

Paul Poirier + Associates

A R C H I T E C T S

August 8, 2023

SBCERS c/o
Brian Richard
130 Robin Hill Road
Goleta, CA 93117

Re: Architectural Services for Schematic Building Design
at 132 Robin Hill Road, Goleta, CA 93108

Richard Brian,

We have prepared this proposal for full architectural services for a new 14,283 s.f. industrial building to compliment the existing office structure at 130 Robin Hill Road, and to replace the existing buildings at 132 and the entitled 134 Robin Hill Road structures. We will produce a building program, schematic floor plans, exterior elevation designs, and concept perspective renderings for The SBCERS Board concept review and approval to proceed with substantial conformity findings with the planning department. We will design the new portion of the building to meet the requirements of the California Green Building Code, ADA, and applicable codes. We will also provide a materials sample board of the materials and textures to be used on the building exterior.

Design development, planning approvals, construction drawings and building permitting are not included in this proposal and will be in future phases. This concept drawing package will be used to engage the other consultants needed to assemble a complete planning package for approvals and a substantial conformity finding for the proposed building. This work is excluded from this scope of work.

The architectural services included in this proposal are listed above. We estimate that the tasks listed could be performed for a fee of \$45,000.00 (roughly 375 mh) plus reimbursable costs. Architectural fees will be billed monthly on an hourly basis, at our enclosed rates, for the services outlined on the attached task summary not to exceed the amount of \$45,000.00 plus reimbursable expenses. You will only be billed for time attributed to your project, and if we are able to complete the work in less time than estimated, the total fee will be reduced accordingly. Any additions to the proposed scope of work would be approved by you prior to adjusting the architectural fee, and prior to commencing any additional work beyond that listed on the task summary. Any additional work or services will be billed at our current hourly rates, enclosed. Reimbursable expenses will be billed at cost plus 10% and are in addition to the fee for architectural services.

Poirier + Associates meets the standard for the California Unified Certification Program for a Disadvantaged Business Enterprise (DBE) firm with the California Department of Transportation, Office of Business and Economic Opportunity (OBEO).

Please review this proposal and contact us if you want to discuss any changes to the scope of the project. If the foregoing meets with your approval, please sign and return one copy of this agreement letter as authorization to proceed. This letter signed by you will serve as a contract for the work described herein. We appreciate the opportunity to continue to contribute to this project, and are looking forward to working with you to finish this project.

Yours truly,



Paul Poirier, AIA
License: C18831

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Standard Schedule of Rates January 2023

Hourly Rate Schedule for Professional Services:

Architect:	\$180.00/hr.
Project Manager:	\$140.00/hr.
Senior Draftsperson:	\$120.00/hr.
Junior Draftsperson:	\$100.00/hr.
Administrative/Clerical:	\$75.00/hr.

Reimbursable Expenses:

Reimbursable expenses include the following: transportation and living expenses while traveling in connection with the project, long distance phone calls, faxes, reproduction costs, plotting, postage, shipping and photography. These items will be included on a separate bill.

Overtime:

Expense for overtime work requiring higher than regular rates will be paid only when authorized by Owner in advance.

Payment Terms:

Statements are issued monthly for services and reimbursable expenses and are due and payable within 14 days from the statement date. All charges outstanding for more than 30 days will be charged interest at the rate of 1.5% (one and one half per cent) per month. Paul Poirier and Associates reserve the right to suspend work on the project if payment is not received within 60 days from the invoice date.

Limitation of Liability:

In authorizing Paul Poirier and Associates Architects to proceed on work based upon the above professional rate schedule, you as the Client agrees to limit Paul Poirier and Associates liability to the Client and all construction contractors and subcontractors on the Project due to professional negligent acts, errors or omissions, such that the total aggregate liability of Paul Poirier and Associates to all those named above shall not exceed \$50,000.00 or the total fee for services rendered on the project, whichever is less.