



THE WARREN GROUP ARCHITECTS, INC.
1801 South 2nd Street, Ste. 330 McAllen, TX 78503

May 18, 2015

Mr. Armando Pompa
Director of Field Operations
Hidalgo County Precinct 2
4011 Veterans Blvd.
San Juan, Texas 78589
Phone: 956. 787.1891 (o)
956. 537.9448 (c)
Armando.Pompa@co.hidalgo.tx.us

Re: Professional Services Proposal
8,000 S.F. County Wide Service Shop
Pharr, Texas 78577

Dear Mr. Pompa:

I enjoyed meeting you and your team and appreciate the tour of the Holt Caterpillar Facility. The Warren Group Team appreciates the opportunity in providing you with our services to provide you with Construction Documents for the 8,000 S.F. – Service Facility. This proposal is based on the following understandings and assumptions and if you wish to make any revisions to the assumptions we have made, I would be happy to adjust our proposal accordingly.

UNDERSTANDINGS AND ASSUMPTIONS:

- This proposal is based on the comments on meeting held last Thursday, May 14, 2015.
- The location of the building is to be determined within the limits of Hidalgo County.
- The Approximate Site area is to be provided.
- The Service Shop Building area is 8,000 S.F. with two added 40' long canopies.
- The Building will be designed as a Pre-engineered Metal Building with Insulated Metal Building Panels and cross access configuration
- The Building structure will have a minimum clear height of 35' to the underside of Steel structure.
- The Shop area will be equipped with spot cooling, radiant heating and Industrial grade fans.
- The structure of the main bay of the Shop will be provided with a 3000 pound capacity crane.
- The building will be provided with compressed air loop and water lines to the service areas.
- The building will include administration office and a break room for staff.
- This proposal includes Topography, Utility Survey, Architectural, Landscaping, Structural, Mechanical, Electrical and Plumbing Engineering Services.
- This proposal excludes Civil Engineering services at this time. Once the location and size of the property is determined, we will happy to add this service to our proposal.
- Hidalgo County will survey, subdivide, and re-plat as needed and will provide TWG with a copy of the survey for this portion of the project to include meets and bounds, setbacks, utilities, and right of ways.
- This proposal includes a preliminary Opinion of Probable Cost for the project.
- The proposed Construction Budget is to be determined.
- Our team will provide as part of this base fee proposal up to two (2) plan revisions.
- Once the site and size of the property is determined, Hidalgo County is to provide us with a copy of a Meets and bounds and Utility Survey.
- This proposal excludes Soil Testing and Environmental Testing.
- This proposal excludes environmental testing.

956 . 994 . 1900 956 . 994 . 1962 FAX

TOPOGRAPHY AND UTILITY SURVEY:

Stipulated Sum Fee of \$2,500.

SCHEMATIC DESIGN:

Stipulated Sum Fee of \$3,450.

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

Based on Owner provided property survey and project information, The Warren Group will prepare a Conceptual Floor Plan and Site Plan and will meet with the Hidalgo County, Field Operations Department to review the preliminary plan and based on Owner comments will incorporate one revision as part of this fee. Based on owner discussion and approved floor/site plan, The Warren Group will prepare a proposed concept front elevation for all the building structures, review for initial code and City Ordinance compliance and provide area tabulation for the various main portions of the building.

DESIGN DEVELOPMENT:

Stipulated Sum Fee of \$8,624.

Based on the approved schematic design and review of meetings to be held with The Hidalgo County, Field Operations Department, The Warren Group will prepare a design development CADD package to be used for preliminary pricing of the project. This package will include four detailed building elevations; two typical 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 one revision 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 Edinburg Planning and Engineering Departments for Site Plan approval. Our team will conduct a project design review meeting with the City of Edinburg Inspections and Fire Department to assure code compliance and Fire Department access requirements.

CONSTRUCTION DOCUMENTS:

Stipulated Sum Fee of \$17,248.

Based on approved design development drawings, The Warren Group 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, Mechanical, Electrical and Plumbing Engineering plans and specifications for the purpose of final pricing, permitting and construction of the project.
- Structural Engineering documents will include slab-on-grade foundation, Anchoring plans, framing for the cranes and associated foundation and framing details based on owner provided geotechnical soils report of the building design development package. Structural design will include: the footing design for one monument sign, light poles and a dumpster enclosure.

The Warren Group will assist the Owner in obtaining proposals for Owner direct vendors or consultants if requested on an additional hourly fee basis. Please note: No additional services will be provided without the prior written consent from the Hidalgo County, Field Operations Department.

BASE CONSTRUCTION PHASE SERVICES:

Stipulated Sum Fee of \$8,624.
(Based on a 6 month construction schedule)

The Warren Group 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 a Pre-bid Conference.
- Participate in a pre-construction conference with the contractor and project team.
- Participate in twelve (12) project construction meetings during the construction of the project and prepare follow up meeting notes.
- Conduct twelve (12) 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 for required state accessibility plan review.
- Issue Architect's Supplemental Instructions as response to General's Contractor's RFI's as needed.
- Review and approve contractor submitted pay applications and change orders.
- Prepare a final project punch list and provide one (1) follow-up inspection review.
- Issue a certificate of substantial completion.
- Mileage expenses throughout the Rio Grande Valley 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.
- Preparation 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 requested in addition to the basic services listed above will be completed per our standard hourly fee schedule below or by separate proposal:

Principal	\$145.00
Engineer and Associate	\$105.00
Intern Architect	\$90.00
Technical Assistant	\$65.00
Clerical	\$35.00

REIMBURSABLE EXPENSES:

All reimbursable expenses associated with these services shall be invoiced as they are incurred at 1.10 times the actual cost. These expenses are in addition to the Architectural fees associated with the services performed. Such expenses may be travel expense, mileage (.505/mile), computer plotting, printing, photographs, reproduction work, photocopies, postage, delivery, long distance telephone calls, facsimile transmissions, parking, Engineering Consultants fees, etc.

In House Plot/Print Rates:

Computer Plots	
Large scale prints - 30"x42" Black & white laser copies	\$ 7.00/each
24" x 36" Black & white laser copies	\$ 3.50/each
11"x17" Original color prints	\$ 15.00/each
11"x17" Black & white prints	\$ 3.00/each