

Project: Audubon Gentilly  
2<sup>nd</sup> Floor Restrooms  
and Elevator Installation  
New Orleans, LA 70115

December 12, 2023

Subject: Bids Bonds and Contracts-  
Letter of Proposal  
Project Number 12350

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, engineering, and project management services for the above captioned project.

We understand the scope of work is to expand the restroom facilities on the second floor to accommodate both boy's and girls restrooms, with modern and ADA accessible fixtures, install a new elevator at the lobby to access the second floor with ADA accessibility, and also install a back-flow preventor for the building. The cost of the backflow preventor is not currently estimated, but is expected to be a minor portion of the overall construction cost and may fit within our current contingency.

Our Prior cost estimate for this work as estimated and updated in May 2023 is \$772, 035. We propose therefore for architectural and engineering services to utilize the state fee formula with a renovation factor of 1.15 and a modification factor 1.1, therefore providing a fee of 10.4026% of construction cost or \$80,312. This fee will be adjusted based upon the final bid price of the project.

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 \$69,483. This fee will remain fixed provided the total project duration and reporting period does not exceed 13/13 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 \$3,000, 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 milage costs.

### Fee Summary

Architectural& Engineering fees	\$80,312 *
Project Management Fees	\$69,483 Hourly NTE
Reimbursable Expenses	\$ 3,000
<b>Fee total</b>	<b>\$152, 795</b>

\*to be adjusted at time of final bid based on state fee formula

A/E Design Progress will be billed as follows:

Schematic Design	10%
Design Development	20%
Construction Documents	30%
Bidding	05%
Construction Administration	30%
Close Out Phase	5%

Project management fees will be billed in accordance with our Hourly Rate Tables as a not to exceed amount, on a monthly basis.

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.

**After Schematic Design Phase, an updated cost estimate shall be provided by the design team. If such estimated costs alter the proposed construction budget and affect the anticipated fee, we shall provide an updated fee proposal at this time.**

Our office shall provide Additional Services or revisions, after approval by the Owner, on an Hourly Basis in accordance with the current Standard Rates attached to this proposal.

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**

The owner requires completion of the project for the Fall of 2024 school year. A proposed project schedule is as follows:

Contract Authorization	April 2024
Schematic Design & Survey	March - April 2024
<i>Owner Review, OPSB Review</i>	May 2024
Design Development	June 2024
<i>Owner Review</i>	July 2024
Construction Documents	August 2024
Owner/ OPSB Review	August 2024
Bidding & Permitting	September 2024
Contract Award	October 2024
Construction Substantial Completion	Summer 2025

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

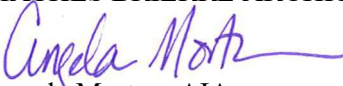
**Payment Terms**

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 and sign the AIA Agreement provided.

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

Enclosures

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
Reproduction Administration	\$45.00

**EXHIBIT "B"**  
**2023**  
**COMPUTATION OF FEE**

PROJECT No.: MBA no 12350 PART:

PROJECT NAME: Audubon Gentilly Campus  
2nd floor Restrooms and new elevator

FUNDS AVAILABLE FOR CONSTRUCTION (AFC) = \$772,036

FEE COMPUTATION:

FEE % for calculation =  $\frac{46.10}{\text{Log}(\text{AFC}(1975 \text{ BCI}/\text{Current BCI}))}$  = 9.0181%

RENOVATION FACTOR (RF) = 1.150 (1-1.25)

MODIFICATION FACTOR (MF) = 1.100 (.85-1.15)- Complexity

FEE = FEE % (AFC(1975 BCI/Current BCI)(Current CPI/1975 CPI)(RF)(MF) =  
= \$ 80,312.00

FEE as a percentage of AFC: 10.4026%

<u>INDICES:</u>		BCI	CPI
1975		1306	53.8
Current	2023	7792	292.7

Professional Liability Insurance Coverage shall be in the amount required by the following schedule unless otherwise indicated. No deductible shall be in excess of 5% of the amount of the policy. The prime Designer shall be fully responsible to the Owner for his associates and his professional consultant's work. Responsibility for professional liability coverage for the total project design (including all professional consultants) rests solely with the prime Designer.

**SCHEDULE**  
**LIMITS OF PROFESSIONAL LIABILITY**

<u>Construction Cost</u>	<u>Limit of Liability</u>
0 to \$1,000,000	\$500,000
\$1,000,000 to \$10,000,000	\$1,000,000
\$10,000,000 to \$20,000,000	\$1,500,000
\$20,000,000 to \$50,000,000	\$3,000,000
Over \$50,000,000	To be determined by Owner

SD	15.00%	\$ 12,046.80
DD	20.00%	\$ 16,062.40
CD	35.00%	\$ 28,109.20
B/N	5.00%	\$ 4,015.60
CA	23.00%	\$ 18,471.76
C-O	1.00%	\$ 803.12
Warranty	1.00%	\$ 803.12
	100.00%	
Design Total		\$ 80,312.00
Reimbursables NTE		See Contract
Contract Total NTE		\$ 80,312.00

# Mathes Brierre

## A R C H I T E C T S

GENTILLY TERRACE-PHASE 3  
New Orleans, LA.  
Restrooms 2nd floor and Elevator  
5/4/2023

