



February 20, 2020

Mrs. Patricia Jackson, Facilities Construction Manager
City Of McKinney
1550 S. College St.
Building A
McKinney, TX 75070

Attachment A - 4 pages

via email: pjackson@mckinneytexas.org

RE: PROPOSAL FOR ARCHITECTURAL & ENGINEERING PROFESSIONAL DESIGN SERVICES

City of McKinney Police Department "Fitness Center" Expansion and Renovation
2200 Taylor Burk Drive
McKinney, TX 75071

Dear Mrs. Jackson:

The office of VAI Architects Incorporated (VAI) is pleased to present the following proposal to the City of McKinney (Client) for Architectural/ Engineering services required for the addition and renovation of the McKinney Police Department, as outlined herein.

I. PROJECT DEFINITION

This proposal is for architectural design and engineering services to provide a design for an ADDITION and limited partial interior RENOVATION to the existing McKinney Police Department facility.

1. ADDITION: The scope of the addition, approximately ranging in size from 7,500sf to 10,000sf maximum, is based on preliminary programming and budget per the following:
 - a. Expand the existing men's and women's locker rooms and shower/bathing facilities.
 - b. Provide NEW space for the Fitness & Training Center.
 - c. Allow the new addition to act as their "Emergency Storm Shelter" for the PD facility to comply with IBC 2018 and ICC 500-2014.

2. RENOVATION: The scope of the renovation will encompass the following:
 - a. Expansion, reconfiguration and interior renovation of existing men's and women's locker rooms to provide adequate connection and proper flow of personnel.
 - b. Limited minor interior renovation to prepare the vacated existing matt room and gym area to house other program to be generally scoped as an "Add Alternate".

II. PROJECT TEAM

The proposed design team and their respective areas of responsibility are as follows:

VAI Architects, Inc.:	Architect
Half & Associates:	Civil Landscape – Limited scope to meet City of McKinney minimal requirements. Structural Engineer MEP Engineer Fire Protection IT/AV/Security
Ward Architecture	3 rd Party Storm Shelter Review
Pogue Construction	Cost Estimation Services (provided By Owner)

III. SCOPE OF SERVICES

The following is a brief summary of the Services will be provided under the Basic Services Agreement references above:

1. **Field Verification** - VAI team will visit the site to verify existing conditions to develop base background documents for the development of detailed design work and construction documentation. Site investigations will be visual and non-destructive in nature.
2. **Programming** – Based on information provided by Client, VAI will evaluate the spatial and functional requirements, confirmation of Owner existing manufacturer and equipment, including lockers, gym equipment, and hardware/keying, for the new addition; and develop a written program. We will participate in two (2) planning meetings with the Client throughout the Programming phase. The final program will be presented in a report identifying the major space requirements of the building facilities.
3. **Schematic Design Documents** - VAI shall prepare Schematic Design documents based on the mutually agreed-upon program, (2-3) design concepts, project schedule and budget for the work. The VAI Project Manager will participate in regularly scheduled design meetings with the project team. VAI will be responsible for producing and distributing the meeting minutes. We anticipate three (3) meetings with the Client during this phase. Cost estimate to determine scope and budget alignment will be provided by Pogue Construction.
4. **Design Development Documents** - VAI shall provide Design Development documents for its part of the work based on the Client approved Schematic Design, project schedule and updated budget for the work. The Design Development documents shall refine the Schematic Design, further establishing the project scope, relationships, forms, size and appearance of the project by means of plans, elevations and sections, typical construction details, and equipment layouts as appropriate. The VAI Project Manager will participate in scheduled design meeting with the project team. VAI will be responsible for producing and distributing the meeting minutes. We anticipate three (3) meetings with the Client during this phase. Cost estimate at the end of this phase will be provided by Pogue Construction.
5. **Construction Documents** - VAI shall produce Construction Documents for its part of the work based on the Client approved Design Development documents and in accordance with the project schedule and updated budget for the work. The Construction Documents shall set forth and describe in detail the requirements for construction of the project. VAI's Project Manager will participate in scheduled design meetings with the project team. VAI will be responsible for producing and distributing the meeting minutes. We anticipate three (3) meetings with the Client during this phase. Cost estimate at 50% Construction Documents will be provided by Pogue Construction.
6. **Bidding/Negotiation** – Bidding/Negotiation Phase services provided by VAI will be available to the Client to include coordination with Pogue Construction, answering RFI questions and providing clarifications to the design documents, reviewing costs, and issuing addendums, if necessary.
7. **Construction Phase Services** - CA Phase services to include participation in a pre-construction meeting, periodic site visits including attendance at regular Owner, Architect, Contractor meetings, construction phase clarifications, review of contractor submittals, review and response process of RFI's, provision of drawing clarifications as needed, assistance with any necessary change orders, punch-list reviews, etc.
8. **Post –Construction Services** – Review Project record closeout documents prepared by the contractor for completeness. Schedule a one-year walk- through ten (10) months following substantial completion.

