



# ARTIBUS DESIGN

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## ENGINEERING AND PLANNING

October 15, 2025

Kara Franker  
Chief Executive Officer  
Tourist Development Council  
305-647-8236

**Subject:**           **Work Order for:**  
Engineering design services for remodeling the existing office space of  
the Tourist Development Council.

**Project Location:** 1201 White St, #102, Key West, FL 33040

Dear Ms. Franker,

Artibus Design LLC is pleased to present this engineering services proposal for the scope described below.

**Scope of work:**

**Item A: Architectural Engineering Services**

1. Provide existing floor plans, as required for remodel
2. Provide proposed floor plans
3. Provide proposed life safety plan, as required

**Item B: Site Engineering Services**

1. Not part of this proposal

**Item C: Structural Engineering Services**

2. Provide miscellaneous construction details, as required for remodel

**Item D: MEP Engineering Services**

1. Provide partial electrical and plumbing plans, to accommodate miscellaneous changes required by remodel
2. Existing HVAC to remain

**Item E: Interior Design**

1. Prepare preliminary (3D view) designs. Coordinate with the client.
  - a. Limited to critical areas of remodel (reception, conference, bathrooms)
  - b. Not provided for individual offices
2. Select equipment and finish materials. Coordinate with the client.
3. Prepare 3D renderings. Review with the client and adjust as needed (up to two (2) rounds of revisions).
4. After approval of the 3D renderings, prepare interior design construction drawings (2D views with overall dimensions for walls, ceilings, and floors).
  - a. Including descriptions of the materials and supply sources.
  - b. Note: Quantity take-offs shall be performed by the contractor including the additional quantities needed for cuts and breakage.

**Item F: Bid Services**

1. Attend pre-bid meeting and site visit
2. Review and respond to bid RFI's
3. Review bids and provide recommendations to the owner

**Item G: Construction Administration Services**

1. Review of submittals
2. Respond to contractor's RFI's
3. Up to five (5) site visits for progress and substantial completion

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KEY WEST, FL 33040

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INFO@ARTIBUSDESIGN.COM  
WWW.ARTIBUSDESIGN.COM

1201 WHITE ST #102, KEY WEST, FL 33040



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**Cost of Work:**

**Item A: Architectural Engineering Services**

Estimated Cost of Work (Lump Sum): **\$12,000.00**  
Time frame to be determined.

**Item B: Site Engineering Services**

Estimated Cost of Work (Lump Sum): **N/A**  
Time frame to be determined.

**Item C: Structural Engineering Services**

Estimated Cost of Work (Lump Sum): **\$2,000.00**  
Time frame to be determined.

**Item D: MEP Engineering Services**

Estimated Cost of Work (Lump Sum): **\$3,000.00**  
Time frame to be determined.

**Item E: Interior Design Services**

Estimated Cost of Work (Lump Sum): **\$7,000.00**  
Time frame to be determined.

**Item F: Bid Services**

Estimated Cost of Work (Lump Sum): **\$2,000.00**  
Time frame to be determined.

**Item G: Construction Administration Services**

Estimated Cost of Work (Lump Sum): **\$5,000.00**  
Time frame to be determined.

**Total Estimated Cost of Work item A through D \$31,000.00**

**Retainer: \$10,000.00.** The retainer is not refundable if the work on the project is started (Site visit performed, preliminary drawings created, etc.) The work will start within 7 days from the availability of executed proposal and retainer. Partial payments are due upon the completion of individual tasks and on a monthly basis as a percentage of completion of individual tasks.

**Deliverables:** All documents or drawings will be delivered to the client in the electronic format via e-mail or other types of electronic sharing. Any additional copies of drawings shall be billed at the rates provided in the schedule of reimbursable expenses.

