of Notice of Termination.** Any notice of termination permitted by this Section shall be addressed to the person signing this Agreement on behalf of Contractor or to City at the address shown in subsection 11.13, or such other address as either Party may notify the other of.

## 6. INSURANCE

- 6.1 **Required Insurance.** Contractor shall obtain and shall continuously maintain during the term of this Agreement insurance of the kind and in the minimum amounts specified ("Required Insurance").

City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of Agreement or of any of City's rights or remedies under this Agreement.

A. Workers' Compensation insurance in the minimum amount required by applicable law for all employees and other persons as may be required by law.

B. Commercial General Liability insurance with minimum combined single limit for each occurrence of one million dollars (\$1,000,000.00) and of two million dollars (\$2,000,000.00) aggregate. The policy shall be applicable to all premises and all operations of Contractor. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision. Coverage shall be provided on an "occurrence" basis as opposed to a "claims made" basis. The policy shall name City of Littleton as additional insured.

C. Professional Liability (Errors and Omissions) insurance with a minimum limit of one million dollars (\$1,000,000.00) per claim and two million dollars (\$2,000,000.00) aggregate. Such policy of insurance shall be obtained and maintained for one (1) year following completion of all Services under this Agreement.

The Required Insurance shall be procured and maintained with insurers with an A- or better rating as determined by Best's Key Rating Guide. All Required Insurance shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Contractor.

6.2 **Additional Requirements for Insurance.** In addition to specific requirements imposed on insurance by this Section and its subsections, insurance shall conform to the following:

A. All policies of insurance shall be primary insurance, and any insurance carried by City, its officers, or its employees shall be excess and not contributory insurance to that provided by Contractor; provided, however, that City shall not be obligated to obtain or maintain any insurance whatsoever for any claim, damage, or purpose arising from or related to this Agreement and the Services provided by Contractor. Contractor shall not be an insured party for any City-obtained insurance policy or coverage.

B. Contractor shall be solely responsible for any deductible losses.

C. For Required Insurance, no policy of insurance shall contain any exclusion for bodily injury or property damage.

D. Contractor shall provide City with notice no less than thirty (30) days prior to any cancellation, termination, or a material change in such policy.

- 6.3 **Failure to Obtain or Maintain Insurance.** Contractor's failure to obtain and continuously maintain policies of insurance in accordance with this Section and its subsections shall not limit, prevent, preclude, excuse, or modify any liability, claims, demands, or other obligations of Contractor arising from performance or non-performance of this Agreement. Failure on the part of Contractor to obtain and to continuously maintain policies providing the required coverage, conditions, restrictions, notices, and minimum limits shall constitute a material breach of this Agreement upon which City may immediately terminate this Agreement, or, at its discretion, City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by City shall be repaid by Contractor to City immediately upon demand, or at City's sole discretion, City may offset the cost of the premiums against any monies due to Contractor from City pursuant to this Agreement.
- 6.4 **Insurance Certificates.** Prior to commencement of any Services under this Agreement, Contractor shall submit to City certificates of insurance for all Required Insurance. Insurance limits, term of insurance, insured parties, and other information sufficient to demonstrate conformance with this Section and its subsections shall be indicated on each certificate of insurance. City may request and Contractor shall provide within three (3) business days of such request a current certified copy of any policy of Required Insurance and any endorsement of such policy. City may, at its election, withhold payment for Services until the requested insurance policies are received and found to be in accordance with the Agreement.
- 6.5 **Sub-consultants or Subcontractors.** Contractor shall confirm and document that all sub-consultants and subcontractors (including independent contractors, suppliers, or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by Contractor and appropriate to their respective primary business risks considering the nature and scope of services provided.

## **7.0 OWNERSHIP OF DOCUMENTS**

Any work product, materials, and documents produced by Contractor pursuant to this Agreement shall become property of City upon delivery and shall not be made subject to any copyright unless authorized by City. Other materials, methodology and proprietary work used or provided by Contractor to City not specifically created and delivered pursuant to the Services outlined in this Agreement may be protected by a copyright held by Contractor and Contractor reserves all

rights granted to it by any copyright. City shall not reproduce, sell, or otherwise make copies of any copyrighted material, subject to the following exceptions: (1) for exclusive use internally by City staff and/or employees; or (2) pursuant to a request under the Colorado Open Records Act, Colorado Revised Statutes ("C.R.S.") § 24-72-203, to the extent that such statute applies; or (3) pursuant to law, regulation, or court order. Contractor waives any right to prevent its name from being used in connection with the Services.

## **8.0 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND OTHER LAWS CONCERNING ACCESSIBILITY**

Contractor covenants that all designs, plans and drawings produced or utilized under this Agreement will address and comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.* and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility standards ("UFAS").

If the above standards are inconsistent, Contractor must assure that its designs, plans, and drawings comply with the standard providing the greatest accessibility. If Contractor fails to comply with the foregoing standards, City may, without limiting any of its remedies set forth in Section 10 or otherwise available at law, in equity or by statute, require Contractor to perform again, at no expense to City, all Services required to be reperformed as a direct or indirect result of such failure.

## **9.0 CONFLICT OF INTEREST**

Contractor shall refrain from providing any services to other persons, firms, or entities that would create a conflict of interest for Contractor with regard to providing the Services pursuant to this Agreement. Contractor shall not offer or provide anything of benefit to any City official or employee that would place the official or employee in a position of violating the public trust as provided by C.R.S. § 24-18-109, as amended, or any City-adopted Code of Conduct or ethical principles.

