

**CAHOON FIRM, P.A.**

ARCHITECTURE • PLANNING

270 SOUTHWEST DRIVE  
P. O. BOX 6076  
JONESBORO, ARKANSAS 72403

TELEPHONE  
(870) 933-6993  
CAHOON@CAHOONFIRM.COM

**AGREEMENT BETWEEN  
OWNER AND ARCHITECT**

Date: July 2nd, 2003

To: Mr. Jim McKinnon  
City of Jonesboro  
P.O. Box 1845  
515 W. Washington  
Jonesboro, AR 72403-1845

From: Cahoon Firm, P.A. (Architect)  
270 Southwest Drive  
Jonesboro, Arkansas 72401

Re: City of Jonesboro  
**Parker Park Community Center  
Storage Area Addition  
Architectural/Services**

**PROJECT DESCRIPTION**

We propose to provide all basic architectural services as defined herein for a lump sum fee of \$3,800.00

The above fee would include the following services and drawings:

**A. BASIC SERVICES:**

1. Schematic Design Drawings
2. Design Development Drawings
3. Construction Drawings
4. Bidding and/or Negotiation
5. Construction Observation

**B. DRAWINGS INCLUDED:**

1. Architectural
  - a) Site Layout Plan
  - b) Floor Plan and Details
  - c) Reflected Ceiling Plan and Details
  - d) Building Elevations and Details
  - e) Wall Sections and Details
  - f) Door Schedule and Elevations
  - g) Window Schedule and Elevations
  - h) Millwork Drawings
2. Structural
  - a) Foundation Plan and Details
  - b) Roof Framing Plans and Details

3. Mechanical
  - a) HVAC Plan and Details
  - b) HVAC Equipment Schedules
  - c) Plumbing Plans and Details
  - d) Plumbing Equipment Schedules
  - e) Plumbing Riser Diagram
4. Electrical
  - a) Power Plan and Details
  - b) Panelboard Schedules, Legends and General Notes
  - c) Lighting Plan and Details
  - d) Lighting Fixture Schedule, Legends and General Notes

**C. SERVICES NOT INCLUDED**

1. Site Survey and Soil Testing
2. Civil Engineering Services

**D. REIMBURSABLE EXPENSES**

1. Local Travel at no charge
2. Drawings and Specifications and printing cost plus 15%.

**E. OWNER TO PROVIDE**

1. Owner required provision and location for equipment, systems, and components, including Owner furnished items.
2. Computer generated site survey (AutoCAD ".dwg" format) showing existing grade elevations, utilities, easements, setbacks, right-of way and boundaries.

**F. SCHEDULE OF VALUES**

1. Architectural fees are based on completion of work by phases as follows:
 

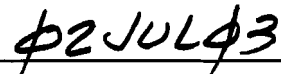
Schematic Design	760.00
Design Development	570.00
Construction Documents	1,520.00
Bidding and Negotiation	190.00
<u>Construction Observation</u>	<u>760.00</u>
TOTAL	3,800.00

**G. PAYMENT FOR SERVICES**

1. Services to be invoiced and payable monthly according to the percentage of work completed. Payment is due upon receipt of invoices.



Mark O. Cahoon, AIA  
Cahoon Firm, P.A.



Date

