



1301 S. Capital of Texas Highway, Suite A-302
Austin, Texas 78746
Phone: 512-329-8822
Fax: 512-39824

November 22, 2023

Trevor Lansdown, Project Manager
Brazos County Courthouse
300 East 26th Street
Bryan, Texas 77802
tlansdown@brazoscountytexas.gov

Re: **Brazos County Office Building – 101 N. Texas Ave., Bryan, TX**
Proposal for Professional Planning Services

Dear Trevor:

We enjoyed getting to meet you, Kaitlyn, and William and walk the existing building and courthouse. I appreciate the time you took to walk us around as that was very helpful in gaining an understanding of your current facility.

Following our initial visit **Broaddus Planning** is pleased to provide you with this proposal for facility planning for a proposed new building at 101 N. Texas Ave. in Bryan. Our understanding is that you desire to remove the current structure and redevelop the site to accommodate current staffing needs for:

- | | |
|--|-------------------------|
| • Justice of the Peace and Constable, Precinct 4 | approximately 6,500 SF |
| • Public Defender's Office | approximately 14,500 SF |
| • Adult Probation | approximately 20,000 SF |

In addition, there is interest in making provision for future or expansion shelled space capabilities. That approximate area will be determined within the scope of the study.

Project Area

The project area includes the full block at 101 N. Texas Ave. bounded by E. William Joel Bryan Parkway to the north, E. 26th Street to the south, N. Texas Ave. to the west and N. Houston Ave. to the east. There is also a desire to consider the connectivity of the site with the existing courthouse via a dedicated pedestrian bridge, a building-to-building bridge connection, or an at grade connection crossing Texas Ave.

Scope of Work

Broaddus Planning proposes to use a basic planning approach following a process to verify the space needs for the new building. We will look at the overall site to verify the parking requirements and any other needs to support the new building and consider site configurations relating to adjacent parcels. A basic site assessment to verify boundaries, easements, available utilities, and site opportunities / constraints will be prepared. A core of the effort will be the engagement of the key stakeholder user groups to assemble the space programming needs for the new facility beyond the SF figures noted. Understanding the functions and relationships both internally and externally will be considered.



We will develop recommendations that will be vetted through the Leadership Group and User Groups with final direction to come from the Leadership Group.

Our process will include basic steps as summarized below.

Data Collection / Analysis

- Gather site / floor plans of the existing building, departmental staffing lists, and organizational relationship structure for foundational data.
- User Interviews: meet with primary users by department to confirm current space allocations and future needs.
- Define Guiding Principles, goals, objectives, and key parameter benchmarks (budget, schedule, scope).

Vision Synthesis:

- Prepare a preliminary space needs summary
- Prepare a preliminary site analysis summary (boundaries, easements, utilities, parking, etc.)
- Prepare narrative systems scope definitions at a high level related to concepts for the ability to accommodate current and future needs. (architectural, landscape, civil, structural, MEP)
- Develop a preliminary cost estimate related to the identified space needs and systems requirements.

Scenario Development:

- Prepare 2 to 3 scenario options for addressing the space needs within the context of the proposed building. (functional relationships, block & stack massing, parking, circulation, landscape, open space)
- Prepare 3D block massing images to visualize the options on the site
- Consider timing (schedule) and implementation (phasing) parameters
- Develop rough magnitude cost summaries for each option.

Documentation:

- Prepare an executive summary that notes the study scope, the approach, process, and summarized recommendations.
- Develop narrative descriptions to describe the proposed facility and the general requirements.
- Prepare select 3D images of the proposed facility to illustrate the project. These are included in the scope, but high-end photo realistic rendering(s) can be produced for the costs as noted in the fees.
- Provide a final Project Program of Requirement document in electronic format to summarize the scope (program), schedule, and budget (cost estimate) for the project.

We anticipate one on-site workshop with the leadership group and key departmental representatives to gather needs data. A follow up online workshop will cover prioritization and direction and will determine which alternative is preferred.

