

# Architectural Proposal



## C. & J. ARCHITECTURE • INTERIORS

502 East Atlantic Avenue, Suite 221/222

Delray Beach, Florida 33483

C 561.504.6988

[cj@seejaydesign.com](mailto:cj@seejaydesign.com)

AR 98750 • CGC 1507908

●Attention	Mackenzie Weber	●Contact - Phone	561-276-8640
●Owner	Delray Beach Community Redevelopment Agency	●Contact - Email	<a href="mailto:WeberM@mydelraybeach.com">WeberM@mydelraybeach.com</a>
●Address:	20 North Swinton Avenue	●Alternative Address:	
●City, State Zip Code:	Delray Beach, Florida 33444	●City, State Zip Code:	
●Project Title:	Restoration of historic Cottage	●Date:	4/3/25

GENERAL	DESCRIPTION	
SCHEMATIC DESIGN		3000
PHASE 1		
	Site Visit and As-Built research for existing project- Existing drawings provided for reference by owner	
	As-Built drawings for Cottage Restoration	
	Architectural Design, C&J will use line drawings or other means needed to convey to CRA design intent to "restore" cottage to prior configuration, design and detailing of new step to elevated floor/ door, detail for replacement of fascia as needed, repair of existing electrical and wall sconces as required.	
	Schematic set of design drawings will be required for this project, the design will be per CRA's request per meeting with architect virtually to review CRA intent is represented in Architectural Drawings.	
	Schematic set of cad drawings including design sketches to communicate with Owner the design intention of the project. CAD drawings to include [Site Plan/ Title Sheet, Demo Plan, Floor plan to restore the cottage to its previous condition. Mechanical [HVAC] , Electrical, Plumbing for permitting purposes	
	One site visit included. All other meetings to be virtual or at C&J Architecture and Interiors Build office unless deemed requisite for work	
	PDFs provided for schematics for CRA review.	
	It is assumed from preliminary site visit and review of stated scope of work that Structural and Truss Engineering is not required, however, this will be verified during Phase One (If structural engineering services are required an estimate fee of \$600 will apply. Final cost may vary based on scope and consultant rates)	
DESIGN DEVELOPMENT		600
PHASE 2		
	Product Selections, All Finishes such as walls , floorings, etc... and fixtures such as lighting, plumbing, etc., and appliances specifications will be supplied by CRA and required designations will be inserted into drawings, coordinate specifications and prepare for final submittal to the City of Delray Beach Building Department	
	Meeting	
PRE- BIDDING AND VALUE ENGINEERING SERVICES		1200
	Pre-Bidding and Value Engineering Services : Upon completion of client approval of schematic design. C&J will request bids from sub-contractors [Shell, Roof, Site, Framing and Drywall, Mechanical, Electrical, Plumbing] remaining trades will be analyzed using current pricing to the best of C&J abilities. The intent of this process is to establish a baseline itemized estimate for Owner. Once this process is complete, C&J will work with the Owner to best determine if any alterations in the Scope of Work will need to be made. Fees during this process will be credited to Owner in the Build Phase if C&J is selected to be the General Contractor for this Project.	
	C&J will provide a Simplified Conceptual Gantt schedule that is intended for Owner to understand a potential timeline	
CONSTRUCTION DRAWINGS		2300

GENERAL	DESCRIPTION	
<b>PHASE 3</b>		
	Construction Documents set of drawings final Signed and sealed. CD's to include [Site Plan/ Title Sheet, Demo Plan, Floor plan), Foundation/Structural plan, Schedules [Windows and Doors (CRA supplied manufacturer] Mechanical [HVAC], Electrical. Plumbing	
	Includes revisions per plan reviewer comments and coordination with Contractor Selected	
	Construction Documents	
	Architectural review and sign and seal and prepare for submittal by contractor	
	Coordinate specifications and prepare for final submittal for CRA and/or G.C. to the City of Delray Beach Building Dept.	
	C&J Representative will answer all comments, attend City staff meetings, any board approval meetings	
	Printing for Delray Building department is included. If any additional printing needed for historic department meeting , will be charged \$1.95 per page.	
<b>BIDDING AND NEGOTIATING</b>		
	Architect agrees to answer all G.C. questions and RFI'S in a reasonable time frame.	
	Develop scope of work	
	Establish a schedule of values to be used by bidders	
	Review bids	
	Construction cost estimate by C&J Design and Build	
	Construction timeline development - Conceptual	
	C&J will review the bids from up to two licensed General Contractors, not including C&J Design and Build	
<b>ENGINEERING</b>		<b>1600</b>
	Electrical	
	Plumbing / Gas	
	HVAC Manual J and Design and AHRI Cert	
	Drafting	
	Admin	
<b>NOT INCLUDED</b>		
	Survey To Be Provided by CRA	
	Structural Engineering (see note in "Phase One")	
	Truss Engineering (see note in "Phase One")	
	Geotechnical Report nor Soils testing	
	3-D or color renderings	
	Any civic fees, HOA applications, building applications	
	HOA meetings, Zoning meetings	
<b>CONSTRUCTION ADMINISTRATION</b>		<b>3000</b>
	Construction Administration Scope and Fees: We estimate the Construction Administration phase to include Four (4) site meetings, scheduled as follows: Pre-Construction, Post-first Inspection, After Rough Inspection and Final Walkthrough. Each meeting will be documented with photographs, a field report, application review and will contribute to the preparation of the As-Built Drawings, which are included in our base fee. Any additional meetings, services, or revisions beyond this scope, including changes initiated by the CRA or other agencies, will be considered a change in scope of work and will be billed to the CRA at our standard hourly or agreed-upon rates.	
<b>SUB-TOTAL</b>		<b>\$10,500.00</b>
<b>TOTAL</b>		<b>\$10,500.00</b>
<b>INITIAL FEE / RETAINER</b>		<b>\$4,500.00</b>
<b>PROGRESS PAYMENT</b>	<i>Due After Owner approval of Schematic Design via Email or Text or Written Letter</i>	<b>\$3,000.00</b>
<b>FINAL PAYMENT</b>	<i>Due Prior to Sending Digital or Drop off of signed and sealed construction documents</i>	<b>\$3,000.00</b>

