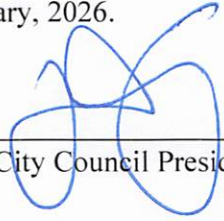


Resolution 2026-R-15

***A Resolution authorizing execution of an agreement with Charles Williams & Associates, LLC
for Professional Design Services for a Public Safety Building***

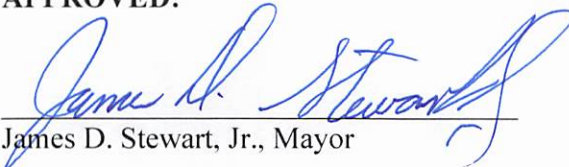
BE IT HEREBY RESOLVED by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present that Mayor James D. Stewart, Jr., or his designee, is hereby authorized to execute an agreement with Charles Williams & Associates, LLC in an amount not to exceed 7.375% of the total construction costs for professional design services for a public safety building and to execute any document necessary to effectuate such agreement.

ADOPTED & APPROVED: This 20th day of January, 2026.



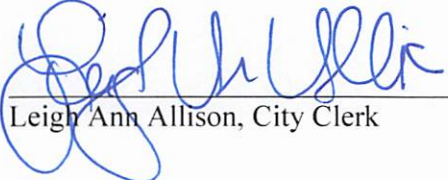
David Spivey, City Council President

APPROVED:



James D. Stewart, Jr., Mayor

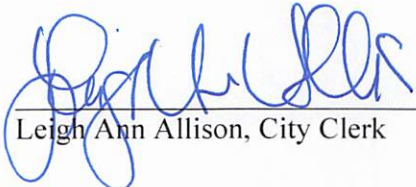
ATTESTED:



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 20th day of January, 2026, as the same appears in the minutes of record of said meeting.



Leigh Ann Allison, City Clerk



**Charles Williams
& Associates**
ARCHITECTS

January 14, 2026
Hon. James D. Stewart, Jr.
Mayor
City of Irondale
101 20th Street
Irondale, AL 35210

Re: **New Irondale Public Safety Facility**
Architectural & Engineering Services
Letter of Proposal

Mayor Stewart,

Charles Williams & Associates, Inc. appreciates the opportunity to provide a proposal for architectural & engineering services for this project. We are excited about the opportunity to serve the board and further strengthen our relationship. This letter of proposal conveys our understanding of the scope, budget and services required.

PROJECT SCOPE

The scope of this project includes comprehensive architectural and engineering services for the design and construction of an approximately 32,000-square-foot public safety facility that will accommodate both Irondale Fire Department administration and Irondale Police Department operations. The project consists of renovating an existing three-story, 24,000-square-foot building and constructing an adjoining two-story, 8,000-square-foot addition. The property is owned by the City and is located at 1854 Crestwood Blvd.

BUDGET

To establish a fee basis for this proposal, We approximate the total cost of construction to be \$13,000,000.00. At this point, we stress that this approximation can range between \$12.M - \$14M depending on factors that will only become apparent during the evaluation, design and construction of the facility such as future construction cost, programmatic needs and economic environment. This assumption is based on owner provided information and our current limited understanding of the scope and intent of the project. This approximation of the construction cost is intended to be used solely for the purpose of developing a fee basis for this proposal. Once contracted, we will review and align the scope and budget accordingly throughout the duration of the project.

SERVICES

Our services include the normal architectural basic services as outlined in the typical AIA (American Institute of Architects) Agreement between Owner and Architect. Our services will be provided in phases with cost estimating and design adjustments at each phase to bring the project in on budget.

Schematic Design	10%	60 days
Design Development	15%	60 days
Construction Documents	50%	60 days
Bidding / Negotiation	5%	Owner Driven
<u>Construction Administration</u>	<u>20%</u>	<u>16-18 Months (estimate)</u>
Total	100%	

FEE

In accordance with the Alabama Division of Construction Management (DCM) Basic Fee Schedule, we propose a fee of 7.375% of the construction cost. This rate includes the 25% adjustment for major

Letter of proposal continued

renovation, under which this project qualifies. As the construction cost is refined throughout the project, our fee will be adjusted proportionally in accordance with the DCM Basic Fee Schedule.

ADDITIONAL SERVICES

Additional Services include any work beyond the defined Basic Services or services that are not yet fully developed in scope. These services will be performed only upon prior written authorization from the Owner. Once authorized, Charles Williams & Associates, Inc. will provide a fee proposal based on the defined scope of work, either as a negotiated lump-sum amount or on an hourly basis in accordance with the attached rate schedule.

Additional services performed by consultants will be invoiced at **1.2 times direct cost**. A **Not-to-Exceed Allowance of \$50,000** has been established to cover such Additional Services.

OWNER PROVIDED INFORMATION

Certain Owner-furnished information may be required to support the successful execution of this effort. These items are typically provided by third-party consultants. We can assist in obtaining proposals for these services and will coordinate with the selected consultant on your behalf. Alternatively, if preferred, we can provide these services as an Additional Service.

Owner-furnished information may include, but is not limited to:

- Existing drawings and documentation
- Topographic, boundary, and utility survey
- Geotechnical engineering report
- Environmental analysis and related services

REIMBURSABLE SERVICES

Reimbursable expenses are in addition to our professional fee and will be billed at **1.2 times direct cost**. These may include drawing reproductions, postage, delivery services, outsourced renderings, and travel. Mileage for trips exceeding 40 miles will be invoiced at the standard federal reimbursement rate.

We appreciate the opportunity to provide you with this proposal. If after reviewing you find this agreement acceptable, we will formalize our agreement with the AIA standard Agreement between Owner and Architect (**draft attached for review**). If you have any questions, or concerns regarding this proposal, please do not hesitate to call.

Sincerely,



Charles Williams, AIA, NCARB
Principal
Charles Williams & Associates

Acceptance of this proposal by:



Hon. James D. Stewart, Jr.
Mayor
City of Irondale