

February 25, 2025 // Revised February 26, 2025 // Revised March 14, 2025 // Revised March 18, 2025

**PROJECT:**

Historic St. Anastasia – Adaptive Reuse Conceptual Study  
910 Orange Ave, Fort Pierce, FL 34950  
REG PO: 2867

**REG Architects, Inc.** (ARCHITECT) is pleased to present this AGREEMENT for architectural and/or engineering services for the Project referenced above.

**PROJECT DESCRIPTION & SCOPE OF WORK:**

The scope of work for this project includes a Historic Resource Report for the Historic St. Anastasia church located in Fort Pierce, FL. Additionally, a preliminary concept study for a max of three (3) potential adaptive reuse cases of the historic church only will be completed. The historic resource report will be completed after the conceptual adaptive reuse study with the Client's number one choice out of the three potential uses identified. Architect to provide input and review to the site's overall masterplan for confluence with the adaptive reuse of the historic church building.

- A. Preliminary site visit
- B. Research & review of archival documentation from City and State files.
- C. Digital scanning of historic structure to provide basis for measured drawings per *The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*.
- D. Existing condition survey of interior architectural elements, structural systems, mechanical, electrical, and plumbing systems only.
- E. Photography to document existing conditions of buildings and site (color/black & white).
- F. Evaluation of significance.
- G. Programming interface with owner about the current and future intended uses for the structure (for possible master plan).
- H. Selection and narrative for the most appropriate treatment approach: preservation, rehabilitation, restoration, or reconstruction,
- I. Development of work to be done.
- J. Final Report

Consulting services listed below are included as part of this Agreement. Consulting services not listed below, but necessary for the development of the above-mentioned Project shall be provided by the Client at their own expense or can be included as a supplemental service to this Agreement:

- Building Scanning
- Structural Engineering – Assessment Report Only
- Mechanical Engineering – Assessment Report Only
- Electrical Engineering – Assessment Report Only
- Plumbing Engineering – Assessment Report Only

## **BASIC SERVICES:**

The basic scope of services for the project referenced above will be executed in the following phases:

### **A. As-Built (AB):**

- Visit the property to gather information on existing conditions and perform as-built field measurements using manual (staff) or digital scanning (consultant) methods based upon project requirements and complexity.
- Request any existing record drawings and surveys from either the client and/or local municipality.
- Translate all gathered information into digital format that will be used as the basis for all subsequent scope of work.

### **B. Historic Resource Report/Conceptual Design/Master Planning:**

- Produce one (1) Historic Resource Report as outlined in Scope of Work Description above.
- Attend one (1) programming session/kick-off meeting.
- Review the program and other information furnished by the Client and perform a preliminary review of codes, and regulations applicable to the Project.
- Notify Client of any inconsistencies or restrictions discovered in the information that may affect the Project's program.
- Prepare conceptual design consisting of drawings, sketches, diagrams, and/or renderings illustrating the general idea, scale, massing, and relationship of the project components, for initial review and approval by Client.
- Provide up to two (2) subsequent revisions to conceptual design based on Client review and input.

### **C. Master Planning**

- Attend two (2) master planning workshop sessions.
- High-level review and input to the site's overall master plan for confluence with the adaptive reuse of the historic church building.
- Provide two (2) final renderings of master-planned site.

## **Future Phases: TBD**

### **D. Schematic Design/Historic Preservation Board Assistance: (Future TBD)**

- Request written approval from Client to proceed with Schematic Design/Planning & Zoning Phase.
- Prepare Schematic Design Documents consisting of preliminary floor plans, elevations, and renderings, as required by local municipality, to be submitted for historic preservation board approval process.
- Obtain input from Architect's and Client's Consultants to coordinate information in the Schematic Design Documents.
- Attend meetings and municipal hearings as required.



- Review and address comments, pertaining to the Architect's and our Consultant's scope of work, provided by local municipality as part of the historic preservation board approval process.
- The Architect is not responsible for submittal, applications, or fees, for historic preservation board approval process.
- The Architect's drawings are limited and only part of a more comprehensive planning and zoning approval package that will be prepared and submitted by the Land Planning Consultant.

