

Letter of Proposal For Architectural Services

June 19, 2026

City of Oakhaven, Louisiana
Attn: Karen Whitfield, Director of Emergency Preparedness
City Hall, 100 Municipal Plaza
Oakhaven, LA 70634

RE: Oakhaven Public Safety Campus
Oakhaven, Louisiana

Dear Ms. Whitfield,

Thank you for the opportunity to be considered as your architectural partner for the Oakhaven Public Safety Campus development. We are genuinely enthusiastic about the prospect of collaborating with you on this transformative project. At Grace, we are driven by a commitment to innovative, sustainable, and user-focused design—solutions that not only reflect your vision but also enrich the lives of those who experience them.

As a multidisciplinary firm with deep expertise in civic and public-safety design, we offer a proven track record of delivering complex projects with precision, creativity, and efficiency. Our team is fully equipped to support your goals through every phase—providing thoughtful design leadership, proactive communication, and a steadfast focus on quality and value.

PROJECT DESCRIPTION

This project involves the comprehensive design and construction of a consolidated public safety facility — a 911 Emergency Communications / Dispatch center, a dual-use Emergency Operations Center, and Police & Fire administration, designed to Risk Category IV essential-facility standards, anticipated to encompass approximately 55,000 Gross Square Feet. The facility will be located at 1400 Civic Center Drive, Oakhaven, Louisiana, with an estimated construction budget of \$40,000,000 — approximately \$725 per SF.

Our approach emphasizes collaboration, sustainability, and technical precision, ensuring your new facility will be high-performing, code-compliant, and adaptable to future needs.

SCOPE OF SERVICES

The following services are included in our Basic Services fee:

- Architectural and Interior Design
- Mechanical, Plumbing & Electrical (MEP) Engineering
- Structural Engineering
- Space Programming and Site Planning
- Code Compliance Review and Permitting Support
- Construction Documentation and Specifications
- Construction Administration, including field observation and submittal review
- Cost Estimating at key milestones (Schematic, Design Development, Construction Documents)

PROJECT DELIVERY PHASING

Programming Phase:

During the Programming phase, Grace will validate the City's space program against operational needs and translate the RFP's functional requirements into a confirmed design basis. Services include:

- Space program validation for the 911 Emergency Communications / Dispatch center, Emergency Operations Center, and Police & Fire administrative areas
- Site utilization diagramming confirming building placement, security zoning, and access on the 9-acre parcel
- Development of project design criteria, including code basis and Risk Category IV essential-facility requirements
- Coordination protocols established with the City's separately-retained Civil Engineer
- Confirmation of the approved space program and design criteria with the Client before proceeding to Schematic Design

Schematic Design Phase:

During the Schematic Design phase, Grace will develop the conceptual framework for the project based on the approved program and site requirements. Services include:

- Site planning and preliminary floor plans showing space layout, circulation, and functional zones
- Initial exterior design studies including elevations and 3D massing
- Code analysis and coordination with local Authorities Having Jurisdiction (AHJs)
- Preliminary design narratives outlining proposed materials, structural systems, and MEP/FP (Mechanical, Electrical, Plumbing, and Fire Protection) strategies
- Documentation to support initial cost estimating, including a CSI-formatted scope of work
- Regular design review meetings with the Client and consultants
- Support for value engineering to align the design with the construction budget

Design Development Phase:

In the Design Development phase, the project design is refined to define materials, systems, and construction methods in greater detail. Services provided during this phase include:

- Further development of architectural plans, including floor plans, elevations, building sections, and initial interior elevations and schedules
- Coordination and integration of mechanical, electrical, plumbing, and structural systems
- Preparation of outline specifications for major building components and systems
- Collaboration with civil engineers and other owner-provided consultants
- Evaluation of design options to identify "best value" solutions based on performance, aesthetics, and cost
- Support for updated cost estimating by the Construction Manager, including design adjustments as needed to maintain budget alignment

Construction Document Phase:

During the Construction Document phase, Grace will prepare a complete, coordinated, and code-compliant set of documents that define all construction requirements for permitting and bidding. Services include:

- Preparation of detailed architectural drawings and technical specifications
- Coordination and delivery of structural, mechanical, plumbing, and electrical construction documents
- Integration of work from owner-provided consultants
- Development of a permit-ready set for submission to Authorities Having Jurisdiction (AHJs)
- Assistance with clarifications during the permit review process, as needed
- The final deliverables will serve as the basis for contractor pricing, permitting, and construction