**This proposal does not include any, pool designs, environmental studies, benthic or bathymetric surveys, permitting fees, landscaping plans, mitigation documents and fees, hydrographic surveys or studies, local agencies building permitting, nor any other services not specifically described in the proposal but could be requested by the permitting agencies.**

Sincerely,  
Artibus Design LLC  
Serge Mashtakov, P.E.  
President



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## Schedule of Hourly Rates

<b>Title or work description</b>	<b>Hourly Rate</b>
Licensed Professional Engineer (P.E.)	\$190.00
Project Manager	\$130.00
Certified Engineer Intern (E.I.)	\$110.00
Structural Inspector (non P.E.)	\$110.00
Engineering Designer	\$100.00
Inspector (non P.E.)	\$90.00
Engineering Technician	\$95.00
Drafting Technician	\$95.00
Clerical	\$65.00
Expert Witness (Legal)	\$350.00

## Schedule of Reimbursable Expenses

<b>Item description</b>	<b>Rate</b>
Large Format Prints (Arch-D, 24"x36") Color	\$35.00/Each
Large Format Prints (Arch-D, 24"x36") Black&White	\$15.00/Each
Prints (Tabloid, 11"x17") Color	\$5.00/Each
Prints (Tabloid, 11"x17") Black&White	\$0.75/Each
Prints (8.5"x11") Color	\$0.50/Each
Prints (8.5"x11") Black&White	\$0.25/Each
Binding Large Format	\$50.00/Each
Binding Tabloid and Letter Format	\$20.00/Each
Mailing and Shipping Expenses	Cost + 20%
Travel Expenses (outside Monroe County)	Cost + 20%
Misc. (Discs, Flash Drives, etc.)	Cost + 20%

## Coordination of Other Consultants

Coordination of Sub-Consultants (Surveyor, Geotechnical Explorations, Testing Laboratories, Etc.) Unless Specifically Included into the Fee Shall be Reimbursed - Direct Cost + 18%.

Unless Otherwise Described this Proposal does not Include Permitting Fees, Construction Administration and Supervision, Surveys, Geotechnical Explorations, Penalties or Fees by Agencies, Environmental Studies, Traffic Studies, FAA Studies, and Any Other Direct or Indirect Costs associated with Design and Construction. If any services are performed during the construction phase of the project, Artibus Design, LLC. shall not supervise, direct, or have control over the contractor's work. Artibus Design, LLC. shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures or for safety precautions and programs in connection with the work of the contractor. Artibus Design, LLC. does not guarantee the performance of the construction contract by the contractor and does not assume responsibility for the contractor's failure to furnish and perform its work in accordance with the contract documents.

Any Additional Work shall be Authorized by the Client or their Representatives and shall be in accordance with the Rates Indicated Above.



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## ENGINEERING AND PLANNING

This Contract Shall be Governed and Executed in Accordance with the Laws of State of Florida.

Invoicing and Payments: Work Progress Invoices Shall be Submitted to Client on Monthly or Biweekly Basis. All Invoices are Due on the Date Indicated on the Invoice or Upon Receipt. All Invoices are Considered Past Due Twenty One (21) Days from the Date Indicated or Receipt.

Past Due Invoices are Subjected to the Interest Charge of One and Half Percent (1.5%) per Month or Eighteen Percent (18%) per Annum Rate.

The Contract Shall Comply with F.S. 558.0035 "Design Professionals; Contractual Limitation on Liability."

**PURSUANT TO F.S. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

The Total Liability, in the aggregate, under this Contract shall be Limited to the Amount of \$100,000.00 (one hundred thousand dollars) or the Amount of this Contract's Fee, whichever is greater.

Consultant Reserves the Right to Display a Sign at the Project Site for the Duration of the Construction. Client Shall Notify Consultant Upon the Project Completion and Consultant Shall Remove the Sign Within 7 Days.

Consultant Reserves the Right to Terminate the Contract or Suspend all Work under this Contract in the Case of Client's Failure to Pay Due Invoices.

This proposal is valid for 30 days from the date above. After 30 days terms and conditions of the proposal are subject to change.

**Client**

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Client

Signature: \_\_\_\_\_ Date: \_\_\_\_\_