

# REG ARCHITECTS, INC.

ARCHITECTURE \* INTERIOR DESIGN \* PLANNING


January 17, 2019 (Revised 3/13/19)

Mr. Scott Evans  
Interim Executive Director  
Riviera Beach CRA  
2001 Broadway, Ste. 300  
Riviera Beach, FL 33404

Via E-mail: [SEvans@rbkra.com](mailto:SEvans@rbkra.com)  
cc: [ALewis@rbkra.com](mailto:ALewis@rbkra.com)

RE: Revised Proposal Request – Architectural Design and Construction Documents for  
2600 Broadway Building Redevelopment  
Project Proposal with Program and Fees for Renovation **PO No.: 2195**

Dear Mr. Evans:

  
**REG Architects, Inc.** is pleased to provide you this ‘outline proposal’ to assist you in preparing conceptual design through construction documents for the above referenced project. The proposed project as we understand it consists of providing Architecture and Engineering services for the renovation of the building. The program is described in further detail in the paragraphs below. Attached are: Reference Drawings/Space Plan/Site Plan examples with a Project Outline Schedule.

The following is proposed to be conceptual and subject to change if needed after your input and reviews by you and your associates:

## 1. REG Architects, Inc. Project Team:

1. **REG ARCHITECTS, INC.** Architectural, Planning & Interior Design:  
Project Team Leader Rick Gonzalez, AIA, President; Colin Price, Vice President; Vlad Dumitrescu, AIA, LEED-AP, Sr. Project Designer; and Christine Merrell, RA, Project Manager.
2. REG CONSULTANTS as selected by REG Architects with input from the Client to include **TLC Engineering** for Structural, Mechanical, Electrical, Plumbing (MEP) and Fire Protection Engineering including low voltage design; and **Engenuity Group, Inc.** for Civil Engineering and **Gentile Glas Holloway O’Mahoney** for Landscape Architecture. For ‘Safe Designs’ site Analysis, Ken Stapleton shall be added to the project team

300 Clematis Street, 3<sup>rd</sup> Floor, West Palm Beach, FL 33401

Phone: (561) 659-2383 • Fax: (561) 659-5546

[www.regarchitects.com](http://www.regarchitects.com)

AA 0002447



EST. 1988



**D. Design Development (DD):**

Based on approved Schematic Design Documents and any adjustments authorized by the Client in the program, REG shall prepare Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical, electrical, plumbing, fire protection, civil, landscape; including obtaining input from REG Consultants, Client, Client's Representative and Client's Consultants.

**E. Construction Documents (CD):**

Based on approved Design Development Documents and any other adjustments to the scope approved/authorized by the Client, REG shall prepare, for approval by the Client, Construction Documents consisting of drawings and note form specifications setting forth in detail the requirements for construction of the project including obtaining input from REG Consultants, Client's Representative and Client's Consultants.

**F. Bidding and Permitting (BP):**

For the Bidding and Permitting phase of the project, REG shall assist the Client and Client's Representative in obtaining bids or negotiated proposals from Construction Managers at risk and assist in awarding and preparing contract for construction including review of sub-packages for sheltered market/local preference sub-contractors.. The architect shall provide (3) full sets of Construction Documents necessary for permitting to the Client, Client Representative, or selected General Contractor for issuance to the local building department for review. The Architect shall not be responsible for any permitting or review applications or fees.

**G. Construction Administration (CA):**

The Construction Administration Phase shall consist of regularly scheduled site visits for jobsite meetings, site observations, and shop drawing review. Monthly field reports shall be provided based on site observations. Please note, construction Administration does not include any site inspections, field testing, special inspections, or changes to the project scope or plans.

**Task II. Optional Services (if required and requested)**

**A. Interior Design**

REG Interiors will prepare conceptual design study for each area within the context of the overall project. The floor, wall and ceiling finishes, lighting and furniture that will be impacted in each area will either be matched or selected, and finishes will be recommended. Further, we will provide sample finishes on Interior color boards, with main materials and finishes supporting proposed solutions and/or integrating any existing built-ins or furniture with similar product/design. The submission will be designed to facilitate decisions/comments as well as preparing the base for construction assessment, bidding and construction. Specific services include: choosing finish



3. CLIENT'S CONSULTANTS: Client shall provide at his expense all consulting services necessary for the development of the project that are not included in REG's consulting team and/or scope of work, such as Surveyor or Environmental Engineering (if needed) and assist in coordinating these services with REG's team.

