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To: "[mfischer@cityofdrippingsprings.com](mailto:mfischer@cityofdrippingsprings.com)"  
Sent: Wednesday October 26 2022 3:33:28PM  
Subject: Revised Status of DS City Offices Remodel

Michelle,

As per your request for a status report of the DS City Offices Remodel, I am "bullet-pointing" the current status of the project and the remaining items required for submittal for building permit.

-Final Architectural drawings have been completed (10.25.22) and have been distributed to you and the TAS plan reviewer (Rob Roy Parnell).

-Final architectural invoice has been submitted (10.25.22).

-TAS Plan Reviewer has completed a preliminary accessibility review on the project and his comments have been incorporated into the final architectural drawings that have been distributed. He will release the final review report once he has had a chance to look over the revised architectural drawings and the Plumbing plan from the MEP engineer. He has already set up a file with TDLR and has received the TABPRJ number for the project. I believe you said that he has forwarded that number to you already. Not sure if he will invoice you directly or if he will send the final invoice to me first.

-We need to find an MEP engineer to prepare mechanical, electrical and HVAC drawings and he/she needs to send you a proposal and scope of services agreement. The MEP engineer needs to include an existing conditions survey and completion of a COMCheck for the lighting and HVAC components of the project in the proposal. After proposal approval, the engineer needs to complete the MEP drawings and send them to me for inclusion into the submittal for building permit and forwarding to Rob Roy for review. I will forward the final architectural drawings in both PDF and CAD format to the MEP engineer for his use. The MEP engineer will invoice the city directly.

-Once I have the completed MEP drawings, COMCheck and final accessibility report from the TAS Plan Reviewer, I will combine all these into one final PDF, fill out the Permit Application and submit to the city's building department for building permit review.

-Building Department and Fire Department will review the drawings and reports and create comments that may or may not trigger revisions to the drawings. If revisions are required, then the MEP engineer and myself will address the revisions on our drawings and I will then re-submit for approval and issuance of a building permit.

-I will be available to help you as needed or desired with any discussions and/or decisions concerning contractor selection and construction observation as the project moves forward.

Let me know if you need further information on any portion of this status report and if this email will suffice for your needs.

Kevin

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