

## CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES

This Agreement is made and entered on this 27 day of August, 2024, by and between the **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**, having its principal place of business at 3202 Demarara Plaza, Suite 200, St. Thomas, Virgin Islands 00802 (hereinafter referred to as the "Authority" or "VIHFA") and **HARNEL INTERNATIONAL, LLC d/b/a HARNEL ENGINEERING AND CONSTRUCTION** whose address is 7930 Estate Emmaus, St. John, U.S. Virgin Islands 00830 (hereinafter referred to as the "Architect/Engineer").

### WITNESSETH

**WHEREAS**, through RFP 006-2023-STT (the "RFP"), which is incorporated herein by reference, the Authority solicited proposals from qualified and licensed United States Virgin Islands' ("USVI") Professional Architects & Engineers to provide surveying and engineering assessment of the Queen Louise Boys & Girls Club building at Parcel No. 13 of Parcel No. 13 & 15 Consolidated on St. Thomas, USVI; and

**WHEREAS**, the Architect/Engineer submitted the sole bid in response to the RFP; and

**WHEREAS**, the Architect/Engineer represents that it is willing and capable of providing such services, and the Authority desires to engage the services of the Architect/Engineer to provide the services.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, and intending to be legally bound by this Contract, the parties hereto covenant and agree as follows:

- 1. SCOPE OF SERVICES/WORK TO BE PERFORMED:** The Architect/Engineer will provide the following services described in *Exhibit 1*.
- 2. TERM:** The VIHFA will contract for a period of **One Hundred and Eighty (180) calendar days** from the date of the Notice to Proceed.
- 3. LIQUIDATED DAMAGES:** Should the Architect/Engineer fail to complete the scope of work according to the terms of the Contract, the Architect/Engineer shall pay to the VIHFA, as liquidated damages, Five Hundred Dollars (\$500.00) for each calendar day or portion thereof that the Architect/Engineer fails to commence and complete the work in accordance with the Contract term. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the successful Respondent, to the extent available.
- 4. COMPENSATION:** The Authority, in consideration of the satisfactory performance of the services described herein, agrees to pay the Architect/Engineer the not to exceed amount of **One Hundred Fifty-Three Thousand Three Hundred Forty-Four Dollars and Zero Cents (\$153,344.00)** as stated below:

4.1 **Work in Place:** After the notice to proceed is issued, the contract payment

will be based upon work in place.

4.2. **Pay Requests:** The VIHFA shall review payment requests within two (2) weeks after receiving them and process payments within two (2) weeks after approving them.

4.3 **Costs:** The contract price shall remain fixed hourly for the work performed in accordance with *Exhibit 2* entitled "Itemized Cost Estimate of Work To Be Performed".

4.4 The Authority reserves the right to modify and/or terminate the Contract if the Architect/Engineer fails to perform in a manner consistent with the terms of the Contract. In addition, the VIHFA reserves the right to modify and/or terminate the Contract if funding becomes unavailable. Architect/Engineer shall be paid for satisfactory work completed up to the date that the VIHFA provides Architect/Engineer with notice of Contract modification or termination.

4.5 The Architect/Engineer shall be responsible for payments to subcontractors regardless of funding provided by the VIHFA.

4.6 As used in this section, "satisfactory performance" means the completion of the services in accordance with the terms, conditions, standards and specifications outlined in this Contract, as determined by an inspection or review.

**5. WARRANTY:** The Architect/Engineer will complete the work in a substantial and efficient manner in accordance with standards and practices of the Architect's/Engineer's profession and the work shall conform to the codes and regulations which apply to the work to be performed. The Architect/Engineer warrants that the final product of Architect's/Engineer's work shall be fit for the purposes for which it is intended. The Architect/Engineer shall be responsible for any errors and/or omissions in the work. The work must conform to all applicable codes, regulations and requirements, including but not limited to the permit requirements of the Virgin Islands Department of Planning and Natural Resources ("DPNR").

**6. INDEMNIFICATION:** To the extent permitted by law, the Architect/Engineer shall indemnify, hold harmless and defend the Authority, its Board of Directors, agents, and employees, from and against any and all claims, demands, actions, liabilities, losses, costs, and expenses, including but not limited to reasonable attorneys and other fees, asserted by third parties ("Claims"), which Claims are directly caused by or arise as a result of Architect's/Engineer's services under this Contract.

