

# QUORUM

Design. Spaces. People.

February 10, 2016

Tom Muehlenbeck,  
Interim City Manager  
City of McKinney  
P.O. Box 517  
McKinney, TX 75070

RE: Master Planning, Design and Construction  
McKinney Public Works Facilities  
Quorum No: 15115

Dear Tom,

Quorum Architects, Inc. is pleased to submit this scope and fee proposal to the City of McKinney to provide Needs Assessment and Master Planning services, leading up to Design and Construction Administration for the McKinney Public Works Facilities. It is anticipated that this Assessment will generally be comprised of empirical data to help determine if the existing site is capable of housing the needs of the service center now and into the future or if additional land will be needed to address the projected space needs. This information will be used and integrated with a Concept Master Plan which will address possible site layout options as well as possible phasing alternatives if necessary.

Generally, the scope of this phase is as follows:

Provide a space needs assessment and master plan identifying current and future needs including an evaluation of the functionality of the current facility considering the following criteria areas:

- Building age and current condition
- Renovate and expand current service center vs. phased re-construction
- Current building space for the number of staff working out of facility
- Department storage areas considering each department's function
- Fuel site and wash bay functions
- Parking areas for vehicles and equipment
- Parking for employees and visitors
- Security and complex work flow

Following development of the needs assessment, we anticipate developing a conceptual site plan as described below along with development of an Opinion of probable cost to aide in budgeting and associated planning.

Specific tasks for development of the Facility and Needs Assessment are identified below:

## NEEDS ASSESSMENT SCOPE

- 1.01 Facilitate a project kick-off meeting with the City representatives to develop a project understanding and to identify expectations.
- 1.02 Develop departmental questionnaires to be completed by each department
- 1.03 Receive and analyze questionnaires

- 1.04 Observe and analyze current key operations of the Service Center Departments and their divisions at the facility.
- 1.05 Gather data, evaluate existing conditions, and develop projections of the following departments / divisions:
  - Streets
  - Traffic
  - Fleet Maintenance
  - Storm
  - Water and Wastewater
  - Fueling
  - Warehousing
- 1.06 Facilitate a meeting with users and administration to discuss relative issues that may affect total site area needs such as soil condition and environmental concerns, stormwater detention, public/private access, buffer yards, security, screening, flood plain, City ordinances, etc.
- 1.07 Conduct meetings and facilitate individual interviews with various departments listed above, staff, and administration.
- 1.08 Review current and projected operational procedures.
- 1.09 Develop a space needs matrix (including building areas, parking areas for City and POV, Vehicular circulation areas, and storage areas).
- 1.10 Gather existing background drawings recreating the original drawings from 1992 into electronic format and filling in changes that have occurred in the three additions since the original structures. This exercise will include field measuring to locate existing partitions and walls for use in master planning the possible re-use and reconfiguration of existing buildings. This task results in a set of current drawings of walls and partitions for each building in electronic format.
- 1.11 Evaluate the existing facilities for possible re-use, including a general evaluation of the mechanical and electrical systems. This is intended to be general in nature and not specific to each room within the buildings, and does not include measured drawings of the existing buildings for the purpose of this scope and fee development, structural analysis has not been included at this time.
- 1.12 Develop up to three (3) preliminary concept master plans for discussion with staff
- 1.13 Review the preliminary master plans with City and select one for moving forward.
- 1.14 Using the selected master plan, determine possible phasing for expansion, renovation and phase re-construction where recommended.
- 1.15 Using the selected master plan, develop opinion of probably cost for budgeting, using recent bid projects and historical pricing using general areas of building and site.
- 1.16 Make a recommendation addressing the general criteria areas and present to Staff and management, as needed.

## DELIVERABLES

It is anticipated that Quorum will provide electronic drawings and documents of the Needs Assessment and Master Plan

## COMPENSATION

Quorum Architects, Inc. respectfully submits a lump sum fee of \$55,300 for the basic services scope including \$12,500 for field measuring and developing electronic drawings of existing facilities, \$26,000 for architectural evaluation, needs assessment and master planning, \$16,000 for MEP and Civil consulting, and \$800 for direct costs associated with development of this project.

## SCHEDULE

Quorum proposes the following schedule assuming a March 1 start date and will endeavor to maintain the schedule based upon availability of the user groups for meeting to discuss the Needs Assessment and master planning concepts.

<b>McKinney Public Works Facility - 15115</b>	<b>110 d</b>	<b>12/14/2015</b>	<b>5/13/2016</b>
Submit RFQ	18 d	12/14/2015	1/6/2016
Scope development, project understanding	10 d	1/25/2016	2/5/2016
Proposal and negotiations	7 d	2/8/2016	2/16/2016
assumed contract proposal / NTP	0 d	3/1/2016	3/1/2016
Project kickoff meeting this week	4 d	3/1/2016	3/4/2016
Meet with 7 departments for needs assess	6 d	3/7/2016	3/14/2016
Develop Needs assess and review with staff	14 d	3/15/2016	4/1/2016
Field measure and develop background drawings	11 d	3/7/2016	3/21/2016
Data gathering for site restrictions	6 d	3/7/2016	3/14/2016
Develop prelim site master plans / review w staff	14 d	4/4/2016	4/21/2016
Refine master plan and develop possible Phasing	10 d	4/22/2016	5/5/2016
Develop prelim MP Cost information	10 d	4/22/2016	5/5/2016
Finalize and present MP Document	6 d	5/6/2016	5/13/2016

## ITEMS TO BE PROVIDED BY OTHERS

The following items are requested to be provided to us by the Client to initiate our master planning efforts:

- Current boundary survey or plat including site improvements
- Topographic survey including flood plain limits, where appropriate
- Site utility maps with easements affecting the site
- Existing reports including letters and environmental reports

Quorum Architects, Inc. sincerely appreciates the opportunity to submit this proposal and looks forward to beginning this project. Please indicate acceptance of this proposal and notice to proceed by signing below and returning one copy.

This Proposal will be valid for a 30-day period from the date of the Architect's signature below.

Sincerely,  
**Quorum Architects, Inc.**

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David G. Duman, AIA  
Quorum Architects, Inc.

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City of McKinney