

December 20, 2023

2360 Chauvin Dr
LEXINGTON
KY 40517
859.268.1933

255 Seven Farms
Drive, Suite 300-A
CHARLESTON
SC 29492

17304 Preston Rd
Suite 1075
DALLAS
TX 75252
469.941.4926

308 East 8th St
CINCINNATI
OH 45202
513.651.4224

1220 West 6th St
Suite 300
CLEVELAND
OH 44113
216.241.4480

Mr. James Quin
City Administrator
City of Hutchins, Texas

RE: Hutchins City Hall – Proposal for Additional Services for Furniture, Fixtures, and Equipment Specifications Package

Dear Mr. Quin,

BCI is pleased to present this proposal for Additional Services for Furniture, Fixtures, & Equipment (FF&E) specifications services to the City of Hutchins, Texas for the proposed City Hall Facility in support of the AIA B104-2017 agreement executed on March 12, 2023, for basic design services. Upon acceptance of this proposal, we will submit the AIA B152™-2019, Standard Form of Agreement Between Owner and Architect for Interior Design and Furniture, Furnishings, and Equipment (FF&E) Design Services to you for your signature. AIA B152-2019 assumes the Owner will provide separate budgets for the Cost of the Work for Construction and the Cost of the Work for FF&E separately and the Architect will design the Project to meet these budgets. This service will be invoiced as completed over the course of the project.

The FF&E scope of work shall include the following tasks:

- FF&E Floor Plan – annotated floor plan showing FF&E layout.
- FF&E selections and specifications – research, explore, and source FF&E items and provide specifications document.
- Create FF&E bid package.
- Bidding or negotiated vendor selection support.
- Assistance with vendor coordination and installation of FF&E.
- Coordination with A/E related services as described above to produce plan(s) and specifications.
- Assist with vendor and contractor coordination and schedules.
- Coordinate and facilitate meeting with vendor(s)
- Assist with FF&E RFP solicitation.

The scope of work does not include:

- Procurement of FF&E
- Selections, specifications, or procurement of computers, T.V. displays, monitors, security cameras/devices, copy or printing machines, office accessories, décor, digital signage, graphics and wayfinding signage.
- Vendor compensation.
- FF&E Contract Administration between the City of Hutchins & Vendor(s).
- Guarantees or warranties of products or vendor(s) performance.



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We understand the estimated FF&E procurement budget for the new facility of 20,817 square feet to be \$1,300,000.

Our fee for this additional service will be 6.5% of FF&E costs.

Proposed FF&E Service Fee: \$84,500

BCI's proposal is valid for a minimum of 90 days. President Benjamin E. Brandstetter, PE, is the official authorized to bind the firm. BCI has never been unable to successfully negotiate the terms of a contract. All fees are negotiable.

The following proposed milestones and deliverables are as follows:

FF&E DOCUMENTS PACKAGE

- Source and select FF&E items including color, fabric, and finishes, for owner's review and approval. Coordinate vendor showroom visits, samples, and options for consideration.
- FF&E Floor Plan – annotated floor plan showing FF&E layout with item number reference tags corresponding with specifications.
- Final documents will be prepared in the form of drawings and specifications required to complete the work. Regular meetings with the Owner will take place to communicate detailed information. Quality Control will be intensified at this time, recognizing the need for final, accurate, and coordinated documents.
- Produce documentation necessary for bidding and installation of the new systems.
- FF&E package will include but not limited to the following items. Final selections will be approved by and coordinated with the City of Hutchins.

City Hall

- Desks: Executive desks, administrative desks, workstations, credenzas, file/storage pedestal desk components, overhead bin storage where applicable
- Tables: Training/worktables, breakroom, conference rooms, side tables, equipment tables, consoles
- Seating: Executive chairs, managerial chairs, administrative task chairs, Municipal Court/Council (dais) chairs, fixed auditorium or tandem seating, breakroom chairs, lobby seating, office guest seating, stacking breakroom chairs, conference room chairs, workroom chairs.
- Glass dry-erase boards
- Podium/lectern w/ media connectivity
- Lateral file cabinets
- Storage cabinets



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- Media cabinets
- Bookcases, open-storage shelving
- Trash receptacles, waste baskets (offices)
- Desk top lamps

Event Center

- Tables – 8-person fold-top banquet tables, console tables, flexible fold-top mobile tables, stainless steel prep tables (catering kitchen)
- Seating – stacking banquet chairs
- Podium/lectern w/media connectivity
- Mobile media cabinet
- Storage cabinets
- Bakers rack shelving (catering kitchen)
- Trash receptacles
- Ice machine capacity to be determined (catering kitchen)
- Upright commercial refrigerator – capacity to be determined (catering kitchen)
- Upright commercial freezer – capacity to be determined (catering kitchen)

Lobby

- Bench seating
- Trash receptacles

Exterior

- Bench seating
- Trash receptacles
- Bike racks
- Tables and seating (staff entry court)

BIDDING

- Assistance and supporting bid evaluation and award determination.
- Attend and participate in a Pre-Bid meeting with City of Hutchins Administrative Staff and prospective bidders.
- Assist City of Hutchins Administrative Staff in the review and verification of presumed best value bid (one verification only)
- Attend and participate in a Pre-installation Coordination Meeting with City of Hutchins Staff and the Contractor
- Provide Submittal reviews for items in the FF&E Package.
- Provide observation of vendor(s) installation during the installation process
- Produce and manage the Punch List documenting items needed to be completed by the vendor(s)
- Review of close-out documentation from the vendor(s).



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REIMBURSABLE EXPENSES

- Reimbursable expenses will be billed at cost plus -0%- markup. These expenses may include printing or other project-related expenditures.

DELIVERABLES

Upon completion, these documents will be used for procurement by the City of Hutchins, by FF&E vendor(s), and for coordination with construction.

Upon acceptance of this proposal, BCI will enter into an agreement with the City of Hutchins using **AIA B152™-2019, Standard Form of Agreement Between Owner and Architect for Interior Design and Furniture, Furnishings, and Equipment (FF&E) Design Services.**

Sincerely,

Mary Ann A. Mitchell, AIA
Managing Principal

X

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

