



13 March 2018

T. Doug Dale, AIA
Jeffrey R. Barnes, AIA
Leigh G. Jaunsen, AIA, LEED AP
Russ S. Blount, AIA, LEED AP
Jason M. Agostinelli, AIA

In memory of
Michael A. Barranco, AIA
1962-2011

Shelton Vance, County Administrator
Madison County
125 West North Street
Canton, MS 39046

Re: Additional Services for 17100 Citizen’s Service Office

Dear Shelton:

Our original proposal for the Citizen’s Service Office Feasibility Study was for \$7,500. This assumed an hourly rate for a site plan and 2 floor plan scheme options, owner review, and minor modifications to the schemes.

After numerous site visits and additional programming and design schemes we have accumulated \$11,500 to date in project hours, an additional \$4,000.

With the added studies, we are requesting approval to bill for a total of \$11,500 for services to date which would complete the feasibility study.

Following, we will submit an estimated construction cost and proposed design fee for the remaining design, bidding, and construction services for the project. Should we be selected as architect and the project moves forward, the \$11,500 will be credited back against the fee for design services.

Sincerely,

Russ Blount, AIA, LEED AP, Partner
Dale Partners Architects, P.A.

Accepted by:

Sheila Jones, President
Madison County

Date

Enclosure: Original proposal letter

cc: Danny Lee



2 November 2017

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Shelton Vance, County Administrator
Madison County
125 West North Street
Canton, MS 39046

Re: Fee Proposal for 17100 Citizen's Service Office

Dear Shelton:

Dale Partners Architects is pleased to submit this fee proposal to provide architectural services for feasibility sketches review organizational options for the Citizen's Service Office. Deliverable will be as follows:

Initially, we will take the current program and develop it to fit the new design schemes. Feasibility sketches will include a site plan showing the new parking lot and (2) floor plan scheme options. The first option showing a plan layout to fit within the existing building footprint limit and another showing a building expansion to accommodate the desired program. The estimated total fee for this phase of work shall be \$7,500. Note that this number assumes that existing hard copy drawings exist and can be reference for CADD input. If drawings do not exist, we will need to do field measurement at an addition of \$1,200 totaling \$8,700.

Once this phase is completed and the project goes forward, this initial payment will be credited back against the fee for design services.

Reimbursable Expenses shall be separated based on actual cost plus 10%. For the purpose of this agreement, reimbursable expenses shall be travel cost, postage, and reproduction cost.

Should you find you are in concurrence with the content of this proposal and agree to retain Dale Partners Architects for this project pursuant to the scope of work delineated above, please affix signature and date where indicated and return the original executed document to this office, retaining one (1) copy for your files.

Sincerely,

Accepted by:

Russ Blount, AIA, LEED AP, Partner
Dale Partners Architects, P.A.

Shelton Vance, County Administrator
Madison County

DALE PARTNERS ARCHITECTS, P.A.

Architecture • Interiors • Planning

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dalepartners.com

cc: Danny Lee

Date

Appendix

1. Reimbursable expenses not included with the base fee
 - a. Reimbursable Expenses and additional services shall be reimbursed to the Architect including actual expenditures only, made by the Architect, its employees and consultants in the interest of the Project
 - i. Expense of transportation and living for travel in connection with the Project; long-distance telephone communication outside Jackson, MS area; and all charges and fees paid for securing approval of authorities having jurisdiction over the Project
 - ii. Expense of the reproductions, postage, and handling of drawings, specifications, and other documents excluding drawings, specification and other documents for the office use of the Architect and the Architect's sub-consultants
 - iii. Project related automobile mileage at rates not exceeding those allowable for federal income tax purposes; mileage rate = 55.0 ¢ per mile
 - iv. Any other expense authorized by the Owner as a reimbursable expense
2. Hourly rates for additional services
 - a. Architectural
 - i. Managing Principal\$230
 - ii. Sr. Manager – Design / Management.....\$210
 - iii. Sr. Manager – Construction Administration\$210
 - iv. Sr. Project Manager\$185 – \$190
 - v. Project Manager / Designer.....\$150 – \$175
 - vi. Interior Designer\$150 – \$160
 - vii. Quality Assurance / Construction Admin. / Specifications\$110 – \$115
 - viii. Project Architect / Intern.....\$140 – \$160
 - ix. CADD Technicians\$90 – \$110
 - x. Graphics Designer.....\$125
 - xi. Project Assistant\$80 – \$105
 - b. Landscape Architecture / Site Planning
 - i. Senior Landscape Architect\$195