

September 30, 2025

Jeff Lord
Town Administrator
Town of Moncks Corner
118 Carolina Avenue,
Moncks Corner SC 29461

Re: New Town Hall Proposal for Design Services with Construction Manager as Constructor (CMAR)

Mr. Lord,

Creech & Associates, PLLC (architect) is pleased to present to you (owner) with a proposal for traditional design services for a new Town Hall facility. We will work in the Schematic Design phase to confirm the program and master plan layout.

Following is Initial information for the project:

Program: The detailed scope and programming are per the "Town of Moncks Corner Program Verification" dated 5.21.2025.

Physical characteristics: The Town Hall is sized for 14,500 finished square feet, and will be located at 474 E. Main Street, Moncks Corner, S.C.

Budget: The preliminary construction budget for the renovation and addition work is 10.5 million dollars (\$10,500,000.00).

Design and Construction milestone dates:

- Begin Schematic Design – October 2025
- Complete Design and Documentation – September 2026
- Construction begins - March 2027

Delivery method: Construction Manager at Risk (CMAR) via Edifice, Inc.

Consultants: Creech & Associates will retain engineering consultants including site/civil, structural, mechanical, plumbing, electrical, and fire protection

Design Services Summary

A. Schematic Design (SD)

Architect to:

- Confirm program, schedule, and budget for cost of work.
- Adhere to all applicable design requirements for government authorities having jurisdiction over the project
- Prepare drawings and other documents including site plans, preliminary building plans, sections and elevations.
- Provide preliminary selections of major building systems and construction materials

- Consider the value of alternate materials, building systems, and equipment with the Owner and CMAR
- Provide SD package to CMAR for review and cost estimation and ultimately to Owner for approval.
- Incorporate any required revisions for SD as part of Design Development

Any studies or options that are required to assist the owner with VE design decisions to reduce the cost of work below the budget will be an additional service. Any renderings or 3d models, in addition to those used for purposes of communicating the schematic design could result in additional services.

B. Design Development (DD) Phase

Architect to:

- Begin DD once the owner provides written confirmation indicating their acceptance of the SD submittal package, budget, and associated VE options
- Proceed with DD using the approved SD documents and include drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to confirm the size and character of the project as to architectural, structural, mechanical and electrical systems and other appropriate elements.
- Provide outline-specifications, that identify major materials and systems and their general quality levels
- Obtain owner provided services and materials for integration and coordination
- Provide DD package to CMAR for review and cost estimation and ultimately to Owner for approval.
- Incorporate any required revisions for DD as part of Construction Documents

Any studies or options that are required to assist the owner with VE design decisions to reduce the cost of work below the budget will be an additional service. Any renderings, in addition to those used for purposes of communicating the schematic design could result in additional services.

C. Construction Documents (CD) Phase

Architect to:

- Begin CDs once the owner provides written confirmation indicating their acceptance of the DD submittal package, and budget.
- Incorporate all design requirements of governmental authorities having jurisdiction over the project into the construction documents
- Illustrate and describe the further development of the approved DD documents and provide final drawings and specifications
- Provide quality levels and performance criteria of materials and systems and any other requirements needed for the construction of the work
- Submit drawings to plan review agencies for permitting per city/county and state requirements.
- Assist the owner in development of the form of agreement between Owner and Contractor guaranteed max
- Assist the owner with the Conditions of the Contract for Construction and incorporate into the project manual and include Specifications, bidding requirements and sample forms.
- Update cost of work with CMAR and submit CDs to the Owner

- Provide CD package to CMAR for review and cost estimation, guaranteed max pricing and ultimately to Owner for approval.

Any studies or options that are required to assist the owner with VE design decisions to reduce the cost of work below the budget will be an additional service. Any renderings, in addition to those used for purposes of communicating the schematic design could result in additional services.

D. Construction Administration (CA) Phase

Architect to:

- Provide Construction Phase Services once the owner's acceptance of the CMAR Guaranteed Maximum Price is accepted in writing.
- Visit the site at intervals appropriate to the stage of construction (two visits per month)
- Review and certify payment amounts due CMAR
- Maintain a log application for payment
- Review submittals in a timely manner in accordance with CMAR submittal schedule
- Maintain a copy of all submittals
- Respond to Requests for Information (RFI) in a timely manner
- Inspect for Substantial Completion
- Provide close out documents provided by CMAR to the owner
- Conduct a meeting one year after substantial completion with the owner to review performance and facility operations

The proposed lump sum fixed fee for the services outlined above is \$ **840,000.00** (eight hundred forty thousand dollars).

The traditional design service fees for the project will be based on 8.0% of the construction cost, with an estimated construction budget of \$10,500,000. This will serve as the fee structure until the end of the Design Development (DD) phase, and if the estimated costs align at the conclusion of that phase, through the completion of Construction Administration (CA). Should the DD estimated construction costs be higher than \$10,500,000 and the owner approve additional funding, the fee for the remaining CD-CA phases will be increased accordingly. Should the estimated construction costs be lower than \$10,500,000, the fee for the remaining CD-CA phases will be decreased accordingly to a construction budget of \$9,500,000. If the approved construction budget moves below \$9,500,000, no additional decrease to the fees will be incurred.

This proposal is for standard construction administration phasing. The fees will be invoiced in the following increments per completion of each phase:

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| • Schematic Design (SD) | 20% |
| • Design Development (DD) | 20% |
| • Construction Documents | 35% |
| • Bidding and Construction Administration | 25% |

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project. Any additions to the scope of work outlined in this proposal, including but not limited to site visits, presentations, deliverables, etc., will be considered an additional service and will be billed hourly per the 2025 rates below. All additional services must be authorized in writing prior to commencing work.

- Principal \$225.00
- Senior Associate \$190.00
- Associate/Project Manager \$180.00
- Project Architect/ Lead Designer \$170.00
- Construction Administration \$160.00
- Designer \$155.00
- Interior Designer \$140.00
- CAD/Technical \$135.00
- Administrative \$75.00

Consultant hourly rates available upon request

If you find the terms outlined in this proposal acceptable, we will follow up with **AIA B133 Standard Form of Agreement between Owner and Architect Construction Manager as Constructor** for your signature.

We are very excited about the opportunity to work on such significant projects for the Town of Moncks Corner. We look forward to hearing from you soon.

Yours truly:

Creech and Associates, PLLC



Brent Green, LEED AP
Principal