

Integrated Architecture & Design

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



February 15, 2022

Mr. Chris Whittaker
City Manager
City of Angleton, Texas
121 S Velasco
Angleton, TX 77515
(Sent via email to: cwhittaker@angleton.tx.us)

Dear Mr. Whittaker,

Thank you for the opportunity to visit with you recently and to discuss the City's intention of developing a new Operations Center that will provide and expand City services to the residents of Angleton. We also thank you for your consideration of iAD Architects as professional and local design services solution for this important project.

Per your request, we are pleased to submit this proposal for professional architectural and engineering services to design and produce construction contract documents as well as assist you in the construction administration phase of the project.

PROJECT SCOPE

As a result of previous meetings, discussions, and email correspondence, we understand that the project scope will include the following:

- Work with City administrators and leadership to develop the current concept of the Angleton Operation Center into a specific and tailored solution for the selected location at 901 South Velasco;
- Review the Owner provided program requirements for the I.T. Department, Parks & Recreation Department, and the Public Works Department and develop into a useable Schematic Design package for the project including conceptual floor and site plans that identify a multi-story building to house these commercial office functions and a covered parking area of approximately 10 bays;
- Upon an Owner approved Schematic Design package, we will work with the City and all relevant stakeholders to develop a complete Design Development package incorporating initial work from our professional consulting engineers as identified below, and address associated site amenities including parking, vehicular circulation, and all traffic flow in, off and throughout the site;
- Develop complete Construction Documents for the permitting and construction of the functions defined above and the associated site development for these structures;
- Assist the City of Angleton in the option of selecting and working with a Construction Manager at Risk for this type of qualified and competitive bidding, construction delivery method for this project;
- We believe construction costs for this project may range between \$6,500,000 and \$7,100,000 for the multi-story office building, the covered parking structure, associated site work, and the demolition of the existing facility on the proposed site.

SCOPE OF BASIC SERVICES

Per your request, we understand that the professional service scope of work requested for this project shall include design and coordination of the following disciplines:

- Architectural Design and Construction Contract Documents
- Structural Engineering
- Windstorm Engineering and Inspections
- Mechanical/Electrical/Plumbing Engineering
- Civil Engineering
- Surveying
- Geotechnical Services

Those professional disciplines identified above shall design and develop complete design/bid documents for the above-mentioned development.

All work will be designed and specified to comply with all 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 design team. We anticipate submittal milestones to include complete Schematic Design, Complete Design Development, 50% Construction Documents, and a 100% Construction Documents package. Upon completion of each design phase, and as authorized by you, we will complete and deliver final construction documents and specifications to you for competitive bidding with your general contractor.

Our responsibilities will include professional services for the stated scope of work through the Construction Documentation, Bid/Negotiation phase, Construction Administration, and Project Closeout.

This proposal does not include construction material testing, replatting efforts with the County, the design or delivery of any low voltage systems such as I.T./data systems, audio visual systems, Fire Suppression/Fire Alarm Design; or landscape/irrigation. We will be pleased to coordinate these services for you if requested, and invoice to you as an additional service addressed in our Per Diem Rate Schedule.

COMPENSATION FOR SERVICES

Compensation to Integrated Architecture & Design, LLC for the above stated scope of work is proposed at a fixed fee of \$456,171. (Four hundred, fifty-sixty thousand, one hundred and seventy-one dollars); plus, all project related reimbursable expenses. This amount is inclusive of the professional consulting services identified above. We believe this full service and comprehensive fee equates to approximately 6.5% of anticipated construction costs.

Anticipated project related reimbursable expenses such as accessibility reviews, travel, printing/plotting, and deliveries, are not a part of this proposal and may approach an additional \$10,000.00.

On-site accessibility inspections will be required by the State of Texas and will need to be coordinated and paid for by the Owner. We are happy to coordinate this for you upon successful completion of the project.

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 to formalize this agreement beyond this proposal letter.

PAYMENT

Invoicing shall be monthly based on completed work at the time of invoicing or at the completion stage of each phase of the design agreement. 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 significant changes in scope of the Project or its design, including but not limited to changes in size, complexity, schedule, or type of construction based on the descriptions of scope in this proposal.
- 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. No additional services will be provided or invoiced without the Owner's consent.

EXECUTION

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

Thank you again for considering iAD Architects and 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: _____
(Signature)

Date: _____

Organization: _____

Title: _____

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PER DIEM RATE SCHEDULE

As of January 1, 2020

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	\$100.00/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