



October 16, 2025

Wolfforth Municipal Facility

Re: Design Services for an **Alterations & Finishes** of an existing municipal facility located in Wolfforth, Texas.

Dear Mr. Criswell,

MWM Architects, Inc. is pleased to submit its Proposal to provide the Design Services for an **Alterations & Finishes** of an existing municipal facility located in Wolfforth, Texas. The City of Wolfforth is seeking architectural services for the renovation and upgrade of an existing municipal facility. The scope of work includes interior finish updates, restroom modifications for code compliance, technology and security enhancements, and select site improvements.

Interior work will consist of repainting walls, replacing flooring with new carpet and tile or linoleum as appropriate, and updating ceiling systems. This includes full replacement of the acoustical ceiling in the west library (Assembly 1,170) and selective ceiling tile replacement elsewhere. All existing fluorescent lighting will be upgraded to energy-efficient LED fixtures.

Restroom access will be evaluated and redesigned to meet current plumbing code requirements. The City is considering converting the northeast corner office (Business/128) into a dual-purpose space with a small meeting room and new restrooms. Fixture counts and feasibility will be reviewed as part of the code analysis. A Mother's Room is not included, and a Changing/Shower Room will only be considered if required by code.

Technology and security upgrades will include access control at interior and exterior doors and a facility-wide security camera system. All systems must integrate with the City's existing Verkada platform.

Site improvements include resurfacing the parking lot and upgrading exterior lighting to LED. Existing lighting is located at the site's four corners, with the option for additional fixtures as needed. Perimeter fencing and secured parking are not part of the scope.

Basic in-house design services shall include normal architectural. The Mechanical, Electrical, and Plumbing Engineering services shall be provided by our Mechanical, Electrical, and Plumbing Engineering consultants and shall be part of our Basic Services. Basic Services include the following phases of our work:

SCHEMATIC DESIGN PHASE

1. The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.
2. The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

MWM Architects, Inc.
2022 Broadway
Lubbock, Texas 79401
Phone (806)745-7707
Fax (806)745-7620

Stephen L. Faulk, AIA
Melanie P. Meixner, AIA
Jason R. Moore, AIA
Joel P. Robinett, P.E.



3. The Architect shall review with the Owner alternative approaches to design and construction of the Project.
4. Based on the mutually agreed-upon program, schedule and construction budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of Drawings and other Documents illustrating the scale and relationship of Project components.
5. The Architect shall submit to the Owner a preliminary estimate of Construction Cost based on current area, volume or similar conceptual estimating techniques.

DESIGN DEVELOPMENT PHASE

1. Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of Drawings and other Documents to fix and describe the size and character of the Project as to the Architectural, Structural, Mechanical and Electrical Systems, Materials and such other elements as may be appropriate.
2. The Architect shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost.

CONSTRUCTION DOCUMENTS PHASE

1. Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.
2. The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract and the form of Agreement between the Owner and Contractor.
3. The Architect shall advise the Owner of any adjustments to previous preliminary estimates of construction cost indicated by changes in requirements or general market conditions.
4. The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

BIDDING OR NEGOTIATION PHASE

1. The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals in awarding and preparing Contracts for construction.

CONSTRUCTION PHASE – ADMINISTRATION OF THE CONSTRUCTION CONTRACT

1. The Architect, as a representative of the Owner, shall visit the site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by the Owner and the Architect, (1) to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed, (2) to endeavor to guard the Owner against defects and deficiencies

MWM Architects, Inc.
2022 Broadway
Lubbock, Texas 79401
Phone (806)745-7707
Fax (806)745-7620

Stephen L. Faulk, AIA
Melanie P. Meixner, AIA
Jason R. Moore, AIA
Joel P. Robinett, P.E.



in the Work and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the Work since these are solely the Contractor's rights and responsibilities under the Contract Documents.

2. The Architect shall review and certify the amounts due the Contractor and shall issue certificates for payment in such amounts in accordance with the Contract Documents.
3. The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
4. The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Architect as provided for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are consistent with the intent of the Contract Documents.

Our Basic Design Services Fee for the Design Work is as follows:

A Fee of 7% of the Construction Cost, Plus Reimbursable Expenses as Outlined Below.

