



May 30, 2018

Ms. Barbara Coleman
City of New Braunfels Purchasing Manager/Finance
550 Landa Street
New Braunfels, Texas 78130

RE: Request for Qualifications (RFQ) 18-028, "Public Works Municipal Service Center" Scope and Cost Proposal

Dear Ms. Coleman:

We at **Steinbomer, Bramwell & Vrazel, Architects (SB&V)** are pleased to provide you with the following fee proposal to provide the necessary architectural and engineering services for the initial needs assessment, conceptual design, and cost estimating services for the new Public Works Municipal Service Center for the City of New Braunfels. Our consulting engineers and specialists were specifically selected for this project for their depth of knowledge and our proven experience and history of working on multiple projects such as this. Our consultant team consists of:

- **Stansberry Engineering Co.** – Civil Engineering Services
- **JQ+Tsen** – Structural Engineering Services
- **DBR** – Mechanical, Electrical and Plumbing Engineering Services
- **Braun & Butler** – Construction Cost Estimating Services

I. DETAILED SCOPE

Phase 1 – Summary of Needs Study

The Summary of Needs Study shall establish and address the requirements, goals, and constraints for the project, and shall include the following services:

- Organize a Project Kick-Off and Programming Workshop, in collaboration with City Staff, to establish project Goals with the key project stakeholders to achieve the following (assumes one Principal, one Senior Architect, one Project Manager, plus one Structural, one MEP, and one Civil Engineering Consultant, for 4 hours):
 - Develop and refine a building space/use program, including sizing of utility spaces, for the "full program" build-out scenario
 - Develop and refine a site use program



- Present the Program to project stakeholders (assumes one Principal, one Senior Architect, and one Project Manager for 2 hours)
- Perform necessary building, state, and local code reviews for compliance with regulations and guidelines
- Provide a Civil Assessment of the site based on existing information and information obtained as part of the Summary of Needs Study
- Identify and review known or potential permitting issues including, but not limited to, USACE404 under the Clean Water Act, National Environmental Policy Act (NEPA), National Historic Preservation Act, WPAP, etc. and the anticipated duration for submittal and the approval of applicable permits
- Participate in one (1) Community Meeting conducted during the Summary of Needs Study (assumes one Principal, one Senior Architect, and one Project Manager for 2 hours)

Phase 2 – Conceptual Design:

The primary objective of the Conceptual Design Phase is to ensure that multiple options have been explored, reviewed and analyzed. Based on the approved Summary of Needs Study, the Conceptual Design Phase shall include the following deliverables, related services and activities:

- **Concept Sketches:** based upon the outcome of the Workshops held in the Summary of Needs Study, the A/E Team shall prepare and present for the City's approval the following:
 - Two (2) Alternative Concept Sketches – rough, diagrammatic drawings of the site and architectural design, including parking
 - Photos of architectural/program precedents and other supporting materials to suggest different methods of approaching the design while meeting project requirements
 - Presentation assumes one Principal, one Senior Architect, and one Project Manager, plus one Civil, one Structural and one MEP Consultant, for 4 hours
- **Concept Design:** based upon the City's selection of a Concept Sketch direction, the Architect shall prepare and present for the City's approval the following:
 - Alternative Concept Design solutions of the project in a more refined manner
 - Through the use of some combination of study models, perspective sketches, and/or digital modeling, describe alternative methods of achieving the vision established from the selected Concept Sketch as well as illustrate the scale and relationship of the Project components
 - Provide Conceptual Cost Estimates for the alternative Concept Design solutions, including



- relative costs of systems
- Presentation assumes one Principal, one Senior Architect, and one Project Manager, plus necessary consultants, for 4 hours

Phase 3 – Schematic Design:

The primary objective of the Schematic Design Phase is to define the site and building relationships, character, and layout and establish the project scope within the requirements of the Project. Based upon the City's selection of a Final Conceptual Design, the Schematic Design Phase shall address all requirements of the Project and shall include the following deliverables, related services and activities:

- Schematic Site and building Plan Drawings (Floor Plans, Roof Plan, etc.) which illustrate components of the Project including the size, scale, location, dimensions, and character of the structure, and parking
- Schematic Elevation and Section Drawings which illustrate the spatial relationships, construction, materials and exterior character of the Project
- Refined and developed study models, perspective sketches, and/or digital models
- Schematic drawings and outline specifications illustrating and describing the architectural and structural components of the Project
- Written description of materials, components, and systems (Civil, Structural, Electrical, and Mechanical) to be incorporated into the Project
- Project Construction Phasing Plan, illustrating the Construction phases required to achieve the Master Plan vision for the project (if applicable)
- Updated Program reflecting sizes of all spaces
- Schematic Design Cost Estimate broken down by proposed Construction Sequences, for the Master Plan vision for the project (all phases), including potential operations and maintenance costs
- Updated Code Review for Schematic Design
- One (1) meeting with the City to present the Schematic Design deliverables (assumes one Principal, one Senior Architect, and one Project Manager, plus one Structural, one MEP, and one Civil Engineering Consultant, for 4 hours); includes one (1) round of adjustments, if requested by the City, to address comments
- Participation in conference call meetings as required by the City (assumes 2 total)



