



May 30, 2018

Barbara Coleman  
Purchasing Manager  
Finance Department  
550 Landa Street  
New Braunfels, TX 78130

**Re: Request for Qualifications (RFQ) 18-029 - "Police Department Facility"  
Proposal for Professional Services**

Dear Ms. Coleman:

Thank you for the opportunity to provide the City of New Braunfels with this proposal to complete a Summary of Space Needs Study, Site Masterplan, Conceptual Design, and Schematic Design Package for the New Braunfels Police Department Facility.

The Scope of Work / Deliverables for this engagement are as follows:

- Phase 1** - Review and modification of the existing Spatial Needs Assessment, prepared by others, and preparation of Site Master Plan for a selected site.
- Phase 2** - Conceptual Design of the selected design option with estimates of probable costs. This will include a conceptual level Site Plan, Floor Plan(s) and a rendering of the front elevation.

We understand the schedule is important to this project and commit to delivering the agreed upon services by September 12<sup>th</sup> 2018.

The following attachments A-C outline specific scope and fees for the new Police Department Facility. We are pleased to be involved with this important project and are available to respond to any questions or comments you or City staff may have.

Sincerely,

**Rodney McManus, LEED AP  
Vice President**

Cc: MBV, TP, IR, AK, File – ADG

EXHIBIT "A"

**General Description:**

The project, and related Scope of Services, is generally described as evaluation and preparation for the development of a new facility for the New Braunfels Police Department, which will include the review of the existing Spatial Needs Assessment (prepared by others), Site Analysis, Master Plan, and Conceptual Design:

The Phases of Services are identified as follows:

**1. Phase I-A: Needs Assessment Review/Confirmation:**

- 1.1 The Consultant shall participate in an initial meeting with the City's Project Management Team, Police Department representatives, and project Stakeholders, to review the proposed project and to establish a project schedule for specific tasks.
- 1.2 The Consultant shall conduct an analysis of the routine operations of the identified entities to fully understand their function, operations, and the respective interaction, relationship, and adjacency priorities.
- 1.3 The existing Spatial Needs Assessment, prepared by others, will be reviewed and discussed. The existing Assessment will be revised, as necessary, to ensure that it reflects the needs of a modern-day police facility. The revised Spatial Needs Assessment will provide documentation as to current and future needs; future need being defined as those anticipated for the years 2029 and 2039, and the current need being defined as the year 2019. The process for obtaining this information shall consist of on-site interviews with the staff representing the various departments, as determined by the PD and City for the project.

The departmental interview discussions will focus on:

- 1.3.1 Historical, Current and Projections for Future Staffing Levels.
  - 1.3.2 A Detailed Mission Statement for each unit/department.
  - 1.3.3 Departmental Organizational Charts.
  - 1.3.4 An Assessment of Requested Spaces.
  - 1.3.5 A Definition of Functional Inter-Relationships required.
  - 1.3.6 Documentation of Specialized Equipment required.
  - 1.3.7 Documentation as to relationship to other Departments.
- 1.4 The Consultant, as part of this phase shall consider, and provide documentation to the extent possible, current and future staffing level projections and their spatial need impact upon future needs of facilities.
  - 1.5 Based upon the recommendations related to facility size(s), the Consultant shall identify the land area needed for the building, associated parking and related site

requirements, such as stormwater retention, parking areas, landscape requirements, infrastructure improvements, and building setback requirements.

- 1.6 This phase shall result in a detailed report, which shall contain the following components:
  - 1.6.1 Police Program Requirements.
  - 1.6.2 Exterior Facilities (If Requested).
  - 1.6.3 Development Options.
  - 1.6.4 Estimates of Probable Development Costs.
  - 1.6.5 Phasing requirements, as required.
  - 1.6.6 Analysis and Identification of all pertinent regulatory requirements.

2. **Phase I-B: Site Analysis, Master Planning, and Code Review:**

The following work will be executed for the selected site.