Bidding and/or Negotiation Phase:

Grace will support the Client during the Bidding and/or Negotiation Phase to help ensure a smooth and competitive procurement process. Our services during this phase include:

- Responding to contractor inquiries and issuing clarifications or addenda as needed to ensure accurate interpretation of the Construction Documents
- Assisting in evaluating bids or proposals for conformance with project requirements
- Participating in pre-bid meetings or contractor interviews, if requested
- Providing consultation to the Client regarding contractor qualifications, bid alternates, and value options

Construction Administration Phase:

Following the award of the construction contract, Grace will provide Construction Administration services to support the project through completion. Services include:

- Periodic site visits by the Architect and engineering consultants to observe construction progress and assist in verifying general compliance with the design intent
- Review and processing of contractor submittals, shop drawings, Requests for Information (RFIs), and product data
- Coordination meetings with the construction team (e.g., monthly site visits, milestone inspections)
- Ongoing communication with the Contractor and Owner to address design clarifications and resolve field issues
- Preparation of final punch lists and review of close-out documentation including warranties and manuals
- Delivery of electronic “as-designed” record drawings at project completion

Additional site visits beyond those included in the base scope will be billed as an Additional Service per the fee schedule. The Architect will not be responsible for construction means and methods or contractor performance.

OPTIONAL ADDITIONAL SERVICES (AS REQUESTED):

Additional Services may be authorized in writing by the Client and incorporated into the Owner/Architect Agreement as amendments. Services may include:

- Civil Engineering
- Furniture, Fixtures & Equipment (FF&E) Planning
- Energy Modeling & Sustainability Consulting
- Landscape & Irrigation Design
- Geotechnical Investigation Coordination
- Record Drawings (“As Built”)
- Signage, Wayfinding & Graphics
- Food Service and Specialized Equipment Planning

PROFESSIONAL FEES

Our proposed fee for Basic Services is provided as a lump sum, to be finalized in collaboration with your team.

The total design fee comprises Grace's Net Service Fee of \$1,400,000 (architecture & interiors) and \$1,400,000 in subconsultant services carried by Grace as prime. Civil engineering is excluded and contracted directly by the Owner.

Fee Breakdown by Phase (total design fee \$2,800,000):

Programming	5%	\$	140,000
Schematic Design	15%	\$	420,000

Design Development	20%	\$	560,000
Construction Documents	35%	\$	980,000
Bidding & Negotiations	5%	\$	140,000
Construction Administration	20%	\$	560,000
Total Basic Services:		\$	2,800,000

PROJECT SCHEDULE

Estimated project milestones are as follows:

- Programming: approximately 3 weeks
- Schematic Design: approximately 6 weeks
- Design Development: approximately 13 weeks
- Construction Documents: approximately 17 weeks
- Bidding & Negotiation: approximately 9 weeks
- Construction Administration: approximately 18 months

Schedule is subject to change based on permitting, site conditions, and Client review durations.

Schedule Delays and Compensation Adjustments

If delays beyond our control materially impact our ability to deliver services efficiently, Grace shall be entitled to a reasonable adjustment of both schedule and compensation.

REIMBURSABLE EXPENSES

Reimbursable Expenses will be billed at 1.1 our net cost, and include travel, reproduction, shipping/delivery, long distance telephone/fax, mileage @ current government rate, and supplies required specifically for the project. We will work diligently to minimize these expenses, and you will be billed only for our costs incurred.

BILLING SCHEDULE

Billing will occur at the end of each month for the work completed (%) and expenses for that month. Payment is due within 30 days of the invoice date.

FORM OF AGREEMENT

This proposal is based on the AIA Document B101/B101-2017 (as modified), Standard Form of Agreement Between Owner and Architect. Upon acceptance, we will prepare the final agreement for your review and execution.

PROFESSIONAL LIABILITY INSURANCE

We are insured with Professional Liability Insurance. Certificate can be provided upon request.

At Grace we don't just design buildings—we design trusted partnerships. We trust that this proposal meets with your expectation. We would be honored to bring your vision to life through design excellence, technical precision, and collaborative leadership.

Thank you again for the opportunity. We welcome any questions and look forward to working with you.

Sincerely,

Marcus Webb, AIA, NCARB
Principal-in-Charge, Grace Design Studios

Acknowledgement of Proposal Acceptance

Accepted by: _____ **Date:** _____

Name/Title: _____