



**D O N A D I O**  
& Associates, Architects, P.A.

July 29, 2019

Beth Powell  
Asst. Director - Parks & Conservation Resources  
5500 77<sup>th</sup> Street  
Vero Beach, FL 32967

**RE: ARCHITECTURAL/STRUCTURAL ENGINEERING PROPOSAL  
FOR JONES PIER HISTORIC RESIDENCE  
7770 JUNGLE TRAIL  
ARCHITECT'S PROJECT NO. P2018-23.003.1.2**

Dear Ms. Powell,

Within the content of this letter is a Proposal for Architectural/Structural Engineering Services to provide Bid Documents for the raising of the existing Historic Residence above the flood plain as per the Owner's Civil Engineering Site Plan.

A brief description of the work covered by this Proposal includes the following:

**1. ARCHITECTURAL**

- Coordination meeting with the Owner to establish Design Criteria for the Project.
- Field measuring of the Existing Residence to develop a Front Elevation Rendering.
- Cad As-Built Drawing of the Historic Front Elevation
- Coordination with the Structural Engineer.
- Coordination with the Owner's Civil Engineer.
- Preparation of Construction Specifications for Bidding
- Attendance at Pre-Bid Meeting and Pre-Construction Meeting, if required.
- Five (5) sets of signed and sealed Permit Documents.
- Response to Building Permit review comments.
- Construction Administration Services as defined below for Construction Administration Services.
- Four (4) site visits during Construction

**2) STRUCTURAL ENGINEERING**

- Preliminary Site Visit and Survey of Existing Floor Framing System
- Two (2) coordination meetings
- Construction Documents and Specifications for Residence Foundations, Wood Handicap Ramps and Front Porch for Bidding
- Attendance at Pre-Bid Meeting and Pre-Construction Meeting, if required.
- Five (5) sets of signed and sealed permit documents.
- Responding to Building Permit review comments.
- Shop drawing Review of Structural Items, Request for Information and any other items as defined below for Construction Administration Services.
- Two (2) site visits during Construction.

- **SCHEMATIC DESIGN PHASE**

The Architect shall assist the Owner in establishing the program and ascertain the requirements of the project and shall arrive at a mutual understanding of such requirements with the Owner. Based on this understanding the Architect shall prepare Schematic Design Documents consisting of drawings and outline specifications

- **CONSTRUCTION DOCUMENTS PHASE**

Based on the approved Design Schematic Design Documents and any further adjustments in the scope or quality of the project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

- **BIDDING AND NEGOTIATION PHASE**

The Architect, following the Owner's approval of the Construction Documents shall assist the Owner in the review of Bids for Construction, attendance at Pre-Bid Meeting, clarifications of RFI's and issuance of addenda.

- **CONSTRUCTION ADMINISTRATION PHASE OF THE CONSTRUCTION CONTRACT**

The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the contract for construction and terminates at the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work, whichever comes first.

The Architect shall provide a maximum of Four (4) periodic Site Observations, Review of Contractor's Applications for Payment, Contractors request for information and/or clarifications, Shop Drawing Reviews, Review of Change Order and decisions on any claims or disputes, Punch-List Walk-Thru with Client and Contractor to determine general conformity with approved plans and specifications.

### 3) **BREAKDOWN OF PROFESSIONAL FEES**

I) **Architectural/Engineering Services:**

a) Residence Floor Framing Field Verification	= \$ 1,000.00
b) Residence Front Elevation Field Measuring	= \$ 750.00
c) Structural Engineering Fee	= \$ 5,500.00
d) Architectural Fee	= \$ 2,500.00
e) Bidding Services	= \$ 1,000.00
f) Construction Administration Services	= \$ 2,500.00
g) <u>Asbestos, Lead and Contaminant Testing</u>	= \$ 2,500.00 Allowance
<b>Total Fees</b>	<b>\$ 15,750.00</b>

**4) FEE PAYMENT SCHEDULE**

- A. The fee is based upon our understanding of the stated goals and upon completion of services described above. The Fee Payment shall be billed monthly based upon the completion of the Scope of Work of the project as of the date of the invoice. Payment is due upon receipt of the invoice. Invoices not paid within thirty (30) days of invoice date will be subject to a finance charge of one and one-half percent (1.5%) per month.

Reimbursable expenses are in addition to compensation for Basic Services and include expenses incurred by the Architect, in the interest of the project. Such expenses include, but are not necessarily limited to the cost of reproduction, postage, long-distance communication and facsimiles, photographs and mileage. Reimbursable expenses will be billed at actual cost. **Estimated Cost of Reimbursables is a maximum not to exceed amount of One Thousand Five Hundred Dollars (\$1,500.00).**

- B. Should the scope of the project change substantially, the fee will be altered accordingly, based upon Owner approval. Such work will be billed at the hourly rates specified below, for the time involved. No additional work will be initiated without Owner written authorization.
- C. Donadio & Associates, Architects, P.A. Standard Hourly Billing Rates are as follows:

Principal	\$200.00
Senior Project Manager	\$175.00
Project Manager	\$135.00
CADD Manager	\$135.00
CADD Technician I	\$100.00
CADD Technician II	\$ 90.00
CADD Technician III	\$ 85.00
Intern Architect	\$100.00
Office Manager	\$ 85.00
Administrative Assistant	\$ 65.00
Receptionist	\$ 60.00
Technical Support	\$ 55.00

- D. If the project is abandoned or terminated before completion, owner will be invoiced for the services performed, together with the reimbursable expenses incurred, as of the date of termination.
- F. Should any questions arise regarding an invoice or any portion thereof, this office should be contacted immediately. Payment for the amount in question may be withheld. However, timely payment of the balance is required.
- G. Payment for services performed is in no way based upon the receipt of regulatory approvals or project financing.
- H. This Proposal is valid for 30 days from the date shown hereon and represents the entire understanding between Parties with respect to the referenced Project and may only be modified in writing.

**5) GENERAL**

- A. Illustrative renderings or models are not part of the Basic Services.
- B. Interior Design for Future Museum, Exterior Residence Roof and Wall Structural Evaluation, Geotechnical Reports, Environmental Surveys, Asbestos/Lead Testing and Report, Civil Engineering, Off Site Road Way Improvements, As-built Surveys, Re-Zoning, Traffic Analyses, Full Time on Site Representation, Formal Site Plan Submittal, Landscape and Irrigation Design and Drawings, Resealing Crawl Space Access Holes, Permit Application Fees, Building Permit Fees and any other Application Fees for Agency approvals are not part of the Basic Services.
- C. All drawings, specifications and other documents prepared for this project are for use solely with this project and unless otherwise provided Donadio & Associates, Architects, P.A. are the author and owner and retain all lawful copyrights to such documents.

This Proposal letter outlines our Architectural and Structural Engineering Scope of Services.

Should this arrangement be acceptable to you, please sign and return one (1) copy to this Office.

Thank you for the opportunity to work with you on this project.

Very truly yours,

*Anthony J. Donadio*

Anthony J. Donadio, A.I.A., NCARB  
AJD

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**Indian River County Board of County Commissioners**

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**Print Name**

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**Date**