

August 17, 2026

Judge Bryan Wilson
Burnet County
220 South Pierce
Burnet, TX 78611
bwilson@burnetcountytexas.org

Re: Burnet County Courthouse – Full Architectural Services related to THCPP XIV Emergency Grant

Judge Wilson,

Architexas is pleased to submit this proposal to provide full architectural services required to implement the county's recently awarded Texas Historic Courthouse Preservation Program (THCPP) Round 14 Emergency Grant to address critical work at the Burnet County Courthouse and other preservation planning needs that may arise from this work. The work will generally include exterior masonry work limited to resetting and repair of four displaced stones and re-pointing open joints; Restoration of exterior steel windows including adjacent interior materials/finishes; Waterproofing basement walls limited to the west wall of the original basement and; Repair of displaced metal baseboards. See attached estimate of probable cost for full itemized scope of work.

SCOPE OF SERVICES

TASK 1 – Preparation of required attachments for funding agreement and Grant of Easement: Prepare attachments B project cost estimate, C scope of work, & D project schedule for the THCPP funding agreement. Prepare attachment A legal property description, B initial property condition, & C scope of work. Items will need to be coordinated and approved by the THC and the county.

TASK 2 – Preparation of Construction Documents: Assume four (4) submissions, Schematic Design (SD), Design Development (DD), 60% Construction Documents, and 100% Construction Documents for owner review and approval. Construction Documents shall be based on the scope indicated in the project cost estimate approved by the THC and the county.

TASK 3 – Bidding Services

Architexas will provide customary architectural services related to bidding of the project that includes:

- Submit final Construction Documents to Owner for Competitive Sealed Proposal bidding
- Coordinate and attend a single pre-bid meeting
- Prepare any required addenda and distribute to bidders
- Respond to questions during bidding
- Review contractor bids
- Review contractor qualifications

TASK 4 - Construction Administration Services

Architexas will provide general administration of the project construction and will be the Owner's representative during construction until final payment. After award of the Construction Contract, Architexas will visit the site at intervals appropriate to the state of the Contractor's operations to observe conformance of the Construction Documents. This proposal assumes a 6 to 8-month construction period and allows for a total of eleven (11) site visits: one (1) pre-construction meeting, eight (8) site visits during construction (one per month plus one mock-up review), and two (2) punch walk throughs. Below is a list of services that will be provided by Architexas during the construction phase:

- Review submittals and shop drawings
- Respond to contractor Request for Information (RFI)
- Prepare Architects Supplemental Instructions as necessary (ASI)

- Prepare Proposal Requests (PR), Construction Change Directives (CCD), and Change Orders (CO)
- Review and certify the contractors monthly Application and Certificate for Payment
- Prepare Field Reports after each site visit
- Review mock-ups related to the project work
- Provide interpretations related to the Construction Documents

COMPENSATION BASIC SERVICES

Architexas proposes to provide basic professional services as outlined in this proposal based on 16% of the total actual construction cost. The estimated construction cost is \$1,226,311, total fee exclusive of reimbursable expenses is \$196,210. Reimbursable expenses are estimated to be \$3,000. The fee will be invoiced monthly based on completion of each task at the values listed below:

TASK 1 – Preparation of required attachments for funding agreement (5%)	\$9,810
TASK 2 – Preparation of Construction Documents (55%)	\$107,915
TASK 3 – Bidding Services (5%)	\$9,810
TASK 4 - Construction Administration Services (35%)	\$68,675

SUPPLEMENTAL SPECIALTY SERVICES

The following stipulated sum services are in addition to the Basic Services above:

Preparation of grant completion report	\$7,500
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ADDITIONAL SERVICES

Additional Services are those services not included in Basic Services and for which ARCHITEXAS will receive additional compensation. Additional Services must be authorized by the Owner in writing and accepted by ARCHITEXAS prior to initiation of additional work. If additional services are requested, they will be invoiced at the following hourly rates:

Senior Principal	\$300.00
Principal	\$250.00
Senior Associate	\$200.00
Architect/Project Manager	\$150.00
Historic Preservation Specialist	\$150.00
Architectural Intern/CAD Technician	\$100.00
Administrative	\$100.00

REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are in addition to compensation for professional fees, printing, copying, postage/delivery, mileage (at the current federal mileage rate), meals, and travel expenses. Reimbursable expenses will be invoiced at cost.

SERVICES NOT INCLUDED IN THIS PROPOSAL

- Owner's CA representative, if required for THCPP grant
- Geotechnical services
- Hazardous material surveys, abatement or related cost estimates
- Professional services relating to variance requests by jurisdictional authorities
- Utility locating, design or repairing any utility damage resulting from the project
- Testing laboratory services, including materials testing and historic finish analysis
- Any Archeological Services that may be required for the project
- TDLR Accessibility Review, Variance and Inspection fees
- Building permit application and fees
- Test pit(s) or soil boring(s)

Thank you for the opportunity to submit this proposal. If you are in agreement with the terms of this proposal, please notify us and we will provide an AIA Contract for review and signatures.

