

**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 3/19/2024
ITEM: Approval of Amendment #2 and #3 to CIP #23-601 Architect Design Contract for Brazos County Administration Building for additional design services.

- a. Amendment #2 is in the amount of \$58,147.00. This amendment adds design services for the 2nd floor buildout of the sanctuary area and chiller replacement and deducts the remainder of consulting services for envelope consultant. ARPA revenue replacement funds are to be used for this amendment.
- b. Amendment #3 is in the amount of \$500,980.00. This amendment adds design services for additional exterior envelope of the entire building. General capital funds are to be used for this amendment.

Both amendments are valued at \$559,127.00 and will bring the total of the design contract to \$1,426,874.00.

TO: Commissioners Court
DATE: 03/14/2024
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
BCAB_North_Wing_Sanctuary_-_Chiller_2nd_Floor_-_PlanNorth.pdf	Amendment #3	Backup Material
BCAB_Proposal_for_Envelope_Roof_-_PlanNorth.pdf	Amendment #2	Backup Material

PLANNORTH
ARCHITECTURAL CO.

P.O. Box 2468
Brenham, Texas 77834

March 12, 2024

**RE: AMENDMENT TO AGREEMENT BETWEEN BRAZOS COUNTY AND PLANNORTH
ARCHITECTURAL CO., DATED MAY 17, 2023**

Brazos County Leadership:

Please accept this letter as a proposed Contract Amendment for the following project, as described in our mutual agreement dated May 17, 2023:

“Brazos County to contract with PlanNorth Architectural Co. to complete the design with the Architect for interior build out of the existing 2nd floor (Area A), replace both existing chillers and the work associated, and credit back the construction administration portion for the original building envelope scope of work for the Brazos County Administration Building, currently located at 200 S. Texas Ave., Bryan, Texas”

Updates to the scope of work and corresponding fees are shown in included Exhibits. Please contact me should you have any questions.



Ken Burch, AIA
Managing Principal, PlanNorth Architectural Co.
979-251-4506
ken@plannorth.com

Exhibit A

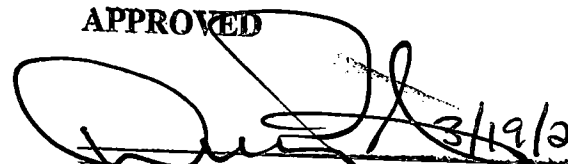
Scope of Work

1. Chiller Replacement (2), Additional Design Services of \$12,000
 - Scope of work includes:
 - a. MEP Engineering
 - b. Chiller pipe replacement at mechanical yard
 - c. Connect with existing building's BAS system and technology

2. 2nd Floor Area A (existing Sanctuary) interior build out, Additional Design Services of \$77,440
 - Scope of work includes:
 - a. Interior build out of shell space for new office space, program of spaces provided by Brazos County
 - b. Space planning layout and new floor plan for Level 2, maintaining the currently planned stairs, elevator, toilet rooms, electrical room, and janitor closet.
 - c. New carpet, new ceilings, new light fixtures, paint
 - d. Revise mechanical ductwork
 - e. Add outlets and data connections
 - f. Add plumbing for break room
 - g. General furniture layout for space planning only

3. Delete Building Envelope Consultant Services for Credit of (\$31,293)
 - Removed Scope of work includes:
 - a. Owner credit for Zero/Six services on exterior building envelope

APPROVED


Duane Peters
County Judge

3/19/24
Date

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
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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.

PRODUCER: Van Dyke Rankin & Company, Inc.
INSURED: PlanNorth, LLC dba PlanNorth Architectural Co.
CONTACT NAME: Amber Lamson
INSURER(S) AFFORDING COVERAGE: Travelers Indemnity Co. of CT, Underwriters At Lloyds London, Travelers Prop Cas Co. of America

COVERAGES CERTIFICATE NUMBER: 1255743345 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 EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include 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:
Sanctuary area, creating training areas, for multiple spaces of different sizes to accommodate various group sizes with multi-levels built out.

CERTIFICATE HOLDER: Brazos County, Texas
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.
AUTHORIZED REPRESENTATIVE: [Signature]



ADDITIONAL REMARKS SCHEDULE

AGENCY Van Dyke Rankin & Company, Inc.		NAMED INSURED PlanNorth, LLC dba PlanNorth Architectural Co. PO BOX 2468 Brenham TX 77834	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

second floors of sanctuary.

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. Wavier of Subrogation is included as required by written contract on the General Liability and Umbrella Policies. "Not to be canceled without thirty (30) days prior notice to Brazos County, Texas." on the General Liability, Umbrella and Professional Liability Policies.