- 2.1 The City shall submit to the Consultant any existing documentation relative to the proposed site. Based upon the site size determined to be necessary, as identified within the Spatial Needs Assessment and with the direct input of the City, the Consultant shall outline the characteristics of the proposed site.
- 2.2 The Consultant shall then conduct an evaluation of the City's selected parcel utilizing nationally recognized criteria. The Consultant shall prepare, and distribute to the appropriate City personnel, a detailed analysis of our findings for evaluation by the City.
- 2.3 Items to be considered for the evaluation will include:
  - 2.3.1 Ability of the site to accommodate appropriate public and staff parking.
  - 2.3.2 Evaluation of property relative to a 100-year storm.
  - 2.3.3 Identification of potential hazards within the surrounding areas.
  - 2.3.4 Appropriateness (capacity) of existing utilities, such as power, gas, water, sewer, fiber optics, etc.
  - 2.3.5 Ability of the site to accommodate future growth as identified in Phase I-A documentation.
- 2.4 Obtain, to the extent possible, historical and current aerial photographs of the properties - the purpose being to understand and illustrate previous site utilization.
- 2.5 Based upon the information obtained during development of the Spatial Needs Assessment, the Consultant shall participate in a meeting(s) with representatives of the City of New Braunfels to initiate the Master Planning effort. The premise of this meeting shall be to obtain consensus as to the appropriate land utilization of the

designated property and the proposed facility, as well as future expansion requirements.

- 2.6 The final report shall contain recommendations relative to a potential solution and shall include One (1) alternative development option. An Opinion of Probable Development Cost for the selected option will be provided, outlining the potential costs associated with each option. This report shall be issued to the City's Project Management Team for review and consideration, and subsequently, upon the City's direction.
- 2.7 Based upon the selected Development Alternative, the Consultant shall prepare a Master Plan Document of the selected site, illustrating:
  - 2.7.1 Proposed land utilization.
  - 2.7.2 Location and general configuration of "current need" facilities.
  - 2.7.3 Areas of potential expansion for future need.
  - 2.7.4 Location of vehicles access and egress, both staff and public.
  - 2.7.5 Pedestrian areas and site circulation.
  - 2.7.6 Vehicle Parking Areas (Staff, Secured, and Public).
  - 2.7.7 Area(s) designated for stormwater detention.
  - 2.7.8 Required Standoff Distances, based on nationally recognized standards.
  - 2.7.9 Code Review of applicable City, State and Federal Guidelines, Ordinances.
  - 2.7.10 Review of Known and Potential Permitting issues.

3. **Phase II: Conceptual Building Design:**

Once authorized in writing, the Consultant will prepare conceptual design of **One alternative**. These documents will consist of preliminary elevations and will illustrate the following:

- 3.1 Confirm the site development layout illustrating parking areas, vehicular/pedestrian circulation, public/private zones, site utility considerations, future expansion, etc.
- 3.2 Provide blocking and stacking diagrams of major program spaces showing functional relationship.
- 3.3 Provide conceptual floor plan(s) for the proposed layout.
- 3.4 Provide building size/shape configuration showing major entry points.
- 3.5 Provide graphic representation of proposed exterior building envelope components.
- 3.6 Provide list of proposed energy efficient systems/building components.
- 3.7 Provide optional solutions, if necessary, to address identified constraints.
- 3.8 Provide a conceptual opinion of probable cost for development.
- 3.9 The Consultant shall research and provide information relative to identifying potential supplemental grant funding sources, noting entities which provide funds for projects of the type envisioned for public safety facilities.

**Scope of Services:**  
**New Braunfels Police Department Facility**  
**New Braunfels, Texas**  
May 30, 2018  
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- 3.10 Based upon the information assembled and documented, the Consultant shall prepare a written report and provide Eight (8) hard copies plus a digital copy of this report to the City.
- 3.11 The Consultant shall then prepare a final presentation of the recommended solution to City staff. These documents shall then, upon direction by the City Administration, be the focal point of an outreach program with the purpose of explaining the importance of the project to Council members and the community.

