



**PROFESSIONAL SERVICES PROPOSAL  
For  
A NEW MUNICIPAL COMPLEX  
For  
CITY OF MCKINNEY, TEXAS  
MAY 5, 2017**

WHEREAS, the CITY has determined that the ARCHITECT has experience in the area involved in the Project and is qualified to perform the work, and the ARCHITECT is willing to enter into a contract with the CITY to perform the SERVICES desired by the CITY in connection with the PROJECT.

THE CITY AND ARCHITECT AGREE AS FOLLOWS:

The CITY hereby retains the ARCHITECT to perform Phase 1-Programming and Master Planning services in connection with the PROJECT described above.

**PROPOSED ARCHITECTURAL SERVICES TO PERFORM:** SPACE NEEDS PROGRAMMING, MASTER PLANNING, DESIGN AND CONSTRUCTION OF A NEW MUNICIPAL COMPLEX. The PROJECT shall be completed in four phases as noted:

- Phase 1 - Programming and Master Planning
- Phase 2 - Conceptual and Schematic Design
- Phase 3 - Design Development and Construction Documents
- Phase 4 - Construction Administration

**Future Project Phases Provisions:** It is the CITY's intent to initially contract for Phase 1-Programming and Master Planning services only and then, when appropriate and later in the process, to contract for design and construction services for a new Municipal Complex. If initial project phase services go well with the selected A/E firm, and the CITY wishes to use the same firm to provide design and construction services, an amendment to their contract will be executed.

**1. SCOPE OF SERVICES**

The scope of ARCHITECTURAL SERVICES for Phase One to be performed by the ARCHITECT shall be as follows:

**1.1 Approach to Project**

The general approach to the project will be to involve all stakeholders in the process. This includes dialogue during the programming process, as well as master planning recommendations coming out of the process. The process will be one of documenting existing

needs, forecasting future needs, and giving direction on how best the City of McKinney, Texas can respond to those needs with a new facility on existing City owned property.

**Scope of Work in Phase One is described below:**

Programming for a new Municipal Complex: In the initial phase of this project, the A/E will assist the City of McKinney in researching and evaluating the type of spaces needed, establishing goals and objectives, gathering relevant information, identifying strategies, determining quantitative requirements and summarizing the program. Potential conceptual master plan option will also be developed during this phase of the project.

Departments to be included in the Programming Services: All departments currently in the existing City Hall building, the Development Services building, the Parks and Recreation Administration building and various leased facilities will be included in the programming efforts. See Section 1.5 for a detailed list of City departments and/or services to be included in the project program.

Features to be included in a new Municipal Complex Project: The master plan for a City of McKinney Municipal Complex site could include multiple buildings. The New City Hall would house the following department and functional areas and is the focus of the programming and master planning efforts.

- City Manager's Office
- City Secretary's Office
- Development Services including Engineering, Planning, Building Inspections, Code Compliance and Permitting
- Financial Services including Budget, Finance, Purchasing, Utility Billing and Revenue Collections
- Human Resources
- Communications and Marketing
- Information Technology and GIS
- Parks and Recreation Administration, and Community Use Multi-Functional Spaces
- Housing and Community Development
- Municipal Courts

Additional facilities on the Municipal Complex site could include such buildings as a separate structured parking garage and/or a Municipal Courts building.

One known site to be included in the evaluations:

- Site located north of existing City Hall and east of the Roy and Helen Hall Library between Tennessee Street and Chestnut Street and between Hunt Street and Lamar Street.
- Consultant shall review the site for any potential development concerns including deed restrictions and the like.

Consultant will use the following process to provide the described scope.

## **1.2 Detailed Process**

### **1.2.1 Level One Inventory**

Prepare Level One Inventory of the following facilities:

- City Hall Offices (Two Buildings – City Hall and Development Services)
- Parks, Recreation and Open Space Administration
- Purchasing
- Information Technology and Geographic Information Systems
- Human Resources, Housing and Community Services and Code Compliance
- Parks, Recreation and Open Spaces Department, exclusive of Administration including Recreation Facilities
- Municipal Court

Level One Inventory of facilities shall include:

- Architectural review and comments on functionality of spaces and particular challenges of current facilities.
- Documentation with pictures.