## **2. Proposed Project Program:**

### **Task I. Architectural and Engineering Services**

The scope of work for this task includes: façade modifications, site improvements, landscaping, construction and buildout for a 25,412 SF building to accommodate office space on the second floor and retail spaces on the ground floor. See attached Exhibit B-CRA Scope of Work. The Client has a budget of \$1.9 M. If the estimate exceeds the budget, certain items of the budget will be eliminated for future phase work.

All tasks will be broken up into typical phases as follows:

#### **A. Existing Conditions & Conceptual Design:**

REG shall visit the property to gather information on existing conditions. REG will also obtain any existing record drawings from either the client and/or local municipality that will help in the process of establishing existing conditions. Ken Stapleton will provide Site Analysis on 'Safe Designs'. Based on information obtained from Client and/or Client Representative and/or Client Consultants, REG shall prepare conceptual drawings consisting of sketches, diagrams, and/or rough computer models used to describe the general idea, scale, massing, and relationship of the project components, for initial reviews and approval by Client.

#### **B. CRA Board/Community Workshops (CW):**

REG will prepare variations of Conceptual Designs to include renderings to assist CRA with a CRA Board and Community Workshop to provide input and direction on the Conceptual Design.

#### **C. Schematic Design & Site Plan Approval (SD):**

Based on approved Conceptual Design Documents and any adjustments authorized by the Client, REG shall prepare Schematic Design Documents consisting of site plan (if appropriate), preliminary floor plans, elevations, sections and refined computer models/renderings (if appropriate) to translate concept drawings to digital format. REG will also prepare, with assistance from client consultant, a set of documents to be submitted to the local municipality for site plan approval and for City Council approval.

selections, fabrics for furnishings, lighting fixtures, furnishings, treatments for windows and create color boards for visual presentation

**B. Sustainable Design & Green Architecture & Historic Preservation Research**

REG shall review Design and Materials specification for Green/LEED architecture and for possible State of Florida Historic Preservation Grant Research. A report outlining potentials for Florida Green Designation and for Florida Historic Preservation Grant opportunities shall be submitted. Additional work will require a contract for additional service.

**3. Proposed Fees:**

It is our intent and suggestion to continue with each of the tasks of the project consecutively in order to meet the project’s schedule. Outstanding deposits/balances must be paid prior to the start of work for the next phase. The following fees are reflective of a standard design-bid-build method of project delivery and are subject to change if another project delivery method is used.

<b>Task I.</b>	<b><u>Architectural &amp; Engineering Services</u></b>	<b><u>Fees</u></b>
<b>A.</b>	Conceptual Phase	10% \$ 22,500.00
<b>B.</b>	CRA Board/Community Workshops	2% \$ 4,500.00
<b>C.</b>	Schematic Design	13% \$ 29,250.00
<b>D.</b>	Design Development Phase	20% \$ 45,000.00
<b>E.</b>	Construction Document Phase	35% \$ 78,750.00
<b>F.</b>	Bidding & Permitting Assistance Phase	5% \$ 11,250.00
<b>G.</b>	Construction Administration	15% \$ 33,750.00
	<b>Total for Task I. (A.-G.)</b>	<b>\$ 225,000.00</b>
<b>H.</b>	Ken Stapleton ‘Safe Designs’ consulting	+\$ 10,000.00 A.S./NTE
<b>Task II.</b>	<b><u>Optional Services:</u></b>	
<b>A.</b>	Interior Design Services Furniture, finishings and equipment (FFE) assistance	\$Hourly as Requested/A.S.
<b>B.</b>	Sustainable, LEED/ Green Architecture/Historic Research (No charge for initial report).	\$ Hourly as Requested/A.S.

In addition to these task fees, please allow an additional five percent per task for reimbursable expenses (\$11,250.00 NTE).



Please see attached Exhibit D- Schedule, for tentative project progression.

