

Discussion Item

Preliminary Budget Study for Community & Fitness Room Renovations

RAMOS ARCHITECTS

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1 February 2020

Mr. Mark Miller, General Manager
Parkfairfax Condominium
3360 Gunston Road
Alexandria, VA 22302

Via e-mail only to: mmiller@parkfairfax.info

Re: Preliminary Budget Study for Community Room/ Fitness Room Renovation/ Addition

Dear Mark:

Thank you for contacting us regarding the proposed above referenced project. Based on our conversation, the scope of work for this initial phase includes the following:

1. Prepare a preliminary construction budget for each of the three options described in the attached PDF file that you provided.
2. The preliminary budget will be based on an assumed square footage of space to be renovated or constructed for each option, as no accurately scaled architectural drawings of the buildings under consideration exist currently, and none will be developed under this initial phase. Assumptions for interior and exterior finishes will need to be made during this phase, and these will be described in the preliminary budget study.
3. The budget will include preliminary allowances for design fees, such as architectural, mechanical, plumbing, and electrical, and civil engineering as necessary.
4. The scope does not include meetings with ownership. If meetings are anticipated, we can adjust the fee as necessary. Alternatively, meetings can be handled at an hourly rate. Please advise.

Proposed Services

To accomplish the scope of work outlined above, **RAMOS ARCHITECTS (RAMOS)** proposes the following steps, with the necessary professional services and associated fees for each:

- Prepare preliminary sketches, based on historical drawings and documents provided by ownership, to determine approximate overall square footage for each space to be renovated or added. At this point, no schematic drawings will be provided for any of the three options.
- Prepare a spreadsheet for each of the three options being considered. The spreadsheet will include assumptions, including type of construction, interior/ exterior finishes, and cost per square foot for renovation and/ or addition.

Fees for Proposed Services

The proposed fee for the above scope of services is a lump sum of \$1,800.

Additional Services

If additional professional services are required beyond the scope described above, all such services will be provided by the hour at the rates of one hundred eighty dollars (\$180.00) per hour for principals' time; one hundred forty dollars (\$140.00) per hour for senior associates' time; and ninety dollars (\$90.00) per hour for junior associates' time. Such services might include review of the project with public agencies; application, processing, and filing for a building permit; and/or additional design services as may be requested by the Owner.

Reimbursable Expenses

In addition to the professional fee described above, normal reimbursable expenses incurred during the prosecution of the work will be invoiced to the Owner. Such expenses include the cost of reproduction of documents, deliveries, local travel, engineering consultants' fees, if any, and similar out-of-pocket costs. Should any engineering services become necessary, such as preparation of a site plan by a civil engineer, the fees for such work will be determined and presented to the Owner for approval before proceeding with the work. All reimbursable expenses will have will have a service charge of the percent (10%) added to the vendor's invoice, to cover bookkeeping and other administrative costs.

Other Terms and Conditions

RAMOS ARCHITECTS will invoice for professional services and reimbursable expenses incrementally as the work progresses. Invoices shall be rendered monthly and will be prorated in accordance with the percentage of completion and the fee schedule outlined above. All invoices will be due and payable when rendered. Unpaid invoices beyond 30 days of the invoice date shall be subject to a service charge of one and one-half percent (1-1/2%) per month.

Acceptance

We look forward to the opportunity to work with you. Should you have any questions regarding this proposal or require any adjustments to the proposed scope of services, please call me. When you are ready to proceed, please sign and return one copy of this document.

Sincerely,



Cesar Ramos, AIA

Accepted by: _____

Date: _____

Possible Restoration Upgrades:

1. Add new building to current building

Party Room 3360 Gunston Road

1. Remove Interior wall between kitchen area and meeting room.
2. Remove current HVAC systems and related duct work, add new ductless split systems.
3. Remove Interior closets and relocate all electrical.
4. Remove current bathroom.
5. Add new larger accessible bathroom to front wall area.
6. Redo kitchen area (see drawing), relocate appliances
7. Add possible new wall with door to close off upstairs stairwell.
8. Replace rear door with 2 panel French type.
9. Install patio and rear walkway to adjacent parking Inlet.

Pool House A New Fitness Center/Party Room

2. Provide plan based on concept plans (developer)
3. Add new bump out building to current building footprint to match existing
4. Add additional extension for a larger party room
5. Redo locker/rest rooms, new fixtures, separate shower areas
6. New Entrance(s)
7. New HVAC systems

Current Gym Building 401

1. Redo current HVAC
2. Redo current restrooms, remove tub Install stall shower
3. Redo all lighting
4. Redo small locker rooms



17 AC

WEASLEMANLY ARE APPROXIMATE