

Project: Audubon Broadway  
Classroom Modifications  
428 Broadway St  
New Orleans, LA 70118

Subject: Bids Bonds and Contracts-  
Letter of Proposal  
Project Number 12361

March 11 2024  
(Project Management Services)

Ms. Alisa Dupre  
Audubon Schools  
428 Broadway St  
New Orleans, LA 70118

Dear Alisa,

Reference is made to your request that we furnish a fee proposal for architecture and engineering services, and project management for the above captioned project.

We understand the scope of work to renovate the existing Science Lab into 2 full size functional classrooms. A gypsum wall will be added and modifications made to all life safety, lighting, and hvac systems in the area. The existing science prep room will be incorporated into the classroom and an existing fume hood removed/ ductwork capped above the ceiling.

Our current preliminary estimate of cost is \$59,300. We propose therefore for architectural and engineering services to provide architectural and engineering services for a fee of \$7,800. This fee would remain fixed as long as the scope of the project remained consistent with the original scope, and the construction bids were close to estimate. If significant adjustments to scope are made, we would reserve the right to propose additional services.

For project management services, we understand the services to include providing and coordinating with OPSB the following:

1. Completing the facility alterations request.
2. Provide the Architectural contract.
3. Provide advertisement to bid and solicit bids per public bidding laws.
4. Provide a bid tabulation.
5. Provide POs or construction contracts, and copies of permits and inspection reports.
6. Provide certified pay applications/ and contractor invoices.
7. Provide monthly update report to OPSB.
8. Monthly reporting as necessary on project progress to OPSB.

We shall submit all of these documents through the Omnibus sharepoint links, and coordinate with OPSB Facilities & Operations Personnel assigned to the project. We will also provide reporting to the Audubon Schools Facilities group and Board as necessary (to include quarterly board meeting attendance) on the progress of the project and provide a budget update summary. We will also provide coordination with Audubon regarding any onsite movement of furniture or equipment related to this work.

We will provide these project management services for a fee of 9% of the current cost of construction, or \$5,141. This fee will remain fixed provided the total project duration and reporting period does not exceed **2 months**. It is anticipated this fee will be billed in monthly installments. Should this timeframe extend, we will provide an updated fee schedule based on a monthly expenditure.

We anticipate reimbursable expenses not to exceed \$1,500 which shall be invoiced at cost x 1.1 and could include:

1. Reproduction of drawings as requested by the Owner
2. Postage and Handling of drawings, specifications, reproductions
3. Permit fees, such as any small State Fire Marshal Fees.
4. Travel to the jobsite with mileage costs.

### Fee Summary

Architectural& Engineering fees	\$7,800
Project Management Fees *	\$5,141
Reimbursable Expenses	\$1,500
<b>Fee total</b>	<b>\$14,441</b>

\*to be adjusted if the scope of work or duration of project changes

A/E Design Progress will be billed as follows:

Schematic Design	15%
Construction Documents	55%
Bidding	05%
Construction Administration	25%

Should Services be required beyond the above Basic Scope of Services, the Architect shall prepare a proposal for Additional Services to be submitted to the Owner prior to any additional work being accomplished. These may include any proposed survey, testing, or other specialized services not explicitly included above.

Mathes Brierre Architects is not responsible for any testing, including licensed surveys, geotechnical testing, or environmental testing. MBA assumes no responsibility for the accuracy of testing results information or services and shall not be liable for errors or omissions therein. Should MBA be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as Additional Services.

### Project Schedule

We understand it is desired that this work occur in the summer of 2024. We believe construction will take less than 2.5 months to complete and this schedule may be viable depending on the solicitation of pricing from a minimum of 3 contractors.

This schedule is also contingent upon Owner's and OPSB review and approval of delivered packages.

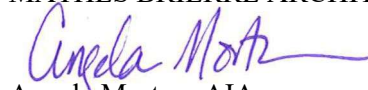
### Payment Terms

Services will be billed monthly based upon status of completion, or at the completion of intermediate design phases. Accounts are payable net 30 days from the date of invoice from Mathes Brierre Architects office. Unpaid invoices after 30 days shall be subject to prevailing interest rate charges.

Once you have had an opportunity to review the above please affirm your acceptance in writing.

Should you have any questions about the above, please do not hesitate to contact me.

Sincerely,  
MATHES BRIERRE ARCHITECTS



Angela Morton, AIA  
Principal

AMM/amm

MATHES BRIERRE RATE TABLE ATTACHMENT 2023

Our proposed rate table is as follows:

Principal-in-Charge	\$280.00
Principal, Studio Manager	\$180.00
Senior Project Architect	\$130.00
Architect/Project Designer	\$115.00
Architectural Associate II	\$85.00
Architectural Associate I	\$65.00
Interior Designer	\$100.00
Interior Designer II	\$85.00
Interior Designer Associate	\$65.00
Landscape Architect/Studio Manager	\$140.00
Landscape Architect	\$115.00
Specification Writer	\$160.00
Estimator/Inspector	\$120.00
Project Administration	\$70.00

# Mathes Brierre

## ARCHITECTS

Audubon Broadway Classroom Renovations

MBA # 12361

1285 SF

2/26/2024

<i>Divisional Description</i>	<i>Subtotal Cost</i>	<i>Cost/TSF</i>	<i>Percent of Total</i>
DIVISION 1 - GENERAL REQUIREMENTS	\$3,868.78	\$3.01	6.77%
DIVISION 2 - DEMOLITION / SITEWORK	\$12,015.00	\$9.35	21.04%
DIVISION 3 - CONCRETE	\$0.00	\$0.00	0.00%
DIVISION 4 - MASONRY	\$0.00	\$0.00	0.00%
DIVISION 5- STEEL	\$0.00	\$0.00	0.00%
DIVISION 6 - CARPENTRY	\$0.00	\$0.00	0.00%
DIVISION 7- THERMAL & MOISTURE PROTECTION	\$0.00	\$0.00	0.00%
DIVISION 8 - DOORS AND WINDOWS	\$0.00	\$0.00	0.00%
DIVISION 9 - FINISHES	\$27,300.00	\$21.25	47.80%
DIVISION 10 - SPECIALTIES	\$0.00	\$0.00	0.00%
DIVISION 12 - FURNISHINGS	\$0.00	\$0.00	0.00%
DIVISION 14 - CONVEYING DEVICES	\$0.00	\$0.00	0.00%
DIVISION 15 - MECHANICAL	\$3,000.00	\$2.33	5.25%
DIVISION 16 - ELECTRICAL	\$3,200.00	\$2.49	5.60%
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	\$49,383.78	\$38.43	86.46%
Insurance	\$2,000.00	\$1.56	3.50%
Builders Risk	\$1,500.00	\$1.17	2.63%
Payment Performance Bond	\$0.00	\$0.00	0.00%
OH&P 6%	\$4,230.70	\$3.29	7.41%
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	\$57,114.48	\$44.45	100.00%
CONTINGENCY 4%	\$ 2,284.58		
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	<b>\$59,399.06</b>		