

RDG architecture & development

**“Architectural letter of Engagement”
Atascosa County / Lytle Commissioner’s Office Finish Out**

September 19, 2024

Mark Bowen, County Commissioner Precinct 2

1 Courthouse Circle Dr., Suite 101
Jourdanton, Texas 78026

Weldon P. Cude, Atascosa County Judge

1 Courthouse Circle Dr., Suite 101
Jourdanton, Texas 78026

**Ref: 1,200 square foot architectural interior design & finish out
Direct the mechanical & electrical design for the finish out and the
balance of the building for lighting, power and mechanical installations.**

Gentlemen,

Thank you for considering RDG in providing architectural services for the office finish out design and construction of an office use for a space to serve as the Commissioner’s office and his staff. And thank you for your time to visit with me on site yesterday.

This proposal is to provide the design, construction documents and construction administration for the 1,200 square foot office footprint within the existing shell building. A sketch of the of the desired space has been provided by the Commissioner. I have been advised that a plat of the property and building plans for the shell building may be available. I anticipate receiving this information as it will save time as it is imperative to have documentation on existing conditions.

Phase One - Preliminary Design / Retainer

Upon approval of this proposal, the preliminary design of the interior space to encompass the new office area and supporting services can begin at once. Without the forementioned site and building documentation RDG will require access to the site to perform the documentation of existing conditions. The Phase One portion

of the work will require retainage to begin and will cover the cost for preliminary design until approval of the plan by all interested parties.

The retainage / fee for Phase One will be: 2,500.00

Phase Two – Construction Documents and Specifications

Once the preliminary design has been approved, RDG can begin working with the mechanical and electrical engineering firm to collaborate in producing a complete set of construction documents for selection of a candidate General Contractor. RDG is aware the County department for oversight of the procurement of the General Contractor will administer the advertising, bidding and selection process. RDG will consult with the County to determine the right GC for the project.

The following is a preliminary list of construction documents for bidding and construction, to be modified as required:

- Cover Sheet, location map, index to drawings and code compliance.
- Architectural Site plan to identify any site improvements outside the existing building’s perimeter such as sidewalks (at entry) and handicap accessible parking and signage.
- Existing / Demolition Plan if required.
- Proposed Interior Floor Plan for the entry, waiting, restrooms, offices and breakroom/conference areas. Mezzanine plan if allowed for this use.
- Enlarged Toilet Plans and Elevations.
- Reflected Ceiling Plan.
- Wall sections and required details, covered entry.
- Room Finish Schedule.
- Door elevations, hardware and window(s) elevations if applicable.

The architectural fee for Phase Two CD’s will be: 4,000.00

Phase Three – Construction Administration

At the completion of the bidding and selection process by the County of Atascosa, RDG will provide on-site administration of the AE documents to ensure the work is being performed to the general intent of the contract.

The fee for Phase Three will be: 1,000.00

The total architectural fee @ \$7,500.00

Architectural Fee

As previously stated, the retainer of \$2,500 will engage RDG with the County of Atascosa and begin the design process. The Construction Documents fee will be billed on a 30-day payment schedule or in total if this phase takes only one or less than one month. The Construction Administration fee will be billed in total at approximately 80% completion of the work.

Additional Consulting to provide the complete AE set of construction documents will be:

- Mechanical and Electrical engineering by a qualified MEP firm. Lighting, power, mechanical and water services to the area of the interior and exterior of the building will be part of the Engineering services.
- ComCheck for energy code compliance will be performed by the MEP firm.
- A Registered Access Specialist (RAS) will be required to review the complete construction documents for Texas Accessibility Standards and submit the documents for the acquisition of a TDLR registration number. The RAS will perform a final inspection at the completion of the work.
- The Septic System / Drain Field, Water Service and Electrical Service will be the responsibility of the County with the assistance of the General Contractor and Subcontractors to the existing building.

RDG architecture & development reserves its common law rights and ownership of certified documents as provided for by the "Architectural Copyright Protection Act of 1990" passed by the 101st Congress and all other laws applicable to common business law as established in the State of Texas for commerce and professional services.

END

Respectfully,



Richard D. Gamez, N.C.A.R.B.