## **10.0 REMEDIES**

In addition to any other remedies provided for in this Agreement, and without limiting its remedies available at law, City may exercise the following remedial actions if Contractor substantially fails to perform the duties and obligations of this Agreement. Substantial failure to perform the duties and obligations of this Agreement shall mean a significant, insufficient, incorrect, or improper performance, activities or inactions by Contractor. The remedial actions include:

- A. Suspend Contractor's performance pending necessary corrective actions as specified by City; and/or
- B. Withhold payment to Contractor until the necessary Services or corrections in performance are satisfactorily completed; and/or
- C. Deny payment for Services which have not been satisfactorily performed, and which, due to circumstances caused by Contractor, cannot be performed, or if performed would be of no value to City; and/or
- D. Recover actual and/or consequential damages; and/or
- E. Terminate this Agreement.

The foregoing remedies are cumulative and City, at its sole discretion, may exercise any or all of the remedies individually or simultaneously.

## 11.0 MISCELLANEOUS PROVISIONS

- 11.1 **No Waiver of Rights.** A waiver by any Party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either Party. City's approval or acceptance of, or payment for, Services shall not be construed to operate as a waiver of any rights or benefits to be provided under this Agreement. No covenant or term of this Agreement shall be deemed to be waived by City except in writing signed and any written waiver of a right shall not be construed to be a waiver of any other right or to be a continuing waiver unless specifically stated.
- 11.2 **No Waiver of Governmental Immunity.** Nothing in this Agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to City, its elected and appointed officials, employees, contractors, or agents, or any other person acting on behalf of City and, in particular, governmental immunity afforded or available pursuant to the Colorado Governmental Immunity Act, Title 24, Article 10, Part 1 of the Colorado Revised Statutes.
- 11.3 **Non-Discrimination.** Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ethnicity, citizenship, immigration status, sex, gender, age, sexual orientation, gender identity or gender expression, marital status, protective hairstyle, genetic information, pregnancy, disability, or any other status protected by applicable law.

Contractor will take affirmative action to ensure applicants are employed, and employees are treated during employment, without regard to their race, color, religion, national origin, ethnicity, citizenship, immigration status, sex, gender, age, sexual orientation, gender identity or gender expression, marital status, protective hairstyle, genetic information, pregnancy, disability, or any other status protected by applicable law. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- 11.4 **Binding Effect.** The Parties agree that this Agreement, by its terms, shall be binding upon the successors, heirs, legal representatives, and assignees; provided that this Section shall not authorize assignment.
- 11.5 **No Third Party Beneficiaries.** Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, subconsultant or subcontractor of Contractor. Absolutely no third-party beneficiaries are intended by this Agreement. Any third-party receiving a benefit from this Agreement is an incidental and unintended beneficiary only.
- 11.6 **Article X, Section 20/TABOR.** The Parties understand and acknowledge that City is subject to Article X, § 20 of the Colorado Constitution ("TABOR"). The Parties do not intend to violate the terms and requirements of TABOR by the execution of this Agreement. It is understood and agreed that this Agreement does not create a multi-fiscal year direct or indirect debt or obligation within the meaning of TABOR and, therefore, notwithstanding anything in this Agreement to the contrary, all payment obligations of City are expressly dependent and conditioned upon the continuing availability of funds beyond the term of City's current fiscal period ending upon the next succeeding December 31. Financial obligations of City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of City, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.
- 11.7 **Governing Law, Venue, and Enforcement.** This Agreement shall be governed by and interpreted according to the laws of the State of Colorado. Venue for any action arising under this Agreement shall be in the appropriate court for Arapahoe County, Colorado. To reduce the cost of dispute resolution and to expedite the resolution of disputes under this Agreement, **the Parties hereby waive any and all right either may have to request a jury trial in any civil action relating primarily to the enforcement of this Agreement.** The Parties agree that the rule

that ambiguities in a contract are to be construed against the drafting Party shall not apply to the interpretation of this Agreement.

- 11.8 **Survival of Terms and Conditions.** The Parties understand and agree that all terms and conditions of the Agreement that require continued performance, compliance, or effect beyond the termination date of the Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.
- 11.9 **Assignment and Release.** All or part of the rights, duties, obligations, responsibilities, or benefits set forth in this Agreement shall not be assigned by Contractor without the express written consent of City. Any written assignment shall expressly refer to this Agreement, specify the particular rights, duties, obligations, responsibilities, or benefits so assigned. No assignment shall release Contractor from performance of any duty, obligation, or responsibility unless such release is clearly expressed in such written document of assignment.
- 11.10 **Headings.** The captions in this Agreement are for the convenience and reference of the Parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.
- 11.11 **Integration and Amendment.** This Agreement represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. Any amendments to this Agreement must be in writing and be signed by both City and Contractor.
- 11.12 **Severability.** Invalidity of any of the provisions of this Agreement or any paragraph, sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.
- 11.13 **Notices.** Any notice required or permitted by this Agreement shall be in writing and addressed to the Party to whom such notice is to be given at the address set forth below or at such other address as has been previously furnished in writing, to the other Party. Such notice shall be deemed given upon delivery if personally delivered, or forty-eight (48) business hours after deposited in the United States Mail properly addressed to the intended recipient, postage prepaid, registered or certified mail, with return receipt requested.

