



June 30, 2023

Mr. Charles Wendt
County Purchasing Agent
Brazos County, Texas
300 East 26th St.
Bryan, TX 77803
Voice: 979-361-4292
Email: cwendt@brazoscountytexas.gov

ALEXANDRIA
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SAN DIEGO

RE: Scope of Services and Fee Proposal
Brazos County Medical Examiner Office
Project # 18-64

Dear Mr. Wendt:

The office of PGAL is pleased to present this scope of work and fee proposal for the design of the Brazos County Medical Examiner Office in Bryan, Texas. In previous studies, the County has determined that their need is for an approximately 16,000 sq. ft. facility at an approximate total project cost of \$22 million. The project will be funded by American Rescue Plan Act of 2021 (ARPA) funds received by the County.

The desired site is an approximately 11-acre site on 29th street between Broadmoor and Briarcrest. The site is expected to be large enough to accommodate a second future County facility.

PGAL, MWL and our A/E team, along with our consultant Dr. Kathryn Pinneri, M. D., will work closely with the County and any other stakeholders to determine the ultimate size, floor plan layout, exterior and interior design of your new facility. This same team recently completed the Montgomery County Forensic Center for Dr. Pinneri. Since Brazos County does not currently have a medical examiner, Dr. Pinneri's expertise can help lead the team to a design solution that will be able to both meet the needs of the county and surrounding areas, accommodate potential learning opportunities for nearby Texas A&M medical and forensic and investigative science programs, and ultimately attract potential permanent medical examiner candidates.

PROJECT UNDERSTANDING

The design team's scope of work will include confirmation of departmental space requirements, Conceptual Design, Schematic Design, Design Development and Construction Document design phases, assistance with the bidding process, and Construction Administration throughout the construction phase. These services will be provided by our PGAL team and our consultants as follows:

Architecture, Civil Engineering & Proj, Mgmt.	PGAL
Medical Examiner Facility Specialists	MWL
Forensic Science Expert	Dr. Kathryn Pinneri, M. D.
Landscape Architecture	M2L
Mechanical, Electrical and Plumbing Engineering	Johnston
IT, Security and Audio Visual	4b Consulting
Geotechnical Engineering and Materials Testing	Terracon
Cost Estimating	Halford Busby

SCOPE OF WORK

The scope of work anticipated includes the following:

PROGRAM VERIFICATION AND CONCEPT DESIGN

The initial program verification and concept design phase will determine overall building size and configuration and test several options for building location on the County's site. Going through the program verification stage, our team will review the previous studies done for the project and put the information into a format that we can utilize to create floor plans showing the layout of furnishings and equipment. Once a site plan has been approved, our geotechnical engineer will perform geotechnical investigation and prepare a report outlining foundation and paving recommendations.

FINAL DESIGN

In the final design phase of the work PGAL and the A/E team will complete the construction documents for bidding/pricing and provide construction administration services through the completion of the project. The final design phase will consist of Schematic Design, Design Development and Construction Document phases. Our basic services consultants for the project will provide, civil engineering, structural engineering, mechanical electrical and plumbing engineering. Additional specialty consulting services are listed separately, which include our M. D. consultant, Dr. Kathryn Pinneri, landscape architecture, security, telecommunications, audio/visual, furniture design, and environmental graphics/signage design. As part of basic services for the final design phase, MWL will select and specify the autopsy equipment, provide an equipment manual for County review, and provide drawings and specifications for it to be bid out as part of the construction document package. Detailed cost estimates will be performed after the initial programming and concept design phase, at the end of Design Development and at 50% and 95% Construction Documents to ensure that the project is being designed to your budget. It is anticipated that documentation will be provided for the buildout of all spaces in the building, and that the County will be issuing Requests for Proposal (RFPs) from general contractors..

