

**RANDALL SCOTT
ARCHITECTS**

ARCHITECTURE | INTERIORS | PLANNING

Revised July 8, 2022

Mr. Mike Peacock
City Manager
City of Joshua
101 S. Main Street
Joshua, Texas 76058

RE: PROPOSAL/AGREEMENT TO PROVIDE FACILITY NEEDS ASSESSMENT, SITE ASSESSMENT & CONCEPTUAL DESIGN SERVICES FOR THE NEW JOSHUA MUNICIPAL COMPLEX & EXISTING ANIMAL CONTROL EXPANSION/RENOVATION – JOSHUA, TX

I. PROJECT SCOPE

This Proposal/Agreement is submitted by Randall Scott Architects, Inc. (hereinafter also referred to as RSA or Architect) to the City of Joshua (hereinafter also referred to as City, Owner or Client) to provide Facility Needs Assessment, Site Assessment & Conceptual Design Services for the Joshua Municipal Complex (City Hall & Police Facility), Animal Control and other potential municipal projects.

A. PROJECT CRITERIA

The following information regarding the project has been provided to RSA through the RFQ dated April 1, 2022 and discussions between Mike Peacock, the City Manager of Joshua and Randall Scott, Founding Principal of RSA.

1. RSA's services shall consist of:
 - a. Preparing Needs Assessments, Site Assessments and Conceptual Design Services for:
 - i. The City's new Municipal Complex (City Hall/Police) Building
 - ii. A 2,500 SF addition with renovations to the City's existing Animal Control Facility
 - b. Site Assessments for the Municipal Complex will consist of multiple sites which are being identified in addition to a 4 acre site currently owned by the City near N. Broadway and Cedar Crest Road.
2. The Municipal Complex is anticipated to be approximately 21,000 SF and one story in height. It will include Council Chambers, City Administration, EDC, Development Services, Finance, HR, Police and other departments. Detention and dispatch are not anticipated to be in the building.
3. Joshua has a current population of approximately 8,700 people and is growing at a rapid pace.
4. Additional projects which may be added to the scope of services include the City's Public Works Facility and Parks/Recreation Facility.
5. The City plans to deliver the Municipal Complex and Animal Control projects via Design/Build delivery method.
6. Funding for these projects is anticipated to be provided via a GO bond referendum held in either November of 2022 or May of 2023.

II. PRE-DESIGN SERVICES (NEEDS ASSESSMENT, SITE ASSESSMENT & PROGRAMMING)

The following Pre- Design Services shall be provided by RSA under this Proposal/Agreement:

- A. **Workshop # 1** – meet with City Administration, Council representatives, City Hall, Police Department and Animal Control Stakeholders to introduce the design team and gain an overall understanding of the City's current and future facility needs.

- B. **Benchmarking Tours** - RSA will attend up to two existing City Hall & Police Facility Benchmarking Tours with Staff and Council to observe and discuss current trends prior to designing the new Joshua Municipal Complex. RSA will coordinate the Benchmarking Tours with Staff to determine the locations to be toured and assist in setting them up. Upon completion of the tours, RSA will lead discussions with the attendees about their thoughts on these facilities and how those thoughts might inform the design of the new Joshua City Hall & Police facility.
- C. **Visioning Session** – RSA will lead a Visioning Session with the Stakeholder Group during which we will display images of various interior and exterior City Hall & Police images for Stakeholders to vote on. After voting is completed, RSA will pose observations about the voting trends for discussion in assisting the Stakeholder's in formalizing their goals for the new Municipal Complex project.
- D. **Review of City's Strategic | Comprehensive Plans & Demographic Metrics** – Review the City's Comprehensive Land Use Plan, Strategic Plan, Thoroughfare Plan, Utilities Plan, demographics and other strategic planning data. Discuss metrics from this data that influence the Facility Needs Assessment & Conceptual Design with the Stakeholder group.
- E. **Needs Assessment Questionnaires and Focus Group Meetings** - Visit the City's existing City Hall, Police and Animal Control facilities to understand the cultures and overall facility needs. Distribute Needs Assessment Questionnaires and attend Focus Group Meetings with City Hall and Police department heads to assemble the metrics needed to anticipate future facility needs. Where data is unavailable, RSA will utilize metrics from similar projects we have designed for similar municipalities to supplement. **Note, it will be imperative that a senior member of the City's Administrative Staff be present at each of these Focus Group Meetings to maintain control of requests by departments and keep them aligned with the City's budgetary goals for an appropriately sized project.** During the Needs Assessment process, RSA will assist Staff and Stakeholders to:
 - 1. Determine the spacial, functional, equipment, adjacency, environmental, technology and sustainability requirements for each of the spaces in the building.
 - 2. Compare FTE projections anticipated by Staff with peer municipalities RSA has designed similar facilities for in order to confirm appropriate staffing forecasts.
 - 3. Determine appropriate FTE and square footage projections for the next 5, 10 and 15 year intervals of the new City Hall & Police facility.
- F. **Program of Requirements and Cost Estimates** - Prepare a preliminary Program of Requirements (POR) for the new Municipal Complex and Animal Control Expansion/Renovation summarizing the square footage needs of each department, projected FTE's and an order of magnitude construction cost estimate with low and high cost ranges.
- G. **Site Assessments for the new Municipal Complex Project** – Prepare conceptual site plans for the new City Hall & Police complex on each proposed site including the building improvements, parking, vehicular flow, floodplain and available ingress/egress. Prepare comparative cost analyses and a list of pro's and con's for each site (to the extent the City can provide information regarding available capacities of off-site utilities near the sites and the cost to upgrade those utilities to meet the needs of the project, that information will be included in the comparative cost analysis). The site assessment data and conceptual site plans will be presented to Staff and Council to assist the City in making an informed decision on the best value site for the new Municipal Complex.
- H. **Preliminary Design/Construction Schedule** – Prepare a preliminary Project Schedule for the new City Hall & Police inclusive of the design, voter referendum and construction phases of the project.
- I. **Workshop # 2 – Pre-Design Review Meeting with City Staff** - Meet with City Staff and the Project Stakeholders to review the Site Assessments, POR's, Conceptual Floor/Site Plans, Project Schedule and Cost Estimates for each facility/site. Adjust the documents per Staff's direction. Assist Staff in presenting the revised information to Council for their input.

