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PROPOSAL FOR PROFESSIONAL SERVICES

Issued: September 26, 2026

Chris Greene
Hoke Enterprises
2550 Blacksburg Rd.
Grover,, NC

Re: Professional Services for Christian Ministry of Lincoln Countty for the City of Lincolnton - 410 Linden St. Lincolnton, NC

Dear Chris,

It is with pleasure that Upland Architects, Inc. submits to you our detailed proposal for architectural, interior design and engineering services for the Christian Ministry of Lincoln Countty for the City of Lincolnton,410 Linden St. Lincolnton, NC.

This document is intended to establish the fee and scope of services for the above-referenced project. Upon execution of this proposal, a full AIA Owner-Architect Agreement will be issued for formal contract execution.

Upland Architects prides itself on the relationships we build with our clients. We take a team-based approach to every project and believe in open, frequent communication to ensure each project's success.

Our team looks forward to working closely with you to shape a space that captures the brand's identity and enhances the overall client journey, from the first impression at the entry to the relaxing atmosphere within.

Please don't hesitate to reach out with any questions.

Sincerely,

Adam Rebello
Upland Architects, Inc.

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1. PROJECT SUMMARY

Upland Architects, Inc. will provide full architectural and engineering design services as the design-build partner to Hoke Construction for a multi-building site improvement project located in Lincolnton, North Carolina. The project scope includes the renovation and reconfiguration of two existing buildings and the design and construction of one new prefabricated engineered metal building (PEMB) on the same site.

The two existing buildings will be reconfigured to accommodate new office spaces, restrooms, and a new commercial kitchen. The existing mechanical, electrical, and plumbing systems will be reconfigured as necessary to support the new interior layout. The existing electrical service, mechanical system, and plumbing infrastructure will be retained to the greatest extent possible.

The new prefabricated engineered metal building will be designed and detailed in coordination with the selected PEMB manufacturer. Upland will provide the architectural design intent, coordinate manufacturer submittals, and incorporate the structure into the overall site design.

Upland Architects, Inc. will provide a complete set of construction documents encompassing architectural, civil, mechanical, electrical, plumbing, and life safety drawings sufficient for permitting, bidding, and construction. All work will be performed in close coordination with Hoke Construction under a design-build delivery method, with Upland serving as the architect and engineer of record for the project.

2. PROJECT PHASES

The scope of professional services is organized by project phase. The following describes the major tasks to be completed during each phase of work:

PRELIMINARY DESIGN

Architectural Survey of Existing Buildings: Upland will conduct a field survey of the two existing buildings to document existing conditions, including spatial layout, structural systems, and MEP infrastructure, to establish a baseline for design.

Development of Existing Building Models: Based on field survey data, Upland will develop architectural models of the existing buildings to support design development and coordination across all disciplines.

Client Meetings, Scope Review & Programming: Upland will meet with the City of Lincolnton to review the project scope, confirm program requirements, and establish design priorities for all three buildings on the site.

Engage MEP & Civil Engineers: Upland will engage and coordinate with mechanical, electrical, plumbing, and civil engineering subconsultants to establish project parameters and confirm existing system conditions.

Schematic Layout Development: Upland will develop preliminary schematic floor plans for the renovation of the two existing buildings and the new prefabricated metal building for client review and approval.

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DESIGN DEVELOPMENT

Basis of Design Narrative: Upland will prepare a Basis of Design Narrative documenting the full scope of work established during the Preliminary Phase. The narrative will outline finish specifications, MEP system upgrades based on the approved program and applicable code requirements, and site improvements based on the approved schematic design. This document will be issued to Hoke Construction to support the development of preliminary budget numbers.

Preliminary Architectural Model & Drawings: Upland will develop preliminary architectural drawings for the new pre-engineered metal building, including floor plans, exterior elevations, and reflected ceiling plans. These drawings will be prepared at a level of detail sufficient for pricing by Hoke Construction and for use by the metal building manufacturer and structural engineer of record in completing their engineering design.

Design Coordination Meetings with Hoke Construction: Upland will conduct meetings with Hoke Construction throughout the Design Development Phase to coordinate design progress, review preliminary drawings and the Basis of Design Narrative, and align the design with Hoke's pricing and construction planning efforts.

Civil Drawing Coordination: Upland will coordinate with civil drawings provided by others. Site layout, site improvements, building placement, access, and utility connections will be reviewed and coordinated with Hoke Construction to ensure alignment with the overall project program prior to advancing into Construction Documents.

