

**WORK AUTHORIZATION NO. 1**

**PROJECT: Precinct Four Hutto Office Finish Out**

This Work Authorization is made pursuant to the terms and conditions of the Agreement for Architectural and Engineering Services, being dated **January 30, 2019** and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and **MWM Design Group** (the "A/E").

Part 1. The A/E will provide the following Architectural and Engineering Services set forth in Attachment "B" of this Work Authorization.

Part 2. The maximum amount payable for services under this Work Authorization without modification is **\$50,000.00**.

Part 3. Payment to the A/E for the services established under this Work Authorization shall be made in accordance with the Contract.

Part 4. This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on **December 31, 2019**. The Architectural and Engineering Services set forth in Attachment "B" of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

Part 6. County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Work Authorization. A/E understands and agrees that County's payment of amounts under this Work Authorization is contingent on the County receiving appropriations or other expenditure authority sufficient to allow the County, in the exercise of reasonable administrative discretion, to continue to make payments under this Contract. It is further understood and agreed by A/E that County shall have the right to terminate this Contract at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may effect such termination by giving written notice of termination to A/E.

Part 7. This Work Authorization is hereby accepted and acknowledged below.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

A/E:

MWM Design Group

By:   
Signature

Julia Harrod  
Printed Name

President  
Title

COUNTY:

Williamson County, Texas

By: \_\_\_\_\_  
Signature

Bill Gravell, Jr.  
Printed Name

Williamson County Judge  
Title

LIST OF ATTACHMENTS

Attachment A - Services to be Provided by County

Attachment B - Services to be Provided by A/E

Attachment C - Work Schedule

Attachment D - Fee Schedule

## **Attachment A - Services to be Provided by County**

Williamson County will provide a Project Manager and any requested data that is in the County's control.

**Attachment B - Services to be Provided by A/E**

Please see next pages.



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TBAE Firm Registration No.: 1452  
TBPE Firm Registration No.: F-1416  
TBPLS Firm Registration No.: 10065600

Date: 28 February 2019  
Subject: Professional Services Agreement  
Project: 321 Ed Schmidt Boulevard Suite 200 Finishout  
Owner: Williamson County  
Contact: Tom Stanfield, Project Manager  
512.943.1636  
Address: Williamson County  
3101 SE Inner Loop  
Georgetown, Texas 78626

Enclosures: Attachment A: Breakdown of Fees  
Attachment B: Encotech Proposal  
Attachment C: Jose I. Guerra Proposal

Williamson County (Owner) has requested a proposal from MWM DesignGroup and its subconsultants for interior renovations within an existing ground-floor office space occupied by Owner at 8700, consisting of the conversion of an existing lab space into shower and locker rooms and modifications to an existing video wall and adjacent office space. Projected construction budget is on the order of \$250,000, with the scope and fee referenced in this proposal being projected accordingly.

#### **SUMMARY OF PROFESSIONAL SERVICES**

All professional services will be provided by MWM in accordance with the General and Supplemental Terms and Conditions of the Agreement, clarified as follows:

##### TDLR

The project is required to be reviewed and inspected by a State Licensed Registered Accessibility Specialist (RAS). Fees for TDLR review are the responsibility of the owner. Fees can range from approximately \$900-\$1200, subject to change by RAS. MWM can advise on selection of RAS and will coordinate with RAS for design plan review and inspection.

##### Schematic Design Phase

Upon NTP, MWM shall work with Owner to determine a preferred preliminary design for the finishout of the 1,500 sf shell space and on the basis thereof complete Schematic Design documents, including plans and specifications, for the project. One formal submittal of documents will be made at the end of Schematic Design Phase (30% Design Phase). This phase includes not more than two formal meetings with project stakeholders. This phase includes a cost estimate on the basis of parametric cost data. The Schematic Design submittal will not include detailed structural, mechanical, electrical, or plumbing design.

It is anticipated that SD phase will take 30 (calendar) days exclusive of the timeline for Owner review of the 30% submittal.



### Design Development

One formal submittal of documents for Owner review shall be made at the conclusion of the Design Development Phase (60% Design Phase). The submittal shall include a project manual and drawings from all disciplines, including structural and mechanical, electrical, and plumbing engineers.

This phase includes not more than two formal meetings with project stakeholders. This phase includes an updated cost estimate.

### Construction Documents

Two formal submittals of documents for Owner review shall be made during the Construction Documents Phase, nominally at 90% and 100% completion of the design, for QA/QC review and coordination with the procurement documents. The submittals shall include a project manual and drawings.

This phase includes an updated cost estimate. This phase includes not more than two formal meetings with project stakeholders.

It is anticipated that CD phase will take 45 (calendar) days exclusive of the timeline for Owner reviews of the 90% and 100% submittals.

### Permitting

This proposal includes preparation and submittal of applications and supporting documentation for building and site plan correction. This proposal does not include payment of permit fees nor does it include as basic services processing of waivers, variances, or requests for alternative compliance.

