



EXHIBIT "A"
A/E Services Proposal
September 28, 2017

A. Project Understanding

- a. The City of League City Fire Station #6 will be located on a portion of the 1.68 acres site on South Shore Boulevard adjacent to the new Eastside Water Tower. The fire station will be two stories, have three (3) drive thru bays at least 60 feet deep, eight (8) dorms with at least two (2) shower/bathrooms, a weight room, kitchen/dining area, downstairs office, assembly area and ancillary spaces such as mechanical & electrical rooms, gear locker areas, etc. We understand the existing adjacent Eastside water tower site will need to be evaluated and re-configured to allow for the turning radii of the trucks and will displace the existing parking for the water tower. The project will design the additional site required for the displaced parking and parking associated with the fire station. Refer to Exhibit A-1 for preliminary layout information given by the City. The Construction budget is \$4,145,600 including a 10% contingency and will cover costs associated with the construction of the building, fixtures, equipment and technology necessary for the operation of Fire Station 6.

B. Scope of Basic Services

- a. The Basic Services consist of usual and customary structural, civil, mechanical, plumbing and electrical engineering services for the below phases of work:
 - i. Programming/ Scope to Budget
 - ii. Schematic Design
 - iii. Design Development
 - iv. Construction Documents
 - v. Bidding and Negotiation
 - vi. Construction Administration
- b. Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. Architect shall be entitled to rely on accuracy and completeness of services and information furnished by the Owner and its consultants.
- c. Architect shall establish clear means of communication between the Owner, Consultants, Contractor, User groups, etc and document via minutes decisions and information in progress meetings.
- d. Architect shall participate and prepare presentation material for up to 5 public meetings. We will also attend up to 3 City Council meetings and 3 workshops that precede it.

- e. Programming/ Scope to Budget:
 - i. Develop with Owner's input program and areas of proposed project, site layout, and confirm budget meets requirements of program.
 - ii. Develop Schedule of project
- f. Schematic Design & Design Development:
 - i. Develop preliminary design options for Owner's review and approvals. Evaluate and present material options and review Code and its impact on the project.
 - ii. Preliminary site, floor plans, elevations and sections along with preliminary cost estimate shall be presented for approval to Owner at end of Schematic Design.
 - iii. Upon Schematic Design approval Architect shall continue development of designs and drawings and present for Owner's approval at end of Design Development more developed design drawings including site plan, floor plans, sections, elevations, wall sections, preliminary schedules, and 3D Renderings to convey design intent.
 - iv. During Design Development, Architect shall develop with Owner's input requirements for Furniture, Fixtures and Equipment and incorporate requirements into documents. Owner shall provide complete list of preferred equipment to be used.
- g. Construction Documents Phase:
 - i. Based on the Owner's approval of the Design Development Documents, Architect shall prepare Construction Documents for Owner's approval. These documents shall illustrate and describe the further development of the approved design to include all required Specifications setting forth quality levels of materials and systems and other requirement for the construction of the Work.
 - ii. The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
 - iii. The Architect shall assist the Owner in the development and preparation of Bidding and Procurement information for the purpose of bidding the project to contractors.
 - iv. The Architect shall submit for Owner approval the 100% Construction Documents along with Project Specifications and a final estimate of construction costs.
- h. Bidding and Negotiation

The Architect shall assist the Owner in obtaining Competitive bids for the project and confirming responsiveness of bids and proposals. Architect shall assist Owner to determine successful bid or proposal and preparing Contract

Documents for construction. These services will include: posting the approved signed and dated final bid documents on CivCast USA; coordinating with the City's Purchasing Department for the City to post the project's notice to bidders in the Galveston Daily News and on the City's website; responding to plan-holder questions; preparing bid addenda as needed; preparing a bid tabulation spreadsheet; and providing a letter of recommendation to award the bid.

