

## **WORK AUTHORIZATION NO. 2**

### **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 \$250,000.00.

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 April 30, 2021. 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 15<sup>th</sup> day of October, 20 19.

A/E:

Sprinkler & Associates, Architects, Inc.

By: Jed E Duhon  
Signature

JED E DUHON  
Printed Name

PRINCIPAL  
Title

COUNTY:

Williamson County, Texas

By: Bill Gravell, Jr.  
Signature

Bill Gravell, Jr.  
Printed Name

Williams 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**



September 30, 2019

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

RE: Williamson County Justice Center Renovations Design Development through Construction  
Observation Fee 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 Design Development, Construction Documentation, Construction Administration, 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

The scope of work to be completed as part of this project includes miscellaneous improvements throughout the Williamson County Justice Center as identified as part of the initial Feasibility Study. Refer to Attachment A for a detailed description of the scope of work to be completed per department. The Design Team will provide full design and construction administration services, with formal design review submissions anticipated at 100% Design Development and 50% Construction Documents phases. Updated construction cost estimates will be provided as part of these milestone submissions.

## II. BASIC SERVICES

Architectural, MEP Engineering, IT/AV/Electronic Security Systems Design, and Cost Estimating Services shall include:

- Development of the schematic design into construction documents for permit, bidding, and construction
- Creation of 100% Design Development and 50% Construction Documents packages for Owner review and approval, and for preliminary estimates of construction cost
- Creation of 100% Construction Documents package for bidding and construction
- Coordination and selection of interior building finishes and paint colors for the affected areas of the project (refer to Attachment A), based upon any currently-approved building standards finishes
- Preparation of Drawings in AutoCAD/Revit as required to adequately describe the project for bidding and construction of the Work
- Preparation of specifications and a project manual as necessary to adequately describe the project for bidding and construction of the Work
- Coordination with Consultants through regularly-held, internal coordination meetings
- Coordination with Owners and stakeholders during regularly-held meetings; assumes up to six (6) meetings through the completion and issuance of Construction Documents
- Responding to Requests for Information (RFI) and issuance of Architect's Supplemental Instructions (ASI) as required
- Attendance at one (1) pre-bid meeting
- Attendance at jobsite meetings – assumes attendance at one (1) jobsite meeting per month or up to eight (8) meetings total
- Review and processing of product and equipment submittals
- Review of Contractor's Application for Payment

## 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 billed on an hourly, not-to-exceed basis. The estimated fee per discipline is listed below:

Architectural Services:	\$ 126,900
MEP Engineering Services:	\$ 71,800
IT and Security Planning Consulting Services:	\$ 41,000
Construction Cost Estimating Services:	\$ 1,375
<b>Total Basic Services Fees:</b>	<b>\$ 241,075</b>

#### **IV. 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.

#### **V. 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.
- 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.
- Building energy operating or life cycle cost analyses are not included in basic services.
- Commissioning and testing of technology systems is not included in basic services.
- Clocks, paging, radio, PBX, building automation, satellite systems, voice and data active equipment (LAN's/WAN's) are not included in basic services.
- The building HVAC system will be tied into the Auto Logic controls.
- Distributed Antenna Systems (DAS) consultation and design is not included in basic services.
- AudioVisual design for any spaces other than those expressly noted above is not included in basic services.
- Content development for digital signage / wayfinding devices is not included in basic services.
- Perimeter/Parking Security, including both Access Control and Surveillance, Remote Central Dispatch Center, Fire Alarm system intercom, including Areas of Refuge, and Threat Vulnerability consultation and reporting are not included in basic services.
- Record documents at the close of the project are not included as part of Basic Services but may be included as an additional service.
- 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.

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

Sincerely,

Studio Steinbomer

ACCEPTED:

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Name

Date

Attachments: Attachment A – Scope of Work Summary

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 A: Scope of Work Summary

Below is a summary of the various departments and areas slated for renovations. Refer to Feasibility drawings and documents for additional information

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### County Attorney

- Scope of work summary includes:
    - Provide new enclosed office(s) to accommodate nine employees
    - Provide new carpet
    - Provide new ceiling grid and tile
    - Provide new lighting and electrical
    - Provide new floor-to-ceiling toilet partitions and solid doors at existing restroom
- 

### District Attorney

- Scope of work summary includes:
    - Provide new flooring in all new and affected areas (carpet)
    - Create new private staff restrooms from existing public restroom
    - Enlarge existing three (three) offices on West side
    - Adjust walls and door locations for office and conference room adjacent to District Attorney's office
    - Provide new doors with vision lights throughout space
    - Provide new LED lighting
- 

### Renovation of First Floor Shell Space Into a New District Courtroom:

- Scope of work summary includes:
    - Finish out new courtroom, including new court bench, jury box, jury room, etc.
    - Provide new Judge's quarters in adjacent shelled space and part of adjacent occupied space (currently existing judge's quarters)
    - Provide new flooring (carpet)
    - Provide new ceiling grid and tiles
    - Provide new light fixtures
    - Verify and/or improve wall acoustics
    - New Audio/ Video systems to match current proposal
    - New Security/ Add duress button in judge's chambers
- 

### New Breakroom On Second Floor, South End

- Scope of work summary includes:
  - Provide frosted storefront for privacy while allowing light to filter in
  - Provide a cardreader for restricted access

- Provide new ceiling and lighting
  - Relocate Fire Hose for accessibility
  - Provide new millwork
- 

**Basement Level Jury Call Room:**

- Scope of work summary includes:
    - Provide new ceiling grid and tiles
    - Provide new light fixtures
    - Renovate existing judge's bench; include bulletproof material
    - Create new office out of storage room
    - Improve/add A/V
    - Provide new ceiling grid, tiles, and lighting in entry corridor and adjacent hall to Jury Call Room
- 

**District Clerk:**

- Scope of work summary includes:
    - Convert existing breakroom into more office or conference space
    - Provide new ceiling grid and tile and new lighting in affected areas
    - Provide new carpet in affected areas
- 

**Restrooms – Levels 1 and 2 South - Men's; Level 1, Mid-building – Women's**

- Scope of work summary includes:
    - Update all floor, wall, and ceiling finishes
    - Provide new plumbing fixtures
    - Provide new light fixtures
    - Provide new mirrors
    - Provide new toilet/urinal partitions
- 

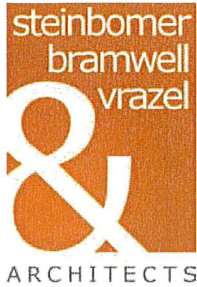
**Attic Space:**

- Scope of work summary includes, but is not limited to, the following:
  - Provide new server room

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

A work schedule will be determined in the course of the project when sufficient information is available.

## **Attachment D - Fee Schedule**



## 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.

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studio

steinbomer  
ARCHITECTURE & INTERIORS**Wilson & Girgenti**

<u>Classification of Employee</u>	<u>Mourly 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