III. CONCEPTUAL DESIGN SERVICES

- A. **Workshop # 3 Block Floor Planning Charrette** – Based on results of the final POR and approved preliminary cost estimate, RSA will host a Design Charrette with Department Heads and City

Administration developing block floor plans of each department in the new Municipal Complex and the Animal Control facility. Multiple planning options will be developed by RSA and the Stakeholders to determine the best planning option.

- B. **Refined Site and Floor Plans** –RSA will prepare refined site and floor plans reflecting decisions made by the City on the POR, Cost Estimates, Block Floor Plans and Site Assessment options.
- C. **Exterior Conceptual Design** – Based on the refined floor and site plans, RSA will prepare a 3D exterior design of the Municipal Complex and Animal Control Facility Expansion/Renovation for review with Staff. The interactive 3D BIM models will be flown around live for the Stakeholders’ review and approval. Changes requested by the Stakeholders will be incorporated into the 3D model.
- D. **Updated Cost Estimate** –RSA’s design/build partner JE Dunn will update its estimates of Construction Only Cost (COC) and Total Project Cost (TOC) for the new Municipal Complex and Animal Shelter Expansion/Renovation and submit it to Staff for review and approval.
- E. **Civic Engagement** – RSA will attend a Town Hall or other Civic Engagement venue with Staff and Council to present the proposed design to citizens and receive comment. Based on comments received and approved by Staff and Council, comments will be incorporated into the proposed Conceptual Design.
- F. **Conceptual Design Presentation** – RSA and JE Dunn will provide the City with a Final Conceptual Design Presentation in PowerPoint format containing: (1) the Program of Requirements Summary, 2) the Construction Only Cost (COC) and Total Project Cost (TPC) Estimates expressed with low and high cost ranges, 3) a Preliminary Project Schedule and 4) Conceptual Drawings including rendered Site Plans, Floor Plans, Exterior Design Renderings and 3D Fly Around videos of the two projects. The PowerPoint presentation will outline the salient points of the design process and be provided digitally. RSA will assist Staff in presenting the final PowerPoint presentation to Council.

IV. ADDITIONAL SERVICES

Additional Services are all services not explicitly listed under Sections II *Pre-Design* & III *Conceptual Design Services* of this Proposal/Agreement. Additional Services shall be provided when requested by the City on an hourly or negotiated fee basis in addition to the fees charged for the Basic Services outlined in Sections II & III. Prior to beginning Additional Services work, RSA/JE Dunn shall request approval from the City if it believes that Additional Services are warranted or have been requested by the City. Additional Services include, but are not limited to, the following:

- A. Revisions requested by the City to the Architect’s Work resulting in changes in the design, scope and/or quality. Revisions to the Architect’s Work or documents due to changes in the information provided to the Architect by the City.
- B. Preparing design alternatives (other than those listed in Sections II & III above).
- C. Attendance at additional Town Hall meetings with citizen groups to present the results of the services in this Proposal/Agreement (other than the 1 listed in Sections II & III above). Basic coordination with and presentations to Council at Council meetings is included under the Basic Services portion of this Proposal/Agreement.
- D. Schematic Design, Design Development, Construction Documents, Bidding/Negotiation and Construction Administration Phase services to design and construct the actual facilities addressed in this study as defined in the AIA B101 2017 Owner Architect Agreement document.
- E. Field verification of existing conditions of the facilities or proposed building sites to be studied which are not provided to RSA via as-built documents. Examples might include verifying existing locations of trees, monuments, walls, buildings and parking not provided to RSA by the City on as-builts or surveys.
- F. MEP, structural, civil, landscape architecture, technology, A/V, acoustical, security, envelope consultant, code consultant, surveying, geotechnical or other consulting services required to complete the study.
- G. Needs Assessment and/or Facility Assessment services for buildings other than the Municipal Complex (City Hall/Police Facility) and Animal Control Facility Expansion/Renovation.
- H. Site assessments exceeding four in number.