- i. The Architect shall assist Owner in evaluations of the bidders and recommend a successful bidder for approval.

i. Construction Phase Services

- i. The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth in the City's General Conditions and Contract with the Contractor.
- ii. The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this agreement. The Architect is not responsible for construction means, methods, techniques, sequences or procedures or for safety precautions with the Work, nor shall the Architect be responsible for Contractor's failure to perform the Work.
- iii. The Architect shall visit the site at intervals appropriate to the state of construction to become familiar with the progress and quality of the work at minimum once per week. Architect shall not be required to make exhaustive or continuous on-site observations. The Architect shall report to Owner any deviations from the Contract Documents or defects and deficiencies observed in the Work.
- iv. The Architect shall have the authority to reject Work that does not conform to the Contract Documents and authority to require inspections or testing as needed.
- v. The Architect shall review shop drawings, submittals, respond to RFI's, review Applications for payment and inform Owner of any changes in the work if required.
- vi. The Architect shall review the punch list prepared by the Contractor to determine Substantial completion of the project and shall forward to Owner close out documents once received and reviewed by the Architect.
- vii. The Architect shall provide the City with one set of "As-Built" drawings in PDF format on CD.

C. Proposed Project Team:

- | | |
|--|---|
| a. Architect of Record: | NATEX Architects |
| b. Mechanical, Electrical & Plumbing/ Fire Protection: | Salas O'Brien & Associates |
| c. Structural and Civil Engineering: | CSF Consulting Engineers |
| d. Landscape Architecture: | Griffith & Associates |
| e. Cost Estimating: | HJK Group Inc. |
| f. Geotechnical Engineer | (by Owner) |
| g. Surveyor | (by Owner if additional information required) |
| h. Material Testing | (by Owner) |

D. Schedule:

- a. See attached detailed schedule for duration of Phases and estimated construction.

E. Compensation

- a. Basic Services will be performed for a lump sum fee of \$280,000. Construction cost is currently estimated at \$4,145,600 including a 10% contingency.
- b. Reimbursable Expenses: Expenses incurred on behalf of the project are estimated not to exceed \$25,000.00. Reimbursables Expenses consist of the below by may include additional not anticipated at the time of this proposal:
- i. Printing for Submittal to Owner/ Permits/ Bidding/ Filing / Presentations
 - ii. TDLR review & inspection fees
 - iii. Other filing fees as required
- c. Additional Services
- i. For Additional services that may arise during the course of the Project, compensation shall be based on a previously agreed to amount and paid to the Architect on an hourly basis per the attached Schedule of Hourly Rates.
- d. Payments:
- i. Payment for services shall be made monthly in proportion to the services performed and according to the percentages indicated below for each of the phases. Payments are due and payable upon presentation of Architect's Invoice.

ii. Phases of Work:

1. Programming/ Schematic Design:	20%	\$ 56,000
2. Design Development:	15%	\$ 42,000
3. Construction Documents:	40%	\$ 112,000
4. Bidding	5%	\$ 14,000
5. Construction Administration	<u>20%</u>	<u>\$ 56,000</u>
6. SUBTOTAL:	100%	\$280,000
7. Reimbursables:		<u>\$ 25,000</u>
8. TOTAL:		\$305,000

F. List of Attachments:

- i. Exhibit A-1: Preliminary Site Layout from League City
- ii. Exhibit B: Schedule of Hourly Rates
- iii. Exhibit C: Project Schedule



By: M. Carolina Weitzman
president

September 28, 2017

Date:

Site Layout
Option 2a: Pull Through Bays

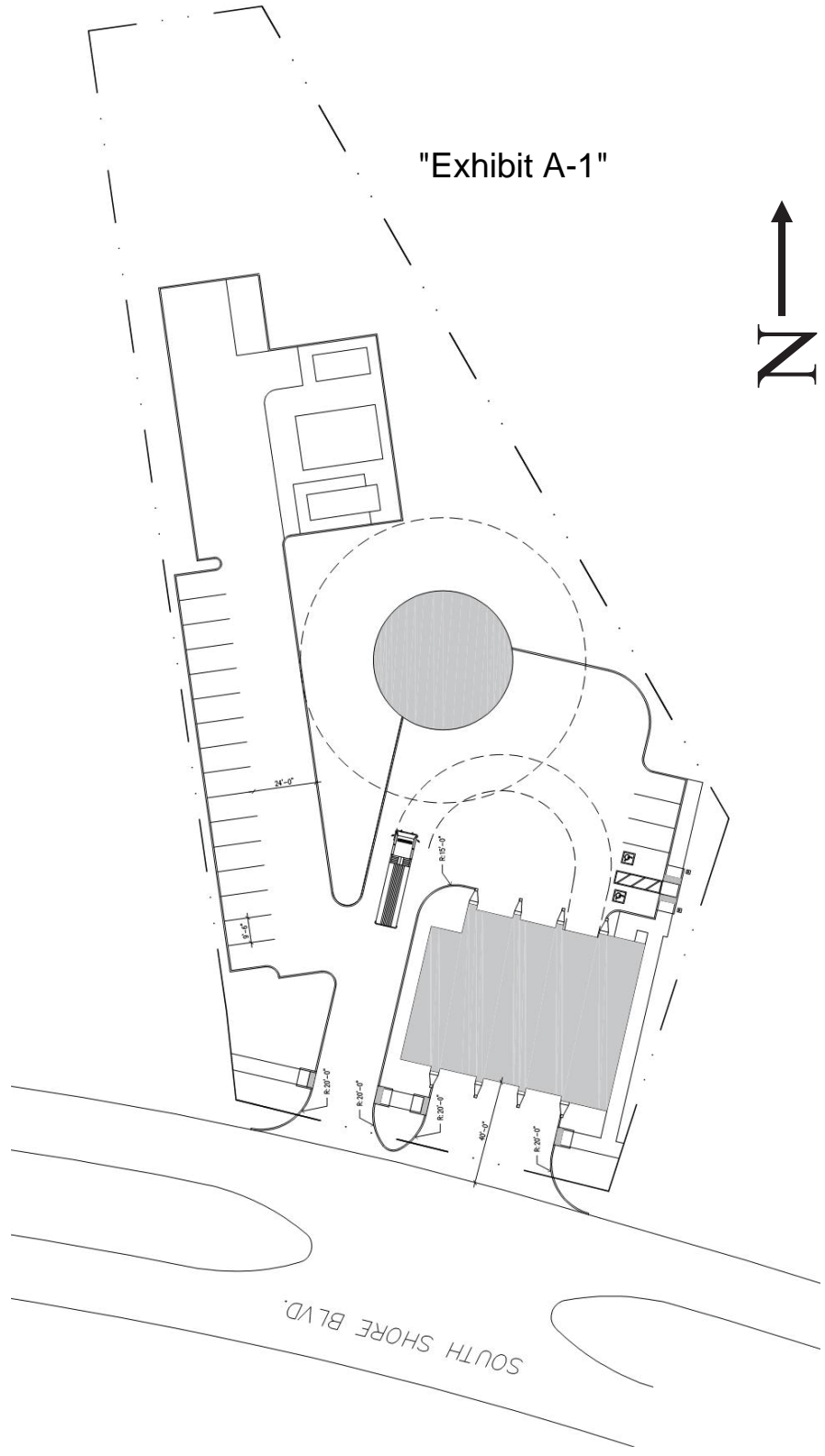




EXHIBIT "B"

NATEX Hourly Billing Rates

Principals	\$ 200.00
Project Manager	\$ 150.00
Senior Architect	\$ 120.00
Designer	\$ 100.00
Construction Administrator	\$ 85.00
Senior Draftsman	\$ 75.00
Draftsman	\$ 65.00
Clerical.....	\$ 40.00