For this project compliance with applicable laws, rules and regulations is understood to include securing regulatory approval for building improvements from the City of Hutto, as follows:

#### Building Permit

1. Prepare and submit commercial review package.
2. Review, distribute, and assist with comments issued by commercial reviewers. Maximum of 2 updates allocated for this proposal of services.
3. Pick up and pay for approved plans and permit.
4. Distribute approved plans and permit to team.

Permit and review fees are not included in this proposal.

### Bid and Award Phase Service

This proposal assumes the project will be bid in one package. This proposal presumes not more than one project pre-bid conference meeting, in total, will be scheduled for this phase.



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### Construction Phase Services

MWM will perform basic construction administration services. This proposal includes not more than eight bi-weekly project construction meetings, site visits, site observations, and walkthroughs, in total, which will be scheduled for this phase at times and locations to be agreed upon by MWM and Owner, including meetings more specifically described elsewhere (e.g. preconstruction conference and progress meetings). MWM shall arrange the presence of other members of the design team (e.g. civil, structural, and MEP engineers) only at those site visits relevant to their individual design responsibilities: not all members of the design team will be present at all site visits and meetings.

Site visits and site observations will be conducted in conjunction with project construction meetings, for the purposes of confirming that the contractor is proceeding in ostensible compliance with the approved Construction Documents. Periodic reports will be issued by MWM only for the sites visited, although MWM may issue at its discretion supplemental memoranda and observation reports.

This proposal presumes a total construction duration of not more than 3 months.

### Post-Construction Phase Services

For the project, MWM will perform the following Post-Construction phase services. This proposal presumes not more than one project post-construction meeting, in total, will be scheduled for this phase or as otherwise requested by Owner.



**SCHEDULE OF COMPENSATION**

The project shall be invoiced on the following basis.

	MWM DesignGroup		Subconsultants		Subtotal by Phase	
	Hours	Fee	Hours	Fee	Hours	Fee
Schematic Design	19.00	\$ 2,295.00		\$ -		\$ 2,295.00
Design Development	27.00	\$ 3,145.00		\$ 7,136.50		\$ 10,281.50
Construction Documents	42.00	\$ 5,440.00		\$ 4,526.50		\$ 9,966.50
Bid-Award-Execution	4.50	\$ 697.50		\$ 1,685.00		\$ 2,382.50
Construction Phase	32.50	\$ 4,727.50		\$ 2,095.00		\$ 6,822.50
Post-Construction Phase	6.00	\$ 930.00		\$ 3,055.00		\$ 3,985.00
<b>TOTALS</b>	<b>131.00</b>	<b>\$ 17,235.00</b>		<b>\$ 18,498.00</b>		<b>\$ 35,733.00</b>
Reimbursible Expenses (Allowance)		\$ 1,000.00		\$ -		\$ 1,000.00

Invoices will be issued monthly (or as project conditions dictate) consistent with the percentage of the work completed, in accordance with ARTICLE 5 of the prime agreement.

Reimbursable Allowance is designated in accordance with EXHIBIT E of the prime agreement. The Reimbursable Allowance shall specifically apply to the printing, binding, and publication of the Deliverables prepared under this proposal, up to the value of the allowance.

**ADDITIONAL SERVICES**

Any and all additional services will require written consent by both parties and will be billed at the hourly rates cited in the A/E Professional Services Agreement.

**ASSUMPTIONS**

This proposal has been prepared in accordance with the following assumptions, made in good faith, in conjunction with conversations with Client. Should any of these assumptions be proven invalid, additional services or contract modifications may be required.

1. Contractor will be responsible for obtaining the necessary trade permits associated with all permitted work.
2. All permit timelines and requirements are subject to change at the time of permit submittal based on city requirements.
3. Permit application and submittal process does not guarantee the final issuance of permit and is ultimately the decision of the department governing the review.

**EXCLUDED SERVICES**

Services that are not provided for in this Agreement specifically include but are not limited to: hazardous building material assessments; hazardous building material abatement plans; professional services pertaining to LEED registration; processing of waivers and/or variances; and professional services other than as are specifically enumerated under SUMMARY OF PROFESSIONAL SERVICES above. Such services may be performed as Additional Services to this Agreement, if authorized by Client.



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#### RESPONSIBILITY OF OTHERS

In accordance with accepted professional practice it is the responsibility of Client to provide the design team with complete and accurate information concerning known existing physical and legal conditions of the site that are beyond the scope of the professional engineering services described in this document. Concealed existing conditions may materially alter the scope of the project in a manner not provided for in this contract. Likewise, active or pending legal disputes involving property ownership, environmental status, governmental or departmental jurisdiction, prior permits, or similar matters may complicate the project in a manner that could not reasonably be anticipated at this time. Any change to the scope of the project required by such conditions as are listed above, or any duplication of services necessitated thereby, may be considered grounds for contract modification or an additional services Agreement.