"Exhibit B"

**Phase I: Summary of Needs Study**

Phase I-A: Detailed Spatial Needs Analysis	\$ 39,568
Phase I-B: Site Analysis (One Site w/Civil Engineering Input)	\$ 16,322
Phase I-C: Master Planning	\$ 13,594
<b>Subtotal Phase I:</b>	<b>\$ 69,483</b>
Phase I Reimbursable Expenses:	\$ 4,300
<b>Total Phase I Services:</b>	<b>\$ 73,783</b>

**Phase II Conceptual Design Services:**

Phase II-A: Conceptual Design	\$ 18,121
Phase II-B: Estimate of Probable Development Costs	\$ 3,000
<b>Subtotal Phase II:</b>	<b>\$ 21,121</b>
Phase II Reimbursable Expenses:	\$ 4,000
<b>Total Phase II Services:</b>	<b>\$ 25,121</b>

**Total Phases I and II** **\$ 98,904**

**Additional Services (if Requested)**

Survey of 10 acres Site at San Antonio and 337	\$ 5,500
Geotechnical Report (8 borings up to 35 feet)	\$ 13,900
Environmental Studies (Phase 1)	\$ 2,100

"Exhibit C"  
 Billing Rate Sheet

HOURLY RATES OF EACH OF THE INDIVIDUALS, BY TITLE (Effective 4/18 through 3/19)	
Architect of Record	\$205
Project Manager	\$182
Mechanical Engineer	\$160
Electrical Engineer	\$150
Plumbing / Fire Protection Designer	\$125
Structural Engineer	\$185
Civil Engineer	\$160
Surveyor	\$150
Geotechnical Engineer	\$180
Environmental Engineer	\$175
Security & Technology Consultant	\$175
Administrative Support Staff	\$50
Computer Draftsperson	\$65
Accounting Services	\$83
Specification Writer	\$98
Construction Administrator	\$102
Graphic Designer	\$72
Interior Designer	\$105
Additional Staff Architect	\$145
Designer	\$ 95

**Hourly Fee Breakdown**  
**City of New Braunfels, Texas**  
**Police Department Facility**  
**ADG Project No. 1027**  
**May 30, 2018**

PROJECT PERSONNEL TITLE	Architect of Record/Director \$205		PROJECT MANAGER \$182		STAFF ARCHITECT \$145		DESIGNER \$95		DRAFTSPERSON \$65		SPECIFICATION WRITER \$89		ADMINISTRATIVE STAFF \$50		INTERIOR DESIGNER \$105		GRAPHIC DESIGNER \$72		HOURS PER TASK	TOTAL A/E DESIGN FEE
Hourly Rate																				
Phase 1 - Needs, Site and Master Plan	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST	HOURS	COST		
Meet with Staff to Define Scope/Schedule/Tour Existing Facility	12	\$2,460	12	\$2,184		\$0		\$0		\$0		\$0		\$0		\$0		\$0	24	\$4,644
Produce Project Schedule & Questionnaires	2	\$410	4	\$728	2	\$290		\$0		\$0		\$0	2	\$100		\$0		\$0	10	\$1,528
Review previous Spatial Needs Assessment	2	\$410	4	\$728		\$0		\$0		\$0		\$0		\$0		\$0		\$0	6	\$1,138
Prepare for Meetings with Staff	2	\$410	5	\$910		\$0		\$0		\$0		\$0		\$0		\$0		\$0	7	\$1,320
Meetings with Staff - Departmental Needs	12	\$2,460	12	\$2,184		\$0		\$0		\$0		\$0		\$0		\$0		\$0	24	\$4,644
Review Current Site Plan & Data	2	\$410	4	\$728		\$0		\$0		\$0		\$0		\$0		\$0		\$0	6	\$1,138
Preliminary Site Analysis	4	\$820	8	\$1,456	8	\$1,160		\$0		\$0		\$0		\$0		\$0	16	\$1,152	36	\$4,588
Review space needs and site info	16	\$3,280	8	\$1,456	4	\$580		\$0		\$0		\$0	4	\$200		\$0		\$0	32	\$5,516
Meetings with Staff - Finalize Departmental/Facility Needs - review Site findings	12	\$2,460		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	12	\$2,460
Finalize Site Analysis	4	\$820	2	\$364		\$0		\$0		\$0		\$0		\$0		\$0	12	\$864	18	\$2,048
Code Review	4	\$820	8	\$1,456	2	\$290		\$0		\$0		\$0		\$0		\$0		\$0	14	\$2,566
Master Plan Site	12	\$2,460	14	\$2,548		\$0		\$0		\$0		\$0		\$0		\$0	12	\$864	38	\$5,872
Meeting with City Staff - Review Masterplan	12	\$2,460	12	\$2,184		\$0		\$0		\$0		\$0		\$0		\$0		\$0	24	\$4,644
Revise Masterplan	10	\$2,050	6	\$1,092		\$0		\$0		\$0		\$0		\$0		\$0	16	\$1,152	32	\$4,294
Preliminary Opinion of Probable Development Cost	12	\$2,460	14	\$2,548	8	\$1,160		\$0		\$0		\$0	6	\$300		\$0		\$0	40	\$6,468
Prepare Phase 1 Draft	18	\$3,690	8	\$1,456	6	\$870		\$0		\$0		\$0	8	\$400		\$0	8	\$576	48	\$6,992
Present to Community	12	\$2,460	12	\$2,184		\$0		\$0		\$0		\$0		\$0		\$0	8	\$576	32	\$5,220
<b>Total Standard Architectural/Engineering Fee</b>																				<b>\$65,483</b>
<b>Additional Related Services</b>																				
Civil Design																				\$4,000
Mechanical / Electrical / Plumbing / Fire Protection Engineering Design																				\$0
Structural Engineering Design																				\$0
Technology Design																				\$0



