

**WORK AUTHORIZATION NO. 1**

**PROJECT: Justice Center Court Room Renovation**

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 **Steinbomer & Associates, Architects, Inc.** (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 **\$80,000.00**.

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 **March 31, 2020**. 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 25 day of MARCH, 2019.

A/E:

Steinbomer & Associates, Architects, Inc.

By: Jed E. Duhan  
Signature

JED E. DUHAN  
Printed Name

PRINCIPAL  
Title

COUNTY:

Williamson County, Texas

By: Bill Gravel, Jr.  
Signature

Bill Gravel, 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 page.



March 19, 2019

Mr. Bob Lubecker  
Facilities Project Manager  
Williamson County  
3101 SE Inner Loop  
Georgetown, Texas 78626

RE: Williamson County Justice Center Renovations Feasibility Study Scope and Cost Proposal

Dear Mr. Lubecker:

We at **Steinbomer & Associates, Architects, Inc.** (dba **Studio Steinbomer**) are pleased to provide you with the following fee proposal to provide the necessary architectural and engineering services for the initial needs assessment, conceptual design, and cost estimating services for the renovations to the existing Williamson County Justice Center in Georgetown, Texas. Our consulting engineers and specialists were specifically selected for this project for their depth of knowledge and our proven experience and history of working on multiple projects such as this. Our consultant team consists of:

- **Wilson & Girgenti, LLC** – Mechanical, Electrical and Plumbing Engineering Services
- **DataCom Design Group** – Information Technology and Security Planning Consulting Services
- **Emporium Estimates**– Construction Cost Estimating Services

## I. PROJECT PARAMETERS

We understand the scope of work for this project to be as follows:

- Convert existing, first floor shell space into a new District Court Room
- Renovate the existing attic storage and mechanical space to accommodate new offices
- Convert existing, first floor employee break room into offices for the District Clerk
- Create a new employee break room on the second floor
- Renovate the District Attorney's office to update light fixtures and create additional conference space
- Renovate the existing, first floor Grand Jury restrooms to create private restrooms for use by the District Attorney's office
- Renovate the public restrooms on the first floor with new finishes and fixtures
- Renovate the existing, basement-level Jury Call Room into a new court room
- Replace existing light fixtures and ceiling grid and tile in the basement corridors and Jury Call Room with LED fixtures and heavier ceiling grid and new ceiling tile
- Renovate the existing, first floor County Attorney Civil Division offices to create three new offices

- Investigate sanitary drainage from the first floor men's restroom and roof drainage backup in the basement and first floor areas

## II. DETAILED SCOPE

### Part 1 – Programming and Needs Assessment

The Programming and Needs Assessment shall establish and address the requirements, goals, and constraints for the project, and shall include the following services:

- Organize meetings (assumes up to 4 meetings total) with key project stakeholders to establish project goals and to achieve the following:
  - Develop and refine a building space/use program, including sizing of desired spaces, for the full program scope of the project
  - Present the Program to project stakeholders
- Perform necessary building, state, and local code reviews for compliance with regulations and guidelines
- Organize and conduct one (1) meeting with key project stakeholders to review the resultant space/use programming and needs assessment document for approval prior to commencement of Schematic Design

### Part 2 – Concept/Schematic Design and Cost Estimate:

The primary objective of the Concept/Schematic Design Phase is to layout and establish the project scope within the requirements of the Project, and to ensure that multiple options have been explored, reviewed and analyzed. Based on the approved summary of needs assessment, the Concept/Schematic Design Phase shall include the following deliverables, related services and activities:

- Concept/Schematic Sketches: based upon the approved space/use program, the A/E team shall provide the following:
  - Two (2) to three (3) architectural floor plan layout options for the various spaces being renovated
  - One (1) meeting with stakeholders to review the layout options
  - One (1) round of revisions to achieve the preferred space layout for the Project
- Written description of materials, components, and systems (MEP, IT, Security) to be incorporated into the Project
- Updated space/use program reflecting sizes of all spaces
- Updated Code Review for the approved Schematic Design
- Schematic Design Cost Estimate based upon the approved Schematic Design
- One (1) meeting with the County to present the Schematic Design deliverables



**III. ITEMIZED COST PROPOSAL**

**Basic Services**

Basic Services are those services provided by Studio Steinbomer, Wilson & Girgenti, DataCom Design Group, and Emporium Estimates. The fees to provide the anticipated services outlined above shall be lump sum fee to be billed monthly according to the phase and percent completion of the work:

<u>Part 1 – Programming and Needs Assessment</u>	
Architectural Services:	\$ 16,500
MEP Engineering Services:	\$ 8,800
Subtotal:	\$ 25,300
<u>Part 2 – Concept/Schematic Design and Cost Estimate</u>	
Architectural Services:	\$ 28,500
MEP Engineering Services:	\$ 13,200
IT and Security Planning Consulting Services:	\$ 6,380
Construction Cost Estimating Services:	\$ 1,210
Subtotal:	\$ 49,290
<b>Total Basic Services Fees:</b>	<b>\$ 74,590</b>

**IV. BILLING RATES**

HOURLY RATES:

