

May 11, 2023

Scott Moore
City Manager
City of Manor
Phone: 512-215-8290
E-mail: smoores@cityofmanor.org

Add Service to Space Needs Assessment And Facilities Master Plan Contract:
Scope & Proposal Letter for CONCEPT DESIGN SERVICES

Dear Mr. Moore,

Based on our work on the City's **Space Needs Assessment and Facilities Master Plan**, the City is considering the need for the following projects: a New Police Complex, a new City Hall, a new Recreation Center, a new City Warehouse, and a Library. As the City decides which projects to accomplish in the short term and potentially include on a bond election item, we propose to assist by providing concept design and rendering imagery to support the bond election for the Police Complex, City Hall, and Recreation Center.

CHARACTER AND EXTENT OF SERVICES: CONCEPT DESIGN SERVICES

Services will include the following Architectural (Phase 1, Phase 2, Phase 3) and Budget Verification (Phase 4) services:

1. Phase 1: Establish design aesthetic preference:
 - a. City to establish a 'Design Committee' to assist in determining preferred design aesthetic/style for the projects
 - b. PGAL will host two design aesthetic meetings with the Design Committee to discuss and determine preferred aesthetic. PGAL will provide a presentation of precedent imagery of various styles for Committee to react to.
 - c. PGAL to provide a PDF package of images reflecting the aesthetic preferences and goals of the Design Committee.
 - d. Phase 3 renderings' aesthetic style will be based on Design Committee aesthetic direction.
2. Phase 2: Site Plans
 - a. Provide concept site plans to serve as the basis for Phase 3 Renderings:
 - i. Police Complex: site layout of full program on a generic 10 acre site or actual site (if a site is selected/purchased)
 - ii. City Hall: site layout of full program on a generic 5 acre site or actual site (if a site is selected/purchased)
 - iii. Recreation Center: site layout of full program on a generic 5 acre site or actual site (if a site is selected/purchased)

3. Phase 3: Renderings
 - a. Provide concept rendering imagery using established design aesthetic during Phase I.
 - i. Police Complex: 3 exterior rendering views
 - ii. City Hall: 3 exterior rendering views
 - iii. Recreation Center: 3 exterior rendering views
 - b. Renderings will be provided as digital files for use in bond support graphics, website, and printed materials.
 - c. PGAL will create graphic boards with the renderings and project information that can be printed and mounted on rigid boards for display.
4. Phase 4: Budget Estimate Verification
 - a. PGAL provided high level budget estimates for the Needs Assessment. This phase includes an allowance to engage a cost estimating firm to double check and verify the high level budgets. PGAL will provide estimator with the needs assessment budget, the site plans, and the renderings. The cost estimator will adjust based on their experience/expertise.

COMPENSATION

We understand the architectural design fee will be based on an 'hourly not-to-exceed' fee structure. The table below

Service	Fee
Phase 1 : Establish Design Aesthetic	\$5,000
Phase 2: Site Plans:	
Police Complex	\$4,000
City Hall	\$4,000
Recreation Center	\$4,000
Phase 3: Renderings:	
Police Complex	\$8,000
City Hall	\$8,000
Recreation	\$8,000
Phase 4: Budget Verification (by Cost Estimator)	\$5,000
TOTAL	\$46,000

Reimbursable Costs:

We would expect to be reimbursed for any out-of-pocket expenses we incur on behalf of the project such as cost of reproduction, plotting, special handling or delivery, and travel. Reimbursable expenses will be billed at our cost, plus a 10% service charge. We would recommend a reimbursable expenses budget of \$1,000.00 be established for the project. Note: this allowance would include cost of printing six large boards of the renderings for public display.

Thank you for the opportunity to continue service the City on these important projects. Please don't hesitate to call should you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Cris Ruebush", written in a cursive style.

PGAL

Cris Ruebush, AIA, LEED AP

Approved and Accepted by:

Name

Date

Title