

FGMARCHITECTS

May 15, 2024

Scotty Jones
Interim City Manager
1901 Fifth Street
Bay City, TX 77414
sjones@cityofbaycity.org

Subject: **Bay City Public Safety Headquarters
Fee Proposal for Professional Design Services – Programming and Schematic Design**

Dear Scotty,

FGM Architects Inc. (FGMA) is pleased to submit this proposal for the Bay City Public Safety Headquarters adaptive reuse project. On the following pages we have summarized our understanding of the project, identified our project team, outlined our scope of services, indicated a preliminary project schedule, and proposed a fee for our professional services.

Please review the following information and let me know if you have any questions or concerns. We look forward to teaming with Bay City on this important project.

With warmest regards,

A handwritten signature in black ink, consisting of a large, stylized 'O' followed by a cursive 'Palomo'.

Jaime Palomo, AIA | Principal, Managing Director
jaimepalomo@fgmarchitects.com

cc. Chief Christella Rodriguez – Bay City Police Department
Brian Meade, AIA – FGM Architects

BAY CITY PUBLIC SAFETY HEADQUARTERS: PROGRAMMING AND SCHEMATIC DESIGN SERVICES

PROJECT UNDERSTANDING

The City of Bay City, hereinafter referred to as the Owner, is in the process of purchasing the 3.87-acre property at 3701 Avenue F in order to renovate the 40,000sf former Kmart building (c.1978) into their new public safety headquarters over a period of time in a multi-phased approach.

We understand that the Program Verification Phase will include reviewing previous programs and concept layouts from both 2016 and 2021 to determine the appropriate program size that can be realized in multiple phases of construction. The anticipated Phases are described in the Program Verification section below.

We understand that the Schematic Design Phase drawings will be based on the program verification results and from the initial conceptual site plan diagram created on 4/22/24 (See exhibit below).

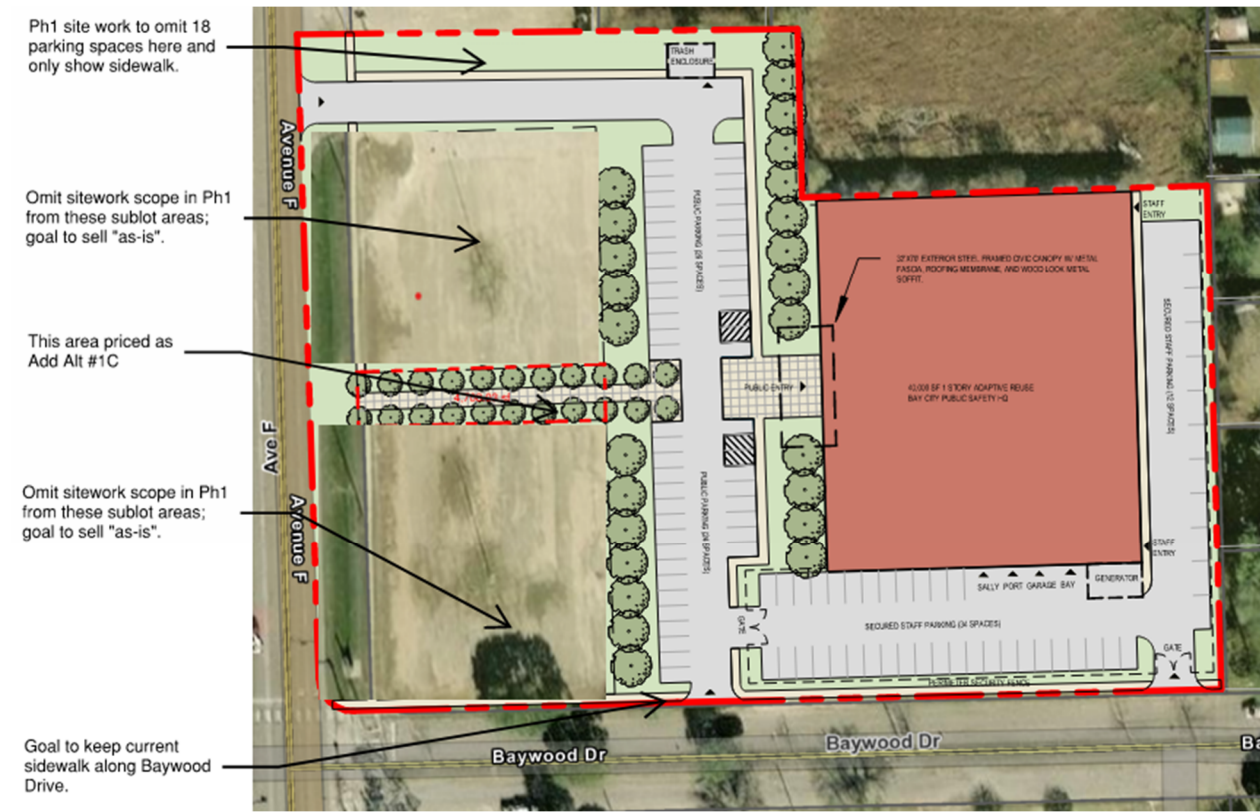
Exterior features to include:

- A fenced in secure staff parking lot for approximately 40 cars (with 2 vehicle gates)
- An unsecured public parking lot for approximately 50 cars
- A new public entry plaza with covered canopy
- A fire lane drive aisle that connects both Avenue F and Baywood Drive.
- An axial landscaped public walk leading from Ave F to the public entry.
- Screen enclosures for both the generator and trash areas.

Interior features to include:

- Approximately 20,000sf – 26,000sf of phase 1 interior build-out space depending on cost estimate update.
- Capable of being designed to a Risk Category IV use.
- Potential cost add alternate to harden parts of building as a rated storm shelter.

Based on both client feedback and preliminary ROM (Rough Order of Magnitude) cost estimate efforts by PRC on 4/23/24, we anticipate the Phase 1 construction costs to be in the \$12M-\$15M range. In order to gain an even better understanding of actual construction costs and scope, we propose a two-phase approach to your project. Phase One, as presented in this proposal, includes Program Verification and Schematic Design (SD) drawings to be used in preparation of a Rough Order of Magnitude (ROM) cost estimate. Phase Two, to be part of a subsequent proposal, will include preparation of Design Development (DD) and Construction Document (CD) design documents to be used for bidding, permitting, construction of the approved project along with Construction Administration (CA) services.



DESIGN TEAM

Design team members and roles are listed below:

FGM Architects Inc.	Architect / Project Management
Agnew Associates, Inc.	Mechanical, Electrical, Plumbing, and Fire Protection
Steinman Luevano Structures, LLP	Structural Engineer
Lynn Engineering	Civil Engineer
STUDIO 1619, LLC	Landscape Architect
Project Cost Resources	Cost Estimating

For the DD and CD phases, an IT consultant would be added to the team.

SCOPE OF PROFESSIONAL SERVICES

The FGMA team will work with Bay City and the Police Department from the Program Verification Phase through the Schematic Design Phase by managing the design process including: facilitating meetings; confirming and clarifying the scope of work; meeting with Department representatives to verify the programmatic requirements / department needs; revise the program including space list, square footages, and counts of staff accommodated; developing design concepts; refining the design concept selected by the Department; preparing Schematic Design documents; developing an Schematic Design level cost estimate.

The project will begin with a Kick-off Meeting, with an agenda including:

- Project team introductions
- Communication protocols, confirmation of the project schedule and key meeting dates/milestones
- Confirmation of the City & Police Department's project goals and objectives
- Information gathering

The key project phases covered under this agreement are as follows:

- Program Verification Phase
- Schematic Design Phase

Design Development, Construction Documents, Bidding / Permitting, and Construction Administration phases will be covered by a separate agreement after the project scope and Owner budget are established based on the Schematic Design documents and cost estimate.

We have provided a general description below of the tasks and activities that will be undertaken during these phases.

Program Verification Phase

The Program Verification Phase will include reviewing previous programs and concept layouts from both 2016 and 2021 studies to determine the appropriate program size that can be realized in Phase 1 of this project versus Phase 2.

- Anticipated Phase 1 program spaces will look at limited 5-10yr growth for Police Administration, Records, Patrol, CID, Property & Evidence, Temporary Holding, a county wide expandable dispatch center, shared meeting / amenity spaces, limited public lobby space.
- Phase 2 program spaces will also be reviewed in the 10-20yr growth timeframe to make sure that the long-term masterplan fits within the current 40,000sf building shell. These program spaces will include staff growth in all Phase 1 areas plus the addition of municipal courts and other shared amenity spaces.

