



August 14, 2026

Mr. James Quin  
City Administrator  
City of Hutchins, Texas

**RE: Fee Proposal for Professional Design Services for the City  
Hall Walking Trail & Green Space**

Dear Mr. Quin,

We are pleased to present this proposal for Professional Design Services for a walking trail and green space on approximately three acres on a site located adjacent to the existing City Hall & Event Center Facility.

**Scope of Work:**

We understand that the scope of work is to provide architectural and engineering services to accomplish the work as reflected on the conceptual design site plan. The deliverable will be comprehensive construction documents and specifications required to permit, bid, and build the project.

The scope of work shall include deliverables listed below:

- Civil engineering
- Topographic and Boundary Surveys (tree survey provided by owner)
- Landscape architecture
- Architectural design and integration of vendor fixtures and structures
- Texas Accessibility and ADA compliance
- Signage and wayfinding
- Site FF&E
- Integration of proposed Veteran's Memorial

We also understand the BCI Team will support the City of Hutchins in preparing for public presentations and will participate in presentations to the Community and City Leadership as requested.

The BCI Team is prepared to begin work immediately upon acceptance of this proposal. The signatures at the bottom of this proposal will serve as notice to proceed with the scope of work listed above. We will prepare and send an **AIA B104-2017 Abbreviated Form of Agreement Between Owner and Architect**.

This service will be invoiced monthly for the percentage of the scope completed. BCI will not proceed with design services beyond this scope of work without prior written approval from the City of Hutchins.

**REIMBURABLE EXPENSES**

Reimbursable expenses will be billed at cost plus 10% markup. These expenses may include printing or other project-related expenditures.



### **DELIVERABLES**

Upon completion, these documents will be used for bidding, permitting and construction, and other agency approvals as required. We anticipate the services for this project per the scope of work to have a timeline of (4) four to (6) six weeks to produce construction documents.

**Our fee for this service as described within this proposal will be a fixed fee, (not to exceed) of \$76,500.00.**

This proposal is valid for a minimum of 90 days.

We are grateful for this opportunity to continue to serve the City of Hutchins in support of its mission to enhance the quality of life for its citizens.

Sincerely,

Mary Ann A. Mitchell, AIA  
Managing Principal

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Mr. James Quin  
City Administrator - City of Hutchins, TX