



November 30, 2022

Mr. William Chilman, IV, Superintendent
Beal City Public Schools
3180 W. Beal City Road
Beal City, MI 48858

Re: Professional Pre-bond Service Agreement

Dear Bill,

This letter is to document and implement the proposed relationship between Integrated Designs, Inc. (IDI) and Beal City Public Schools for pre-bond professional service. Please be aware that IDI's pre-bond services are at no cost to the School District, provided IDI is retained as the architectural/engineering firm to design the project when the voters pass the bond issue, or projects are taken on thru general funds. Our intent is to build a working relationship with the administration, teachers and community, such that you will want to continue working with IDI for post-bond services.

The scope of Pre-Bond Services will include:

1. Conduct review of existing building conditions.
2. Assist in the development of project scope with Construction Manager.
3. Conduct work sessions to identify and prioritize scope of the project/bond.
4. Assist with community promotional campaign in preparation of the election.

Once the pre-bond process is finalized and we have assisted with a successful election campaign, we will negotiate a contract to address our design and construction administration services. IDI intends on using AIA Document B132 – 2019 Standard Form of Agreement Construction Manager as Advisor Edition. Copy of which can be provided upon request. IDI's fee structure shall be as indicated in our presentation proposal.

Please sign a copy of this letter in the space provided, keep one copy and return one copy to IDI. We are excited to begin this process and develop a long-standing working relationship with your community. Thank you, and please feel free to let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Hoeft', is written over a light blue horizontal line.

Scott Hoeft
Vice President

Signature: _____

Title: _____

Date: _____