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May 15, 2025

Lee Standley
Assistant City Administrator
City of Crockett
200 North Fifth Street
Crockett, Texas 75835

RE: Construction Administration Services

Mr. Standley,

Thank you for selecting our firm to provide extended architectural services for the former Angelina College building (the Provalus project) located on the northeast corner of Loop 323 and State Highway 19 in Crockett, Texas. Below is a summary of our Construction Administration Services proposal.

SUMMARY OF PROPOSAL

PROVIDED: **Additional Architectural Services Required**
MEP Engineering beyond original project scope
Structural Engineering Services Required

Construction Administration Services-Bidding Phase
Preparing project bidding scope, filing plans for bidding.
Administration of the bidding process including preparing required addendums
And providing information regarding RFI requests
Administration of bid opening and analyzing bids for recommendation to owner
Support in negotiating and preparation of contract.
Securing proper insurance and bond certificate from contractor

Construction Administration Services-Construction Phase
Field observations during construction as needed-minimum once each month
Review of shop drawings and change order requests. Preparation of change orders
Review and approval of certificates of payment.
Providing information requested for construction related RFIs requested

Construction Administration Services-Construction Closeout Phase
Final Inspections including TAS inspection
Review of required contractor provided contract documents
Obtain "Certificate of Occupancy" permit

Items Not Included:
Energy audits and ComCheck reports required by city and state

FEES:

Total Fee \$14,500.00 for above services

PAYMENT:

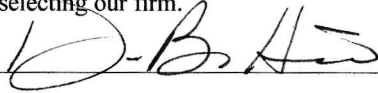
1.) fee earned for bidding phase \$ 4,500.00

2.) fee earned for construction phases \$ 10,000.00

Fees will be billed at finish of each phase and are due ten (10) days from invoice date

Thank you again for selecting our firm.

Don. B. Hill AIA
Architect



DATE May 15, 2025

City of Crockett _____ DATE _____

The Architect is required by Texas law to make the following statement:

The Texas Board Of Architectural Examiners ,P.O. Box 12337 , Austin , Texas 78711-2337 , or 333 Guadalupe , Suite 2-350 , Austin , Texas 78701-3942, (512)305-9000 , has jurisdiction over individuals licensed under the [Architect/Interior Designs ,Landscape Architects] Registration Law , Texas Civil Statutes , Article 249.