#### TEXAS BOARD OF ARCHITECTURAL EXAMINERS

The Texas Board of Architectural Examiners, 8213 Shoal Creek Boulevard, Suite 107, Austin, Texas 78758, telephone (512) 458-1363, has jurisdiction over individuals licensed under the Architectural Registration Law, Texas Civil Statutes, Article 249a.

Approved:

A handwritten signature in blue ink, appearing to read 'W.O. [unclear]', is written over a horizontal line.

7 Feb 2019

MWM DesignGroup, Inc.

Date

**MWM DesignGroup Fee Calculation**

Page Attachment A: Page 1 of 7

Date 2/28/2019

Subprojec 321 Ed Schmidt Boulevard Suite 200

**MWM DesignGroup Billable Rates**

Labor Categories					
PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN
\$290.00	\$210.00	\$155.00	\$125.00	\$90.00	\$75.00

**Professional Fees per Phase (see attached Backup)**

	MWM DesignGroup		Subconsultants		Subtotal by Phase	
	Hours	Fee	Hours	Fee	Hours	Fee
Schematic Design	19.00	\$ 2,295.00		\$ -		\$ 2,295.00
Design Development	27.00	\$ 3,145.00		\$ 7,136.50		\$ 10,281.50
Construction Documents	42.00	\$ 5,440.00		\$ 4,526.50		\$ 9,966.50
Bld-Award-Execution	4.50	\$ 697.50		\$ 1,685.00		\$ 2,382.50
Construction Phase	32.50	\$ 4,727.50		\$ 2,095.00		\$ 6,822.50
Post-Construction Phase	6.00	\$ 930.00		\$ 3,055.00		\$ 3,985.00
<b>TOTALS</b>	<b>131.00</b>	<b>\$ 17,235.00</b>		<b>\$ 18,498.00</b>		<b>\$ 35,733.00</b>
Reimbursible Expenses (Allowance)		\$ 1,000.00		\$ -		\$ 1,000.00

**Primary Subconsultant Fees per Phase (see attached Backup)**

	Jose Guerra		Encotech		Subtotal by Phase	
	Hours	Fee	Hours	Fee	Hours	Fee
Schematic Design		\$ -		\$ -		\$ -
Design Development		\$ 2,136.50		\$ 5,000.00		\$ 7,136.50
Construction Documents		\$ 1,026.50		\$ 3,500.00		\$ 4,526.50
Bld-Award-Execution		\$ 185.00		\$ 1,500.00		\$ 1,685.00
Construction Phase		\$ 1,295.00		\$ 800.00		\$ 2,095.00
Post-Construction Phase		\$ 555.00		\$ 2,500.00		\$ 3,055.00
<b>TOTALS</b>		<b>\$ 5,198.00</b>		<b>\$ 13,300.00</b>		<b>\$ 18,498.00</b>
Reimbursible Expenses (Allowance)		\$ -		\$ -		\$ -

MWM DesignGroup Fee Calculation

Page Attachment A: Page 2 of 7

Date 2/28/2019

Subproject 321 Ed Schmidt Boulevard Suite 200

TASK DESCRIPTION	INCLUDED AS BASIC SERVICES	PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN	TOTAL
<b>Design Phase Services - Schematic Design</b>								
Attend each project design meeting (2 meetings)	Y	0.00	0.00	4.00	0.00	0.00	0.00	4.00
Investigate alternatives, question assumptions and research approaches to optimize building performance (Integral with preparation of schematic design)	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
Completion and documentation of Internal QA/QC review and response	Y	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Prepare, for approval by the OWNER, Schematic Design Documents	Y	0.00	0.00	1.00	0.00	8.00	0.00	9.00
Prepare preliminary specifications for the OWNER's review	Y	0.00	0.00	1.00	0.00	2.00	0.00	3.00
<b>Hours Subtotal</b>		0.00	0.00	9.00	0.00	10.00	0.00	19.00
<b>Subtotal (hours * rate)</b>		\$ -	\$ -	\$ 1,395.00	\$ -	\$ 900.00	\$ -	\$ 2,295.00

**MWM DesignGroup Fee Calculation**

Page Attachment A: Page 3 of 7

Date 2/28/2019

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TASK DESCRIPTION	INCLUDED AS BASIC SERVICES	PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN	TOTAL
<b>Design Phase Services - Design Development</b>								
Attend each project design meeting	Y	0.00	0.00	4.00	0.00	0.00	0.00	4.00
Prepare for OWNER's approval, Design Development Documents	Y	0.00	0.00	4.00	0.00	12.00	0.00	16.00
Prepare detailed specifications and to the OWNER for review	Y	0.00	0.00	1.00	0.00	4.00	0.00	5.00
Prepare Class B Opinion of Probable Construction Cost	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
<b>Hours Subtotal</b>		0.00	0.00	11.00	0.00	16.00	0.00	27.00
<b>Subtotal (hours * rate)</b>		\$ -	\$ -	\$ 1,705.00	\$ -	\$ 1,440.00	\$ -	\$ 3,145.00