Project Team

Broaddus Planning will provide professional services with all internal resources. *Greg Hughes* will lead the efforts with the involvement of *Denise Davis* and *Taylor Wimberg* for planning support. Cost estimating is provided internally by Broaddus Estimating. We have also included Dunaway to provide site planning, civil, and landscaping expertise on the team. The study process will involve Brazos County representatives to be housed in the new



building as you select. We will strive to organize the workshop and interviews to ensure the best use of their time. Greg Hughes will be the primary point of contact from Broaddus Planning, and it is understood that communication flows will go through you (Trevor Lansdown) as the primary point of contact for the county.

Schedule of Services

We anticipate a very focused and engaged process to gather information and reach decisions in a timely manner. We will hold one onsite day that includes participation of the Brazos County selected personnel. We will use MS Teams (electronic meeting format) for the later stages in reviewing and editing the draft deliverable, and to refine the final deliverable.

With this approach, the overall schedule for the feasibility study process anticipates 9-11 weeks. This assumes ready availability of the information to be gathered and the efficiency of the input, decisions, and review turnarounds with the Brazos County participants as the work progresses. Project initiation will commence upon authorization and initial turnover of existing base information.

The flow and sequence of the primary activities are delineated as follows:

Data Gathering	1 Week
Onsite Workshop / Programming Meetings	1-2 Weeks
Program Development	2-3 Weeks
Planning and Project Recommendations	2-3 Weeks
Reporting	3 Weeks
Total:	9 – 11 Weeks

Fee Summary

The proposed fee for this effort as defined is **\$95,590**. Professional fee allocations for the services are outlined below organized by primary phase. The associated value of each phase is also provided to define the relative overall value of each phase. During the delivery of these services, they will be invoiced on a Lump Sum basis monthly. The percentage completion of each phase will be noted to reflect the progress of the work.

	<i>Broaddus Planning</i>	<i>Dunaway</i>	
Data Gathering / Analysis	\$ 5,155	\$10,200	
Onsite Workshop / Programming Meetings	\$ 8,905	\$ 4,800	
Program Development	\$22,940	\$17,000	
Recommendations & Reporting	\$22,590	\$ 4,000	
TOTALS	\$59,590	\$36,000	\$95,590

Reimbursable expenses such as travel, couriers, postage, printing, plotting, etc. will be reimbursed at actual cost with a 1.1 multiple for coordination and handling. Mileage if incurred would be billed at current IRS Guidelines. For this effort we recommend a reimbursable budget of **\$1500** primarily to cover miscellaneous mileage, parking, and travel expenses for staff members. This estimate assumes any major printing of the final



documents would be handled internally by the owner. If you desire Broaddus Planning to produce the final printed documentation, this would be an additional expense.

As noted previously high-end renderings can be coordinated. We work with an outside consultant to coordinate that process. An overall building model is developed, and wireframe views are selected with finished image views identified as you desire for final render. The initial setup of the model is \$3800 with individual images \$2000 to \$2500 each depending on the view. Birdseye views are more expensive than eye level views. These costs are not included in the fees noted above and would only be pursued as you desire.

Thank you for giving **Broaddus Planning** the opportunity to serve Brazos County in this effort. We are ready to begin upon acceptance of this proposal, the preparation of a project Purchase Order, or other official notice to proceed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Hughes", written over a light blue circular stamp.

Broaddus Planning
Greg Hughes, AIA, ACHA, LEED AP
Managing Principal, Broaddus Planning
Vice President, Broaddus Associates

XC: Denise Davis | BP
Taylor Wimberg | BP
Jared Solether | BA
Scott Broaddus | BA

ACCEPTANCE OF PROPOSED PLANNING SERVICES

Professional Planning Services
Brazos County Office Building - Bryan
Broaddus Planning Project Number TBD
Proposal Dated November 22, 2023

SIGNATURE

NAME/TITLE (Printed)

DATE