

August 6, 2018

Mayor Donna Whitener
City of Blue Ridge
480 West First Street
Blue Ridge, Georgia 30513

Re: Letter of Agreement for
Professional Design Services for New 2-story
Depot Plaza Expansion

Mayor Whitener –

Thanks for selecting R Design Works to work with you, your team and the City of Blue Ridge again and on this exciting project. We have broken down this Letter of Agreement into a Scope of Work, Schedule and Fee Proposal. Each number corresponds to the same number in the Schedule and Fee sections. All work and deliverables shall be in compliance with City of Blue Ridge Zoning and the applicable International Building Code. This Letter of Agreement shall serve as the contract between the City of Blue Ridge (“Owner”) and R Design Works, Inc. (“Designer”) to provide the following:

Scope of Work

1. The Designer shall review the available drawings, existing conditions, property infrastructure, codes, document existing conditions, data collection, current requirements / restrictions and any other provided applicable information to better understand of the goals of the project, including the Owners Design, Budget, Program, Quality and Schedule objectives.
2. The Designer shall evaluate the existing Depot Plaza area, retaining walls, sidewalks and Site to determine the extent of needs. The Designer shall prepare Preliminary Architectural Drawings and a Preliminary Architectural Report (PAR) as required for the Grant Application Process and any other needed presentations. The Report shall include a site plan, floor plans, elevations and a cost estimate. The Owner has indicated the desire to limit this project by a hard construction budget not to exceed \$900,000 and to locate the new facility closer to the existing Depot.
3. Upon the Owner’s approval of the preliminary drawings and Report, the Designer shall proceed to develop Final Architectural / Engineering drawings (Construction Documents and Performance Specifications) to include Project Management, Structural Engineering, Architecture, Mechanical / Plumbing, Fire Protection and Electrical Engineering and present them to the Owner. Civil Engineering and any required documents for the surrounding sidewalks / ramps / bus drop-off / demolition / stairway & streetscape / existing train car removal shall be completed by Carter and Sloope, under separate contract but shall be coordinated and integrated into the final bid document by the Designer.
4. The Designer shall assist the Owner during the bidding and permitting process as required.
5. The Designer shall provide Construction Administration Services throughout the project’s construction.

Fees and Details

Not to Exceed

1. Project Review / Opportunities / As-built / Codes	\$ 5,000
2. Preliminary Architectural Report (Applications / Reports)	23,000
3. Architectural / Engineering Contract Documents	28,500
4. Bidding / Permitting Services	1,000
5. Construction Administration Services	<u>2,500</u>
Total Lump Sum (6.6% of \$ 900,000 budget)	\$ 60,000

Schedule of Services

Completed

1. Project Review / Opportunities / As-built / Codes	August 24, 2018
2. Preliminary Architectural Design (Applications/Report)	August 31, 2018
3. Architectural / Engineering Contract Documents	September 21, 2018
4. Bidding / Permitting Services	Three weeks
5. Construction Administration Services	As required

The Designer or Owner can terminate this Letter of Agreement prior to beginning the next Scope of Work item by notifying the other in writing of the termination. If the Designer terminates the Letter of Agreement for any reason other than non-payment of the fees set forth in this Agreement, Designer agrees to immediately deliver any and all designs, engineering or architectural drawings to the Owner and all said documents shall become the sole property of the Owner. Payment for each scope of work task or completed portion of work shall be made within thirty (30) days from the completion of that scope of work task. A \$10,000 retainer is required upon notice to proceed and will be shown as a credit towards future monthly invoices. Reimbursable Expenses (printing, mileage, presentation boards, express mail, etc.) will be billed at actual expense, with no mark-up and are excluded from the above fees. However, in no circumstance may these expenses exceed \$500 per month without written approval by the Owner after written notice by electronic mail to dwhitner@cityofblueridgega.com, kledford@cityofblueridgega.com, astewart@cityofblueridgega.com and jballi@slhb-law.com.

Please execute both copies of this Letter of Agreement to acknowledge your acceptance / notice to proceed and return one (1) copy to me. We look forward to working with you and your team on this exciting project.

Sincerely,

R Design Works

Rick LaRosa NCARB, DBIA, LEED
Principal

Accepted:
Designer
R Design Works, Inc.

Owner
City of Blue Ridge

Rick LaRosa, NCARB, DBIA, LEED

August 6, 2018

Name: Donna Whitener, Mayor

Date: August 14, 2018