



Nov. 2, 2016

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**Re. La Presa Little League Field**

Jose Angel Lopez III, CTPM  
Webb County Purchasing Agent  
1110 Washington Street – Suite 101

Dear Mr. Lopez,

Let me begin this letter by thanking you for considering our firm to work with you on this project.

This letter will briefly describe the scope of the work and fees for your consideration.

**Project:** Scope is an Little League Baseball Field with a 200' foul line. Note: irrigation system for the field will require a water source not present at the time of this proposal. The water source not in this scope of work.

I. SCOPE OF BASIC SERVICES

A. **Basic Architectural Services** to include Architectural and MEP

Our progress is to be organized in the following phases:

Schematic Design

In our first phase we would review in depth your needs, review pertinent layouts, if any, and existing conditions and respond with preliminary drawings. Minimum drawings at this stage would entail preliminary site plan, floor plans and elevations studies. We will produce a rendering to communicate our design principals to all stakeholders.

Concurrent with these preliminary drawings, we would provide you with a preliminary cost projection based on square footage and current cost trends for similar projects.

Design Development

Upon review, approval, and notice to proceed with the following phase of our service, we would begin our design development. This phase would include the logical development of the preliminary design by identifying all specific materials and systems. Outline specifications would be developed and a detailed cost projection based on quantities and materials specified would be provided. This intermediate phase of drawings would provide Client with progress review sets of Architectural, Mechanical, Electrical, and Plumbing Engineering.

Construction Documents

Upon review, approval and notice to proceed, we would initiate construction documents. This would entail complete working drawings and specifications, i.e., construction documents required for execution of the project with construction details and finished spec-

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ifications. Coordination of all consultants would be completed at this phase.

#### Bidding and Negotiation

During this phase we would provide assistance in obtaining competitive bids for a satisfactory construction bid price.

#### Construction Document Administration

During the construction of the project, we would be involved in review of all construction work and assisting you with any of the myriad circumstances that arise during the construction process involving professional consideration. All services provided by us would be hand in hand with your input and review, where the end product would be, in effect, your project as we have professionally responded to your needs. Our basic services include the use of outside consultants for structural, mechanical, and electrical considerations incorporated in our fee. We, of course, continue in town to assist you with warranty work beyond construction completion.

### B. Civil Design

## II. ADDITIONAL SERVICES

The following services are not included in HICKEY PENA ARCHITECTS' Scope of Basic Services and shall not be performed unless authorized by the Client:

- A. Changes to Design Development Design Documents - After approval of Schematic Design, any substantial changes or additions to the Project initiated by the Client shall be an Additional Service.
- B. Changes to Construction Documents - After completion of Construction Documents, all changes or additions to the drawings initiated by the Client shall be an Additional Service.
- C. Printing & Postage Costs
- D. Out-of-town travel
- E. Renderings beyond what is specifically stated in the scope of work
- F. Additions to the scope of work
- G. Additions to the program
- H. Design of Communication, Security, Sound and Computer Network Systems.

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### III. OWNER-PROVIDED SERVICES AND FEES

- A. Geotechnical Reports
- B. Surveys
- C. Utility plans

### IV. COMPENSATION

These fees are based on initial area calculations and an approximate probable cost. However the fees are fixed and not dependent on actual built square footage or construction costs.

Basic Architectural Services and Civil Design	\$13,000.00
Construction Phase services (hourly per table below) Allowance:	\$2,000.00

All hourly and additional services shall be billed at the Studio Rates as specified below.

- 1). Principal - \$150/hour
- 2). Project Architect - \$125/hour
- 3). Project Manager - \$75/hour
- 3). Technical Staff - \$50/hour
- 4). Out-of-town travel rates- \$400 per day per staff member present on trip plus direct costs of all travel expenses.

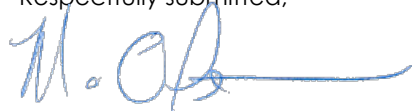
### V. BILLING SCHEDULE

Monthly by percentage of completion.

We are prepared to begin working immediately.

We thank you again and only ask that you not hesitate to call us if we may provide you with any additional information you may require.

Respectfully submitted,



Mario A. Peña, Architect, A.I.A.