**MWM DesignGroup Fee Calculation**

Page Attachment A: Page 4 of 7

Date 2/28/2019

Subprojec 321 Ed Schmidt Boulevard Suite 200

TASK DESCRIPTION	INCLUDED AS BASIC SERVICES	PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN	TOTAL
<b>Design Phase Services - Construction Documents</b>								
Attend each project design meeting	Y	0.00	0.00	4.00	0.00	0.00	0.00	4.00
Assist OWNER with selection of colors for finishes, furniture, equipment, etc.	Y	0.00	0.00	4.00	0.00	0.00	0.00	4.00
Investigate alternatives, question assumptions and research approaches to optimize building performance	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
prepare Construction Documents in compliance with the OWNER's requirements	Y	0.00	0.00	2.00	0.00	12.00	0.00	14.00
Record the major proceedings of each meeting with TDLR and submit reports	Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Furnish five sets of Construction Documents at two intervals for OWNER review	Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepare Class A Opinion of Probable Construction Cost	Y	0.00	0.00	4.00	0.00	0.00	0.00	4.00
Make final modifications and corrections to Construction Documents	Y	0.00	0.00	2.00	0.00	2.00	0.00	4.00
Building Permit processing	Y	0.00	0.00	8.00	0.00	0.00	2.00	10.00
Furnish Bid Documents to OWNER at least 14 days prior to advertisement	Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Hours Subtotal</b>		0.00	0.00	26.00	0.00	14.00	2.00	42.00
<b>Subtotal (hours * rate)</b>		\$ -	\$ -	\$ 4,030.00	\$ -	\$ 1,260.00	\$ 150.00	\$ 5,440.00

**MWM DesignGroup Fee Calculation**

Page Attachment A: Page 5 of 7

Date 2/28/2019

Subprojec 321 Ed Schmidt Boulevard Suite 200

TASK DESCRIPTION	INCLUDED AS BASIC SERVICES	PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN	TOTAL
<b>Bid-Award-Execution Phase Services</b>								
Participate in or conduct a pre-bid conference	Y	0.00	0.00	1.50	0.00	0.00	0.00	1.50
Prepare addenda	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
Attend bid opening	Y	0.00	0.00	1.00	0.00	0.00	0.00	1.00
<b>Hours Subtotal</b>		0.00	0.00	4.50	0.00	0.00	0.00	4.50
<b>Subtotal (hours * rate)</b>		\$ -	\$ -	\$ 697.50	\$ -	\$ -	\$ -	\$ 697.50

MWM DesignGroup Fee Calculation

Page Attachment A: Page 6 of 7

Date 2/28/2019

Subprojec 321 Ed Schmidt Boulevard Suite 200

TASK DESCRIPTION	INCLUDED AS BASIC SERVICES	PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN	TOTAL
<b>Construction Phase Services</b>								
Attend and draft complete minutes of each project construction meeting	Y	0.00	0.00	16.00	0.00	0.00	0.00	16.00
Participate in and document the proceedings of the preconstruction conference	Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Visit the site to observe the progress and quality of the work	Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Review and evaluate the Contractor's Applications for Payment	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
Respond within 7 days to all requests for information, claims, disputes...	Y	0.00	0.00	4.00	0.00	0.00	0.00	4.00
Review, approve, or take other appropriate action upon Contractor submittals	Y	0.00	0.00	4.00	0.00	0.00	2.00	6.00
Within twenty-four (24) hours of the OWNER's inspection, provide punchlist	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
Prepare and issue a certificate of Substantial Completion within 3 days	Y	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Make an on-site review within 7 days of notice of final completion	Y	0.00	0.00	1.50	0.00	0.00	0.00	1.50
<b>Hours Subtotal</b>		0.00	0.00	30.50	0.00	0.00	2.00	32.50
<b>Subtotal (hours * rate)</b>		\$ -	\$ -	\$ 4,727.50	\$ -	\$ -	\$ 150	\$ 4,727.50

**MWM DesignGroup Fee Calculation**

Page Attachment A: Page 7 of 7

Date 2/28/2019

Subprojec321 Ed Schmidt Boulevard Suite 200

TASK DESCRIPTION	INCLUDED AS BASIC SERVICES	PRINCIPAL	SR PROJECT MANAGER	LICENSED PROF II	ARCH SUPPORT STAFF II	ARCH SUPPORT STAFF I	TECHNICIAN	TOTAL
<b>Post-Construction Phase Services</b>								
Attend and draft complete minutes of each project post-construction meeting	Y	0.00	0.00	2.00	0.00	0.00	0.00	2.00
Assist and represent the OWNER with malfunctions or deficiencies of the Work	Y	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Require subconsultants to provide assistance as stipulated in the approved RAP	Y							0.00
Perform an on-site review of the Work at one year anniversary of completion	Y	0.00	0.00	1.50	0.00	0.00	0.00	1.50
Prepare list of items needing correction and direct the Contractor to resolve them	Y	0.00	0.00	1.00	0.00	0.00	0.00	1.00
After determining that deficiencies have been corrected, notify OWNER	Y	0.00	0.00	0.50	0.00	0.00	0.00	0.50
<b>Hours Subtotal</b>		<b>0.00</b>	<b>0.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>
<b>Subtotal (hours * rate)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 930.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 930.00</b>