### **1.2.2 Inventory of Prior Data (Includes Survey and Storm)**

Prior staffing studies and reports will be reviewed as a part of the data review. In addition estimated levels of services will be requested from each department. This will allow the forward forecasting to respond to the CITY's policy decisions. Developing surveys for the three parcels owned by City (City Hall, Development Services and proposed site) including easements and topographical plan will be included in this phase.

### **1.2.3 Needs Assessment**

Develop a Space Program for all departments for 250,000 population and for 375,000 population (proposed built-out) including the following:

- City Manager's Office
- City Secretary's Office
- Development Services including Engineering, Planning, Building Inspections, Code Compliance and Permitting
- Financial Services including Budget, Finance, Purchasing, Utility Billing and Revenue Collections
- Human Resources
- Communications and Marketing
- Information Technology and GIS
- Parks and Recreation Administration, and Community Use Multi-Functional Spaces
- Housing and Community Development
- Municipal Courts

The programming process is as follows:

- Data Collection – Architect will develop a list of information required to start the process, and the City staff will be responsible for gathering this information. This

information includes current and future population, staffing, organizational charts, public interaction requirements, and department and visitor parking requirements. Architect would also meet with key City Management to better understand goals and philosophy of service in the CITY.

- Data Review – Architect will review data and develop an outline to be used in the meetings with the various departments involved with this project. This will allow knowledgeable questions to be asked and correct responses given.
- On-Site Meetings – Architect will conduct an on-site interview with City staff in each specialized area of the facility. The CITY can choose their spokespersons, but typically we would visit with the City Management, Department Heads and Staff. We will develop a preliminary needs report at this time.
- Citizen Input – Architect will meet with the CITY to determine key focus groups that may interact with the CITY on a frequent basis. The architect will meet with these groups to solicit their input on a maximum of two (2) occasions as directed by the CITY.
- Develop Preliminary Report – As stated above, we will develop a preliminary report for review by City staff. This report will identify staff square footage requirements for each staff member utilizing adopted space standards for staff, give a written description of that department's duties and provide concept plans for various spaces. It will address adjacency requirements, storage needs, and common meeting room requirements. The review will be conducted with the same staff that had input during the process thereby assuring communication throughout the process. The findings of this study will be benchmarked against other cities similar to McKinney.
- Final Report – We will take the comments from our meetings and modify the report as directed by the CITY.

#### ***1.2.4 Development of Option Strategies***

Utilizing a new site and current City owned properties (City Hall and Development Services Sites). These options will illustrate how departments would be organized within the building as well as how departments relate to site and parking. This will be illustrated in three dimensional format.

Items to be discussed and evaluated includes:

- Location factors to consider
- New philosophies of citizen services
- Facility Maintenance efforts
- Site and parking requirements
- Response to goals of CITY

#### ***1.2.5 Finalize Facilities Master Plan and Budgets***

**1.2.5A** Based upon the selected development strategy, the Architect will develop conceptual block plans and master plan for all departments studied. This information includes current and future population, staffing, organizational charts, public interaction requirements, and department and visitor parking requirements. The consultant will also develop exterior imagery/renderings of the building to illustrate how it will relate to the square, adjacent properties and Highway 5. Consultant will also explore various options for parking structures that could support the City Hall. Specific services anticipated to be provided to develop a comprehensive scheme includes:

- Boundary and topographic mapping of sites.
- Landscape/Hardscape treatment in the vicinity of the building including streetscape possibilities from site to Highway 5. This could include plazas, art and pedestrian movement cues.
- Preliminary storm water management approach for sites.

Consultant will also develop a comprehensive budget that includes all costs of facility. In general, these would include testing, construction costs, furniture, fixtures and equipment, technology, City charges, professional fees and appropriate contingency. This opinion of costs will be developed based upon a design start of July 2018.

**1.2.5B** This scope of work will include three different conceptual design options with renderings for CITY review.

### **1.2.6 Final Report Development**

The final product will be produced in a binder format including information provided by City, goals of study; break-out of each department needs assessments, space program for populations of 250,000 and 375,000, facility and space design concept for proposed building master plan recommendations, and project cost associated with those projects. Consultant would anticipate providing three updates, a draft report, and a final report to City Council as part of these services.