### **Scope of Work**

1. Complete set of construction drawings to restore the cottage to its previous condition. Mechanical [HVAC] , Electrical, Plumbing for permitting purposes, Including Site plan, Demo plan, Floor plan, Foundation and Floor Framing plan as required and wall detail, Wall and window sections (as required), MEP plans, and exterior elevations.
2. Survey provided by CRA.
3. Electrical fixture and equipment layout per design coordination with CRA
5. Coordination and review of all window/door product approvals and (any required equipment specifications provided by CRA).
6. Design to be consistent with design intent of CRA.

### **Phase One\_Schematic Design**

C&J Architecture and Interiors will provide research and as built drawings of existing cottage restoration and site conditions

1. See list above

### **Phase Two\_ Design development**

C&J Architecture and Interiors will coordinate all specifications with CRA and verify

### **Phase Three\_ Construction Documentation, Engineering**

C&J Architecture and Interiors will provide the following:

1. See list above
2. Coordination of all required construction documentation and product approvals necessary to give to CRA and General Contractor with the intent of obtaining a building permit from the the City Delray Beach Building Dept.
3. Construction Documents include Architectural, Mechanical, Electrical and Plumbing, Detail and Sections as required for permitting for the Cottage restoration.
4. Signed and Sealed construction documents for the CRA approved restoration ready to be submitted for building permit to the City Delray Beach Building Dept.

### **CRA Responsibilities**

1. Communication with Architect and staff of C&J Architecture and Interiors via text, email, or phone. Response within a reasonable amount of time for questions, adjustments to design, etc.
2. Provide clear concept and ideas via email or in person
3. Provide a survey if required, unless those items are to be overseen by C&J. If C&J is to oversee, CRA will be invoiced separately for those items.

### **Start Date**

Architect / Designer will commenced work upon deposit received and signed design contract.

### **Payment Schedule**

Retainer\_ Upon contract signing

Final payment due prior to submittal of Construction Documentation to the City of Delray Beach Building Dept.

### **Work Schedule**

C&J is estimating a Architectural project time frame of one month to work through construction documents provided clear communication and coordination with CRA is provided. This includes specification for all the finishes (flooring, appliances, plumbing fixtures.

Architect \$300/hour

General Contractor / Designer \$165/hour

\* these are hourly fees if additional work is requested and agreed upon by owner

Administrative \$75/hour

Drafting \$100/hour

Limitation of Liability	
	<p>Either party may terminate this contract for any or no reason. The architect shall be compensated for services rendered up to the point of termination of the contract. In the unlikely event that any dispute leads to litigation, the owner and architect agree to submit to binding arbitration.</p> <p>To the fullest extent permitted by law, the total liability of Architect and Architect's officers, directors, employees, and agents to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages arising out of or in any way related to Architect's services, the project or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, breach of warranty of Engineer or its officers, directors, employees, agents, or any of them, shall not exceed \$150,000 or the amount paid to Architect for professional services provided under this Agreement, whichever is greater. Client and Architect agree that this limitation of liability clause bears a reasonable commercial relationship to this Agreement and that this limitation is negotiated in large measure to allocate certain risks of Architect. Client agrees that it may obtain a higher limitation of liability for an additional negotiated cost prior to commencement of Architect's professional services under this Agreement.</p> <p>The Client and Architect waive all claims against each other for consequential damages arising out of or relating to the services provided pursuant to this Agreement, including, but not limited to, claims for rental expenses, losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity out of the services of such persons.</p> <p>PURSUANT TO FLORIDA STATUTE § 558.035, AN INDIVIDUAL EMPLOYEE OR AGENT OF CHRISTOPHER JOHNSON ARCHITECT, LLC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF PROFESSIONAL SERVICES RENDERED UNDER THIS AGREEMENT.</p>

Owner / Owner Representative Signature
<b>Print</b>
<b>Signature</b>
<b>Date</b>