

Integrated Architecture & Design

107 West Way, Suite 16
Lake Jackson, Texas 77566
979.297.1411 p. 979.297.1418 f.
www.iadarchitects.com



March 7, 2023

Mr. Scott Myers
Fire Chief – Angleton Fire Department
City of Angleton
221 N. Chenango
Angleton, Texas 77515
(Sent via email to: scottmyers@bcffa.us)

Dear Chief Myers,

Thank you for the opportunity to visit with you recently to learn more about your plans to design and construct a new Apparatus Bay facility that will expand the services provided by the Angleton Fire Department.

We are also grateful to submit this proposal for professional design and engineering services for the proposed new project.

PROJECT SCOPE

As a result of our meeting, and based upon the information you provided, we understand that the project scope will include the following:

- Design, develop, and produce complete construction contract documents for a new, ground up PEMB (pre-engineered, metal building) structure of approximately 2,200 sq. ft. that will serve as an additional Apparatus Bay for the Department located near the current Fire Station #3.
- The facility will have an eave height to accommodate the planned equipment to be stored within the facility and is currently planned to match the existing facility on site.
- We understand the placement of the new structure will likely be located to the west side of the existing Fire Station #3 building, but we will explore other location options on the site with you as well.
- Develop an overall site plan including all vehicular and pedestrian traffic, and also the required replatting of the entire site.
- Assist the City of Angleton in seeking and selecting qualified general contractors for the bidding and construction phase of the project.
- We anticipate the construction cost of this project to be approximately \$400,000 - \$450,000 including all related site work.

SCOPE OF BASIC SERVICES

Per your request, we understand that the scope of work requested for this project shall include professional design services as follows:

- Architectural Design and Construction Document Coordination
- Structural Engineering (Foundation only – PEMB structural engineering by manuf.)
- Windstorm Engineering, Inspections, and Certification
- Mechanical/Electrical/Plumbing Engineering
- Civil Engineering
- Surveying
- Replatting Services
- Geotechnical/Soils Reporting

The professional disciplines identified above shall design and develop complete construction contract documents for the above-mentioned facility.

All work performed by this office will be designed and specified to comply with local building codes, including all state and national accessibility standards.

Deliverables for this proposed scope of work will include submittals of design and engineering drawings for your review along with all members of the architectural/engineering design team. We anticipate submittal milestones to include complete Schematic Design, complete Design Development, and a 100% Construction Documents package.

Upon completion of each design phase, and as authorized by you we will submit that design phase deliverable to you and seek Owner comments and guidance prior to advancing to the next design phase. Upon completion of all design phases, we will deliver final construction documents and specifications to you and assist the City with competitive bidding by competent and qualified general contractors. Submittals will include hard copy and PDF versions of the final bid documents. Electronic copies (Revit/AutoCAD) will remain the property of this office.

Our responsibilities include professional services for the stated scope of work through all design phases of this project including Schematic Design, Design Development, Construction Documentation, Bid/Negotiation phase, Construction Administration and Building Closeout phase.

Items not a part of this proposal include construction material testing, on-sight storm water detention design, the design of low voltage systems such as I.T./data systems, audio visual systems; final furniture design, landscape/irrigation, and design of utilities to be brought to or modified on the site. We will be pleased to provide or coordinate these services for you if requested, and invoice to you as an additional service addressed in our Per Diem Rate Schedule.

Building permitting will be performed by the selected general contractor.

COMPENSATION FOR SERVICES

Proposed compensation to Integrated Architecture & Design (iAD Architects) for this scope of work shall be a fixed fee in the amount of \$56,134.00 (Fifty-six thousand, one hundred and thirty-four dollars), plus project related reimbursable expenses. This amount is inclusive of the professional architectural and engineering design services identified above. We believe this comprehensive fee equates to approximately 12% of anticipated construction costs and includes all major disciplines of design and engineering for this project.

Project related reimbursable expenses such as plotting/printing, accessibility reviews/ registration and other miscellaneous items are not included in this fee and may range up to an amount of \$3,500.00 depending on the amount of required printing/plotting for the project.

Final on-site, required accessibility inspections will be the responsibility of the Owner. We are happy to coordinate this effort for you. We estimate the cost associated with this will be approximately \$1,000.00.

At your request, we will be pleased to submit an AIA B101 – 2017 Document “Standard Form of Agreement Between Owner and Architect” for your review and consideration.

PAYMENT

Invoicing against the proposed fee amount stated above shall be monthly based on completed work at the time of invoicing or at the completion stage of each phase of the design contract. Terms shall be net 30 days.

ADDITIONAL SERVICES

The following are examples of architectural services not included as a part of Basic Services under this proposal:

- Services due to changes in scope of the Project or its design, including but not limited to changes in size, complexity, schedule, or character of construction based on the descriptions of scope in this proposal.
- Preparation of any drawings to be used as As-Built drawings of existing development or structures.
- Revising documents and specifications which the Owner has previously approved or when changes are due to causes beyond the control of the Architect. Special meetings for changes of this type will also be Additional Services.
- Preparation of design documents for alternate systems, or for out-of-sequence work requested by the Owner.
- Providing design services relating to future facilities, systems, and equipment, which are not intended to be constructed or operated as a part of the Project.
- Providing design for value engineering of the project after the drawings have been submitted, reviewed, and approved.
- Any reimbursable expenses associated with additional services defined above.

Upon request and written authorization by the Owner, Architect will provide these services as Additional Services. Billing for Additional Services shall be as per the attached Per Diem Rate Schedule unless indicated otherwise. No additional services will be provided or invoiced without the Owner's consent.

EXECUTION

Should this proposal meet your approval, please execute two copies; retain one for your records and return the other to our office.

Thank you again for the opportunity to submit this proposal. We look forward to working with you on this project.

Should you have any questions, please do not hesitate to call.

Best regards,



Brent K. Bowles, AIA
Principal, **iAD Architects**

Accepted by: _____ Date: _____
(Signature)

Organization: _____

Title: _____

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PER DIEM RATE SCHEDULE

As of July 1, 2022

Please note that all architectural, design and other related professional services agreed to be compensated via terms of a Per Diem Rate shall be as follows below, and that such rates will be in effect as of the above-mentioned date on all projects in which Integrated Architecture & Design performs professional services:

<u>Integrated Architecture & Design Staff</u>	<u>Rate</u>
Architect/Principal	\$200.00/hour
Associate/Architect	\$150.00/hour
Associate/Production	\$125.00/hour
Draftsman/Production	\$85.00/hour
Clerical	\$60.00/hour

Direct non-labor expenses, such as printing, plotting, reproduction of all project correspondence and contract documents or similar documents, postage, freight, express delivery, photography, and/or travel shall be considered as a Reimbursable Expense and subject to invoice to the client with a multiplier of 1.10.

Consultant fees will be billed directly to the Architect. The Architect will invoice the client for these fees with a multiplier of 1.10.

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. TBAE, 333 Guadalupe, Suite 2-350, Austin, TX 78701-3942. p. 512.305.9000