



September 17, 2026

Five County Association of Governments
Attn: Darin Bushman, Executive Director
1070 West 1600 South, Bldg B
PO Box 1550
St. George, UT 84771-1550

Email: dbushman@fivecounty.utah.gov
Phone: (435) 673-3548

RE: 2026 St. George Office Roof Replacement Design – St. George, Utah

Dear Darin:

We appreciate the opportunity to provide a proposal for the above-referenced project. It is our understanding that Five County Association of Governments intends to reroof its office building at 1070 West 1600 South in St. George, Utah.

Campbell Architecture (CA) has the necessary resources and expertise to complete this project. The proposed scope of work and associated fee are as follows:

SCOPE OF WORK

A. Design Services

- Meet with Client to review project goals, existing roof conditions, and coordinate the design approach (already completed).
- Prepare construction documents for removal and replacement of the existing roof system, including removal of the existing concrete shingles and underlayment down to the roof sheathing, and installation of new underlayment, ice and water shield, plastic strips, drip flashings, and flashings at roof penetrations.
- Contractor Procurement including:
 - Prepare and post bid documents through Bonfire
 - Conduct a Pre-Bid Meeting if needed
 - Conduct Bid Opening
 - Issue the Notice of Award, Agreement, and Notice to Proceed once contractor has been selected.
- Prepare conformance documents incorporating addenda, if any, for the Contractor's use during construction.

B. Construction Administration

- Conduct a pre-construction meeting with the Owner and Contractor.
- Review Contractor submittals and respond to Requests for Information (RFIs).
- Review and approve Contractor pay requests.
- Conduct three (3) site visits during construction, including the substantial completion site visit.
- Conduct project closeout, including review of the Contractor's operation and maintenance (O&M) manuals.

ASSUMPTIONS AND LIMITATIONS

1. This scope is limited to design and construction administration services for reroofing the Five County Association of Governments office building at 1070 West 1600 South, St. George, Utah, as described herein. No other building systems, additions, or alterations are included.
2. This proposal assumes removal of the existing roof covering and underlayment down to the roof sheathing. Replacement of the roof sheathing, if needed, will be addressed by the Contractor. The Bid Form will include a line item for the Contractor to provide a unit cost per square foot for sheathing replacement; if replacement is needed, a Change Order will be issued to the Contractor based on the square footage requiring replacement, at the unit cost provided in the Bid Form.
6. Hazardous materials testing and abatement, including asbestos-containing roofing materials, are not included in this scope. If hazardous materials are encountered, testing and abatement will be addressed by supplemental agreement.
7. Construction Administration includes up to three (3) site visits, including the substantial completion site visit. Additional site visits beyond this number will be billed at CA's standard hourly rates.

FEES

The foregoing scope of work for architectural services can be completed for a fixed fee of \$24,000.00, broken down as follows:

SERVICE	FEE
Design Phase	
Architectural Design	\$15,000.00
Construction Administration Phase	
Architectural Construction Administration	\$5,000.00
TOTAL FEE	\$20,000.00

Progress payments will be invoiced monthly. Any additional services requested beyond this scope will be billed at CA's standard hourly rates.

We appreciate and look forward to the opportunity to work on this Roof Replacement project.

Please review this proposal and let us know if there are any questions or concerns.

Sincerely,

CAMPBELL ARCHITECTURE



Kim O. Campbell
Architect