<b><u>If to City:</u></b>	<b><u>If to Contractor:</u></b>
City Manager City of Littleton 2255 W. Berry Avenue Littleton, Colorado 80120	STUDIO TECTONIC, LLC 400 Marine Street Carriage House Boulder, Colorado 80302
With copy to: City Attorney City of Littleton 2255 W. Berry Avenue Littleton, Colorado 80120	

## **12.0 INDEMNIFICATION AND HOLD HARMLESS**

Contractor expressly agrees to, and shall, indemnify and hold harmless City and any of its elected and appointed officials, officers, agents, or employees from any and all claims, damages, liability, or court awards, including costs and reasonable attorney fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of Contractor or any of its employees, agents, partners, subcontractors, consultants, or others working on behalf of Contractor in performance of the Services under this Agreement. Nothing in this Section shall constitute an agreement by Contractor to indemnify or hold City harmless for any omission or action by City or any of its elected and appointed officials, officers, agents, or employees. By demanding this right to indemnification, City in no way waives or limits its rights under the Colorado Governmental Immunity Act, C.R.S. § 24-20-101, *et. Seq.*

## **13.0 AUTHORITY**

The individuals executing this Agreement represent that they are expressly authorized to enter into this Agreement on behalf of City and Contractor and bind their respective entities.

## **14.0 ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS**

Contractor consents to the use of electronic signatures by City. The Agreement and any other documents requiring a signature hereunder may be signed electronically by City in the manner specified by City. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of

an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF LITTLETON, COLORADO**

**ATTEST**

\_\_\_\_\_  
Kyle Schlachter  
MAYOR

\_\_\_\_\_  
Colleen Norton  
CITY CLERK

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Reid Betzing  
CITY ATTORNEY



**CONTRACTOR**

By: \_\_\_\_\_  
Seth Frankel  
PRINCIPAL / CREATIVE DIRECTOR

Date: \_\_\_\_\_

## **Exhibit A**

The design consultant shall provide design planning services for the development of an updated History Gallery in alignment with previous visioning efforts and Concept Master Plan, and to display artifacts from the Museum's collection. The design consultant will conduct research and analysis, conduct site walkthroughs, refine the Concept Master Plan and visitor experience goals for the exhibit, propose exhibit design approaches, prepare graphics to demonstrate constraints and opportunities, and build an overall design plan for the Museum to use for the project's construction phase. As needed, City staff and the design consultant will coordinate and facilitate community engagement efforts with stakeholders including, but not limited to, City Council, businesses, residents, and schools.

The design will serve as a guiding document for the interpretive experiences that visitors will have when visiting the Museum, and the overall design and fabrication of the permanent exhibit. The design shall focus on improvement of accessibility and inclusivity; use of modern technology and exhibit interactives; multi-sensory and atmospheric design; innovative space-planning for maximized use of space; connecting indoor exhibits with outdoor exhibits; and balancing historical information presentation with autonomous discovery and play.

The design consultant shall provide content to the City to publish on its digital and print platforms.

The scope of work does NOT include fabrication, installation, or construction services; or content writing.

### **TASK 1 – Schematic Design (50% and 100%)**

This phase builds from concepts to include initial interpretive draft outlines and content massing, gallery views reflecting exhibitry massing, and initial integration/exploration of key feature exhibit elements.

#### **Deliverables:**

- **Content/Graphics**
  - content outline/breakdown of generalized content directions for each exhibit area
  - documentation to serve as guiding principle for exhibit themes and topics (this is intended as a content guide for each exhibit element, not exhibit copy)
  - graphic design for generalized approaches including visual stylization, text hierarchies, word count approximations, and image integration approaches and treatments
  - initial narrative of media elements, descriptions of functionality, and story/user experiences
- **Exhibits/Design**
  - drawings with developed floor plans and exhibit elevations showing various views of each exhibit element/area, paired with descriptions/notations to communicate design/experiential intent
  - 3D perspectives including all exhibit areas
  - look and feel of scenic areas
  - preliminary materials selection

- Coordination and Tracking
  - coordination as needed for architectural/engineering rough-ins and future planning needs
  - lighting schematic (see lighting phasing details in the Concept Master Plan)
  - graphic schedules and image schedules
  - continued artifact coordination and identification
  - cost estimate report during schematic design process (prior to 100%)
  - collaborate with project team and stakeholders

## **TASK 2 – Design Development (50% and 100%)**

This phase produces further developed exhibit drawings and graphic layouts to represent a nearly complete look and feel. This phase serves as a last confirmation prior to final graphic design, exhibit design, and shop drawings.

Deliverables:

- Content/Graphics
  - content drafts with associated visuals developing in graphic layouts
  - refinement of graphic typicals
  - refinement of media elements with media developer input, descriptions of functionality, and story/user experiences
- Exhibits/Design
  - refined drawings with developed floor plans and exhibit elevations showing various views of each exhibit element/area, paired with descriptions/notations to communicate design/experiential intent
  - updated 3D perspectives including all exhibit areas
  - scenic areas look/feel documentation and references
  - technology preliminary specifications and approach
  - interactive functionality narrative and visual diagrams
  - refined materials selection and samples
- Coordination and Tracking
  - coordination as needed for architectural/engineering rough-ins and future planning needs
  - lighting design development (see lighting phasing details in the Concept Master Plan)
  - graphic schedules and image schedules
  - continued artifact coordination and identification
  - final cost estimate (after Design Development 100%)
  - collaborate with project team and stakeholders

### **TASK 3 – Final Design (50% and 100%)**

This phase produces finalization of graphics, exhibit design elements, and integration of all associated artifacts, media, exhibit specs, and architectural coordination needs. This is the final step prior to fabrication and production, and the City will utilize the final design to bid and complete construction work (construction work is separate from this RFP).

