

October 7, 2022

Mr. John Wille  
Capital Projects Manager  
Town of Lake Park  
535 Park Avenue,  
Lake Park, Florida, 33403

Via E-mail: [jwille@lakeparkflorida.gov](mailto:jwille@lakeparkflorida.gov)

RE: Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects  
535 Park Avenue, Lake Park, Florida, 33403  
RFP No. 108-2022

Dear Mr. Willie:

I am pleased to submit this proposal to provide you with Historic Preservation architectural services for renovations of the above referenced property. We look forward to providing architectural services with a personal local approach for the Town's project and are well versed to assist the Town with such. We have the staff and commitment to do this assignment!

We have been providing Historic Preservation architectural services since 1988 on projects small and large. Several successful restorations we completed were for the 1916 Historic Palm Beach County Courthouse, Lake Worth Beach Casino, and the Boynton Beach Arts & Cultural Center. In the City of Fort Pierce, we worked on stabilizing the 1914 Old St. Anastasia School House, and an adaptive reuse project with the Historic Post Office building into an event center. More recently, we are excited to hear construction is now finished at the Sunset Lounge in West Palm Beach where our firm was instrumental in the preservation and addition to this crucial historic community site. Our project experience also includes many historic single-family homes, clubs, commercial and governmental buildings. I have also recently been granted the status of Member Emeritus under the Florida Trust for Historic Preservation (FTHP) now serving as a lifelong member because of my continued endeavor to preserve historic buildings and sites throughout the State of Florida. In 2020, President Trump appointed me as an expert member for the entire country to the Advisory Council on Historic Preservation for a 4-year term. We have an active and up to date State of Florida Minority Business Certification, as well as an active Palm Beach County Small/Minority Business Enterprise certification.

Sincerely,  
**REG Architects, Inc.**

Rick Gonzalez, AIA  
President



October 7, 2022 / REV. 10/17/2022

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RE: Professional Architectural Design and Consulting Services for Town Hall Historic Preservation Projects  
535 Park Avenue, Lake Park, Florida, 33403  
RFP No. 108-2022

Dear Mr. Willie:

Thank you for contacting **REG Architects, Inc.**; I am pleased to submit this proposal to provide you with Historic Preservation architectural services for renovations of the above referenced property. Services will be rendered on an hourly basis estimate per our attached rate sheet and will be billed on a monthly progress (plus reimbursable expenses if applicable).

The following is proposed to be conceptual and subject to change if needed after your input and reviews by you and your associates:

**1. REG Architects, Inc. Project Team:**

1. REG ARCHITECTS, INC. Architectural, Planning & Interior Design:  
Project Team Leader Rick Gonzalez, AIA, President; Manuel Ayala, AIA, LEED AP, Vice President; Vlad Dumitrescu, AIA, LEED-AP, Associate, Sr. Project Designer; and Brian Laura, D. Arch, Senior Project Manager.
2. REG CONSULTANTS as selected by REG Architects with input from the Client to include Structural Engineering.
3. CLIENT'S CONSULTANTS: Client shall provide at his expense all consulting services necessary for the development of the project that are not included in REG's consulting team and/or scope of work, such as Landscape Architecture and Civil Engineering, and others, necessary for the successful completion of the project. REG will assist in coordinating these services with REG's team

## **2. Proposed Project Program:**

### **Task I. Architectural and Engineering Services:**

Existing Historic Building Assessment of Exteriors Only (Not to Include Interiors)

All tasks will be broken up into typical phases as follows:

#### **A. As-Builts (AB):**

REG shall provide a site condition assessment review of the existing roof and building exterior in preparation of preparing written re-roof and building painting specifications and scope of work documents. REG will also provide to the Town a written report of the results of the condition assessment.

#### **B. Construction Documents (CD):**

Prepare written specifications for the following:

- a. Town Hall Building Re-roof and
- b. Town Hall Building Painting and Waterproofing. The written specifications shall be used by the Town for soliciting project bids and as construction contract documents identifying the required project scope of work.

#### **C. Construction Administration (CA):**

1. Observation (not inspection) services for the following:

- a. Condition review assessment
- b. A field observation of the existing roof decking (exposed plywood deck) after the existing roof has been torn off to observe the existing condition and for determining the extent of roof deck replacement (if any).
- c. A field observation of the completed roof and development for a final punch-list. Provide written report of observation results and written punch-list report.
- d. A field observation of the completed building painting and waterproofing/caulking and development of a final punch-list. Provide written report of observation results and written punch-list report.

2. Final Project Report identifying the overall project scope and the final assessment of the newly installed roof, related components, and final assessment of the newly painted building exterior.

