Exhibit "A"

2601 Meacham Boulevard, Suite 600
Fort Worth, Texas 76137
(817) 847-1422
Fax (817) 232-9784

April 29, 2024

Mr. Ryan Nolting
Director – Parks and Recreation
City of Sanger
201 Bolivar Street
Sanger, TX 76266

Re: Proposal for Engineering and Architectural Services
Sullivan Senior Center Renovation
Sanger, Texas
Agreement between City of Sanger and Halff Associates, Inc.

AVO: 57658.001

Dear Mr. Nolting

Halff Associates Inc., along with BRW Architects is pleased to submit the following scope and fee proposal to provide professional engineering and architectural design services for the renovation of the Sullivan Senior Center in Sanger, Texas.

We propose the following services, as described in the Scope of Services (Attachment A). We appreciate the opportunity to submit our proposal for this project and look forward to working with the team. Please feel free to contact me at (817) 764-7522 or CVester@halff.com if you have any questions or comments regarding this proposal.

Sincerely,

HALFF, INC.

James C. Vester

Cameron Vester, PE
Structural Team Leader

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ATTACHMENT A

SCOPE OF SERVICES

CITY OF SANGER
SULLIVAN SENIOR CENTER RENOVATION

Project Summary

The city of Sanger is looking to repair and remodel the existing Sullivan Senior Center at 200 Bolivar Street. The building was originally constructed in 1890 and was the first permanent structure in Sanger. Over the years the building has served as the Town Hall and Fire Station, a store, a bar, and a café. The building was purchased in 1900 by John Sullivan and deeded in 1985 to the city as a senior center provided a place for Sanger's older community to gather and socialize.

The existing structure is approximately 2,500 square feet gross. The interior includes two (2) large open areas; the rear portion of the building (approx. 24' x 32') has an elevated timber framed floor and the front area (approx. 22' x 54') has two (2) restrooms and a kitchenette with stove, fridge, sink, and counterspace. A structural assessment of the building performed by Halff Associates found the existing roof to be failing due to deterioration and the back-room's floor structure to be deficient for the proposed loading.

This project will include the replacement of the roofing and roof structure, the back-room floor structure, remodeling of the building interior to meet current codes and provide a more functional space for the seniors using it.

I. Project Assumptions

The following is a list of assumptions made by Halff Associates, Inc (Halff) for the preparation of the Scope of Services for the Client, City of Sanger (City), for the renovation of the Sullivan Senior Center (Project).

1. This scope and fee proposal is for the design and production of construction documents and construction administration services for the renovation of the Sullivan Senior Center building.
2. Project design documents will be based on the following city adopted building codes:
    - 2018 International Building Code
    - 2018 International Plumbing Code
    - 2018 International Mechanical Code
    - 2018 International Existing Building Code
    - 2018 International Fire Code
    - 2018 International Energy Conservation Code
    - 2017 International Electrical Code
3. The existing roof structure is failing and has caused roof leaks into the interior of the building. Per Halff's assessment report dated May 12, 2023, the roof structure should be replaced in whole. Due to the cost of construction for the roof replacement, the building in its entirety must be brought up to current code.
    - It is assumed that the use of the back-room will be changed to included fitness activities requiring the loading to be increased according to its use.

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- Building renovations and improvements include:
  - Removal and replacement of roofing and roof structure.
  - Removal and replacement of back-room floor (replacement is optional if existing floor slab can be used and ramp installed).
  - Removal and replacement of ceiling.
  - Removal and replacement of plumbing and plumbing fixtures as necessary to meet ADA and current codes.
  - Reconfiguration of bathrooms to meet ADA accessibility standards.
  - Reconfiguration of kitchenette based on ADA standards.
  - Removal and replacement of mechanical units with new HVAC equipment to meet current energy code. New HVAC equipment will be provided with standalone controls and be placed above the new ceiling.
  - Reconfigure floor plan to remove mechanical closets and addition of back-room storage closet.
  - Reconfiguration of plumbing to coordinate with renovation of bathroom and kitchen based on ADA standards.
  - Filing with the Texas Historical Commission Office (if necessary)

II. Project Scope

Item 1.0 - Project Management

Task 1.1 – Client Meetings

Halff will conduct meetings as required by the project. The team meetings will include internal and external coordination of project processes, program items and schedules.

