



City of Seguin – Fire Station #4

1.01 : Project Description

Existing single-story Fire Station No. 4 will be located near Huber Road and Rudeloff Road.

Current Proposed Program consists of approx. 11,000 square feet to accommodate 6 firefighters and 2 company officers. The station will provide for 3 drive-through bays, living accommodations and ancillary work spaces. Design to include spaces to accommodate the following program elements:

- Parking
- 3 Drive-through Apparatus Bays
- Gear Storage and Laundry Facilities
- Breathing Air Compressor & Fill Station room
- Dorm Rooms
- Kitchen/Dining area
- Day Room
- Restrooms
- Fitness Room
- Officer Areas
- Building Support Spaces (mechanical, electrical, data, janitorial)
- Patio Area

1.02 : Project Budget

The total Owner-provided Construction Budget is \$7,000,000.

1.03 : Scope of Work:

We propose the following services in association with this contract:

Project Administration Services

- Evaluation of Project Budget
- Schedule Development & Monitoring
- Preliminary Estimate of Cost of the Work:
- Coordination with Owner-Supplied Data
 - Asbestos and Environmental Reports
 - Geotechnical Report
 - Topographical Surveying
 - Platting
 - Coordination with City departments as required for project Planning (Pre-Submittal Meeting)

Planning & Evaluation Services

- Programming & Design Meetings with the Fire Department and other City Departments
 - Two (2) programming meetings
 - Bi-weekly recurring design meetings throughout duration of Phase I design – typically virtual meetings via Zoom or Teams, with in-person meetings scheduled as needed.
- Site Development Planning
- Site Surveying and Topography
- Preliminary Site Plan Approvals

Design Services

- Schematic Design (SD) – Proposed Deliverables below:
 - Programming Document
 - 50% SD
 - 100% SD
- Schematic Design
 - Provide Owner with plans and project documents in pdf format
 - Includes site plan, floor plan, building elevations, perspective renderings of exterior and key interior spaces, and building systems narratives and concept diagrams.
- Design Development
 - Provide Owner with plans and project documents in pdf format
 - Includes site plan, floor plan, building elevations, ceiling and floor finish plans, code analysis, engineering system narrative descriptions and geotechnical evaluation of existing soils
 - Include exterior and interior imagery
- Construction Documents
 - Landscaping and Irrigation
 - Provide Landscape Plan specifying the treatment of all exterior landscaping areas within the limits of the property boundary. Calculations conforming to the requirements of the authority having jurisdiction.
 - Design Irrigation Plan and layout of pvc pipes, irrigation heads, controllers, and accessories for a fully operational system. System shall be designed to conserve water and limit operational and maintenance costs.
 - Domestic and Sanitary Utilities
 - Design Team shall provide utility tie-in to existing city utilities.
 - Coordination with the authorities having jurisdiction for water and wastewater utilities.
 - Electrical and Gas Utilities
 - Design Team shall provide utility tie-in to existing public utilities.
 - Coordination with the authorities having jurisdiction for electrical and gas utilities.
 - Civil Construction Plans
 - Prepare a dimensioned site plan and prepare construction plans for the following:
 - Grading plan to establish finish floor elevations and to establish paving elevations on driveways and parking areas.
 - Identify storm water calculations for the preparation of construction plans for storm sewer design
 - Prepare and issue final signed and sealed construction plans for permitting by Civil Engineer licensed by the State of Texas to Authorities having Jurisdiction.
 - Storm Water Prevention Plan
 - Prepare a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP will include drawings showing where all the construction phase best management practices will

be located written narratives describing how often they will be inspected, and how to document the inspections.

- Building Structure
 - Design Team shall provide site plan, floor plan, elevations, building section, wall sections, interior elevations, schedules, and details.
 - Structural Plans to be provided by a licensed engineer and shall include foundation plans and details, structural components to support all components of building including collateral and lateral loads, dead loads, etc.
 - Prepare and issue final signed and sealed construction plans for permitting by Architect and Structural Engineer licensed by the State of Texas to Authorities having Jurisdiction.
- Building Systems
 - Design of systems within the facilities including Mechanical, Electrical, Plumbing, Security and Technology systems. Systems shall be coordinated and compatible with existing systems incorporated into city facilities.
 - Prepare and issue final signed and sealed construction plans for permitting by Engineer licensed by the State of Texas to Authorities having Jurisdiction.
- Coordinate with city's standards for Low-Voltage, Access Control and CCTV design (by Design Team)

Bid Phase Services

- Release of Bid Documents
- Analysis and/or preparation of Alternates/Substitutions
- Bid/Proposal Evaluation
- Permitting Coordination with all City Departments
- Value Analysis

Contract Administration

- General Administration
- Assist City Administration with public outreach and general notification of project
- Participation in regular Construction Status Meetings
 - Hybrid of on-site and online, as needed
 - Alternating monthly Owner/Architect/Contractor meetings
- Submittal Review
- Site Reviews with Field Reports
 - Monthly, with additional bi-weekly site visits as needed, including by engineering sub-consultants
- Supplemental Documentation in response to Contractor RFIs
- Administration of Changes in the Work
- Interpretations and Clarification of Construction Documents
- Texas Department of Licensing and Regulation Registration and Inspection Services (scheduled \$4,500 allowance)
- Coordinate Construction Material Testing throughout the construction period by licensed firm (scheduled reimbursable expense of \$70,000)
- Commissioning of Building Systems by third-party engineering firm licensed to perform commissioning (NEBB Certified Technical Commissioning Agent – reimbursable expense of \$18,000)



- Prepare Conformance Documents
 - Provide in RVT, DWG and PDF formats
- Review and Certify General Contractor’s Pay Application on a monthly basis
- Project Close-Out

Facility Operation Services

- Warranty Review
- Post-Contract Evaluation

1.04 : Compensation:

Base Fee

- Lump Sum Total of **\$685,000**
 - Fee to include the following disciplines and third-party consultants
 - Architectural Services
 - Landscape Architect
 - Civil
 - Structural Engineer
 - Mechanical/Electrical/Plumbing Engineer
 - Information Technology
- Reimbursable Services/Expenses
 - \$106,500
 - Costs or fees paid on behalf of the City of Seguin and Fire Department by Martinez Architects shall be remitted for reimbursement. These fees include but are not limited to permitting, filing, registration, inspection and printing costs.
 - Surveying – scheduled fee \$5,500
 - Geotechnical Investigations – scheduled fee \$8,500
 - Construction Material Testing fees – scheduled fee \$70,000
 - Texas Department of Licensing and Regulation – Registration and Inspection Services – scheduled fee \$4,500 (allowance)
 - Commissioning of Building Systems by third-party engineering firm licensed to perform commissioning (NEBB Certified Technical Commissioning Agent – estimated fee \$18,000
 - Additional work outside the base scope of services shall be conducted as an hourly rate as identified below or as a negotiated lump sum fee. Such additional fees shall be based on impact in the schedule and scope of work requested.

Billing Rates

- Hourly Rates
 - Principal \$250/hr.
 - Project Manager \$200/hr.
 - Project Architect \$175/hr.
 - Technical Personnel \$100/hr.
 - Clerical \$75/hr.

Invoicing Schedule

- Programming 05%



- Schematic Design 15%
- Design Development 20%
- Construction Documents 30%
- Permitting / Bidding 05%
- Construction Administration 25%

We appreciate the opportunity to work with the City of Seguin, and we look forward to a successful project. Sincerely,

Ricardo Martinez, AIA
Martinez Architects - Partner