

**April 28, 2026**

**Rachel Keith  
Project Manager  
City of Foley  
407 East Laurel Avenue  
Foley, AL 36535**

**Re:     City of Foley New Senior Center – Proposal for Architectural and Engineering Services**

Dear Rachel,

We appreciate the opportunity to provide you with this proposal for architectural and engineering services for the New Foley Senior Center! We are honored and excited to work with you, the City, and community stakeholders to design a new facility that creates a welcoming and inclusive environment for seniors, encouraging wellness, activity, and social connection for today and the future.

#### **PROJECT SCOPE OVERVIEW**

We understand that the scope of the project is envisioned to include an approximately 13,500 square foot facility that will be the new home for the City of Foley Senior Center. This new facility will provide modern technology and effective planning layouts to serve as a modern, accessible, and welcoming community hub for older adults, supporting active lifestyles, social engagement, wellness programming, and congregate dining.

We understand the site for this project will be located directly west of the renovated Foley Armory Building located at 315 E Jessamine Ave, Foley, AL. The site improvements will include accessible parking in compliance with ADA standards, safe pedestrian routes with numerous ramps, and landscaping and storm water management. The site improvements are also anticipated to include a covered entry, outdoor seating or recreational areas needing shade, and pedestrian connectivity to the Armory Building and Campus.

We will work with you to develop the best site and building layout to meet your needs, incorporating essential program elements such as a multi-purpose assembly space of at least 2,000 square feet, a dining assembly space seating 150-175, break-out rooms, a warming kitchen, and administrative spaces.

#### **BUDGET**

We understand the total project budget is not to exceed \$5 million, which includes design services. Once the project has been designed, we understand it will be competitively bid in compliance with the State of Alabama Public Works Law. We will also work with you to monitor the project budget considering the construction cost, furniture allowance, and other costs necessary for the overall project budget.

#### **SCHEDULE OVERVIEW**

We understand that the project design phase will begin on June 15, 2026, and conclude around December 31, 2026, (7-month design schedule) with the construction phase duration anticipated to take 12 months following a February 2027 bid award. We have developed a detailed design and construction schedule as an exhibit to the Owner/Architect Agreement outlining each anticipated activities and meetings for each phase, as well as during construction.

**TEAM**

We have selected a team of engineers to address all the unique design needs for the Senior Center. We are happy to work with you to select the best engineers for your project, but at this time we have identified the following team that will be involved in this project from design through the construction phase.

- Architecture & Interior Design
  - Mechanical, Plumbing, Fire Protection Engineering
  - Electrical Engineering
  - Civil Engineer
  - Landscape Architect
- Williams Blackstock Architects**  
**Sherer Engineering**  
**Dell Consulting**  
**Sawgrass Consulting, LLC**  
**WAS Design**

**SCOPE OF SERVICES**

Based on discussions we propose to organize our Basic Services work according to the descriptions outlined below. The work will follow the normal basic architectural services including interior design, and structural, mechanical, plumbing, electrical and fire protection engineering in accordance with the American Institute of Architects (AIA) Standard Agreement between Owner and Architect.

We will perform our work in phases starting with schematic design and continuing through construction administration phases of the work (from beginning to completion) as outlined below.

**A. SCHEMATIC DESIGN & SPACE PROGRAMMING (20%)**

- Conduct a kickoff stakeholder meeting with staff and key decision makers to identify the goals of the project and confirm the space programming needs.
- Review the space program needs and reference the detailed RFP information provided to understand all departmental needs, ensuring the design prioritizes construction efficiency, flexible use of space, and long-term operational sustainability.
- Prepare schematic floor plans and exterior elevation schemes that integrate aesthetically with other buildings on the civic campus.
- Present conceptual design alternatives, preliminary plans, and site plans to Owner and revise as required to develop the optimum scheme.
- Work with you to validate the preliminary budget based on size and area and make adjustments in cost as required.
- Meet with Owner at periodic intervals to discuss progress and gain input and approvals as outlined in the preliminary schedule.

**B. DESIGN DEVELOPMENT (15%)**

- Based on approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, prepare hard line drawings that fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements.
- Develop exterior elevations and renderings to show materials and character of façade in detail, ensuring durability and sustainability.
- Develop more detailed interior elevation and rendering design drawings and building/wall sections, highly prioritizing accessibility and ADA compliance for senior users.
- Develop outline drawings of mechanical, electrical, plumbing, fire protection systems, avoiding sprinkling to the maximum extent practicable, and maximizing gravity sewer and underground power.