**7. INSURANCE:** Architect/Engineer shall obtain, maintain and provide proof that it has in place Professional Liability Insurance (E&O) in an amount no less than **Three Hundred Thousand (\$300,000.00) Dollars** per claim. The insurance policy shall name the VIHFA as Certificate Holder.

Contractor's Initials: LB

VIHFA's Initials: 

**8. INDEPENDENT CONTRACTOR:** Architect//Engineer shall fulfill this Contract as an independent Contractor, and nothing herein contained shall be construed to be inconsistent with this relationship or status.

**9. LIABILITY OF OTHERS:** Nothing in this Contract shall be construed to impose any liability upon the Authority, its Board of Directors, employees, developers, or construction managers, to persons, firms, associations, or corporations engaged by Architect/Engineer as servants, agents, or independent Engineers, or in any other capacity whatsoever, or make the Authority liable to any such persons, firms, associations, or corporations for the acts, omissions, liabilities, obligations and taxes of Architect/Engineer of whatsoever nature, including but not limited to unemployment insurance and social security taxes for Architect/Engineer, its servants, agents, or independent Consultants.

**10. LICENSURE:** The Architect/Engineer covenants that:

(a) It is duly organized and existing and authorized, qualified, and licensed to do business in the United States Virgin Islands.

(b) During the term of this Contract, it will remain in good standing and qualified to do business under the laws of the Territory, including maintenance at all times of a valid V.I. business license, and will not cease doing business, dissolve or otherwise dispose of all or substantially all of its assets and will not voluntarily consolidate with or merge into any other entity or permit one or more other entities to consolidate with or merge into it without the prior written consent of the Authority.


(c) It has the power to execute, deliver and perform, and to enter into the transactions contemplated by this Contract, and has duly authorized the execution, delivery, and performance of this Contract.

(d) The execution and delivery of this Contract, the consummation of the transaction contemplated hereby and the fulfillment or compliance with the terms and conditions of this Contract do not and will not conflict with or result in a breach of any of the terms, conditions or provisions of any legal restrictions or any Contract or instrument to which Architect/Engineer is now a party or by which it is bound or constitute a default under any of the foregoing.

**11. WAIVERS AND AMENDMENTS:** No waiver, modification or amendment of any term, condition or provision of this Contract shall be valid or of any force or effect unless made in writing, signed by the parties hereto or their duly authorized representatives, and specifying with particularity, the nature and extent of such waiver, modification, or amendment. Any such waiver, modification or amendment in any instance or instances shall in no event be construed to be a general waiver, modification, or amendment of any of the terms, condition, or provisions of this Contract, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

**12. RIGHT TO WITHHOLD:** If work under this Contract is not performed in accordance with

Contractor's Initials: LB

VIHFA's Initials: 

the terms hereof, the Authority will have the right to withhold, out of any payment due to Architect//Engineer, such sums as the Authority may deem ample to protect it against loss or to assure payment of claims arising therefrom, and at its option, the Authority may apply such sums in such manner as the Authority may deem proper to secure itself or to satisfy such claims. The Authority will immediately notify Architect/Engineer in writing if it elects to exercise its right to withhold.

**13. TERMINATION:** Either party will have the right to terminate this Contract with or without cause on ten (10) days written notice to the other party specifying the date of termination. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**14. USE OF SUBCONTRACTORS:** The Architect/Engineer shall be responsible for all deliverables specified in the Scope of Services above. This general requirement notwithstanding, Architect/Engineer may enter into subcontractor arrangements. However, Architect/Engineer agrees that it has total responsibility for the entire Contract. The documentation required of the Architect/Engineer is also required for any subcontractor. The Architect/Engineer shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the Contract between the Architect/Engineer and VIHFA. The Architect/Engineer shall not contract with any other party for any of the services herein contracted without the express written approval of the VIHFA.

**15. ASSIGNMENT:** The Architect/Engineer shall not subcontract or assign any part of the services under this Contract without the prior written consent of the Authority.

**16. CORRECTIONS:** At no additional cost to the VIHFA, the Architect/Engineer shall correct any defect(s) in the originally approved designs, drawings or specifications.

