



July 2, 2020; Revised: July 13, 2020

City of Pflugerville, Texas
100 East Main Street
Pflugerville, TX 78660

Attention: Mr. Trey Fletcher, AICP, ICMA-CM, Assistant City Manager

Regarding: Fee Proposal for Architectural and Engineering services for a Bank/Office Building
Tenant Improvement (T.I.) for the City of Pflugerville

Dear Mr. Fletcher:

In accordance with your request, we are pleased to submit our proposal to provide Architectural and Engineering services for the referenced Project.

The Scope of the Project is as follows:

- Project Location:** • The Project is located in the former Comerica Bank Building at 100 West Main Street in Pflugerville, Texas.
- Project Description:** • The Project consists of the Tenant Improvement (T.I.) of a single story, approx. 5,700 s.f. empty bank building to accommodate the existing Development Services, Human Resources, and Internal Affairs/Investigation departments and associated support spaces as indicated on the attached City-provided sketch.
- Project Scope:** • The new space will accommodate the following staff and departments with some staff working from home (WFH):

Department	Staffing Level	In office	Field / Inspectors	WFH
DSC Admin	4	1		3
Planning ¹	11	1	0	10
Code Compliance ²	3	0	3	0
Building	5	1	4	0
Development Eng.	8	2	3	1
People+Culture	4	4	0	0
PD Internal Affairs	2	2	0	0
totals	35	Estimates	Estimates	Estimates

¹ - WFH = 25/75 split for office (25%) vs home (75%)

² - 25/75 split for office (25%) vs field (75%)

- Per the City's request, existing walls will be utilized wherever possible accounting for circulation, space adjacencies, and user requirements.
- Existing mechanical systems will be utilized with only minor changes to air distribution as needed for floor plan modifications. A new water heater will be required.
- Lighting may be upgraded, if necessary, in the public areas and offices to meet current code requirements.
- The existing vaults will remain in place.
- Areas where asbestos is noted in the City-provided Asbestos Survey will be marked for abatement and a specification will be provided if needed.

Unknown Conditions: • Throughout the design and construction phases of work, concealed or unknown conditions may be encountered. In the event that concealed or unknown conditions are discovered which impact **kga's** and/or our consultant's services, appropriate adjustments to the project schedule and compensation may be required. **kga** will promptly notify the Owner when we become aware of such conditions.

Construction Budget: • The construction budget is approx. \$400,000.00

Design Schedule: • Upon award of this Project, we will work with you to establish an achievable design schedule.

Reference Documents: • Comerica Floor Plan, provided by the City;
Comerica Sketch of the space and potential layout, provided by the City;
Property Condition Report for the Former Comerica Bank Building, prepared by Partner Engineering and Science, dated November 26, 2019;
Pre-Renovation Asbestos & Lead-Based Paint Survey for the Former Comerica Bank Building, prepared by Partner Engineering and Science, dated November 27, 2019

Therefore, pursuant to our discussion and the above scope of work and referenced drawings, we propose the following **Basic Services** and **Compensation**:

Basic Services will include the following:

1. Schematic Design/Space Planning
2. Construction Documents
 - A. Architectural
 - (1) Interior Design – limited to selection of floor, walls, and ceiling finishes
 - B. Mechanical/Plumbing Engineering
 - C. Electrical Engineering
 - D. Specifications for above disciplines
3. Permitting
4. Contract Administration

Following is an outline of the **Basic Services** proposed for this development:

1. **SCHEMATIC DESIGN/SPACE PLANNING:** From information obtained through meetings with you and your representatives and other team representatives, we will develop the intended scope of work and design requirements and prepare floor plans to determine possible layouts re-using as much of the existing conditions as possible for your review and approval.
2. **CONSTRUCTION DOCUMENTS:** From the approved Schematic Design Documents, we will prepare working drawings and specifications, setting forth; plans, interior elevations, construction details and standards of workmanship.
3. **PERMITTING:** We will assist you during the permitting process.
4. **CONTRACT ADMINISTRATION:** Through the Construction Phase of the project, we will coordinate and work with the Owner's Representative and will provide general administration of the contract for construction; commencing with the award of the contract and terminating when final payment is made to the Contractor. We will make periodic visits to the site at intervals deemed necessary by us to ascertain the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents. During site visits, we are not responsible for site safety. We will review shop drawings submitted by the Contractor and review the Contractor's Application for Payment.

