

MICHAEL MILLER ARCHITECTS

September 5, 2013

Karen Olson
Project Manager
Key West Engineering Department
3132 Flagler Avenue
Key West, Florida

RE: Proposal for Services for Preparation of Construction Documents
and Construction Administration Services for the Key West Sexton House (One Story)

Dear Karen,

The following is my proposal to prepare construction documents and construction administration services for a single story Sexton's House based on the schematic design drawings already prepared for the project, as well as the first floor Floor Plan of the 1-1/2 story building recently bid.

With respect to the construction drawings I will modify or use the drawings prepared for the 1-1/2 story building as well as prepare new drawings where needed. In some cases the drawings will not change or simply be deleted from the set, in others, the sheets will need to be more or less redrawn. I will also modify the specifications as needed. My proposal is as follows:

1.	Revise Drawings: 15@\$750/sheet	\$11,250.00
2.	Consultants: (MEP and Structural)	\$400.00
3.	Revise specifications	<u>\$250.00</u>
		\$11,900.00

Bidding and Construction Administration: At present we have approximately \$2,000 remaining in my contract for assisting you with bidding and construction management of the contract. Some of this has already been used but has not yet been billed. The following is a minimum I feel I can do and still serve the city effectively. This assumes that I am given the authority to instruct the General Contractor both on site and when he calls me. The following includes the moneys already in my contract for these services:

1.	Bidding Assistance	\$320.00
2.	Meetings on Site (includes inspections for for GC Payment Requests): 16 Site visits	\$2,560.00
b.	Shop Drawing Review	\$480.00
c.	Allowance for Change Order Review	\$480.00
d.	Punch Listing	\$320.00
e.	Additional meetings with Staff, either at MMA office or at City, emails, and phone Conversations (6 hours)	<u>\$960.00</u>
		\$4,160.00

\$17,269.00

In addition you have asked for an estimate for my expenses during this period. My expenses will primarily be printing and will consist of the following: Nine sets of 17 24"X36" sheets for 50% completion, 95% completion, and 100% completed sealed plans @ \$3.00 per sheet, or \$459.00.

You also asked my for the cost of an outside estimator to prepare a construction estimate from my drawings. The cost will be \$750, including my time.

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If you accept my Bidding and Construction Administration number I will throw in my costs to date for those services against my current contract P.O. number.

Sincerely yours,

Michael Miller for

Michael Miller

c/c David Fernandez
Mark Finigan
Don Craig