



Miscellaneous Architectural Services Agreement

This Agreement is made between Madison County, Mississippi Board of Supervisors and Belinda Stewart Architects, PA for Architectural Services for miscellaneous projects on an as needed basis.

Upon review and definition of scope of work for noted area/item, Belinda Stewart Architects, PA will determine if project falls under this Agreement or if an American Institute of Architects (AIA) contract will be necessary.

Services will be performed on an hourly basis at the current rate for Belinda Stewart Architects, PA. A current rate sheet is attached to this Agreement and made a part hereof. Expenses (i.e. mileage, postage, copies, printing) are invoiced at their direct cost (See current rate sheet).

Any required engineers or other outside consultants services will be hourly at their current rate plus expenses. Their services will be provided at their actual cost. Invoices from consultants will be provided.

Invoices will be submitted on a monthly basis until project is complete.

Agreed upon this _____ day of _____, 2016.

BELINDA STEWART ARCHITECTS, PA

BY: 
BELINDA STEWART, FAIA

MADISON COUNTY BOARD OF SUPERVISORS

BY: _____
TREY BAXTER, President



Exhibit B

RATES and TERMS - January 1, 2016

HOURLY RATES:

Commercial & Residential

Principal Architect-----	\$125.00
Architect/Project Manager-----	\$100.00
Designer/Project Coordinator -----	\$ 90.00
Senior Drafter -----	\$ 65.00
Intern/Project Coordinator-----	\$ 75.00
Intermediate Intern -----	\$ 65.00
Intern Architect -----	\$ 55.00
Project Administrator -----	\$ 50.00
Grant Writer/Administrator -----	\$ 50.00
Intern Drafter-----	\$ 45.00
Clerical/Administrative -----	\$ 35.00
Student Intern-----	\$ 35.00

NORMAL EXPENSES:

Travel, private vehicular. . As allowed by the IRS-----	\$0.55 per mile
Travel, commercial-----	Cost of Fare without Markup
Photographic Development-----	Cost of development without markup
Large Format Copying-----	\$3.00 per copy
Copies-----	\$0.10 per copy
Color Copies-----	\$0.50 per copy
Faxes-----	\$.50 per page
Postage/Delivery-----	Cost of Postage/Delivery without Markup
Meals/Lodging-----Overnight Travel Only-----	Cost of Meals/Lodging without Markup

SPECIAL EXPENSES:

Equipment Rentals-----	Cost of Rental without Markup
Additional Consultants-----	Cost of Consultant with 10% Markup

GENERAL TERMS and CONDITIONS:

Travel is billed at the Architect's Hourly Rates, portal to portal, plus expenses. All invoices are due upon receipt and will be considered PAST DUE thirty days after the invoice date.