ENGINEERING CONSULTANTS

ATTACHMENT B

*We shape the world you live in.*

March 1, 2019

Owen Harrod  
Senior Project Architect, MWM Design Group  
305 East Huntland Drive  
Austin, TX 78752

P: (512) 453-0767  
E: owenh@mwmdesigngroup.com

**Re: Williamson County Commissioner Office Fit-Out — Hutto, TX**  
Mechanical, Electrical, and Plumbing Engineering and Design Services  
Commercial Office Building

Dear Owen,

Encotech Engineering Consultants, the "Engineer," is pleased to submit this proposal for services on the above referenced project to MWM Design Group, the "Client."

#### SCOPE

Williamson County Commissioner Office Fit-Out, the "Project," consists of Mechanical, Electrical and Plumbing Engineering scope for an office fit out, approximately 1,500 SF in size, located in Hutto, TX. The construction of the Project is estimated to cost \$150,000. The estimated Project schedule includes three (3) months for design and three (3) months for construction.

#### BASIC SERVICES

Basic Services include engineering and design services to prepare design documents. **Basic Services** shall include:

1. Coordination with the Client to determine project requirements.
2. Review of the Client's drawings and advise the Client on any engineering-related issues and requirements.
3. Perform engineering calculations and design.
4. One (1) pre-design site visits to confirm the accuracy of the existing drawings, if available. This same site visit will be used to document the nameplate data, system types, condition, capacities, etc. of the existing electrical and plumbing systems and equipment. It is understood that the space is currently not served by existing Mechanical.
5. Attend periodic design coordination meetings not to exceed two (2), each approximately one (1) hour in duration attended by one (1) ENCOTECH Project Manager.
6. Plumbing Design shall include:
  - a. Water and Wastewater piping load analysis, sizing, layout and riser diagrams.
  - b. Condensate piping design.
  - c. Plumbing details as necessary.
7. Mechanical Design shall include:
  - a. Zonal load analysis, sizing and scheduling of HVAC equipment based on zoning.
  - b. Design of ductwork.
  - c. Design and location of air registers, grills and temperature sensors.
  - d. HVAC details as necessary.
8. Electrical Design shall include:
  - a. Lighting and power outlet layout and circuiting.
  - b. Circuit design for special electrical equipment.
  - c. Load analysis and wire sizing (originating from existing panel dedicated for demised space with spare capacity).
  - d. Electrical details as necessary.
9. Make plan revisions via one (1) comprehensive set of comments as required by Owner.

10. Make plan revisions via one (1) comprehensive set of comments as required by the local Jurisdiction during the City of Hutto, TX building plan review.
11. Provide the following deliverables:
  - a. Drawings in PDF format for the phases described below.
  - b. Specifications as notes on drawings.

PHASE	DRAWINGS	PERMITTED USE
Construction Drawings and Specifications	60% Permit	Coordination Permit
Bidding and Negotiations	100% Addenda	Bidding & Construction Bidding & Construction

#### LIMITED CONSTRUCTION PHASE SERVICES

1. Review of those submittals identified in the Engineer's specifications.
2. Respond to Request for Information (RFI) documents.
3. Review shop drawings and submittals as requested by the Client.
4. Perform periodic site observation visits not to exceed two (2) MEP site observation visits and two (2) Structural site observation visits. Provide written reports to the Client.
  - a. Reports shall list items observed which are not in compliance with the Contract Documents.
  - b. All reports shall be directed to the Client for Contract Administration.
  - c. Site visits will not be continuous nor exhaustive.
  - d. Site visits are not intended to be for generating contractor completion lists, but are for review of completed work to notify the Client against non-compliant work to the degree possible with limited reviews. The Engineer is not responsible for the Contractor's performance of the work. The Contractor is responsible for any deviation from the Contract Documents.
  - e. The Engineer shall not be responsible for the construction means, methods, techniques, sequences or procedures, safety precautions and programs.
  - f. The Engineer shall not be responsible for the acts or omissions of the Contractor, or any Subcontractors, or any of the Contractor's or Subcontractor's agents or employees, or any other persons performing any of the Work.

#### ASSUMPTIONS AND CONDITIONS

The scope of work services presented herein and associated fee amounts are based upon the Engineer's understanding of the proposed development. Changes in the project that affect the underlying contract assumptions may impact the required professional service fee.

