



**Lyman
Davidson
Dooley, Inc.**

ARCHITECTS
INTERIOR DESIGNERS
PLANNERS

July 9, 2015 (*Revised July 31, 2015*)

Mr. Charles (Corkey) Welch, City Councilman
City of Smyrna
2800 King Street
Smyrna, Georgia 30080

Re: Architectural Services Proposal – Reed House
3080 Atlanta Road
Smyrna, Georgia

Dear Councilman Welch:

We want to thank the City of Smyrna for the opportunity to present this proposal to provide Architectural and Engineering services to document the historic Reed House, prepare a report to update and stabilize the facility, and make recommendations to convert the house into an Event Center. Based on these recommendations we will provide design services suitable for the pricing and construction of the Event Center.

Building Documentation Services:

Digital Survey:

The first step in stabilizing the structure is to have the facility documented into a set of as-built drawings accurate enough to deliver design concepts and scope drawings for the future construction work. We are recommending that a digital laser scan of the building be made creating a three dimensional digital file of the structure.

Development of As-Built Drawings:

Based on the digital laser scan of the building we would generate a three dimensional (BIM) model of the building in order to document its existing condition architectural documents and to create base plans for the planning and development phases.

Digital survey:	\$ 5,200.00
As-Built Drawings:	\$ 4,600.00
	\$ 9,800.00 plus reimbursable expenses

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Marietta, GA 30067

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Phase II - Building Condition and Design Recommendations Report:

The Design Team (including Architectural, Structural, Mechanical, and Electrical Engineering) will make an on-site walk through of the facility and identify any existing conditions that we feel needs to be addressed. The goal is to repair or upgrade the facility to be suitable for public occupancy and to make the building structural sound and weather tight. There recommendations will be presented in the form of a written report.

In addition to bringing the house to a restored condition the Design Team will also prepare design drawings, concepts, and reports recommending the following goals:

- *Provide design concepts to use the facility as an Event Center. Concepts might include art shows, receptions, weddings, public meetings, lectures, acoustical musical performances, private parties, receptions, etc.*
- *Provide recommendations and cost opinion necessary to bring the building up to current Building and Life Safety Codes suitable for public use.*
- *Provide recommendations and cost opinion necessary to bringing the building up to current Smyrna fire protection codes, i.e. sprinkler system.*
- *Provide recommendations and cost opinions to provide a catering kitchen with outside deliveries and service.*
- *Provide recommendations and cost opinion to repair and/or replace the existing HVAC systems for both first and second floor.*
- *Provide recommendations and cost opinions for locating a bride's room on the second floor.*
- *Provide recommendation locating additional storage to support the building uses as recommended and considered.*
- *Provide recommendations and analysis of the buildings second floor for future uses.*
- *Provide location recommendations and cost opinions for the possible locating of an elevator to meet ADA standards for the handicapped.*
- *Provide recommendations and cost opinions for repairs to the historic structure (i.e. sagging beams over the front porch, cracking front porch tiles, etc.*
- *Provide inspection and cost opinion as needed for roof repair.*
- *Provide inspection and cost opinion for tuck pointing cracks in the brick exterior.*
- *Provide recommendation and cost opinion for painting the building inside and out.*
- *Provide recommendations for a third party to inspect and remove any hazardous materials inside and outside of the house, i.e. lead paint, asbestos, etc.*
- *Provide recommendations for a third party to inspect the electrical service, add Wi-Fi necessary to support the event center.*
- *Provide recommendations and cost opinion for additional parking.*
- *Provide a land use plan to support potential outdoor events.*

The fee for this phase of the work is a lump sum fee of \$ 8,700.00 plus reimbursable expenses.

Construction Document and Contract Administration Phases:

Upon approval of the Design Recommendations Report Lyman Davidson Dooley would provide the required Construction Documents suitable for permitting and construction. The scope of work for this phase may need to be broken into multiple phases depending on the City of Smyrna's funding for the project. In addition we will provide Contract Administration services.

