

11.1.2018

**PROPOSAL for  
ARCHITECTURAL SERVICES  
for the  
City of Seguin's  
STARCKE PARK CLUBHOUSE RENOVATIONS  
Starcke Park, Seguin Tx**

The following Scope of Services and Compensation outlines the architectural services by **TSG ARCHITECTS AIA**, ("Architect") 312 Saint Francis Street, Gonzales, Texas 78629, for the **Starcke Park Clubhouse Renovations** ("project"), in Starcke Park for the **City of Seguin** ("Owner") 205 North River St, Seguin, Texas 78155. The proposed work shall be architectural design and construction documentation for the building renovation to the existing golf clubhouse building based on the previously approved preliminary design plan. Basic Services include architectural, MEP engineering and structural engineering.

**SCOPE OF BASIC SERVICES**

**A. SCHEMATIC DESIGN PHASE**

1. Meetings with Client and Owner to confirm scope and design;
2. Complete preliminary designs;
3. Provide electronic and/or mounted presentation displays which convey design of project's intent;
4. Provide presentation documents for presentations as requested.

**B. DESIGN DEVELOPMENT PHASE**

1. Consult with consultants on scope and other detailed requirements of the project;
2. Prepare drawings conveying requirements and character of the project, including special design features to be incorporated into the design as required.

**C. CONSTRUCTION DOCUMENTS PHASE**

1. Provide construction documents to include all architectural, structural, MEP, and specifications;
2. All applicable local and State codes will be adhered to including handicap accessibility codes;
3. Analyze, compare and recommend any alternates for bid documents, if applicable;
4. Present progress plans for Owner's review prior to bid.

**D. BIDDING**

1. Provide responses, clarification or interpretations to bidders for architectural and engineering during bidding;
2. Respond to RFI's and provide Addenda as needed;
3. Meet with Client to review bids and make recommendation for Contractor.

**E. CONSTRUCTION ADMINISTRATION**

1. Prepare construction contract between Owner and Contractor;
2. Hold pre-construction meeting to coordinate project with trades, schedule;
3. Review submittals / shop drawings as reviewed, reviewed as noted or rejected to be resubmitted;
4. Respond to RFI's and provide ASI's as needed;
5. Conduct site visits to observe the quality and progress of the work and determine if work is being performed in general conformance with the Contract Documents;
6. Review monthly Application and Certificate for Payment (AIA G701&2) from contractor and certify payment;
7. Prepare and coordinate color or story board for Owner's consideration and approval;
8. If applicable, prepare Change Orders (AIA G701) per Clients approval and execution in accordance with the Contract Documents;
9. Walk-through at Substantial Completion and prepare punch lists of incomplete work or work needing adjustment to be corrected prior to occupancy by Owner. Coordinate consultants punch lists and provide G704 Substantial Completion with all attached punch lists;
10. Perform final walkthrough and recommend final payment to contractor.

**F. OPTIONAL ADDITIONAL SERVICES - The following services are in addition to Basic Services listed above and are available on a lump sum or hourly basis, or as otherwise agreed to:**

1. Make revisions or design changes when such revisions are inconsistent with original agreed scope, or, are required because of revisions subsequent to the preparation of such documents;
2. Preparing drawings, documentation and other services in connection with significant change orders requested by Owner and/or construction change directives;
3. Preparing documents for alternate, separate or sequential bids and providing out-of-sequence services requested by the Owner;
4. Consultation and planning concerning replacement of work damaged by fire, flooding or other natural causes during construction;
5. Feasibility studies, or other special reports;
6. Building assessments;
7. Surveys;
8. Civil Engineering;
9. IT Services;

10. Landscape design;
11. Other services other than those listed above F in this proposal.

## **COMPENSATION**

- G. COMPENSATION FOR BASIC SERVICES** - For Basic Services as described in A through E above, compensation is proposed to be a **total lump sum of \$82,860** paid in the following phases:
- Schematic Design - 10%
  - Design Development - 15%
  - Construction Documents - 55%
  - Bidding - 5%
  - Construction Administration - 15%
- H. COMPENSATION FOR ADDITIONAL/OPTIONAL SERVICES** – If requested, Architect proposes to provide additional services on an hourly basis as listed below, plus reimbursable expenses or upon definition of the scopes of Additional Services to be performed, provide a proposed lump sum for these services.
- Architect / Engineer Principal - \$165/hr
  - Project Architect - \$135/hr
  - Cad Technician - \$95/hr
  - General Drafter - \$80/hr
  - Clerical - \$35/hr
- I. COMPENSATION FOR REIMBURSABLE EXPENSES** - reimbursable expenses are in addition to the compensation for basic and additional services, and include expenditures made by the Architect, its employees, or its professional consultants in the interest of the Project for the expenses listed:
1. Expense of transportation when traveling in connection with the project; long distance telephone calls and;
  2. Expense of printing reproductions, computer plots and handling of drawings and specifications as required by the Architect and;
  3. Expenses for postage, handling and delivery charges and;
  4. Expenses of additional consultants not in Basic Services and;
  5. Fees paid for securing approval of authorities having jurisdiction over the Project.
- Note: All reimbursable expenses are billed to at 1.1 times the actual cost to the Architect. **Reimbursements costs not to exceed \$5,000.**
- J. PROPOSED PROJECT TIMELINE** – (to be determined)