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1 RESEARCH COURT
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ROCKVILLE, MD 20850

3737 GLENWOOD AVE
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5/29/2020

David Tremblay
Associate AIA, LEED AP
Project Development Manager
Keller Brothers
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RE: Town of Cheverly, MD – Feasibility study for a new DPW building
RRMM Project # 20191-00

Dear David,

I have attached our fee proposal for the subject project. Please review and let me know if the proposed scope is acceptable. I'm looking forward to getting to work on this so please call me if you have any questions. Thanks.

Sincerely,

A handwritten signature in black ink, appearing to read 'KDL', written over a horizontal line.

Keith D. Leonard, AIA, LEED AP
Principal
RRMM Architects, Arlington



**Feasibility Study - Town of Cheverly New DPW Building
Fee Proposal**

5/29/2020

	QC	Proj Mgr	Arch	Clerical	
1 MEETINGS & RESEARCH					
1.1 Kickoff meeting with all stakeholders & follow up		4			
1.2 Interview staff, survey workspaces, observe workflow - full day site visit		8			
1.3 Virtual meeting with Green Initiatives Committee & follow up		2			
1.4 Virtual meeting with Planning Board & follow up		2			
1.5 Virtual meeting and follow up with DPIE, WSSC and MNCPPC		6			
2 WORK PRODUCT					
2.1 Develop a space program		4			
2.2 Review and refine space program - 1 hour presentation meeting & follow up		2			
2.3 Develop preferred site plan in collaboration with KCI		4	12		
2.4 Develop preferred building plan		4	12		
3 PRESENTATIONS					
3.1 Present plans and gather input from all staff - One meeting & follow up		4			
4 REFINE					
4.1 Incorporate staff comments into plans		1	4		
4.2 Write narrative		2			
4.3 Produce final drawings and narratives for cost estimator	2	1	2	2	
	Hours	2	44	30	2
	Rates	\$145.00	\$175.00	\$125.00	\$70.00
	Fee	\$290.00	\$7,700.00	\$3,750.00	\$140.00
TOTAL RRMM FEE					
				\$11,880.00	

Assumptions

- 1) All work product will be delivered electronically in PDF or other appropriate format. No printing is included in the above fee.
- 2) RRMM Architects has no consultants under this fee. Civil, MEP, Structural, Cost, Etc. consultants are contracted directly with Keller.
- 3) Fee above assumes a 2 level building of approximately 8,000 SF
- 4) Fee above assumes the development of one preferred site and building plan. Additional options will require 8 PM hours and 24 Architect hours each.