

a proposal for

The City of Gulf Shores

This Letter of Agreement (the "Agreement") sets forth the terms of understanding between the City of Gulf Shores (the "Owner") and Walcott Adams Verneuille Architecture & Interiors (the "Architect") for performance of the services described in this Agreement. Should this proposal be accepted an AIA Owner-Architect Agreement (B101) will be submitted for signature .

Project Address:
203 Clubhouse Drive
Gulf Shores, AL 36542

Owner Contact Info:
ccolvin@gulfshoresal.gov



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January 13, 2026

Clint Colvin

Capital Projects Director
PO Box 299 – 1905 West 1st Street
Gulf Shores, AL 36542
(251) 968-3715
ccolvin@gulfshoresal.gov

Re: Revised Architectural Proposal
Gulf Shores City Hall Campus Renovations & Addition

Dear Clint,

Thank you for the opportunity to submit this revised proposal. We enjoyed meeting with you and the City's team to discuss the vision and goals for the Gulf Shores City Hall Campus Renovations and Addition. The City has a clear direction for enhancing its administrative facilities, and we are excited about the opportunity to support that effort.

Based on our preliminary discussions, the project is anticipated to include renovations to two existing municipal buildings to improve functionality, efficiency, and code compliance, along with the construction of a new administrative building to support current and future City operations.

As requested, we have revised this proposal to reflect the City's preference for a phased design approach.

Project Goals

We understand the primary goals of the project to include:

- Phased renovations to the existing administration buildings and construction of a new building to accommodate City staff
- Relocation of City Council Chambers to the campus, either within a renovated ground-floor space or the proposed new building
- Improved building connectivity, including a centralized lobby and reception area
- Recognition and integration of a potential town "green" or civic outdoor space

Preliminary Building Information & Budget

Based on available drawings and initial review:

- **Building A:** Approximately 7,900 SF of renovations, including the single-story garage
- **Building B:** Approximately 9,800 SF of renovations
- **Building C:** Approximately 10,000 SF of new construction

Based on early input from trusted contractors experienced with similar municipal projects, we recommend planning for:

- **Buildings A & B (Renovations – ~17,700 SF):** \$3.5M to \$3.9M
- **Building C (New Construction – ~10,000 SF):** \$4.0M to \$4.5M

These ranges may adjust as the scope, design, and material selections are refined but represent a reasonable budget for projects of this size and type in today's market.

Final square footage, scope, and budget will be further refined during programming and pre-design. Early coordination with cost consultants and contractors will help ensure the project remains aligned with the City's goals and funding strategy.

Proposed Project Phases & Services

Phase 1: Preliminary Design

- Needs assessment and space programming by department to maximize efficiency
- Conceptual floor plans and massing studies
- 3D renderings or visualizations, as needed
- Preliminary construction budget estimate

Phase 2: Schematic Design

- Refined floor plans and elevations
- Life Safety Study
- Architectural Site Plan
- Typical Wall Section and/or Building Section

(Future) Phase 3: Design Development & Construction Documents

- Refined architectural and engineering drawings
- Coordination with consultants (Structural, Mechanical, Electrical, Plumbing, Civil)
- Detailed code review and permit preparation
- Updated construction budget projections

(Future) Phase 4: Bidding & Construction Administration

- Assistance with contractor selection
- Site visits and construction oversight
- Review of shop drawings, RFIs, and payment applications

- Punch list and project close-out support

(Future) Phase 5: Furniture, Fixtures & Equipment (Additional Services)

Provided as needed at the City's request and billed as additional services:

- Confirmation of furniture and equipment needs
- Furniture and equipment layout plans
- Coordination with vendors for options and pricing

Compensation

Per your request, we are providing a **lump sum fee of \$44,500 for Phase 1: Preliminary Design** work and **\$54,500 for Phase 2: Schematic Design** work. In the event the city decides to move forward with the project after Preliminary & Schematic Design, a separate proposal can be provided at your request. Should the city move forward with later project phases, the preliminary & schematic design fees may be applied to the total project fee.

Additional Services

Additional services may be provided at the Owner's request for additional compensation.

These may include, but are not limited to:

- Revisions due to changes in scope, budget, or design direction
- Surveying (site), landscape architecture, geotechnical services, and permitting fees
- Existing building surveys - 3D digital surveys of existing conditions at all buildings. These will be used for existing conditions, demolition and new work drawings. We recommend budgeting approximately \$5,000 for this work. We can coordinate and submit as a reimbursable expense or the city can contract outright with a company.

Thank you again for considering us for this important project. We look forward to the opportunity to work with the City of Gulf Shores to create an efficient, functional, and welcoming administrative campus that will serve the community for many years to come.

If you are ready to proceed, we would be happy to take the next steps. Please feel free to contact us with any questions.

Sincerely,



Mac Walcott, Principal Architect

Walcott Adams Verneuille

Architecture | Interiors

SCHEDULE OF HOURLY RATES (2025)

POSITION HOURLY RATE

Principal	\$230
Senior Associate	\$205
Registered Architect/Interior Design Staff	\$190
Architectural Intern/Interior Design Intern	\$170
Administrative Support	\$125

EXPENSES

Automobile Expense/Mileage (Outside Mobile and Baldwin Counties):	70.00 cents/mile plus 15%
Travel Expenses:	Cost plus 15%
Postage/Shipping over \$5.00:	Cost plus 15%
Legal Advertisements	Cost plus 15%

All expenses are subject to normal trade variance of 10% from estimated amounts.

Unless specifically excluded by contract, expenses shall be charged in addition to the agreed upon fee.

Reproduction costs shall not include copies produced for Walcott Adams Verneuille Architects office use.

Walcott Adams Verneuille reserves the right to adjust hourly rates annually.