1. Meetings will include:

   a. Kickoff Meeting

      i. Halff will conduct one (1) kickoff meeting with the Client to confirm the project goals, objectives and project schedule. Following the kickoff meeting Halff will accompany the Client to the site to review the existing conditions. Photographs will be taken to record condition of existing improvements. Notes will be taken by Halff at this meeting and site visit to record items discussed and decisions made and will be delivered in digital format to the Client.

   b. Stakeholder Meetings

      i. Halff will conduct one (1) stakeholder meeting with City to gather intelligence and information on improvements to site. Notes will be taken by Halff at this meeting and decisions made will be delivered in digital format to the Client.

   c. Design Review Meetings

      i. Halff will conduct four (4) design review meeting with the City and design team to review project documents at each project submittal milestone. Notes will be taken by Halff at these meetings to record items discussed and decisions made and will be delivered in digital format to the Client.

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Task 1.2 - Project Management

Halff will manage project personnel, invoicing, coordination with the Client virtually and/or phone calls, printing of deliverables and overseeing the quality control process.

1. Design Team Meetings
    a. Halff will conduct up to sixteen (16) meetings (once a week) with design team and architect during the design phase.
    b. Halff will conduct up to four (4) meetings (once a month) with the design team, architect and City during the design phase.
    c. Halff will coordinate phone calls, conference calls and virtual meetings.
    d. Halff will conduct up to sixteen (16) meetings (bi-weekly) with the design team (as necessary), contractor and owner during the construction phase.

Task 1.3 – Sub-Consultant Coordination

Halff will manage sub-consultant team including, invoicing, coordination with the sub-consultants virtually and/or phone calls, deadlines, design files, printing of deliverables and overseeing the quality control process.

Task 1.4 – Deliverables

1. Halff and design team will provide electronic documentation deliverables at Conceptual and Schematic Design (15%), Design Development (30%), 50% Construction Documents, and 100% Construction Documents submittals. Documentation will consist of (as available):
    a. Digital copy of plan set (24”x36”) (.pdf format)
    b. Digital copy of plan set (.dwg format)
    c. Digital copy of technical specifications

Item 2.0 – Assessment of Existing Conditions

Task 2.1 – Due Diligence:

1. Meet with stakeholders for project, including the City, Subconsultant, and other project consultants as required to discuss and define the project parameters and to address project specific issues for the existing building renovation.
2. Perform field observations and investigations and investigate the existing conditions to determine existing project constraints.
    a. Structural
        i. Documentation of geometry of existing roof and floor structural elements.
        ii. Assessment of existing walls.
        iii. Identification of existing structural elements.
    b. Mechanical/Electrical/Plumbing (MEP)
        i. Assessment of existing facility.
        ii. Mechanical observation of existing HVAC system, equipment, and accessories.
        iii. Electrical observation of the existing condition of the electrical panels.
        iv. Plumbing observation of existing plumbing fixtures and pipe routing.
        v. Identification of existing vents thru the roof.

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vi. Identification of existing cleanouts and potential sewer line routing.

c. Architectural

i. Documentation of building geometry.

ii. Identification of code compliance issues.

iii. Identification of building envelop properties (i.e. parapet composition, existing interior wall composition, ect.).

3. Obtain any available as-built plans to assist in structural, mechanical, plumbing, electrical, and architectural design.

Item 3.0 – Structural Design Services

Task 3.1 – Structural Design

1. Coordinate with architect and MEP on reconfigured floor plan and new mechanical unit locations.
2. Develop demolition plan of structural elements for back-room floor framing and existing building roof structure.
3. Develop construction documents for roof structure.
4. Develop construction documents for back-room floor structure.
5. Structural details.
6. Structural Specifications

Task 3.2 – Structural Construction Administration Services

The construction administration services scope of work is developed with the understanding that the project construction period will be 6-months and that the project will require a maximum of 2 site visits.

1. Review structural submittals and shop drawings for general conformance review and commenting of construction documents.
2. Review of RFIs.
3. Conduct a punch list walkthrough with the Owner and General Contractor for substantial completion acceptance. A punch list will be provided.
4. Review construction change orders and requests for information and provide recommendations.