Accordingly, the Engineer wishes to inform the Client and/or Owner that this proposal is based on the following documents, assumptions and conditions:

1. Scope described herein is based on email with concept plan attachment from MWM Design Group ("MWM") dated 2/25/19, scope clarification email from MWM on 2/26/19, as well as phone conversation between Owen Harrod (MWM) and Patrick Morrissey (ENCOTECH) on 2/27/19.
2. Compensation shall be adjusted upwards if the area of work square footage increases.
3. We understand that the project will not be a LEED project and will have no design considerations towards achieving LEED certifications or other sustainability certifications.
4. New air-conditioning system shall be limited to a single, standard Split DX system.
5. It is assumed that all existing building utilities are in good working condition and will not need any testing or upgrades.
6. The existing shell space has the adequate electrical and plumbing utilities. Existing panel is assumed to have sufficient capacity to accommodate any fit-out scope described herein, and that including spare breakers for future office equipment, etc is not required. Upgrades to utilities shall be considered as Additional Services.
7. It is understood that MWM will handle coordination with the future tenant; ENCOTECH will provide input as required but attendance to coordination sessions will not be required by ENCOTECH.
8. Project will be designed, filed, and constructed as a single package.
9. MEP drawings will be prepared in AutoCAD.

**COMPENSATION**

The lump sum fee to provide Basic and Limited Construction Services shall be:

<b>PHASE DESCRIPTION</b>	<b>MEP</b>
60% Construction Drawings and Specifications	\$5,000.00
95% Construction Drawings	\$3,500.00
100% Construction Drawings	\$1,500.00
Bidding and Negotiations	\$800.00
Construction Administration	\$2,500.00
<b>TOTAL</b>	<b>\$13,300.00</b>

**REIMBURSABLE**

Reimbursable expenses shall be invoiced at direct cost. These include, but are not limited to:

1. Reproduction of documents
2. Expedited shipping, mailing, courier expenses
3. Testing and Measurements
4. Mileage outside the Austin area
5. Travel expenses such as vehicle rental, airfare, meals and lodging

**ADDITIONAL SERVICES**

It is recognized that certain elements within the scope of engineering work cannot be accurately predetermined or controlled entirely by the Engineer. Therefore, such engineering work will be performed as Additional Services. Refer to Attachment B for Hourly Rates related to Additional Services effort.

The Engineer will perform Additional Services only with written approval and agreement by the Client. Such work may include but not limited to:

1. Major revisions to work product once initially approved by the Client/Owner.
2. Redesign and drawing revisions due to change of scope after the Issuance of Construction Drawings and Specifications.
3. Changes or increases in Project Scope or Scope of Engineering Services resulting from project Assumptions and Conditions as defined in the proposal which prove to be incorrect.
4. Any additional work not specifically included in this Scope of Services.
5. Work required by the enactment or revisions of codes, laws or regulations after the preparation of documents.
6. Work resulting from corrections or revisions required because of errors or omissions in construction by the contractor or subcontractors.
7. Work associated with the preparation of as-built drawings.
8. Value Engineering Services.
9. Tenant Finish-Out design, drawings, and coordination.
10. Building Commissioning.
11. Design for LEED or other sustainability certification.
12. Energy Modeling.

**EXCLUSIONS**

Services that are not provided for in this Agreement specifically include, but are not limited to:

1. Means and Methods of Construction.
2. Code-required testing and special inspections shall be by a separate contract between the owner and a designated engineering testing laboratory.
3. Other services or expenses which may become necessary for the completion of this project which are not reasonably anticipatable at this time.
4. Aside from placement of a new condensing unit on the roof, there will not be any exterior / site work associated with this project.
5. Design of Security, Telephone and CCTV Systems, Fiber Optics, Computer Network Systems and any other special systems are not in our scope of work. The Engineer will coordinate power to such systems if load information is provided in advance by the Owner/Client.

6. Fire Sprinkler and Fire Alarm System Design are outside the scope of this proposal. The Engineer will indicate the location of the Fire Riser in the fire sprinkler room. The Engineer will coordinate power to such systems if load information is provided in advance by Owner/Client.
7. Design of Sand Traps, Septic Systems, and Lift Stations. The Engineer will coordinate power to such systems if load information is provided in advance by Client.
8. Detailed quantity take-offs or estimates of construction cost are outside of Encotech's scope of services.
9. It is understood that natural gas / propane services are not associated with this area of work and therefore will not be utilized.
10. Emergency Power systems (Uninterrupted Power Supply (UPS) & Generator) are not required.
11. Structural Engineering shall be by others and is not included in this scope of work.
12. It is understood that Hutto, TX does not require ComCheck calculations.

#### **CLIENT PROVIDED SERVICES**

1. The Client/Owner shall furnish the Engineer with full information as to the Client/Owner project requirements including special considerations or special services needed, and also to make available all project pertinent data.
2. The Client/Owner shall furnish the Engineer with existing building and site drawings.
3. The Client shall select all plumbing and lighting fixtures and submit the cut sheets to the Engineer.
4. Electronic backgrounds shall be provided to the Engineer in AutoCAD (DWG or DXF) format. Backgrounds should be drawn in actual size and should not be scaled up or down. Backgrounds should include the Client's Title Block and its required fonts and logos. Architectural backgrounds should include building plans, building sections, roof plan, RCP including patios/courtyards, wall sections, and awning/overhead structure details if applicable. The Client shall provide reflected ceiling plan layout and work with the Engineer on RCP revisions, electrical outlet locations and all plumbing and lighting fixtures.
5. Client shall provide building and specialty equipment cut sheets with utility requirements (voltage, amperage, phase, watts, GPM, water connection, waste connection, BTUs, heat generation, etc.) prior to commencing design.
6. Client shall provide reflected ceiling plan layout in AutoCAD (DWG or DXF) format. Plans should indicate all lighting fixtures and lighting fixture schedule for all light fixtures selected by the Client and layout of all Owner-selected electrical power receptacles.
7. Client shall provide Engineer with a full set of progress drawings in PDF format at the completion of each design phase.
8. The Client shall be responsible for final printing and distribution of Construction Drawings and Specifications.