**Exclusions:**

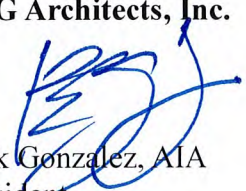
Programming, Multiple Preliminary Designs, Marketing Material, Existing Facility As-Builts, Surveys, Geotechnical Reports, Environmental Reports, Traffic Studies, NOA submittals, Building Information Modeling (BIM), Energy Modeling, Historic Preservation, Sustainable Design (LEED or other “green” certification), Acoustical Design, Security Design, Food Service Design, Pool/Fountain Design, Interior Design/Decorating, As-Constructed Record Drawings, Detailed Cost Estimating, On-Site Project Representation, System Commissioning, Field Testing, Special Inspections, Tenant Buildouts Design and FF&E /Purchasing are all considered individual additional services to be priced at a later date if so requested.

Please note, the items listed above are an overview of the proposal services and fees that we will provide. Please be advised that this proposal becomes null and void if not signed within 30 days (April 13, 2019). If the project is put on hold at any time for more than 60 days, additional fees (restart) will be required.

If this outline proposal is acceptable to you, please sign below and return to our office, so we can schedule your work to begin upon receipt. Although approval of this proposal would allow us to begin work, we request the execution of the **Standard AIA, B101 – 2007 Agreement** as the official Contractual Agreement between the Client and Architect to be prepared and approved by both parties within 30 days of execution of this outline proposal.

We thank you and your team for the opportunity to assist you with this great project.

Sincerely,  
**REG Architects, Inc.**

  
Rick Gonzalez, AIA  
President

Accepted This \_\_\_\_ of \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Authorized Client Representative

cc: Colin Price, Vice President/REG Architects, Inc.

- enclosures: Deposit Invoice  
Exhibit A- REG Hourly Rate Sheet  
Exhibit B-CRA Scope of Work  
Exhibit C-Drawings  
Exhibit D- Schedule

RG/ep

# REG ARCHITECTS, INC.

ARCHITECTURE \* INTERIOR DESIGN \* PLANNING

## Exhibit A HOURLY RATE SHEET

**SUBJECT:** HOURLY RATES FOR PROFESSIONAL SERVICES AS MAY BE REQUIRED

**FROM:** RICK GONZALEZ, AIA, PRESIDENT, REG ARCHITECTS, INC.

**DATE:** 2019

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### A. HOURLY RATES:

Hourly rates for professional services shall be as follows for Government Rates:

	<u>Standard Rates</u>	<u>Government Rates</u>
Expert Witness	\$350.00	\$275.00
Principals	\$275.00	\$200.00
Associate Registered Architects	\$225.00	\$160.00
Architectural Animator	\$200.00	
Sr. Project Manager	\$185.00	
Project Manager	\$175.00	\$140.00
Quality Control Reviewer	\$160.00	
Interior Design Coordinator	\$130.00	\$125.00
Construction Administrator	\$130.00	\$100.00
Revit/AutoCAD Technician	\$125.00	\$ 90.00
Graphic Designer	\$120.00	
Administrative Support Staff	\$ 75.00	\$ 60.00

### B. FIXED FEE RATES:

Can be quoted when project's scope and budget are clearly defined and finalized.

*g:\potential project proposals\2019 potential client proposals\2600 broadway\revised proposal 2600 broadway dated march 13, 2019.docx*

300 Clematis Street, 3<sup>rd</sup> Floor, West Palm Beach, FL 33401

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## Exhibit "B"



## RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300  
RIVIERA BEACH, FL 33404  
Phone: 561-844-3408  
Fax: 561-881-8043  
Website: www.rbcra.com

December 17, 2018

Attn: Rick Gonzalez  
President/Principal Architect  
REG Architects Interiors Planners  
300 Clematis Street 3<sup>rd</sup> Floor  
West Palm Beach, FL 33401

Re: Proposal Request- Architectural Design and Construction Documents for 2600  
Broadway Building Redevelopment

The Riviera Beach Community Redevelopment Agency (RBCRA) hereby request REG Architects, to provide a detailed proposal to provide design and specifications documents for the façade modification, site improvement, landscaping, construction and buildout for the 25,412sqft building located at 2600 Broadway, Riviera Beach FL. The vision of the Agency is to have office space on the second floor of the building, with retail spaces on the bottom floor. The Scope of Services is as follows:

### CONSTRUCTION DOCUMENTATION

1. Provide construction drawings for the project.
2. Prepare final layout with site model
3. Provide Construction details
4. Provide electrical engineering documents from sub consultants
5. Provide structural and civil engineering documents from sub consultants
6. Provide landscape Architectural plans and services and any additional required plans
7. Provide Cable System design and coordination including relocating existing equipment.
8. Provide security system design and coordination including relocating existing equipment.
9. Provide communications system design and coordination including relocating existing equipment.

