

November 3, 2025

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 8<sup>th</sup> St  
**CINCINNATI**  
OH 45202  
513.651.4224

1220 West 6<sup>th</sup> St  
Suite 300  
**CLEVELAND**  
OH 44113  
216.241.4480

Mr. James Quin  
City Administrator  
City of Hutchins, Texas

**RE: Hutchins Recreation Center & Library – 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 Recreation Center & Library Building in support of the AIA B101-2017 Standard Form of Agreement Between Owner and Architect executed on December 3, 2024 for basic architectural 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 the work is completed over the course of the project.

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

- FF&E Floor Plan – annotated floor plan showing FF&E layout.
- FF&E selections and specifications – source FF&E and provide specifications document.
- Bidding or negotiated vendor selection support.
- Assistance with coordination and installation of FF&E.
- Coordination with A/E related services as described above to produce plan(s) and specifications.

The scope of work **does not** include:

- Procurement of FF&E
- Vendor compensation
- FF&E Contract Administration between the City of Hutchins & Vendor(s)
- Guarantees or warranties of products or vendor(s) performance
- Selection and specifications of equipment and fixtures permanently affixed to the building such as bleachers, wall crash pads, score boards, clocks, sports equipment (basketball hoop systems integrated in the building and volleyball posts and net systems), 3 compartment sink, or any owner provided equipment.
- Selection and specifications of sports play equipment
- Selection and specifications of A/V, IT, communications, and security equipment

We estimate the FF&E procurement budget for the new facility of approximately 41,000 square feet to be 7% of the construction budget of \$28,000,000.

**Our fee for this supplemental service will be 6.5% of the FF&E procurement budget.  
Proposed FF&E Services Fee: \$127,400**



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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 numbers and 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 all FF&E items included in the scope of work.

FF&E package will include, but is not limited to, the following items. Final selections will be approved by and coordinated with the City of Hutchins representatives.

Library

- Desks: Executive desks, administrative desks, workstations, credenzas, file/storage pedestal desk components, overhead bin storage where applicable
- Tables: Training/worktables, staff breakroom, study rooms, Teens room, reading tables, community table, side tables, equipment tables, and computer consoles, children's area tables
- Seating: Executive chairs, managerial chairs, administrative task chairs, general Library space seating, benches, children's area chairs
- Glass dry-erase boards
- Teens Room consoles w/ media connectivity
- Lateral file cabinets
- Storage cabinets
- Media cabinets
- Bookcases, open-storage shelving
- Trash receptacles, waste baskets

Transformation Place

- Tables – dining style tables, console tables, coffee tables mobile tables, stainless steel prep tables (catering kitchen)
- Seating – dining style chairs, lounge seating chairs, and sofas
- Mobile media cabinet
- Storage cabinets
- Bakers rack shelving (warming kitchen)
- Trash receptacles and waste baskets
- Lamps



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- Storage cabinet/console

#### Lobby

- Bench seating
- Trash receptacles
- Task chairs w/ casters

#### Fitness Area

- Cardio Equipment
- Strength Training Equipment
- Resistance Training Equipment
- Storage cabinets
- Fitness Equipment and associated racks as determined by owner
- Trash receptacles

#### Transformation Place

- Tables – dining style tables, console tables, coffee tables mobile tables, stainless steel prep tables (catering kitchen)
- Seating – dining style chairs, lounge seating chairs, and sofas
- Mobile media cabinet
- Storage cabinets
- Bakers rack shelving (warming kitchen)
- Trash receptacles and waste baskets
- Lamps
- Storage cabinet/console

#### Multi-Purpose Rooms (2)

- Tables – training room style tables with casters,
- Seating – training room style chairs with casters
- Mobile media cabinet
- Storage cabinets
- Trash receptacles
- Media cabinets

#### Activity Studios (3)

- Trash receptacles and waste baskets
- Storage cabinet/console

#### Recreation Staff

- Desks: Executive desks, administrative desks, workstations, credenzas, file/storage pedestal desk components, overhead bin storage where applicable
- Tables: Breakroom tables
- Seating: Executive chairs, managerial chairs, administrative task chairs
- Storage cabinets
- Trash receptacles and waste baskets

#### Mezzanine Lobby

- Bench seating
- Trash receptacles



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### Gymnasium

- Officiate tables and associated equipment (2)
- Seating – training room style chairs with casters (4)
- Trash receptacles

### Exterior

- Bench seating
- Trash receptacles
- Bike racks

### **BIDDING**

- Assistance and supporting bid evaluation and award determination.
- Attend and participate in a Pre-Bid meeting with the 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).

### **REIMBURSABLE EXPENSES**

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

### **DELIVERABLES**

Upon completion, a complete set of plans and specifications will be delivered to the owner for record.

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

Accepted:

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Mr. James Quin  
City of Hutchins - City Administrator

