PROPOSAL PRESENTED TO: Doraville Public Library

Re: **Program and Space Planning Study**

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide a plan to address:

1. Outline building program to address the public and staff restrooms and staff work area.
2. Space planning to address the public and staff restrooms and staff work area and its effect on adjacent space.
3. This proposal is for phase 1 only. Construction documentation and construction phases are to follow and will be a separate proposal.

SCOPE OF SERVICES:

Meeting #1-Charette
720 Design Inc. will spend one day at the library with library staff and project stakeholders.

Programming:
The day will begin with a tour of the space and discussions regarding what is and is not working. Other changes in library service will be discussed (ie Is the reference collection shrinking to allow for more space in the staff area?) An outline building program will be developed during the discussions.

Space Planning:
Once the space needs are written, the group will begin looking at the floor plan and how the renovated restrooms and staff area might affect adjacent spaces. Sketches will be developed along with the discussion to continue discussion and final floor plan development.

DELIVERABLES:
One hard copy report and one electronic report to include the outline building program, all sketches developed and a final floor plan solution. In addition, a schematic design cost estimate will be developed for budgeting purposes.

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

COMPENSATION:

Our estimated hours and fee for the scope of work as defined above will be:

TOTAL FEE: **$5,000**

The fee breakdown includes:

20% for Meeting 1 preparation
40% for Meeting 1
30% for Documentation of the Final Report
10% Expenses

ADDITIONAL SERVICES:

Additional Meetings at owners request:	$1100 each per person + expenses
Engineering Services (if required):	to be determined.

Owner to provide: Existing building floor plan, electrical plan and mechanical plan.

Reimbursables: Reimbursables will be included in the total fee.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the owner and building committee for this project. Duration for this phase of the project is expected to be 30 days.

Extended review time by the owner is not considered in this schedule. Should time to design the project extend significantly beyond six (6) months, through no fault of the architect, the contract fee amounts may be renegotiated to reflect our additional expense.

All meetings and presentations as itemized above shall take place at the Doraville Public Library unless specified otherwise.

Submitted by: Approved by:

03-21-2010

Maureen Arndt, AIA, IIDA Date Date
President
720 Design Inc.

Enclosures: General Conditions