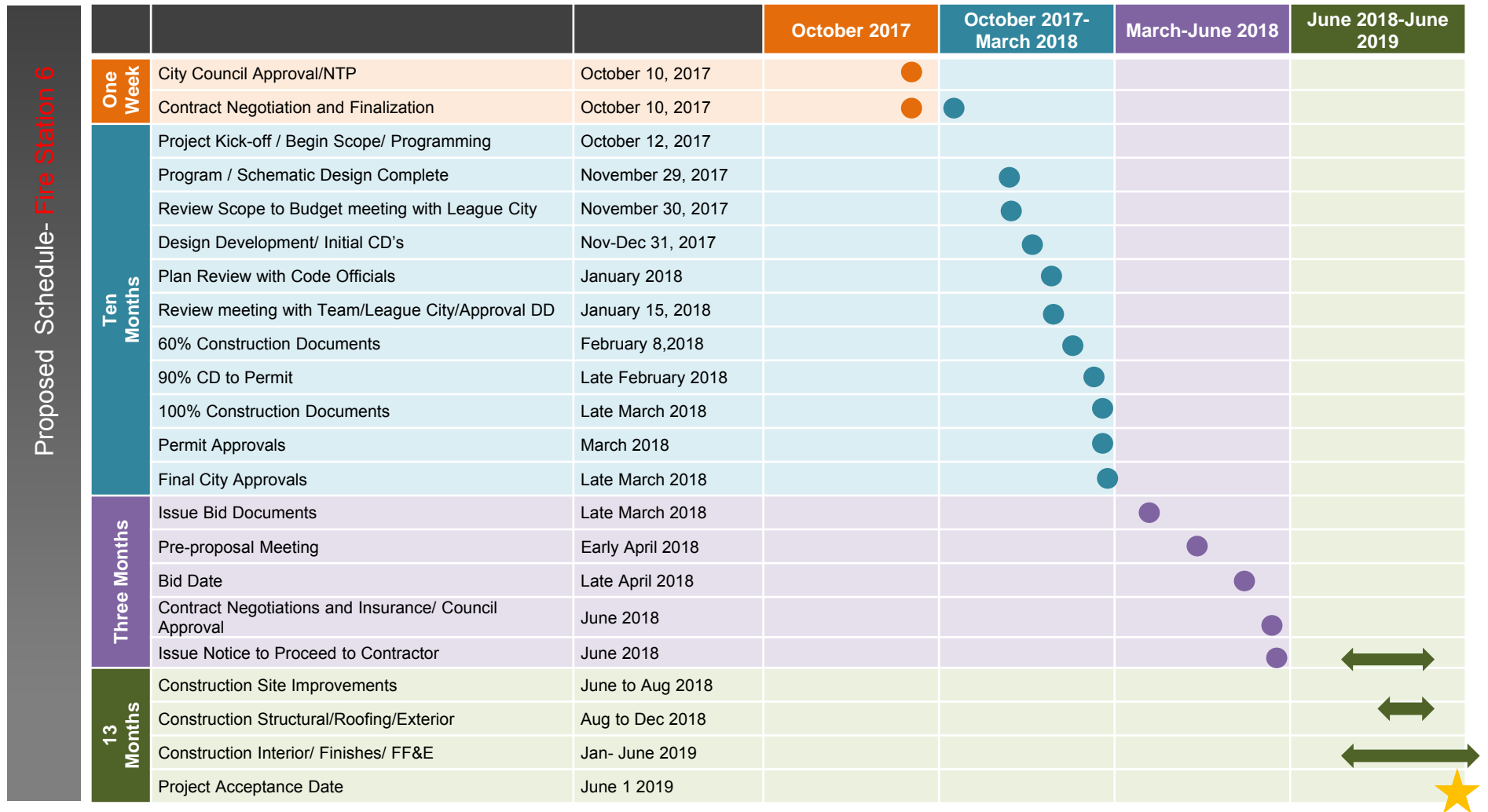
MEP Engineers

Partner	\$210.00
Senior Project Manager	\$180.00
Project Manager	\$170.00
Senior Engineer	\$160.00
Engineer/Sr. Designer	\$120.00
Senior Technology Designer	\$140.00
Technology Designer	\$130.00
Commissioning Agent	\$120.00
Senior Construction Administrator.....	\$ 120.00
Construction Administrator	\$110.00
Sustainability Advisor.....	\$ 110.00
Designer	\$110.00
CAD Operator	\$65.00
Administrative	\$60.00

Structural/ Civil

Principal.....	\$ 175
Senior Engineer	\$125
Staff Eng	\$100
Senior CAD Drafter	\$90
CAD Drafter.....	\$75
Construction Administration	\$75
Clerical	\$50

Exhibit "C"



Final Copy

September 19, 2017

Natex Corporation Architects
Attn: Carolina Weitzman, AIA
2500 Wilcrest Dr. Ste. 300
Houston, TX 77042

Subject: League City Fire Station

Dear Carolina,

Salas O'Brien, LLC shall provide Mechanical, Electrical, Plumbing and Technology consulting engineering for the League City Fire Station as shown in Attachment "A". Construction Services are a part of Basic Services as described in Attachment "B".

