

Mata + Garcia Architects LLP

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April 22, 2013

Ms. Leticia H. Saenz, CPPB/Contracts Manager
Mr. Moises Salazar, Buyer III
Hidalgo County Purchasing Department
2812 South Business Highway 281, New Administration Building
Edinburg, Texas 78539

Hidalgo County Precinct No. 4 – San Carlos Community Resource Center

Ms. Saenz:

We submit our revised Scope of Work Outline / Fee Proposal as follows:

Schematic Phase:

01. On-site programming of proposed facility; produce program in booklet format.
02. Review of program requirements with Precinct Administration.
03. Produce two floor plan design concepts based on program.
04. Review floor plan options with Precinct Administration.
05. Make adjustments to selected floor plan based on Precinct Administration comments.
06. Request property survey, topographical survey and soils borings from Pct. Administration
07. Coordinate placement of proposed facility within the property being shared with the proposed Sunflower Park.
08. Coordinate verification of on-site/off-site location of utilities and impact on project.
09. Initial meeting with civil, mechanical, electrical, plumbing and structural engineers to review logistics of selected design.

Design Development Phase:

01. Finalize floor plan, present exterior elevations and proposed construction materials for review and comment by Precinct Administration.
02. Document applicable building codes and apply to selected design. Submit proposed design concepts to local building officials for initial review and comments.
03. Meet with consultants to review initial engineering design layouts, present issues based on existing on-site/off-site conditions and coordinate work between consultants and owner- provided surveys.
04. Structural Engineering: Determine required Design Criteria based on applicable building code. Provide recommendations on most efficient structural system/materials for project. Review architectural plan and provide locations of structural members. Provide recommendations on probable sizes of structural members. Provide recommendations/input on potential conflict areas between Architectural/MEP/Structural. Provide preliminary framing and foundation layout. Provide necessary cost data is required.
05. MEP Engineering: Calculations of energy loads, design to applicable code, recommendation of systems and fixtures, review of architectural drawings to provide recommendations on location of utility spaces, cost data for MEP systems.
06. Civil Engineering: Determine finished grades, contouring of site, determine applicable codes, coordinate detention ponds with placement of facility and support areas, cost estimate of civil engineering work.

07. Review with Precinct Administration preliminary construction costs as provided by each of the consultants as compared to the project budget.

Construction Document Phase:

01. Full A/E Team works on construction documents (approximately 80 sheets of detailed drawings and 1,500 sheets of specifications).
02. Architectural: Overall coordination of project, Specifications, Architectural Site Plans and Details, Floor Plans, Finish Schedules, ADA Compliance, Elevations, Plan Details, Roof Plan and Details, Wall Sections, Building Sections, Reflected Ceiling Plan, Flooring and Fixture Plans, Building Envelope Compliance Report.
03. Structural Engineering: Provide complete structural engineering design of proposed facility. Provide updated progress drawings to design team for coordination. Attend periodic progress meeting with design team. Produce drawings that include General Notes, Typical Details, Foundation Plan, Framing Plan, Foundation Details and Framing Details. Produce and provide structural specifications.
04. Mechanical Engineering: HVAC load calculations. Equipment selection and schedules for mechanical systems. Air distribution duct system design including insulation and balancing/control devices. Exhaust system design for restrooms. Cooking battery analysis and kitchen hood and make-up air system design. Air balance analysis. HVAC control system design and schematics. Mechanical energy compliance report.
05. Electrical Engineering: Electrical service entrance design: Electrical distribution system design. Interior lighting and control system design. Site lighting and control system design. Circuiting of receptacles & power equipment. Schedules for panels and electrical riser diagrams. Connection of all mechanical equipment. Fire alarm system design. Security system rough-in. Telephone/data system rough-in. CATV system rough-in. Electrical energy compliance reports. Additional services available: Intrusion detection system design. Access control system design. Structured cabling system design. Audio Video system design. CATV system design.
06. Plumbing Engineering: Specification of plumbing fixtures. Domestic water system design. Sanitary sewer/vent system design. Grease waste system and interceptor design. Natural gas distribution system design. Kitchen plumbing systems design. Roof storm drainage system (if applicable). Sewer/Vent Isometrics. Mechanical energy compliance report.
07. Civil Engineering: Design of site grading, drainage, access to public utilities, connections to building tie-ins and public access.
08. Meetings are held by the A/E team with Precinct Administration at the completion of 25%, 50%, 75% and 100% stages of the construction documents.
09. Meet with local building officials for final review of A/E interpretation and application of building and energy codes.
10. A final cost estimate is prepared by the A/E Team and presented to the Precinct Administration for review.

Proposal Phase:

01. Coordinate printing and distribution of contract documents to general/sub contractors and local/state/national document distribution agencies. (Printing of construction documents is a reimbursable.)
02. Coordination of A/E team in review of questions presented by general/sub contractors and production of addendums in response to questions posed.
03. Coordinate receipt-of/opening-of/reading-of/ranking-of general contractor's proposals for proposed facility and reviewing proposals with Precinct Administration.
04. Preparing contract for construction.

Construction Phase:

01. Weekly on-site observation of work-to-date and meeting with general/sub contractors.
02. Weekly report on construction progress.
03. Monthly Pct. No. 4 Administration and A/E Team meeting with general contractor to review construction progress to date and contractor payment request and percentage of completion versus project construction timeline.

04. Monthly update, tying project payments to project timeline, percentage of days to date to that of the overall construction timeline.
05. Structural Engineer: Provide periodic jobsite observation visits. Provide site observation reports. Attend periodic construction progress meetings. Review project shop drawings. Review and answer contractor generated RFI's. Review any change order requests. Provide construction punchlist.
06. MEP Engineer: RFI responses. Submittal reviews. Construction site visit observations shall be dispersed strategically throughout the project as follows: under slab, rough-in, above ceiling, punch list, & back punch.
07. Civil Engineer: RFI responses. Submittal reviews. Construction site visit observations shall be dispersed strategically throughout the project.

Project Budget for Precinct No. 4 Community Resource Center:	\$1,300,000.00
A/E Fees: 6.50% of \$1,300,000.00	\$ 84,500.00
Schematic Design Phase 15%	\$ 12,675.00
Design Development Phase 15%	\$ 12,675.00
Construction Document Phase 40%	\$ 33,800.00
Bid Proposal Phase 5%	\$ 4,225.00
Construction Administration Phase 25%	\$ 21,125.00
Total	\$ 84,500.00

If you have any questions, feel free to call.
Thank you!

Hector Rene Garcia
Architect / Partner