**17. FALSE CLAIMS:** The Architect//Engineer warrants that it shall not, with respect to this Contract, make or present any false, fictitious or fraudulent claim upon or against VIHFA. The Contractor acknowledges that making such a false, fictitious, or fraudulent claim is an offense under the Virgin Islands law. In addition, the Architect/Engineer acknowledges that this Contract is funded, in whole or in part, by federal funds.

The Architect/Engineer warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. The Contractor acknowledges that making such false, fictitious, or fraudulent claim is a federal offense.

**18. WARRANTY OF NON-SOLICITATION:** The Architect/Engineer expressly warrants that it has not employed any person to solicit or obtain this Contract on its behalf, or cause or procure the same to be obtained upon compensation in any manner, contingent, in whole or in part, upon such procurement, and that it has not paid, or promised or agreed to pay to any person, in consideration of such procurement, or in compensation for services in connection hereunder; and that it has not, in estimating the contract price, included any sum by reason of such brokerage,

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commission or percentage, and that all monies payable to it hereunder are free from obligation to any other person for services rendered, supposed to have been rendered, in the procurement of this Contract. Breach of this warranty shall give VIHFA the right to terminate this Contract or, in its discretion, to deduct from the contract cost or consideration the amount of such commission, percentage, brokerage or contingent fees.

**19. RETENTION OF RECORDS:** All records shall be retained for a minimum of seven (7) years from the completion of the Project. Records shall be made available, without charge, for review within ten (10) days of a written request by the VIHFA.

**20. NON-DISCLOSURE:** Except for disclosure to VIHFA or its representatives, the reports, work papers and records, including information and data prepared or assembled by the Architect/Engineer under this Contract, shall be held confidential by the Architect/Engineer and shall not be made available or otherwise disclosed to any third party without the prior written approval of VIHFA unless required to disclose information by order of a court of competent jurisdiction or other administrative authority.

**21. NO COLLUSION:** Architect/Engineer shall not collude with other VIHFA vendors / service providers regarding VIHFA business or matters. Architect/Engineer shall not enter into any business relationships with other VIHFA service providers regarding VIHFA business or matters, without the approval of VIHFA, which approval may be withheld at VIHFA's sole discretion.

**22. COPELAND "ANTI-KICKBACK ACT:** Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. § 874; and Title 40 U.S.C. § 276c). The Architect/Engineer shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Contract to ensure compliance by subcontractors with such regulations and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

**23. NON-DISCRIMINATION:** No person shall be excluded from participating in, be denied the proceeds of, or be subject to discrimination in the performance of this Contract on account of race, creed, color, religion, sexual orientation, or national origin.

**24. AUTHORIZED REPRESENTATIVE:** The person executing this Contract on behalf of Architect/Engineer affirmatively represents that s/he has the requisite legal authority to enter into this Contract on behalf of Architect/Engineer and to bind Architect/Engineer to the terms and conditions of this Contract. The person executing this Contract on behalf of Architect/Engineer understands that the Authority is relying on this representation in entering into this Contract.

Contractor's Initials: JB

VIHFA's Initials: [Signature]

**25. NOTICE:** Any notices required or permitted to be given under this Contract shall be deemed sufficiently given or served if sent by certified mail, return receipt requested to the parties at the following addresses:

Authority: **Virgin Islands Housing Finance Authority**  
3202 Demarara Plaza, Suite 200,  
St. Thomas, U.S. Virgin Islands 00802  
**Attention: Eugene Jones, Jr., Executive Director**

Architect/Engineer: **Harnel International, LLC d/b/a**  
Harnel Engineering and Construction  
8000 Nisky Center, Suite 700A  
St. Thomas, VI 00802  
**Attention: Habibah Bell, President**

Either party may, by like notice, at any time and from time to time, designate different addresses to which notices shall be sent. Notices given in accordance with these provisions shall be deemed received when mailed.

**26. GOVERNING LAW AND VENUE:** This Contract shall be governed by and construed pursuant to the laws of the United States Virgin Islands. The parties shall submit disputes arising out of or in connection with this Contract to the exclusive jurisdiction of the courts of the United States Virgin Islands.

