

**PROPOSAL FOR CONSULTING SERVICES FOR:
THE TOWN OF MONCKS CORNER
PROPERTY ENHANCEMENT GRANT PROGRAM**

Presented by:



Coast Architects, Inc.
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March 30, 2022

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| <u>Owner's Representative:</u> Jeff Lord, Town Administrator The Town of Moncks Corner 118 Carolina Avenue Moncks Corner, SC Email: Jeff.Lord@monckscornersc.gov | <u>Proposed Fee:</u> <u>Basic Services (Lump Sum Fee):</u> \$TBD <u>Additional Services:</u> Standard Hourly Rates |
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PROJECT DESCRIPTION:

COAST will work with the **Owner** in an advisory capacity assisting the **Owner** with the implementation of the Property Enhance Grant (PEG) program, and as a design consultant for individual grant recipients.

The PEG is funded with approximately \$700,000 of federal grant money. The **Owner** wishes to establish and manage a grant program that allows private, commercial property owners, in the Town of Moncks Corner to propose and implement physical property improvements that are visible from the public realm (public sidewalks, streets, right-of-ways, and parks), which, in the PEG committee's opinion would enhance the visual and physical aspects of the town. These improvements might include such things as landscaping, fencing, screening, signage, lighting, and building façade improvements. The PEG funds may be used for both design and implementation of approved projects.

PROJECT TEAM:

COAST will work in association with **Wood+Partners** to provide the services outlined in this

proposal, as follows:

Architecture: Coast Architects, Inc.

Landscape Design: Wood+Partners

OWNER RESPONSIBILITIES: The **Owner** shall be responsible for the PEG program management, including formation of the PEG committee, development and implementation of the PEG grant application process, and the accounting and distribution of PEG funds.

SCOPE OF BASIC SERVICES:

The following describes the consulting services that **COAST** will provide under this agreement.

I. PROGRAM MANAGEMENT

The PEG program will be managed by the Town's Community Development Department and a PEG committee established by the Town. **Coast**, in our advisory capacity, will assist the committee with:

- Establishing the PEG rules, guidelines, and application process.
- Creating an application form.
- Advertising and promoting the PEG program.
- Reviewing and grading of completed applications.
- Confirming individual project budget estimates
- Determining best distribution of projects funding.
- Notifying property owners of grant awards.
- Reviewing final project designs, contracts, and funding prior to authorizing start of work.
- Periodic review of project progress.
- Approval and distribution of grant funds.

II. PRE-DESIGN SESSIONS

After the PEG program is advertised and before applications are accepted. **COAST** will arrange and lead a series of interactive pre-design sessions open to potential applicants. The sessions during a 5 hour window on one day, on a first-come/first-served basis. At the sessions **COAST** will:

- Meet with individual property owners to review their building and/or site and hear their ideas for potential improvements.
- Provide design guidance and suggestions on possible property improvements for the property owner to consider in their application.
- Answer questions related to the application and selection process.

III. PROJECT DESIGN

COAST will provide design services as needed for the individual projects approved by the PEG committee. Depending on the scope of the work, **COAST** may perform some, or all, of the following:

- Create existing condition documents (i.e. photographs, surveys, site plans, building plans,

- and elevations).
- Work with each grant recipient to develop a conceptual design and estimated project budget.
- Present design proposal to committee for approval.
- Complete design documentations, such as annotated photographs, landscape and building drawings, and specifications to allow the Owner to obtain estimates for implementation of the work.
- Provide sealed drawings, if required, for building permits, DOT encroachments, or other regulatory permitting agencies.
- Review and assess each proposed contract for implementation of the proposed improvements.
- Assist the applicant and their contractor during construction.
- Report deficiencies or confirm satisfactory completion of the work covered by the PEG funds.

ADDITIONAL SERVICES:

Additional services (those services not described as part of Basic Services in this proposal) will be invoiced at our Standard Hourly Rates unless a specific fee is shown below. Additional services will not be performed without the prior written approval from **the Owner**.

