

JOSEPH HOOVER AIA + ASSOCIATES
ARCHITECTURE + PLANNING + INTERIORS

Date: October 7, 2009

Nicholas J. Finan, Executive Director,
Management Services
City of Texas City
P. O. Drawer 2608
Texas City, Texas 77592-2608

Re: Remodeling of The Texas City Museum Building
Subject: Architect/Owner Contracts and Preliminary Project Schedule

Dear Mr. Finan,

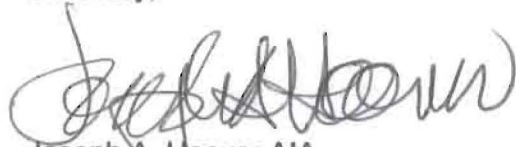
Attached are three (3) copies of the Architect/Owner Contracts for the City's Execution.
Please sign all copies and return one original to me.

Also attached is a Preliminary Construction Schedule that you requested.

Please call if you have any questions regarding either of these documents.

Again, I want to thank the City for the opportunity to provide the Architectural Services for this most interesting project.

Sincerely,



Joseph A. Hoover AIA



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Date: October 7, 2009

Nicholas J. Finan, Executive Director,
Management Services
City of Texas City
P. O. Drawer 2608
Texas City, Texas 77592-2608

Re: Remodeling of The Texas City Museum Building
Subject: Preliminary Project Schedule

Dear Mr. Finan,

The following is a Preliminary Project Schedule for your consideration:

October 15, 2009	Begin Review of Program Requirements and start As-Built Drawings
October 30, 2009	Architect starts Schematic Design of the Remodeling, getting additional Input from City Staff
November 30, 2009	Architect Submits Schematic Design for Review and Approval by The City
March 15, 2010	Construction Documents Completed, presented to City for Approval
March 30, 2010	Release Construction Documents for Contractor's Proposals
April 25, 2010	Receive Contractor's Proposals
May 25, 2010	Start Construction
December 30, 2010	Construction Completed, Final Punch Lists walk through and Building Occupation

Sincerely,

Joe Hoover

708 FIFTH AVENUE NORTH
P.O. BOX 2426 TEXAS CITY, TX 77592-2426
PHONE: 409-945 3371 FAX: 409-945 3372 E-MAIL: hooveraia@sbcglobal.net



JOSEPH HOOVER AIA + ASSOCIATES
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October 2, 2009

Mayor Matt Doyle
City of Texas City
P.O. Box 2608
Texas City, TX 77592-2608

Regarding: Texas City Museum Remodeling
Subject: Architecture and Engineering Services Agreement for the Remodeling of the
City of Texas City Museum, Sixth Street @ Fourth Avenue North, Texas City, Texas.

Dear Mayor Doyle,

Thank you for the opportunity to present this Architect/Owner Agreement to you for the
Remodeling of the Texas City Museum Building.

This proposal is based upon the information received at meetings held at the Museum
Site with Nick Finan, Linda Turner, and Tommy Merris with the City of Texas and Tony
Webber with Southwest Museum Services.

The overall scope of the work that I will be responsible for is as follows:

1. Remodel the Sixth Street Façade of the Existing Buildings and the Fourth Avenue
Elevation in the Spanish Renaissance Style of Architecture, including the sidewalks.
2. Remodel the Interior spaces in the building adjacent to Sixth Street behind the new
façade.
3. Provide the electrical lighting and finish requirements, stair and railing changes, and
the second floor wall changes for the proposed displays designed and requested by
Southwest Museum Services.
4. Remodel spaces, including all restrooms, to comply with the State of Texas
Accessibility requirements.
5. Install a new elevator in compliance with the State Accessibility requirements.
6. Design other stairways and exits to comply with the City Building Codes.
7. Install bracing to the existing structures South walls as per the Structural Engineer
Gerald Prickett's Report dated 7/03/09.
8. Install an overhead on the South wall to serve the storage area. No finish work or
remodeling will be done to the interior spaces on the South Storage rooms.
9. Estimated Project Budget is \$850,000.

The following is a general outline of the Basic Services I propose to provide for the
Project:

1. **Basic Architectural Service; Schematic Design and Design Development (35%
Of Fee)**

- 1.1 Review existing site parameters and conditions, including present structure, utilities, etc., and any other items under the requirements of Jurisdictions having authority over the building regarding codes and ordinances that would affect the construction.
 - 1.2 Meet as required with City Museum and Public Works personnel for input into the project program requirements and presentations.
 - 1.3 Meet with City Fire Marshal, City Inspection Department personnel, and other City staff to evaluate compliance with the International Building Code and other applicable codes.
 - 1.4 Coordinate with Southwest Museum Services for their requirements for the Museum Displays. .
 - 1.5 Based on the agreed-upon Program requirements, Prepare Schematic Drawings for the Proposed Project. Drawings will include Floor Plans, and Building Elevations with an indication of the proposed finish materials.
 - 1.6 Review and revise the Schematic Drawing as required for approvals by all parties involved.
 - 1.6 Prepare an estimate of Probable Construction Cost for the project.
 - 1.7 Present Final Schematic Design Documents to for final approval.
- 2. Basic Architectural Service; Construction Documents (40% of fee)**
- 2.1 Upon approval by the City for the Schematic Design documents, the Architect will prepare construction documents that describe in detail the work to be done to construct the building addition. Construction Documents generally include the following drawings and specifications prepared by registered professional architects and engineers:
 - 2.1.1 Architectural
 - 2.1.2 Structural and Electrical
 - 2.1.3 Assist the Owner in filing proper documents necessary for approvals of Governmental or other agencies having jurisdiction over the project.
 - 2.1.4 Revise the Estimate of Probable Construction Costs.
 - 2.1.5 Coordination of MEP Engineer, Structural Engineer and other consultant's Drawings.
- 3. Basic Architectural Service; Bidding Phase (5% of Fee)**
- 3.1 Assist the City in securing bid proposals for the construction.
 - 3.2 Assist the City in evaluating the proposals and preparation of construction Contracts.
 - 3.3 Prepare Addenda's and answer bidding contractor's questions during bidding as required.
- 4. Basic Architectural Services During Construction (20% of fee)**
- 4.1 Provide Administration of Construction Services,
 - 4.2 Make Periodic Visits to the site to determine if construction is proceeding in accordance with the Construction Documents.
 - 4.3 Approve Contractor's Requests for Payments.
 - 4.4 Review Shop Drawings.
 - 4.5 Prepare Change Orders.
 - 4.6 Conduct Final Punch Lists and Substantial Completion Documents.

CITY OF TEXAS CITY

Mayor Matthew Doyle Date

JOSEPH HOOVER AIA + ASSOCIATES
Joseph Hoover 10/2/09

Joseph A. Hoover Date

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