#### **Deliverables:**

- **Content/Graphics**
  - all final graphics with approved copy/visuals
  - production files for graphic prints
  - final media direction with media developer input, descriptions of functionality, and story/user experiences
  - cost analysis for implementation by media provider
- **Exhibits/Design**
  - final drawings with developed floor plans and exhibit elevations showing various views of each exhibit element/area, paired with descriptions/notations to communicate design/experiential intent (plans, sections, elevations, details)
  - narrative specifications for fabricators
  - final 3D perspectives including all exhibit areas
  - final scenic areas look/feel documentation and references
  - final technology specifications and approach
  - interactive functionality narrative and visual diagrams
  - final materials selection and samples
- **Coordination and Tracking**
  - coordination as needed for architectural/engineering rough-ins and future planning needs
  - lighting final design and specifications, and coordination with engineers (see lighting phasing details in the Concept Master Plan)
  - final graphic schedules and image schedules
  - complete artifact coordination and selections with mounting documentation (in conjunction with Museum)
  - collaborate with project team and stakeholders

### **[ADDITIONAL TASK] TASK 4 – Fabrication Oversight**

Upon satisfactory completion of Tasks 1-3, subject to appropriation of funds, and at the City's sole discretion, the City may request the design consultant to complete Task 4 fabrication oversight.

This phase involves oversight of construction services and project management assistance.

#### **Deliverables:**

- participate in preparation of exhibit fabrication/installation bid packages and specifications
- collaborate with construction contractor on fabrication approach, material selection, solutions, etc.
- oversee execution of the approved design through exhibit fabrication and installation
  - review, provide feedback, and approve shop drawings from the fabricator,

including any engineering services and documents required to ensure a safe, legal, and durable installation

- includes in-shop and photographic and video-conferencing reviews by the City of in-progress work and of completed elements prior to fabricator shipment
- monitor fabrication of all required exhibit elements for a level of quality, fit, finish, and durability commensurate with a world-class museum exhibit

During the Concept Design/Master Planning phase of the Littleton Core Exhibit Design, Studio Tectonic developed the design approach based on the needs of the design and planning effort. The RFP Tasks and deliverables are tightly aligned to the work and process/phasing identified by Studio Tectonic in conjunction with the Museum. In this proposal, Studio Tectonic is further developing/defining its team's approach to specific aspects of the Tasks and design efforts for specific disciplines to expand on the scope/tasks/deliverables.

The scope of work is clear, and minimal changes are required. However, several focus areas should be expanded to clarify needs and collaboration. The following answers the RFP's requirements to:

1. Outline the services provided for each Task (by primary design discipline,
2. Provide an understanding of the scope/deliverables,
3. Provide clarifications/proposed changes (and their benefit to the process and Littleton Museum)

#### Task 3 – Fabrication Documentation and Contracting Efforts

The RFP does not call for technical consultation in Task 3 in providing assistance in the fabricator bid/selection. Typically, this effort is highly benefited from designer consultation in serving as a technical reviewer to the client. We have included this as a service as part of Task 3. Site visits are not included to fabricator facilities.

#### Lighting

The RFP suggests that existing building system lighting and tracks are to remain in place. We aim to design and retain current lighting circuitry, power, and track systems where possible, as well as practical and beneficial. The age of the system will require analysis and confirmation. Our lighting designer is providing an analysis of the current system and will make recommendations that lead to efficiency, minimize cost impacts, and ensure that the current systems meet code and longevity expectations to match the life of the future exhibits. Much has changed in lighting in the last decades, and confirmation/recommendation of the utility of the current system should be seen as a long-term benefit to the City of Littleton.

The following are lighting-specific deliverables and approach by Task and reflection Studio Tectonic's team's approach for this critical design discipline:

#### Task 1 – Schematic Design for Lighting

- Project kick-off meeting
- Site visit to review existing conditions
- Schematic lighting concept development
- Schematic lighting control strategies
- Proposed luminaire types
- Schematic estimate of probable cost
- Up to one (1) submittal (100% SD)

#### Task 2 – Design Development for Lighting

- Preliminary lighting layouts (in AutoCAD and PDF format)
- Preliminary luminaire selection
- Catalog cut sheets of proposed lighting equipment
- Preliminary lighting calculations
- Preliminary lighting specifications
- Preliminary lighting control design/control intent narrative
- Preliminary lighting detail sketches
- Coordination with electrical engineering
- Preliminary estimate of probable cost
- Up to one (1) submittal (100% DD)

#### Task 3 – Construction Documents for Lighting

- Final lighting layouts (in AutoCAD and PDF format)
- Final luminaire schedule
- Final luminaire cut sheets
- Final lighting specifications
- Final lighting control design/control intent narrative
- Coordination of lighting mounting details
- Coordination with electrical engineering
- Updated estimate of probable cost
- Up to one (1) submittal (100% CD)

#### Task 4 (additional scope) – Construction Administration for Lighting

- Review lighting equipment submittals (up to two (2) reviews included)
- Respond to RFIs
- Up to one (1) site visit for aim and focus (2 people, 1 day)
- Up to one (1) final site visit to punch out project (2 people, 1 day)

#### Content Writing

In responses in the Q&A during the RFP process, the Museum indicated that it would provide content writing. We recognize and anticipate a close collaboration in developing content for all Tasks. Based on our understanding of the Concept Design, both didactic and media-based content writing will be needed as a final product in Task 3 (and in development in Tasks 1 and 2). Our team will work closely with the Museum to ensure that the balance of responsibility between content development and writing of final exhibit copy is correct and evolves to make the best use of the Museum's expertise in conjunction with Studio Tectonic's knowledge and strength in envisioning content development approaches. Our continued efforts in collaboration with museum leadership, curation, educators, and staff, along with our continued research and content development, will be essential in the successful expression of exhibit meaning and expression.

#### Media

Media development is defined broadly in the Concept Design phase and as identified in the RFP. Studio Tectonic has included the expertise of our media design specialist, BPI, in all Tasks of this scope of work in a robust way. The following further clarifies the goals, objectives, and responsibilities that Studio Tectonic's team will provide for the co-development of design-level media throughout the three contract Tasks (Task numbers where each effort is significant is identified):

Confirm exhibit goals/rhythm

(Task 1)

Confirm the exhibit's overall purpose. What are the physical dimensions and constraints of the exhibit space? How will visitors move through the exhibit area?

