



**MARY BETH BROEREN, AICP**

Director of Development Services  
City of Madison, Alabama

**FARLEY-WANN HOUSE MASTER PLAN**

225 Mill Road  
Madison, Alabama 35758

**RE: PROPOSAL FOR PROFESSIONAL SERVICES**

Dear Ms. Broeren:

We enjoyed meeting with you and appreciate the opportunity to present this proposal for professional services related to the City of Madison's Farley-Wann House Master Plan. This proposal is informed by data from outcomes of our Thursday, January 19<sup>th</sup>, 2023 meeting. Topographic information has not been supplied, but will be needed if this project is awarded to Arcspace Studio. It is our understanding that a survey has been completed for this property.

Our understanding of the initial scope of this project is as follows: Professional services, as outlined in the Scope of Architect's Work section, pertaining to the existing historic residence on City of Madison's property, located at 225 Mill Road. The house is two stories and contains approximately 2,500 square feet of heated and enclosed area. We understand services requested include evaluation and restoration of the home to the timeframe between 1920-40s for use as a museum and to develop a master plan of the surrounding property to accommodate the museum use. The materials and systems are to be conventional to residential construction.

We will act with due diligence to complete the work in compliance with a mutually agreed-upon and reasonable schedule. To the greatest extent possible, both the Owner and the Architect should agree to make themselves readily available for necessary consultation.

**SCOPE OF ARCHITECT'S WORK**

This scope of work assumes what we feel is an appropriate level of service based on our understanding of your wants and needs. A more detailed explanation of the scope of the Architect's work for this project follows:

**RECORD DRAWINGS**

*Documenting existing conditions*

- Visit the site and existing house to obtain existing measurements and photographs
- Prepare record drawings in the form of floor plans and elevations.

**MASTER PLAN**

*Information gathering, analysis, and design*

- Meet with the Owner to ascertain initial project requirements and scope.
- Analyze site and its surrounding context.
- Develop program requirements.
- Prepare Master Plan.
- Meet with client, Madison Station Historic Preservation Commission and Madison Station Historical Preservation Society for feedback.
- Obtain feedback from City Council

**PROPOSAL**



304 Franklin Street SE  
Huntsville, AL 35801



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www.arcspacestudio.com

- Update Master Plan based on feedback from meetings.

### **STRUCTURAL EVALUATION** *Evaluation of existing structure*

- Structural Engineer to evaluate existing house.
- Prepare outline document of structural items that need to be addressed.

### **PROFESSIONAL FEE BASIS**

For the Record Drawings, we propose an hourly basis of compensation with a Not To Exceed amount of \$4,000, based on the hourly rates stated below.

For the Masterplan, we propose an hourly basis of compensation. We expect the cost will be approximately \$10,000 based on design time, meetings, and subsequent revisions.

For the Structural Evaluation and the outline document, we propose a fixed fee of \$2,000.

Additional services, requested by the Owner and agreed to by the Architect, shall be negotiated or performed based on hourly rates.

### **HOURLY RATES**

For work performed on an hourly basis, the following rates shall apply:

- |                                  |               |
|----------------------------------|---------------|
| • Principal Architect            | \$175.00/Hour |
| • Staff Architect                | \$115.00/Hour |
| • Senior Architectural Associate | \$105.00/Hour |
| • Architectural Associate        | \$ 95.00/Hour |
| • Administrative Manager         | \$ 85.00/Hour |

### **PAYMENT TERMS**

Invoices will be prepared and emailed at the end of each project phase. Invoices are past due after 30 days at which time interest may be charged at the current prevailing rate.

Reimbursable expenses, plus a 10% handling fee, will be invoiced as incurred. Reimbursable expenses include boundary surveys, geotechnical investigations and reports, fees incurred for required municipal approval, execution of contracts and standard forms, reproduction cost of construction documents, freight and shipping, and the like.

### **OWNERSHIP OF DOCUMENTS**

The Architect and the Architect's Consultants shall be deemed the authors and owners of their respective Instruments of Service, including drawings and specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Images related to the project may be used for websites and social media posts, as well as submitted for design competitions. In such cases, the Owner's name will not be displayed without permission.

Upon execution of this Agreement, the Architect grants to the Owner, a license to use the Architect's Instruments of Service solely and exclusively for the project.



Sincerely,



**DARRYL BIRD**  
Principal Architect

**ACCEPTANCE**

To approve this proposal, please sign and date below, initial all of the preceding pages, and return to us for our files. We appreciate the opportunity to offer this proposal and look forward to the successful completion of the project.

SIGNATURE:

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PRINT NAME: Paul Finley, Mayor

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DATE:

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