

January 28, 2009

**PROPOSAL**  
**ETA IOTA CHAPTER OF**  
**Sigma Chi**

**Project Description**

The existing fraternity house is located at 520 South Ridgewood Ave. Daytona Beach, Florida 33432. The existing building generally consists of living quarters for members, rooms to accommodate meetings, food preparation and dining facilities for the membership, social and study areas and support areas.

The building was originally constructed as a motel, and was purchased by the fraternity for use as a residence and fraternity house. A renovation of the building occurred in 1989. This structure is located approximately 2 miles from campus and is the only fraternity house on or near the Embry Riddle Campus. The property is deep and it includes a swimming pool.

The Chapter is in the process of evaluating the following options:

- 1) Sell the house and the property and relocate to another piece of property and construct a new house.
- 2) Raze the existing house and construct a new house on the existing property.

Currently, the Chapter wants the house to contain the following:

- a) Residences for approximately 25 brothers
- b) Provide single person occupancy rooms as the majority of rooms
- c) Provide some double occupancy rooms
- d) Provide a shared bathroom between two resident rooms
- e) Keep the swimming pool

Note: the fraternity has 40 actives and 600 alumni. Initiation is 20. 5% of the campus population is Greek. The average student age is 24.

**Scope of Services**

RWH will provide the following services:

- **Programming:** The program will be established through a meeting/interview with representatives of Eta Iota. This written program will form the basis of the conceptual design work.
- **Conceptual Site and Building Design:** This proposal is to produce a conceptual site plan and building design for either your existing site or a new site.
- **Development of Marketing Collateral:** RWH will develop the program written document and the site and building drawings such that they can be used in a marketing booklet developed by others.

**Project Assumptions**

Following are assumptions for planning purposes:

- The Eta Iota, Sigma Chi Housing Corporation, who is hiring RWH to perform professional services, owns the house and land.
- The existing building will either be razed and a new building will be constructed or a new piece of property will be procured and a new building constructed. If the chapter decides to renovate the existing house or purchase an existing building, a new proposal for services will be provided.
- Minimal code review will be done to verify plumbing requirements for programming but no extensive code, zoning or permitting review or research will occur in this phase.

**Team Configuration**

RWH will perform the programming, site planning and conceptual design for the exterior and interior space planning. No engineers are a part of the proposal. If more in depth analysis is required RWH will identify the expertise needed and recommend a plan of action.

**Scope of Services**

Following is a brief review of the professional services anticipated.

**Work Item 1:  
Programming**

**Create A Building Program Based on Owner Interview**

- Verify the Chapter's goals and expectations through one meeting /conference call with the owner representatives
- Code review for plumbing program requirements
- Develop a written program of spaces for a new building.
- Owner review and approval of written program

**Work Item 2:  
Concept Design,**

**Create Conceptual Plans and Elevations**

- Using the approved program, RWH will present concept site plans, building floor plans and elevations for discussion and direction providing options (minimum of 2 maximum of 3). These will be discussed with the Building Corporation representative(s) to select a direction for the project. One meeting w/owner representative.
- RWH will finalize these plans, showing proposed public and back of house layouts, resident room layouts, and support areas. Owner representative will approve final site & building plans and elevations. One meeting w/owner representative
- Once approved, these concepts will be used to create the marketing images, which will be provided to the owner's graphic designer who will create the fundraising documents.

**Work Item 3  
Marketing Materials**

**Develop Marketing Collateral:**

- Develop the program, plans and elevations into .jpeg or other format for the owner's use in developing the fund raising marketing material

**Fees:**

<b>Work Item 1:</b>	
Programming document	\$1500
<b>Work Item 2:</b>	
Conceptual Plans and Elevations	\$8500
Min. 2; Maximum 3 concepts for consideration	
<b>Work Item 3:</b>	

	Marketing Materials for one concept	\$3500
	Rendered site plan	
	Rendered floor plans	
	Rendered elevations (3 max)	
<b>Additional Services</b>	<i>Services not included in basic fee but available upon request:</i>	
	<ul style="list-style-type: none"><li>• Engineering, LEED certification and administration or Landscape Services</li><li>• All Testing and Inspections</li><li>• In-depth existing site or new site evaluation</li><li>• Attending public meetings for neighborhood/Campus or other approvals and their presentation material</li><li>• Special services – security, voice/data, cable TV, exterior &amp; interior graphics, kitchen consultant</li><li>• 3-D computer graphics for marketing material</li><li>• Fund raising brochures</li></ul>	
<b>Hourly Rates</b>	Hourly rates for additional services:	
	Partner:	\$160.00
	Project Manager:	\$135.00
	Project Architect:	\$110.00
	Staff Architect	\$95.00
	Administrative:	\$65.00
	<i>Note: Rates change June 31 per annum</i>	
<b>Reimbursable Expenses</b>	<i>Reimbursable expenses billed at 1.1 include:</i>	
	<ul style="list-style-type: none"><li>• Reproduction of drawings and presentation materials</li><li>• Delivery/courier charges</li><li>• Travel Expenses and time out of the office associated with travel</li><li>• Artist Renderings or Computer Fly-Throughs</li></ul>	
<b>Owner Provided Items</b>	<i>Services provided by owner:</i>	
	<ul style="list-style-type: none"><li>• The owner will provide any building or site word documents or drawings to RWH to assist with understanding the site.</li><li>• Land survey of the site providing complete data on topography, tree survey locations and utilities.</li><li>• Any testing that may need to occur in or around building</li><li>• Information on location and capacity of utilities at the building site</li></ul>	
<b>END OF PROPOSAL</b>		

The authorized representative(s) of Eta Iota Chapter of Sigma Chi Fraternity have approved for Richard Wittschiebe Hand to proceed with part or all of the above noted work per direction from the authorized representative(s). Work will commence upon signature of this proposal.



Janice N. Wittschiebe, AIA, NCIDQ, LEED