The FIXED FEE for these BASIC PROFESSIONAL ENGINEERING SERVICES is FORTY-SEVEN THOUSAND AND FIVE HUNDRED DOLLARS (\$47,500.00).

Services in addition to the basic services are ADDITIONAL SERVICES OF THE ENGINEER (See Attachment "C"). Compensation shall be in accordance with the terms and conditions described in Attachment "D". Additional services, if authorized by you in advance in writing, will be billed at our STANDARD HOURLY RATES FOR ENGINEERS AND TECHNICAL PERSONNEL used on the Project (see Attachment "E").

If you accept the Proposal, please sign where noted below and return a copy to our office to serve as our authorization.

Thank you for considering our firm for this Project.

Energetically yours,



Sean Holder
Senior Vice President
Salas O'Brien

Approved by: _____ Date: _____

Carolina Weitzman, AIA



Attachments:

- A. Basic Professional Engineering Services
- B. Construction Phase Services
- C. Additional Services Of the Engineer
- D. Compensation
- E. Hourly Rates for Engineers and Technical Personnel

Client Project Number: _____

(If applicable, please provide your project number when you sign this agreement and return)



ATTACHMENT "A"

BASIC PROFESSIONAL ENGINEERING SERVICES

DESIGN/CONSTRUCTION DOCUMENT PHASE

1. Participate in conferences to plan and coordinate the Mechanical, Electrical, Plumbing and Technology Systems to the building project.
2. Prepare Drawings and Specifications for the Mechanical, Electrical, Plumbing and Technology portion of the project.

BIDDING PHASE

1. Prepare addenda as required during the bidding period.
2. Attend prebid meeting.



ATTACHMENT "B"
CONSTRUCTION PHASE SERVICES

Review Mechanical and Electrical Shop Drawings and endeavor to assure the quality of the material and equipment meets the requirements of the Contract Documents (See shop drawing stipulation in Additional Services Attachment "C").

Make 4 visits to the site at times appropriate to the phase of Mechanical, Electrical, Plumbing and Technology Construction to observe the progress and quality of the executed work and to determine in general, if the work is proceeding in accordance with the Mechanical and Electrical Contract Documents.

Furnish periodic reports, in conjunction with site observations, of progress of work and contractor's compliance with the approved progress schedule.



ATTACHMENT "C"
ADDITIONAL SERVICES TO THE ENGINEER

If authorized in writing by the ARCHITECT, the ENGINEER shall furnish or obtain from others, Additional Services of the following types, which are not considered normal or customary BASIC PROFESSIONAL ENGINEERING SERVICES, except to the extent, provide otherwise in Proposal.

1. Shop Drawing Stipulation:
 - a. Show drawings and submittals shall be processed a maximum of two (2) times only. Services related to shop drawings and submittals, which are incomplete, rejected, or otherwise not approved, shall be invoiced to the Owner through the prime consultant.
 - b. Additional Services required by field corrections or remedies due to services not in conformance with Contract Documents by the General Contractor or his Subcontractors shall be invoiced to the Owner, through the Prime Consultant.
 - c. Additional Services required due to corrections, remedies, or field observation resulting from the General Contractor or his Subcontractors' failure to complete the Punch List items shall be invoiced to the Owner through the prime consultant, who may seek remedy from the Contractor (s).
2. Technical observation of construction by a full or part-time representative and supporting staff as required.
3. Observing or guiding detail performance or capacity tests of Mechanical, Electrical, Plumbing and Technology Systems during construction, during start-up, or upon completion of the project.
4. Preparation of Drawings and/or Specifications for Construction Contract Change Order Documents.
5. Preparation of alternate designs for the purposes of obtaining alternate bids.
6. Preparation of the documents for prepurchase of equipment or "out of sequence" construction work.
7. Acceleration of the Design/Construction Phase of the project requiring overtime working hours.
8. Preparation of special reports and supporting documents for testimony at Regulatory Agencies.
9. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, public hearing, or other legal or administrative proceeding involving the project.
10. Additional or extended services during the Construction Phase of the project made necessary by:
 - a. Work damaged by fire or other cause during construction.
 - b. Defective or neglected work of the Contractor.
 - c. Prolongation of the contract time by more than sixty days.
 - d. Acceleration of the construction progress schedule requiring services beyond normal working hours.
 - e. Default by the Contractor.
11. Furnishing services of special consultants for other than the normal services incident to this part of the project.



