



EXHIBIT A

December 22, 2025
Revised January 16, 2026

Francisco Soto, PE
Project Manager
General Services | Facilities Management
Union County
1407 Airport Rd
Monroe, NC 28110

Reference: **ADVANCED PLANNING ARCHITECTURAL SERVICES AGREEMENT
Transportation Department Relocation
Monroe, North Carolina**

Dear Mr. Soto:

C Design, the “Architect”, would like to thank you for the opportunity to provide Advanced Planning Architectural Services to Union County, the “Owner”.

Upon the completion of these services, the Owner may require the Architect to perform Basic Architectural Services. At that time, an amendment to the AIA Document B101-2017, Standard Form of Agreement Between Owner and Architect will be executed. The Owner’s current construction budget is \$2.1M. It is understood that the Owner limits the Basic Services fee to a maximum of 10.5% of that budget. The Advanced Planning phase will confirm the budget and scope for the project, and the Architect will align the Basic Services fees accordingly.

This Proposal is supplemented by the attached Architect’s hourly rate schedule, Exhibit B. Below you will find the scope of services and the corresponding fees.

SCOPE AND FEES FOR ADVANCED PLANNING ARCHITECTURAL SERVICES

The Architect will provide Advanced Planning Architectural Services for a lump sum of **\$79,000.00**. These services, provided by the Architect, will be limited to the following unless directed otherwise by the Owner:

ADVANCED PLANNING

FEE
\$41,000.00

- Conduct up to two (2) Owner coordination / interview meetings
- Conduct up to two (2) site visit investigations
- Determine project goals
- Verify Owner’s program
- Review existing building documentation
- Review major code requirements
- Review major site planning requirements
- Explore design options
- Produce conceptual space plans and building section
- Develop preliminary construction cost estimate
- Develop preliminary project design schedule
- Develop structural narrative
- Owner presentation meeting

SUPPLEMENTAL SERVICES

FEE

- | | |
|--------------------------------------|-------------|
| • Topographic and Utility Survey | \$18,000.00 |
| • Geotechnical Exploration | \$13,000.00 |
| • Second Floor Build-out exploration | \$5,000.00 |

TOTAL ADVANCED PLANNING SERVICES FEE =	\$41,000.00
TOTAL SUPPLEMENTAL SERVICES FEE =	\$36,000.00
<u>ESTIMATED REIMBURSABLE EXPENSES =</u>	<u>\$2,000.00</u>
TOTAL FEE =	\$79,000.00

* If the project is terminated at any time before Final Project Completion, the Owner shall compensate the Architect based on the Fees earned at the time of termination.

AVAILABLE ADDITIONAL SERVICES

Additional Services are available to the Owner and are provided by the Architect based on the attached hourly rate schedule, Exhibit B for Architectural Services. These services, which are not covered under the Advanced Planning Architectural Services Agreement, will be provided if necessary and requested by the Owner. Generally, Additional Services deal with Owner requested expansion to the scope of the project, or program changes and revisions required due to no fault of the Architect. All changes to the scope of the project must be signed, in writing, by both the Architect and the Owner before commencement of services. The following is a list of possible Additional Services, and it is not intended to be all-inclusive:

- Re-zoning procedures
- Design for inadequate sewer, water, gas, electric, infrastructure beyond 5'-0" outside of
- Additional client meetings
- Specialty Building Engineering systems design and specification
- Detailed cost estimating services
- Detailed documentation of existing building conditions
- Pre- and Post-Occupancy Surveys

CONTRACT SCHEDULE AND TERMINATION

The Architect will begin Advanced Planning Architectural Services upon Owner's execution of this Agreement and anticipates completing these services within four (4) months unless extended by the Owner. Refer to the AIA Document B101-2017, Standard Form of Agreement Between Owner and Architect for termination clause.

PROJECT ITEMS REQUIRED FROM OWNER FOR COMPLETION OF SERVICES

The Architect will require certain items from the Owner to successfully complete Advanced Planning Architectural Services on schedule. These items are:

- Access to the site and the Transportation Department heads
- Meetings at Pre-Approved Times
- Fire Hydrant Flow Test
- Design Standards
- Topographic and Utility Survey (offered as Supplemental Service)

INVOICING AND PAYMENT SCHEDULE

The Architect will invoice on a monthly schedule. Invoices and supporting documentation as reasonably required by the Owner shall be sent during the first week of each month.

C Design is looking forward to a successful project with Union County, and we thank you for this opportunity.

Respectfully,

Approved by:

C DESIGN

UNION COUNTY



L. Joseph Humphrey, AIA (Date) 01.16.2026
Civic Market Leader | Principal

Francisco Soto, PE (Date)
Project Manager

CDI Project Number: 0604-0762/101

EXHIBIT B



ARCHITECTURAL HOURLY RATES

2026

Managing Principal	\$270
Aviation Market Leader	\$240
Civic Market Leader	\$205
Education Market Leader	\$205
Operations Market leader	\$205
Recreation Market Leader	\$205
Workplace Market Leader	\$160
Sr. Project Architect	\$170
Sr. Architectural Designer	\$180
Architectural Designer	\$160
Project Architect	\$155
Interior Designer	\$120
Project Designer	\$115
Accounting	\$135
Marketing	\$120
Administrative	\$75