#### **E. Design Development (DD): (Future TBD)**

- Request approval from local municipality's planning and zoning process, or request written approval from Client to proceed with Design Development Phase, at risk, prior to approval from planning and zoning process.
- Prepare Design Development Documents consisting of plans, sections, elevations, preliminary construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project. Update prior renderings if necessary.
- Specifications will be in the form of notes and details incorporated into the drawing sets.
- Obtain input from Architect's and Client's Consultants to coordinate information in the Design Development documents.
- Attend meetings as required.
- Provide Client with one digital copy of Design Development package for review and approval (printed reproductions can be provided and will be charged as reimbursables)

#### **F. Construction Documents (CD): (Future TBD)**

- Obtain written approval from Client of Design Development documents in order to proceed with Construction Document Phase.
- Prepare Construction Documents consisting of drawings that illustrate and describe further development of the approved design and set forth in detail the quality levels, performance criteria of materials and systems, and other requirements for construction of the Project.
- Specifications will be in the form of notes and details incorporated into the drawing sets.
- Obtain input from Architect's and Client's Consultants to coordinate information in the Construction Document set.
- Attend meetings as required.
- Provide Client with one digital copy of Construction Documents package for review and approval.
- **Note: design changes requested in this phase shall be charged as supplemental services.**

#### **G. Bidding and Permitting (BP): (Future TBD)**

- Assist the Client in creating a list of prospective bidders (if applicable).

- Prepare Bid Document package which includes Instructions to Bidders and the Construction Document drawings, along with any additional information provided by the Client.
- Distribute Bid Documents to prospective bidders and/or Client or Client Representative.
- Attend one (1) pre-bid meeting at the Project site with prospective bidders.
- Prepare responses to questions from prospective bidders in the form of addenda, clarifying and interpreting Bid Documents.
- Organizing and conducting opening of bids and subsequently documenting and distributing bidding results to the Client.
- Prepare a comparative analysis document of all responsive bids.
- Provide copies of signed and sealed Construction Documents (digital or print as required by municipality) to Client, Client Representative or selected General Contractor for submittal to the local building department for review.
- The Architect is not responsible for submittal, applications, or fees, for permit process.
- Prepare responses and revise Construction Documents as a result from comments issued by governmental authorities having jurisdiction over the Project.

#### **H. Construction Administration (CA): (Future TBD)**

- Attend monthly meetings on site, with the Client and Contractor to become generally familiar with the progress and quality of the portion of the scope of work completed and determine, in general, if it is performed in accordance with Construction Documents.
- Prepare monthly field reports based on site visit observations.
- Review and prepare written responses to Requests for Information (RFI) from the Contractor and/or Client. Responses to be provided within five (5) business days of issuance of the RFI.
- Review Contractor's submittals, such as Shop Drawings, Product Data and Samples, for the limited purpose of checking their conformance with the design concept expressed in the Construction Documents and Specifications. Responses to be provided within ten (10) business days of the issuance of the submittal.
- Review project change orders submitted by the Contractor, if applicable, to provide a general opinion of reasonableness and fairness with scope of work begin presented in the change order.
- Review and sign monthly Contractor's Applications for Payment to evaluate the general progress of construction with requested payment amounts indicated in the application.
- Attend one (1) site visit to observe, perform, and issue the Project's Final Punch List outlining, in general, final work items remaining before the Project is considered substantially complete.
- Attend one (1) site visit to observe that items within issued Punch List have been satisfactorily completed and in accordance with Construction Documents, and provide Project's Certificate of Substantial Completion.



- The Architect shall attend a total of TBD meetings, for site visits and observations based on a total estimated Project construction duration of TBD months.

### **EXCLUSIONS:**

The services listed below are not included in the Architect’s Basic Services but may be required for the Project, unless otherwise specifically addressed in this Agreement. The Client and Architect agree that the services listed below are not being provided for the Project. The Client may elect to engage the Architect to provide any of the services listed below under the terms and conditions of the Supplemental Services section of this Agreement, or engage a third-party consultant, at his own expense, to provide such services.

