



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

**RE: STANDARD PROPOSAL
Facilities Consulting / Owner's Rep
Fire Department Headquarters (FDHQ) – Project #FI2111**

Ms. Jackson,

Thank you for the opportunity to present this proposal to continue involvement with the City of McKinney in the role of Facilities Consultant and Owner's Rep for the **Fire Department Headquarters (FDHQ) – Project #FI2111**.

The following represents what we believe to be the scope for involvement of 720 design overseeing the new Fire Department Headquarters (FDHQ) project in the "**Construction Phase**" anticipated to start October 2023. As discussed previously the fee framework preferred by the City in which 720 design assists is on an hourly, not-to-exceed project specific agreement.

As recently discussed, with the completion of the Design Phase and 720 design's previous proposal solely for the Pre-Construction / Design Phase – the City is now requesting a proposal for Construction phase. Project scope is as defined below:

1. **Construction Phase:**
 - a. Assumptions:
 - All three (3) buildings – Fire Station, Headquarters/FA, Logistics – and the site are being bundled together for construction
 - b. Estimated construction schedule of twenty (20) months targeted for completion in August 2025, with an involvement for a total duration of twenty (22) months for project closeout
 - c. Responsibilities during the Construction Phase would include:

- Work with City Departments for Code Compliance (Building Official and Fire Marshal), Site Development, etc.
- Coordinate issuance of Bid Package to CMAR for solicitation of Trade Package bids
- Review and finalize CMAR GMP for this scope
- Attend OAC Meetings during Construction Phase – anticipate the first third of the project every other week, transitioning to weekly for the duration of the construction schedule
- Review /Approve Applications for Payment
- Review / Approve Proposal Request pricing
- Review and monitoring of project milestones, budgets, and progress
- Coordinate with Fire all logistics and move management process for temporary measures, staging, and sequencing
- Coordinate Owner packages for furniture, signage/graphics, AV, equipment, etc. with ongoing construction activities – inclusive of participation and review of Design Team packages during construction for these packages
- Assist the Fire Department with move-management and transitional planning
- Participate in Project Closeout, Punchlists, and Final Acceptance

Anticipated efforts for overseeing these scopes of work for the **Fire Department Headquarters (FDHQ) – Project #FI2111** is as follows:

A. Construction Phase: \$220,000 (approx. 1100 hours)

Compensation:

This proposal is structured on an “hourly not-to-exceed” basis. The following is the estimated hours to be re-evaluated if and when the number of hours estimated reaches approximately 90% of this amount.

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

Key Personnel	Title	Hourly Rate	Anticipated Hours	Total (NTE)
Don Wertzberger	Owners Representative	200.00	1100	\$220,000
Annual increase – Will Be Held For Project Duration (2025)		0.00		



Proposal to City of McKinney
Facilities Consulting
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Regards,

A handwritten signature in black ink that reads 'Maureen' followed by a stylized flourish and a period.

September 12, 2023

Maureen Arndt

Date

720 design, inc.