**27. SEVERABILITY:** In the event that one or more of the provisions of this Contract shall be found unenforceable, illegal or invalid, it shall not affect any other provisions of this Contract, and this Contract shall be construed as if the provision found to be unenforceable, illegal or invalid had never been contained in the agreement, or the unenforceable, illegal or invalid provision shall be construed, amended and/or reformed to be made enforceable, legal and valid.

**28. ENTIRE CONTRACT:** This Contract constitutes the entire agreement between the parties hereto, and all prior understandings or communications, written or oral, with respect to the work to be done under this Contract, are merged herein.

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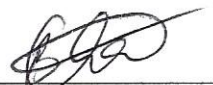
Contractor's Initials: JB

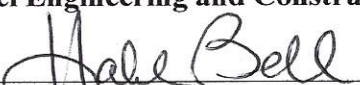
VIHFA's Initials: [Signature]

**IN WITNESS WHEREOF**, the parties hereto intending to be legally bound set their hands and seals on this Contract on the date first above written.

WITNESSES:

**Harnel International, LLC d/b/a  
Harnel Engineering and Construction**

Witness 1's signature:   
BRIAN CHARLERY

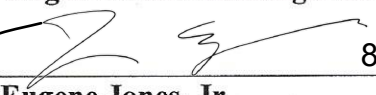
  
Habibah Bell, President 8/21/2024


Witness 2's signature:   
LASHINA MBILASHAKA

WITNESSES:

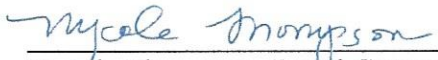
**Virgin Islands Housing Finance Authority**

Witness 1's signature: 

  
Eugene Jones, Jr.,  
Executive Director 8/27/2024

Witness 2's signature: 

Reviewed for Legal Sufficiency:

  
Nycole Thompson, Legal Counsel

Dated: 07/15/2024

HB

## EXHIBIT 1

### SCOPE OF SERVICES/WORK TO BE PROVIDED

**1.1 STRUCTURAL ASSESSMENT REPORT:** The Architect/Engineer will provide a Structural Assessment Report of the structure based on the following guidelines:

The Structural Assessment Report must include:

- introductory information, including a table of contents
- property identification information, including address, ownership, listing in historic registries, building/structure type, etc.
- an executive summary, including acknowledgements, why the report is being done, and the property's current and proposed use, etc.
- a general description of the various structural systems in the building/structure and applicable non-structural components, including terminology and definitions of technical information cited in the detailed description sections of the report.
- descriptions of the existing condition of the various structural systems, including foundations, bearing walls, framing, columns and beams, floor systems, roof systems, and their connection and construction details. The descriptions must include identification and location of deficiencies, questionable construction details, failed details and attempted corrective measures; and documentation of effective structural systems.
- descriptions of the existing condition of non-structural components and their connection details attached to structural or other building systems whose connections failure could be hazardous or cause significant damage, such as signs, rooftop towers, parapet walls, cornices, etc., as applicable. The descriptions must include identification and location of deficiencies, questionable construction/connection details, failed details, and attempted corrective measures, etc., and also documentation of effective component connection systems.
- an analysis of deficiencies, damage and failures to determine/identify their evidence, probable or possible causes.
- recommendations for corrective measures, including conceptual level design solutions for stabilization and/or repair, and project prioritization or necessary sequencing.
- an analysis of structural systems and components existing load capacities

Contractor's Initials: WB

VIHFA's Initials: [Signature]

- Provide As-Built drawings of the existing conditions (“as built”) drawings of the building/structure, its structural systems and a site plan.
- Provide photo-documentation, including contextual exterior views of the building/structure in its existing setting, views of elevation, interior views of significant rooms/spaces, representative views of structural systems, and representative views of deficiencies, questionable construction details, failed details and attempted corrective measures, etc.
- Provide supplemental information, as applicable, including reference materials/publications regarding historic construction methods and materials, technical information and cost estimates.
- Use the following Structural Assessment Checklist to evaluate the condition of the features, elements, spaces and materials of the Queen Louise Boys & Girls Club building and as a guide for preparing the Structural Assessment Report.