Phase 4.0 – MEP Design Services

Task 4.1 – Mechanical Design

1. Mechanical coordination for new units above the ceiling.
2. Develop cooling and heating loads.
3. Calculate minimum outside air requirements per ASHRAE 62.1.
4. Design of new supply and return air distribution systems.
5. Development of equipment schedule, exhaust fan, and building pressurization calculations.
6. Development of air device schedule.
7. Selection of new HVAC equipment.
8. Mechanical COMcheck.
9. Mechanical details.
10. Develop a sequence of operations for new HVAC equipment.

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11. Mechanical Division 23 Specifications.

Task 4.2 – Electrical Design

1. Electrical utility service coordination for required power service entrance.
2. Develop electrical load estimate.
3. Develop electrical power plan with existing conditions electrical equipment. Plan will identify demolition equipment, lighting fixtures and cabling/raceway to be demolished.
4. Develop new branch circuit and feeder circuit design for power and lighting.
5. Develop lighting plan with illumination fixture schedules.
6. Development of one line diagram, feeder schedule and panelboard schedules.
7. Electrical details.
8. Electrical Division 26 Specifications on Plans.
9. Electrical COMcheck.

Task 4.3 – Plumbing Design

1. Develop water supply and drainage fixture unit calculations for new lines.
2. Design of hot and cold-water distribution systems.
3. Design of new sanitary sewer and vent system.
4. Specification of new water heater.
5. Develop rise diagram.
6. Development of equipment and fixture schedule.
7. Plumbing details.
8. Plumbing COMcheck.
9. Plumbing Division 22 Specifications.

Task 4.4 – MEP Construction Administration Services

The construction administration services scope of work is developed with the understanding that the project construction period will be 6-months and that the project will require a maximum of 2 MEP site visits.

1. Review mechanical, plumbing, and electrical submittals and shop drawings for general conformance review and commenting of construction documents.
2. Review of RFIs.
3. Conduct a punch list walkthrough with the Owner and General Contractor for substantial completion acceptance. A punch list will be provided.
4. Review construction change orders and requests for information and provide recommendations.

Phase 5.0 – Asbestos Consulting

Task 5.1 – Asbestos Consulting Services

The service will include consulting and oversight services for the abatement/removal of asbestos containing materials (ACM) identified by Halff and others and will consist of the following:

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1. Preparation of asbestos abatement plans and specifications.
    a. Asbestos abatement activities will be performed by others in accordance with the site-specific plans and specifications prepared by Halff for the project. ACM identified as a result of asbestos surveys conducted at the property by Halff and others will be incorporated into site-specific asbestos abatement plans and specifications prepared by a Texas Department of State Health Services (DSHS) licensed asbestos consultant.
2. Asbestos Abatement Oversite
    a. A licensed asbestos consultant will coordinate with a licensed asbestos project manager/air monitoring technician to provide oversight of the abatement activities. The licensed asbestos project manager will be on-site for the duration of the asbestos abatement activities to perform air monitoring, on-site inspections, and to evaluate the work area(s) for compliance with State and Federal asbestos regulations and the abatement design. The project manager will also perform a final inspection after the abatement has been completed and conduct clearance testing in accordance with the current Texas Asbestos Health Protection Rules. The air samples will be analyzed by Phase Contract Microscopy (PCM) in accordance with the National Institute of Occupational Safety (NIOSH) Method 7400.
3. Asbestos Closure Report
    a. Following the completion of asbestos abatement activities at the property, a final report will be prepared for the project which includes a description of abatement activities, disposal manifests, and results of on-stie air monitoring.
4. Asbestos consulting scope and fee is based on the following assumptions:
    a. The project schedule for abatement is based on ten (10) hours per day for up to five days;
    b. Work will be conducted Monday through Friday;
    c. Significant changes to the scope of work will not be required;
    d. The costs in Attachment D do not include the TDSHS notification fees, which will be invoiced directly to the property owner and are based on the reported quantity of ACM abated; and
    e. The abatement contractor will be hired directly by the property owner and fees associated with the abatement contractor are not included.

