



## **PROPOSAL FOR ARCHITECTURAL AND ENGINEERING SERVICES**

7.2.24

To: Mr. Wade Wilson  
Cartersville Public Works  
330 S. Erwin St.  
Cartersville, GA 30120

**Re: Proposal for Architectural and Engineering Services  
Cartersville Public Works  
330 South Erwin St.  
Cartersville, GA 30120**

Dear Wade:

I am pleased to submit this proposal to provide architecture services for the abovementioned project. I appreciate this opportunity and look forward to working with you to accomplish this new project.

The following are the Project Description, Scope of Services, Services Specifically Excluded, Owner-Provided Information, Additional Services, Professional Fees, Payment Terms and Conditions, Reimbursable Expenses, and Approval for this project.

### **PROJECT DESCRIPTION**

The project is located at 330 S Erwin St. in Cartersville, GA. It involves new finishes and minor renovations to the existing 3,717 s.f. office building. New finishes will be selected for all of the spaces on the main and upper levels. The main level renovation will open the wall between the break room and the administration office. Also, the Lobby size will decrease to allow more space for other functions, and 2 partitions will be added to the existing map room. New light fixtures will be designed for each room. New water closets and sinks will be provided in the existing restrooms.

If the project description changes substantially from the description above, this proposal will be modified to reflect such changes.

### **SCOPE OF SERVICES TO BE PROVIDED**

Design services will be divided into five phases: Schematic Design, Design Development, Construction Documents, Bid/Negotiation Services, and Construction Administration.

#### **Schematic Design Phase**

The Architect shall review the program and other information provided by the Owner. The Schematic Design Documents shall consist of preliminary building plans, a preliminary structural review of walls to be demolished or moved, a preliminary electrical review of existing panel size and lighting layout, and interior finishes.

## **Design Development**

NA

## **Construction Documents**

The Construction Documents shall illustrate and describe the further development of the approved Schematic Design Documents. They shall consist of drawings and specifications detailing the quality levels of materials and systems and other requirements for the construction of the work.

Design services that will be performed for this phase are as follows:

1. Architecture – interior modifications only.
2. Interior Design – interior finishes only.
3. Structural Engineering—If structural modifications are required, a proposal will be provided for the owner's approval before any work begins.
4. Electrical plan showing new light layout and any other electrical changes that would be required due to new lighting design.

## **Pricing Services**

NA

## **Construction Administration**

NA

## **SERVICES SPECIFICALLY EXCLUDED**

1. Exterior building architectural design
2. Civil Engineering
3. Furniture Selection
4. Mechanical and Plumbing Engineering
5. Pricing Services
6. Construction Administration
7. Landscape Design
8. Environmental Services
9. Geotechnical Services
10. Hydrology Study
11. Boundary and Topographic Survey
12. Record Drawings(As-builts)
13. The issue of the Special Inspections Schedule is included in the design scope. Managing special inspections is not included in this proposal. The Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect, and local authority. The "Final Report of Special Inspections Acceptance" to the Building Official, verifying completed inspections and compliance with design, is included in this proposal.
14. Project Graphics and Signage design, documentation, and permitting
15. Rendering and Presentation Materials
16. Low voltage electrical systems, including voice, data, security system, CATV, and card access/CCTV
17. Security system Design
18. Exterior signage design/selection
19. Site lighting
20. Construction cost estimates and project budgeting services

## **OWNER PROVIDED INFORMATION**

1. Existing building floor plans
2. Data sheets describing any specialized equipment to be used in the project

## **ADDITIONAL SERVICES**

Services requested but not previously agreed upon will be considered additional services, which shall be billed hourly. No extra fees will be charged without your prior written approval. The following hourly rates will be used:

**Architectural**

Architect \$175/hr  
CAD Draftsman \$90/hr  
Consulting Engineers 1.15 x cost

**Engineering**

Professional Engineer \$175 /hr  
CAD Draftsman \$ 90 /hr

**PROFESSIONAL FEES**

7 hills architecture + consulting will provide the Scope of Services described above for a lump sum fee of \$18,500.00.

**PAYMENT TERMS AND CONDITIONS**

Progress billings will be sent monthly based on the amount of work completed. Invoices are due upon receipt.

**REIMBURSABLE EXPENSES:**

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect or Architect’s consultants directly related to the project. The following are reimbursable expenses:

1. Printing, reproductions, plots, standard form documents.
2. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner.

For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect’s consultants plus fifteen percent (15%) of the costs incurred.

Thank you for the opportunity to submit this proposal. I look forward to working with you to accomplish this project. If this proposal is acceptable, I recommend using The AIA Document B105-2007 Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project for the final contract.

If you have any questions, please do not hesitate to call. I can be reached at 770.500.8727 or [bruce@7hillsarchitecture.com](mailto:bruce@7hillsarchitecture.com).

Thank you again for your consideration.

Sincerely,



Bruce Mitchell, Principal

**APPROVAL**

Accepted by (Client) \_\_\_\_\_ Date: \_\_\_\_\_