**Hourly Fee Breakdown  
City of New Braunfels, Texas  
Police Department Facility  
ADG Project No. 1027  
May 30, 2018**

<b>Out-of-Pocket Expenses Allowance</b>	<b>\$4,300</b>
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PROJECT PERSONNEL TITLE	PRINCIPAL		PROJECT MANAGER		PROJECT ARCHITECT		DESIGNER		DRAFTSPERSON		SPECIFICATION WRITER		ADMINISTRATIVE STAFF		INTERIOR DESIGNER		GRAPHIC DESIGNER		HOURS PER TASK	TOTAL A/E DESIGN FEE
	Hourly Rate																			
<b>Phase II- Conceptual Design and Cost</b>		\$205	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182	\$182				
Blocking and Stacking Diagrams	4	\$820	2	\$364		\$0		\$0		\$0		\$0		\$0		\$0		\$0	6	\$1,184
Review with City Staff	8	\$1,640	8	\$1,456		\$0		\$0		\$0		\$0		\$0		\$0		\$0	16	\$3,096
Prepare Floor Plans	8	\$1,640	14	\$2,548	2	\$364		\$0		\$0		\$0		\$0		\$0		\$0	24	\$4,552
Prepare Exterior Images	2	\$410	4	\$728		\$0		\$0		\$0		\$0		\$0		\$0	15	\$2,730	21	\$3,868
Review with City Staff	8	\$1,640	8	\$1,456		\$0		\$0		\$0		\$0		\$0		\$0		\$0	16	\$3,096
Review Cost Estimate (from Cost Estimator)	0	\$0	0	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Edit and Prepare Final Documents	2	\$410	8	\$1,456		\$0		\$0		\$0		\$0	2	\$364		\$0		\$0	12	\$2,230
<b>Total Standard Architectural/Engineering Fee</b>																				<b>\$18,121</b>
<b>Additional Related Services</b>																				
Civil Design																				\$0
Mechanical / Electrical / Plumbing / Fire Protection Engineering Design																				\$0
Structural Engineering Design																				\$0
Cost Estimator																				\$3,000
Technology Design																				\$0
<b>Phase II- Subtotal</b>																				<b>\$21,121</b>
<b>Out-of-Pocket Expenses Allowance</b>																				<b>\$4,000</b>

<b>Total Task I and II</b>																				<b>\$90,604</b>
<b>Total Out-of-Pocket / Reimbursable Expenses</b>																				<b>\$8,300</b>
<b>WORK ORDER #1 TOTAL</b>																				<b>\$98,904</b>