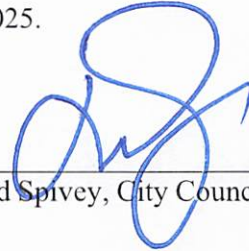


Resolution 2025-R-52

A resolution authorizing the acceptance of a proposal from Jill Hicks Design LLC for interior design work at Irondale Fire Station #3

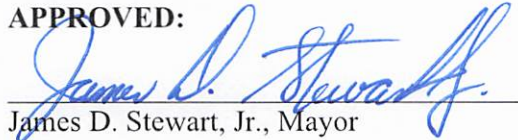
THEREFORE BE IT RESOLVED, by the City Council of the City of Irondale that Mayor James D. Stewart, Jr., or his designee, is hereby authorized to accept a proposal from Jill Hicks Design LLC (in substantially the form attached hereto as Exhibit A) in the amount of Five Thousand and 00/100 Dollars (\$5,000.00) for interior design work at Irondale Fire Station #3 and to execute any documents necessary to accomplish the same.

ADOPTED & APPROVED: This 18th day of March, 2025.

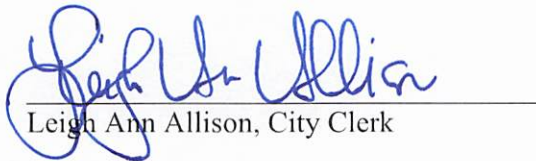


David Sprivey, City Council President

APPROVED:


James D. Stewart, Jr., Mayor

ATTESTED:


Leigh Ann Allison, City Clerk

CERTIFICATION

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify that the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on the 18th day of March, 2025, as the same appears in the minutes of record of said meeting.

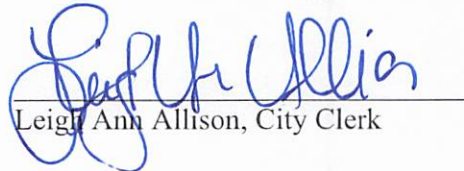

Leigh Ann Allison, City Clerk

EXHIBIT A



February 13, 2025

The City of Irondale
101 20th Street South
Irondale, Alabama 35210

Re: IRONDALE FIRE STATION #3
Interior Design Services – Furniture Selection and Specification

Dear Sir/Madam,

Jill Hicks Design LLC is pleased to submit this proposal for furniture selection and specification for the above-mentioned project.

PROJECT UNDERSTANDING

The City of Irondale is constructing a new Fire Station and will require specification for interior furnishings for approximately 5,000 interior square feet. Furnishings will include (3) Offices, (8) Dorm Rooms, Day Room, and Dining/Meeting areas. This proposal does not include athletic equipment for the exercise room. This proposal does not include the actual procurement of the specified items.

INTERIOR DESIGN PROJECT FEE

We propose a fee of Five Thousand Dollars and zero cents (\$5,000.00). Time will be billed at project intervals towards the total amount in the percentages outlined below. Invoices will be forwarded at the end of each period of service, payable within 30 days. If at any time the project is cancelled or put on hold, we will immediately cease work and only bill for time spent. Should the project cost increase or decrease beyond that of the initial estimate, the fee will be adjusted accordingly. This proposal includes the following services:

SCOPE OF WORK

Schematic / Concept Design (5% of Project Fee) – Fee: \$250.00

Collaborate with the Architect and Fire Chief to understand the necessary items as well as general look and feel. Coordinate all finishes with building finishes for a complete look.

Design Development (30% of Project Fee) – Fee: \$1,500.00

Collaborate with Owner to determine scope of furnishings procurement, determine finishes and fabrics as part of the overall design package. Finalize furniture concepts, and general finishes/fabrics based on items available via state / national contracts or as an open bid. Refine furniture budget as required.

Furniture Specifications (45% of Project Fee) – Fee: \$2,250.00

Provide the City of Irondale with a furniture specification package suitable for procurement under State Contracts or via Public Bid Process. If publicly, bid, review bid packages for conformance to design intent.

Construction Administration (20% of Project Fee) – Fee: \$1,000.00

Coordinate with the City's project manager for timing or order placement and delivery.
Coordinate with the City's furniture vendor for installation and prepare a punch list upon installation.

STANDARD OF CARE

In performing our services, we will use that degree of care and skill ordinarily exercised by members of our profession practicing in the same or similar locality, under similar circumstances.

The design team carries worker's compensation insurance and has coverage under general and professional liability insurance policies we consider to be adequate. Certificates for all insurance are available upon request. Within the limits and conditions of such insurance, we agree to indemnify and save the client harmless from any loss, damage or liability to the extent caused by any negligent acts by us, our agents, staff, or consultants.

We shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance and we shall not be responsible for any loss, damage, or liability arising from any negligent acts by any persons or companies other than our employees, agents, staff, or consultants.

ELECTRONIC DATA DELIVERY

Delivery of electronic data is a component of Jill Hicks Design's instruments of service and is for the benefit of the client for whom the design services have been performed. Electronic data delivery constitutes a non-exclusive, limited license for the recipient to use this information for the specific purpose of responding to the client's requirements on this project.

Reuse of this electronic data without our professional involvement will be at the recipient's sole risk and without liability to Jill Hicks Design, LLC. The recipient shall indemnify and hold harmless Jill Hicks Design, LLC, our consultants and agents, and employees of any of them from and against claims, damages, losses, and expenses, including, but not limited to, attorney fees, arising out of the unauthorized use of this electronic data.

Again, thank you for the opportunity to provide you with our services. If you have any questions, please do not hesitate to call.

Sincerely,



Jill Hursey Hicks
Jill Hicks Design, LLC