



# DRAWING PEOPLE TOGETHER

TBA

Design Services

Architectural / Urban Planning Proposal



December 9, 2022

Attn: Rev. Roosevelt Wright  
Southside Economic Development District  
Monroe, LA 71201

Reference: Proposal to Provide Architectural / Urban Design Services

Rev. Wright,

It was a pleasure meeting with you and the others to discuss your project design needs. The following proposal is written by taking into consideration the initial discussion conducted on November 15<sup>th</sup>, 2022 – Minutes of this meeting are attached to this proposal.

By hiring TBA Studio you are ensuring that you have a qualified, experienced design firm on your side in which you must have for success. If you were to break down the specifics of community design, you will recognize that it is a collection of many different types of spaces – housing, public spaces, assembly areas, outdoor spaces, landscaped gardens, and playgrounds to name a few. There is no other firm in this area that has the vast amount of knowledge in working with these types of challenges than we have.

TBA Studio offers a wide range of services and has extreme knowledge of building codes, cost control measures, and quality control steps.

**Trusting in TBA Studio as your “Go-To” design firm, you will have the best design partner a community could possibly have!**

Sincerely,

A handwritten signature in black ink that reads 'Tim Brandon'.

Timothy M. Brandon, AIA  
CEO / President



## PROPOSAL: For Design Services

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### Tim Brandon, AIA

*CEO / President*

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**Project No: 22\_R055**

**Proposal Date: 12/9/22**

### **Client:**

Southside Economic Development District  
Monroe, LA 71201

### **Client Contact:**

**Rev. Roosevelt Wright**

**c. 318.801.0143**

**e. [rooseveltwrightjr@gmail.com](mailto:rooseveltwrightjr@gmail.com)**

### **PROJECT NAME AND LOCATION:**

A New "Model Communities Design" for - Monroe, La

Districts 3, 4, & 5



**PROJECT DESCRIPTION:**

- The SEDD would like to create a 5-block model community in districts 3, 4, & 5 of Monroe, LA.
- A major goal for this planning process is to provide each district with Livable, Walkable, Sustainable, and Environmentally Responsible growth communities and to promote individual home ownership.
- TBA Studio shall work with a board appointed “design committee” to establish a full scope of work to be designed and constructed.

There are other project details that were mentioned in our meeting that are included in our meeting minutes.

**SCOPE OF SERVICES:**

**TBA Studio’s** Design Services shall include Architectural / Urban Planning Services. These design services do not include engineering services simply because their scope of work is currently unknown.

**TBA Studio** will engage the SEDD with a formal contract for Professional Design Services. An AIA Document B101-2007, Standard Form of Agreement between Owner and Architect, will be required.

**TBA Studio** will provide documents, drawings, and renderings, as detailed below.

**TBA Studio** will, through multiple means such as checklists, establish a strong public understanding of what the underlying needs are for each district and for ensuring quality, sustainable developments.

**TBA Studio** will, through multiple charrettes and group meetings, collaborate with different groups having interest, and develop an overall vision for each Model Community.

**TBA Studio** shall utilize several of our graphic capabilities and prepare concept drawings for each of the three district Model Communities.

**TBA Studio** will prepare and present a final presentation to the SEDD and others of interest of our Model Community concepts.



## **Fact Finding**

**TBA Studio** will conduct the following (3) process to develop the solution as well as methods mentioned above.

## **Listening / Understanding**

This is the first phase of a project and is a key element in identifying and organizing essential information about the physical needs required and the organization of those needs into a successful program.

**TBA Studio** will provide a meeting to discuss your priorities and review the established project requirements.

**TBA Studio** shall conduct the following but not limited to:

- Questionnaires / Surveys (Community and Government)
- City meetings (All departments and Commissions)
- Engineering meetings
- Outside Consultant meetings

## **Community Engagement – Design Charrettes**

After the “Fact Finding” efforts above **TBA Studio** shall conduct several creative design sessions by utilizing design charrettes.

The “Design Charrettes” are for:

- Being inspired by design ideas from various people and interest groups
- Establishing and reinforcing the local culture
- Kick-starting a design and solution
- Hearing the priorities or consensus from people
- Making each person feel listened to and considered equally



## **Illustrations Production**

**TBA Studio**, with the owner's approval of the Schematic Design, shall then proceed into the Design Development phase. In Design Development, the schematic plans are reviewed, revised, and expanded to incorporate all the details and specifications required for construction.

Project components are looked at to the smallest detail.

These include:

- Exploratory Sketches and Diagrams
- Concept Site Plans
- Concept District Maps
- Concept Model Communities
- Concept Perspectives

## **Final Presentation**

After all information has been documented and all graphics have been prepared, **TBA Studio** will prepare and present a final presentation to whom the SEDD desires. This audience could include the local communities, governmental agencies, news media, and other interested parties.

The following collateral shall be given to the owner:

- (3) district maps showing the location of each district development
- (1) color site renderings of each Model Community – (3) total
- (1) color perspective of each Model Community – (3) total

Renderings shall be presented on 30" x 42" presentation boards

## **Compensation**

Compensation for Architectural Services during the Schematic through Construction Administration phases described above shall be a percentage of the final construction costs. Our fee shall be a flat fee of **\$32,800.00 (Thirty Two Thousand Eight Hundred and Zero Dollars)**. The fee shall be billed monthly for each phase as follows:

TBA Studio . 103 Cypress Street, West Monroe LA. 71291 . 318-340-1550



**Payment Schedule**

Fact Finding	20%
Design Charrettes	25%
Graphics / Illustrations	50%
Final Presentation	5%

**Reimbursable Expenses**

**TBA Studio** shall be reimbursed for any printing cost associated with all final presentation renderings, boards, and documents distributed.

**TBA Studio** shall be reimbursed for any additional work requested by the owners, and mutually agreed upon, that is not included in the “Scope of Work” as defined in this document.

**Compensation for services above and beyond the scope of this proposal**

**TBA Studio** requests to be compensated for Architectural Services above and beyond the scope of this proposal and shall be billed at the Architect’s standard hourly rate as indicated below:

Principal / Architect	\$240 per hour
Project Manager	\$180 per hour
Project Staff / Draftsperson	\$110 per hour
Clerical Staff	\$ 95 per hour

Once approved by the owner, monthly billing will occur and will be based on a percentage of completed services. All compensation billing will be defined in the *AIA B101-2007 Standard form of agreement between Owner and Architect.*

**sedd**



## **ACCEPTANCE OF PROPOSAL**

***The Project Description, Scope of Services, and Compensation are hereby accepted as the Agreement between Client and Architect. The Architect is authorized to proceed as specified. Payments will be made as indicated above. The owner and Architect will engage in a standard AIA B101-2007 contract between Owner and Architect.***

Accepted by: Date: \_\_\_\_\_

\_\_\_\_\_

**Mr. Tony Little – SEDD President**