12. Unusual travel and subsistence and other out-of-pocket costs to the Engineer, in connection with the project.
13. Employing the services of a professional estimating firm to provide detailed itemized material and labor costs estimates.
14. Investigations involving detailed consideration of operations, maintenance, and overhead expenses; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals.
15. Services resulting from significant changes in extent of the project or its design and revising previously accepted studies, reports, design documents, or Contract Documents when such revisions are due to causes beyond the Engineer's control.
16. Additional services in connection with the design of the following utilities 5'-0" beyond the building exterior.
 - a. Domestic Water Supply.
 - b. Fire Protection Water Supply.
 - c. Sanitary Sewer.
 - d. Storm Sewer.



ATTACHMENT "D"

COMPENSATION

A statement will be rendered to you by the last of the month for the work performed that month and for all reimbursable costs for reproduction and related material for that month. Payment will be due within **10** days of the time you receive payment from the OWNER on account thereof.

It is intended, that payments will be made to us as you are paid by the OWNER under the Prime Agreement and that you will exert reasonable and diligent efforts to collect prompt payment from the OWNER.

However, if the OWNER fails to pay you in full, it is intended that you will pay all amounts due us within ninety (90) days after the billing date.

Reimbursable costs include cost of transportation, lodging and board; overnight mail; special presentation boards; multiple copies of Drawings and Specifications, outside of normal interoffice routine.

Other reimbursable expenses will not be incurred without your prior approval.

ATTACHMENT "E"

STANDARD HOURLY RATES FOR ENGINEERS AND TECHNICAL PERSONNEL

PRINCIPAL	\$225.00
SENIOR VICE PRESIDENT	\$205.00
VICE PRESIDENT	\$190.00
SENIOR PROJECT MANAGER	\$180.00



PROJECT MANAGER	\$165.00
DEPARTMENT HEAD	\$165.00
CONSTRUCTION MANAGEMENT	\$145.00
PROFESSIONAL ENGINEER	\$145.00
ENGINEER	\$130.00
DESIGNER	\$100.00
DRAFTSMAN	\$85.00
OFFICE STAFF	\$65.00

Rate Table 2017





11301 Fallbrook Dr Suite 320
Houston, Texas 77065
832-678-2110 fax 832-678-2115

Via Email: Carolina@natexarchitects.com

September 18, 2017

Natex Architects
M. Carolina Weitzman, AIA, LEED ap
2500 Wilcrest Dr., Suite 650
Houston, TX 77042

Subject: Proposal for Structural and Civil Engineering Services
League City Fire Station 6
CSF Proposal No. 091817cagrev0

Ms. West,

We are pleased to submit this proposal to perform professional Structural and Civil Engineering Services. It is our understanding the project consist of providing a 3 bay fire station building that will have two floors due to lot configuration. The site is located in League City Galveston County, Texas. There will be new pavement and utilities required along with a detention pond. The site plan provided will need to be adjusted to accommodate detention pond.

Scope of Work

Proposed scope of work consists of the following:

Structural Engineering Services:

- Prepare construction drawings based on architectural design for two story 14,000 SF building.
- Provide Structural Design Drawings and Specifications as required meeting City of League City standards for wind, seismic and other structural considerations.
Drawings to include:
 - General Notes
 - Foundation Plans
 - Foundation Details General Notes
 - Structural Framing plans
 - Structural Steel Details and sections
- Drawings will developed in AutoCAD REVIT latest addition unless requested otherwise.
- Affix Professional Engineering Seal on set of Engineering Detail Construction Drawings.
- Review Architect's related specification section and comment for coordination.
- Review shop drawings as needed as they relate to Structural items.
- Revise drawings based upon City of League City review and respond to any such comments as necessary to obtain required permits.

- Structure will be designed according to IBC 2012 in accordance with City of League City requirements.
- CSF Consulting LP will provide assistance with submittals to building official, as required for consultation.