Please note that if the Project is abandoned at any point, then the Architect's Basic Service Fee shall be based upon the Work performed to date that the Project was stopped.

Basic Services Fee Breakdown by Stage of Work:

• Schematic Design	(20%)
• Design Development	(15%)
• Construction Documents	(40%)
• Bidding & Negotiation	(5%)
• Construction Administration	(20%)
Total	(100%)

MWM's fee(s) does not include Reimbursable Expenses. Reimbursable Expenses shall not be incurred unless authorized by the Owner. Reimbursable expenses include, but are not limited to:

1. Fees paid for securing approval of authorities having jurisdiction over the Project;
2. Reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service;
3. Geotechnical Engineering Services;
4. Topographical, Utility and Property Line Survey Work;
5. Civil Engineering Work;

MWM Architects, Inc.
 2022 Broadway
 Lubbock, Texas 79401
 Phone (806)745-7707
 Fax (806)745-7620

Stephen L. Faulk, AIA
 Melanie P. Meixner, AIA
 Jason R. Moore, AIA
 Joel P. Robinett, P.E.

"The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as an architect in Texas."
 Texas Board of Architectural Examiners P.O. Box 12337 Austin, TX 78711-2337 Telephone: (512)305-9000 Fax: (512) 305-8900



6. Storm Water Pollution Prevention Plan (SWPPP);
7. Landscape Architecture Work;
8. Site Irrigation Design Work;
9. Hydrological/ Flood Studies;
10. Platting and/or Replatting Design Service;
11. Other Similar Direct Project-Related Expenditures.
12. Security Consultant

MWM's fee(s) does **not** include Reimbursable Expenses as outlined by AIA Document B-101, unless authorized by the Owner.

MWM's Basic Services Fee **does not** include Site Civil Engineering or Survey Work. This Work can be done by an agreement between the Owner and a Civil Engineer outside of MWM **or** under MWM's Contract with the Civil Engineer's Fee as an Additional Service added to the fee outlined in this Proposal.

All identification, removal and/or mitigation of any hazardous material associated with the Project shall be the Owner's responsibility and handled accordingly. Any work required that is not included under Basic Services or for changes or revisions and changes to any previously approved Design Work shall be invoiced at hourly rates as follows:

MWM Architects, Inc.

Principal	\$225.00/hour
Project Architect/Engineer	\$175.00/hour
Licensed Architect/Engineer	\$150.00/hour
Licensed Interior Design	\$150.00/hour
Architectural Intern	\$100.00/hour
Intern Interior Design	\$95.00/hour
Draftsman	\$85.00/hour
Clerical	\$85.00/hour

The Owner shall be invoiced periodically on a percentage of completion basis and payment shall be made within thirty (30) calendar days from the date of the invoice. No payment can be withheld unless the Architect has been judged to be at fault. Further, no retainage shall be withheld from any payment due the Architect.

If this Proposal is acceptable please acknowledge your acceptance below, executing and returning one (1) copy to our office. We will prepare a Contract for our Services based upon AIA Document B-101 (Owner-Architect Agreement). Thank you for this opportunity and we at MWM Architects, Inc. look forward to working with you on this Project. If you have any questions, please call me at (806) 745-7707.

Sincerely,

Melanie M. Meixner, AIA
Principal
MWM Architects, Inc.

MWM Architects, Inc.
2022 Broadway
Lubbock, Texas 79401
Phone (806)745-7707
Fax (806)745-7620

Stephen L. Faulk, AIA
Melanie P. Meixner, AIA
Jason R. Moore, AIA
Joel P. Robinett, P.E.



Accepted: **Randy Criswell, CPM**
City Manager

Date

MWM Architects, Inc.
2022 Broadway
Lubbock, Texas 79401
Phone (806)745-7707
Fax (806)745-7620

Stephen L. Faulk, AIA
Melanie P. Meixner, AIA
Jason R. Moore, AIA
Joel P. Robinett, P.E.

"The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as an architect in Texas."
Texas Board of Architectural Examiners P.O. Box 12337 Austin, TX 78711-2337 Telephone: (512)305-9000 Fax: (512) 305-8900