Sincerely,



Susan Frocheur, RA, NCARB
Senior Principal

August 17, 2026

Date

County Judge
Burnet County

Date

PROJECT COST ESTIMATE

Burnet County Courthouse - XIV THCPP Emergency Grant - Drainage, Foundation Waterproofing, & Windows

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	ELIGIBLE COST	INELIGIBLE COST
01000	GENERAL REQUIREMENTS (15% Total Construction Cost)				111,325	111,325	15,121
	A. Project Management						
	B. Field Personnel						
	C. Construction Documents / Printing						
	D. Quality Control						
	E. Temporary Utilities						
	F. Construction Facilities						
	G. Bond & Insurance						
	H. Temporary Construction						
	1. Scaffolding						
	2. Project sign						
	3. Barrier fencing (Staging area, protection, etc...)						
	I. Materials Testing						
01000	HAZARDOUS MATERIALS ABATEMENT & TEST PITS/BORINGS					40,000	
	A. Test pits to expose roof struct. & foundation wall	1	L.S.	30,000.00	30,000		
	B. Soil boring	1	L.S.	10,000.00	10,000		
02000	SITE WORK & DEMOLITION					112,500	
	A. Interior Demolition & Hauling						
	1. Remove concrete slab adjacent to elevator at 1st floor to determine cause of settling	1	L.S.	5,000.00	5,000		
	B. Earthwork & Grading						
	1. Excavate & backfill at building perimeter & roof struct. for foundation waterproofing & French drain, assume 12' deep						
	a. 1937 Courthouse	600	CY	40.00	24,000		
	b. 1974 Addition	1109	CY	40.00			44,360
	2. Selective re-grading at perimeter of building for positive drainage	3000	S.F.	3.50	10,500		
	3. Correct settling adjacent to elevator, 1st floor, assume compacted/flowable fill	1	L.S.	10,000.00	10,000		
	C. Landscape Restoration (Plants, pruning)						
	1. Re-sod where affected by the work	3000	S.F.	2.50	7,500		
	D. Sub-surface Piping						
	1. Provide French Drain at perimeter of building						
	a. 1937 Courthouse	50	L.F.	34.00	1,700		
	b. 1974 Addition	80	L.F.	34.00			2,720
	2. Replace sub-surface drain lines at north side of building, tie into stormwater lift station if slope to street is not sufficient	200	Allow	29.00	5,800		
	3. Provide stormwater lift station with sump pump, tie French drain on south side & extend to parking lot; Tie downspouts on north elevation & extend to parking lot	2	L.S.	19,000.00	38,000		
	4. Scope sub-grade lines from downspouts & drains	1	Allow	10,000.00	10,000		
03000	CONCRETE					2,500	
	A. Structural Repairs and Modifications						
	1. Repair concrete slab adjacent to 1st floor elevator, assume max. 10'x10' area	100	S.F.	25.00	2,500		
04000	MASONRY					78,756	
	A. General Exterior Restoration						
	1. Selective repointing, open/failing joints, assume 20% total area	3263	S.F.	12.00	39,156		
	B. Structural repairs/modifications						
	1. Reset displace granite veneer slabs, assume 4 @ 36 SF ea.	144	S.F.	275.00	39,600		
07000	THERMAL & MOISTURE PROTECTION					19,800	
	A. Below grade waterproofing at found. Walls & roof struct, 12' deep, include parge coat for smooth surface						
	1. 1937 Courthouse, west basement wall	600	S.F.	33.00	19,800		
	2. 1974 Addition, basement walls & roof struct. Beyond south wall	1,628	S.F.	33.00			53,724
08000	DOORS & WINDOWS					462,510	
	A. Restore windows includes painting						

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Burnet County Courthouse - XIV THCPP Emergency Grant - Drainage, Foundation Waterproofing, & Windows

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	ELIGIBLE COST	INELIGIBLE COST
	1. Restore exist. Steel casement windows (Typ. paired unit, 7'x4')	99	Ea.	3,220.00	318,780		
	2. Restore steel windows, 2nd floor courtroom & west entry	11	Ea.	9,430.00	103,730		
	3. Restore exist. Steel window at east entry	5	Ea.	6,000.00	30,000		
	4. Restore molded aluminum trim at 2nd floor courtroom & west entry windows	1	L.S.	10,000.00	10,000		
09000	FINISHES					16,100	
	A. Floor						
	1. Restore concrete floor to match adjacent where repaired	100	S.F.	5.00	500		
	B. Replace metal baseboard, limited to areas of displacement	200	L.F.	25.00	5,000		
	C. Repair plaster wall where baseboard is scheduled to be replaced	200	S.F.	28.00	5,600		
	D. Paint wall & base, entire wall to nearest corner	2,000	S.F.	2.50	5,000		
16000	ELECTRICAL					10,000	
	A. Provide power to stormwater lift station/sump pumps	1	LS	10,000.00	10,000		
	SUBTOTAL				853,491	853,491	115,925
	15% GC OVERHEAD & PROFIT					128,024	17,389
	TOTAL CONSTRUCTION (INCLUDES O & P)					981,515	133,314
	10% ESTIMATE CONTINGENCY					98,151	13,331
	ESTIMATED FINAL CONSTRUCTION COST					1,079,666	146,645
	16% A/E FEES					172,747	23,463
	TOTAL CONSTRUCTION COST					1,252,413	170,108
	*OWNER'S CA REPRESENTATIVE @ 2%					21,593	2,933
	TOTAL PROJECT COST					1,274,006	173,041
	*May not be required by THCPP grant if emergency						

PROJECT COST ESTIMATE

Burnet County Courthouse - XIV THCPP Emergency Grant - Drainage, Foundation Waterproofing, & Windows

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	ELIGIBLE COST	INELIGIBLE COST
					Eligible	Ineligible	Total Cost
TOTAL PROJECT COST					1,252,413	170,108	1,422,521
COUNTY SPLIT (30% eligible costs/100% ineligible costs)					375,724	170,108	545,832
THC SPLIT (70% eligible costs)					876,689		876,689