- Define structural system and incorporate acoustic needs necessary to host multiple events.
- Prepare materials palette of interior selections showing character and design for interior components of the project.
- Incorporate potential cost reduction options as part of this package in order to manage cost and scope, and update the probable cost based on size/area and conceptual cost estimating.
- Develop the Owner/Contractor Agreement and front end specifications for bidding the project, and update during Construction Documents phase.

*C. CONSTRUCTION DOCUMENTS (40%)*

- Prepare final construction documents including drawings and specifications suitable for competitive bidding. Reviews will occur at intervals to ensure the Owner is updated and the work is coordinated with Owner expectations.
- These will include a 50% CD submittal, 90% CD submittal and final 100% submittal to be used for both permitting and bidding, utilizing the Citizen Serve online portal for regulatory coordination.
- A full set of construction documents and specifications will be developed necessary for fully bidding and constructing the building, including architecture, interior design, structural, mechanical, plumbing, electrical, fire protection, civil and landscape design.
- Provide interior design services consisting of the selection of finishes throughout the facility, including preparation of palette boards and necessary meetings and modifications as required.
- Final review of probable construction cost before final pricing.
- Finalize the Owner/Contractor Agreement and front-end specifications for bidding the project.

*D. BID / NEGOTIATION (5%)*

- Work with the City to prepare the Advertisement for Bids, which the City will publish.
- Issue 100% Bid Set drawings and specifications to bidders.
- Answer questions and issue addendum clarifications during bidding.
- Administer the Prebid meeting.
- Receive bids with the City, and prepare a certified Bid Tabulation.
- Assist Owner in preparing an Owner/Contractor Agreement.

*E. CONSTRUCTION ADMINISTRATION (20%)*

- Observe construction on regular basis for compliance with contract documents.
- Meet at site monthly to review construction progress.
- Coordinate with Contractor throughout construction, field questions and clarifications.
- Review and approve contractor submittals including shop drawings and material submittals.
- Review and approve pay requests to confirm percentage complete is commensurate with work completed on site.
- Process any change orders to contract required or desired for changes in the work or schedule.
- Review completed project by conducting final review and punch list of work to be completed for final payment and release of retainage.
- Oversee submittal of project close out documents and record copies.

## EXHIBIT A

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- Site visits by the design team are anticipated monthly, along with the final punch list review (12 times). The engineers will visit the site at times appropriate to progress of their related work, or every other month (4 to 6 times).

### **FEE**

Our Basic Services span from Schematic Design through Construction Administration. This includes architecture, interior design, and comprehensive engineering (structural, mechanical, plumbing, electrical, and fire protection) in accordance with the AIA Standard Agreement.

We propose a fee of 6.4% of the cost of the work, aligning with the Alabama Division of Construction Management State Fee Schedule.

Based on an estimated total construction cost of \$4.46 million (\$280/SF plus \$680,000 for site costs), the anticipated basic services fee is approximately \$285,440. This fee will be adjusted as construction cost estimates are refined throughout the project.

We will provide these services in the following phases, and invoice for them monthly based on progress complete by phase.

- |              |                             |     |
|--------------|-----------------------------|-----|
| • Services A | Schematic Design            | 20% |
| • Services B | Design Development          | 15% |
| • Services C | Construction Documents      | 40% |
| • Services D | Bidding                     | 5%  |
| • Services E | Construction Administration | 20% |

**EXHIBIT A****SPECIAL SERVICES**

The services outlined below are outside the limits of the typical Basic Services and other services already outlined above. We have provided a description of the special services needed to provide a complete project scope of services.