#### **RESPONSIBILITY OF OTHERS**

In accordance with accepted professional practice it is the responsibility of the Owner to provide the design team with complete and accurate information concerning known existing physical and legal conditions of the site/building that are beyond the scope of the professional engineering services described in this document. Certain unusual or unforeseeable conditions may materially alter the scope of the project in a manner not provided for in this contract.

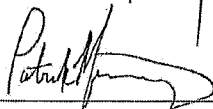
If the project is cancelled prior to completion of project design, then the Engineer shall be paid for percentage of work completed up to the date of cancellation.

Please call us if you have any questions. Thank you for the opportunity to work with you.

Sincerely,

Agreed and Accepted by Authorized Corporate Officer of:

  
\_\_\_\_\_  
Ali Khataw, PE  
President & CEO

  
\_\_\_\_\_  
Patrick Morrissey, PE, LEED AP  
Associate Principal

\_\_\_\_\_  
Legal Entity Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



*(Revised) March 1, 2019*

Dr. Owen Harrod  
MWM Design Group  
305 E. Huntland Drive Suite 200  
Austin, Texas 78752

Re: Hutto Office Space Finish-out, Design/Bid/CA  
Williamson County Small Project Architectural Services  
Hutto, Texas

Dear Dr. Harrod:

Jose I. Guerra, Inc. (Guerra) is pleased to submit our proposal to provide Consulting Structural Engineering Services for the above referenced project.

Hutto office finish-out – Structural

The Scope of Work is based upon the information e-mailed to our office on February 25, 2019. Scope includes designing structural frames to support condensers on top of the as-built metal roof framing. We will also provide details for concrete slab local demolition and strengthening for plumbing penetrations.

A. Scope of Work

General

- Specifications will be presented in book form and CSI format.
- AutoCad plans will be provided by MWM DesignGroup (MWM) for use by Guerra in developing the design/construction drawings.
- Construction drawings will be prepared using AutoCad 2019.
- Note as-built drawings of the existing above-ground structures and foundations are required.
- All final construction documents are to be stamped and signed by Texas State Licensed Professional Engineers.
- One (1) site visit to verify existing conditions.
- One (1) Design/Review Meeting with MWM DesignGroup and/or Williamson County staff is included in our scope of work.
- Preparation and submission of *two* (2) deliverable packages is included in our scope of work..

- Engineering consultation during bidding/construction, shop drawing review and engineering representation for up to one (1) on-site construction observation visit is included in our scope of work.
- One (1) warranty phase site walk-through.

Services Not Included:

- Special inspection services as defined by the International and Uniform Building Codes.
- Testing (destructive or non-destructive) of system materials or components.
- Preparation of probable or detailed construction cost estimates.
- Attendance at Public Outreach Meetings
- Plan check processing and permitting through governmental agencies.

Compensation

The Scope of Work defined above will be performed for a fixed fee as detailed in the attached Budget Worksheet, and as summarized below:

***Structural Engineering Fee      \$5,198.00***

Project-related reimbursable expenses such as delivery service, printing, etc. are not included in the above fees nor anticipated.

Additional services, if required and requested in writing by your office, will be negotiated prior to commencing added scope of work.

Invoices will be submitted monthly and will be due and payable in accordance with the prime agreement between MWM and the Williamson County.

Jose I. Guerra, Inc. is committed to providing high quality and responsive consulting engineering services. We welcome this opportunity and look forward to continuing our successful relationship with MWM.

If this proposal is satisfactory, please sign and return a copy of this letter for our records. This proposal is good for 60 calendar days from the submitted date above.

Respectfully submitted,  
JOSE I. GUERRA, INC.



Dr. Owen Harrod  
MWM DesignGroup

March 1, 2019  
Page 3



Yan Cheung, P.E.  
Project Manager/Senior Structural Project Engineer

Attachments:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



ATTACHMENT A

Hourly Rate Schedule  
Williamson County  
January 1, 2019

Principal	\$225.00
Senior Project Manager	\$185.00
Senior Project Engineer	\$185.00
Project Manager	\$158.00
Project Engineer	\$158.00
Senior Design Engineer	\$145.00
Senior Designer	\$120.00
Design Engineer	\$110.00
Designer	\$100.00
CAD/BIM Manager	\$ 95.50
Senior CAD/BIM Technician	\$ 85.00
CAD/BIM Technician	\$ 80.00
Administrative Assistant	\$ 74.00
Expert Witness Testimony	\$290.00

**SUB CONSULTANT - FEE ESTIMATE WORKSHEET**

**HOURLY BY TASK LABOR BREAKDOWN**

Williamson County Small Project Architectural Services

Hutto Office Space Finish-out, Design/Bid/CA

Date: 3/1/2019

Sub Consultant Name: Jose L. Guerra, Inc.

