



July 31, 2015

Mr. Armando Pompa  
Director of Field Operations  
Hidalgo County Precinct 2  
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San Juan, TX 78589  
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RE: Professional Services Proposal for Palmer Pavilion/Les Gilmore Kitchen Renovations and Upgrades (McAllen, TX)

Mr. Pompa:

I am happy to present this document to you. We have been in communication for the past couple of months regarding this project. As instructed, I am presenting a breakdown of the course of action for this project - phase by phase. My understanding of the overall scope of work is based on different conversations that I have had with you and County Commissioner Eddie Cantu. Please review the following list to make sure that I completely understand what this project is going to entail.

UNDERSTANDINGS AND ASSUMPTIONS:

- The project is located at 301 E. Hackberry Ave. in McAllen, TX
- Hidalgo County will survey, subdivide, and re-plat as needed
- Hidalgo County will provide the property survey that includes metes & bounds, setbacks, utilities, and right-of-ways.
- Proposal includes Architectural, Landscaping, Structural, and MEP Engineering services \*
- Proposal excludes Civil Engineering, Demolition, and Abatement services
- Proposal excludes Soil Testing and Environmental Testing
- Palmer Pavilion shall be repurposed into the following:
  - Indoor Baseball training facility with batting cages and other drill areas
  - Indoor waiting/viewing areas
  - Restrooms & storage space for the Baseball training center
  - Dedicated indoor spaces for Senior Citizens, including recreation and meeting areas
  - Restrooms & storage space for the Senior Citizen area(s)
- Les Gilmore Kitchen scope of work includes:
  - Complete redesign of the entire kitchen
  - Include code compliant cooking spaces
  - Include sanitary food preparation areas
  - Include exterior seating/picnic area(s)
- Cost Assumptions:
  - Cost of Construction shall be: \$ 820,000
  - \*A/E fees shall Stipulated Sum of: \$ 55,000
  - Contingency Earmark shall be: \$ 25,000
  - OVERALL PROJECT COST \$ 900,000

**PHASE-BY-PHASE BREAKDOWN:**

**Schematic Design:**

Stipulated Sum Fee of \$ 8,250

Rendered Site Plan  
Floor Plans of Amenities  
Area Tabulations  
Preliminary Code Review  
Elevation Concepts

Based on Owner provided property survey and project information, I will prepare a conceptual design package that I will present to Hidalgo County Precinct Two personnel. Based on Owner comments I will incorporate five (5) revisions as part of this phase. When overall concept is agreed upon, I will provide preliminary code analysis, area calculations, and cost estimate.

**Design Development:**

Stipulated Sum Fee of \$ 11,000

Based on the approved schematic design and review of meetings to be held with Hidalgo County Precinct Two personnel, I will prepare a design development CADD package to be used for preliminary pricing for the project. The package will include four detailed building sections, dimensioned building floor plan, site plan, preliminary Structural and MEP Drawings and an outline specification for the approved concept to follow any revisions or value engineering as per our meetings and discussions with the Owner. If design adjustments need to be made to meet the budget objectives, we will provide five (5) revisions to this package within basic services upon request by the Owner. We will also provide the Architectural Site Plan and progress Civil Engineering plans to the City of McAllen Planning and Engineering Departments for Site Plan approval. I will conduct a project design review meeting with the City of McAllen Inspections and Fire Department to assure code compliance and Fire Department access requirements.

**Construction Documents:**

Stipulated Sum Fee of \$ 24,750

Based on approved design development drawings, Sam Garcia Architect LLC will prepare construction documents for the project as required for the permitting and construction of the project. The construction documents will include the following:

- ➔ Architectural, Landscaping, Structural, and MEP Engineering plans and specifications for the purpose of final pricing, permitting, and construction of the project.

Sam Garcia Architect LLC will assist the Owner in obtaining proposals for Owner direct vendors or consultants if request on an additional hourly basis. Please note: No additional services will be provided without the prior written consent from Hidalgo County Precinct Two personnel.

**Bidding & Negotiation + Construction Administration:**

Stipulated Sum Fee of \$ 11,000  
(Based on a 6 month construction schedule)

Sam Garcia Architect LLC will provide the following minimum construction phase services within the base contract agreement. Refer to Additional Services for optional construction phase services to be provided on an as requested hourly fee basis.

- Assist the Owner in the coordination of the Bid process.
- Prepare and post invitation to Bidders, addendums (if needed) and evaluation of Bids.
- Participate in Pre-bid Conference
- Participate in a pre-construction conference with the contractor and project team

- Participate in twenty-four (24) site visits during the construction of the project and prepare and follow up field reports with photographic documentation.
- Review specified shop drawings and submittals.
- Submit plans required for State accessibility plan review.
- Issue Architect's Supplemental Instructions as response to General Contractor's RFI's as needed.
- Review and approve contractor submitted pay applications and change orders.
- Prepare a final project punch list and provide five (5) follow-up inspection reviews.
- Issue a certificate of substantial completion.
- Mileage expenses throughout Hidalgo County are included as part of the basic fee services.

**Additional Services:**

Hourly Fee Schedule or Separate Proposal

The following additional services are excluded from the basic services fee proposal and may be provided as an additional hourly fee on an as required basis or by separate proposal once a scope of work is defined:

- Significant design revisions following previous phase approvals or substantial completion of construction documents, which are not due to design errors or omissions.
- Revisions related to state accessibility review and inspection reports.
- Preparations of as-built record drawings.
- Furniture plans.
- Value Engineering and review of alternate materials submitted by the Contractor.
- Additional construction phase project meetings, field reports, and contractor correspondence.

**Hourly Fee Schedule:**

Architectural services listed as hourly or construction in addition to the basic services listed above will be completed per our standard hourly fee schedule below or separate proposal:

Principal	\$145.00
Engineer and Associate	\$105.00
Technical Assistant	\$ 65.00
Clerical	\$ 35.00

**Agreement:**

If the terms of this proposal and the attached General Terms and Conditions meet with your approval, please return a signed original of this agreement to serve as authorization to proceed with services. Thank you again for the opportunity to submit this proposal.


Submitted by:

Accepted by:




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Sam Garcia AIA  
Principal  
Sam Garcia Architect LLC




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Mr. Armando Pompa  
Director of Field Operations  
Hidalgo County, Precinct 2

8/4/15  
Date