- A. Variance Request: If **COAST** is required to participate in rezoning, special exceptions, or zoning/code variances requests, **COAST** can prepare and submit necessary documents and attend meetings in an effort to receive necessary approvals. **COAST's** time associated with Variance Requests would be invoiced as an additional service at our standard hourly rates.
- B. Value Engineering: If Value Engineering services (changes to the construction documents) are requested by **the Owner or PEG Recipient** to reduce the contract sum after the start of the Construction Documents Phase, **COAST's** time associated with Value Engineering will be invoiced as an additional service at our standard hourly rates.
- C. Major Changes in Design Concept: If substantial changes to the building size, configuration, general design, and/or building systems are requested by the **Owner or PEG Recipient** after the completion of the Schematic Design Phase, the time to make those changes will be considered an Additional Service. **COAST's** time associated with these changes will be invoiced as an additional service at our standard hourly rates.
- D. Other Unforeseen Services: **COAST** may be able to provide other services, not described in this proposal that were not anticipated at the time this proposal was prepared. The **Owner or PEG Recipient** may request proposals for unforeseen additional services to be performed by **COAST**, or our consultants. If **COAST** determines they are qualified to provide the requested services, we will provide a proposal for the requested services at that time.

FEE SCHEDULE:

- A. Proposed Fee: Based on the above Project Description, **COAST** will provide the Basic

Services as described herein for the following:

I. PROGRAM MANAGEMENT:

Lump Sum Consulting Fee **\$TBD**
(includes attending 3 committee meetings):

Attend Additional Committee Meeting (each): **\$TBD**

II. PRE-DESIGN SESSIONS **\$TBD**

III. PROJECT DESIGN FEES* (as a % of Construction Cost):

Small Project (Less than \$50,000.00) **TBD%**
(Note: A Min. Fee of \$TBD applies regardless of cost)

Medium Project (\$50,000.00 to \$150,000.00) **TBD%**

Large Project (\$150,000.00 or greater) **TBD%**

Each project may vary in scope and difficulty. The percentage fee ranges shown in this proposal are meant to establish a reasonable baseline for negotiating final fee proposals for each project based on its' own scope and complexity. **COAST will prepare work orders for each approved project that defines the project scope, design services and fees.*

- B. Additional Services: Include services not described under Basic Services in this proposal. Additional services will only be provided upon written approval from the **Owner** and will be invoiced on an hourly basis using the standard hourly rates listed below.

Standard Hourly Rates:

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|----------------------|------------|
| Principal | \$235/hour |
| Project Manager | \$200/hour |
| Architect | \$185/hour |
| Landscape Architect: | \$ |
| CADD Tech/Intern | \$95/hour |

- C. Reimbursable Expenses: In addition to the above fee, **COAST** will invoice for reimbursable expenses including out-of-City travel (roundtrips that exceed 80 miles), long distance telephone, postage, printing, regulatory application fees, and computer plotting at a rate of 1.10 times the actual expense. It is anticipated that total reimbursable expenses should not exceed \$2,000.00. **COAST** will notify the Owner if reimbursable expenses might exceed this amount prior to incurring such expenses.

OTHER TERMS AND CONDITIONS:

- A. Payments: **COAST** will invoice the **Owner** monthly for services rendered. Payments are due and payable 30 days from the date of the invoice. Amounts unpaid more than 30 days after the invoice date shall be considered delinquent. If

payment is not received within 60 days of the invoice date, **COAST** reserves the right to stop work until the account is paid in full. **COAST** will not release final documents without a minimum payment of either: 75% of the total fee, or the current outstanding balance if previous invoices total less than 75% of the total fee.

- B. Termination: Either party may terminate this agreement by giving not less than 7 days' written notice to the other party. **COAST** shall be compensated by the **Owner** for services performed prior to termination, together with reimbursable expenses.
- C. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to **COAST** are revealed, to the extent that affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, **COAST** may call for renegotiation of appropriate portions of this Agreement.
- D. Proposal Time Limitation: This unexecuted proposal is valid for a period of 90 days from the proposal date shown above.
- E. Agreement Time Limitation: Upon execution by both parties, this proposal shall serve at the agreement between **Owner** and **Architect**. If the basic services described in this Agreement are not completed within 500 calendar days of the execution of this document, through no fault of the architect, **COAST** may call for renegotiation of appropriate portions of this Agreement.

END OF PROPOSAL

If approved by both parties by signature below, this proposal shall serve as the form of agreement between **Coast Architects, Inc.** and **The Town of Moncks Corner**.

I agree to the above:

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|-------------------------------------|-------------|-------------------------------|-------------------|
| _____ | _____ | _____ | <u>03/30/2022</u> |
| OWNER | date | ARCHITECT: | date |
| Jeffrey V. Lord, Town Administrator | | Arnie McClure, NCARB, LEED AP | |
| Town of Moncks Corner | | Coast Architects, Inc. | |