**SPECIAL SERVICES INCLUDED**

<i>Service</i>	<i>Cost</i>	<i>Comment</i>
• Boundary & Topographic Survey	\$ 9,500	
• Civil Engineering <ul style="list-style-type: none"> <li>• <i>Includes site demolition, civil site design for the building and approx. 50-70 parking spaces, utility design, grading and drainage, erosion control, and driveway connections to streets</i></li> <li>• <i>Includes 3 to 4 meetings during design phase</i></li> <li>• <i>Includes up to 24 site visits during construction</i></li> </ul>	\$ 72,000	
• ADEM & SWPPP Permit Services	\$ 9,500	
• Landscape Architect	\$ 11,880	
• Furniture, Fixtures & Equipment	\$ 15,000	(see description below)
• Artwork and Accessories <ul style="list-style-type: none"> <li>• <i>Need not anticipated, but this can be revisited at a later date if interested / needed.</i></li> </ul>	\$ 0	(see description below)
• Professional renderings <ul style="list-style-type: none"> <li>• <i>Above those required for initial Schematic Design</i></li> </ul>	\$ 5,000	(5 @ \$1,000 each)
• Allowance – Detailed Professional Cost Estimating <i>For detailed estimating above the cost/SF estimating method per AIA Section 6.3.</i> <i>Per phase cost provided if only some but estimates are needed –</i> <ul style="list-style-type: none"> <li>• <i>Schematic Design – \$4,800</i></li> <li>• <i>Design Development – \$8,400</i></li> <li>• <i>Const Docs 50% – \$8,400</i></li> </ul>	\$ 21,600	(see description below)
• Audio Visual Coordination <ul style="list-style-type: none"> <li>• <i>Design team will coordinate locations and show conduit and box “pathways”, and coordinate with Owner’s vendor to design, specify, install AV products/systems.</i></li> </ul>	\$ 0	
• Branding, Donor, Signage Graphic Design <ul style="list-style-type: none"> <li>• <i>Room ID signage and primary signage, such as entry and lobby signage will be included, with logo design provided by the City, but this can be provided at a later date if interested/needed.</i></li> </ul>	\$ 5,000	

**SPECIAL SERVICES NOT INCLUDED / OR DIRECT BY OWNER**

Special services listed below are not currently included in the scope of services either because they are not anticipated to be needed or anticipated to be provided directly by the Owner. If any of these need to be incorporated into our scope of work we will work with you to define the scope and appropriate fee, and any additional Services of these consultants will be invoiced at 1.1 times direct cost.

- Geotechnical subsurface report by Owner
- Construction materials testing by Owner
- Environmental assessment by Owner if needed
- Commissioning TBD, need to be coordinated w/ City
- Utilities outside of site boundary TBD, need to be coordinated w/ City
- Exterior Envelope Consultant need not anticipated
- Multiple Construction packages need not anticipated
- Prequalification packages need not anticipated
- LEED or WELL Certification need not anticipated
- Foodservice Vendor Coordination need not anticipated
- IT/Structured Cabling Coordination need not anticipated
  - *Design team will coordinate and show IT room locations and data locations on the drawings with conduit and box “pathways”, and coordinate with Owner’s vendor to design, specify, install cabling and systems.*
- Security System, Access Controls Coordination need not anticipated
  - *Design team will coordinate and show card access door locations as well as security camera locations with conduit and box “pathways”, and coordinate with Owner’s vendor to design, specify, install products and systems.*

**REIMBURSABLE SERVICES**

Reimbursable expenses are in addition to the fee and include direct expenses incurred by the Architect and our consultants in the interest of the Project. Reimbursable expenses include cost of reproductions, overnight stays, express mail, fees for review of drawings by government authorities, cost of advertisement for bids. Reimbursable expenses will be invoiced in addition to the fee at 1.1 times direct cost. We can provide an estimate of reimbursable expenses anticipated over the course of the entire project if needed.

Vehicular travel will be reimbursed at government rates for mileage over 200 miles away from the project site for meetings scheduled at Owner’s request after the initially stated number of meetings during the design phase (6 meetings) and construction administration phase (12 visits).

Per our coordination, we have included \$32,000 as a “not to exceed” allowance that can be invoiced against over the course of the entire project.

**EXHIBIT A**

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We are truly honored and look forward to working with you on this great project that will serve the City of Foley for many decades to come. If you find this proposal acceptable we will formalize our agreement with an American Institute of Architects AIA Standard Form of Agreement between Owner and Architect. If you have any questions, please do not hesitate to call.

Sincerely,



**Brittany Foley**  
Principal

Enclosures:     Exhibit A – Hourly Rates  
                      Exhibit B – Descriptions of Special Services  
                      Exhibit C – Project Schedule

Copy to:            WBA Finance, WBA Marketing

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B**

**PROJECT SCHEDULE**

**SCHEMATIC DESIGN (SD)**

Space Program Preparation	June 15-30, 2026	
SD Kickoff Meeting/Program Review	June 25, 2026	
Town Hall Public Meeting	July 2, 2026	
SD Concepts Review Zoom Meeting	July 9, 2026	(focus on development of overall design/layout)
Building Systems (MEP) Zoom Coord	July 13, 2026	(discuss likely building system strategies)
SD Presentation Meeting	July 23, 2026	(focus on overall design update)
100% SD Submittal	July 31, 2026	(with size/area Order of Magnitude cost estimate)
Owner Review	August 3-14, 2026	

