

March 27, 2014

Mr. Michael Vieux, AIA, LEED AP BD+C
Senior Construction Manager
City of Key West
3140 Flagler Avenue
Key West, FL 33040



RE: Vietnam Veterans Memorial Park

Dear Mike,

This letter will serve as our agreement to provide professional services for the Vietnam Veterans Memorial at Bayview Park. Following is a description of services, associated deliverables, and fees which we are donating back to the project through pro bono services. We will generate invoices and show a zero balance via pro bono services credits.

The project team will include Bender & Associates Architects, P.A., for Architectural Services and Team Leader and Littlejohn Engineering Associates for Landscape Architecture. Bert Bender will serve as Project Manager and primary contact.

We propose to provide the following services.

Preliminary Design:

We will meet with the Vietnam Veterans Memorial Committee to establish goals. This information will then be used to design site plan options and develop a preliminary site and context plan. Cost estimates for construction of the park will be prepared.

Please note that this phase is complete. *"The project goal is to establish a living memorial to honor those who served in the Vietnam War and to honor service members of other conflicts that occurred before and after the Vietnam conflict; to create a memorial that will draw visitors from around the State of Florida and the nation; and to establish a peaceful place for reflection that will foster the healing process."*

Five different concept plans were developed, reviewed with the committee, and a final preliminary plan was established. This plan was presented to the public at the March 4, 2014 City Commission Meeting.

Design Development:

During this phase, we will develop the project details and finalize the design of individual components, including but not limited to, the Memorial Wall, the "Boot and Helmet" sculpture, paving patterns and materials, bench details, and a general landscape plan for review with the City Urban Forester. Deliverables will consist of drawings, product data, photographs, and written materials to describe the final design in detail.

Construction Documents:

These will include drawings, specifications, and other documents that form a complete biddable set of construction documents. Deliverables consisting of the above documents will be submitted for your review and comment. We will incorporate all City and Memorial Committee comments into a final biddable package.

410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
Facsimile (305) 296-2727
Florida License AAC002022
www.BenderArchitects.com

Bidding Phase:

We will assist you during the bidding phase. Services will include, but not necessarily be limited to, attendance at prebid meetings, responses to bidder questions, issuing of addenda or supplemental documents, review of bids and recommendations as may be required. Deliverables will include documents as identified above or as required.

Construction Phase:

We will assist during construction as required. We will make periodic inspections to determine the status of the work, compliance with the contract documents, and attend construction meetings. We will respond to contractor requests for information, requests for Change Orders, and issue bulletins as needed. We will assist you with project closeout and attend a one year post construction inspection.

Miscellaneous services will be provided as needed or requested, including attendance at meetings and/or providing updates to the City Commission.

Fees:

We will provide services on a pro bono basis. The services listed above have a value of \$44,000, or approximately 10% of the project construction cost. The fees are prorated as follows:

Preliminary Design	15%	\$ 6,600
Design Development	20%	8,800
Construction Documents	40%	17,600
Bidding Phase	5%	2,200
Construction Phase	20%	\$ 8,800
Total Fees	100%	\$44,000

In an effort to minimize our out of pocket expenses, Keith Oropeza will combine trips related to the Veterans Memorial Park with Key West City Hall trips. His lodging, travel and per diem expenses will be absorbed under our Key West City Hall contract. We will provide you with digital copies of our documents for your use in reproduction of hard copies. I will absorb costs for reimbursable expenses for printing and reproduction of documents but ask that you are reasonable in your requests for hard copies.

Please call if you have any questions.

Sincerely,



Bert L. Bender, Architect

Cc: Keith Oropeza
Jerry Hughes
David Fernandez
Mayor Craig Cates