

January 21, 2026

Patricia Jackson
Facilities Construction Manager
City of McKinney

RE: Proposal for Architectural/Engineering Services
Master Site Planning for 111 Acre Multidisciplinary Civic Campus

Dear Ms. Jackson:

Parkhill (A/E) is pleased to have the opportunity to provide this proposal for Architectural/Engineering services to City of McKinney (CLIENT) for Master Site Planning for 111 Acre Multidisciplinary Civic Campus (Project).

PROJECT DESCRIPTION

The Project consists of a site master planning study for a civic campus including a new multigenerational recreation center with aquatics, a new public works campus, and a new water pump station with associated infrastructure. The study will evaluate site conditions, determine programming and space requirements for each facility, propose conceptual design options, and provide recommended budgets.

The purpose of the study is to establish a coordinated, long-range planning framework that defines land use, circulation, utilities, environmental constraints, phasing, and order of magnitude costs prior to initiating detailed design for individual facilities at the civic campus.

The objectives of the study include the following:

- Create a cohesive, efficient, and implementable vision for the site, future facilities, and associated capital investments
- Optimize land use and functional adjacencies across multiple City functions
- Identify internal and external circulation patterns and access points
- Account for environmental, regulatory, and physical site constraints
- Support phased development over time
- Establish planning level cost opinions and infrastructure needs
- Provide sufficient detail to guide future RFQs and design efforts for individual facilities

The Project Site is approximately 111 acres and is located on the east side of FM 1461 near the intersection of Baxter Well Road as illustrated in [Exhibit B](#).

SCOPE OF SERVICES

A/E proposes to provide services for the Project as detailed in [Exhibit A](#).

SCHEDULE

Based on the proposed scope of services, we anticipate a six (6) month project duration following your authorization to proceed, dependent upon availability of data and stakeholder coordination.

COMPENSATION

Our fee for the Scope of Services described in [Exhibit A](#) will be based on a lump sum amount, inclusive of expenses, and will be billed monthly on a percentage complete method as follows:


Tasks	%		Fee
1. Project Initiation	4%	\$	7,191
2. Site Analysis	8%	\$	14,382
3. Programming	16%	\$	28,765
4. Concept Alternatives	24%	\$	43,147
5. Site Master Plan	20%	\$	35,956
6. Phasing and Implementation	9%	\$	16,180
7. Budgeting	14%	\$	25,169
8. Final Documentation	5%	\$	8,989
Total	100%	\$	179,780

If this proposal meets your expectations, we will wait to receive your professional services agreement and will not proceed until receiving your written authorization.

We appreciate the opportunity to provide Professional Services to you and look forward to the successful completion of your project. If you have any questions, please do not hesitate to call us.

Sincerely,

PARKHILL (A/E)

By 
Michael I. Howard, AIA, AICP
Director of Community Practice | Partner

MIH/xx

Enclosures: Exhibit A – Scope of Services
Exhibit B – Site

“The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337, (512) 305-9000, www.tbae.state.tx.us has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas.”

EXHIBIT A: SCOPE OF SERVICES

A/E proposes to provide the following Services for the Project.

Task 1. Project Initiation

- Conduct a project kickoff meeting with City staff
- Review available background materials including surveys, environmental reports, zoning, utility mapping, traffic data, floodplain data, geotechnical information if available, and comprehensive plan guidance
- Identify missing data or studies required to support site planning
- Develop a project work plan, schedule, and stakeholder engagement strategy

Task 1 Deliverables:

- Project work plan and schedule
- Data gap analysis

Task 2. Site Analysis

- Evaluate existing site conditions including topography, drainage, floodplain, wetlands, tree cover, soil constraints, and utilities
- Environmental constraints and regulatory considerations
- Adjacent land uses, access points, roadway capacity, and connectivity
- Opportunities and constraints affecting development layout and phasing

Task 2 Deliverables:

- Existing conditions and constraints maps
- Opportunities and constraints summary

Task 3. Programming

- Validate high level space needs and acreage assumptions for each facility type
- Identify operational adjacencies and separation requirements
- Establish planning assumptions for parking, service access, buffers, and security
- Confirm anticipated future expansion needs

Task3 Deliverables:

- Program summary and planning assumptions memo

Task 4. Concept Alternatives

Prepare multiple conceptual site layout alternatives that illustrate:

- Land use distribution across the site
- Facility footprints and test fits
- Internal circulation, access points, emergency access, and service routes
- Parking strategies
- Open space, buffers, and transitions between uses
- Preliminary utility and infrastructure corridors

Each alternative should include a narrative describing tradeoffs, benefits, and risks.

