



April 26, 2016

Facility Planning and Control  
State of Louisiana  
Division of Administration  
Attn: Rene' Becnel, Architect  
FP&C Project Manager

RE: East St. Tammany Chamber of Commerce  
Remodeling Historic Building  
1808 Front Street  
Slidell, La. 70458

As per your request we are pleased to provide you with this proposal for providing the design and construction administration services in connection with the above-referenced renovation project. Our proposal is based on the scope of work discussed in previous conversations with the owner and will consist of the following scope of work:

Documentation of Existing Conditions

Dammon Engineering will measure and document the existing conditions of all areas within the project scope. This will include documentation within the existing building. An engineering evaluation of the existing infrastructure systems serving the areas within the project will be performed. The information and documents prepared during this phase will be used in the preparation of the bid package.

Exterior Design

Dammon Engineering will provide exterior design services as part of basic services. Meetings with the Chamber of Commerce will be conducted as necessary to understand their vision and expectation for the project.

Preparation of Bid Package

Dammon Engineering will prepare a comprehensive bid package defining the scope of work required of the contractor. This package will consist of drawings, specifications and the typical contracting requirements of the Facility Planning and Control Division.

Coordination

The proposed project will include masonry repairs, new roof system, the repair of awnings and exterior painting. The requirements for the coordination and installation of these items will be included in the Construction Documents.

Dammon Engineering will coordinate the review(s) with the appropriate office/agency for the Louisiana State Fire Marshal Review and IBC Review.

Permitting/Bidding

Dammon Engineering will submit documents to regulatory agencies as required for obtaining approval and/or permits, and will assist the contractor throughout the bidding process. (Selected contractor will be responsible for paying permitting fees with the City Of Slidell).

Construction Administration

Dammon Engineering will conduct a pre-construction meeting and attend periodic construction progress meetings. Periodic site observations will be performed at appropriate intervals during the construction phase of the project. Dammon Engineering will review and take appropriate action on submittals and applications made by the contractor. An inspection of the completed work will be made to determine its compliance with the contract documents prior to its final acceptance.

We propose to provide the services outlined above using the Louisiana State fees for renovation of 12.13% of the renovation construction cost.

If selected our fee schedule will be as follows and is based on an estimated construction cost of \$152,398:

|                                     |      |             |
|-------------------------------------|------|-------------|
| Program Completion/Schematic Design | 15%  | \$2,773.17  |
| Design Development                  | 15%  | \$2,773.17  |
| Construction Documents              | 30%  | \$5,546.34  |
| Bidding and Contract Phase          | 5%   | \$924.39    |
| Construction Phase                  | 30%  | \$5,546.34  |
| Closeout                            | 5%   | \$924.39    |
|                                     | 100% | \$18,487.80 |

We appreciate the opportunity to provide you with the proposal and we look forward to working with you and your staff on this project. Please indicate your acceptance of the above by signing below. If you have any questions or require any additional information, please feel free to call.

Sincerely,

Chuck Dammon, VP  
Dammon Engineering, Inc.

Accepted: \_\_\_\_\_  
Rene' J. Becnel, Architect                      Date