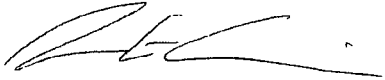
### PERMITTING

1. Prepare plans for permit submittals
2. Provide monitoring during the permit process
3. Provide 6 sets of plans for each discipline.

4. Complete and submit permit application for approval.

#### CONSTRUCTION ADMINISTRATION

1. Review all shop drawings
2. Attend team meeting prior and during construction
3. Complete walk thru and punch list items
4. Complete final inspection and submit a final report.



Andre' Lewis  
Project Manager



Exhibit "C"



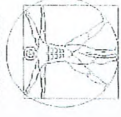
PROJECT LOCATION

NOTE:  
CONCEPTUAL ONLY. REQUIRES P&Z REVIEW

PROPOSED CONCEPT  
AERIAL VIEW  
NTS

DRAFT  
01/18/2019

**REG**  
Architects  
Interiors  
Planners  
CORP # A0002447



**Rick Gonzalez, AIA**  
President  
3000 West 15th Street, Suite 100  
West Palm Beach, FL 33411  
Tel: 561-865-4546 Fax: 561-865-4547  
www.regarchitect.com



2600 BROADWAY  
RENOVATION

RIVIERA BEACH, FL

NO. DATE DESCRIPTION

DATE	01/18/19
SCALE	AS NOTED
DRAWN	VD
CHECKED	CP
REG #	

REG ARCHITECTS, INC. AND ITS CONSULTANTS  
AND/OR SUBCONSULTANTS SHALL BE RESPONSIBLE FOR  
OBTAINING ALL NECESSARY PERMITS AND APPROVALS  
FROM THE APPLICABLE AGENCIES AND AUTHORITIES  
HAVING JURISDICTION OVER THE PROJECT. THE  
CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL  
NECESSARY PERMITS AND APPROVALS FROM THE  
APPLICABLE AGENCIES AND AUTHORITIES HAVING  
JURISDICTION OVER THE PROJECT. THE CLIENT SHALL  
BE RESPONSIBLE FOR OBTAINING ALL NECESSARY  
PERMITS AND APPROVALS FROM THE APPLICABLE  
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OVER THE PROJECT.

