



October 9, 2019

Mr. Jose A. Lopez, III CTPM
Webb County Purchasing Department
1110 Washington St., Suite 101
Laredo, TX.78040



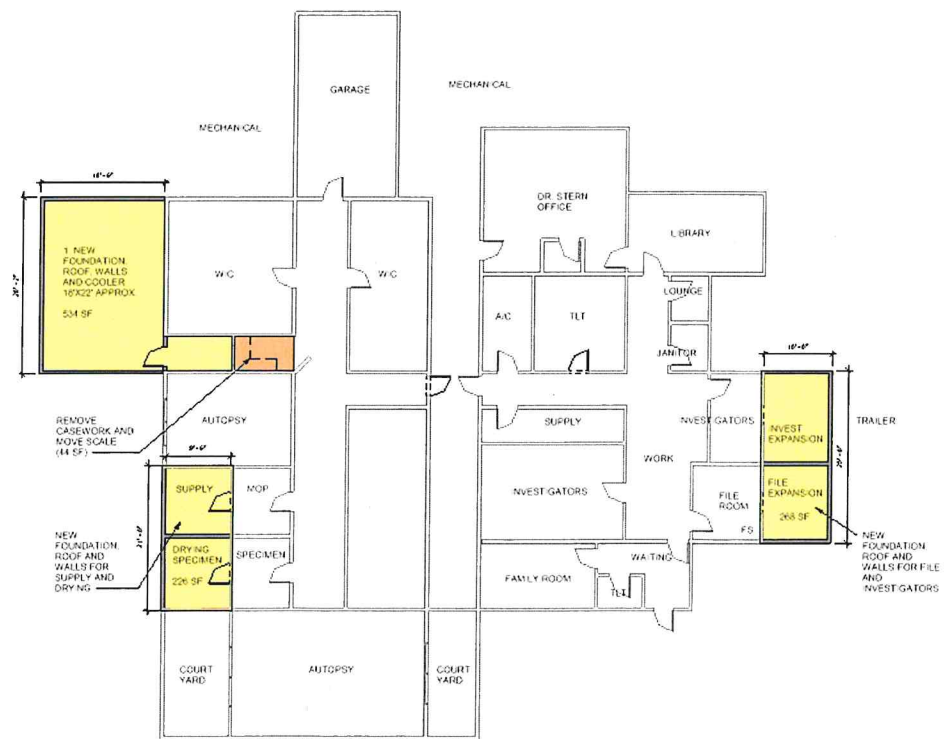
ARCHITECTURAL SERVICES PROPOSAL FOR WEBB COUNTY MEDICAL EXAMINER'S EXPANSION RENOVATION – RE: Architectural Services for Renovations to the Medical Examiner's Office / RFQ 2019-002

The proposed scope of work is to provide professional design services, construction contract administration and construction documents including Architectural, MEP Engineering & Structural Engineering for the expansion & renovation of the existing facility. The project scope is to be determined via a programming meeting with Dr. Corine Stern, Mr. Jose A. Lopez & Mr. Nathan Bratton. Preliminary program consists of adding a new Indoor 30 Cadaver Cooler, Drying Room/Sample Storage expansion, Investigator's Work Area expansion & File Room expansion totaling an area of 1,100 SF. Professional services include schematic design, design development, construction documents & contract administration services as described below. Changes to other areas and site are not included as part of design services with exception of the areas mentioned and site tie in points. Owner will provide the following:

- 1) Property Survey / Current Site Plan with ADA parking identified and route to Public Sidewalk if existing.
- 2) Latest ADA report of facility.
- 3) Existing Record Drawings of Facility including: Architectural, Structural, MEP & Civil.
- 4) Civil Engineering Services for Expansion/Renovation.
- 5) Initial Project Budget.

Professional Design Services

Redline Architecture and Consultants will provide the following services as they relate to the project:
Programing and Budget adjustment,
Input from record drawings and / or Architectural survey areas surrounding Expansion / Renovation spaces to create Existing Conditions for Expansion/Renovation, Demolition Drawings to allow for Expansion / Renovation, Design Expansion / Renovation, create Construction Documents and Specifications for bidding & construction. Project Bidding per Owner requirements. Contract Administration of project during construction. Estimated area changes will result in changes to fee. Proposed scope of work is shown below per comments from the medical examiner based on immediate needs:



PRELIMINARY LAYOUT



Compensation

Compensation for the project is based on the following:

| | Consultant | Description | Amount |
|-------|--|------------------------|-------------|
| 1 | Architectural Fee – Existing Conditions/Demo | \$ 1,000.00 / Lump Sum | \$ 1,000.00 |
| 2 | Architectural Fee – Expansion/Renovation | \$10,000.00 / Lump Sum | \$10,000.00 |
| 3 | MEP Fee - Existing Conditions/Demo | \$ 750.00 / Lump Sum | \$ 750.00 |
| 4 | MEP Fee - Expansion/Renovation | \$ 1,250.00 / Lump Sum | \$ 1,250.00 |
| 5 | Structural Fee - Existing Conditions/Demo | \$ 750.00 / Lump Sum | \$ 750.00 |
| 6 | Structural Fee – Expansion/Renovation | \$ 1,250.00 / Lump Sum | \$ 1,250.00 |
| 7 | Bid Phase / Contractor Selection | \$ 1,500.00 / Lump Sum | \$ 1,500.00 |
| 8 | Contract Administration (In Office + 6 Site Visits Max.) | \$ 6,000.00 / Lump Sum | \$ 6,000.00 |
| 9 | Printing Budget* | \$ 0.00 / Lump Sum | \$ 0.00 |
| TOTAL | | | \$22,500.00 |

*Printing budget for large format drawings has been eliminated. Project drawings will be set up in 11"x17" sheets to reduce printing cost to all parties during design, bidding and construction prints. All final prints for Bidding and Construction Documents will be issued in PDF format.

