

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

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, door and window replacement. As discussed, you have received a Special Category 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:

Grant funds will be used towards the preservation of the Hacienda Hotel. Specifically, the work will entail the manufacture and installation of one hundred and seventeen (117) windows with eighteen (18) size design variations that are historically accurate reproductions; manufacture and installation of thirty-eight (38) exterior doors with twenty-one (21) size design variations that are historically accurate reproductions; repair of mullet stucco on the exterior walls of the building; and the repair of interior plaster on the interior walls of the building.

In order to meet your \$750,000 budget, it is recommended that the above Scope of Work be adjusted to reduce the number of exterior doors from 38 units to 11 units, and eliminate the interior plaster repairs. This adjusted project scope and budget was described in a letter to you from Bert Bender, sent on 7/25/17. I have attached this letter for your use.

We propose to provide the following services:

1. Design Development Submittal:

We will document the window and door opening sizes 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 site 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).

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Key West, Florida 33040
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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 site 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. Six trips to the jobsite are anticipated for Construction Administration.

The architectural fees have been established in the Grant Agreement as \$50,000. 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%)	\$ 32,500
Bidding Phase (5%)	\$ 2,500
Construction Phase Contract Administration (30%)	\$ 15,000
Subtotal Basic Services	\$ 50,000

NOTE: These services are the A/E services that are listed in the Grant Budget as \$50,000.

We have estimated our reimbursable expenses as follows:

Bender & Associates estimate:

Travel: 900 miles round trip @ \$.50/mile: \$450/trip x 8 trips	\$ 3,600
Lodging: 12 room nights @ \$75 each	\$ 900
Per Diem expenses: 12 days @ \$40/day	\$ 480
Reproduction of documents, FedEx, etc.	\$ 500
Recommended Reimbursable Expense Budget	\$ 5,480

We propose to provide all of the required services for a lump sum fee of \$50,000 plus reimbursable expenses at our direct cost, not to exceed \$5,500.

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