Civil Engineering Services:

- Attend at least one meeting with governing entities to establish site plan requirements, zoning and/or platting requirements and to identify controlling building codes as necessary.
- Attend scope development meetings as necessary (2 max).
- Provide Civil Site Design drawings and specification for the following:
 - *Horizontal dimensional control of proposed civil related site items and building(s)*
 - *Site grading*
 - *Site drainage*
 - *Site Detention*
 - *Site utilities (potable water, storm sewer, and sanitary sewer) to within 5 ft. of the proposed building(s). Does not include natural gas.*
 - *Pavement design for parking areas and driveway(s) (based on geotechnical investigation for site)*
 - *Sidewalk and parking areas to meet ADA requirements*
 - *Storm Water Pollution Prevention Plan (SWPPP) for construction phase.*
 - *General Civil Details*
- Drawings will be developed using AutoCAD latest version and Civil3D.
- Revise plans per governing entities permit review comments and provide written responses to review comments as required for obtaining permit.
- Review shop drawings as necessary (manholes, inlets, utility piping, etc.)
- Assist Architect in responding to contractor questions and preparing documents for such responses during all phases of the project.
- Affix professional engineering seal on all civil plans.
- No utility infrastructure is included. It is assumed the site will have available utilities for service.
- No traffic studies are included or signalization with intersecting streets.
- No left turn-lane design or construction documents are included.
- No gas line or electrical service plans are included. Typically, these items are provided by the service provider or MEP.
- No HEC-RAS modeling and/or water shed analysis is included as part of the civil site scope.

Construction Administration

- Six field observations are included and any additional observations will be considered additional scope and will be billed at hourly rate per the schedule provided below.
- Owner will need to contract third party testing lab for required special inspection testing in accordance with Chapter 17 of the IBC and our General Notes. This building is considered an essential facility Risk Category III.
- Provide review of shop drawings for items within scope of work.
- Provide submittal review of products with in scope work.

Items Supplied By Owner/Architect

- Architectural site Plan, building plans and elevations drawings in AutoCAD format.
- Topographic Survey for subject site.
- Geotechnical Investigation Report
- All permits, fees, and submittals to building officials

Deliverables

- Construction Documents
- Construction Specifications for items included in Scope of Work.
- Field observations reports as required.

Cost and Terms

- Basic Services
 - Basic Services compensation shall be performed on lump sum basis. Services will be invoiced monthly based on our estimate of the percentage of services completed.

Basic Design Services are as follows:

- Civil Engineering.....\$ 18,000.00
- Structural Engineering.....\$ 22,000.00
- Construction Administration...\$ 4,000.00
- GRAND TOTAL.....\$44,000.00

- Additional Work

Charges will be on a time and material bases, the following are all in rates:

- Sr. Project Manager..... \$160.00/hr
- Civil/Structural Engineer..... \$145.00/hr
- Civil/Structural Designer \$ 90.00/hr
- Cad Designer/Specialist..... \$ 70.00/hr
- Clerical Staff..... \$ 60.00/hr

CSF
Natex Architects
Fire Station 6 City of League City
CSF Proposal No. 091817cagrev0

September 18, 2017

- Normal reimbursable expenses include local travel, long distance telephone in connection with the project, courier services, shipping/delivery charges, in-house and out of office reproductions. A carrying fee of ten percent (10%) will be added to all reimbursable cost.
- This proposal will remain valid for 30 days.
- Invoices shall be paid within 30 days of receipt.

Authorization

To authorize this service, please confirm by signing in the signature block at the close of this proposal and returning one executed copy for my records.

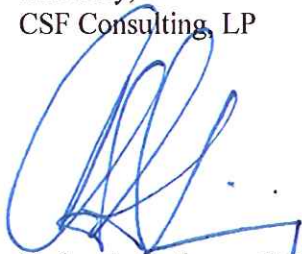
Additional Work

Any work required beyond the scope of that proposed above will be undertaken only after receiving your prior authorization and after an adjustment has been made to our fee to cover the additional work. Additional work (services) will be invoiced monthly, on an hourly basis at our standard rates (see schedule above) plus expenses incurred.

Closing

We appreciate having the opportunity to submit this proposal. For further information or questions, please contact Carlos A. Gutierrez, PE.

Sincerely,
CSF Consulting, LP



Carlos A. Gutierrez, P.E.
Principal Civil/Structural Engineer

ACCEPTED:
Natex Architects

Signature: _____

Title: _____ Date: _____