II. ITEMIZED COST PROPOSAL

Basic Services

Basic Services are those services provided by Steinbomer, Bramwell & Vrazel, Architects , DBR, JQ+Tsen, Stansberry Engineering Company, and Braun and Butler. The fees to provide the anticipated services outlined above shall be lump sum fee to be billed monthly according to the phase and percent completion of the work:

<u>Phase 1 - Summary of Needs Study</u>	
Architectural Services:	\$10,000.00
MEP Engineering Services:	\$ 3,500.00
Structural Engineering Services:	\$ 2,600.00
Civil Engineering Services:	\$ 6,200.00
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Subtotal:	\$22,300.00
<u>Phase 2 – Conceptual Design</u>	
Architectural Services:	\$15,000.00
MEP Engineering Services:	\$ 4,000.00
Structural Engineering Services:	\$ 4,400.00
Civil Engineering Services:	\$ 3,100.00
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Subtotal:	\$26,500.00
<u>Phase 3 – Schematic Design</u>	
Architectural Services:	\$15,000.00
MEP Engineering Services:	\$10,700.00
Structural Engineering Services:	\$10,500.00
Civil Engineering Services:	\$ 4,900.00
Construction Cost Estimating Services:	\$ 2,200.00
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Subtotal	\$43,300.00
Total Basic Services Fees:	\$92,100.00



III. BILLING RATES

HOURLY RATES:

SB&V Architects

Classification of Employee	Hourly Rate
Principal.....	\$ 180.00
Senior Architect.....	\$ 160.00
Architect.....	\$ 130.00
Senior Project Manager.....	\$ 125.00
Project Manager.....	\$ 120.00
Associate Designer IV.....	\$ 110.00
Associate Designer III.....	\$ 100.00
Associate Designer II.....	\$ 90.00
Associate Designer I.....	\$ 80.00
Clerical.....	\$ 55.00

DBR Engineering Associates

Classification of Employee	Hourly Rate
Partner.....	\$240.00
Project Manager.....	\$180.00
Senior Engineer.....	\$180.00
Senior Technology Designer.....	\$155.00
Engineer/Sr. Designer.....	\$140.00
Senior Construction Administrator.....	\$140.00
Technology Designer.....	\$130.00
Commissioning Agent.....	\$130.00
Sustainability Advisor.....	\$110.00
Designer (MEP).....	\$110.00
CADD Operator.....	\$65.00
Administrative.....	\$60.00

JQ+Tsen

Classification of Employee	Hourly Rate
Principal.....	\$210.00
Project Manager.....	\$155.00



Senior Project Engineer.....	\$135.00
Project Engineer.....	\$120.00
Senior Technician.....	\$110.00

Stansberry Engineering Company

<u>Classification of Employee</u>	<u>Hourly Rate</u>
Principal.....	\$150.00
Senior CAD Technician/Designer.....	\$ 85.00
Administrative Assistant.....	\$ 55.00

IV. REIMBURSABLE EXPENSES:

Reimbursable expenses are billed in addition to compensation for architectural services. These expenses include, but are not limited to, long distance communications, mileage, printing and reproductions, delivery services, and subconsultants necessary for your project. These expenses will be billed at cost with a 10% administrative fee.

V. ASSUMPTIONS, EXCLUSIONS, AND CONDITIONS:

The scope of services presented herein and associated costs are based upon the design team’s understanding of the proposed project scope. Changes in the project that affect the underlying contract assumptions may impact the required professional service fee.

This proposal is based on the following assumptions and conditions:

- This Project will not pursue LEED Certification. All Energy modeling, commissioning, and/or life cycle cost analysis is excluded.
- Attendance at meetings or presentations other than those listed may be accommodated as an additional service billed at the hourly rates.
- Services and fees for geotechnical engineering are based on worst-case scenarios and may be adjusted once the scope of the project is determined.
- We bill clients monthly for our services and ask that clients understand that all invoices are due upon receipt. Amounts unpaid forty-five days after the invoice date shall bear interest at the



rate of 10% per annum. Regrettably, we must suspend work on the project if payment is not received within 45 days from the date of the invoice.

- Projects put on hold, at the client's request, for a period of one year or more are subject to Billing Rates in effect at the time the project is restarted.
- The drawings we create are the instruments of conveyance of services performed, and are not subject to state sales tax. All drawings created by our firm remain the property of this firm and may not be used by any other person or companies for any other construction or research purposes.

We thank you for this opportunity to work with you.

Sincerely,

Steinbomer, Bramwell & Vrazel, Architects

ACCEPTED:

Name

Date

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Texas Board of Architectural Examiners, 333 Guadalupe, Suite 2-350, Austin, Texas 78701, (512) 305-9000.