Building GSF 4850

<i>Divisional Description</i>	<i>Subtotal Cost</i>	<i>Cost/GSF</i>	<i>Percent of Total</i>
DIVISION 1 - GENERAL CONDITIONS	\$52,070.00	\$10.74	7.76%
DIVISION 2 - DEMOLITION	\$0.00	\$0.00	0.00%
DIVISION 3 - CONCRETE	\$5,000.00	\$1.03	0.74%
DIVISION 5 - METALS	\$19,250.00	\$3.97	2.87%
DIVISION 6 - CARPENTRY	\$22,750.00	\$4.69	3.39%
DIVISION 7 - THERMAL AND MOISTURE PROTECTION	\$2,800.00	\$0.58	0.42%
DIVISION 8 - DOORS AND WINDOWS	\$22,200.00	\$4.58	3.31%
DIVISION 9 - FINISHES	\$165,150.00	\$34.05	24.60%
DIVISION 10 - SPECIALTIES	\$13,550.00	\$2.79	2.02%
DIVISION 14 - CONVEYING DEVICES	\$85,000.00	\$17.53	12.66%
DIVISION 15 - MECHANICAL	\$117,800.00	\$24.29	17.55%
DIVISION 16 - ELECTRICAL	\$67,200.00	\$13.86	10.01%
	\$572,770.00	\$107.36	85.32%
Insurance	\$8,000.00	\$1.65	1.19%
Payment and performance bond	\$3,000.00	\$0.62	0.45%
Overhead and Profit 15 %	\$87,565.50	\$18.05	13.04%
	\$671,335.50	\$127.68	100.00%
Contingency 15%	\$100,700.33		
<b>TOTAL</b>	<b>\$772,035.83</b>		



GENTILLY TERRACE-PHASE 3  
New Orleans, LA.

		Building GSF	20527	
5/4/2023		4850		5/4/2023
	Quantity	Unit	Cost/Unit	Elevator 2nd floor RR
<b>DIVISION 2 - DEMOLITION</b>				
Demolition	1	Lsum	\$18,000.00	\$ -
<b>Subtotal Division 2</b>				<b>\$ -</b>
<b>DIVISION 3 - CONCRETE</b>				
Elevator Pit	1	Lsum		\$ 5,000.00
<b>Subtotal Division 3</b>				<b>\$ 5,000.00</b>
<b>DIVISION 5 - METALS</b>				
Elevator Structural Steel	3.5	tons	\$5,500.00	\$19,250.00
<b>Subtotal Division 5</b>				<b>\$ 19,250.00</b>
<b>DIVISION 6 - CARPENTRY</b>				
CARPENTRY	1	Lsum	\$2.00	\$16,500.00
MILLWORK	25	lf	\$250.00	\$6,250.00
<b>Subtotal Division 6</b>				<b>\$22,750.00</b>
<b>DIVISION 7 - THERMAL AND MOISTURE PROTECTION</b>				
Water proofing @ elevator pit	1	Lsum	\$2,800.00	\$2,800.00
<b>Subtotal Division 7</b>				<b>\$2,800.00</b>
<b>DIVISION 8 - DOORS AND WINDOWS</b>				
Wood Doors Hollow Metal Frames/Hardware	12	ea	\$1,850.00	\$22,200.00
<b>Subtotal Division 8</b>				<b>\$22,200.00</b>
<b>DIVISION 9 - FINISHES</b>				
GYPSUM BOARD SYSTEMS - and framing	1	Lsum	\$11.00	\$18,000.00
SHAFT WALL AT ELEVATOR	1	Lsum	\$10.00	\$14,000.00
SHEETROCK AT BATHROOMS	1	Lsum	\$2.00	\$75,000.00
TLE WORK WALLS	1	Lsum	\$9.00	\$23,500.00
TILE WORK FLOORS	1	Lsum	\$9.00	\$7,600.00
ACOUSTICAL CEILINGS NEW 2X2	1	Lsum	\$6.50	\$14,550.00
PAINTING Building Interior	1	Lsum	\$1.90	\$10,000.00
Painting of Doors/Frames	1	Lsum	\$125.00	\$2,500.00
<b>Subtotal Division 9</b>				<b>\$165,150.00</b>



GENTILLY TERRACE-PHASE 3  
New Orleans, LA.

Building GSF 20527

5/4/2023

4850

5/4/2023

Quantity

Unit

Cost/Unit

Elevator  
2nd floor RR

**DIVISION 10 - SPECIALTIES**

Signs	1	Lsum	\$75.00	\$300.00
Toilet Partitions	1	Lsum	\$1,000.00	\$12,000.00
Toilet Accessories	10	ea	\$125.00	\$1,250.00

<b>Subtotal Division 10</b>				<b>\$13,550.00</b>
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**DIVISION 14 - CONVEYING DEVICES**

LULA 1800 # ELEVATOR	1	ea	\$85,000.00	\$85,000.00
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<b>Subtotal Division 14</b>				<b>\$85,000.00</b>
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**DIVISION 15 - MECHANICAL**

BASIC MECHANICAL REQUIREMENTS	1	Lsum		
PLUMBING	38	ea	\$3,100.00	\$117,800.00
SPRINKLER	1	Lsum	\$4.75	
SPRINKLER PUMP	1	Lsum	\$18,000.00	

<b>Subtotal Division 15</b>				<b>\$117,800.00</b>
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**DIVISION 16 - ELECTRICAL**

ELECTRICAL WORK	4850	sf	\$12.00	\$58,200.00
FIRE ALARM SYSTEMS	4500	Lsum	\$2.00	\$9,000.00
CCTV CAMERAS /MONITOR	1	Lsum		
Intercom to office	1	Lsum		

<b>Subtotal Division 16</b>				<b>\$67,200.00</b>
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	\$520,700.00
GC	\$52,070.00
Insurance	\$8,000.00
PP Bond	\$3,000.00
OH&P 9%	\$87,565.50

Total	\$671,335.50
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