



PROPOSAL: For Architectural Services

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Clint Whittington, AIA

Principal Architect, VP-Operations

103 Cypress Street

West Monroe, LA 71291

o. 318.340.1550

f. 318.998.1315

e. cwhittington@tbastudio.com

w. www.tbastudio.com

PROPOSAL DATE:

01/20/2026

CLIENT:

City of West Monroe

2305 North 7th Street

West Monroe, LA 71291

Contacts:

Courtney Hornsby

chornsby@westmonroe.la.gov

Ph. 318.792.3757

PROJECT NAME:

Downtown West Monroe Sign

PROJECT LOCATION:

101 Mill Street

West Monroe, LA 71291

PROJECT DESCRIPTION:

This project consists of the design and construction of a signature monument entry sign marking the gateway into Historic Downtown West Monroe. The monument will feature masonry construction with custom-cut metal design elements that reference and celebrate the historic character of the area. The scope includes integrated signage, architectural accent lighting, coordinated landscaping, irrigation, and electrical service to support all illuminated features.



SCOPE OF SERVICES

Architectural Services:

TBA Studio's Design Services shall include Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical designs as part of our Basic Services.

TBA Studio will coordinate and obtain bids for a survey of the site, if deemed necessary, and submit to the owner for review and approval. Upon completion and acceptance of their services the owner will pay the surveyor direct.

TBA Studio will recommend qualified general contractors and shall coordinate the type of bid process requested by the owner.

TBA Studio fully understands that the owner shall have the right of approval of any and all of the architect's proposed consultants.

TBA Studio will engage with the owner a formal contract for Professional Design Services. An AIA contract between Owner and Architect, will be required.

Design Documents:

TBA Studio shall prepare Design Documents consisting of drawings and specifications that will describe the scope of work and be suitable for filing with all State and Federal review agencies and for construction by a qualified General Contractor. Construction Documents shall include, but not be limited to:

- Architectural Plans that delineate the new construction, and the cross-referencing of details and sections on subsequent drawings.
- Electrical Plans containing power and data plans showing electrical receptacles, telephone, cable, and Internet locations.
- Plumbing plans and fixture locations.
- Structural plans and details.
- Civil plans and details. (Including a drainage impact study required by the City of Monroe)
- Sign Elevations at each exterior façade.
- New construction, including notes indicating finishes, materials, and any special conditions.
- Details, Sections, Schedules, and Notes communicate, in detail, different aspects of the design relating to construction and/or code requirements. These details are essential in conveying the design concept to the General Contractor, the subcontractors, and to the Building Department.

The estimated project costs are reviewed and updated to reflect current construction costs, and are compared with the established project budget. If it is no longer feasible to complete the project within the established budget, alternative approaches and practical cost reductions are identified.



The owner, prior to proceeding to the next phase, shall approve the Construction Documents.

Construction Administration Phase:

TBA Studio shall provide the following, but not limited to, services during construction:

- **TBA Studio** shall visit the Project site as appropriate to monitor the progress of the work and determine whether the work is in accordance with the Construction Documents.
- **TBA Studio** shall recommend the rejection of any work that is not in accordance with the Construction Documents.
- **TBA Studio** shall review and certify the Contractors' request for payment.
- **TBA Studio** shall review and take appropriate action in a timely manner on all subcontractors' submittals such as shop drawings, product data and/or samples.
- **TBA Studio** shall prepare supplemental and clarification drawings, as required.
- **TBA Studio** at substantial completion shall prepare a "Punch List" of work to be corrected and review the corrective work to completion.
- **TBA Studio** shall review the status of construction to determine the dates of substantial completion and final completion, and shall receive and forward to the owner written warranties and related documents assembled by the General Contractor and subcontractors.

COMPENSATION

Reimbursable Expenses:

TBA Studio shall be reimbursed for first printing cost associated to all final construction documents distributed by our office for construction purposes and all cost associated with filing and review fees with the State Fire Marshal, the IBC review, Department of Health and Hospitals, etc.

TBA Studio shall be reimbursed for any additional work requested by the owners, and mutually agreed upon, that is not included in the "Scope of Work" as defined in this document. (Estimated time is unforeseen)

TBA Studio requests to be compensated for Architectural Services above and beyond the scope of this proposal and shall be billed at the Architect's standard hourly rate as indicated below:

(This includes major changes to the program or plans once the design development plans have been approved and work is ongoing for construction documents.)

Principal / Architect	\$240 per hour
Project Manager	\$180 per hour
Project Staff / Draftsperson	\$ 140 per hour
Clerical Staff	\$ 95 per hour



Compensation for Architectural Services during the Programming through Construction Administration phases described above shall be a fixed fee of:

Fourteen Thousand Four Hundred Dollars (\$14,400.00).

Once approved by the owner, monthly billing will occur and will be based on a percentage of completed services. All compensation billing will be defined in the *AIA contract between Owner and Architect*.

ACCEPTANCE OF PROPOSAL

The aforementioned *Project Description, Scope of Services, and Compensation* are hereby accepted as the *Agreement between Client and Architect*. The Architect is authorized to proceed as specified. Payments will be made as indicated above. The Owner and Architect will engage in a standard *AIA contract between Owner and Architect*.

Accepted by: Date: _____

Owner's Representative, Title