



March 24, 2026

Revised: March 25, 2026

Honorable Bryan Wilson
Burnet County Judge
220 S. Pierce
Burnet, TX 78611

RE: Fee Proposal for Facilities Master Plan for Burnet County Texas
RFQ No. 26-4090-01

Dear Judge Wilson:

We are very pleased to provide you our proposal to perform architectural space assessments of numerous County buildings and programming services of County Departments for the Burnet County Master Plan of space utilization. This proposal covers the assessments and programming that will be defined in the Scope of Services following.

A. Scope of Services

1. Task 1 Project Start-up/ Kick-off

- a. One (1) project start-up meeting between BSW and Burnet County primary stakeholders:
 - i. Team introduction and roles
 - ii. Project understanding & scope of services
 - iii. Project coordination in scheduling departmental meetings
 - iv. Review of Facility Assessment Report highlights
 - v. Confirm Facilities included in report
 - vi. Identify goals and objectives and how report will be used
 - vii. Identify County participants and decision makers

2. Task 2 Gather Existing Data

- a. County to provide BSW with drawings (either physical* of electronic) for our use in determining existing department space allocations. *If physical drawings are provided, BSW will have them scanned and immediately returned.
- b. County to provide BSW with previously completed architectural or engineering reports related to buildings and/or land involved with this study

3. Task 3 Profile Existing Departments

- a. This phase is centered around information/ data collection from departments included in this Study. Reference Exhibit A for list of Departments. A questionnaire will be developed to assist in creating this baseline information. Items included in questionnaire shall include:
 - i. Departmental Function and how its operated daily
 - ii. Current location

- iii. Current and historic staffing patterns
 - iv. Current space allocation
 - v. Challenges and needs of departments
 - vi. Functional relationship within department
 - vii. Desired adjacencies to other County departments
 - viii. Amount and type of Citizen/Visitor Interaction
 - ix. Storage needs
 - x. Thoughts on impact of population growth on staffing
 - xi. Current technology utilized in operations
 - xii. Parking needs (Staff, County owned and visitor)
- b. BSW will review and organize this information in preparation for conducting interviews.
 - c. Interviews with Department Heads and/ or Elected Officials will review data collected, explore unspoken challenges and concerns, and review formatted information and adjust as needed. BSW will also use these interviews to observe the Department's location, physical and functional condition and assess the utilization of their current facilities. This information will be updated during subsequent visits with departments.
 - d. Buildings in which these departments are located will be *architecturally* assessed to determine suitability for continued use, possible renovations and/or possible additions. BSW will develop conceptual block diagrams to help understand the extent of additions or even new construction if warranted

4. Task 3.1 Develop Uniform Space Standards

- a. BSW will develop space standards for areas such as offices, conference rooms, work stations and training rooms. These space standards shall be developed through research of various applicable sources including:
 - i. Burnet County Standards
 - ii. Peer County Standards
 - iii. Sourcing from other recent County Studies
- b. BSW shall work with staff and committee in developing appropriate space hierarchies and interdepartmental adjacencies. New trends in workplaces will also be explored including accommodating team work environment and flexibility to adapt to new technologies. Standard "blocks" will be developed to illustrate how new furniture could be used within each space.

5. Task 3.2 Forecast Future Personnel

- a. BSW will project future staffing needs based upon population projections provided by the County and other resources. BSW will utilize staff discussions, benchmark counties and other relevant data to develop their opinions of future staffing needs. These will be reviewed with the Core Group and a final forecasting model will be developed to project personnel needs over periods of 5-, 10- and 20-years into the future.

6. Task 3.3 Project Future Space Needs

- a. BSW will develop a recommended average square foot space need per employee. This will be based upon existing space allocations and adjustments required to accommodate adopted space standards. This average will be used with personnel forecasts to develop an opinion of departmental space needs in 5-, 10- and 20-years' time frames. These numbers will be compared to counties of similar size, projected growth, population, income characteristics and demographics. Adjustments will be accomplished through a series of meetings with departments and the Committee.

7. Task 3.4 Space Program Recommendations

- a. Based upon the findings of this study, a detailed breakdown by building, department, or other division shall be provided. This shall include existing as compared to future expansion needs in 5, 10, and 20-years, in both gross building square footage and in net square footage breakdown, including but not limited to:

- i. Office – i.e. individual, small group conference
 - ii. Assembly – large group conference
 - iii. Storage – i.e. bulk, closet
 - iv. Production/workspace – i.e. mailroom, material processing, file, equipment
 - v. Private amenities – i.e. breakroom, staff toilets/lockers
 - vi. Public amenities – i.e. lobbies, waiting areas, public toilets
 - vii. Circulation – i.e. corridors, stairwells, elevators
 - viii. Building infrastructure and support – i.e. stairwell, mechanical, maintenance
 - ix. Special use – i.e. vehicle maintenance, specialized labs/workrooms
 - x. Exterior covered area – under roof
 - xi. Vacant space – including classification of its intended purpose or future use
 - xii. Unusable space – i.e. wall thickness, chases
 - xiii. Land Use – including public parking, private parking, secured parking, amenities, and storage on site
 - xiv. Grossing factor for facilities
- b. Additionally, current and projected program functions, staffing, service delivery methodologies, and perceived needs shall be analyzed to determine basic functional relationships and required adjacencies between departments. This information shall be outlined in the form of an adjacency matrix, including primary, secondary, and tertiary relationships, with clearly stated assumptions.
 - c. These recommendations shall be comprehensive in their inclusion of relevant factors impacting growth and delivery of public services, such as emerging technological efficiencies, transparency/public empowerment, changing perspectives of what constitutes an office/workplace environment, and centralization vs. fragmentation of service delivery. Factors specifically relevant to Burnet County, such as economic, demographic, geographic, and City/County/Third Party resource distribution, shall also be considered.