Representatives from the Design Team will also revisit the current police, dispatch, and courts spaces during this phase, shall visit the site with Department representatives to review the proposed scope of work, and identify any modifications to that scope based on current conditions. FGMA shall document the visit and its findings and shall identify any required changes to the Design Team's scope of work. The information gathered during this phase will be used as design parameters going forward into the next phase.

The following three (3) meetings will be included in the Programming Phase: Project Kickoff Meeting (virtual), Programming Input / User Group Meetings (multiple in-person meetings in one trip), Programming Review Meeting (virtual).

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Schematic Design (SD) Phase

Based on the confirmed scope of work, program verification, and the City / Police Department's Construction Budget, FGMA and its consultants shall prepare Schematic Design documents consisting of drawings and/or narratives and other documents illustrating the scale and relationship of project components. We will review the existing building documents (if available) and undertake a field verification of the existing spaces in order to generally ascertain the accuracy of the existing documents. We will prepare base drawings to use for the project based on the existing building documents. If existing building documents are not available, FGMA can provide an additional service to field measure the existing building and generate a base drawing for use on the Project.

We will propose solutions to the City and Police Department to address the identified programmatic needs and challenges and refine these solutions based on the Department's input.

The following four (4) meetings will be included in the Schematic Design Phase: Initial Conceptual / Schematic Design Meeting (in-person), SD Progress Meeting (virtual), Final Schematic Design Meeting (in-person), Cost Review Meeting (virtual). Additional in-person meetings will require additional services. Bluebeam Sessions will be utilized as needed to facilitate communication.

To conclude the phase, we will finalize and submit Schematic Design documents for the Owner's review and approval. Deliverables will include:

- Concept landscape plan, site plan, floor plans, reflected ceiling plans, finish plans, exterior elevations, and hardened wall location exhibit.
- Up to 4 Schematic Renderings (still images): 1 exterior birdseye view of site; 1 exterior eye level view of building, 1 interior lobby view, and 1 additional space to be determined with the City and Police Department.
- Narratives describing building systems for renovations and construction of new structures. For cost estimating purposes, narratives will be prepared by the following design disciplines:
 - Structural
 - Mechanical, Electrical and Plumbing (MEP)
 - Civil/Site Design
 - Landscape Design
- Rough Order of Magnitude (ROM) schematic design phase cost estimate to refine project scope and budget for subsequent phases of design.

Design Development (DD) Phase

Scope of services during this phase of design to be part of a subsequent proposal.

Construction Documents (CD) Phase

Scope of services during this phase of design to be part of a subsequent proposal.

Bidding/Award and Permitting Phase

Scope of services during this phase of design to be part of a subsequent proposal.

Construction Administration (CA) Phase

Scope of services during this phase of design to be part of a subsequent proposal.

PRELIMINARY PROJECT SCHEDULE

Based on our current understanding of the City and Police Department's goals and objectives and the scope of professional services described above, we have prepared a Preliminary Project Schedule upon which our Proposal is based. We will review this schedule with the City and Department at the project kick-off meeting in order to clarify and confirm the assumptions made.

<u>Phase/Activities</u>	<u>Duration</u>
Kick-Off meeting	week 1
Information gathering	week 1-2
Programming	week 2-3
Prepare conceptual design	week 4-5
Owner review/approval	week 5
Schematic design drawings	week 6-8
Owner review/approval	week 9
Cost estimating (design team paused)	week 9-10
Cost Review / Minor refinements	week 11
Final packaging / approval	week 12

This schedule assumes no pauses in efforts for extended review periods and that client decisions / directives will be provided in a timely manner to keep efforts on pace. If this phase of the project extends beyond 12 weeks for additional rounds of meetings, redesign, or review, additional fees may be requested. Refer to the Additional Services section below.