Fee will be invoiced based on the following percentages of phase/work completion:

(10% Fee) Initial Payment:

Payment to commence work, and acceptance of proposal. An initial payment is equivalent to signed proposal and acceptance of the scope of work, payments schedule for all consultants and reimbursable expenses.

(50%+50%) Existing Conditions:

Generate in CAD/BIM from existing information and from onsite building measurements. Assistance from facility manager is required to provide access to secured areas as required for generation of existing conditions.

(30% Fee) Schematic Design Documents & Programing:

Schematic Design Documents will be based on the mutually agreed upon program (developed during this phase). The documents shall establish the conceptual design & site plan of the project, preliminary floor plans, sections and elevations.

(30% Fee) Design Development Documents:

Design Development Documents will be based on the approved Schematic Design Documents. The Design Development Documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, form, size and appearance of the Project by means of plans, sections, elevations and details to describe the project.

(30% Fee) Construction Documents:

Construction Documents will be based on the approved Design Development Documents. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish the quality levels of materials and systems required for the project as described by the Architect in a reproducible set.

(Lump Sum) Bid Phase / Contractor Selection:

Redline Architecture shall assist the Owner in obtaining either competitive bids or negotiated proposals and shall assist the Owner in awarding and preparing contracts for construction. Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions, Specifications and Drawings.



(Monthly Invoicing) Contract Administration:

Redline Architecture shall provide administration of the Contract between the Owner and the Contractor as set forth in the General Conditions of the Contract for Construction. The Architect's responsibility to provide contract administration services commence with the award of the Contract for Construction and terminate at the issuance to the Owner of the final Certificate for Payment not exceeding a construction period of six (6) months and six (6) site visits. The Architects shall be a representative of and shall advise and consult with the Owner during the provision of the Contract Administration Services.

Basic Services do not include

- Civil Engineering Site design.
- Civil Engineering and Surveying Services (Owner Provided)
- City of Laredo and/or Webb County permitting and/or associated fees is not included in this contract (Plan review comments will be addressed, and modification made as required to obtain permit, part of basic services).
- Accessibility Consultant (TDLR) final construction inspection, initial registration, and plan review (Owner Provided); Redline will submit prior to permitting for TDLR RAS requesting reimbursement of plan review and project registration fee with State of Texas as required within required time if as allowed by owner.
- Environmental / Geotechnical and Construction testing reports (Owner Provided).
- Image studies and or renderings above required for Design.
- Project Value Engineering.
- Furniture, Fixtures and Equipment selections.
- Changes in Scope.
- Issuance of Punch list at completion of construction or intermediate phases and follow up site visits to verify completion.
- Record drawings from General Contractor field notes on Construction Drawings kept on site.
- Mission Critical Systems Design.
- Contracts.

Enhanced Services (Fee available upon request)

- Acoustical Design
- Energy Modeling
- Commissioning
- Structured Cable Design
- Audio/Visual Design
- Security System Design

Additional Services Hourly Rate (Rates are subject to annual review)

- Additional Services will be billed at the following rates:
- Principal Time: \$ 210.00 an hour
- Registered Professional: \$ 170.00 an hour
- Designer: \$ 135.00 an hour
- Cad Technician: \$ 105.00 an hour
- Clerical: \$ 85.00 an hour
- Accounting: \$ 125.00 an hour
- Expenses: Cost + 10%

Direct Reimbursable Expenses

- Printing outside of the copies and quantities above. All other correspondence by digital transmission.
- Any governmental permit and inspection fees will be paid by owner.



- State Accessibility fees for plan registration, plan reviews and inspections by State registered providers.
- AIA Contract Documents.

Reimbursable expenses, such as reproductions, printing, long distance travel, computer plots, postage, deliveries, etc., are billed in addition to professional fees at the reasonable and actual cost to Redline Architecture plus 10%.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and Redline Architecture, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Redline Architecture and their sub-consultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Redline Architecture and their subconsultants to all those named shall not exceed Redline Architecture total fee for services rendered on this project. Such claims and causes include, but not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Agreement

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. We ask that if this proposal is acceptable, please return a signed copy to Redline Architecture to indicate your acceptance. Upon acceptance, Redline Architecture can execute an AIA B101-2017 Owner – Architect Agreement or B104-2017 Standard Abbreviated for of Agreement between Owner and Architect or B105-Standard Short Form of Agreement between Owner and Architect prior to beginning work.

Please do not hesitate to contact us if you have any questions concerning the proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Lueckenotte Molano", followed by a period.

Telissa Lueckenotte Molano, AIA, NCARB, LEED BD+C

REDLINE ARCHITECTURE

Signature: _____

Client Name / Title: _____

Date: October 9, 2019