**DESIGN DEVELOPMENT (DD)**

DD Start/SD Page-turn Review Meeting	Aug 17	(with engineer team)
Progress Review Zoom Meeting	Aug 27	(focus on interior and exterior design updates)
Owner/Engr Team Systems Zoom Call	Sep 3	(focus on MEP systems development)
DD Presentation Meeting	Sep 10	(focus on design updates)
100% DD Submittal	Sep 18	(with size/area Order of Magnitude cost estimate)
Detailed Professional Cost Estimate	Sep 21 – Oct 2	(if elect to proceed with)
Owner Review	Sep 21 – Oct 2	

**CONSTRUCTION DOCS (CD)**

CD Start/DD Page-turn Review Meeting	Oct 5	(with engineer team)
50% CD Submittal	Nov 6	
Detailed Professional Cost Estimate	Nov 6 - 24	(if elect to proceed with)
50% CD Page-turn Zoom Review Mtg	Nov 12	(with engineer team)
90% CD Submittal	Dec 11	
90% CD Page-turn Review Mtg	Dec 16	(with engineer team)
100% CD Submittal/Permit Submittal	Dec 31	

**BIDDING & PERMITTING**

Bid Set Available to Bidders	Jan 4, 2027	
Pre-Bid Meeting	Jan 14, 2027	
Receive Bids	Jan 28, 2027	
Contract Procurement	Feb 15, 2027	

**CONSTRUCTION & OCCUPANCY**

Notice to Proceed	Feb 26, 2027	
Construction	Mar 2027 -Feb 2028	(monthly visits by arch/engineers)
Substantial Completion	Feb 2028	
Final Completion	March 2028	
Move-in	Mar/Apr 2028	
Occupancy	Mar/Apr 2028	

EXHIBIT C
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**2026 HOURLY RATES**  
**WILLIAMS BLACKSTOCK ARCHITECTS**

Managing Principal	\$300.00
Principal	\$250.00
Senior Project Manager	\$220.00
Project Manager	\$195.00
Assistant Project Manager	\$180.00
Staff Arch / Interior Designer – Level 3	\$160.00
Staff Arch / Interior Designer – Level 2	\$140.00
Staff Arch / Interior Designer – Level 1	\$125.00
Senior Graphic Designer	\$165.00
Graphic Designer	\$150.00
Designer	\$135.00
Intern / Draftsmen	\$ 80.00
Administrative – Staff	\$ 65.00

## EXHIBIT D

### DESCRIPTIONS OF SPECIAL SERVICES

#### A. Detailed Professional Cost Estimating

- This service provides additional estimating above the cost/SF estimating outlined in AIA Section 6.3, and provides the most accurate, thorough and realistically detailed estimate of cost without approaching a Contractor, which is typically difficult to do when that Contractor would likely bid the work once it was publicly bid.
- Managing the construction cost is critical to the success of the project and includes the services of an independent, professional cost estimating firm to provide estimates at four different stages of design, including Schematic Design, Design Development, 50% Construction Documents, and 90% Construction Documents.
- The estimates will include detailed sub-contractor line-item quantities and unit price estimate production in Uni-Format.
- This has been listed as an Allowance in the Special Services noted in the Proposal with itemized costs on a per phase basis so the City can elect to proceed with the professional estimates on a per phase basis, especially given the volatility of the construction market that everyone continues to experience.

#### B. Furniture, Fixtures & Equipment

- Select options for new furniture pieces showing a variety of styles and options that would fit the concept for your space needs.
- In a series of meetings review various furniture options and refine based on style, comfort, suitability with style of the space and budget for your review and approval.
- Get samples of furniture where applicable for review and to test fit, finish and comfort.
- Look for furniture options or selections that fit within the budget, can potentially save money, and achieve the desired function, style and appearance.
- Coordinate the specifications for the furniture specifying the finishes, the fabric and other features of each furniture piece.
- Coordinate the utility requirements for the furniture including making sure electrical and data outlets are provided where required for the furniture.
- Obtain competitive pricing for the furniture.
- Develop bidding packages to competitively price the final selection, and coordinate delivery and installation of new furniture requirement.
- Develop a schedule for furniture delivery dovetailing with construction and move-in.
- Check for proper furniture installation to meet the specifications.

#### C. Artwork and Accessories

- Our interior designers will select artwork and accessories to embellish the space complement the interior design and the provide a seamless design statement throughout. They will select and price the options to get the best value for the client and create the ambiance and strengthen the interior design of the space.