Architect's Statement of Probable Cost: Brazos County Sanctuary Renovation
95% Construction Documents March 11, 2024

Scope of Work		Subtotal
Contractor's Contingency	\$	200,000.00
Permit	\$	11,000.00
General Conditions	\$	245,000.00
Asbestos Abatement	\$	22,500.00
Demolition	\$	225,000.00
Concrete @ Elevator	\$	60,000.00
Site & Utility (Related to Elevator)	\$	35,000.00
Carpentry	\$	57,500.00
Foundation	\$	140,000.00
Unit Masonry	\$	132,500.00
Steel Deck and Concrete @ Sloped Floor	\$	140,000.00
Structural Steel, Deck, and Concrete @ Second Floor	\$	295,000.00
Steel Framing @ Elevator Shaft	\$	45,000.00
Structural Metal Framing	\$	37,500.00
Metal Stairs & Railings	\$	75,000.00
Millwork	\$	105,000.00
Solid Surface & Tops	\$	55,000.00
Doors and Frames	\$	105,000.00
Door Hardware	\$	145,000.00
Operable Walls	\$	90,000.00
Metal Stud Framing	\$	210,000.00
Glass and Glazing	\$	67,500.00
Building Insulation	\$	60,000.00
Drywall	\$	220,000.00
Ceramic Tile	\$	140,000.00
Acoustical Ceilings	\$	99,500.00
Acoustical Wall Panels	\$	25,000.00
Window Treatments	\$	39,000.00
Carpet and Base	\$	200,000.00
Painting	\$	147,500.00
Corner Guards	\$	10,500.00
Fire Extinguisher and Cabinets	\$	12,500.00
Toilet Room Accessories	\$	30,000.00
Toilet Partitions	\$	85,000.00
Marker and Tack Boards	\$	12,500.00
Presentation Media	\$	300,000.00
Interior Signage	\$	35,000.00
Audio Visual	\$	250,000.00
Technology and Communications	\$	175,000.00
Elevator	\$	330,000.00
Plumbing	\$	350,000.00
HVAC	\$	725,000.00
BAS-Controls	\$	90,000.00
Fire Alarm	\$	90,000.00
Fire Sprinkler Revisions	\$	105,000.00
Electrical	\$	355,000.00
Overhead	\$	340,000.00
Fee	\$	365,000.00
Construction Cost Subtotal	\$	7,090,000.00

Project Soft Cost Allowances		
Owner's Contingency	\$	200,000.00
Escalation	\$	150,000.00
FF&E (Includes 1st and 2nd Floor)	\$	275,000.00
Professional Service, Fees, and Consultants	\$	711,747.00
Architect's Statement of Probable Project Cost	\$	8,426,747.00



**Architect's Statement of Probable Cost: Brazos County North Wing
Renovation 95% Construction Documents March 11, 2024**

Scope of Work		Subtotal
Contractor's Contingency	\$	55,000.00
Permit	\$	2,500.00
General Conditions	\$	55,000.00
Asbestos Abatement	\$	25,000.00
Demolition	\$	52,350.00
Carpentry	\$	9,500.00
Millwork	\$	22,500.00
Bullet Resistant Sheathing	\$	10,000.00
Solid Surface & Tops	\$	15,000.00
Doors and Frames	\$	25,000.00
Door Hardware	\$	20,000.00
Metal Stud Framing	\$	35,000.00
Glass and Glazing	\$	20,000.00
Building Insulation	\$	6,000.00
Drywall	\$	42,500.00
Ceramic Tile	\$	20,000.00
Acoustical Ceilings	\$	30,000.00
Window Treatments	\$	5,000.00
Carpet and Base	\$	35,000.00
Painting	\$	32,500.00
Corner Guards	\$	1,500.00
Fire Extinguisher and Cabinets	\$	1,500.00
Presentation Media	\$	3,500.00
Toilet Room Accessories	\$	5,000.00
Toilet Partitions	\$	9,000.00
Interior Signage	\$	2,500.00
Plumbing	\$	90,000.00
HVAC	\$	147,500.00
Fire Alarm	\$	15,000.00
Fire Sprinkler Revisions	\$	21,000.00
Electrical	\$	160,000.00
Audio Visual	\$	15,000.00
Technology and Communications	\$	35,000.00
Overhead	\$	45,000.00
Fee	\$	45,000.00
Construction Cost Subtotal	\$	1,114,350.00

Project Soft Cost Allowances		
Owners Contingency	\$	45,000.00
Escalation	\$	60,000.00
FF&E	\$	180,000.00
Professional Service, Fees and Consultants	\$	156,000.00
Architect's Statement of Probable Project Cost	\$	1,555,350.00

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:

DUANE PETERS


Representative, Owner:

BRAZOS COUNTY

Date:

3/19/2024

Signature:



Printed Name:

KEN BURCH

Principal, PlanNorth:

MANAGING PRINCIPAL

Date:

3-13-2024

Exhibit A

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

*Hourly rates are revised annually

Position	Rate
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

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Construction Phase – 18 months

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 Owner FF&E and CommissioningApril 24, 2026



Exhibit C

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/13/2024

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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. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Table with PRODUCER (Van Dyke Rankin & Company, Inc.), CONTACT NAME (Amber Lamson), INSURER(S) AFFORDING COVERAGE (Travelers Indemnity Co. of CT, Underwriters At Lloyds London, Travelers Prop Cas Co. of America), and INSURED (PlanNorth, LLC dba PlanNorth Architectural Co.)

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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include 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. Waiver of Subrogation is included as required by written contract on the General Liability and Umbrella Policies.

CERTIFICATE HOLDER CANCELLATION

Table with 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

Scope of Work	Subtotal
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
Construction Cost Subtotal	\$ 4,171,198.50
Project Soft Cost Allowances	
Owner's Contingency	\$ 125,000.00
Professional Service, Fees, and Consultants	\$ 500,980.00
Architect's Statement of Probable Project Cost	\$ 4,797,178.50