IV. PROJECT SCHEDULE

VAI will be able to start the project approximately one (1) week from the time we receive a signed proposal, or a written "Notice To Proceed" from the Client, whichever comes first. We estimate the design and construction schedule as follows:

Field Verification / Programming / SD	6 weeks
Design Development	6 weeks
Construction Documents	8 weeks
Bid / Procurement Phase	1 month
Construction Administration Svcs.	8 months – (estimated Build Time)

V. BASIS OF COMPENSATION

A. Anticipated Total Project Budget

For the purpose of this proposal we understand the total project budget cap to be **\$4,500,000**.

B. Professional Services

The proposed professional fee for the design services for the scope of Professional Design Services described above is calculated on a lump sum in the amount of **\$375,000.00** (*Three Hundred Seventy Five Thousand Dollars, and No Cents*), based on the following Progress and Billing Milestone Schedule, invoiced monthly, and based on percentage of completion per phase of work:

Schematic Design (DD)	18%
Design Development (DD)	25%
Construction Documents (CD)	35%
BID/Negotiation	2%
<u>Construction Administration Svcs (CA)</u>	<u>20%</u>
TOTAL	100%

Additional services:

Third party "Storm Shelter Peer Review" - \$6,600.00: Scope of work includes the Architectural, Structural, and MEP peer reviews as required for storm shelters for Tornado per ICC500-2014 section 106.1.1 Chapters 3,5,6, and 7.

Excluded Services:

The items listed below are NOT INCLUDED in the services covered under this proposal; however, VAI Architects would be pleased to submit a proposal for these items as an Additional Service upon your request.

1. Professionally built architectural models and renderings
2. Special drawings or reports for approvals by statutory agencies
3. Out-Of-Phase revisions to previously approved work
4. Revisions to the Project Description, Scope of Services or Schedule
5. Additional meetings or presentations beyond those identified in our proposal
6. Design of storm water detention facilities
7. Design of any off site paving improvements, street extensions or widening

C. Reimbursable Expenses:

Reimbursable expenses are included in the lump sum number and include reproduction of documents for design review, printing, TAS Review, and project related travel. We estimate these expenses will **NOT TO EXCEED \$3,000**.

D. Hourly Rates and Payment Provisions

For additional services provided by VAI that are not included in this proposal, the following billable hourly rates will apply:

Principal-In-Charge	\$283.50	Project Coordinator	\$136.00
Project Manager	\$186.50	Designer Technician	\$103.00
Sr. Architect	\$198.00	CAD Technician	\$85.00
Project Architect	\$155.00	Clerical	\$72.00

Other additional consulting services not included in the scope of this proposal shall be reimbursed at one and one-tenth (1.1) times the amount expended by VAI in the interest of the project.

Payment by the Client shall be made to VAI within thirty (30) days of monthly invoicing, based on percentages of completion of each stage of services.

VI. SPECIAL PROVISIONS

Please note that our office has made the following assumptions with respect to this proposal:

1. Preparation of drawings will utilize AutoCAD, Revit and /or SketchUp, at our discretion. Digital files of the work will be made available to the Client in PDF format. The project design remains the property of the Architect.
2. If required, environmental assessments/reports, and materials testing will be provided by Client.
3. Any required asbestos abatement will be handled by the Client, and is not the responsibility of VAI design team.
4. It is understood that LEED design services are not necessary for this project and are therefore excluded from the scope of this proposal however, we will utilize sustainable design approaches the project in keeping with the new facility.
5. A single point of contact will be designated by the Client and shall be the primary source of Client information and approval.
6. VAI will utilize existing survey information and will coordinate with the CMaR contractor for spot grades and existing utility verification.
7. VAI assumes that existing utility services are readily available and adequate for the planned new addition.
8. VAI will utilize existing Geotechnical Investigation as prepared for the original Police building for foundation and paving design.
9. The Client's GC will prepare the required SWPPP plans for this project.

We look forward to working with you on this very important project. Please do not hesitate to contact me should you have any questions or if additional information is required.

Sincerely,



Barton Drake, AIA, NCARB
Principal
VAI Architects