Establish "voice" and story for all exhibit elements

(Task 1, 2)

What are the exhibits about? What voice, if any, delivers the content? Why?

Create simple flowcharts and/or storyboards (Tasks 2, 3)

What should the visitor's experience be at each media exhibit? How long can we expect visitors to engage with the media programs? How should the content be organized in general terms?

Work with the project systems integrator to assess and specify appropriate technologies

(Tasks 1, 2, 3)

What should the visitor's experience be at each media exhibit? How long can we expect visitors to engage with the media programs? How should the content be organized in general terms?

Review existing media assets/materials

(Tasks 1, 2, 3)

What footage, images, or other assets have already been found? Are they in a format that can be used in exhibits?

Develop narrative treatment

(Tasks 2, 3)

Create and verify a detailed summary of each program's content and a description of the associated visitor experience.

Identify exhibits for Prototyping/Testing

(Task 3)

Provide early versions of visual materials for visitor testing (limited). Identify individual exhibits that need to be tested for technical or content reasons in the production phases.

Coordinate with Media Hardware Designer

(Tasks 1, 2, 3)

Provide coordination with hardware design and cost estimator to direct likely A/V hardware required to express media content.

Accessibility Strategy

(Tasks 1, 2, 3)

Conduct a review of each exhibit to identify various strategies that will enhance accessibility in line with established guidelines.

Confirm fixed-fee media production budget

(Tasks 1, 2, 3)

Utilizing production budget targets while considering a thorough understanding of media production needs to formulate a fixed-fee production budget.

Confirm final media production schedule

(Task 3)

Utilizing the media production schedule targets and a comprehensive understanding of media production requirements to develop a final production schedule.

***A thoughtful and logical process of how the project will be organized that can be easily understood by the project team.***

While precise tasks and timelines help establish contractual obligations and expectations, Studio Tectonic sees tremendous value in organizing the project so that the entire Museum and critical stakeholders can easily understand both the design product and the design process. Within our team, our method is based on empathic design. This is not a commonly articulated concept. By this, we work through the product and process so that all levels of participants understand the purpose of the work and its engagement. Developing exhibits of this magnitude is not frequent for most institutions, including the Littleton Museum. We organize our discussions and

deliverables to tell not just the story of the exhibit but to communicate the design's reasons, meaning, and intent. We know that design documentation is often engaged without the benefit of first-person explanation and that documentation is, in effect, its storytelling device. At each project moment, we ask ourselves what it would be like to be expected to understand the work without being an expert in design processes. For us, the worst moment in a project would be if an institution reacted by saying, "That's not what I thought it was going to be."

The structure of our process and Tasks is built upon these assumptions, and our track record with the Littleton Museum and others demonstrates that this attitude plays out throughout our process. For working details and tools on how we accomplish this, please review the section below on our Project Management Approach.

***Proposed engagement and outreach approach, including the number and types of meetings, tactics, webtools, etc.***

Studio Tectonic recognizes that no formal evaluation or stakeholder process is expected in the scope of services. Our work in completing a robust stakeholder process in the Concept Design phase has built a high degree of familiarity for our team regarding your critical stakeholders. We recognize that even without a formal process, Studio Tectonic will be called upon to assist the Museum in reaching its community, presenting design to both the City of Littleton and the Museum's board and Friend organizations, and refining design materials for these purposes. Our local presence and allowance for labor permit us to have onsite and/or a remote presence to aid the Littleton Museum's process.

At the primary project launch and at each phase, we will examine the key moments for which our participation and materials may benefit the Museum. As before, with the Littleton Museum, we will allow the Museum to manage the planning and orchestration of stakeholder input/materials and participate in the presentation. The project schedule of five months and the 50%/100% phasing per Task are designed to allow the Museum time to identify engagement/outreach needs and develop them within the anticipated schedule. The Museum may wish to have one to two engagements/outreach in Tasks 1 and 2. Task 3 may require a single final presentation. These details will require confirmation upon contract award since a precise number, frequency, and type of engagement/outreach are not fully identified in the RFP. We will identify specific tactics and tools, including remote, in-person, public, small group, and formal/informal outreach, depending on the audience and project timing/locations.

***Any anticipated challenges, complexities, or opportunities.***

All projects of this magnitude have challenges, complexities, and opportunities not fully identified in an RFP process. Our project management approach, detailed below, helps minimize negative impacts and costs/schedule impacts. Studio Tectonic has demonstrated to the Littleton Museum that we are careful listeners and anticipate needs. Our physical and professional closeness with your team and open communication approach help us co-create a positive process.

Through this project, we see an opportunity to continue supporting the Museum's relationship with the community and other professional organizations. Our past experience has

demonstrated that the Museum's close connections are strong and that continued trust can be strengthened further through a process and the careful listening that Studio Tectonic will bring as a project partner to the City of Littleton.