### 3. Proposed Fees & Timeline:

It is our intent and suggestion to continue with each of the tasks of the project consecutively to meet the schedule. The following fees are reflective of a standard design-bid-build method of project delivery and are subject to change if another project delivery method is used.

Task I	Architectural & Engineering Services	Fees	Timeline
A.	As-Built (AB)	\$ 13,800.00	(A & B): 8 to 10 weeks (C): GC input needed
B.	Construction Documents (CD)	\$ 15,600.00	
C.	Construction Administration (CA)	\$ 7,600.00	
	<b>Lump Sum Total for Task I.</b>	<b>\$ 37,000.00</b>	

#### Basic Services included (checked boxes):

- ☒ Structural Engineering
- ☐ Mechanical, Electrical, & Plumbing (MEP)

#### Supplementary Services included (checked boxes):

- |  |   |
|--|---|
| <input type="checkbox"/> Programming                           | <input type="checkbox"/> Sustainable Design (LEED or Other) |
| <input type="checkbox"/> Multiple Preliminary Designs          | <input type="checkbox"/> Low Voltage System Design          |
| <input type="checkbox"/> Marketing Material                    | <input type="checkbox"/> Lighting Design                    |
| <input checked="" type="checkbox"/> Existing Facility As-Built | <input type="checkbox"/> Acoustical Design                  |
| <input type="checkbox"/> Surveys                               | <input type="checkbox"/> Security Design                    |
| <input type="checkbox"/> Geotechnical Reports                  | <input type="checkbox"/> Food Service Design                |
| <input type="checkbox"/> Environmental Reports                 | <input type="checkbox"/> Pool/Fountain Design               |
| <input type="checkbox"/> Traffic Studies                       | <input type="checkbox"/> Interior Design/Decorating         |
| <input type="checkbox"/> Site Planning,                        | <input type="checkbox"/> As-Constructed Record Drawings     |
| <input type="checkbox"/> Civil Engineering                     | <input type="checkbox"/> Detailed Cost Estimating           |
| <input type="checkbox"/> Landscape Design                      | <input type="checkbox"/> On-Site Project Representation     |
| <input type="checkbox"/> NOA submittals,                       | <input type="checkbox"/> System Commissioning               |
| <input type="checkbox"/> Building Information Modeling (BIM)   | <input type="checkbox"/> Field Testing                      |
| <input type="checkbox"/> Energy Modeling                       | <input type="checkbox"/> Special Inspections                |
| <input checked="" type="checkbox"/> Historic Preservation      |   |

**No Discrimination Clause:** *The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, up-grading, demotion, or transfer, recruitment or recruitment advertising; layout or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.*

Please note, the items listed above are an overview of the proposal services and fees that we will provide. Please be advised that this proposal becomes null and void if not signed within 30 days

(**November 7, 2022**). If the project is put on hold at any time for more than 60 days, additional fees (restart) will be required.

If this outline proposal is acceptable to you, please sign below and return to our office, so we can schedule your work to begin upon receipt.

We thank you and your team for the opportunity to assist you with this great project.

Sincerely,  
**REG Architects, Inc.**

Rick Gonzalez, AIA  
President



Accepted This 20<sup>th</sup> of October 2022

By:

Town of Lake Park  
Authorized Client Representative



cc: Manuel Ayala, AIA, Vice President/REG Architects, Inc.

enclosures: Exhibit A- REG Hourly Rate Sheet

**HOURLY RATE SHEET "Exhibit A"**

**SUBJECT:** Hourly rates for professional services as may be required.

**FROM:** Rick Gonzalez, AIA, President, **REG Architects, Inc.**

**DATE:** October 7, 2022

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**A. HOURLY RATES:**

Hourly rates for professional services shall be as follows:

	<u>Regular Rates</u>	<u>Government Rates</u>
Expert Witness	\$350.00	\$275.00
Principals	\$275.00	\$225.00
Associate Architect	\$225.00	\$210.00
Architectural Animator	\$200.00	\$190.00
Senior Project Manager	\$185.00	\$165.00
Project Managers	\$175.00	\$150.00
Quality Control Reviewer	\$160.00	\$140.00
Senior Interior Designer	\$150.00	\$125.00
Interior Design Assistant	\$125.00	\$100.00
Construction Administrator	\$130.00	\$120.00
CADD Technician	\$125.00	\$100.00
Graphic Designer	\$120.00	\$100.00
Administrative Assistant	\$75.00	\$65.00

**B. FIXED FEE RATES:**

Can be quoted when project's scope and budget are clearly defined and finalized.

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