

## **ADAMS STEWART** **ARCHITECTS, LLC**

November 5, 2018

Mr. Frank Burt, Chairman  
Baldwin County Commission  
c/o Mrs. Wanda Gautney, Purchasing Officer  
312 Courthouse Square, Suite 15  
Bay Minette, Alabama 36507

Re: Baldwin County Courthouse  
Courtroom #7 Remodel, Proposal for Services

Chairman Burt,

I sincerely thank you for the opportunity to provide design services for this project and we appreciate your consideration of this proposal.

### **Scope of Work**

Provide As-Built Conditions and renovation construction document for Courtroom #7 for the Baldwin County Courthouse in Bay Minette. This work consists of demolition, construction and installation of millwork for the courtroom area. No work to be conducted for the ceiling or perimeter wall construction. Walls and floors to receive new finishes.

### **Fees**

Estimates for this construction are budgeted at \$150,000.00. See budget estimate provided 8/6/18. The corresponding ABC fee for our work is scheduled at 9%. Final fee will be adjusted to final contract amount. We have excluded the 25% fee increase for Major Renovation since there is no above ceiling, HVAC or Lighting renovations. Therefore, the fee is calculated to be \$13,500.00.

### **Fee Proposal** (\$150.000.00 Budget @ 9.0% Fee)

Schematic Design:	10%	\$1,350.00
Construction Documents:	70%	\$9,450.00
Bidding and Negotiating:	5%	\$675.00
Construction Administration:	15%	\$2,025.00
Fee	100%	\$13,500.00

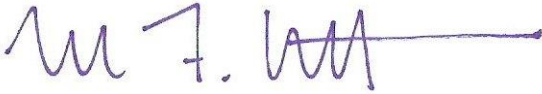
The fee listed above does not include reimbursable expense which shall be invoiced at cost plus a 1.1 multiplier. Reimbursable expenses include, but may not be limited to travel expenses, printing/shipping cost, and permit fees. Our proposed billing schedule will be monthly corresponding to the work completed in the phases above. All invoices shall be due net 30 days.

### **Schedule and Form of Agreement:**

We are prepared to begin our work immediately and upon acceptance of this proposal letter. Should you require, we can generate an AIA B151 Owner Architect Agreement as our basis of contract. Please let me know if we need that.

We appreciate the opportunity to provide our services to you and hope you find this proposal to be acceptable. If you have any questions or need any additional information, please feel free to call me anytime.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Todd F. Stewart", with a long horizontal line extending to the right.

Todd F. Stewart  
Principal  
Adams Stewart Architects, LLC

Cc; Mrs. Wanda Gautney

Should you find this acceptable, please indicate by signing and returning this proposal to our office.

Agreed and accepted by:

\_\_\_\_\_  
Accepted:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title