CONSTRUCTION DOCUMENTS

Architectural Construction Documents: Upland will prepare a full set of architectural construction drawings for the renovation and reconfiguration of the two existing buildings and the new pre-engineered metal building. Documents will include dimensioned floor plans, exterior elevations, building sections, interior elevations, reflected ceiling plans, door and finish schedules, and construction details sufficient for permitting and construction documentation.

MEP Construction Documents: Upland's contracted MEP engineers will prepare construction drawings for mechanical, electrical, and plumbing systems. Documents will address the reconfiguration of existing systems to accommodate the new layout, including the new commercial kitchen, office areas, and restrooms, while maintaining the existing electrical service, mechanical system, and plumbing infrastructure where applicable.

Life Safety & Code Compliance Drawings: Upland will prepare life safety drawings including egress plans, occupancy classifications, fire-rated construction, and accessibility compliance documentation in accordance with applicable North Carolina building codes and local authority requirements.

Coordination with Hoke Construction: Upland will coordinate with Hoke Construction throughout the Construction Documents Phase to ensure design intent is aligned with construction means, methods, and budget. This includes review meetings and document exchanges as needed to support Hoke's procurement and scheduling activities.

Pre-Engineered Metal Building Coordination: Upland will coordinate with the PEMB manufacturer and Hoke Construction to integrate the manufacturer's engineering and shop drawings with Upland's architectural and MEP documents, ensuring compatibility of structural, mechanical, and envelope systems.

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CONSTRUCTION ADMINISTRATION

Response to Requests for Information (RFIs): Upland will respond to RFIs submitted by Hoke Construction that are directly related to the work covered within the scope of this proposal. RFI responses will be limited to clarifications of the design intent as documented in the Construction Documents prepared by Upland. RFIs related to work outside the scope of this proposal, contractor means and methods, or items not covered by Upland's design documents are excluded.

Note: Construction Administration services under this proposal are limited to RFI response only. Site observation, submittal review, punch list, project closeout, and permitting support are excluded from Upland's scope and will be performed by others..

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3. PROJECT PHASE FEE SUMMARY

ARCHITECTURAL FEE SUMMARY	
PRELIMINARY & SCHEMATIC DESIGN	$10,000.00
DESIGN DEVELOPMENT	$16,900.00
CONSTRUCTION DOCUMENTS	$110,000.00
CONSTRUCTION ADMINISTRATION	$0.00
TOTAL FEE	**$136,900.00**

4. ASSUMPTIONS

Existing Roof Systems: Replacement or repair of existing roof systems on the two existing buildings is not included within the scope of this proposal. Any roofing work identified during construction will be addressed as an additional service.

Existing Mechanical Systems: All existing mechanical systems are assumed to be in good working order and adequate for reuse within the reconfigured spaces. Any repairs, replacements, or upgrades to existing mechanical equipment identified during construction are not included in this proposal.

Construction Administration & Permitting: Hoke Construction will be responsible for all construction administration services and permitting, except as specifically noted in Section 2 of this proposal. Upland's construction administration role is limited to RFI responses as outlined in Phase 4.

Structural Design & Fabrication Drawings — Structural engineering design and fabrication drawings for the new pre-engineered metal building are by others. Upland's scope does not include structural engineering services.

Existing Facade: No changes to the existing building facades are included in this proposal, including window replacement, additions, or architectural modifications, unless specifically shown on the approved schematic design.

Topographic & Boundary Survey: Land surveying, boundary surveys, and topographic surveys are excluded. It is assumed that current survey documents will be provided to Upland and the civil engineer by the Owner or Hoke Construction.

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5. EXCLUSIONS

Our proposal excludes the following items (unless otherwise noted above):	
Landscape Architecture and Design	As-Built / Recored Drawings
Renderings	Construction Project Management
Municipal Meetings	Bidding and GC Negotiations
Special Inspections	Procurement and Staging
Printing and Plotting	Postage and Overnight Delivery Fees
Travel Expenses (mileage, parking, lodging, meals, etc.)	Equipment Design and Selections
Exterior Signage Design and Permitting	Geotechnical Investigation
Hazardous Materials Assessment & Abatement	Security & Low-Voltage Systems Design
LEED or Sustainability Certification	Civil Engineering

6. ADDITIONAL SERVICES

Services not included in the PROJECT PHASES will be considered additional services subject to a separate agreement for additional compensation by hourly rate, flat fee or other agreed compensation.

