



August 4, 2026

Mr. James Quin
City Administrator
City of Hutchins, Texas

RE: Fee Proposal for Conceptual Design Services for a Proposed Public Works Building

Dear Mr. Quin,

We are pleased to present this proposal for Conceptual Design Services for the proposed Public Works Building of approximately 10,000 square feet under roof.

Scope of Work:

We understand that the scope of work is to provide conceptual design services for the architectural aesthetic for the building, elements of site design, a potential space plan diagram, and conceptual spatial 3D-views to convey design intent of the building's exterior. The interior operations spaces will be determined during the programming phase of the project in collaboration with city stakeholders and not included in this scope. 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 Public Works Building is assumed to have the following operations and support areas:

- Administrative Office and Support Areas
- Meeting Rooms
- Crew Workspaces
- Break Room
- Training/Multipurpose Rooms
- Public and Staff Restrooms
- Fleet Maintenance/Service Bays
- Warehouse Storage
- Utilities Storage, Shop, and Garage
- Streets Storage, Shop, and Garage
- Parks Storage, Lay Down Area, and Garage
- Wash Bay
- Designated Staff and Public Parking
- Covered City Vehicles Parking

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. 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.



DELIVERABLES

The deliverables will be both digital and printed copies of architectural renderings for use by the city for presentation purposes.

Our fee for this service as described within this proposal will be a fixed fee, (not to exceed) \$14,000.00. This fee will be credited to the project should BCI enter into a contract for professional services for this project in the future.

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