<b>Structural Assessment Checklist</b>
<p><b>Good Condition:</b> The feature, element or space is evaluated to be in <b>good</b> condition when it meets the following criteria:</p> <ol style="list-style-type: none"><li>1. It is intact, structurally sound and performing its intended purpose.</li><li>2. There are few or no cosmetic imperfections.</li><li>3. It needs no repair and only minor or routine maintenance.</li></ol>
<p><b>Fair Condition:</b> The feature, element or space is evaluated to be in <b>fair</b> condition when it meets the following criteria:</p> <ol style="list-style-type: none"><li>1. There are early signs of wear, failure or deterioration, although the feature/element/material is generally structurally sound and performing its intended purpose.</li><li>2. There is a failure of a sub-component of the feature or element.</li><li>3. Replacement of up to 25% of the feature or element is required.</li><li>4. Replacement of a defective sub-component of the feature or element is required.</li></ol>
<p><b>Poor Condition:</b> The feature, element or space is evaluated to be in <b>poor</b> condition when it meets the following criteria:</p> <ol style="list-style-type: none"><li>1. It is no longer performing its intended purpose.</li><li>2. It is missing.</li><li>3. It shows signs of imminent failure or breakdown.</li><li>4. Deterioration/damage affects more than 25% of the</li></ol>

Contractor's Initials: HB

VIHFA's Initials: [Signature]

feature/element and cannot be adjusted or repaired.  
5. It requires major repair or replacement.

- Provide a recommendation for each element, feature or space, based on the findings in the Structural Assessment Report.
- Sign the Structural Assessment Report. The Structural Engineer appointed to carry out the assessment of the Queen Louise Boys & Girls Club building must endorse the last page of the Structural Assessment Report the Structural Engineer's Seal Stamp.
- Based on the Structural Assessment Report, the Architect/Engineer shall prepare construction drawings and specifications, obtain permits from the USVI Department of Planning and Natural Resources ("DPNR") and furnish complete packages including A&E quantities, materials and cost estimates.

**1.2 ARCHITECTURAL DRAWINGS AND SPECIFICATION REQUIREMENTS:** The Architect/Engineer will:

- Conduct an initial site walk-through.
- Provide 25% Assessment report briefing within 10 working days after the start of the work.
- Provide 50% Assessment report briefing within 15 working days after the work has progressed past 10 working days.
- Provide 100% Assessment report briefing within 20 working days after the work has progressed past 25 working days.
- Provide Structural Assessment Report with findings and recommendations within 10 working days after 45 working days.
- Meet with VIHFA to discuss the findings and recommendations in the Structural Assessment Report within 5 working days after the work has progressed past 55 working days.
- Provide construction drawings and specifications that include the following:
  - As-Built Plan of the existing structure
  - Foundation Stabilization (to be determined by the Structural Assessment Report)
  - 1<sup>st</sup> and 2<sup>nd</sup> floor plans
  - Elevations N, S, E & W
  - Roof plan
  - Typical detail sheet Wall sections, floor sections, etc.
  - Window & door header details, bond beam details, turnbuckle & clevis details
  - Additional structural details based on the Structural Assessment Report.

Contractor's Initials: JB

VIHFA's Initials: [Signature]

EXHIBIT 2  
Itemized Cost Estimate of Work to be Performed

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**PROJECT NAME - QUEEN LOUISE BOYS AND GIRLS CLUB BUILDING**  
**OWNER - VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**LOCATION - ST THOMAS, USVI**  
**HARNEL ENGINEERING & CONSTRUCTION**  
**PHONE: 340-244-5649**  
**P.O. BOX 306464**  
**ST. THOMAS, USVI**  
**DATE: 10/10/2023 8:50**