d. Interim Report provided to the Commissioners.

8. Task 3.5 Future Space Needs Analysis

- a. Once the space needs for each department are established, BSW, in conjunction with the Core Group, shall evaluate the critical needs for each department in concert with each other toward achieving an overall strategic plan. From this exercise, various alternatives will be developed to meet the future space needs for each department. Alternative master plan concepts and evaluation of advantages/disadvantages of different alternatives shall be outlined. The Master Plan may include proposals for moving departments within existing facilities, renovation of existing buildings, reallocation of existing space, construction of new space including land size needed, or combinations of each of these methods. Location and distribution of services and facilities shall be considered. Interim short term and long-term scenarios shall be included. Development of plans for swing space and domino moves involved in implementing the preferred master plan concepts shall be outlined.

9. Task 3.6 Facilities Master Plan and Implementation Strategy

- a. Based upon information gathered in the previous tasks and the existing Facilities Condition Assessment, BSW will make recommendations for the next 5, 10, and 20-years' time frame. These recommendations will include schedules for improvements including sequences or phases for all master plan components. This will include time frames and land acquisition needs for each project. BSW will assist as needed in presenting this information to the County Commissioners.
- b. BSW will provide a list of priorities based on level of need or existing building conditions that are adversely affecting a Department.

c. Final Report provided to the Commissioners.

B. Buildings Included

1. The following buildings are included in this study:

- a. Refer to Exhibit A

C. Additional Services

1. Should the County want BSW to architecturally* assess a building that is not included in this study, BSW will conduct the assessment on an hourly basis using the hourly rates shown in Exhibit C. *An architectural assessment is a registered architect's professional opinion of the worthiness of a building to be of continued service to the County in terms of condition, age, recoupability, etc.
2. Cost estimating by a professional cost estimator will be arranged by BSW for elements of the study that the County deems necessary to share with their constituents. The cost for this service will vary based on the number of scenarios to be estimated. In previous studies BSW has conducted, estimating services may run as high as \$25,000.

D. Services Not Included

1. The following services are not a part of this scope but can be added later if the need arises:
 - a. Engineer-led Mechanical, Electrical, Plumbing, Fire Protection, Low Voltage evaluation and assessment of existing systems. If BSW architects note something that is of concern to them, the County will be advised to decide if further exploration is needed.
 - b. Engineer-led Structural or Civil evaluation and assessment of structural elements or civil-related elements. If BSW architects note something that is of concern to them, the County will be advised to decide if further exploration is needed.
 - c. Registered Accessibility Specialist (RAS) services for review of existing buildings for compliance with the Americans with Disabilities Act (ADA) and Texas Accessibility Standards (TAS). If BSW architects note something that is of concern to them, the County will be advised to decide if further exploration is needed.
 - d. Buildings or land not to be included in the study are:
 - i. Jail Building
 - ii. Historic Courthouse* or other County-owned historic buildings
 - iii. Libraries
 - iv. Park Facilities
 - v. Precinct Barns
 - vi. Transfer facility

*Buildings will not be assessed but staffs will be profiled for the program

E. Assessment Schedule

1. BSW shall provide a project schedule to include all tasks, workshops, review periods, and presentations with the County Commissioners, staff, and public. It is anticipated that the County Commissioners will review progress and make comments at the completion of Task 3.3 and 3.5, through planned workshops or Board meetings. The drafts and final plan shall also be provided to the County in a reproducible electronic format i.e. .pdf.

Fees

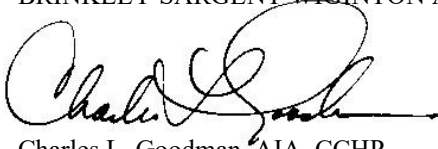
1. Please refer to Exhibit B for BSW's Fee Summary
2. Please refer to Exhibit C for BSW's Current Hourly Billable Rates
 - a. Hourly rates are provided for the hourly billings you will receive monthly over the course of the study. Should additional services be requested, these rates will be applied to those added services.

Judge Bryan Wilson
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If you are in agreement with the above, please confirm so in writing and we will develop a Standard AIA Owner - Architect agreement. Thank you again for choosing BSW for this very exciting and far-reaching project!

Sincerely,

BRINKLEY SARGENT WIGINTON ARCHITECTS

A handwritten signature in black ink, appearing to read 'Charles L. Goodman', with a long horizontal flourish extending to the right.