AERIAL  
VIEW







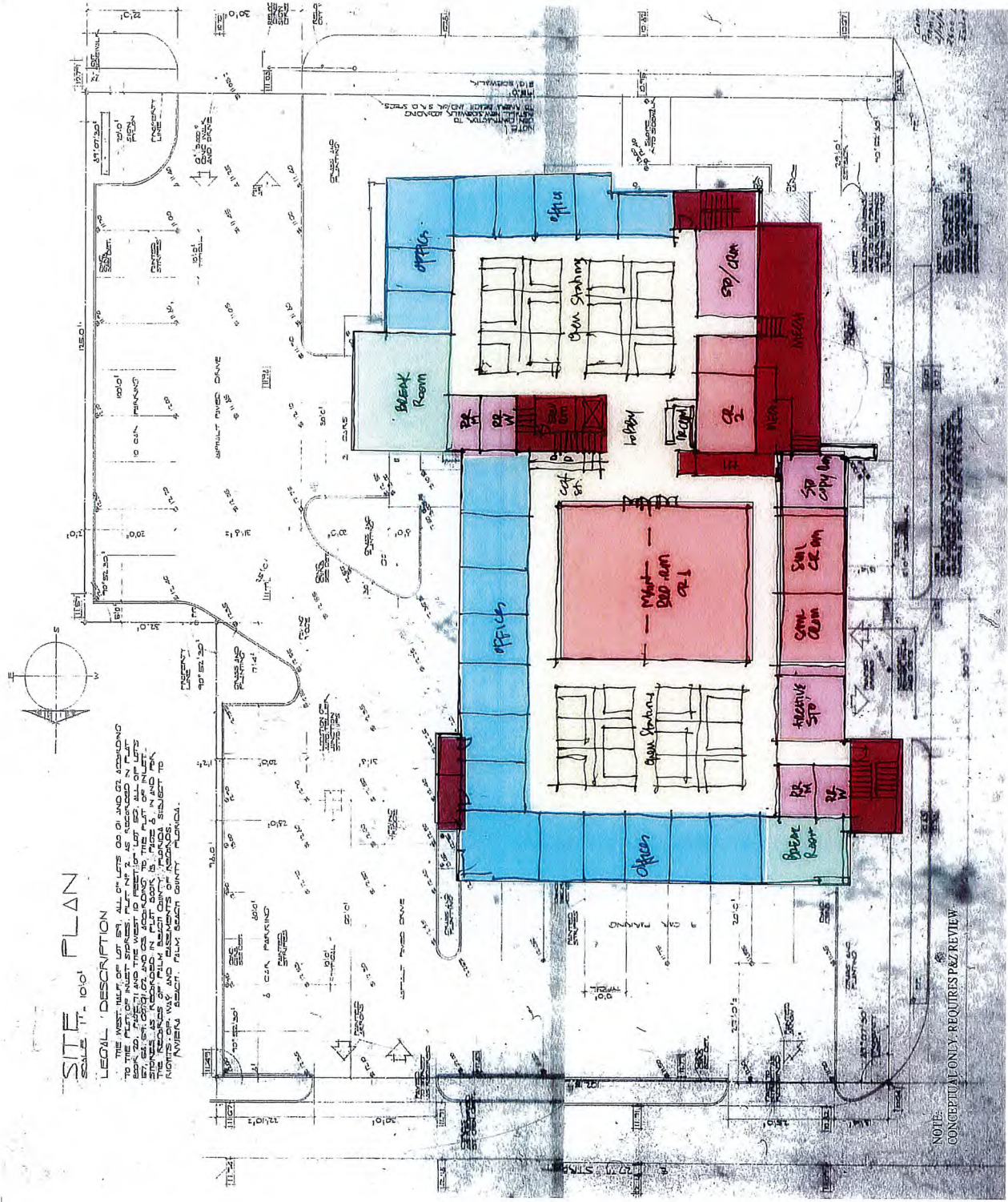


DATE	01/18/19
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PROPOSED  
SECOND FLOOR DIAGRAM  
APPROX. 17,500 SF  
1"=20'

DRAFT  
01/18/2019



**SITE PLAN**  
SCALE: 1" = 100'

**LEGAL DESCRIPTION**

THE WEST HALF OF LOT 81, ALL OF LOTS 82 AND 83, ACCORDING TO THE PLAT OF THE WEST HALF OF SECTION 16, TOWNSHIP 36 N., RANGE 28 W., CO. 10, FLA. PUB. LANDS, 1961, AS SHOWN ON THE PLAT OF LOTS 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

NOTE: CONCEPTUAL ONLY. REQUIRES P&Z REVIEW.





DATE	01/18/19
SCALE	AS NOTED
DRAWN	VD
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REG #	

1818 1 19  
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PROPOSED CONCEPT  
STREET VIEW  
NTS



EXISTING  
CONDITIONS

NOTE:  
CONCEPTUAL ONLY. REQUIRES P&Z REVIEW



EXHIBIT D

**PROPOSAL REQUEST - ARCHITECTURAL DESIGN AND CONSTRUCTION DOCUMENTS FOR  
2600 BROADWAY BUILDING REDEVELOPMENT**  
January 16, 2019

**OUTLINE PROJECT SCHEDULE (For Discussion Only)**

Upon Receipt of Purpose Order of Notice to Proceed	YEAR 2019												YEAR 2020																																																							
	APR			MAY			JUN			JUL			AUG			SEPT			OCT			NOV			DEC			JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT													
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<b>ITEM</b>	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>WEEKS</b>	3																																																																			
10% Conceptual Design																																																																				
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Site Plan Approval																																																																				
20% Design Development																																																																				
Owner Review*																																																																				
40% Construction Documents																																																																				
Owner Review*																																																																				
Bidding / Contractor Selection*																																																																				
Permitting																																																																				
15% Construction Administration																																																																				
Final Completion																																																																				
<b>TOTAL WEEKS*</b>																																																																				

\*NOTE: This is an estimated timeline and is subject to change depending on Owner and Contractor input as well as Building Department work load.