Basic Services will exclude any and all Professional Services not specifically described above, including but not limited to the following:

1. Asbestos Abatement/Hazardous Material removal
2. Exterior work and site work, including but not limited to civil engineering and/or landscape design
3. Structural Engineering (not anticipated to be required)
4. Low Voltage, Audio/Visual, Security/Surveillance, Telecomm/Data Consulting/Design
5. Fire Protection/Life Safety Engineering
6. Interior Design other than that listed above
7. Construction Cost Estimating
8. Model(s)/Rendering(s)
9. LEED Design and/or Certification
10. Fees for agency submittals, permits and/or connection fees of any nature
11. All reproduction of drawings, plotting and specifications, out-of-town travel, lodging, meals, mailing, shipping, long-distance phone calls, in-town mileage, parking fees, etc. (see Reimbursable Expenses budget below)
12. RAS/TDLR plan review, inspection fees and filing fees (see Reimbursable Expenses budget below)
13. The signing of certification letters and/or forms required by lending agencies or any other agency regarding warranties and guarantees of construction quality, environmental concerns, use of property, codes or ADA, TAS compliance, etc.

COMPENSATION

- Compensation for **Basic Services** shall be a lump sum amount of Forty-Five Thousand Dollars (\$45,000.00) broken down as follows:

1. Schematic Design/Space Planning	(25%)	\$ 11,300.00
2. Construction Documents	(55%)	24,600.00
3. Permitting	(4%)	2,000.00
4. Contract Administration	(16%)	7,100.00
PROJECT TOTAL		<u>\$ 45,000.00</u>

- Compensation for **Reimbursable Expenses** shall be invoiced at 1.1 times actual cost. We suggest a budget of \$2,000.00, in addition to the fees listed above, be allocated for the cost of reproduction of drawings and specifications and the cost of RAS/TDLR fees.

Payment for **Basic Services and Reimbursable Expenses** will be billed monthly and due upon receipt. Any amount more than 30 days from date of invoice will be charged 1% monthly interest. This Proposal is valid for ninety (90) days from the date of issuance.

LIMITATION OF LIABILITY

You agree to limit **kg**a's and our sub-consultants' liability under this agreement to you and all other parties, contractors and subcontractors on the project, due to our negligent acts, errors or omissions, such that our total aggregate liability to all those named shall not exceed the fees received for this scope of work.

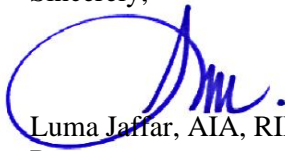
The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. They may be contacted at 333 Guadalupe Street, Suite 2-350, Austin, Texas 78701 and 512-305-9000.

Our service as outlined above is based on the Standard AIA Form of Agreement B101, 2017 Edition between Owner and Architect and therefore is included by reference.

After you have reviewed the above information, please contact our office if you have any questions or, if this proposal is acceptable to you, please sign one copy and return it to our office.

We are looking forward to working with you on this exciting project.

