

18,702



GRACE HEBERT CURTIS

12 March 2024

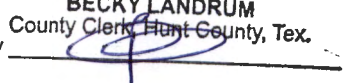
The County of Hunt
Attn: Judge Bobby W. Stovall
2507 Lee Street, Room 202
Greenville, TX 75403-1097

RE: Hunt County Municipal Building
Greenville, Texas

LETTER OF PROPOSAL FOR ARCHITECTURAL SERVICES

FILED FOR RECORD
at 2:00 o'clock P M

MAR 26 2024

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

Dear Judge Stovall,

Grace Hebert Curtis Architects has formed a team of passionate, knowledgeable professionals dedicated to the successful completion of the Hunt County Municipal Building at the Mary of Puddin Hill campus. By working with us, you will add a partner to your team who understands the unique concerns related to civic design and construction. We are totally committed to a continued long-term relationship with Hunt County and delivering a state-of-the-art facility.

PROJECT SCOPE

This project will be a renovation and partial finish-out of the existing steel and metal buildings at the Mary of Puddin Hill campus at 201 I-30 Frontage Road in Greenville, TX.

Renovation work will include demolition and replacement of the entire envelope with the structural steel framing to remain in place. The exterior will be comprised of stone masonry and insulated metal R-Panels, and aluminum and glass storefront. The roof will be primarily standing seam metal panels. The structural concrete floor over the basement will likely require reinforcing. A continuous walkway along the front of the Building is proposed to be constructed with steel framing and standing seam metal roofing. Refer to the attached renderings for basis of exterior design previously submitted to the County.

Approximately 21,000SF of municipal offices will be finished out for Count departments being relocated to the Puddin Hill campus. At this time, program is intended to include Community Development, 911 Addressing, Homeland Security, Community Room, Voter Administration, and County Clerk. Refer to the attached blocking diagram as that was previously submitted to the County.

The masonry building at the center of the Puddin Hill campus is scheduled to be demolished, but that demolition is not part of this proposed scope.

PROJECT SERVICES

We propose to include in our basic service fee the following services:

- Architectural Design
- Interior Design
- Mechanical/Electrical/Plumbing Engineering
- Structural Engineering
- Cost Estimating

PROJECT DELIVERY PHASING

SCHEMATIC DESIGN SERVICES

Based on the information established in the Pre-Design phase, the Schematic Design phase will include the following:

- Architectural Site planning
- Space Programming
- Provide proposed schematic plans
- Updated exterior design images
- Code analysis, coordination, and preliminary review with Authorities having jurisdiction
- SD Cost Estimate

DESIGN DEVELOPMENT SERVICES

- Architectural design development
- Mechanical, plumbing, and electrical systems design development
- Structural systems design development
- Outline specifications
- Coordination with Civil Engineer & Landscape Architect
- Coordination with Owner provided services
- DD Cost Estimate
- Discuss “Best Value” design options and make selections

CONSTRUCTION DOCUMENT SERVICES

- Provide complete Architectural construction documents and specifications
- Provide Structural engineering construction documents and specifications
- Provide Mechanical, Plumbing and Electrical engineering construction documents and specifications
- Coordination with Owner's provided services
- Provide plans and specifications for Authorities having jurisdiction reviews as required
- CD Cost Estimate

CONSTRUCTION ADMINISTRATION SERVICES

- Construction coordination
- Architectural Site visits (10 in-person meetings on site included)
- MEP site visits – 6 included
- Structural site visits – 4 included
- Additional site visits will be Additional Service and rates are noted below
- Shop drawing, RFI, and submittal reviews
- Review all Close-out and Warranty documents required by Specifications
- Prepare Final Punch-lists upon completion of CM punch
- Provide “as designed” record drawings and specs at the completion of the project in electronic format

OWNER PROVIDED SERVICES

- Civil Engineering
- Landscape Design
- Geotechnical Engineering
- Low Voltage (IS/IT, Audio/Visual, Security, etc.)
- FF&E Planning (Furniture, Artwork, etc.) – *optional additional service by GHC Architects*

PROFESSIONAL FEES

Basic Architectural Services (% of Construction Cost):

We propose our fee to be 7.00% of the construction cost. The construction budget is preliminarily estimated at +/- \$10,000,000. Given the fact that the building includes demolition and renovation, there may be undefined construction costs that we are unaware of at this time. If the cost was to increase or decrease, our fee would change as well. An adjustment of the fee will be requested upon final verification of scope and construction cost.

Total Basic Services: \$ 700,000 (\$10,000,000 x .07)

Fee Breakdown by Phase:

Schematic Design	20%	\$ 140,000
Design Development	25%	\$ 175,000
Construction Documents	30%	\$ 210,000
Construction Administration	25%	\$ 175,000
Total Basic Services:		\$ 700,000

Optional Additional Services (per trip + reimbursables):

Additional Project Visits by GHC	\$900 / visit (assuming 1 staff)
Additional Project Visits by GHC's Consultants:	
MPE Engineer	\$900 / visit (assuming 1 staff)
Structural Engineer	\$900 / visit (assuming 1 staff)

REIMBURSABLE EXPENSES

Reimbursable Expenses will be billed at 1.1 our net cost, and include travel, reproduction, shipping/delivery, long distance telephone/fax, mileage @ current government rate, and supplies required specifically for the project. We will work diligently to minimize these expenses, and you will be billed only for our costs incurred.

BILLING SCHEDULE

Billing will occur at the end of each month for the work completed (%) and expenses for that month. Payment is due within 30 days of the invoice date.

FORM OF AGREEMENT

The AIA Document B104-2017, Standard Abbreviated Form of Agreement between Owner and Architect, will be the form of agreement.

PROFESSIONAL LIABILITY INSURANCE

We are insured with Professional Liability Insurance. Certificate can be provided upon request.

We trust that this proposal meets with your expectations. We truly appreciate this opportunity and look forward to working with you on this project.

END OF PROPOSAL

Sincerely,



Adam L. Fishbein, Sec-Tres
Grace Hebert Curtis Architects, LLC

CC:

ACCEPTED BY:



(signature)

Judge Bobby W. Stovall, Hunt County

3-26-24
(date)