### **1.2.7 Future Phase Two, Three and Four Scope**

Future phases of the project could include, but not be limited to, architecture, landscape architecture and interior design, along with civil, structural, mechanical, plumbing, electrical, audio/visual, security and telecommunications engineering, related to a new Municipal Complex Project. The following are some of the tasks assumed necessary to complete this phase of the project.

- a) Meet with City staff to review the scope of the project, establish design standards and parameters and become familiar with any concerns.
- b) Provide multiple design concepts and estimates for a new Municipal Complex.
- c) Provide design development services, construction documents services, bidding and negotiating services and construction administration.
- d) The future design and construction phases of the project will include the following elements, at a minimum:
  - City Hall:
    - City Council Chambers and ancillary spaces
    - City Manager and administrative offices
    - City Secretary and administrative offices
    - Financial Services including spaces for Budget, Finance, Utility Billing and Revenue Collections
    - Development Services offices including spaces for Planning, Engineering, Building Inspections, Permitting and Code Compliance
    - Human Resources offices

- Housing and Community Development
  - Information Technology and GIS offices
  - Public lobby, restrooms and community uses spaces
  - Customer Services counters and spaces
  - Conference rooms and multi-purpose rooms
  - Storage areas, break rooms and fitness areas
  - MEP equipment including an emergency generator
  - IT/Data rooms and telecommunications systems
  - Security, access control and audio/visual systems
  - Structured parking facilities
  - Municipal Courts facilities
  - Site work required including driveways, fire lanes, landscaping, signage, fencing and lighting
  - Site utilities including water, sanitary, storm sewer and detention, electrical, gas and telecommunications
- e) Conduct site visits of various municipal complexes with City staff within the Dallas/Fort Worth metroplex area that represent similar projects designed by their firm.
- f) Present multiple design concepts and selected designs in a variety of public forums, submitting all design elements for review and determination of scope and code compliance to the CITY before construction.

An architect shall have responsibility for compliance with the requirements of Chapter 1051, Occupations Code. An engineer shall have responsibility for compliance with the engineering design requirements and all other applicable requirements of Chapter 1001, Occupations Code.

The A/E shall have the responsibility for compliance with all applicable federal, state and local codes, standards and regulations.

The A/E will work with the CITY, prior to construction, to ensure the feasibility and constructability of their design, and that the cost of construction of the project is within the estimated construction budget through value engineering, the selection of building systems and materials, cost estimating, scheduling, and other means.

The work does not include inspection services which will be provided by the CITY, but does include project observation and construction administration services.

The construction materials testing services necessary for CITY's acceptance of the Project will be performed under a separate contract with an independent provider engaged directly by the CITY.

The A/E firm shall supply a signed and sealed set of "As-Built" construction documents and specifications for the project at the conclusion of construction in both hard copy and electronic format. Drawings shall be provided in "dwg" format, as well as, in "pdf" and "tiff" formats.

## **2. CITY'S RESPONSIBILITIES**

As not to delay the services of ARCHITECT, the CITY shall do the following in a timely manner:

## **2.1 Provide Existing Data**

- a) Organizational chart for each department being studied and overall City organizational chart
- b) Site plans and floor plans in electronic format of building being analyzed
- c) Questionnaire on departments' operational methods
- d) Count of City and staff cars
- e) Last published budget of City including staffing by departments
- f) Population projections and demographic makeup of City
- g) Zoning map and thoroughfare plans
- h) Any goals statement for the City

## **2.2 Provide Access**

Arrange for access to, and make all provisions for, ARCHITECT or ARCHITECT'S Subconsultants to perform services under this AGREEMENT.

## **2.3 CITY Representative**

CITY shall designate a representative to act as a contact person on behalf of the CITY.