Sincerely,



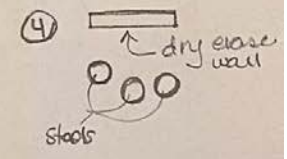
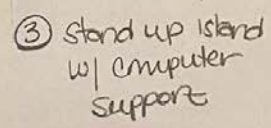
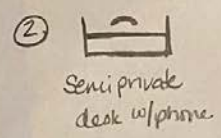
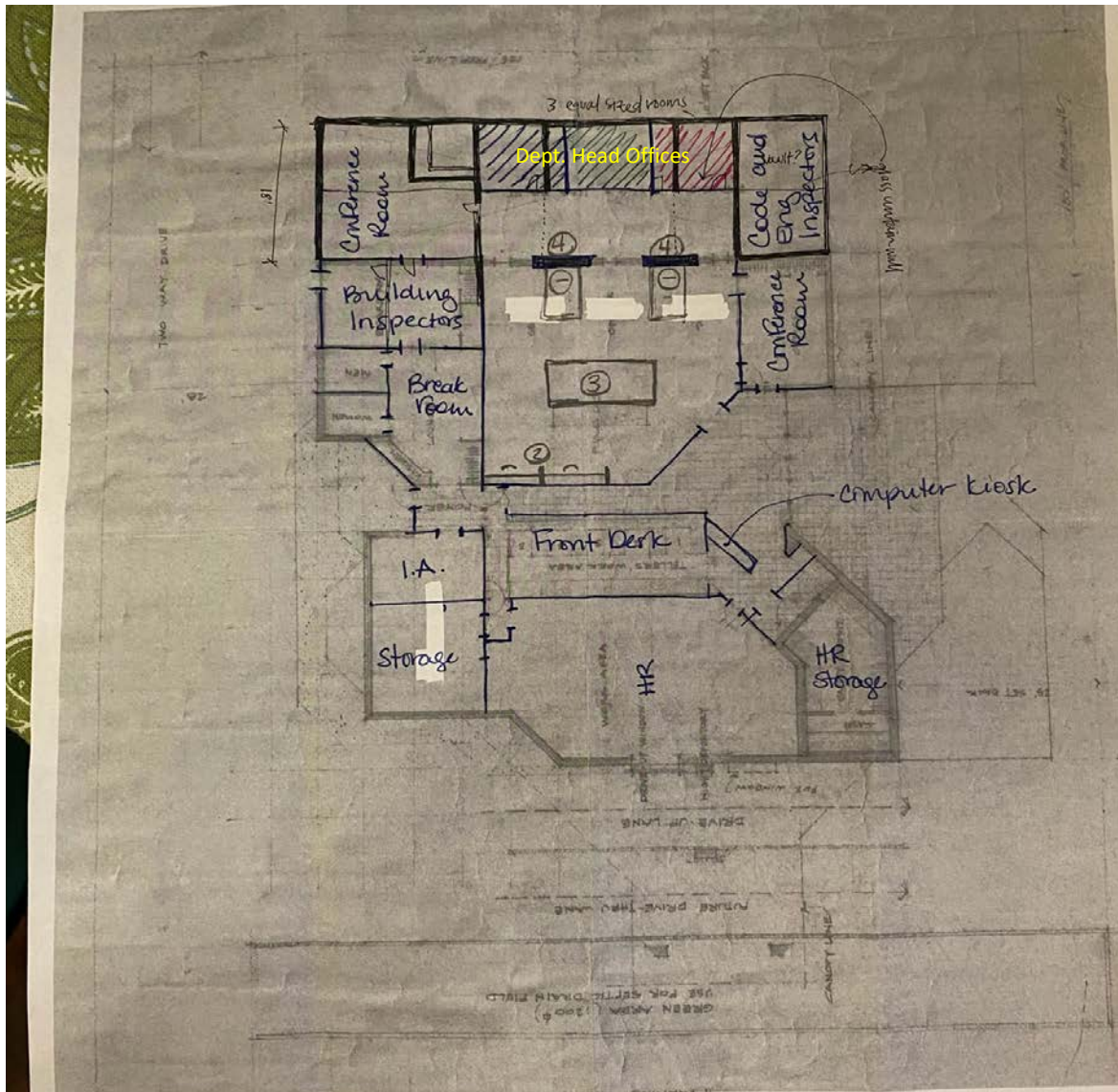
Luma Jaffar, AIA, RIBA, LEED AP BD+C
Partner

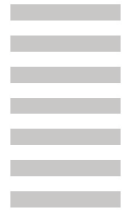
APPROVED:

By: _____

Date: _____

Attachments: Comerica Sketch of the space and potential layout, provided by the City;
kga 2020 Hourly Billing Rates





HOURLY BILLING RATES

Principal / Partner	\$200 - \$300
Project Manager	\$150 - \$250
Project Architect / Engineer	\$120 - \$180
Designer	\$ 90 - \$200
Project Coordinator	\$100 - \$150
Production Specialist	\$ 80 - \$125
Clerical/Admin Support	\$ 75
Construction Administrator	\$110 - \$150
Construction Field Representative	\$130
Construction Document Control	\$ 75 - \$100