



November 17, 2025

Kootenai County  
Attn: Jeff Voller, Director of Facilities  
PO Box 9000  
Coeur d' Alene, ID 83816-9000

**RE: Architectural Concept Design and Cost Estimating Services for  
Kootenai County 911 Center**

Dear Mr. Voeller,

It is a pleasure to present the following proposal to Kootenai County for the proposed new 911 Center to be located on the current site of the Office of Emergency Management (OEM).

The project will include studying options for expanding the current OEM site to include the new 911 Center. We understand that the County is proposing to locate the 911 Center south of the current OEM building. The 911 Center and OEM are proposed to be connected to the City of Hayden sewer system in Ramsey Road.

The following is our fee proposal along with an outline of the scope of services for your review.

1. We have drawings for the site and floor plans for the existing OEM from the last remodel. We will use these for Concept Design and Cost Estimating for the proposed project.
2. We will meet with staff and tour the existing facilities to verify space needs and to create an outline program for the proposed 911 Center. We are familiar with the existing 911 center from a previous proposed remodel project.
3. We will prepare concept drawings showing the proposed space layouts for the building.
4. We will prepare an estimate of probable cost for the project to assist the County Commissioners in planning the next steps in the process.

We are proposing to provide the Concept Design and Cost Estimating services on an hourly basis not to exceed of \$7,500, plus reimbursables.

Our hourly rates are as follows:

Principal	\$165.00/hr
Intern Architect I	\$ 88.00/hr
CAD Technician I	\$ 88.00/hr
Administration	\$ 60.00/hr

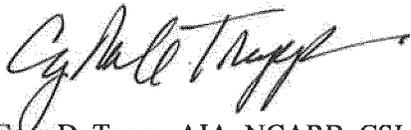
In addition, reimbursable expenses will be billed as follows:

Automobile travel at \$0.70 per mile.  
Large Format Copies/Plots at \$3.50 each.  
Copies at \$0.15 each.  
Color copies at \$0.30 each  
Consultants at 1.15%

We look forward to a favorable reply to our proposal and wish to thank you for considering LTA Architects for this project. Please call if we can provide any additional information or answer questions.

Sincerely,

**LTA Architects**



Cory D. Trapp, AIA, NCARB, CSI  
Principal

I have read the above proposal, fees and terms for the scope identified above and they are hereby accepted. LTA Architects is authorized to commence work as specified and agreed to herein.

**Approved:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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