1. Building Information Model (BIM) Management Responsibilities
2. Development of Building Information Models for Post Construction Use
3. Value Analysis
4. Detailed Cost Estimating
5. On-Site Project Representation
6. Conformed Documents for Construction
7. As-Designed Record Drawings
8. As-Constructed Record Drawings
9. Post Occupancy Evaluation
10. Facility Support Services
11. Tenant Related Services
12. Low Voltage or Telecommunications/Data Design
13. Security Evaluation, Planning, and Design
14. Commissioning
15. Sustainable Project Services (LEED or other “green” certification)
16. Fast Track Design Services
17. Multiple Bid Packages
18. Furniture, Furnishings, and Equipment Design and/or Procurement
19. Interior Design
20. Site Evaluation and Planning (Land Planner)
21. Civil Engineering
22. Landscape/Hardscape/Irrigation Design
23. Structural Engineering – Design
24. Mechanical Engineering – Design
25. Electrical Engineering – Design
26. Plumbing Engineering – Design
27. Fire Protection Engineer – Design
28. Surveyor and/or Existing Facilities Surveys
29. Geotechnical Engineering
30. Marketing or Promotional Material
31. Environmental Reports/Studies
32. Traffic Engineering
33. Product Notice of Acceptance (NOA) Testing or Engineering
34. Energy Modeling (Beyond That Required By Code)
35. Lighting Design (Theatrical or Specialty)
36. Acoustical Design or Engineering
37. Food Service Design
38. Water Feature (Pool/Fountain) Design
39. Laboratory or Field Testing
40. Special Inspections
41. Any Other Services, Phases or Disciplines Not Specifically Listed
42. Changes To The Approved Drawings or Program
43. Work Outside The Specified Project Area
44. Building Permit Processing or Expediting

**BASIC SERVICES FEE:**

For these basic services outlined above, the fee is broken down as follows:

A. As-Builts	\$ 8,800.00
B. Historic Resource Report/Conceptual Design	\$ 44,000.00
C. Master Planning	\$ 11,000.00
<b>Additional:</b>	
<b>Reimbursable Expenses</b> – Estimated not to exceed:	\$ 2,000.00
<b>Sub-Total Fee (A-C):</b>	<b>\$ 63,800.00</b>
<b>Total Fee (Including Reimbursables):</b>	<b>\$ 65,800.00</b>

If this outline proposal and attached **Exhibit A** – Terms and Conditions are acceptable to you, please sign below and return to our office so we can schedule your work to begin upon receipt.

We thank you and your team for the opportunity to assist you with this great project.

Sincerely,  
**REG Architects, Inc.**



Rick Gonzalez, AIA  
President



March 21, 2025

**Revised: March 17, 2025**

City of Fort Pierce: Fort Pierce Redevelopment Agency

**Re: Professional Surveying Services  
Old St. Anastasia Master Plan  
Boundary, Topographic/Tree Survey  
City of Fort Pierce, Florida  
Engenuity Group Project No. 25024.01**

Dear Mr. Wilbur:

We are pleased to offer this proposal to render professional surveying services in connection with Old St. Anastasia located at 910 Orange Ave., Fort Pierce, FL (hereinafter called the 'Project').

Engenuity Group, Inc. will prepare a Boundary, Topographic, and Tree Survey to the Chapter 5J-17.050, Florida Administrative Code, of the site identified by Parcel Control Number's: 2410-604-0173-000-2; 2410-604-0141-000-9 and 2410-604-0169-000-1. Engenuity Group, Inc will also obtain topographic information 25' feet outside the property line on all sides of the project area, as shown in the **RED** graphic provided by your office.

See the attached **Designated Scope of Services** for a specific list of items to be included on the surveys.

**Surveying Fee: \$4,675.00**  
**Reimbursable Expenses: \$500.00**

The final deliverable will be an electronically signed and sealed copy of the Boundary, Topographical and Tree Survey with accompanying AutoCAD file, which can be provided within thirty (30) days of receiving authorization to proceed. In the event of rain delaying our field work, the delivery time will be pushed back the same number of days.

#### **Permit Fees, Reproduction Charges and Reimbursable Expenses**

The Total Contract Price **does not** include the payment of any governmental agency submittal or processing fees. The cost of these fees and any costs incurred by the office for printing, reproduction and other reimbursable expenses such as postage, travel, and document copy charges will be billed to the client monthly.

**Invoicing and Payment**

Work will be invoiced on a monthly basis for work completed to date. Invoice shall be paid in full by the Client within thirty (30) days of the invoice date, unless within such thirty (30) day period, Client notifies Engenuity Group, Inc. in writing of its objection to the amount of said invoice. Such notice shall be accompanied by payment of any undisputed portion of said invoice. If written objection is not received within thirty (30) days it shall constitute approval of invoice by Client. If the payment is not received within fifteen (15) days of billing date, a late charge will be added to the invoice in the amount of 1½ percent per month on the outstanding balance. If payment is not received within sixty (60) days of the invoice date, work may be suspended on the project until the outstanding invoice(s) are paid in full.

This proposal represents the entire understanding between you and us with respect to the Project. If this satisfactorily sets forth your understanding of our agreement, please execute the attached Authorization and return it to us. If you have any questions, please do not hesitate to contact us.

**PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, THE CONSULTANT IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS CONTRACT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER OR PRINCIPAL MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT, AS LONG AS THE CONSULTANT MAINTAINS THE PROFESSIONAL LIABILITY INSURANCE REQUIRED UNDER THIS CONTRACT AND AS LONG AS ANY DAMAGES ARE SOLELY ECONOMIC IN NATURE AND THE DAMAGES DO NOT EXTEND TO PERSONAL INJURIES OR PROPERTY NOT SUBJECT TO THIS CONTRACT.**

Sincerely,

Approved by,



Jennifer Malin, P.S.M.  
Director of Surveying

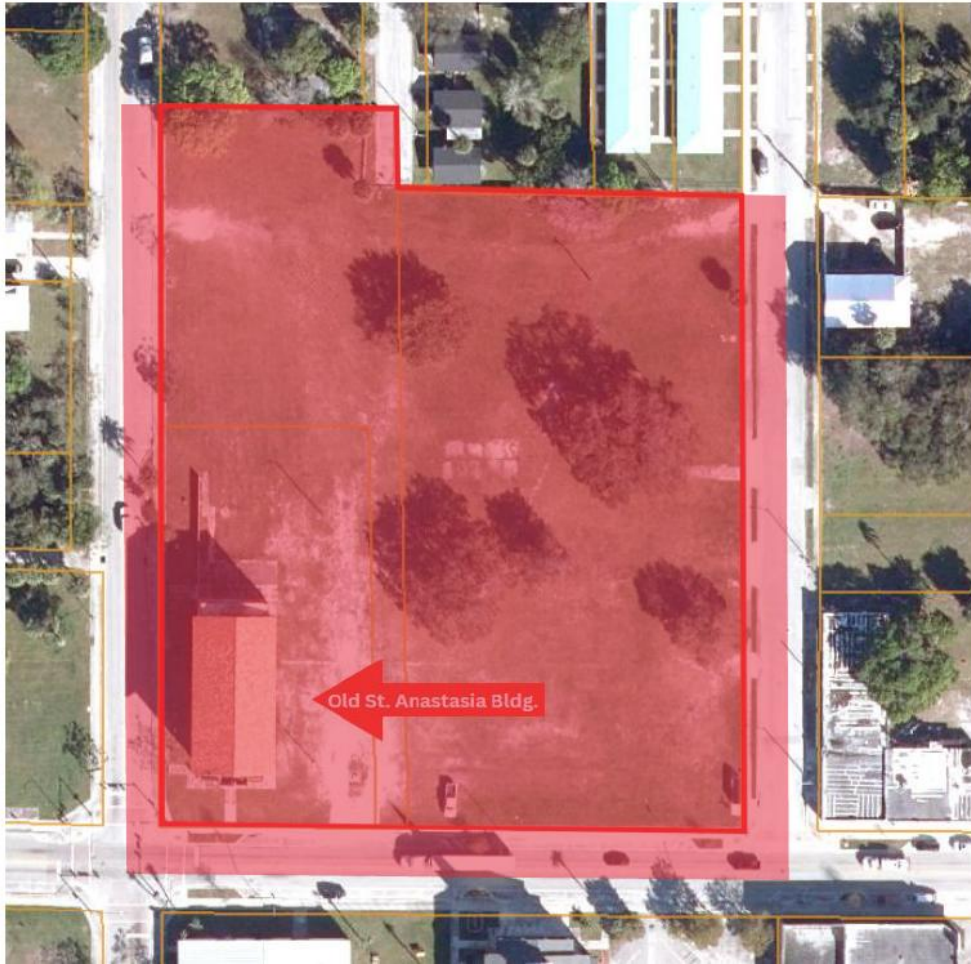
Andre Rayman, P.S.M.  
President

**DESIGNATED SCOPE OF SERVICES: BOUNDARY SURVEY**  
**NAME: OLD ANASTASIA MASTER PLAN**  
**GENUINITY PROJECT NO. 25024.01      DATE: 3/28/2025**

