



January 24, 2019

Wanda Gautney, Purchasing Director
Baldwin County Purchasing Department
312 Courthouse Square, Suite 15
Bay Minette, AL 36507
wgautney@baldwincountyal.gov
(251) 580-2520

RE: Professional Services Proposal
Fairhope Courthouse 2nd Floor Buildout

Dear Mrs. Gautney:

We appreciate the opportunity to provide you with this proposal for buildout of approximately 6,820SF of the second floor at the Baldwin County Fairhope Courthouse Complex. It was a pleasure speaking with you recently to discuss the overall vision and goals for this project. Per our conversation, we have prepared this proposal to address the professional services required for schematic plans and construction documents for the reference project.

Project Understanding:

It is our understanding that Baldwin County is seeking a consultant to collaborate in developing a program of functions and associated spaces, develop a schematic design based on that program, and prepare a budget cost projection for partial buildout of the second floor of the Fairhope Courthouse. The Schematic Design, if approved by the County Commissioners and delegated Review Team, would then progress to a complete set of Bid Documents in accordance with the current International Building Codes, and any regulatory requirements of Baldwin County, AL.

Project Team:

John A. (Sandy) McArthur, III, AIA, President of Watermark Design Group, will serve as the Architect of Record.

Nicholas Gray, Associate AIA, will serve as Project Manager.

Jake Gibbs, PE, Team Lead for the Civil Engineering Division at Thompson Engineering, will serve as the Quality Control Reviewer.

Additional support staff will be utilized as needed for the successful execution of this project.

Specific Scope of Work:

We propose to accomplish the Baldwin County Fairhope Courthouse Buildout based on the specific tasks outlined below.

Phase 1 – Programming & Schematic Design with Cost Estimating:

We will conduct visioning workshops with Baldwin County's team to develop the program for the ±6,820 SF of second floor space(s). Once developed, the information will be used to design a schematic layout and a budget cost projection for use by Baldwin County.

2970 Cottage Hill Road
Suite 200
Mobile, AL 36606
251.344.5515 ph. / 251.666.6422 fax
www.watermarkarch.com

A THOMPSON HOLDINGS, INC. COMPANY

Phase 2 – Construction Documents, Bidding, and Construction Administration:

Upon successful completion of the Schematic Design Phase and with Commission approval, we will prepare the necessary construction drawings and specifications for the second floor buildout. We will assist with distribution of documents to contractors, receiving bids and provide a recommendation of award of the construction contract. We will provide construction administration support for the duration of the construction phase of the project.

Schedule:

We are prepared to commence this work upon receipt of written authorization to proceed in the form of a signed contract (attached) and are prepared to be complete within the Client's timeline.

Proposed Fees:

Our Lump Sum Fee for performance of the noted scope of Professional Services is **\$42,000.00**, which is based on 7.7% of the anticipated construction cost. Per your request, the fee is broken-down by phases as follows.

Phase 1 – Programming, Schematic Design, Budget Cost Estimate..... \$10,500.00

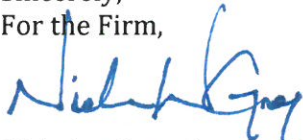
Phase 2 – Construction Documentation, Bidding, Construction Administration..... \$31,500.00

FEE PROPOSAL\$42,000.00

This cost is not to be exceeded without prior written authorization from Baldwin County.

Please review and contact us if you have any questions or need additional information. I look forward to hearing from you, and again, thank you for the opportunity.

Sincerely,
For the Firm,



Nicholas Gray, Assoc. AIA
Project Manager
Watermark Design Group, LLC



John A. (Sandy) McArthur, III, AIA
President / Principal Architect
Watermark Design Group, LLC

Attachments: