

## **Fee and Scope Proposal for Architectural Services for**

Brazos County Administration Building Remodel Design Services

### **Exterior Building Envelope Replacement, PN Project #2226PN**

Prepared March 12, 2024

THE FOLLOWING SERVICES ARE INCLUDED IN THE ARCHITECTURAL FEE FOR THE DESIGN OF THE PROJECT LOCATED AT 200 South Texas Avenue in Bryan, Texas.

**The project consists of demolition and re-construction of the exterior building envelope to enclose approximately 95,000 SF of building. Project will remove and replace all masonry veneer, incorporate flashing, replace window and door systems, remove, and replace portions of the existing roof, and reconfigure the landscaping.**

- 1. During Schematic Design, the Architect's Team will:**
  - Continue architectural work based on Feasibility and Statement of Probable Cost presented
  - Meet with Local Authorities to confirm that the concepts are feasible for the city
  - Produce and present final design concepts
  - Interview and hold multi-disciplinary meetings with the team of Engineers to confirm that the concepts are feasible and meet code. Enter into contract with this specific team of Engineers on the County's behalf.
  
- 2. During Design Development, the Architect's Team will develop and coordinate a set of drawings which will include:**
  - Architectural Floor Plans
  - Plan Details
  - Enlarged Plans for Special Areas
  - Building Sections as determined necessary by the AOR
  - Wall Sections as determined necessary by the AOR
  - Door Schedule/Frame Types
  - Window Schedule/Frame Types
  - Building Specifications
  
- 3. During Construction Documents, the Architect's Team will work with the team of Engineering Consultants to complete the set of drawings needed for permitting and construction:**
  - Structural Engineering (included in the Architect's fee)
  - Building Envelope Consulting provided by Zero/Six to Brazos County (included in the Architect's fee). Zero/Six to provide envelope architecture services during the design, construction, and testing phases.
  - Mechanical Engineering (limited scope included in the Architect's fee)
  - Electrical Engineering (limited scope included in the Architect's fee)
  - Plumbing Engineering (limited scope included in the Architect's fee)

- Building and MEP COMcheck (This is a document required by state law/local building authority to ensure that the building envelope, insulation, and equipment meet energy code. This is included in the Architect's fee).
  - Surveying and civil engineering is EXCLUDED from this contract. Should the scope change and survey/civil engineering become required in order to complete the construction documents, fees for survey/civil engineering are outside this agreement and will be presented to the owner at that time.
  - TDLR registration and inspections must be provided outside the scope of this agreement and are not included in the Architect's fees.
  - Asbestos abatement and inspections are outside the scope of this agreement and are not included in the Architect's fees.
4. **During Permitting and Bidding periods, the Architect's Team will work with the County as follows:**
- Provide sealed construction documents for County's use. Documents will be a 100% completion drawing set and a project manual.
  - Architect's team will provide addenda and clarifications during bidding, as well as assist the County in pulling the building permit.
5. **During Construction, the Architect's Team will work with the County as follows:**
- Monthly visits by Architect's Team to jobsite and at points integral to the progress of construction
  - Timely response (drawings, email) to questions/concerns
  - Engineering coordination as needed
  - Construction Administration (review building completion stages, approve contractor pay applications)
6. **Post Construction, the Architect will:**
- Provide drawings in PDF format to the Owner
  - Facilitate state inspections for the Owner
  - Remain available to the owner as a member of their Facilities Team
7. Compensation for the Services above will be based on the **Architect's Statement of Probable Cost: Brazos County Administration Building Exterior Envelope and Roof Replacement, Dated 3/11/2024**. The Architect's fee as defined in the document referenced above will be a lump sum payment of \$500,980.00.
8. The Architect's billing schedule is as follows:
- |                                       |     |
|---------------------------------------|-----|
| Schematic Design Phase                | 15% |
| Design Development                    | 25% |
| Construction Drawings and Permitting  | 35% |
| Bidding/RFP Preparation/Evaluation    | 5%  |
| Construction Observation and Closeout | 20% |
9. PlanNorth acknowledges that 10% of the Architect's fee is considered profit.

10. Services provided prior to contract execution will be billed hourly at the attached rates; re: Hourly Rates for PlanNorth Positions. Work completed at the County's request prior to agreement signature will be billed to the County accordingly.

**Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Representative, Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

Principal, PlanNorth: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

### Hourly Rates for PlanNorth Positions, 5/16/2023\*

\*Hourly rates are revised annually

<b>Position</b>	<b>Rate</b>
Principal (Architect)	\$275/hour
Project Manager	\$155/hour
Senior Project Architect	\$155/hour
Architect	\$135/hour
Designer	\$120/hour
Construction Services	\$90/hour
Administrative	\$75/hour

# PROJECT SCHEDULE

## Brazos County Administration Building - 2024 Alterations Revised Schedule

### Feasibility Phase

Kick-off meeting (Architect field survey and As-built documentation) .....	January 25, 2023
Asbestos Survey.....	March 24, 2023
Space Programming (Workshop – Program of Spaces) .....	January 25, 2023
MEP field survey .....	February 9, 2023
Stakeholders (review and develop preliminary plans, costs, and program of spaces).....	April 4, 2023
Feasibility documents to County .....	May 11, 2023
Present Feasibility for Commissioners Approval .....	May 23, 2023

### Schematic Design Phase

Conceptual Design Review (review and confirm general size and location) .....	July 13, 2023
Outline Specifications (develop space Architectural and MEPT systems) .....	July 10, 2023
Existing Floor Slab Coring Test/ Investigation (Facilitate Proposal to County).....	July 31, 2023
Schematic Design Review Meeting (confirm PoR documents).....	July 27, 2023
Schematic Design Documents to County .....	July 31, 2023

