

07 January 2009

Ms. Faith Alkhatib, P.E.
Flagler County Engineer
Flagler County
1769 East Moody Boulevard, Building 2
Suite 3-1
Bunnell, Florida 32110

Re: Flagler County Old Courthouse Annex
HVAC Rehabilitation

Ms. Alkhatib:

The following is Strollo Architects and our subconsultant KLG Engineering revised fees associates with the design of HVAC Equipment Repairs / Replacement to the Old Courthouse Annex.

The scope of Construction Documents will address the following:

- Replacement of Unit No. 1 (First Floor) 40-ton roof mounted package unit (Carrier).
- Replace existing steel support carriage for Unit No. 1 with new curb type support.
- Provide an add alternate for replacement of Unit No. 3 (Third Floor), and steel support carriage.
- Repair roof flashings at all three units.
- Replace existing pneumatic A/C controls with electric type.
- Provide for a basic automatic control system for all three units.
- Test and balance each unit (3) and main duct distribution to each floor (3).

The design rehabilitation shall address the infrastructure of the HVAC system, i.e. the rooftop packaged units, the control systems, test and balance, outside air flow. Priority will be given to the first floor rehabilitation and then to the second and third floor.

The scope of the basic professional services include the following:

- Site visit to familiarize the design team with existing conditions.
- Review of existing drawings and equipment / building information made available by the County.
- Preparation of Construction Documents (drawings and specifications).
- Preparation of an A/E Construction Cost Estimate.
- Assist the County in the Bidding procedures for the repair / replacement work.
- Attend Pre-Construction Meeting, three construction site visits, verification of final construction, review Contractors submittals, shop drawings, and Applications for Payment, review of O & M Manuals and Test and Balance Report, and review of Contractor mark-ups for "As-Built" records.

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architects

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planners

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The basic professional services fees are broken down into the following:

| | |
|------------------------------|-------------|
| Construction Documents Phase | |
| Strollo Architects | \$1,440.00 |
| KLG Engineering | \$10,095 |
| Subtotal | \$11,535.00 |
| Bidding Phase | |
| Strollo Architects | \$460.00 |
| KLG Engineering | \$625.00 |
| Subtotal | \$1,085.00 |
| Construction Administration | |
| Strollo Architects | \$945.00 |
| KLG Engineering | \$1,775.00 |
| Subtotal | \$2,720.00 |

Total Fee \$15,340.00

Reimbursable for Printing..... \$800.00

Construction Observation site visits beyond those listed under the basic services shall be at \$450.00 per visit per discipline (as requested and approved by the County).

Attached is the man-hour / hourly rate matrix for each task as requested.

The basic "Test and Balance" will confirm that the units are operating at the required performance levels, and that the fresh air make volumes meet the requirements. The Test and Balance report will also confirm the basic "HVAC controls and monitoring" functions including operating dampers.

The proposed time schedule for each of the tasks is as follows:

| | |
|-----------------------------|----------|
| Construction Documents..... | 3 weeks |
| Bidding | 4 weeks |
| Contract Award | 2 weeks |
| Construction* | 14 weeks |

(Deliver time for HVAC units will take approximately 10 weeks)

Sincerely,

STROLLO ARCHITECTS INCORPORATED



Tom Rappe, Principal

TR/jw

Enclosure: Fee Matrix

Cc: Mr. Richard Gordon, Flagler
J. Pat Strollo, Strollo
Cynthia Strollo, Strollo
Jennifer Woodall, Strollo