Charles L. Goodman, AIA, CCHP
Principal

CC: Denny Boles, Gina Irwin, Jody Tettleton/ BSW Architects

Attachments:	Exhibit A:	List of County Facilities & Departments
	Exhibit B:	Fee Summary
	Exhibit C:	Current BSW Billing Rates

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Exhibit A

To Brinkley Sargent Wiginton Architects Proposal for the Facilities Master Plan for Burnet County Texas

RFQ No. 26-4090-01

List of County Departments involved with study

1. Constable – precincts 1 to 4
2. County Auditor
3. County Clerk
4. County Court at Law
5. County Judge & Commissioners Court
6. County Tax Assessor/Collector
7. County Treasurer
8. Development Services
9. District Attorney
10. District Clerk
11. District Courts
12. Economic Development
13. Elections
14. Emergency Management
15. Human Resources
16. Magistrate
17. Indigent Health
18. Justice of the Peace – precincts 1 to 4
19. Maintenance
20. Public Defender
21. Sheriff's Office
22. Tax Assessor/Collector
23. Technology
24. Tourism Office
25. Veterans Services

List of Non-County Offices involved with study

1. Adult Probation
2. Juvenile Probation
3. AgriLife Office
4. DPS – Highway Patrol Burnet Office

A. List of County Facilities to be Assessed (architecturally)

1. Sheriff's Office (only) – 1601 E. Polk St., Burnet
2. South Annex – 810 Steven Hawkins Parkway, Marble Falls
3. North Annex – 1701 E. Polk St., Burnet
4. AgriLife Building – 607 N. Vandevier, Burnet
 - a. BSW acknowledges that the school behind this address in more than a classroom
 - b. Houses the Extension agents, 4-H activities, and club activities.

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- c. The Emergency Management office and training room is in the old school classroom
- 5. Two Portables – 110 CR 250 Burnet (adjacent to the Courthouse)
 - a. Houses the Public Defender
- 6. Annex on the Square – 133 & 127 E. Jackson, Burnet
- 7. Elections Office – 106 W. Washington, Burnet
- 8. Maintenance & Facilities Office & Shop – 1701 E. Polk St., Burnet
- 9. Storage/ Office/ Shop (2 buildings) – behind 1701 E. Polk St., Burnet
- 10. County Attorney Office**

B. List of County Facilities Excluded

- 1. Historic Courthouse
- 2. Other County-owned Historic Buildings
- 3. Jail
- 4. County Barns
- 5. Transfer Facility
- 6. Libraries

Exhibit B

To Brinkley Sargent Wiginton Architects Proposal for the Architectural Assessment

and Programming for the Bastrop County Strategic Planning Study

BSW Project No. 22312.01

Fee Summary

Task	Description	Estimated Work Effort
1	Kick Off/ Project Start Up	\$7,250.00
2	Gather Existing Data	\$2,250.00
3	Profile Existing Departments (thru Questionnaire responses)	\$9,900.00
3.1	Develop Uniform Space Standards	\$4,100.00
3.2 – 3.5	Departmental Needs Assessments	\$24,500.00
3.6	<u>Master Plan and Implementation Strategy</u>	<u>\$27,000.00</u>
	TOTAL:	\$75,000.00*
	Cost Estimating (Range)	\$7,000 to \$21,000**
	Reimbursable Expenses***	\$9,800.00

*All services are billed at BSW hourly rates for hours actually expended on each Task.

*For this fee, BSW has planned no more than four (4) trips to Burnet County (Burnet and/or Marble Falls) for the purpose of meeting with departments or making presentations to the Commissioners. If additional trips become necessary through no fault of their own, BSW will request additional compensation.

**Cost estimating services (conducted by a professional cost estimator) are provided in a range since we are currently unable to quantify exactly what and how much they are estimating. This range is not included in the total line.

***Study fees quoted do not cover reimbursable expenses related to the project. Reimbursable expenses including travel (to include use of rental cars and fuel in lieu of a personal vehicle), lodging, per diem, printing, and shipping. Personal vehicle mileage will be billed at the current IRS approved rate, currently at 72.5 cents per mile. Reimbursable expenses will be billed monthly at the actual cost without markup.

Exhibit C

BRINKLEY SARGENT WIGINTON ARCHITECTS

BILLING RATES

2024

These are current as of 3/24/2026

<u>TITLE</u>	<u>RATE/hr.</u>
Senior Principal	280.00
Principal	250.00
Senior Programmer	250.00
Project Manager	225.00
Senior Strategic Planner	240.00
Strategic Planner	185.00
Senior Project Designer	240.00
Project Designer	220.00
Senior Project Architect	205.00
Project Architect	165.00
Architectural Designer II	140.00
Architectural Designer I	120.00
Sr. Construction Administrator	230.00
Construction Administrator	185.00
Senior Interior Designer	190.00
Interior Designer	165.00
Administration	95.00

Billing Rates are reviewed by Architects yearly. Rates are subject to adjustment August of each year