## Keeping Exhibits Fresh

"Permanent" may be mistaken to suggest "set and forget." No exhibit should be considered permanent in that way. Instead, permanent means that over the long life of the exhibits (multiple decades), they are adaptable to the priorities, realities, and opportunities that future staff and visitors may need at that time. Museums are uniquely challenged in this way. We designers and planners are charged to develop an exhibit in drawings that are built one time and, by their very nature, never fully "tested" with the public until all the design effort and fabrication are complete and all the dollars are spent. While prototyping is essential and anticipated in our process, particularly in fabrication, we bring to this project an approach that allows for adaptability and flexibility within the final design. Some of this can be accomplished by paying particular attention to:

- Object cases, mounting systems, and lighting should be uncomplicated to adjust - and generally large enough to allow repositioning within them for new collections and/or conservation.
- Graphic panels should allow for non-destructive replacement
- Media content should include management systems that the museum staff can maintain through non-proprietary systems, and hardware should be placed in exhibit systems that are flexible to new shapes and sizes as equipment wears out
- Lighting systems should be general yet allow for specificity for particular effects and needs (and the least number of types of fixtures possible should be selected for ease of updating and maintenance)
- In areas intended to change, ensure that future staff is not obligated to make changes for the exhibit to succeed continuously.
- In timelines, never end at the year of exhibit installation - be sure to allow for many years of expansion.
- Use open language in exhibit graphics and media and do not lock into historical distances (i.e., X years ago).
- Use high-quality but not "exotic" materials in fabrication so that they last but are challenging to repair or update/add to.

## Integrating Children's Educational Needs

The educational needs of children are integral to our approach to the Concept Design of the Littleton Museum and a centerpiece of all future design efforts. The core exhibits at the Museum intend to hold children's needs in parallel, not in partition to the needs of all visitors. Instead, our approach has centered content and experiences in an exhibit to vastly bring the same key messages and experiences to adults and children alike. We know that every child who arrives at the exhibit will experience aspects of it in both self-directed and directed ways. That direction may not be from a formal program or educator. We focus on the design of the exhibits to foster co-experiential learning. For example, in the Concept Design, the idea of play in childhood is explored in the exhibits' multi-generational transfer of physical experience, dialogue, and teaching. This modality is found throughout the Concept Design and will continue to develop in the remaining design tasks.

Also, our team's content development is led by the former head of education/programs for the Colorado History Museum. We have an embedded understanding of how the exhibits may also be engaged in curriculum standards, even when not directly called for.

However, we fundamentally believe that children and adults are not radically different in this exhibit. All your visitors want to feel engaged, capable, and competent. They want to explore and feel challenged within the safety of an understandable design and space. They want to have exhibits in which they are invited to engage with others and, when possible, learn together.

## Engaging and Enhancing Visitor Experience

As the designers and developers of the Littleton Museum core exhibit concept design, our focus has been on engaging visitors. Per the Museum's curatorial direction, future exhibits will remain built on a collections-based experience through story and experiential learning. Examples of how the design will continue to evolve from the Concept include:

- Honoring the legacy of the past exhibits and beloved aspects by many of the Museum's longtime visitors.
- Moving beyond "looking" as the sole means of learning by including story, interactive/engagement to have the ideas and history be experienced, not only read and studied
- Further, the exhibit will be organized around themes and the chronological history of Littleton and Littletonians.
- Use immersive spaces to help frame history and bring place and personality to storylines.
- Recognize that all people come with different ways of learning. This is expressed through the use of real objects (things and cultural materials), historical learnings (ideas/facts), human and non-human stories (lived experiences), and learning by doing (physical experiences). Successful exhibits employ a blend of these engagement approaches, and the future tasks will develop these ideas as presented in the Concept into complete design approaches.

## Milestone Schedule

Building upon the final Concept Design, the remaining effort to complete the implementation of the Core Exhibit is to be developed in the following phases (50% at 3 months, 100% at 5 months for each phase):

1. **Schematic Design – up to five months**
2. **Design Development – up to five months**
3. **Final Design (fabrication bid documentation) – up to five months**

**TOTAL ESTIMATED DURATION – 15 months**

## Project Assumptions and Exclusions

The following are assumptions and understandings of Studio Tectonic as to the project needs and scope inclusions/exclusions:

### Objects

- The Museum directs artifact and object conditions assessment, treatment plans, and mounting requirements.
- Acquisition of additional objects, props, or reproductions is by the Museum.
- The Museum will provide credit language and required attributions.

### Images

- The Museum directs artifact and object conditions assessment, treatment plans, and mounting requirements.
- Acquisition of additional objects, props, or reproductions is by the Museum.
- The Museum will provide credit language and required attributions.
- The Museum will provide in-house images from the collections at the final print size for Studio Tectonic to place in production files.
- The Museum can purchase rights to images for display (printed or digital) outside of the collection. The duration should be for either the “life of the exhibit” or the most extended period available from the source.
- The Museum will provide credit language and required attributions.

### Content and Media

- Large print, app delivery, and described audio (DA) are not anticipated (if DA is desired, inclusion should be determined by the DD phase to allow for the implementation method).

- Tasks 1-3 will set the direction for media production. Pricing of media and hardware will be based on the estimates by our sub-consultants. For estimating purposes, media production will be assumed to be directly contracted by the City of Littleton or as a sub-consultant to the designers (not to a fabricator) for cost and control purposes.
- Final content edits, proofing, and approval are the responsibility of the Museum.

#### Coordination

- Design includes coordination with building systems. Architecture and building engineering are not provided in this scope.

#### Process

- Ongoing evaluation is not included. However, Studio Tectonic may present progress publicly in each phase if desired.
- Museum review and turn-around for commenting on significant phase submittals is expected to be at most two weeks. Requests for information will be addressed within one week (or extended as needed)
- The Museum will provide Studio Tectonic with a primary project manager/coordinator as a regular point of contact. This person will be primarily responsible for trafficking coordination needs.

#### Lighting

- Electrical engineering, lighting renderings, control system design, emergency systems, custom luminaire design, daylight analysis, LEED and energy code compliance, and as-built documentation are not included. Other exclusions may apply depending on identified needs that are not traditionally in the scope of exhibit lighting.

## Project Management Approach and Methodology

While all projects are different in their outward and final appearance, successful projects share a common theme: process predictability. A good process results from knowing what to communicate and when. We use formal and informal project management practices to engage clients with clear expectations, a clear definition of responsibilities, and a clear understanding of the “big picture,” even when the team is immersed in the details.