Principal	$220 / hr	Senior Project Manager	$175 / hr
Administrative	$70 / hr	Designer	$110 / hr
Project Manager	$135 / hr	Drafter	$80 / hr

7. PAYMENT TERMS

1. 25% of $136,900.00 due upon acceptance of proposal.
2. PROJECT PHASES will be invoiced monthly based upon percentage of completion.
3. Invoices are due 30 days upon receipt.
4. ALL ADDITIONAL SERVICES will be billed monthly.

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8. STANDARD CONDITIONS FOR ENGAGEMENT

1. CONTRACT

The Contract is the Proposal or Contract document that is signed and dated by Upland Architects, Inc.. (UAI) and Hoke Enterprises (CLIENT) and to which these Standard Conditions for Engagement are appended by reference. The Contract is valid for 30 Days from September 26, 2026

2. COMPENSATION FOR SERVICES AND PAYMENT TERMS

The CLIENT agrees to pay UAI in accordance with the payment terms provided in the Contract.
Invoices will be submitted monthly or upon completion of a specified scope of service, as described in the accompanying contract or signed proposal.

- *Transportation* — Automobile expenses for UAI or employee- owned cars will be charged at a cost of $0.76 per mile plus tolls and parking charges.
- *Expenses and Outside Services* — All expenses and outside services incurred by UAI personnel related to this project are billed at cost plus 10%.
- *Outside Services and Other Expenses* — Examples of Outside Services and Other Expenses ordinarily charged to projects are subcontractors, chemical laboratory charges; printing and reproduction; shipping charges for samples, express or overnight mail, disposal of samples; rental vehicles; fares of public carriers; special fees for insurance certificates, permits, licenses, etc.; fees for restoration of paving or land due to field exploration, etc.; and state sales and use taxes and state taxes on UAI fees, where applicable.

Invoices are due and payable in full thirty (30) days after the date on the invoice. An interest charge of one and seven-half percent (7 1⁄2 %) of the invoice amount will be added automatically to each invoice if payment is not received on the thirty- first day. Thereafter, interest on the cumulative outstanding balance will be added at a rate of seven and one-half percent (7 1⁄2%) per month. All payments received shall be applied to the oldest invoices first.

2. OWNERSHIP OF DOCUMENTS

All reports, design drawings, field data and notes, laboratory test data, calculations, estimates, and other documents that UAI prepares as instruments of service shall remain the property of UAI. Copies of these documents (paper or electronic) will be provided to the CLIENT, in accordance with the terms of the Contract. The CLIENT agrees that UAI's services are on behalf of and for the exclusive use of the CLIENT and that all reports and other documents furnished to the CLIENT or its agents shall be utilized solely for this project. The CLIENT agrees to indemnify and hold UAI harmless from all claims, demands, and expenses including reasonable attorney's fees, arising out of such unauthorized reuse of documents by the CLIENT. UAI will retain pertinent records related to the services performed for a period of five (5) years following submission of our report or other documents. The CLIENT agrees that all reports and other work that UAI provides, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

3. STANDARD OF CARE

UAI's services will be performed in accordance with generally accepted practices of the architects providing similar services at the same time, in the same locale, or and under like circumstances. The CLIENT agrees that the services provided will be rendered without any other warranty, expressed or implied.

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4. LIMITATION OF PROFESSIONAL LIABILITY

The CLIENT agrees to limit the liability and require a like limitation from any construction contractor or subcontractor who performs work for which UAI has provided reports, plans, and specifications, to an amount of $50,000 or UAI's fee, whichever is greater. UAI and its subcontractors and subconsultants shall in no event be liable to the CLIENT, any successors in interest, or any beneficiary or assignee of this Contract for any special or punitive damages arising out of any breach of this Contract.

5. INSURANCES

UAI is protected by Worker's Compensation Insurance and Employer's Liability Insurance. UAI will furnish certification upon written request. The CLIENT agrees that UAI will not be liable or responsible to the CLIENT for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

6. TERMINATION, SUSPENSION OR ABANDONMENT OF WORK

In the event of termination, suspension or abandonment of the Project by the CLIENT, UAI shall be compensated for services performed. The CLIENT'S failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for UAI to suspend or terminate services. Either UAI or the CLIENT may terminate this Agreement after giving no less than seven days written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

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AGREEMENT PROPOSED BY:

11 / 05 / 2026

[ProjectPrincipal]

Upland Architects, Inc.

AGREEMENT ACCEPTED BY:

Authorized Representative

Hoke Enterprises