**ITEMIZED COST ESTIMATE OF WORK TO BE PERFORMED**

ITEM	DESCRIPTION	RESOURCES/ESTIMATED Hrs. to Complete						SUB TOTAL	TOTAL FEES
		PROJECT MANAGER	Sr. CIVIL ENGR.	Sr. Mech. ENGR.	Sr. CAD Tech.	Surveyor (RLS)	Sr. Admin.		
		\$185	\$155	\$155	\$110	\$170	\$90	\$191,680.00	
<b>A. Information Gathering (0% to 30% of project)</b>									
1	<b>PROJECT KICKOFF MEETING WITH HFA</b>	4	4	4	4		4	\$2,340.00	
2	<b>Site Analysis</b>								
a	Information gathering (Obtain available topo maps, historical drawings, as-built dwgs., as-built maps, etc. of the project area)	2	4	8	8		8	\$3,830.00	
b	Establish base line						4	\$680.00	
c	Identify building constraints, easements and covenants			16				\$2,480.00	
d	Visit, measure, assess and document any existing structures on site; draw as-built plans of existing building conditions			8	16			\$3,000.00	
3	<b>Historic Research &amp; Data Collection</b>								
a	Determine approximate date of construction; construction methods utilized during that time period & types of materials used in the building's construction.	20	8				8	\$5,660.00	
b	Research historical images of building to ensure proposed design is in alignment with original design aesthetic; Research historical newspaper images, conduct research on Danish Archives for images, meet with members of St. Thomas Historical Trust for historic images and additional information on building.	20					8	\$6,620.00	

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		\$185	\$155	\$155	\$110	\$170	\$90	\$191,680.00	
c	Determine appropriate window, door, exterior and interior finishes including paint color/type, rainwater gutter type; signage, decorative patterns and trim, etc. for presentation to the Historic Preservation Commission (HPC).	20			20		8	\$6,620.00	
d	Project site as-built survey with base plan to verify existing site data including but not limited to: walls, walkways, communal areas, prominent vegetation and landscape features; research potential outdoor landscaping and space planning to incorporate into concept design.					60		\$10,200.00	
d	Information Gathering - Obtain a copy of the proposed housing development plan and drainage study of the area to ensure there is little to no impact on subject property.	4	8				8	\$2,700.00	
e	Compile all information, drawings, and other pertinent data collected from client and historical sources	20					16	\$5,140.00	
<b>4</b>	<b>Coordination Meetings</b>								
a	Develop a DDR for the project.	4	8	24				\$5,700.00	
b	Coordination Meeting with VIHFA and HPC to review and confirm all data obtained during this phase of the project.	16	16				4	\$5,800.00	
c	Document and compile meeting reports	8					8	\$2,200.00	
<b>B. Conceptual Design (30% to 60% of project)</b>									
1	Develop proposed floor plans, elevations, sections and structural remediation plan.	4	4		65			\$8,510.00	

LB

**PROJECT NAME - QUEEN LOUISE BOYS AND GIRLS CLUB BUILDING**  
**OWNER - VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
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		PROJECT MANAGER	Sr. CIVIL ENGR.	Sr. Mech. ENGR.	Sr. CAD Tech.	Surveyor (RLS)	Sr. Admin.		
4	Visit the project site with client to field verify the proposed layout.	\$185	\$155	\$155	\$110	\$170	\$90	\$2,360.00	\$191,680.00
2	Schedule and attend a Concept Design Project meeting with owner (VIHFA)			8			8	\$1,960.00	
4	Update the DDR and concept plan based on owner input;		4	4	4			\$1,680.00	
5	Compile a draft of the construction specifications								
5	Schedule and attend a Concept Design meeting with the Historic Preservation Commission (HPC)	4	4		4		4	\$2,160.00	
6	Update plans and specifications based on HPC recommendations (if any).		4		8			\$1,500.00	\$81,140
<b>C. Preliminary Design - (60% to 90% of project)</b>									
1 a	Finalize design which incorporates all VIHFA and HPC review comments and recommendations;		10		65			\$8,700.00	
b	Update structural remediation plan to meet updated design requirements.		20		16			\$4,860.00	
c	Develop Mechanical, HVAC, Plumbing and Electrical plans as required for project			60	20			\$11,500.00	
d	Develop and compile all pertinent construction details.		40	20	16			\$11,060.00	
e	Compile construction documents to 70% completion stage.		8		16			\$3,000.00	
e	Continue developing the construction specifications	4	8	8			6	\$3,760.00	