Phase III – Phase I Design/Contract Documents (Per notification by owner)

- *Provide designs and contract documents necessary to bring the building up to current Building and Life Safety Codes suitable for public use.*
- *Provide designs and contract documents necessary to bringing the building up to current Smyrna fire protection codes, i.e. sprinkler system.*
- *Provide design and/or to repair and/or replace the existing HVAC systems for both first and second floor.*
- *Provide design and contract documents for locating a bride's room.*
- *Provide design and contract documents for repairs to the historic structure (i.e. sagging beams over the front porch, cracking front porch tiles, etc.*
- *Provide contract documents as needed for roof repair.*
- *Provide recommendation, cost opinion and contract documents for painting the building inside and out.*
- *Provide recommendations for a third party to inspect and remove any hazardous materials inside and outside of the house, i.e. lead paint, asbestos, etc.*
- *Provide recommendations for a third party to inspect the electrical service, add Wi-Fi necessary to support the event center.*
- *Provide design and contract documents for additional parking.*
- *Provide a final design of a land use plan to support potential outdoor events.*

Phase IV - Phase I Design/Contract Documents (Per notification by owner)

- *Provide design for locating additional storage to support the building uses as recommended and considered.*
- *Provide design and contract documents for the locating of an elevator to meet ADA standards for the handicapped.*
- *Provide inspection, cost opinion and contract documents as needed for tuck pointing cracks in the brick exterior.*
- *Provide designs and contract documents to provide a catering kitchen with outside deliveries and service.*
- *Provide the design and contract documents to replace lighting fixtures, switches, and electrical outlets to be appropriate to the historic period.*



The fee for these services will be based on the funded scope of work and will be based on a percentage of the construction budget. Our fee will be 6.5% of the construction budget plus reimbursable expenses.

Billing

Lyman Davidson Dooley, Inc. standard hourly billing rates for professional services through 2015 are outlined below:

Senior Principal	\$205.00 per hour
Principal	\$195.00 per hour
Studio Director	\$185.00 per hour
Architect III, Interior Designer III	\$165.00 per hour
Architect II, Interior Designer II/Designer III	\$155.00 per hour
Architect I, Interior Designer I/Designer II	\$135.00 per hour
Designer I	\$125.00 per hour
Staff Assistant	\$ 95.00 per hour
Administrative	\$ 85.00 per hour

These rates are applicable for Additional Services of the Architect. Additional Services required of our consultants will be billed at their basic hourly rates times a multiplier of 1.2 for coordination by the Architect.

Invoices will be submitted monthly for work completed to date. Payment is due upon receipt of invoice. Payment not received within thirty (30) days of the invoice date will be assessed a late charge retroactive to the date of invoice.

All administrative time required for back-up information on invoices will be billed at our standard hourly billing rates.

Reimbursable Expenses

Reimbursable expenses are in addition to our basic compensation and include the following expenditures made in the interest of the Project:

1. Blue printing, CAD plotting, sepias, printing and reproductions.

LDDI large format plotting charges:	Bond	\$1.75 per S.F.
	Color Plotting	\$7.00 per S.F.
	Scanned PDF	\$5.00 per page
Small Format Photocopies:	Black/White	\$0.25 per page
	Color	\$1.00 per page
2. Courier, postage and handling of documents.
3. Artist's Renderings or Models requested by the Owner.
4. Facsimile Transmittals. Facsimiles (per sheet) \$.45



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| 5. | Computer File Transfer | Diskettes/CD's | \$5.00 |
| | | PDF Production and Transfer | \$5.00/file |
| 6. | Conference call and long distance phone charges. | | |
| 7. | Transportation and Living Expenses in connection with out-of-town travel. Mileage billed at current government rate. | | |
| 8. | Digital Services:
preparation expenses | FTP site management, electronic file transfer and
to be quoted under separate agreement | |
| 9. | Archive Retrieval. | | |

Reimbursable expenses shall be billed at the actual expenditure times a multiplier of 1.15 to cover office time for handling and bookkeeping.

As a resident of Smyrna I have always admired the Reed House and we are honored to have this opportunity to repurpose this structure for the use of the citizens of Smyrna. Please give me a call if you have any questions concerning this proposal.

Sincerely,
Lyman Davidson Dooley, Inc.

Rowland Davidson, AIA, ASID
 President

City of Smyrna

 Authorized Signature