



November 14, 2016

**ERIKA KELLERHALS, Esq.**  
**Kellerhals, Ferguson, Kroblin, PLLC**  
**9100 Port of Sale Mall, Suite 15**  
**St. Thomas, U.S. Virgin Islands 00802-3602**

*Via E-mail*

**RE: LETTER OF ENGAGEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES ON GREAT ST. JAMES, ST. JOHN, U.S. VIRGIN ISLANDS**

Dear Attorney Kellerhals,

The Jaredian Design Group is pleased to provide you with **THIS LETTER OF ENGAGEMENT FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO PERMIT ACTIVITIES ON GREAT ST. JAMES, ST. JOHN, U.S. VIRGIN ISLANDS**. Our understanding of this project is based upon discussions with you and review of electronic information provided by your staff.

#### **SCOPE OF WORK**

The Scope consists of providing Pre-Design Services in connection with Permit Activities related to the maintenance and development of minor structures on Great St. James, St. John. Our services are inclusive of coordination with the Government of the Virgin Islands, including, but not limited to the Office of the Governor and the Department of Planning and Natural Resources (DPNR).

During the Pre-Design Phase of the project, the Jaredian Design Group will assist you with Permit Documents and resolution of DPNR related issues to ongoing maintenance operations on the island.

The Jaredian Design Group, *if required*, will also assist with the development of preliminary architectural-engineering studies to determine the feasibility and footprint for new improvements that are included in your development program. These engineering studies will include preliminary site layouts and land-use modifications.

#### **TERMS**

Charges for the pre-design services shall be based upon hourly rates as per the attached rate schedule for the Jaredian Design Group.

If during the course of work performed by the Jaredian Design Group, a definite Scope Of Work is defined for Design, the parties shall negotiate a lump-sum contract as required. It is further understood that the Owner may terminate its agreement with the Jaredian Design Group with seven days of notice, subject to the payment of all outstanding invoices approved to the point of termination.

**To serve as acceptance of this contract and written authorization to proceed, you may sign and return the enclosed copy of this letter.**

The costs included in this contract are valid for three (3) months from the date of submittal. If the contract is accepted after said period, the Jaredian Design Group reserves the right to review and retain or modify the figures stated herein in order to appropriately reflect changing costs and salaries and similar economic consideration.

This document shall represent our total agreement and supersedes all prior presentations. Any amendment shall be in writing and signed by both parties. Our understanding shall be construed under the laws of the Territory of the U. S. Virgin Islands.

We welcome this opportunity to submit our proposal for professional services. Should you have any further questions or comments, please feel free to contact me at 777-1600.

Very truly yours,

JAREDIAN DESIGN GROUP



John P. Woods, AIA, NCARB  
Principal

Encl. JDG Terms and Conditions, Rate Sheet

Cc: LeRoy V. Smith, Jr., PE, Principal, Jaredian Design Group

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**ACCEPTANCE OF LETTER OF ENGAGEMENT FOR PROFESSIONAL ARCHITECTURAL SERVICES ON GREAT ST. JAMES, ST. JOHN, U.S. VIRGIN ISLANDS:**

\_\_\_\_\_  
Name *(Please print)*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date