



Date: December 13, 2016

Project: Proposed Jonesboro Cemetery Maintenance Building
City of Jonesboro
Jonesboro, Arkansas

Proposed Jonesboro Cemetery Maintenance Building

Mr. Craig Light P.E.
Chief Engineer
City of Jonesboro
300 S. Church St.
Jonesboro, AR 72401

Dear Mr. Light,

We appreciate the opportunity to provide you with the attached proposal for architectural/engineering services for the newly proposed Jonesboro cemetery maintenance building to be located off of Dan Avenue in Jonesboro, Arkansas.

The following information included here in includes a breakdown of services, an understood basic scope of the project (for reference only), as well as, a breakdown of fee compensation and additional services.

Proposed Scope of Work

Project includes development of site, utilities, structures, and building for new city owned maintenance building adjacent to recreational dept. offices in Jonesboro, Arkansas. Project includes new 4,000 SF building and immediate site design. See attached schematic design for reference.

Proposed Scope of Services

- 4,000 SF building including
- Program as indicated on attached floor plan.
- Pre-engineered structure with insulation; main space heated with space heaters. Office area and breakroom conditioned with mini-split. Breakroom to be a safe room with masonry walls and concrete lid and steel door (this will not be a FEMA certified safe room).



- Development of immediate site around the building along with required utilities.

Fee Breakdown

(Based on estimated cost of construction of \$275,000.00)

The compensation for the architect's/engineer's basic services will be 6.00% of the cost of construction. The compensation for each phase of service shall be as follows:

<u>PROJECT PHASE</u>	<u>%</u>	<u>BREAKDOWN</u>
Schematic Design	15%	\$2,475.00
Design Development	20%	\$3,300.00
Construction Documents	40%	\$6,600.00
Bid/Contract Awards	5%	\$825.00
<u>Construction Observation</u>	<u>20%</u>	<u>\$3,300.00</u>
Total Basic Compensation	100%	\$16,500.00

Our Architectural/Engineering fee is **(\$16,500.00)**. Additional services will be billed per our hourly rates. We will notify your office prior to any of these services taking place. Items not included in proposal include: site survey, geotechnical reports, or reimbursable expenses.

Above fees include:

1. Schematic Building and Programming review.
2. Design Development of Building, Site and Deliverables.
3. Preparation of Construction Documents, Plans, and Specifications for purpose of Bidding and contract negotiations. Project is assumed to be a hard bid project.
4. Bid review and negotiation.
5. Review of submittals, shop drawings, RFIs, and other change requests.
6. Observation of project construction.



Reimbursable Expenses:

1. All fees for review by state agencies.
2. Reproduction cost for plans, specifications, and electronic media.
3. Costs for advertising.

Thank you for giving us the opportunity to provide a fee proposal of our services for this project. We are awaiting your authorization to proceed.

Sincerely,

Kyle Cook, A.I.A.

Owner Authorization Signature

City of Jonesboro