Exhibit and interpretive planning work follows an arc that enables the team to progress from the general to the specific. Project management is successful when the process does not encumber creativity but rather provides a clear pathway and a foundation of understanding for all team members.

### Our management methodology is centered on four goals:

1. Quality of design and interpretive planning
2. Timely completion of project assignments
3. Adherence to project budgets and integration of budget into all phases of project planning and implementation
4. A pleasurable and professional working relationship between all parties based on shared vision and mutual respect

Studio Tectonic has established a project management plan based on single-point communication matched to each need and responsibility, ensuring that the client has direct access to those responsible for project coordination, scheduling, and quality control. This will be executed by adhering to the following approaches:

### **Consistent Points of Contact**

**This project is assigned to a single person for primary project management responsibilities.**

The project manager, Seth Frankel, will be the primary point of contact, serving as the conduit between the Littleton Museum and the Studio Tectonic teams for communication and ensuring transparent dissemination of information. Once a protocol of communications has been established, task-based communications are encouraged to occur directly between team members.

### **Documentation**

Online documentation is critical in sharing digital information. Each submittal will be dated and named using a consistent convention that allows for quick observation of how the project is progressing. Submittals can be provided in both hard-copy and digital formats to permit sharing and review.

### **Submittals**

Document handover serves as a formal moment in each project phase for Studio Tectonic to provide a milestone-based level of information and for Littleton Museum to provide approvals and direction through a systematic review process. Between formal submittals, informal communication will continually occur in an orderly manner and will be integrated into the project's permanent documentation.

### **File Sharing**

Studio Tectonic maintains robust business-level online sharing resources. We use cloud-based sharing that provides controlled access to files to enable easy exchange of extremely large digital assets. Hard copies will typically be produced only for significant milestone review periods. For clients with restricted access to cloud-sharing, we can provide download links to our files.

### **Progress Tracking**

Timelines are maintained and published regularly using the FastTrack scheduling platform and published to the shared online project documents folder. Critical timelines will be identified at regular intervals at project coordination meetings between Littleton Museum and Studio Tectonic.

### **Meetings**

A consistent and predictable meeting schedule will be identified early in the project. In-person meetings are encouraged but not always needed, depending on the phase and project needs at that moment. A review of upcoming deadlines, current phase status, and task lists will be communicated at each meeting.

<i>Design Phase</i>	<i>Exhibit Design/ Content/PM</i>	<i>Cost Estimating</i>	<i>Lighting Design</i>	<i>Technology Design</i>	<i>Media Design</i>	<i>Labor Phase Subtotal</i>	<i>Expenses</i>	<i>Task Total Cost</i>
Task 1 - Schematic Design	\$ 148,300.00	\$ 8,400.00	\$ 10,287.50	\$ 9,960.00	\$ 26,714.00	\$ 203,661.50	\$ 20,366.15	\$ 224,027.65
Task 2 - Design Development	\$ 148,300.00	\$ 6,400.00	\$ 16,202.50	\$ 19,560.00	\$ 37,077.00	\$ 227,539.50	\$ 22,753.95	\$ 250,293.45
Task 3 - Final Design / Fabrication Bidding	\$ 163,050.00	\$ 5,200.00	\$ 14,172.50	\$ 14,400.00	\$ 33,209.00	\$ 230,031.50	\$ 23,003.15	\$ 253,034.65
<b>Design Phases Subtotal by Provider / Total</b>	<b>\$ 459,650.00</b>	<b>\$ 20,000.00</b>	<b>\$ 40,662.50</b>	<b>\$ 43,920.00</b>	<b>\$ 97,000.00</b>	<b>\$ 661,232.50</b>	<b>\$ 66,123.25</b>	<b>\$ 727,355.75</b>
<i>Task 4 - Fabrication Oversight Phase Estimate (future scope)</i>	<i>Exhibit Design/ Content/PM</i>	<i>Cost Estimating</i>	<i>Lighting Design</i>	<i>Technology Design</i>	<i>Media Design</i>	<i>Labor Phase Subtotal</i>	<i>Expenses</i>	<i>Phase Total</i>
Task 4	\$ 117,400.00	\$ -	\$ 8,342.50	\$ 10,500.00	\$ -	\$ 136,242.50	\$ 23,842.44	\$ 160,084.94

