



Ms. Patricia Jackson
Facilities Construction Manager
City of McKinney, TX

**RE: STANDARD LETTER OF AGREEMENT
Facilities Consulting / Owner's Rep
Public Safety Projects**

Ms. Jackson,

Thank you for the opportunity to present this proposal to work with the City of McKinney in the role of Facilities Consultant and Owner's Rep for the Public Safety projects.

The following represents what we believe to be the scope for involvement of 720 design overseeing the renovations and improvements discussed in our meeting and tour on January 13, 2020. As discussed previously the fee framework preferred by the City in which 720 design could assist the City would be on an hourly, not-to-exceed project specific agreement.

Involvement in the implementation of four (4) project scopes as defined below:

1. Public Safety Memorial:

- Anticipated Time duration: four (4) months
- Preliminary Construction Budget: \$75,000
- Coordinate / Review design fee proposal from VAI
- Coordinate issuance of construction documents from VAI to Pogue – anticipate three (3) meetings with VAI and/or at McKinney Public Safety
- Review pricing quotes from Pogue
- Review / Approve Applications For Payment from Pogue
- Review / Approve invoices from VAI
- Observation / Coordination meetings during construction – anticipate four (4) trips

2. Locker Room Renovation / Expansion, Relocation and Reconfiguration of Fitness / Tactical Training, and Future CID and Breakroom Renovations:

- Time Duration: estimated sixteen (16) months
- Preliminary Project Budget: \$3,000,000

- Review design fee proposal from VAI
- Lead and Participate in Design Concept Work Sessions – anticipate eight (8) sessions from Conceptual Design thru Design Development Phases
- Lead and Participate in Construction Documents Phase Work Sessions – anticipate six (6) sessions
- Provide review commentary on Bluebeam format and/or Bluebeam Studio
- Work with City Departments for Code Compliance (Building Official and Fire Marshal), Site Development, etc.
- Coordinate issuance of Bid Package to Pogue for solicitation of Trade Package bids
- Review and finalize Pogue’s GMP for this scope, and oversee preparation of contract, and presentation to City Staff
- Attend OAC Meetings during Construction Phase – anticipate two (2) per month for a total of twenty (20)
- Review /Approve Applications for Payment
- Review / Approve Proposal Request pricing
- Review / Approve VAI Invoicing
- Review and monitoring of project milestones, budgets, and progress
- Coordinate with Public Safety all logistics and move management process for temporary measures, staging, and sequencing
- Participate in Project Closeout, Punchlists, and Final Acceptance

3. Gun Range Restrooms:

- Estimated time frame of eight (8) months, and assume it runs concurrently with the Locker Room project above
- Preliminary Project Budget: \$550,000
- Review design fee proposal from VAI
- Oversee construction documents prepared by VAI
- Provide review commentary on Bluebeam format and/or Bluebeam Studio
- Anticipate five (5) design / coordination work sessions
- Coordinate issuance of Bid Package to Pogue for solicitation of Trade Package bids
- Review and finalize Pogue’s GMP for this scope, and oversee preparation of contract, and Notice-to-Proceed
- Review / Approve Proposal Request pricing
- Review / Approve Applications for Payment
- Review / Approve VAI Invoicing
- Attend OAC meetings – anticipate six (6) total visits
- Participate in Project Closeout, Punchlists, and Final Acceptance

4. Miscellaneous Interior Renovations:

- Oversee miscellaneous Owner-directed modifications in-progress in which Pogue is working closely with Public Safety in a loose “*design-build*” format which include relocation of doors, new counters, reconfiguration of work spaces, reconfiguration of power/data connectivity, etc.
- Coordinate issues of power, data, lighting,
- Coordinate new finishes
- Final review, punchlist, and acceptance
- Review of Applications for Payment
- Any formal documentation for scope, pricing methodology, adjacent impacted areas, etc. for design/build
- Est. 10 hrs. per month, for four (4) months

Anticipated efforts for overseeing these scopes of work is as follows:

- A. Public Safety Memorial: \$8,250 (50 hours)
- B. Locker Room Renovations / Expansion: \$136,125 (825 hours)
- C. Gun Range Restrooms: \$14,025 (85 hours)
- D. Miscellaneous Renovations: \$6,600 (40 hours)

This document will serve as the 720 design inc. agreement with the City, and begin to identify a framework for our interaction and scope.

Compensation:

The contract is be structured on an “hourly not-to-exceed” basis. The following is our estimated hours to be re-evaluated if and when the number of hours estimated is at 90%.

Don Wertzberger, 720 design, will serve as Owners Representative providing client contact and project management.

Key Personnel	Title	Hourly Rate	Anticipated Hours	Total
Don Wertzberger	Owners Representative	165.00	1000	\$165,000
Annual increase starting in 2021		0.03		

If this meets with your approval, please sign and return one (1) copy of this letter to us. Thank you for this opportunity to be of service.



*Proposal to City of McKinney
Facilities Consulting
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January 23 2020*

Regards,

Proposal Accepted:

Ms. Patricia Jackson – Facilities Construction Manager

Date

January 23, 2020

Maureen Arndt

Date

720 design, inc.