Discipline Services Provided: Structural Engineering

MBE/WBE Certification/Gender Ethnicity: M/D/B / M/H

TASK	TASK NAME	Principal		Senior Project Manager		Senior Project Engineer		Senior Design Engineer		Design Engineer		CAD/BIM Manager		Senior CAD/BIM Technician		CADD/BIM Technician		Administrative Assistant		TOTAL	
		Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$		Hrs.
	Personnel Title																				
	Williamson County Approved Rates/Hr	\$225.00		\$185.00		\$185.00		\$145.00		\$110.00		\$95.50		\$85.00		\$80.00		\$74.00			
1	Structural & MEP Engineering																				
1.1	Design Development																				
	Design/Review Meetings (1)		\$0.00		\$555.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$555.00
1.2	Site visit to verify existing conditions (1)		\$0.00		\$555.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$555.00
1.3	Submittal (1)		\$0.00		\$740.00		\$0.00		\$0.00		\$0.00		\$295.50		\$0.00		\$0.00		\$0.00		\$1,026.50
2	Construction Documents																				
2.1	Submittal (1)		\$0.00		\$740.00		\$0.00		\$0.00		\$0.00		\$295.50		\$0.00		\$0.00		\$0.00		\$1,026.50
3	Bidding Phase																				
3	Construction Administration Phase		\$0.00		\$185.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$185.00
4	Construction Administration Phase																				
4.1	Submittal Review and RFI		\$0.00		\$740.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$740.00
4.2	Construction Phase Site Visit and report (1)		\$0.00		\$555.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$555.00
5	Post-construction Phase site walk-through (1)		\$0.00		\$555.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$555.00
	Sub Total	0	\$0.00	28	\$4,625.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$573.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$5,198.00
<b>REIMBURSABLE EXPENSES</b>																					
<b>TOTAL LABOR AND EXPENSES</b>																					\$5,198.00

### **Attachment C - Work Schedule**

Work shall begin immediately upon receipt of agreement between County and MWM DesignGroup. Work schedules will be developed as work is assigned.

## **Attachment D - Fee Schedule**

Please see next pages.

## RATE SCHEDULE

### MWM DesignGroup, Inc.

Civil Engineering Principal	\$ 290.00
Surveying Principal	\$ 274.00
Licensed Professional IV / Sr Project Manager	\$ 210.00
Licensed Professional III / Sr Project Manager	\$ 190.00
Licensed Professional II / Project Manager	\$ 155.00
Licensed Professional I / Project Manager	\$ 141.00
Engineering/Arch Support Staff II	\$ 125.00
Engineering/Arch Support Staff I	\$ 90.00
CAD Manager	\$ 122.00
Sr Technician III	\$ 103.00
Technician II	\$ 90.00
Technician I	\$ 75.00
3 Person Field Crew	\$ 210.00
2 Person Field Crew	\$ 160.00

### Jose I. Guerra, Inc.

Principal	\$225.00
Senior Project Manager	\$185.00
Senior Project Engineer	\$185.00
Project Manager	\$158.00
Project Engineer	\$158.00
Senior Design Engineer	\$145.00
Senior Designer	\$120.00
Design Engineer	\$110.00
Designer	\$100.00
CAD/BIM Manager	\$ 95.50
Senior CAD/BIM Technician	\$ 85.00
CAD/BIM Technician	\$ 80.00
Administrative Assistant	\$ 74.00
Expert Witness Testimony	\$290.00

## RATE SCHEDULE

ENCOTECH ENGINEERING CONSULTANTS	HOURLY RATE	TX REGISTRATION NO. F-1141
PRINCIPAL:	\$ 300.00	
PROJECT ENGINEER VI:	\$ 265.00	
PROJECT ENGINEER V:	\$ 230.00	
PROJECT ENGINEER IV:	\$ 210.00	
PROJECT ENGINEER III:	\$ 185.00	
PROJECT ENGINEER II:	\$ 155.00	
PROJECT MANAGER II:	\$ 155.00	
PROJECT MANAGER I:	\$ 135.00	
GRADUATE ENGINEER V:	\$ 125.00	
GRADUATE ENGINEER IV:	\$ 115.00	
GRADUATE ENGINEER III:	\$ 110.00	
GRADUATE ENGINEER II:	\$ 105.00	
GRADUATE ENGINEER I:	\$ 100.00	
CAD / DESIGNER III:	\$ 116.10	
ADMINISTRATIVE I:	\$ 70.00	