



May 21, 2025

Matthew J. Anderson
Assistant Director
City of Clearwater Parks & Recreation
Clearwater Beach, Florida

Re: Clearwater Beach Recreation Center
Library Interiors & Furniture Design

Dear Mr. Anderson:

Thank you for this opportunity to submit our proposal for the interior and furniture design for the Clearwater Beach Library at the Clearwater Beach Recreation Center.

Per our discussions, our scope of work will include the interior and furniture design for the existing library space at the Clearwater Beach Recreation Center. The existing finishes and furniture were damaged due to the water infiltration to the building. The existing library area is approximately 1,650 square feet.

Per your emails, the scope of work will include the following items:

- Staff circulation desk
- Librarian cubicle
- Two (2) staff chairs
- Two (2) units of shelving for circulation (behind desk)
- One (1) staff worktable
- Small table/desk and one (1) chair for PC reservation station
- Four (4) desk chairs (low) for public computers
- Four (4) desk chairs (high) for public desks
- Four (4) tables (2-seater) for public workspace (computers and desks)
- Four (4) lounge chairs for public seating
- Shelving for the collection - 90" wall shelving (single facing) and 66" mid-height shelving for interior areas (double facing)
- Display shelving for library holds and seed library
- Kiosk for catalog tablet
- Train table with storage for youth area
- Youth seating for youth area (2 individual seats + 1 bench)
- Youth reading nook seating with display
- Shelving units for storage closet

In development of this project, Williamson Design Associates' scope of services during the Design Phase will be as follows:

- Develop concept plans for review and approval.
- Meet with users to review the concept plans.

- Develop construction documents for the interior and furniture scope of work.
- Provide signed and sealed plans for building permit review comments.

We have not included any design efforts for mechanical, electrical or lighting enhancements for the library interiors.

Williamson Design Associates' scope of services during Construction Contract Administration will be as follows:

- Review product submittals and answer any RFIs relating to the scope of work.
- Provide two (2) site visits to review the progress of the work and general conformance to the contract drawings.
- Conduct a substantial completion inspection.
- Review contractor's pay applications.

Our breakdown of the fee for preparation of the construction documents is as follows:

Concept Design	\$ 3,860.00
Design Development	\$ 4,320.00
Construction Documents	\$ 6,450.00
Bidding	\$ 920.00
Construction Administration	<u>\$ 4,025.00</u>
TOTAL	\$ 19,575.00

Our schedule to complete the work is as follows:

Project Start Up	1 week
Concept Design	3 weeks
Design Development	4 weeks
100% Construction Documents	4 weeks

If the scope of work changes, we will complete the work on an hourly basis or submit a lump sum fee proposal. Revisions to the design and drawings, after completion, will be billed based on our hourly rates or a lump sum fee.

The following are our hourly rates:

Principal Architects/Engineers	\$240.00
Interior Designer	\$115.00
Project Manager	\$ 95.00
Graduate Architects/Engineers	\$ 80.00
Sr. Drafting/Designer	\$ 90.00
CADD Drafting	\$ 65.00
Administration/Clerical Support	\$ 65.00

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Our office looks forward to working with you on this project. Should you have any questions, please give me a call.

This proposal is valid for 60 days from the proposal date.

Cordially,

A handwritten signature in black ink, appearing to read "Ted Williamson", with a stylized, flowing script.

Ted Williamson, AIA, PE, LEED®AP
Williamson Design Associates

Attachments: Clearwater Beach Library Plan

Clearwater Beach Library

Not Necessarily to Scale

Things that do NOT Circulate Well:
Adult Graphic Novels
Spanish Language Books
CDs (any age)
CD Books (any age)
Library of Things Art Kits