## **3. SCHEDULE**

### **3.1 Schedule – Scope One**

The ARCHITECT'S services shall be performed in a timely manner consistent with sound professional practices. The ARCHITECT will complete work according to the following schedule:

Based upon timely response by the CITY to required information, availability of meeting times and review time, the architect will complete Phase I of the study in 35 weeks from time of receipt of all CITY provided data. Schedule is as outlined below:

<b><u>PHASE I</u></b>	<b><u>TIME ALLOCATED</u></b>
Contract and Organization of Departments for Study	
Inventory / Audit of Existing Facilities	
Inventory of Prior Studies/Site Survey (Concurrent with Needs Assessment)	
Departmental Needs Assessments	12 Weeks
Development of Options with Budgets	7 Weeks
Develop Facilities Master Plan and Budgets	12 Weeks
Finalize Report	<u>4 Weeks</u>
TOTAL	35 Weeks

The time limits set forth in the schedule do include allowances for reasonable and expected review time by the CITY and approval by authorities having jurisdiction over the PROJECT, and shall not be allowed as cause for delay or adjustments to the schedule. Special presentations and delays relating to placement on City Council's Agenda shall extend contract schedule.

The ARCHITECT shall begin work within 10 days of receipt of the executed CONTRACT, receipt of requested information and written Notice to Proceed.

A schedule of completed work showing the percentage complete of each of the items of the scope of work will be submitted each month to the CITY.

## 4. PAYMENT FOR SERVICES

### 4.1 Terms

Terms used in describing the applicable method of payment for services provided by the ARCHITECT shall have the meaning indicated below:

#### **Basic ARCHITECTURAL Fee:**

Basic ARCHITECTURAL Fee shall mean those expenses incurred by the ARCHITECT in providing the PROJECT Scope of Services.

#### **Reimbursable Expenses:**

Reimbursable Expenses shall mean the actual expenses incurred by ARCHITECT in the interest of the PROJECT **not** covered under the Scope of Services, for courier or express mail service, travel, reproduction of reports, special renderings, drawings, specifications, bidding documents, and similar PROJECT-related items in addition to those required under Section 1.

#### **Additional Services:**

Additional services **not** covered under the Scope of Services, will be provided to the CITY on an hourly basis plus reimbursable expenses as agreed in writing at the time such services are authorized.

### 4.2 Basis and Amount of Compensation for Basic Services

<u>Description of Services</u>	<u>Fixed Compensation</u>
<b>PHASE I</b>	
1.2.1 Inventory of Existing Facilities	\$6,800
1.2.2 Inventory of Prior Data (Includes survey and storm)	\$50,000
1.2.3 Needs Assessment	\$60,000
1.2.4 Development of Option Strategies	\$48,000
1.2.5A Finalize Facilities Master Plan and Budgets	\$60,000
1.2.5B Conceptual Renderings	\$30,000
1.2.6 Final Report Development	\$12,000
1.2.7 Contingency (Requires Owner's Approval)	<u>\$25,000</u>
Total	\$291,800
<b>TOTAL FEES</b>	
Phase I	<b>\$291,800</b>
Reimbursable Expenses (not to exceed)	<b><u>\$15,000</u></b>
<b>TOTAL</b>	<b>\$306,800</b>

**This fee proposal includes the following allowances for other consultant's work in support of this planning effort:**

1. Civil Engineer (Surveys and storm water management strategies)	\$45,000
2. Landscape Architect ( Urban Planning )	\$20,000
3. Cost Estimating Consultant	\$15,000



**4.3 Basis and Amount of Compensation for Reimbursable Expenses**

These include printing, photographs, facsimile transmissions, copies, and travel related to project. These costs shall be reimbursed at 1.10 times direct expenses. Budget will not be modified without written approval of owner.

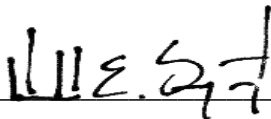
**4.4 Basis and Amount of Compensation for Additional Services**

Additional scope to be defined and a fixed fee developed for that defined scope. Written approval from CITY will be required for any additional services.

**4.5 Partial Payments for Services**

Partial fee payments may be applied for at monthly intervals, based upon statements, which reflect the percentage of work completed for the various items listed under Scope of Services, Reimbursable Expenses and Additional Services. These statements shall be prepared by the ARCHITECT and must be verified and approved by the CITY.

**BRINKLEY SARGENT WIGINTON ARCHITECTS, INC.**

By:                                         

Date:           5/5/2017          

Harold E. Sargent, AIA, President