

April 15, 2023

Mr. Fred Hawkins, Director of Environmental, Engineering and Building Services
City of Alabaster, AL

Re: Proposal for Architectural Design Services
Renovations and Additions to Sewer Plant Offices and Shop

Dear Fred:

We are pleased to submit this proposal for architectural design services for programming and planning for renovations and additions to your offices and shops located at the existing City of Alabaster Sewer Plant in Alabaster, AL. The renovations and additions will occur in or to two existing metal buildings located on the site.

Scope of Project

Our understanding of the project scope is to first program and plan the additions and renovations necessary to meet your existing and expanding departmental needs.

Scope of Services

Per our previous conversations the recommended design services are as follows:

1. Phase 1: Develop programming and planning for approval by the Owner. The Architect will provide and present two preliminary planning options for review and critique by the Owner. The Architect will utilize the Owner's critique to finalize a single plan for approval. In addition to the preliminary meeting already attended, we propose two additional meetings, one to present the two preliminary options and one to present the final option.

Additional Design Team

Owners Consultant: InSite Engineering. The Architect will coordinate with the Owner's consultant during development of the programming and planning.

Engineers: Presently, we do not anticipate engineering will be required. If we determine along with the Owner agree engineering input is required, we will solicit input from Owner approved engineers. Payment for the engineer's input would be provided based on the selected engineer's hourly rates.

Deliverables

A written space program and plans necessary to communicate the preliminary options.

Fee: Phase 1

Hourly, Not to Exceed \$32,000.00

To help you control our level of engagement and your cost, we propose providing the architectural services on an hourly basis per our standard rates (see attached 2023 Billing Rate Schedule). We will provide you with regular updates of hours expended. If services beyond those outlined in this proposal are required, the Architect can either provide hourly, or propose a separate additional fee. Invoicing will be monthly. Payment is net 30 days from receipt of invoice.



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Page 2

Production Schedule

As you know we have already engaged in the design work with you and will continue as necessary to complete the Phase 1 Scope of Services as quickly as possible. After approval of this proposal, we will discuss with the Owner a more detailed schedule for completion of the Scope of Services and the Deliverables.

If you find the terms of this proposal acceptable, please sign and return signed copy to my email. We look forward to working with you on this project.

Sincerely,
Poole & Company Architects, PC

A handwritten signature in black ink, appearing to read 'K. D'Agostino', enclosed within a hand-drawn oval.

Kyle M. D'Agostino, RA
Principal & Owner

Accepted By: _____ Date: _____

Its: _____