**SB&V Architects**

<u>Classification of Employee</u>	<u>Hourly Rate</u>
Principal.....	\$ 180.00
Senior Architect.....	\$ 160.00
Architect.....	\$ 130.00
Senior Project Manager.....	\$ 125.00
Project Manager.....	\$ 120.00
Associate Designer IV.....	\$ 110.00
Associate Designer III.....	\$ 100.00
Associate Designer II.....	\$ 90.00
Associate Designer I.....	\$ 80.00
Clerical.....	\$ 55.00

**Wilson & Girgenti**

<u>Classification of Employee</u>	<u>Hourly Rate</u>
Principal .....	\$ 240.00
Senior Engineer/Project Manager .....	\$ 180.00
Engineer/Sr. Designer .....	\$ 140.00
Designer .....	\$ 125.00
Draftsman .....	\$ 110.00
Administrative .....	\$ 75.00

**V. REIMBURSABLE EXPENSES:**

Reimbursable expenses are billed in addition to compensation for architectural services. These expenses include, but are not limited to, long distance communications, mileage, printing and reproductions, delivery services, and subconsultants necessary for your project. These expenses will be billed at cost.

**VI. ASSUMPTIONS, EXCLUSIONS, AND CONDITIONS:**

The scope of services presented herein and associated costs are based upon the design team’s understanding of the proposed project scope. Changes in the project that affect the underlying contract assumptions may impact the required professional service fee.

This proposal is based on the following assumptions and conditions:

- This proposal assumes that any as-built documentation available for the existing building, including digital forms such as PDFs or CAD files, will be shared by the County. If documentation of existing conditions is necessary for the scope of work to be performed, it shall be handled as an additional service.
- The County will provide access to the building as necessary for field investigation. This Project will not pursue LEED Certification. All Energy modeling, commissioning, and/or life cycle cost analysis is excluded.
- Any additional design studies beyond those described, or any changes to the approved design, may be provided as an additional service billed on an hourly basis.
- Attendance at meetings or presentations other than those listed may be accommodated as an additional service billed at the hourly rates.
- Services and fees for geotechnical engineering are based on worst-case scenarios and may be adjusted once the scope of the project is determined.
- We bill clients monthly for our services and ask that clients understand that all invoices are due upon receipt. Amounts unpaid forty-five days after the invoice date shall bear interest at the rate of 10% per annum. Regrettably, we must suspend work on the project if payment is not received within 45 days from the date of the invoice.



- Projects put on hold, at the client's request, for a period of one year or more are subject to Billing Rates in effect at the time the project is restarted.
- The drawings we create are the instruments of conveyance of services performed, and are not subject to state sales tax. All drawings created by our firm remain the property of this firm and may not be used by any other person or companies for any other construction or research purposes.

We thank you for this opportunity and look forward to working with you.

Sincerely,

Studio Steinbomer

ACCEPTED:

---

Name

Date

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Texas Board of Architectural Examiners, 333 Guadalupe, Suite 2-350, Austin, Texas 78701, (512) 305-9000.

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

Work shall begin immediately upon receipt of agreement between County and Steinbomer & Associates, Architects, Inc. Work schedules will be developed as work is assigned.

**Attachment D - Fee Schedule**

Please see next pages.



## GENERAL TERMS AND CONDITIONS

Year 2019 Hourly Billing Rates for Architectural Services:

Principal	\$180
Senior Architect	\$160
Architect	\$130
Senior Project Manager	\$125
Project Manager	\$120
Associate Designer IV	\$110
Associate Designer III	\$100
Associate Designer II	\$ 90
Associate Designer I	\$ 80
Student Intern	\$ 55
Clerical	\$ 55

Reimbursable expenses are billed in addition to compensation for architectural services. These expenses include photography, printing and reproductions, delivery services and subconsultants necessary for your project. These expenses will be billed at cost.

The drawings we create are the instruments of conveyance of services performed, and are not subject to state sales tax. All drawings created by our firm remain the property of this firm and may not be used by any other person or companies for any other construction or research purposes.

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Texas Board of Architectural Examiners, 333 Guadalupe, Suite 2-350, Austin, Texas 78701, (512) 305-9000.



**Wilson & Girgenti**

<u>Classification of Employee</u>	<u>Hourly Rate</u>
Principal .....	\$ 240.00
Senior Engineer/Project Manager .....	\$ 180.00
Engineer/Sr. Designer .....	\$ 140.00
Designer .....	\$ 125.00
Draftsman .....	\$ 110.00
Administrative .....	\$ 75.00

**V. REIMBURSABLE EXPENSES:**

Reimbursable expenses are billed in addition to compensation for architectural services. These expenses include, but are not limited to, long distance communications, mileage, printing and reproductions, delivery services, and subconsultants necessary for your project. These expenses will be billed at cost.



March 21, 2019

Mr. Bob Lubecker  
Facilities Project Manager  
Williamson County  
3101 SE Inner Loop  
Georgetown, Texas 78626

RE: Williamson County Justice Center Renovations Feasibility Study Scope and Cost Proposal – Hourly Rates

Dear Mr. Lubecker:

Below are the hourly rates for Emporium Estimates and DataCom Design Group:

Emporium Estimates: \$25/hour

DataCom Design Group:

Principal	198.00
Associate Principal	186.00
Senior Project Manager	179.00
Senior Technology Consultant	160.00
Technology Consultant	138.00
Contract Administration	98.00
Technology Support (CAD/BIM)	67.00
Administrative / Accounting	58.00