<b>TASK:</b>  <b>Boundary Survey</b>	Included in Contract <b>(Yes/No)</b>
Show boundary lines, giving length and bearing (including reference or basis) on each straight line; interior line; interior angles; radius, point of tangency and length of curved lines. Where no monument exists, set permanent iron pin (monument) or other suitable permanent monument at property corners; state on the drawing(s) whether corners were found or set and describe each.	<b>Yes</b>
Confirm or furnish a legal description which conforms to the Record Title Boundaries.	<b>Yes</b>
Give area in square feet if less than one acre, in acres (to .001 acre) if over one acre.	<b>Yes</b>
Note identity and width of adjoining streets and highways, width and type of pavement. Identify landmarks.	<b>Yes</b>
Plot location of structures on the property and within five feet (5') on adjacent property. Dimension perimeters in feet and decimals to 0.1'. State the character and number of stories. Dimension to property lines and other buildings. Vacant parcels shall be noted VACANT.	<b>Yes</b>
Show encroachments, including cornices, belt courses, etc., either way across property lines.	<b>Yes</b>
Describe fences and walls. Identify party walls and locate them with respect to property lines.	<b>Yes</b>
Show recorded or otherwise known easements and right-of-way.	<b>Yes</b>
Note evidence of street widenings.	<b>Yes</b>



Graphic





100 S.W. Albany Avenue, Suite 200, Stuart, FL 34994 - 772-286-8762- admin@CREValuationServicesTC.com

February 26, 2025

**RE: Old St. Anastasia Feasibility Study**

**PCN#s 2410-604-0173-000-2, 2410-604-0141-000-9, & 2410-604-0169-000-1**

CRE Valuation Services of the Treasure Coast appreciates the opportunity to provide this proposal for appraisal services to Cotleur & Hearing (the “Client”) for the above-captioned assignment. The purpose of this letter is to submit our bid proposal so you may have the appropriate information to engage CRE Valuation Services of the Treasure Coast for appraisal services.

The assignment is a Consulting Assignment and will be performed in conformance with and subject to the Standards of Professional Practice and Code of Ethics of the Appraisal Institute and the *Uniform Standards of Professional Appraisal Practice* (USPAP) developed by the Appraisal Standards Board of the Appraisal Foundation.

The appraisal assignment is to provide a feasibility study for the subject “As Proposed” for two (2) proposed uses of the subject property to be provided by the client at an upcoming date, subject to general assumptions and Limiting Conditions. The feasibility studies will be provided in phases, Phase 1 being data and analysis and phase 2 being a report.



The analysis will include the following for two proposed uses:

1. Market Study
  - a. Competing properties and facilities, rates, sizes and general comparison
  - b. Occupancy and demand for the type of space based on tracked absorption, broker and market participant interviews.
  - c. Demographic study of population trends and ranking of the demographics by use.
2. Feasibility Analysis
  - a. Development of a pro-forma based on potential revenues and expected operating expenses.
  - b. Cost/benefit analysis of the proposed use based solely on financial modeling.

The report will be delivered in a narrative format. The research, analysis, and reporting will be conducted and delivered in a summary report format for a fee of **\$9,000.00**. Progress billing will be billed monthly.

Additional fees will be charged for any work that exceeds the scope of this proposal, including performing additional valuation scenarios, additional research, and conference calls or meetings with any party that exceeds the time allotted for an assignment of this nature. Please see our hourly fee structure below:

### Schedule of Hourly Charges

MAI Appraiser:	\$450/hr
State Certified Appraiser:	\$400/hr
Trainee Appraiser:	\$200/hr
Researcher:	\$125/hr
Admin:	\$100/hr

### Reimbursable Expenses

*3rd Party Reports, Industry Research Material etc billed at cost plus 10%*

This quote is based on the given information.



The following information will be requested at the onset of the assignment. If it is available, we ask that it be provided to us promptly to avoid delays or errors in our analysis:

- Is a Survey and/or site plan available?
- Any zoning related reports, or determination letter issued by the municipality
- Any environmental reports, or estimates to cure.
- Listing history of properties, including contact information for any listing broker.
- Previous appraisals – If Available

Any unreasonable delays in the receipt of this information or access to the Subject Property will extend the final delivery date of the report as proposed.

The report will be addressed to and shall be solely for the Client's use and benefit. We expressly reserve the unrestricted right to withhold our consent to your disclosure of the appraisal report (or any part thereof including, without limitation, conclusions of value and our identity), to any third parties.

If this proposal is acceptable, please authorize us to proceed by executing this letter of engagement by signing below.

Thank you for considering us for this assignment and we look forward to the opportunity of working with you. Should you require any additional information or if you have any questions, please contact me at 772-286-8762.

Best Regards,

A handwritten signature in black ink, appearing to read 'N. Schroth'.

**Nikolaus M. Schroth**  
Cert. Gen. RZ3704