Task 4 Deliverables:

- Up to three site layout concepts
- Comparative evaluation matrix

Task 5. Site Master Plan

Based on City input, refine a preferred alternative into a master site plan including:

- Land use plan
- Circulation and access plan
- Utility and infrastructure framework
- Environmental mitigation or avoidance strategies
- Open space and buffering plan
- Future expansion zones

Task 5 Deliverables:

- Draft master site plan
- Refinement workshop with City staff and City Council

Task 6. Phasing and Implementation

- Develop a recommended development phasing plan
- Identification of early action items and enabling projects
- Infrastructure sequencing and dependencies
- Coordination considerations with external agencies

Task 6 Deliverables:

- Phasing plan and implementation roadmap

Task 7. Budgeting

Prepare order of magnitude cost opinions for:

- Major site infrastructure including utilities and drainage
- Roadways and access improvements
- Site preparation and mitigation
- Individual facility site development

Task 7 Deliverables:

- Cost estimate summary by phase and category

Task 8. Final Documentation

- Prepare a final master site planning report
- Executive summary for leadership and elected officials
- Presentation materials

Task 8 Deliverables:

- Final report and graphics
- Presentation to City Council

Additional Services

These services are not included in the scope of work but may be added for additional fees:

- Topographic and Boundary Surveys
- Entitlement, Platting, Easements, and Permitting
- Geotechnical Investigations and Soil Reports
- Construction Materials Testing
- Asbestos & Hazardous Material Studies
- Environmental, FEMA/Floodplain, and Traffic Studies
- Utility Capacity Modeling
- Public engagement or stakeholder workshops
- Sustainability or resiliency analysis
- Economic impact or lifecycle cost analysis

Client-provided Items

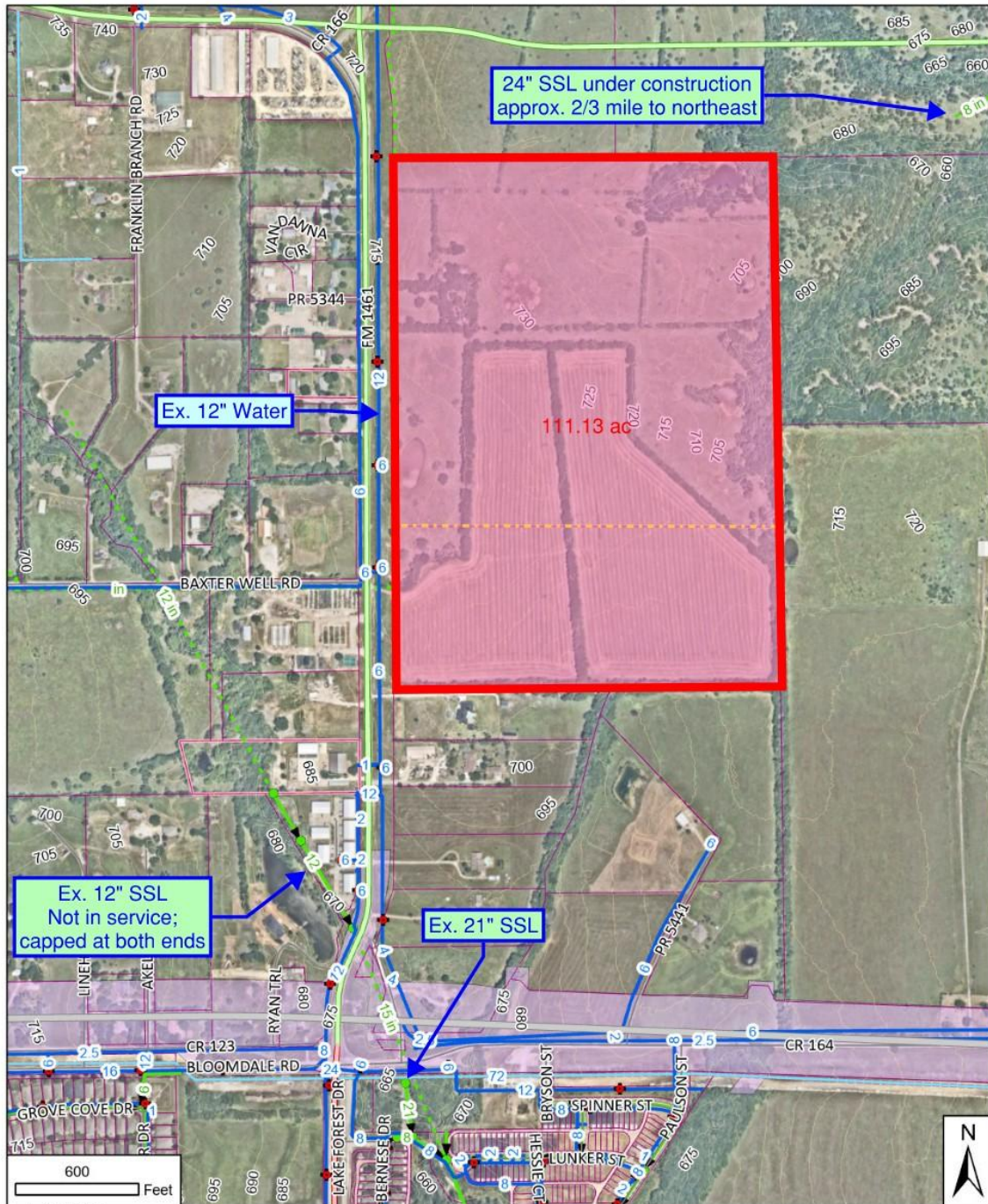
- a. Client will provide the following items required for the Project:
 - i. Existing Site drawings such as surveys and site/floor plans.

END OF EXHIBIT

EXHIBIT B: SITE

The extent of the Site included in the Scope of Services is highlighted on the map below.

FM 1461 MISD Tract Infrastructure Map



Date: 6/17/2025
DISCLAIMER: This map and information contained within it were developed exclusively for use by the City of McKinney. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of McKinney, its officials or employees, for any discrepancies, errors, or variances which may exist.

END OF EXHIBIT