CONSTRUCTION ADMINISTRATION

During construction, PGAL and our consultants will provide Construction Administration Services, which include responding to requests for information (RFIs), reviewing submittals, attending on-site project meetings, making periodic site observations, and reviewing contractor pay applications and change proposals. We have included materials testing for soil preparation, concrete, steel reinforcement and structural steel observation and testing. We and our consultants will also perform a final site observation and create a punch list of items to be finalized. We will be available for on-site meetings and construction observation at key points in construction, for the initial concrete slab pour, wall and ceiling cover up observations, and preconstruction / pre-installation meetings.

COMPENSATION

We have provided a lump sum fee for design services. The overall Basic Services fee is as follows:

Basic Services:

• Subtotal Basic Services	\$1,308,870
• Profit	\$ 145,430
• Total Basic Services	\$1,454,300

Additional Specialty Consulting Services:

The following is a list of additional services are optional to the project (except for those noted below as being code required) and are beyond the scope of the basic services listed above. Though we have broken out these additional consultants and services separately should the County decide to obtain these services separately from this design contract, we and our consultant team are fully capable of providing each service.

	Base Fee	Profit	Total Fee
• Dr. Kathryn Pinneri, M. D.	\$ 45,000	\$ 5,000	\$ 50,000
• Landscape Architecture	\$ 27,000	\$ 3,000	\$ 30,000
• IECC Commissioning (Code Req.)	\$ 27,000	\$ 3,000	\$ 30,000
• Telecommunications Consulting	\$ 22,113	\$ 2,457	\$ 24,570
• Security Consulting	\$ 13,267.80	\$ 1,474.20	\$ 14,742
• Audio/Visual Consulting	\$ 8,845.20	\$ 982.80	\$ 9,828
• Furniture Selection, Design, Spec.	\$ 45,000	\$ 5,000	\$ 50,000
• Environ. Graphics / Signage	\$ 13,500	\$ 1,500	\$ 15,000
• Geotechnical Engineering	\$ 19,350	\$ 2,150	\$ 21,500
• Construction Materials Testing	\$ 45,000	\$ 5,000	\$ 50,000
• <u>Cost Estimating</u>	<u>\$ 29,466</u>	<u>\$ 3,274</u>	<u>\$ 32,740</u>

- **Subtotal Specialty Consult. Serv.** \$ 295,542 \$ 32,838 **\$ 328,380**
- **Total Design Fee** **\$1,782,680**

Reimbursable Expenses: PGAL would expect to be reimbursed for any out-of-pocket expenses we incur on behalf of this project, to include, but not limited to, printing, plotting, photography, permits, fees, special handling or delivery, mileage and travel (if necessary). Reimbursable expenses will be billed at our cost and are estimated not-to-exceed **\$50,000** to complete the project.

Terms: PGAL will invoice monthly based on a percentage of project completion. Payments are due within thirty (30) days of receipt of invoice.

Additional Services: If services other than those described as Basic Services are requested by the County, they will be billed in addition to the above compensation in accordance with the attached rate schedule. Additional Services include but are not limited to the following:

- Any design consultants other than those specifically included.
- Value engineering services.
- Topographic and Utility Surveying
- Platting Services
- Environmental Consulting / NEPA report or Phase I Environmental Site Assessment
- Traffic Impact Analysis.
- Off site design work beyond connecting to existing utilities
- Specialty lighting design services.
- Revisions to approved documents beyond minor changes
- LEED certification.

Terms: PGAL will invoice monthly based on a percentage of project completion. Payments are due within thirty (30) days of receipt of invoice.

Should the size, scope or construction/project cost increase significantly from what is described as the basis of this proposal, we reserve the right to request additional services design fees commensurate with the increase.

PROJECT SCHEDULE

PGAL is prepared to deliver this project within an 8 – 10 month period for the programming, conceptual design through construction document phase.

Thank you again for the opportunity to serve Brazos County. PGAL looks forward to the commencement and successful completion of this project. Please contact me at 713-622-1444 should you have any questions or comments regarding this proposal.

Mr. Charles Wendt
Brazos County Medical Examiner Office Needs Assessment
June 30, 2023
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Sincerely,

A handwritten signature in black ink, appearing to read 'P. Bonnette', with a vertical line to its left.

Paul D. Bonnette, AIA
Principal

CC: Accounting, File – PGAL