*Handwritten initials/signature*

**PROJECT NAME - QUEEN LOUISE BOYS AND GIRLS CLUB BUILDING**  
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		\$185	\$155	\$155	\$110	\$170	\$90	\$191,680.00	
f	Continue developing the budgetary estimate of probable cost	4	8	8			6	\$3,760.00	
g	Compile the preliminary design plans, estimate and specification and forward a copy to owner (VIHFA).	6	12	20	24		4	\$9,070.00	
h	Develop Design Status Report; Schedule and attend a Design Review meeting with owner (VIHFA)	4	4	8			8	\$3,320.00	
i	Update the Construction Documents based on owner input;		4	4				\$1,240.00	
k	Meet with permitting agencies and other stake holders (DPNR & PWD), to review the preliminary design and obtain & review permitting requirements.	4	4	4				\$1,980.00	
l	Schedule and attend a final meeting with the Historic Preservation Commission	4	4	4	4		4	\$2,780.00	
								\$65,030	
<b>D. One Hundred Percent (90% to 100%) - Final Design</b>									
1 a	Finalize construction plans which incorporates all VIHFA and HPC review comments and recommendations;	4	8	8	40			\$7,620.00	
b	Finalize construction specifications		8	8	25		4	\$5,590.00	
c	Finalize budgetary estimate of probable construction cost		8				4	\$1,600.00	
2	Conduct a QA/QC & incorporate final revisions.	4	8	8	8			\$4,100.00	

HB

PROJECT NAME - QUEEN LOUISE BOYS AND GIRLS CLUB BUILDING  
 OWNER - VIRGIN ISLANDS HOUSING FINANCE AUTHORITY  
 LOCATION - ST THOMAS, USVI

HARNEL ENGINEERING & CONSTRUCTION  
 340-244-5649  
 P.O. BOX 306464  
 ST. THOMAS, USVI  
 10/10/2023 8:50

ITEMIZED COST ESTIMATE OF WORK TO BE PERFORMED

ITEM	DESCRIPTION	RESOURCES/ESTIMATED Hrs. to Complete							SUB TOTAL	TOTAL FEES
		PROJECT MANAGER \$185	Sr. CIVIL ENGR. \$155	Sr. Mech. ENGR. \$155	Sr. CAD Tech. \$110	Surveyor (RLS) \$170	Sr. Admin. \$90			
3	Schedule and attend a Concept Design meeting with the Historic Preservation Commission	4	4	4	4			6	\$2,960.00	
4	Obtain HPC, PWD and DPNR approval on final design.			8				80	\$8,440.00	
<b>E. Final Deliverables</b>										
1	Compile final submission documents of approved design with the required number of copies. Forward documents to HFA	8			16			16	\$4,680.00	
2 a	Attend Construction pre-bid meeting	4	4	4				8	\$2,700.00	
b	Respond to Contractor RFIs	4	4	4				8	\$2,700.00	
c	Make minor revisions to construction documents if necessary		8	8	24				\$5,120.00	
<b>F. Legal Requirements</b>										
1 a	Gross receipt taxes @ 5% of gross fees (included in rate schedule)								\$0.00	
b	Insurance (included in rate schedule)								\$0.00	
									\$15,200.00	
<b>ORIGINAL GRAND TOTAL</b>									<b>\$191,680.00</b>	

HT

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**PHONE:**

**DATE:**

**ITEMIZED COST ESTIMATE OF WORK TO BE PERFORMED**

ITEM	DESCRIPTION	RESOURCES/ESTIMATED Hrs. to Complete						TOTAL FEES
		PROJECT MANAGER	Sr. CIVIL ENGR.	Sr. Mech. ENGR.	Sr. CAD Tech.	Surveyor (RLS)	Sr. Admin.	
		\$185	\$155	\$155	\$110	\$170	\$90	
								SUB TOTAL
								\$191,680.00

AB

**PROJECT NAME** - QUEEN LOUISE BOYS AND GIRLS CLUB BUILDING  
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**LOCATION** - ST THOMAS, USVI  
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**ITEMIZED COST ESTIMATE OF WORK TO BE PERFORMED**

ITEM	DESCRIPTION	RESOURCES/ESTIMATED Hrs. to Complete						SUB TOTAL	TOTAL FEES
		PROJECT MANAGER	Sr. CIVIL ENGR.	Sr. Mech. ENGR.	Sr. CAD Tech.	Surveyor (RLS)	Sr. Admin.		
		\$185	\$155	\$155	\$110	\$170	\$90	\$191,680.00	
<b>G. Deduction</b>									
1 a	20% Courtesy Deduction							\$38,336.00	
		188	236	260	382	64	238		
<b>GRAND TOTAL</b>								<b>\$153,344.00</b>	

bb