



4836 Whirlwind Drive  
San Antonio, Texas 78217

Phone (210) 655-3774

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September 2, 2025

City of Castroville  
City Hall  
1209 Fiorella St  
Castroville, TX 78009

RE: Castroville City Hall Master Planning Services

Dear Mr. Dixon,

On behalf of Pugh Constructors, Inc., in partnership with our design partner Ford, Powell & Carson, we are pleased to submit our proposal for Design-Build Master Planning Services for the renovation of Castroville's City Hall.

Our team is committed to delivering a thoughtful, cost-effective, and comprehensive planning approach that preserves the City's vision while ensuring constructability and long-term value.

We are prepared to complete all work associated with this effort for a stipulated sum of:

- Master Planning Services: \$30,000
- Conceptual Estimate: \$15,000
- Reimbursable (allowance): \$1,000
- **Total: \$46,000**

We appreciate the opportunity to serve the City of Castroville on this important initiative and look forward to working together.

Sincerely,

A handwritten signature in black ink that reads "John Christie". The signature is written in a cursive, flowing style.

John Christie

President

**Scope Included:**

1. Prepare a high-level Building Master Plan for the City of Castroville City Hall.
  - Refer to Exhibit A for additional information.
2. Prepare a high-level cost estimate based upon the final master plan.

**Qualifications:**

- This proposal assumes one high-level estimate.
- Existing documentation, provided by the City of Castroville, will be reviewed as part of the effort.
- This proposal assumes a master plan limited to the City Hall building and does not include these listed services for other buildings.
- The terms of this proposal shall be effective for thirty (30) days from the date of the submittal.
- This proposal is based on the services described in Exhibit A.
- Reimbursable expenses, as defined in Exhibit A, will be billed at a rate of 1.15 times cost. Any unused reimbursable amount will be credited back to the Owner.
- Schedule:
  - Master Planning – 6 weeks
  - Estimating – 4 weeks

**Attachments:**

1. Exhibit A – Ford, Powell & Carson's Proposal dated 08/29/2025



**FORD POWELL CARSON**

August 29, 2025

**John Christie**  
**Pugh Constructors**  
4843 Whirlwind Drive  
San Antonio, TX 78217

**RE: PROJECT PROPOSAL for City of Castroville, FPC Project #M88838**

Dear John,

Ford, Powell & Carson Architects and Planners, Inc. (FPC) is pleased to submit this proposal for professional services for the master plan project at the City of Castroville City Hall. At FPC, we believe in creating meaningful architecture, rooted in our legacy of regional modernism. Our designs are inspired by our sensitive understanding of context, our desire to collaborate, and our passion for vibrant places. We look forward to collaborating with you on this project.

The overall goals for this project, which require A&E professional services, are as follows:

- Prepare a high-level Building Master Plan for the City of Castroville City Hall to assist Pugh Constructors with cost estimating.

#### **BASIC SERVICES**

As a part of Master Planning, Schematic Design, & Programming basic services, the design team will perform the following:

- Review Owner's program
- Evaluate building renovations and additions
- Deliverables to include: Site Plan and Floor Plans, one rendering
- Includes (1) design charrette with Owner and stakeholders and (2) Owner review meetings

#### **EXCLUSIONS**

The following services are not included:

- Construction Documents
- Specialty consultants other than listed herein.
- Any other services not specifically included in the proposal.

## SCHEDULE

Upon notice to proceed, we anticipate the following schedule for services 6 weeks

## ASSUMPTIONS & CLARIFICATIONS

This proposal is based off the following assumptions and clarifications:

- Owner to provide program and base building CAD files
- Pugh Constructors to provide cost estimate

## BASIC SERVICES FEE

To provide the basic services describes above, Ford, Powell & Carson Architects & Planners, Inc. proposes a stipulated sum fee of:

BUILDING MASTER PLAN	\$30,000
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## REIMBURSABLE EXPENSES

Typical reimbursable expenses include invoice-supported printing, delivery, mileage, hotel and miscellaneous travel expenses, and any permitting or registration fees. Reimbursable expenses shall be billed at a rate of 1.15 times the amount spent.

## ADDITIONAL SERVICES

If additional services are requested and approved, FPC's hourly billing rates are as follows:

Principal	\$ 237.61	Senior Architect	\$223.84
Project Architect	\$185.02	Project Manager	\$185.02
Architect	\$157.62	Design Staff	\$134.31

Hourly rates are subject to change at the end of each calendar year.

## PAYMENT

Invoices will be submitted monthly for the previous month's work. Payment is due within thirty (30) days of invoicing, with a 2% interest charge for overdue invoices. Work on projects with overdue invoices is suspended after sixty (60) days of nonpayment. For payment options, contact Suzanne Smith at [ssmith@fpcarch.com](mailto:ssmith@fpcarch.com). Projects which stop and start at the Owner's direction are subject to remobilization fees.

## NEXT STEPS

1. I look forward to discussing this project with you in more detail soon. Please contact me directly anytime you have additional questions or requests at [achambers@fpcarch.com](mailto:achambers@fpcarch.com)
2. We will commence work when a standard American Institute of Architect (AIA) contract has been executed.
3. The terms of this proposal shall be effective for thirty (30) days from the date of the submittal. If an agreement is not executed within the time identified, the proposal, together with any



related terms and conditions and deliverables, may be subject to amendment, change, or substitution.

We recognize you are putting your trust in our performance, and we value the new relationship we have with you.

Sincerely,

A handwritten signature in black ink that reads "Allison Chambers". The script is fluid and cursive, with the first letter of each word being capitalized and prominent.

Allison Chambers, AIA  
Principal