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July 9, 2024

**VIA EMAIL**

[bbinzer@cityofalabaster.com](mailto:bbinzer@cityofalabaster.com)

Mr. Brian Binzer  
City Administrator  
City of Alabaster  
1953 Municipal Way  
Alabaster, AL 35007

**RE / Masterplanning Services  
Commercial Parcel  
Hwy 119 and Thompson Road  
Alabaster, AL 35007  
CMH Proposal No. 1836.70**

Dear Brian:

Per your request, we are pleased to provide you this proposal for masterplanning services as follows:

CMH would assist you to prepare site master plans based on input from you and the proposed development team as to size and use of proposed tenants and our experience as to tenant mix, etc. Our site plans would show configuration of vehicular access, service areas, footprints of proposed tenants, and other information critical to achieving a viable mixed-use development. These services would be billed hourly and may consist of the following services:

A. Preparation of Sketch Master Plans:

These hand-drawn, to-scale site plans represent the investigation of different solutions for the site and are suitable for presentation to potential tenants. These site solutions will allow your development team, with input from potential tenants, to finalize the site/master plan or solidify a "template" for phased development. A typical sketch master plan is prepared by one of our senior architects and would usually run between \$1,000 to \$1,500 per scheme for this parcel.

Assume 4 schemes at \$1,500 each = \$6,000 max.

B. Revisions of Sketch Site Plan/Master Plans:

As the development team, the city, or potential tenants voice specific requirements and concerns, CMH can incorporate these changes into the initial sketch master plans as revised options/site plans. Usually, these revisions would run anywhere from \$500 to \$750 each, depending upon the complexity of the revisions required.

Assume 4 revisions at \$750 each = \$3,000 max.

C. Design Concept Sketches (OPTIONAL):

Preparation of design concept sketches may be desirable in order to prepare a leasing package that would show the look and feel of the proposed development. These colored renderings would show the character of the proposed development but would not attempt to design a specific building or portion of the project. The renderings could be flexible enough to give a feeling for how the project might look before all of the parameters of the final design are known (final storefronts, tenants, etc.). Fee for the preparation of these sketch renderings vary based on complexity and number of sketches. Please see attached concept sketches as an example.

D. Meetings with City and Development Team:

Preparation for and attendance at such meetings, if required, would be on an hourly basis.

Assume up to 10 hours at \$250/hour = \$2,500

E. Total Fee:

Services for A, B & D above, not to exceed \$11,500.

Expenses including travel, reproduction, and shipping would be reimbursable and are not included in the preceding fee estimates.

I hope that this proposal has provided you sufficient information about our proposed services, but if you have any questions or if I can provide you with additional information, please call me.

We look forward to working with you and the rest of the team to ensure that we realize the full potential of this property.

Sincerely,  
CMH Architects, Inc.



Everett Hatcher  
President

cc: Joan Parker  
Scott Brakefield  
Fred Hawkins  
Billy R. Morace, Jr.  
Blake Nelson

Attachments: CMH Hourly Rate Schedule  
Rendering Examples

ACCEPTED BY:

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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