

November 1, 2024

Andy Garman, Town Manager
Town of Nags Head
5401 S. Croatan Hwy
Nags Head, NC 27959



Re: Design Services for the Replacement Fitness Center

Dear Andy:

Below is our letter of proposal for Professional Services as requested. This proposal shall outline the cost of services for all design services for the Replacement Fitness Center. The scope of work required is outlined below.

Replacement Fitness Center:

This project entails designing a new Fitness Center as outlined in the attached program and conceptual plan. The building shall be approximately 3,200 square feet, single story building. The roof structure shall be designed so that a future second floor could be added for apartments. The building shall be elevated above the base flood elevation and will be of a similar architectural style as the Town Hall. It is contemplated the new facility shall connect to the existing septic field and water supply on the campus. Additional parking shall be added to support the parking needs of the building as depicted in the attached sketch, and shall be designed by Owner.

Based on the current market conditions for a hard bid construction project, I would estimate the cost per square foot to be +/- \$400/ S.F. This cost does not include site improvements or any septic field repair or replacement.

Based on the above cost I would estimate the cost of the vertical construction to be **\$1,280,000**.

The project budget breaks down as follows:

- A/E Design
 - Structural Engineering \$11,680
 - MEP Engineering \$30,720
 - Architectural Design \$51,424
 - TOTAL A/E Design Fee: **\$93,825**
 - (Total Est. Man Hours 500)

- Vertical Construction \$1,280,000
- TOTAL \$1,373,825**

While the above Construction Budget is aggressive, we will endeavor to maintain the project costs as outlined above. It must also be understood that the current Construction Market is rapidly changing, and the final cost determination shall be made based on the program requirements and marketplace conditions at the time of bidding.

The Professional Service fees for the Replacement Fitness Center are as follows:

Schematic Design Thru Construction Documents	70%	\$65,678
Bidding	5%	\$4,691
Construction Administration	20%	\$18,765
Close Out	5%	\$4,691
Total Fee	100%	\$93,825

The above fees are quoted as a fixed lump sum and are based on the level of effort to produce the project.

I have not included the following services in the base fee:

- Topographic / Boundary Survey
- Geotechnical Report
- Hazardous Material Testing or Abatement Design
- Furnishings Design and Specifications

Should these services be required, they shall be considered additional services and a separate proposal will be prepared. Standard reimbursables, travel, lodging, sustenance, prints and postage shall be billed as incurred with a not to exceed amount of \$3,500.

Our proposed team for the Project is:

Civil Engineering Consultant
By Owner

Structural Engineering
Stewart Engineering
223 S. West St Suite 1100
Raleigh, NC 27603

PME Consultant
Atlantec Engineers
3221 Blue Ridge Rd #113
Raleigh, NC 27612

We propose the following completion schedule for the project:

Schematic / Design Development	4 weeks
Construction Documents	4 weeks
Regulatory Approvals	6 weeks
Receive Bids	4 weeks
Award Contracts	3 weeks
Construction Completion	44 weeks
TOTAL PROJECT DURATION:	65 weeks

The schedule above includes the required review times for Owner & Regulatory agencies.

Andy, after your review please do not hesitate to contact me. If you are in agreement with this proposal, we can prepare an AIA B101 Standard Form of Agreement between Owner & Architect, or a Service Order as part of the Master Service Agreement.

Regards,



Timothy D. Oakley, AIA, LEED AP