ASSUMPTIONS

The FGMA team has made the following assumptions in the preparation of this Proposal:

- FGMA has included the design (SD narratives) of conventional Architectural, Civil, Landscape, Structural, Mechanical, Electrical, and Plumbing Engineering systems as part of this Proposal. Specialty consultation services such as vibration, audio visual, datacom, acoustic, commercial kitchen, signage, security, environmental, and material testing are not included in this Proposal. If these services are required, FGMA will work with the Owner to select an appropriate consultant; consultant fees would be treated as a reimbursable expense.
- LEED documentation is not included in this Proposal.
- Enhanced Energy modeling is not included in this Proposal.
- Geotechnical investigation is not included in this proposal. If it is deemed necessary by the Structural Engineer to obtain a Geotechnical report, depending upon the proposed improvements, FGMA will assist the Owner in soliciting the services of a Geotechnical Engineer and the design team will coordinate as needed.
- Selective demolition work to identify potential issues with existing systems is not included.
- Existing building drawings and any other pertinent documents shall be made available to the FGMA team for its use by the beginning of the Programming Phase. The FGMA team shall perform a visual site survey to verify the existing conditions and will double check key dimensions; however, the creation of detailed, measured drawings of the existing building are not included in the lump sum fee. If existing building drawings are not available, FGMA can provide an additional service to perform scanning / measurements of the existing building and generate base drawings for use with the project.

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COMPENSATION

For the Architectural and Engineering Design Services described above in connection with the Project (Programming through Schematic Design), FGMA and its consultants shall be compensated on the basis of a lump sum fee in the amount of **One Hundred Sixty-Two Thousand Dollars (\$162,000.00)**, which includes customary direct expenses such as local travel and printing for in-house use only. This lump sum fee also includes anticipated expenses for out-of-town travel, fuel, lodging, applicable meals, printing costs, etc, in the amount of \$4,200. If actual expenses exceed this amount due to additional unanticipated meeting trips or otherwise, such additional expenses will be treated as Reimbursable Expenses and will be invoiced at cost plus a 10% handling fee.

ADDITIONAL SERVICES

For any Additional Services authorized by the Owner beyond the scope of this Proposal including: major revisions to previously approved design or construction documents, additional in-person meetings and travel time (beyond the number of meetings included herein), additional renderings, models, and video “walk-throughs” authorized by the City, existing building drawings, or services not customarily furnished in accordance with generally accepted architectural and engineering practice, FGMA and its consultant shall be compensated either on the basis of the hourly rates described in the attached Hourly Rate Schedules for the professional and technical employees engaged on the Project, or on the basis of a negotiated lump sum.

Anticipated additional services include the scanning/measuring of the existing building to develop base drawings for use during design, in the event that such drawings do not exist. The Owner should budget \$4,000 for such additional services. FGMA will not proceed with any Additional Services without prior written authorization from the Owner.

APPROVAL

If the above proposal is acceptable, please sign in the space provided below and return one copy to FGMA, or otherwise notify FGMA of its acceptance. Following approval, we will prepare a Standard Form of Agreement Between Owner and Architect.

ACCEPTED BY:

Signature

Name

Title

Date

Hourly Rate Schedules

FGMA Hourly Rate Schedule

Principal	\$300.00/hour
Project Manager (Arch IV)	\$260.00/hour
Project Manager (Arch III)	\$220.00/hour
Project Architect (Arch II)	\$180.00/hour
Project Architect (Arch I)	\$140.00/hour
Interior Designer IV	\$240.00/hour
Interior Designer III	\$200.00/hour
Interior Designer II	\$160.00/hour
Interior Designer I	\$120.00/hour
Project Administrator	\$135.00/hour

Agnew Associates, Inc. Hourly Rate Schedule

Principal	\$215.00/hr
Senior Licensed Engineer	\$185.00/hr
Licensed Engineer	\$165.00/hr
Engineer	\$135.00/hr
Design Personnel	\$105.00/hr
Inspector	\$50.00/hr
Support Personnel	\$70.00/hr

Steinman Luevano Structures Hourly Rate Schedule

Principal	\$200.00/hr
Project Engineer (PE)	\$190.00/hr
Graduate Engineer (EIT)	\$180.00/hr
Senior CAD Technician	\$170.00/hr
CAD Technician	\$160.00/hr
Clerical	\$90.00/hr

Lynn Engineering Hourly Rate Schedule

Associate Engineer V	\$210.00/hr
Associate Engineer IV	\$180.00/hr
Associate Engineer III	\$155.00/hr
Associate Engineer II	\$140.00/hr
Associate Engineer I	\$130.00/hr
Engineer in Training II	\$115.00/hr
Engineer in Training I	\$100.00/hr
Engineer Tech IV	\$120.00/hr
Engineer Tech III	\$110.00/hr
Engineer Tech II	\$95.00/hr
CAD Operator III	\$85.00/hr
Administrative	\$65.00/hr