### Design Development Phase

Pre-Development Meeting w/ City of Bryan .....	August 17, 2023
Departmental Review Meetings (in-depth meetings with end users).....	August 17, 2023
Program of Requirements, Cost and Schedule Review .....	August 24, 2023
Audio-Visual & Technology meeting (w/ A/V consultant).....	August 24, 2023
Security and Safety Meeting (to discuss all related security design considerations) .....	August 24, 2023
MEPT Systems Meeting with County (Outline Specifications) .....	August 24, 2023
Existing Floor Slab Coring Test/ Investigation (Complete).....	September 21, 2023
Design Development Review Meeting (confirm PoR documents) .....	September 28, 2023
Design Development Documents to County .....	September 28, 2023

### Construction Documents Phase

50% Architectural Model – Send to Consultants .....	October 5, 2023
50% Consultant Documents to Architect.....	October 19, 2023
50% Review Documents to County.....	October 20, 2023
50% Review Meeting (County participants TBD).....	October 26, 2023

Pause on Area A for Feasibility and Additional Services Review .....	November 2, 2023
Commissioners Court .....	December 12, 2023
Notice to Proceed for Additional Services / Brazos County to issue PO to PlanNorth .....	December 12, 2023

90% Architectural Model – Send to Consultants .....	January 22, 2024
90% Consultant Documents to Architect.....	January 31, 2024
90% Review Documents to County.....	February 2, 2024
90% Review Meeting (County Participants TBD).....	February 8, 2024
90% Review Meeting (multi-discipline) .....	February 14, 2024

100% Architectural Model – Send to Consultants ..... February 21, 2024  
 100% Consultants Issue for Proposal Documents to Architect ..... March 4, 2024

Pause on Permit Issue ..... March 5, 2024  
 Commissioners Court ..... March 19, 2024  
 Notice to Proceed #1 for Amendment 2..... March 21, 2024  
 Notice to Proceed #2 for Building Envelope & Roof..... March 21, 2024

Owner Meeting #1..... March 25, 2024  
 Owner Meeting #2..... April 11, 2024  
 Owner Meeting #3..... April 25, 2024  
 Issue for Permit ..... June 12, 2024

**Bidding and Negotiation Phase**

Deliver for Permit to City of Bryan ..... June 12, 2024  
 Deliver for TAS-ADA Plan Review ..... June 13, 2024  
 Coordinate Advertisement in News ..... July 19, 2024  
 Anticipated Permit from City of Bryan ..... July 22, 2024

Pre-Proposal Conference for General Contractors..... August 2, 2024  
 Receive Bids from General Contractors..... August 26, 2024  
 Proposal Evaluation & Recommendation Letter to County.....September 6, 2024  
 Commissioners Approval of Owner-Contractor agreement.....September 17, 2024

**Construction Phase – 18 months**

Pre-Construction Conference .....September 23, 2024  
 Construction Duration (approx. 18 months) ..... October 1, 2024 – April 3, 2026  
 Substantial Completion Date.....April 3, 2026  
 Owner FF&E and Commissioning .....April 24, 2026



Exhibit C

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 main columns: PRODUCER (Van Dyke Rankin & Company, Inc.) and INSURED (PlanNorth, LLC). Includes contact information for Amber Lamson and a list of insurers (Travelers Indemnity Co. of CT, Underwriters At Lloyds London, Travelers Prop Cas Co. of America).

COVERAGES CERTIFICATE NUMBER: 965359064 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table listing insurance policies with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: Remodel of select areas of the Brazos County Administration Building, currently located at 200 S. Texas Ave., Bryan, Texas, in areas mentioned below:

Exterior Building Envelope & Roof Replacement
The Owner and Program Manager, its officials, employees, and officers are included as additional insured as required by written contract on the General Liability and Umbrella Policies.

Table with 2 columns: CERTIFICATE HOLDER (Brazos County, Texas) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions).

**Architect's Statement of Probable Cost: Brazos County**  
**Administration Building Exterior Envelope and Roof Replacement**  
**March 11, 2024**

<b>Scope of Work</b>		<b>Subtotal</b>
Contractor's Contingency	\$	125,000.00
Permit	\$	10,000.00
General Conditions	\$	202,500.00
Demolition	\$	640,000.00
Dumpster and Materials Handling	\$	72,000.00
Unit Masonry	\$	800,000.00
Misc. Metals and Loose Lintels	\$	20,250.00
Rough Carpentry	\$	90,000.00
Membrane Roofing	\$	360,000.00
Pre-Finished Sheet Metal	\$	29,700.00
Standing Seam Metal Roof	\$	184,950.00
Metal Roof Decking Repair Allowance	\$	35,000.00
Weather Resistant Barrier	\$	176,000.00
Joint Sealants	\$	20,000.00
Membrane Flashings	\$	60,000.00
Exterior Doors and Frames	\$	131,250.00
Door Hardware	\$	68,750.00
Metal Stud Framing Repair Allowance	\$	75,000.00
Glass and Glazing	\$	265,500.00
Building Insulation (Continuous Insulation)	\$	128,000.00
Materials Handling and Equipment Rentals	\$	58,500.00
Painting and Coatings	\$	96,000.00
Safety, Barricades, and Fencing	\$	90,000.00
Landscaping Restoration Allowance	\$	30,000.00
Electrical	\$	15,000.00
Overhead	\$	189,170.00
Fee	\$	198,628.50
<b>Construction Cost Subtotal</b>		<b>\$ 4,171,198.50</b>

<b>Project Soft Cost Allowances</b>		
Owner's Contingency	\$	125,000.00
Professional Service, Fees, and Consultants	\$	500,980.00
<b>Architect's Statement of Probable Project Cost</b>		<b>\$ 4,797,178.50</b>