

January 25, 2022

Ms. Althea P. Jefferson, AICP, Director
Community and Economic Development Department
The Village of Indiantown
P.O. Box 398
Indiantown, FL 34956

Via E-mail: ajeffer@indiantownfl.gov
cc: hbrown@indiantownfl.gov

RE: Indiantown Village Hall
Design and New Construction
Task I. Planning/Financing Phase / **I.1 Scope Validation/Program**
RFQ No. 2021-001 / REG Project No. 21039

Dear Ms. Jefferson:



REG Architects, Inc. is pleased to provide you this final ‘outline proposal’ to assist you in preparing conceptual documentation for the above referenced project. The proposed assignment as we understand it, consists of providing Architecture and Engineering conceptual scope validation/programming services for the Design of a new Village Hall Building. The program is described in further detail in the paragraphs below.

The following is proposed to be conceptual and subject to change if needed after your input and reviews by you and your associates:

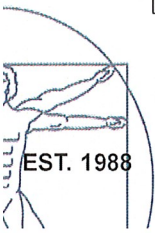
1. REG Architects, Inc. Project Team:

Rick Gonzalez, AIA, Team Leader/Principal Architect
Manuel Ayala, AIA, Vice President/Principal
Vlad Dumitrescu, AIA, Senior Project Designer / Associate
Brian Laura, D. Arch, Senior Project Designer/Project Manager
Evelyn Park, Administrative Assistant

2. REG Consultants Team:

(Hourly Consultant Rates (T.B.D.))

Discipline	Company	Contact
Landscape Architecture /Land Planning	Cotleur & Hearing	Don Hearing, Principal/Landscape Architect
Civil Engineering	Kimberly-Horn	Jordan Haggerty, Project Manager/Associate
Structural Engineering	ONM&J	Joseph Mincuzzi, Project Manager/Principal
MEP Engineering	FAE Consulting	Ursula Iafate, Electrical/MEP & QC/Principal
IT/Security Engineering	Formica & Associates	Steve Henderson, Project Manager/Principal



3. Phase I Proposed Project Program and Fees:

Task I. Planning / Financing Phase

I.1 Scope Validation / Program (Based upon hourly rates attached)

1.	Staff and Owner's Representative Interviews	8 hrs. @ \$210.34/hr. 6 hrs. @ \$126.20/hr. 6 hrs. @ 69.71/hr.	\$1,682.72 \$757.20 \$418.26 \$2,858.18
2.	Case Studies Analysis: Royal Palm Beach / Tequesta / Sebastian (Declined by Client)	--	--
3.	Indiantown Current Staff: 30 / Triple in 5 years: 90 Staff Analysis (Provided by Client)	--	--
4.	Analyze current Village Hall Operations and Recreation Department Operations (Future per Client)	--	--
5.	Prepare Scope Validation / Program Draft Document	30 hrs. @ \$210.34/hr. 20 hrs. @ \$126.20/hr. 20 hrs. @ \$69.71/hr.	\$6,310.20 \$2,524.00 1,394.20 \$10,228.40
6.	Input from consultants	20 hrs. @ \$210.34/hr.	\$ 4,206.80
7.	Prepare Draft Budget Construction/FFE and A&E plus reimbursables	30 hrs. @ \$126.20/hr.	\$3,786.00
8.	Review Draft Documents with Village Staff/Owner's Representative and Consultants	20 hrs. @ \$126.20/hr.	\$ 2,524.00
9.	Finalize Task I.1 Scope Validation/Program Report	40 hrs. @ \$210.34/hr.	\$8,413.60
	TOTAL TASK I.1		\$32,016.98
	Plus mileage @ \$0.58 cents per mile, copies @ \$0.50 cents per page and blue prints @ \$2.00 per sheet		

Note: A color conceptual site plan and a color conceptual rendering are both included as part of the pre-design report.



4. The Scope of Work for this Task I.1 is:

For purposes of Scope Validation/Program as listed above, the following is the initial Village requirements:

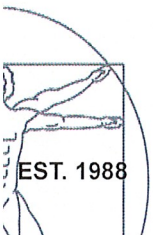
The Village Hall Building shall at a minimum include provisions for: a Council Chamber; Community Center; a secure records storage room and adequate office space to accommodate the Village's administrative staff. The Council Chamber and the Community Center shall both be housed on the first floor; and, the administrative offices and secure records storage room, including the Village Manager's office, Mayor's office and provisions for four (4) other Village Council members shall be housed on the second floor.

The Administrative area shall at a minimum consist of hard walled offices and provisions to accommodate staff members in an open office setting. Modular furniture can be used for primary workstations. There shall be three (3) conference rooms; one specifically, adjacent to or adjoining the Village Manager's office and two (2) other standalone conference rooms with associated technology. One (1) kitchen and vending space shall also be incorporated. All computers, printers, telephones, copiers, etc. shall be required as part of the scope.

The Community Center shall at a minimum consist of: multi-purpose room(s); Gymnasium type area; Fitness Center; accommodations for an Early Childhood Program; play fields including a baseball field and soccer field; a water feature (to allow children to get wet); walking trail and outdoor shelters. All furnishings and equipment shall be a part of the scope of work.

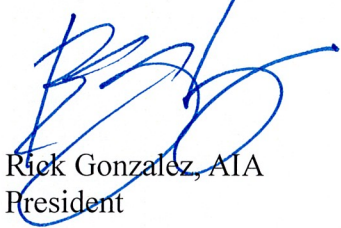
The Village Council Chamber shall at a minimum consist of an open space with a dais and theater style seating, enhanced security measures and restricted entry and exit points.

At the completion of Task I.1, a **Standard AIA, Agreement** will be used as the official Contractual Agreement between the Owner and Architect, which will be prepared and approved by both parties at a later date.



We thank you and your team for the opportunity to assist you with this great community Project!

Sincerely,
REG Architects, Inc.



Rick Gonzalez, AIA
President

Accepted This _____ of _____, 2022

By: _____
Authorized Client Representative/Owner

cc: Howard Brown, Village Manager/Village of Indiantown (via email)
Manuel Ayala, Vice President/REG Architects, Inc.

enclosures: Exhibit A- REG Hourly Rate Sheet

RG/ep