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ATTACHMENT B

ARCHITECTURAL SERVICES

(SCOPE PREPARED BY ARCHITECTURE)

Phase 6.0 – Architectural Design Services

BRWARCHITECTS
3535 TRAVIS STREET
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214-528-8704
BRWARCH.COM

Ryan Nolting
Director, Parks and Recreation
City of Sanger, Texas
301 Bolivar St
Sanger, TX 76266
Sanger-Sullivan Senior Center Scope of Services

PROJECT SUMMARY:

The City of Sanger is looking to repair and remodel the existing Sullivan Senior Center (SSC) at 200 Bolivar St. The building was originally constructed in 1890 and was the first permanent structure in Sanger. Over the years the building has served as the Town Hall and Fire Station, a store, a bar, and a cafe. The building was purchased in 1900 by John Sullivan and deeded in 1985 to the city as a senior center providing a place for Sanger's older community to gather and socialize.

The existing structure is approximately 2,500 square feet gross. The interior includes two (2) large open areas; the rear portion of the building (approx. 24' x 32') has a raised wood floor and the front open area (approx. 22' x 54') has two (2) restrooms and a kitchen with stove, fridge, sink, and counterspace. A structural assessment of the building by HALFF Associates found the following deficiencies.

- The existing roof wood structure is failing and will need to be replaced.
- The rear raised wood floor structure will need to be replaced or just removed.
- The existing ceiling wood framing needs to be removed and replaced.
- The ceilings and floors are outdated and in need of replacement.
- The roofing will need to be removed and replaced.

An Architectural walk through by BRW on 03.04.2024 found the following concerns.

- The existing restrooms appear to not meet current ADA accessibility standards.
- The door push sides at the restrooms do not meet current ADA accessibility standards.
- Existing perimeter walls will need to meet current IECC (International Energy Conservation Code) as required by Texas.
- The ceilings need replacement.
- The kitchenette area counter tops do not meet current ADA accessibility standards.

In addition to the deficiencies above, The City of Sanger is requesting BRW to look at opportunities listed below to improve the facility's function and appearance and bring it up to current code to better serve the senior community of The City of Sanger.

- Propose an option that removes the raised floor in the rear room and allows for an accessible ramp to bring users to the lower level.
- Widen the opening between the rear room and the front room as much as possible.
- Eliminate any unnecessary wall voids to recapture square footage.

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- Reconfigure kitchenette to be more functional for seniors using it.
- Remove the utility closets and relocate mechanical equipment to the plenum to recapture usable square footage.
- Renovate existing restrooms to meet current accessibility requirements.
- Add storage to rear area of facility.
- A total of 8 site visits are included in the fee.
    - One (1) site visit for documentation of existing conditions
    - Five (5) site visits During construction; One (1) visit per month and (1) punch walk visit. Based on an anticipated four (4) month construction period.
    - One (1) site visit for final inspection.

The city has requested that an existing piece of art hanging on the west wall toward the back of the front room be carefully removed and a new location be included in the design of the front room.

PROJECT SCOPE:

Conceptual Design

Schematic Design

Construction Documents

Bidding and Negotiation

Construction Administration

PROJECT SCHEDULE:

- We anticipate approximately sixteen (16) weeks to complete the project design phase described above.
- Construction schedule to be determined by contractor selected. We anticipate a minimum of four (4) month construction schedule.
- Extended client review periods will have an impact on the schedule.

BRW ARCHITECTS PROJECT TEAM

- Brown Reynolds Watford Architects, Inc. Architect
  3535 Travis Street, suite 250
  Dallas, TX 75204
  – Fred Clifford, AIA Principal

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- Brown Reynolds Watford Architects, Inc. Architect
  3535 Travis Street, suite 250
  Dallas, TX 75204
  Ric Ruiz Project Manager

COMPENSATION

Based on the scope of services described above, Brown Reynolds Watford Architects proposes lump sum fees, plus reimbursable expenses as shown below

Basic Services		**$153,400**
• **Architectural Services** Conceptual Design Schematic Design Design Development Construction Documents Bidding and Negotiation	$128,500	
• **Construction Administration**	$24,900	
Reimbursable Expenses Allowance		**$6,000**
• **Architectural** Reimbursable Expenses TDLR TAS Filing Fee Texas Accessibility Standards (TAS) Plan Review	$6,000	
Total Contract Value		**$159,400**

Reimbursable expenses include but are not limited to such expenses as additional on-site meetings, printed material, and requested site visits.

