



BRAZOS COUNTY

REQUEST FOR BUDGET AMENDMENT

Budget Amendment Number

19.02

Agenda Date

2/13/2024

Fiscal Year

October 1 - September 30 2024

Requesting Department

BUDGET OFFICE

Requestors Name

Nina Payne

DECREASE EXPENDITURE(S):

1000 General Fund

From: Fund Number

DECREASE EXPENDITURE(S):

11001500 Contingency

From: Division Name

DECREASE EXPENDITURE(S):

61130000 Contingency

From: Account Number

From: Amount

\$

41,000.00

AMOUNT OF DECREASE

Total

\$ 41,000.00

TOTAL AMOUNT OF DECREASE

INCREASE EXPENDITURE(S):

1000 General Fund

To: Fund Number

INCREASE EXPENDITURE(S):

36000006 Exposition Center - Non

To: Division Name

INCREASE EXPENDITURE(S):

72590000 Professional Fees - Oth

To: Account Number

To: Amount

\$

41,000.00

AMOUNT OF INCREASE

Total

\$ 41,000.00

TOTAL AMOUNT OF INCREASE

TO EXPLANATION AND SIGNATURE

Explanation

Explanation to reclassify budget to proper accounts:

Reallocation of funds to correct accounts the Brazos County Expo Complex Facility Assessment that was approved during Commissioner's Count on February 6, 2024 (agenda item #11).

File and Documentation

File Upload

Upload

20240131_Brazos_County_Proposal_Rev1.pdf

486.62KB

Signature

Initiator

Nina Payne

Department (?)

BUDGET OFFICE

Signature

Elected Official/Dept Head

Nina Payne

Comments

Elected Official/Dept Head Comments

Signature

Budget Officer Signature

Spencyr A Mays

Comments

Budget Officer Comments

CC Approval Oracle Posted

Sign

Completion Date

Date captured on form submission

Comments

Commissioners Court Decision Comments



January 31, 2024 (Revision 1)

Wm. Charles Wendt
Purchasing Agent
Brazos County
200 S. Texas Ave., Ste. 352
Bryan, TX 77803

Re: Proposal for Brazos County Expo Complex Facility Assessment

Dear Charles:

VLK Architects (**VLK**) is pleased to present to **Brazos County** this proposal for Facility Assessment services for the **Facility Assessment of Brazos County Expo Complex** in Bryan, Texas. We greatly appreciate your trust of the **VLK** team.

PROJECT UNDERSTANDING

Brazos County desires to conduct a facility assessment of the Expo complex, located at 5827 Leonard Rd., Bryan, Texas, that includes all of the buildings, parking areas and driveways, and the retention pond.

SCOPE OF SERVICES

VLK will approach the following design tasks in two distinct phases:

PHASE 1 - ON SITE FACILITY ASSESSMENT

1. Visit each site, identified by the owner, and identify items that are considered at the end of useful life, code violation or design concerns. The items identified will be documented and pictures of the identified item will be recorded. In addition, owner standards can be reviewed where they are provided prior to site assessments.
2. Compile assessment documentation to prepare for reporting phase.

PHASE 2 - REPORTING PHASE

1. Create an itemized list of deficiencies identified during the on-site assessment phase and enter data into the assessment forms.
2. Prepare an "Opinion of Potential Construction Cost" for each item included on the deficiency list. This "Opinion of Potential Construction Cost" is merely an expression of professional opinion and will be based on information provided to us regarding construction costs on a similar type of project. As such, it constitutes neither a guarantee nor a warranty, express or implied.
3. Attend meetings with the county as required to provide explanation and assist with finalizing scope items.
4. Collaborate with the owner to identify a priority ranking for each deficiency.

The **Assessment Team** includes:

Architecture/Interior (**VLK**)
Structural Engineering (**Matrix**)
MEPT Engineering (**Salas O'Brien**)
Civil Engineer (**Mitchell & Morgan**)
Food Services (**FCA Design**)

Roof and Building Envelope Specialist (**Armko**)

COMPENSATION

Given the scope of work described above, we propose a net lump sum of **\$39,000.00** not including reimbursable expenses, additional services, or specialty consulting fees.

REIMBURSABLE EXPENSES

Reimbursable expenses are defined as those actual expenditures incurred directly in conducting the project. These include, but are not limited to, travel, long distance telephone, facsimile, reproductions, printing, delivery costs, professional renderings, photography, presentation models, and special presentation materials. Reimbursable expenses are not to exceed **\$2,000.00**.

PAYMENT SCHEDULE

Billing shall be made monthly in proportion to the services completed with payment due thirty days after receipt by the Client.

All invoices shall be paid within thirty (30) days of receipt and in accordance to the payment schedule stipulated above. Failure to pay undisputed invoices or the undisputed portions of invoices shall constitute sufficient reason for **VLK** to suspend all services until payment is received. **VLK** shall not be responsible for any consequences to project schedules, etc., for suspending services in the event of Client's non-payment.

ADDITIONAL SERVICES

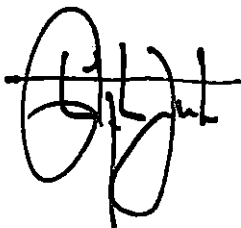
Services not specifically listed above are not a part of our scope of basic services and are considered additional. **VLK** shall be compensated for approved additional services not outlined in this proposal, on an hourly basis, determined in accordance with an available rate schedule or a mutually agreeable lump sum.

STATEMENT OF JURISDICTION

Pursuant to Texas Law: "The Texas Board of Architectural Examiners, P. O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350 Austin, Texas 78701-3942, (512) 305-9000, has jurisdiction over individuals licensed under the Architects' Registration Law, Texas Civil Statutes, Article 249a."

Charles, we trust this proposal meets with your expectations. We look forward to initiating this exciting project and to establishing a new and long-term working relationship with you and your associates. If you have any questions, please do not hesitate to contact me.

Sincerely,



Christopher Laack
Principal of Design - Commercial Practice
VLK Architects, Inc.

APPROVAL AND AUTHORIZATION TO PROCEED

This proposal and the AIA B105 (to be executed after acceptance of this proposal) contract form the entire agreement. These two documents establish the basis for scope of work and fees. Mr. William Charles Wendt, Brazos County, their appointed agents, and partners; and VLK Architects Inc. hereby agree that authorization of the proposal is a legal binding contract to provide the architectural services described above.

Agent, Officer or Partner

Date