



City of Seguin

Proposal for Professional Services

Phase 4 - Request for Qualifications and Request for Proposals

Wells Fargo Downtown Site

101 E. Nolte Street, Seguin, TX.

5-3-23

Prepared for:

Steve Parker

City Manager

City of Seguin

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PROJECT OVERVIEW

TBA Douglas is pleased to present this proposal to the **City of Seguin** for **Phase 4 – Request for Qualifications (RFQ) and Request for Proposals (RFP)** of the Wells Fargo downtown site located at **101 E. Nolte Street**, Seguin, TX.

SCOPE OF SERVICES

TBA Douglas proposed the following scope of work:

Phase 4 – Request for Qualifications (RFQ) and Request for Proposals (RFP)

Request for Qualifications (RFQ)

Kickoff Meeting – Core Leadership Team

- Review Phase 3 effort
- Define Phase 4 Scope and Goals
- Review proposed Schedule.
- Review Selection Committee Candidates

RFQ Advertising

- Draft Press Release
- Draft Developer List
- Draft target publications & search engine platforms
- Review advertising draft package
- Issuance of Press Release
- Establish site.

RFQ Evaluation Matrix / Criteria

- Draft evaluation matrix/criteria
- Review comments
- Final Draft
- Final Comments
- Issue final documents

RFQ Document

- Draft Outline
- Outline Review
- 90% draft document
- Final Document

RFQ Administration

- Preparation for PM 2

- Overview Presentation
- Review of Meeting 1 Findings
- Input Session

RFQ Evaluation & Selection

- Preparation for PM 2
- Overview Presentation
- Review of Meeting 2 Findings
- Input Session

Request for Proposals (RFP)

Kickoff Meeting – Core Leadership Team/Selection Committee

- Review shortlist candidates
- Define Scope and Goals
- Review proposed Schedule.

RFP Evaluation Matrix/Criteria

- Draft evaluation matrix/criteria
- Review comments
- Final Draft
- Final Comments
- Issue final documents

RFP Document

- Draft Outline
- Outline Review
- 90% draft document
- Review/Comments
- Final Document

RFP Administration

- Responses to questions
- Site Tour

RFP Submission, Evaluation and Selection

- Review of Proposals
- Scoring
- Complied Evaluation
- Interviews
- Team Deliberation
- Selection

FEE PROPOSAL

Request for Qualifications (6 months)	\$ 79,565
Request for Proposals (8 months)	\$ 75,730

ADDITIONAL SERVICES

Proposed Future Phases

Phase 5 – Contract Negotiations (3 months)

Phase 6 – Development Oversight (18 months)

Hourly Billing Rates

TBA Douglas hourly rates will be the basis for calculating the cost of any additional services requested by the Client. TBA Douglas will not undertake any additional services without your written authorization. TBA Douglas project team hourly rates for the duration of the project are per attached “Exhibit A”.

Reimbursable Expenses

Reimbursable expenses shall not exceed 3% of the total project fee. Any additional cost incurred beyond this amount will need prior approval from the client.

The following items shall be paid as a reimbursable expense:

- All transportation expenses related to the project.
- Travel expenses.
- Reproduction and plotting.
- Overnight or special shipping charges.
- Messenger services.
- Purchase or rental of specialized equipment specifically requested by the client.
- Fees and reimbursable expenses paid to consultants authorized by the client.
- All regulator fees required by project.



Reimbursable expenses will be billed at 1.10 except for certain in-house activities that will be billed according to the following schedule:

Auto Mileage	IRS Standard Mileage Rate
Plan printing	\$.51 / square foot (one set)
	\$.19 / square foot (additional sets)
CADD Plots	\$ 15.00 each

Reproduction of additional sets of documents beyond those specifically identified as deliverables and only when specifically requested by the Client and supported with proper documentation in the form of itemized invoices, shall be paid as a reimbursable expense.

Payment

The Client shall pay TBA Douglas monthly based on the progress of the work. Reimbursable expenses shall be invoiced monthly as the work progresses. Terms shall be net Thirty (30) days from the date of receipt of the invoice.

Your signature below will serve as acceptance of this proposal.

TBA Douglas

Name Andrew Douglas, AIA

Title Principal

signature/date

City of Seguin

Name Steve Parker

Title City Manager City of Seguin

signature/date

EXHIBIT A

BILLING RATE SCHEDULE

CLASSIFICATION	2024 BILLING RATES
Principals	\$ 275
Senior Project Manager	\$ 209
Project Manager	\$ 165
Specification Writer	\$ 122
Senior Architectural Designer	\$ 130
Architectural Designer	\$ 110
Senior Interior Designer	\$ 120
Interior Design Staff	\$ 110
Administrative	\$ 100

Billing Rates Subject to Change 1/1/25