October 2, 2026
Revised October 14, 2026

Matt Begley, Budget Analyst
Town of Black Mountain
160 Midland Ave.
Black Mountain, NC 28711

RE: Town of Black Mountain Public Services Building (2025064)
Fee Proposal for Task Order #2 – Design and Construction Administration

Dear Matt:

In accordance with the Master Agreement for Architectural Services ("Agreement") between Domokur & Associates, PLCC ("Consultant") and The Town of Black Mountain ("Client") dated January 14, 2026, this Task Order describes the Services and Fees for the project: Town of Black Mountain Public Services Building, Task Order #2. The Agreement is the governing document and all design will be in accordance with FEMA requirements that have been previously approved. The Town of Black Mountain has also contracted Land of Sky as an Owner's Representative.

Thank you for the opportunity to provide a fee proposal for Town of Black Mountain Public Services Building (and standalone Garage Building), located at 304 Black Mountain Ave, Black Mountain, NC 28711.
The form of our Agreement for these services is understood to be an AIA B101 contract.

We understand the scope of services as described below:

1. Building design to be updated from previous plans while incorporating details as outlined by FEMA and County.
2. Provide Contractor bid documents and attend pre-bid meeting. Meeting minutes issued along with any response to Contractor questions.
3. Full Construction Administration Services, including: response to RFI's, pre-construction meeting and issue meeting minutes, review and approve payment applications, weekly construction inspection meetings and issue meeting minutes, monthly progress meetings and issue meeting minutes, conduct punchlist walkthrough and issue report, and conduct final walkthrough with City.
4. FEMA Coordination and Assistance with claims reimbursement.
5. Structural fee proposal will be provided at a later date, depending on need.

Our proposed services and fees are outlined below:

Design and Construction Documents

- Conduct two design meetings and issue meeting minutes
- Provide one opinion of probable construction costs
- Provide SD, DD, CD drawings for Owner review
- Develop finishes scheme for Owner review
- Review code comments, if needed, from Authorities Having Jurisdiction and provide updated plans

Bidding

- Submit contract documents to building department for plan review
- Respond to plan review comments
- Respond to contractor RFI's
- Conduct one pre-bid meeting and issue meeting minutes
- Issue addenda
- Attend bid opening, bid tabulation

Construction Administration

- Conduct one pre-construction meeting and issue meeting minutes
- Conduct monthly construction progress meetings and issue meeting minutes
- Submittal and shop drawing review, up to two times each
- Contractor pay application review
- Respond to RFI's
- Review change orders

Construction Closeout

- Conduct one punchlist
- Conduct one site visit to verify punchlist completion
- Record drawings based on contractor as-builts
- Review contractor O&M manuals

Discipline	Consultant	Fee	
Architectural Services	Domokur + Associates	$	65,000.00
Mechanical, Electrical, Plumbing	RN&M Engineers	$	52,000.00
Total Base Fee (Required)		**$**	**117,000.00**

Base Fee by Task	Percentage	Fee	
Schematic Design	15%	$	17,550.00
Design Development	15%	$	17,550.00
Construction Documents	30%	$	35,100.00
Bidding	10%	$	11,700.00
Construction Administration	25%	$	29,250.00
Project Closeout	5%	$	5,850.00
Total Base Fee (Required)	**100%**	**$**	**117,000.00**

Optional Services for Future Task Orders:

1. Land Surveying
    a. Task A: Topographical Survey
        i. SW+ Surveying, Inc will prepare a Topographical Survey of PIN #0619340560 (±3.8 ac) to include:
            - Property Boundary and all apparent easements shown on available and accessible recorded plats
            - Hardscape
            - Structures
            - Contours at 1-foot contour intervals and spot elevations (NAVD 88)
            - Above and underground utilities
            - Invert elevations within accessible storm drainage and sanitary sewer structures

        Total Task A: $11,750

    b. Task B: SUE Level B Underground Utility Location
        i. SW+ Surveying, Inc will contract and coordinate with a private utility locator to locate underground utilities within the property as well as within Terry Estate Dr R/W (±830 LF) and Black Mountain Ave R/W (±350 LF).

        Total Task B: $ 6,500

Additional fees may be billed at our standard hourly rates, as attached, for the following services or reimbursables:

- Owner directed revisions from the scope identified above.
- Reimbursable fees such as mileage, postage, plan review application fees, printing for milestone drawing sets, and other expenses customary to the profession.

Exclusions to the above scope of work and fee are as follows:

- Attendance at public or variance meetings
- Geotechnical investigation
- Design work required to solve contractor errors.
- Testing and inspections of any kind required by code and local authorities
- Renderings or 3D images
- Environmental analysis, including the discovery and abatement of asbestos containing material
- Discovery and investigation of issues beyond visual observation
- Bid alternates requiring alternate designs
- Writing or assisting with Contractor contracts/POs
- Furniture selection
- Life cycle cost analysis
- Coordinating with or taking direction from Owner's other consultants.
- Design or review of Contractor's means and methods and construction related equipment
- Coordination with Water Resources Engineer for floodplain modeling to determine site constraints and required mitigation.
- Landscape Architecture
- Zoning Review
- Evaluation or opinion of probable construction costs for: Furniture, Equipment, Appliances

TERMS AND CONDITIONS

Additional Terms and Conditions are as follows:
SCHEDULE – We estimate Task Order #2 to be completed 10-12 weeks from date of signed contract.

If acceptable, please sign below authorizing us to proceed with the preparation of the Form of Agreement. We look forward to working with you on this project. We can begin work immediately upon acceptance of this proposal. Please contact us if you have any questions or require additional information.

Sincerely,

Domokur + Associates



Courtney Mason
Principal

AUTHORITY TO PROCEED

This proposal is accepted and shall serve as the Agreement for Professional Services for Task Order #2 between Town of Black Mountain (Client), [160 Midland Ave., Black Mountain, NC 28711] and Domokur & Associates (Consultant), 43 S. Broad Street, Suite 201, Brevard, NC 28712.

_____
Printed Name

_____
Title

_____ _____
Signature Date
C: File

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