



CSC Design, Inc  
135 P. Rickman Drive  
Suite 100  
Canton, GA 30115

July 23, 2018

The Honorable  
Mrs. Donna Whitener  
Mayor of The City of Blue Ridge  
480 West First Street  
Blue Ridge, GA 30513  
Dwhitener@cityofblueridgega.gov

RE: City Hall  
Parking Deck Phase I

Dear Mayor Whitener,

Thank you for allowing CSC Design, Inc to propose professional services on your new project. We are excited to be assisting you with your new project and this document shall serve as the **Agreement** between **The City of Blue Ridge** (Owner) and **CSC Design Inc.** (Architect). This agreement is based on the Project Description and Scope of Services as indicated below, should the project scope be modified, during the course of the project, the Architect shall be compensated equitably as agreed to by the **Owner** and **Architect**.

**I. Project Outline:**

- I. Design of approximate 22,000sf structured parking facility adjacent to existing City Hall. Construction / Design will be completed in two (2) phases with Phase I comprised of site retaining walls and on-grade surface parking. Phase II (to be completed under separate letter of agreement) to include a second level of parking and possible renovations of existing City Hall to accommodate public restroom facilities.

**II. Scope of Services:**

**I. Included Scope of Work Phase I only**

- Conceptual parking / deck floor plans, elevations, and conceptual building section for city review and approval. Coordination / investigation of most cost effective structural system for Phase II support walls and parking surface (e.g. pre-cast construction or cast-in-place construction)
- Based on approved conceptual drawings, Construction Documents will be developed to include structural engineered retaining walls, architectural parking layout / details, and coordination with civil engineer for Phase I on-grade parking only. Construction Documents will be used for bidding / permitting / construction.
- Architect will provide 24x36 color plans and elevations of proposed Phase II parking deck for City's use in fundraising / grant purposes.
- Construction Administration (limited to review of shop drawings / submittals only), requested site visits will be billed as additional services.

**2. Excluded from Scope of Work**

- Site surveying & Civil Engineering (coordination with owner engaged civil engineer is included)
- Mechanical, Electrical, and Plumbing engineering
- Geotechnical testing & analysis

**III. Payments and Compensation to the Architect**

**1. Fee Schedule**

1. Conceptual Design & Structural System Investigation	<b>\$3,150</b>
2. Construction Documents	<b>\$6,600</b>
3. Color Renderings	<b>\$500</b>
4. Construction Administration	<b>\$1,000</b>
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Total Fee	<b>\$11,250</b>

2. The Architect shall be compensated for reimbursable expenses such as reproductions, mileage, and postage. The Architect estimates that reimbursable expenses for this project will be in the range of \$200.00 to \$400.00.
3. Construction Site Visits: Site visits shall be billed at a rate of \$250 min + \$150/hr per visit. There shall be no charge for site visits not requested.
4. Revisions and Addendums requested after the issuance of the Final Construction Drawings will be billed at an hourly rate of \$100/hr, unless such revisions are made necessary by the Architect's error or omission.

**IV. Owner's Responsibilities**

1. Provide full information about the objectives, schedule, and constraints of the project. The Architect may rely on the accuracy and completeness of information furnished by the owner.
2. Furnish surveying, geotechnical reports, and civil engineering information as requested.
3. The costs associated with any architectural and structural modifications/redesign and or repairs required because of unforeseen conditions uncovered during demolition/construction, shall be the responsibility of the owner.
4. Payments are due and payable within thirty (30) days of Owner's receipt of the Architect's Invoice. Payments shall be made by check payable to CSC Design Inc. Undisputed amounts unpaid (30) days after the invoice date shall bear interest from the date payments are due at a rate of (1.5%) per month. NOTE: If a check has been returned for insufficient funds, an invoice reflecting the monies not paid as well as the bank's service charge will be billed to the owner and payment is expected upon receipt of the Architect's Invoice.

**V. General Conditions**

1. The Owner has the right to cancel Architectural Services at any time for cause or for the Owner's convenience and will be responsible only for payment for services performed up to the date of cancellation. Any cancellation of Architectural Services shall be done in writing.
2. If the Owner fails to make payment on any undisputed amount, then the Architect has the right to suspend work and shall not be held responsible for any delays as a result.
3. If any dispute arises out of or relates to this contract, or breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation under the Construction Industry Mediation Rules of the American Arbitration

