

WIER BOERNER ALLIN ARCHITECTURE

October 5, 2018

Mayor George Flaggs
City of Vicksburg - Mayor's Office
PO Box 150
Vicksburg, MS 39180

Re: Fee Proposal for Central Fire Station Renovation Master Planning - City of Vicksburg

Dear Mayor Flaggs:

Thank you for the opportunity to provide our proposal for planning services for the master planning of the renovation of the Central Fire Station. This letter summarizes our understanding of your needs and outline our fee schedule for the referenced project.

Basic Services:

Based on the information provided to WBA to date, it is our understanding that our work shall include master planning, design and construction administration of a renovation project at Central Fire Station. We met with Fire Chief Danczyk on site to review the facility's current needs. The most critical item is the condition of the windows. They need to be replaced. We also reviewed several wish list items for the renovation of the facility to be included in our project scope. The scope of our work depends largely on two independent but related variables. One is the project budget and the second is the wishes of the Mississippi Department of Archives and History with respect to the windows.

We recommend a thorough investigation of the condition of the windows and a preliminary meeting with Archives and History to help us identify the cost to fix to the windows. We will meet with window suppliers and contractor's to review all alternatives. At the conclusion of this process; if there is enough money remaining in the project budget, we will pursue the design of Chief Danczyk's remaining programmatic wish-list items.

At this initial stage, we propose an hourly fee of \$130.00 per hour not to exceed \$4,800 until we fully identify the scope of work. With formal authorization of a project scope description and budget, we will continue at a rate of 8% of the construction cost to complete full construction documentation. Full design, documentation and construction administration shall include the following production schedule phasing with related percentage of payment of the total A&E Fee:

- o Schematic Design 20%
- o Design Development 20%
- o Construction Documentation 35%
- o Bid Negotiation 5%
- o Construction Administration 20%

** Hourly rate fee will be credited to the total A&E fee if we are authorized to proceed.*

Proposed Approximate Project Timeline:

- o Schematic Design and Design Development 30 days
- o Construction Documentation - 14 days
- o Bid Negotiation - 30 days
- o Construction Administration - 90 days

Reimbursable Expense:

Our reimbursable expenses shall be in addition to our basic fee and include, travel, standard printing/plotting, shipping/delivery, colored renderings, video and licensing / permit fees. We will invoice these expenses at cost plus 0% markup. Any additional work for this project shall be agreed upon in writing.

I hope that this letter clearly outlines our proposal for services on this project. Thank you once again for your confidence in our ability to serve you. Please feel free to contact me at 601.942.4287 if you have any questions or need additional information. We look forward to continue working with you!

Sincerely,
Jamie Wier, AIA, NCARB



10/05/18

Accepted by: _____ Date: _____
Jamie Wier, Wier Boerner Allin Architecture, PLLC, Principal

Accepted by: _____ Date: _____
George Flaggs, Mayor, City of Vicksburg