

STERLING PUBLIC SCHOOL DISTRICT #33, JOHNSON COUNTY

Board of Education Special Meeting  
Wednesday, June 25, 2025 7:00 PM  
Sterling Public Schools  
250 Main Street  
Sterling, NE 68443

- A. Call Meeting to Order
- B. Recognize Nebraska Open Meetings Law
- C. Publication of Meeting
- D. Roll Call
- E. Pledge of Allegiance
- F. Approval of agenda
- G. Public Comment
- H. Action Items
  - H.1. Consider Agreement with CMBA Architects
- I. Closed Session
- J. Adjourn
- K. Policy Review

*The Sterling Board of Education reserves the right to go into Closed Session at any time for purposes in accordance with § 84-1410(1).*



## CONFIDENTIAL FEE PROPOSAL

for

### STERLING PUBLIC SCHOOLS ELEMENTARY SCHOOL BOND

Sterling, Nebraska

6/12/25

Adrian Allen, *Superintendent*  
Sterling Public Schools  
250 Main Street  
Sterling, NE 68443

Dear Adrian,

Thank you for the opportunity to continue working with you and your District. Our team at CMBA is excited to get started. Below is the letter agreement to continue the vision started with the initial facility assessment and Master Plan.

#### PROJECT DESCRIPTION

To better provide for their students and provide a 21<sup>st</sup> century learning environment, a proposed new elementary addition consisting of classrooms, kitchen, and cafeteria space; administration /entry addition; along with renovations to the existing school consisting of renovated / expanded commons space, ADA compliant restrooms, and locker rooms.

#### SCOPE OF DESIGN SERVICES

##### INSPIRE - PRE-FUNDING PLANNING / BOND PLANNING

1. Facilitate an engagement session with your staff to understand their needs and specific educational goals.
2. Facilitate an engagement session with key community stakeholders (typically no more than 20 people)
3. Facilitate a workshop with your School Board/Administration to review the findings and prioritize needs.
4. Prepare preliminary concepts, budgets, and schedules.
5. Review master plan options and budgets for final prioritization
6. Present final options to the Board/Administration

##### IMPLEMENT - CAMPAIGN SUPPORT / BOND REFERENDUM PLANNING

1. Create presentation graphics (Conceptual site plan, floor plans, and 2-3 exterior renders)
2. Develop communication strategy.
3. Provide schedule for communication campaign.
4. Prepare marketing materials that include:
  - a. Design, build, and manage a dedicated bond information website
  - b. Full-Service graphic design (fact sheets, brochures, direct mail pieces, etc)
  - c. Development of a social media content calendar
  - d. Creation of graphics (can tailor for platform used)
  - e. Video content production (*negotiated additional fee*)

## CLIENT RESPONSIBILITIES/EXPECTATIONS

CMBA expects the client to provide necessary information to the design team in a timely manner. This information includes project program, desired project schedule, existing site information, site limitations known, total project budget, and other items as requested.

## SCHEDULE

The schedule we discussed is as follows:

June 2025	Engagement Session for Staff / Community
Early July 2025	Presentation of Options to Board / Building Committee Stakeholders
Late July 2025	Presentation of Final Concept and Cost / Impact
August 2025	Kick-off of Information Committee
Aug 2025 – Oct 2025	Bi-Weekly Virtual Meetings to discuss progress / updates with Board / Building Committee
September 2025	Presentation for Community Open House
October 2025	Presentation for Community Open House (as necessary)
November 2025	BOND VOTE!

## COMPENSATION

Based upon our interpretation of the information provided, we propose a **Fixed Fee of \$12,500** for our Pre-Bond services, not including reimbursable expenses such as travel and printing. We estimate reimbursable expenses would not exceed \$1,500.

Upon successful passage of a potential bond referendum or approval of building project, our fees would transition to a percentage fee based on the size of the construction projects to be funded. Building from the work completed in your master plan, **a credit of our Pre-Bond Services fee would be applied to the final contract.**

## POST-BOND/DESIGN SERVICES

### NEW CONSTRUCTION

Construction Cost	Fee
\$1,500,000 – \$4,999,999	7.00 – 7.75%
\$5,000,000 – \$15,000,000	6.15 – 6.75%
\$15,000,000 +	5.25– 6.00%

### ADDITION/RENOVATION

Construction Cost	Fee
\$500,000 – \$2,999,999	8.50 – 9.50%
\$3,000,000 – \$5,999,999	7.75 – 8.50%
\$6,000,000 – \$9,999,999	7.25 – 7.75%
\$10,000,000 – \$12,999,999	6.5 – 7.25%

## SERVICES INCLUDED FOR THESE PROJECTS

- Architectural Design
- Interior Design
- Structural Engineering
- Mechanical/Electrical/Plumbing Engineering
- Civil Engineering

CMBA requests to understand the full scope of work prior to agreeing to final fee percentage. Construction Costs shall include a minimum of 5-7% Construction Contingency.

Combination of new construction and addition/remodel – total percentage will be negotiated once final scope is determined.

Fees do not include site survey, topography, or soil testing.

### ADDITIONAL SERVICES

Additional Services listed below are not included in this proposal. If any are desired by you, we would be happy to discuss adding them to the project scope.

Landscape Architecture  
Furniture, Fixtures, and Equipment (FF&E) Selection  
Life Cycle Cost Analysis  
Technology Consulting

LEED Certification  
Coordination of Owner Consultants  
Security System Design  
Commissioning

### REIMBURSABLE EXPENSES

Reimbursable expenses include, but are not limited to, out-of-town mileage associated with the project (current IRS rate/mile), travel expenses, printing and distribution of contract documents, Owner requested 3D building renderings, and fees paid to others on your behalf, such as Fire Marshals or Plans Examiners, for their review and/or approval. Cost estimating services are also a reimbursable expense unless the construction is negotiated with a contractor that provides the cost estimating services.

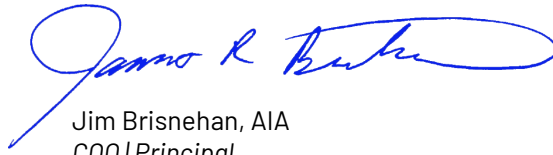
### ACCEPTANCE

If you agree with this proposal, please respond via email and we'll complete the AIA agreement with these terms. We will begin work upon the receipt of the email approval. Thank you for considering CMBA for this important work. We look forward to working with you. If you have any questions, please call me at 308.384.4444.

Sincerely,



Matthew Kreutzer, AIA  
Associate Principal



Jim Brisnehan, AIA  
COO | Principal