

July 27, 2017

Mr. Mario Iezzoni, CPA, CVA, CBCP
Economic Development director
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652

**RE: Hacienda Hotel, New Port Richey, Florida
Patio & Stair Restoration & Structural Repair**

Dear Mario,

We are pleased to provide you with this proposal for A/E services for the next phase of work at the Hacienda Hotel, restoration of the patio and stair and structural repair. As discussed, you have received a Small Matching Grant from the State of Florida, Division of Historical Resources to partially fund this project. The Scope of Work, as described in the Grant Proposal, is as follows:

Project Description:

Pasco County intends to continue to conduct work on the 21,000 sq. ft. two-story, Mediterranean Revival Style building built in 1927. The building was originally constructed as a hotel and is currently vacant. The proposed use would be boutique hotel/community building. Grant funds will be used for the following: structural beam installation at dining room archway; historic scored patio restoration; matador room floor repair; restoration and grading of hotel ingress/egress point; restoration of internal historic stairway; and architectural services.

We propose to provide the following services:

1. Design Development Submittal:

We will document existing conditions onsite and assemble drawings and specifications for the Work. We will review existing and historic drawings and photos to verify accuracy and submit all of the drawings to the State DHR for review and approval. One trip to the jobsite will be required for field verification.

2. Construction Documents Submittal:

The above documents will be developed to a final biddable set of documents. The submittal will include all drawings, technical specifications, and "front end" bidding documents required for the solicitation of bids. These documents will be submitted to you for final review and comment. Your comments, along with any consultant team final review comments will be incorporated into the final bid/permit set. Record drawings will be provided to the City of New Port Richey; one hard copy and one digital copy and again at the conclusion of construction to reflect any modifications made in the field during construction (if any).

3. Bidding and Permitting Phase:

We will assist you with advertisement and solicitation of bids and submit for permit reviews. We will attend a pre-bid conference, issue meeting minutes, respond to bidder questions and issue addenda as needed. We will review the bids and make a recommendation for award. One trip to the jobsite will be required for the Prebid Conference.

4. Construction Phase:

During construction, we will attend bi-monthly meetings, take minutes and distribute them to all team members. We will respond to RFI's, review shop drawings and submittals, issue bulletins, field directions, change orders and other documents as may be required. We will conduct all required final inspections, issue a Certificate of Substantial Completion with punch list and obtain all required closeout documents. (3) trips to the jobsite are anticipated for Construction Administration.

The architectural fees have been established in the Grant Agreement as \$9,889. They are shown in the Estimated Project Budget in the Grant Agreement. I have attached this page for your reference. The fees can be broken down as follows, payable upon completion of each Phase:

Basic Services:

Design Development and Construction Documents (65%)	\$ 6,428
Bidding Phase (5%)	\$ 494
Construction Phase Contract Administration (30%)	\$ 2,967
Subtotal Basic Services	\$ 9,889

NOTE: These services are the A/E services that are listed in the Grant Budget as \$9,889.

We propose to provide all of the required services for a lump sum fee of \$9,889.

Please call if you have any questions or would like to discuss any aspect of this proposal.

I look forward to working with you.

Sincerely,



Bert L. Bender, Architect