<b>Studio Tectonic - Exhibit Design/Content/PM Team</b>		<i>Rate</i>	<i>Task 1 Hours</i>	<i>Task 1 Fees</i>	<i>Task 2 Hours</i>	<i>Task 2 Fees</i>	<i>Task 3 Hours</i>	<i>Task 3 Fees</i>	<i>Total Hours</i>	<i>Total Labor</i>	<i>Additional Task 4 Hours Task 4 Fees</i>	
Principal / Creative Lead	\$	175.00	180	\$ 31,500.00	180	\$ 31,500.00	200	\$ 35,000.00	560	\$ 98,000.00	100	\$ 17,500.00
Senior Content Developer	\$	135.00	300	\$ 40,500.00	300	\$ 40,500.00	300	\$ 40,500.00	900	\$ 121,500.00	100	\$ 13,500.00
Senior Designer (3D/2D)	\$	135.00	300	\$ 40,500.00	300	\$ 40,500.00	350	\$ 47,250.00	950	\$ 128,250.00	280	\$ 37,800.00
Designer/Detailer (3D/2D)	\$	110.00	260	\$ 28,600.00	260	\$ 28,600.00	260	\$ 28,600.00	780	\$ 85,800.00	360	\$ 39,600.00
Project Coordination	\$	90.00	80	\$ 7,200.00	80	\$ 7,200.00	130	\$ 11,700.00	290	\$ 26,100.00	100	\$ 9,000.00
<b>Subtotal</b>				<b>\$ 148,300.00</b>		<b>\$ 148,300.00</b>		<b>\$ 163,050.00</b>		<b>\$ 459,650.00</b>		<b>\$ 117,400.00</b>
<b>Cost Estimation</b>		<i>Rate</i>	<i>Task 1 Hours</i>	<i>Task 1 Fees</i>	<i>Task 2 Hours</i>	<i>Task 2 Fees</i>	<i>Task 3 Hours</i>	<i>Task 3 Fees</i>	<i>Total Hours</i>	<i>Total Labor</i>	<i>Task 4 Hours Task 4 Fees</i>	
Estimator	\$	200.00	42	\$ 8,400.00	32	\$ 6,400.00	26	\$ 5,200.00	100	\$ 20,000.00	1	\$ 200.00
<b>Subtotal</b>				<b>\$ 8,400.00</b>		<b>\$ 6,400.00</b>		<b>\$ 5,200.00</b>		<b>\$ 20,000.00</b>		<b>\$ 126,600.00</b>
<b>Lighting Design</b>		<i>Rate</i>	<i>Task 1 Hours</i>	<i>Task 1 Fees</i>	<i>Task 2 Hours</i>	<i>Task 2 Fees</i>	<i>Task 3 Hours</i>	<i>Task 3 Fees</i>	<i>Total Hours</i>	<i>Total Labor</i>	<i>Task 4 Hours Task 4 Fees</i>	
Senior Project Engineer	\$	210.00	14	\$ 2,940.00	24	\$ 5,040.00	30	\$ 6,300.00	68	\$ 14,280.00	22	\$ 4,620.00
Project Designer	\$	175.00	31	\$ 5,425.00	42	\$ 7,350.00	34	\$ 5,950.00	107	\$ 18,725.00	16	\$ 2,800.00
CADD Technician II	\$	135.00	0	\$ -	14	\$ 1,890.00	0	\$ -	14	\$ 1,890.00	0	\$ -
Senior Lighting Specialist	\$	250.00	4	\$ 1,000.00	4	\$ 1,000.00	4	\$ 1,000.00	12	\$ 3,000.00	0	\$ -
PM (Cumulative)	n/s			\$ 922.50		\$ 922.50		\$ 922.50		\$ 2,767.50		\$ 922.50
<b>Subtotal</b>				<b>\$ 10,287.50</b>		<b>\$ 16,202.50</b>		<b>\$ 14,172.50</b>		<b>\$ 40,662.50</b>		<b>\$ 8,342.50</b>
<b>Technology Design</b>		<i>Rate</i>	<i>Task 1 Hours</i>	<i>Task 1 Fees</i>	<i>Task 2 Hours</i>	<i>Task 2 Fees</i>	<i>Task 3 Hours</i>	<i>Task 3 Fees</i>	<i>Total Hours</i>	<i>Total Labor</i>	<i>Task 4 Hours Task 4 Fees</i>	
Principal	\$	270.00	12	\$ 3,240.00	10	\$ 2,700.00	8	\$ 2,160.00	30	\$ 8,100.00	0	\$ -
Technology Consultant	\$	210.00	32	\$ 6,720.00	70	\$ 14,700.00	48	\$ 10,080.00	150	\$ 31,500.00	50	\$ 10,500.00
Senior Designer	\$	135.00		\$ -	16	\$ 2,160.00	16	\$ 2,160.00	32	\$ 4,320.00	0	\$ -
<b>Subtotal</b>				<b>\$ 9,960.00</b>		<b>\$ 19,560.00</b>		<b>\$ 14,400.00</b>		<b>\$ 43,920.00</b>		<b>\$ 10,500.00</b>
<b>Media Content Design</b>		<i>Rate</i>	<i>Task 1 Hours</i>	<i>Task 1 Fees</i>	<i>Task 2 Hours</i>	<i>Task 2 Fees</i>	<i>Task 3 Hours</i>	<i>Task 3 Fees</i>	<i>Total Hours</i>	<i>Total Labor</i>	<i>Task 4 Hours Task 4 Fees</i>	
Executive Producer	\$	215.00	24	\$ 5,160.00	40	\$ 8,600.00	32	\$ 6,880.00	96	\$ 20,640.00	0	\$ -
Experiential Designer, Director	\$	180.00	32	\$ 5,760.00	40	\$ 7,200.00	40	\$ 7,200.00	112	\$ 20,160.00	0	\$ -
Associate Creative Director	\$	120.00	90	\$ 10,800.00	90	\$ 10,800.00	90	\$ 10,800.00	270	\$ 32,400.00	0	\$ -
Support Roles (Graphics, QA/Tech, PC) Cumulative	n/a			\$ 4,994.00		\$ 10,477.00		\$ 8,329.00		\$ 23,800.00	0	\$ -
<b>Subtotal</b>				<b>\$ 26,714.00</b>		<b>\$ 37,077.00</b>		<b>\$ 33,209.00</b>		<b>\$ 97,000.00</b>		<b>\$ -</b>

## Notes on Fee Schedule

- Exclusions described in the details of this proposal are assumed in this fee schedule.
- Hourly rates are applicable to the duration of the schedule proposed. Future phases or extension may require an adjustment to hourly rates (applicable to Task 4 as well).
- Expenses are inclusive of local travel for Studio Tectonic and BPI's Associate Creative Director. Travel to Littleton for additional media team in expected to include flights and accommodations for at least 1-2 site visits per task (varying to detailed schedule that will be developed at project commencement).
- Media production shall be a fabrication-phase cost.