

Parkhill

March 6, 2026

Amy Kinkade
Director of Parks and Recreation
City of McKinney

RE: Proposal for Architectural/Engineering Services
McKinney Multigenerational Recreation Center Feasibility Study

Dear Ms. Kinkade:

Parkhill (A/E) is pleased to have the opportunity to provide this proposal for Architectural/Engineering services to City of McKinney (CLIENT) for the McKinney Multigenerational Recreation Center Feasibility Study (Project).

PROJECT DESCRIPTION

The Project consists of a needs assessment and master planning study for a new multigenerational recreation center. The study will include visioning, local recreation market analysis, community engagement, architectural programming, conceptual design, and development of a project budget and implementation timeline. The results of the study will provide the City with a clear framework to guide future design and implementation of the recreation center.

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 four (4) month project duration following your authorization to proceed.

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
Project Initiation and Discovery	15%	\$ 21,728
Space Needs and Programming	20%	\$ 28,970
Conceptual Design	40%	\$ 57,940
Budget and Timeline	25%	\$ 36,213
Total	100%	\$ 144,850

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.

1. Task 1: Project Initiation and Discovery
 - a. Kickoff Meeting. Conduct an in-person kickoff meeting with City staff to confirm project goals, stakeholder expectations, communication protocols, and workplan.
 - b. Data and Document Review. Collect base data including current staffing levels, site/floor plans, and review existing projects and studies related to this Study.
 - c. Existing Facility Walk. Tour current facilities with staff to document existing conditions related to condition, space utilization, and function.
 - d. Peer Facility Tours. Tour up to four (4) comparable recreation facilities in the DFW region over one day to gather stakeholder input on desired programming, operations, and design preferences.
 - e. Local Recreation Market Assessment. Evaluate public and private recreation facilities within McKinney to understand the range of recreational services currently available to residents. The assessment will review facility types, programming, and amenities to identify potential service gaps that may inform the programming of a future multigenerational recreation center.
 - f. Task 1 Meetings:
 - i. Kickoff Meeting: One in-person or virtual meeting with staff advisory committee.
 - ii. Existing Facility Walk.
 - iii. Peer Facility Tours.
 - g. Task 1 Deliverables:
 - i. Project Vision and Objectives Summary
 - ii. Local Recreation Market Assessment Summary
2. Task 2: Space Needs and Programming
 - a. Community Input. Review and update community feedback from the ONE McKinney 2040 Comprehensive Plan (2018) and the Parks, Recreation, and Open Space Master Plan (2024) as related to this study. Engagement will include an online survey and stakeholder focus group discussions to capture feedback from key user groups and community partners.
 - b. Programming Meetings. Obtain input from users through interview meetings and questionnaires regarding facility needs related to space, function and operations to establish design vision and performance criteria for each facility and department.
 - c. Space Program. Prepare an architectural space program quantifying the spatial requirements for each department considering the intended functions by users, including room list, square footage, adjacencies, and operational considerations.
 - d. Task 2 Meetings:
 - i. Stakeholder Focus Group Meetings: Two in-person or virtual meetings
 - ii. Programming Meetings: Two in-person or virtual meetings
 - e. Task 2 Deliverables:
 - i. Community Engagement Summary
 - ii. Architectural Space Program

3. Task 3: Conceptual Design
 - a. Concept Plans. Prepare conceptual design drawings including diagrammatic blocking floor plans illustrating the layout of major functional spaces, and site master plans illustrating the layout of buildings, site access, circulation, parking, and other site development requirements.
 - b. Exterior Renderings. Prepare architectural style boards with precedent imagery and develop exterior renderings of proposed building designs illustrating form, massing, materials, and architectural style.
 - c. Task 3 Meetings:
 - i. Design Review Meetings: Four (4) in-person or virtual meetings
 - d. Task 3 Deliverables:
 - i. Conceptual Design Drawings (site master plan, floor plans, elevations, exterior renderings)

4. Task 4: Budget and Timeline
 - a. Project Budget. Provide a detailed opinion of probable cost including site development, building systems, FF&E, technology, contingencies, escalation, and other soft costs.
 - b. Timeline. Develop an anticipated project timeline including design, permitting, procurement, and construction phases.
 - c. Task 4 Meetings:
 - i. Draft and Final Summary Presentations: Two (2) in-person meetings to deliver the draft and final summary presentation reports.
 - d. Task 4 Deliverables:
 - i. Project Budget and Timeline
 - ii. Summary Presentation Report

5. 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.

6. Excluded Services
 - a. Services specifically excluded from our scope of services include the following:
 - i. Aquatic Facility Design Consultant
 - ii. Topographic and Boundary Surveys
 - iii. Entitlement, Platting, Easements, and Permitting
 - iv. Geotechnical Investigations and Soil Reports
 - v. Construction Materials Testing
 - vi. Asbestos & Hazardous Material Studies
 - vii. Environmental, FEMA/Floodplain, and Traffic Studies

END OF EXHIBIT