Reimbursable expenses and hourly additional service by the Architect's consultants shall be billed at the rate billed to Architect except that the following shall be marked up commensurate with Architect's expenses, not to exceed 10% the amount invoiced to the Architect in each case:

- Document reproduction and mounting drawings, local and overnight deliveries: 10% as a coordination and handling fee. Note that this proposal is based on electronic conveyance of bid documents and CMaR submittals and does not include an adequate sum in the allowance for the Architect to provide paper distribution.

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- Additional hourly scope or work by consultants or vendors to the Architect that require Architect's additional hours in review, coordination, contract change processing, etc. to be expended by the Architect are reimbursable not to exceed 10% of the amount invoiced to the Architect and backed up with time expended at hourly rates.

Compensation shall be invoiced monthly based on the percent complete for each phase but shall not exceed the percentages shown below.

• Conceptual & Schematic Design	15%
• Design Development	15%
• Construction Documents 50%	20%
• Construction Documents 100%	20%
• Bidding and Negotiation	05%
• Construction Administration	20%
• Final Deliverables	05%
Total	100%

We hope this proposal meets your expectations. Please contact us with any questions. We look forward to working together on this project.

BROWN REYNOLDS WATFORD ARCHITECTS, INC.

Fred Clifford, AIA
PRINCIPAL

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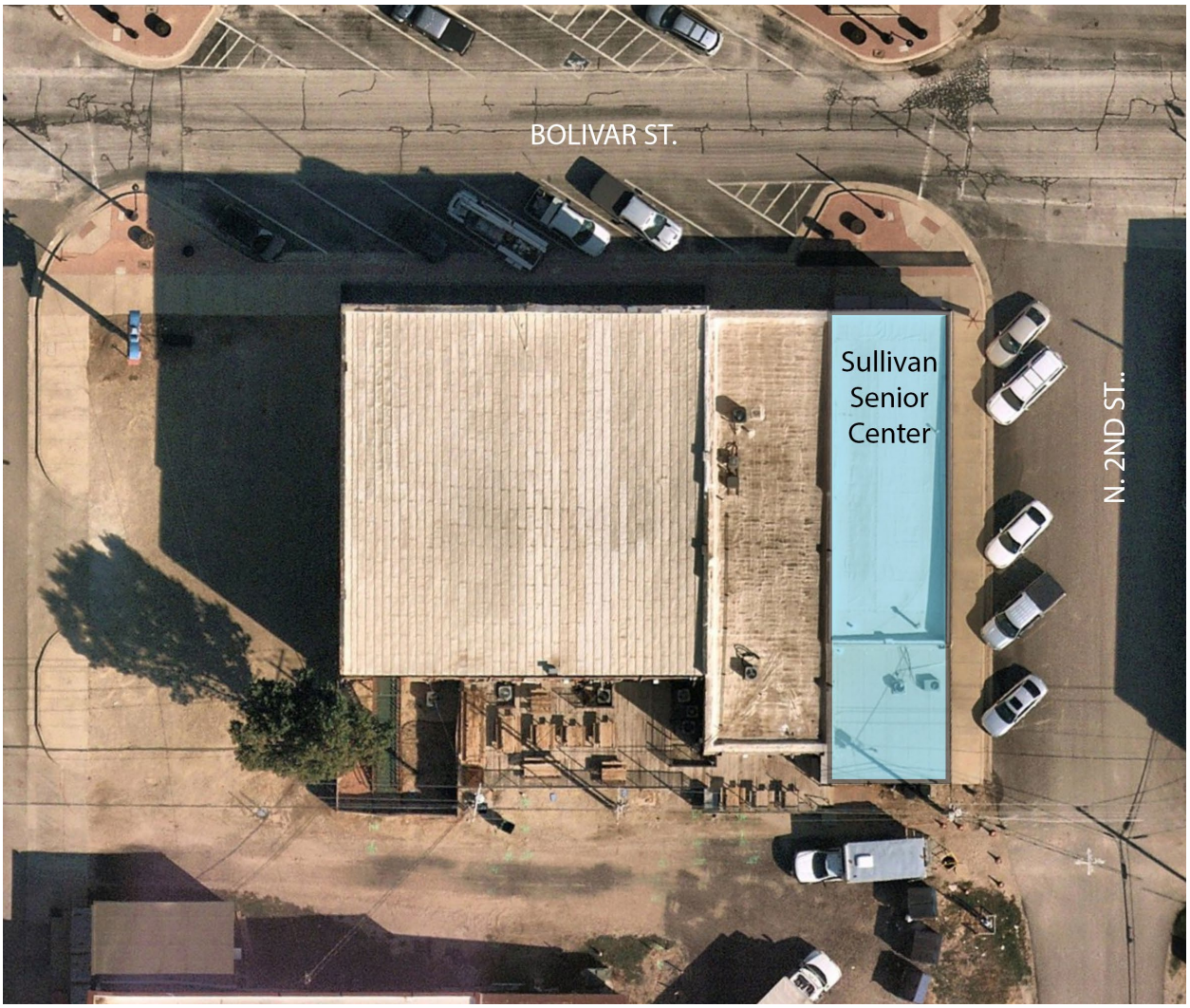
Site Aerial:



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ATTACHMENT C

PROJECT EXCLUSIONS

Project Exclusions

1. Geotechnical Services
2. LEED submission or documentation
3. Environmental services.
4. Platting services
5. ALTA or other improvement surveys
6. Quality control and material testing services during construction.
7. Existing materials testing for the use of existing structure analysis.
8. Additional plats, easement or dedication exhibits needed after design is complete.
9. Filing fees, permit fees and sales tax on surveys.
10. Environmental impact statements and assessments.
11. Construction inspection services
12. Review of Engineers certificates. The Design Professional shall not be required to execute any documents after the signing of this Agreement that in any way might, in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.
13. Contractor means and methods to complete the required work (Ex.: shoring design)
14. Additional site visits or attendance at meetings beyond those listed above.
15. Preparation or submittal of any design calculations
16. Significant design revisions following substantial completion of the Construction Documents
17. Modifications to documents after documents are issued for construction.
18. Design and/or modifications to systems not within the scope of the project.
19. Preparation of any special interim sets of Construction documents for phased construction other than previously stated.
20. Design for Wi-Fi Systems.
21. Design for Surveillance Systems in areas not listed.
22. Design for Access Control.
23. Design for Fire Alarm System.
24. Design for Fire Suppression System.
25. Printing of Drawings and Specifications for Bidding.
26. Coordination with insurance companies, attorneys, or banking institutions.
27. Provide any services related to permits.

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ATTACHMENT D

BASIS OF COMPENSATION

The estimated fees shall be considered Lump Sum. Halff services will be invoiced monthly, based on the percentage of work completed. Direct costs including printing and reproduction, postage, messenger service, long distance telephone calls, travel and expenses will be considered reimbursable. They will be billed at 1.1 times the direct cost incurred. The estimated fee for reimbursable expenses will not be exceeded without prior approval from the Owner.

The budget established below does not include revisions incurred by the owner once the design development phase is underway. If revisions are requested by the Client or architect, a revision to the scope and budget will be required.

Unless otherwise stated, fees quoted in this proposal exclude state and federal sales taxes on professional services. Current Texas law requires assessment of sales tax on certain kinds of surveying services but does not require sales taxes on other professional services. In the event that new or additional state or federal taxes are implemented on the professional services provided under this contract during the term of the work, such taxes will be added to the applicable billings and will be in addition to the quoted fees.

Task 1.0 – Project Management	**$ 48,500**
Task 2.0 – Assessment of Existing Condition	**$ 10,000**
Task 3.0 – Structural Design Services	**$ 24,000**
Task 4.0 – MEP Design Services	**$ 44,500**
Task 5.0 – Asbestos Consulting Services (Hourly)	**$ 12,000**
Task 6.0 – Architectural Design Services	**$ 153,400**
TOTAL LUMP SUM SERVICES	**$ 280,400**
TOTAL HOURLY SERVICES	**$ 12,000**
DIRECT COST	**$ 12,500**
PROJECT GRAND TOTAL	***$ 304,900***

Project Submittal Package (Preliminary Timeline, 45 Weeks)

1. Conceptual Design Phase – 4 weeks (From Date of Notice to Proceed)
2. City Review Period – 1 week
3. Schematic Design Phase – 3 weeks
4. City Review Period – 1 week
5. Design Development Phase – 2 weeks
6. City Review Period – 1 week
7. Construction Documents (50%) Phase – 4 weeks

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8. City Review Period – 1 week
9. Construction Documents (100%) Phase – 3 weeks
10. City Review Period – 1 week
11. Bidding and Construction Phase – Estimated 24 weeks