V. PRELIMINARY PROJECT SCHEDULE

The Facility Needs Assessment & Conceptual Design Services described in Sections II & III above are anticipated to be accomplished within the following approximate timeframes upon receipt of a signed agreement and P.O. To a significant extent, these timeframes will be dependent on how quickly Staff and Council can make decisions and their availability to meet when needed.

A. Pre-Design Services listed under Section II	(TBD)
B. Conceptual Design Services Listed under Section III	(TBD)
C. Final revisions and PowerPoint Presentation	(TBD)

VI. PROFESSIONAL FEES

A. PRE-DESIGN & CONCEPTUAL DESIGN SERVICES

1. The services outlined in Sections II and III above shall be provided for the following lump sum fees.	
a. Benchmarking Tours (2)	\$3,500
b. Visioning Session Needs Assessment Program of Requirements (POR)	\$12,500
c. Site Assessments for (4) Municipal Complex Sites	\$6,850
d. Conceptual Site/Floor Plans, Exterior Renderings & 3D Fly-Around for the new Municipal Complex and Animal Control Facility	\$35,250
e. PowerPoint Presentation	\$2,500
f. Reimbursable Expenses	\$3,500
g. Identification of and coordination with PR Consultant for Bond Projects	<u>\$2,500</u> *
Total Facility Needs Assessment & Conceptual Design Services	\$66,600

B. OPTIONAL BASIC SERVICES

1. Identification of and coordination with Financial Advisor and Bond Counsel Consultants	\$2,500 ea. *
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* Notes these fees do not include the cost of the 3rd party consultant fees

C. ADDITIONAL SERVICES

1. Additional Services for the project shall be provided at the following hourly rates or negotiated on a lump sum basis at the time they are required:	
Founding Principal	\$325.00/hr.
Principal	\$285.00/hr.
Vice President	\$250.00/hr.
Studio Leader	\$225.00/hr.
Project Architect	\$185.00/hr.
Interior Designer	\$185.00/hr.
Staff Architect	\$165.00/hr.
Administrative Staff	\$95.00/hr.

VII. PROFESSIONAL REGISTRATION

The Texas Board of Architectural Examiners, 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942, phone: 512.305.9000, has jurisdiction over individuals licensed under the Architects' Registration Law, Article 249A, VTCS.

VIII. OTHER CONDITIONS

A. This Proposal/Agreement is valid for 30 days from the date at the top of the first page of this document unless signed and accompanied by a P.O. issued by the City prior to that date or the timeframe is extended by the Architect in writing.

- B. The City shall provide, and the Architect shall be entitled to rely upon the accuracy of: 1) Reasonably accurate site surveys and as-built drawings for the proposed sites and buildings to be evaluated. This information must include topographic and utilities sizes/locations on the property surveys for RSA to provide accurate order of magnitude cost data for the project.
- C. **PROFESSIONAL LIABILITY OF THE ARCHITECT AND ANY CONSULTANTS UTILIZED BY THE ARCHITECT (IF ANY) FOR THE SERVICES BEING PROVIDED UNDER THIS PROPOSAL/AGREEMENT SHALL BE LIMITED TO THE TOTAL FEES PAID UNDER THIS AGREEMENT UNDER SECTION VI.A.**

IX. EXCLUSIONS:

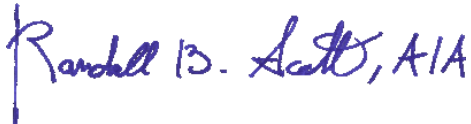
The following items are specifically excluded from RSA's scope of work and this Proposal:

- A. Cost estimating services (to be provided by JE Dunn)
- B. Field verification and measurement of improvements not indicated on site surveys or as-built drawings provided by the City.
- C. MEP, structural, civil, landscape architecture, IT, A/V, security, acoustical, envelope consultant, code consultant or other consulting services required to complete the project which are not specifically listed under Section II *Pre-Design Services* & Section III *Conceptual Design Services*.
- D. Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Construction Administration Services as defined in the 2017 edition of the AIA B101 Owner Architect Agreement.

Randall Scott Architects appreciates the opportunity to submit the above Proposal/Agreement and looks forward to working with The City of Joshua on this important Project!

Thank you,

RANDALL SCOTT ARCHITECTS, INC.



Randall B. Scott, AIA
Founding Principal & CEO

APPROVED
CITY OF JOSHUA

Mike Peacock
City Manager

DATE
