



City of Seguin

Proposal for Professional Services

Phase 2 - Community & Stakeholder Input / Phase 3 – PUD Development Standards

Wells Fargo Downtown Site

101 E. Nolte Street, Seguin, TX.

12-18-23

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 2 – Community & Stakeholder Input** and **Phase 3 – PUD Development Standards** of the Wells Fargo downtown site located. at 101 E. Nolte Street, Seguin, TX.

SCOPE OF SERVICES

Douglas Architects proposed the following scope of work:

Phase 2 – Community & Stakeholder Input (5 months)

2.1 Work Session 1 – Core Leadership Team

- Review Phase 1 effort
- Define Phase 2 & 3 Scope and Goals
- Review proposed Schedule.

2.2 Work Session 2 – Core Leadership & MSAB

- Review of Project, Plan and Findings
- Review Goals and Objectives of Process
- Team Input – Card Session
- Review Opportunities & Challenges
- Review Public Meeting Process

2.3 City Council – Workplan and Schedule Update

- Review Phase 1 effort
- Review proposed Schedule.

2.4 Public Meeting 1 – Project Introduction and Core Considerations

- Preparation for PM 1
- Overview Presentation
- Input Session

2.5 Public Meeting 2 – Core Considerations Findings & Precedents

- Preparation for PM 2
- Overview Presentation
- Review of Meeting 1 Findings
- Input Session

2.6 Public Meeting 3 – Outline Development Standards

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

2.7 Work Session 3 – Core Leadership & MSAB

- Overview of Public Meetings Key Findings
- Considerations for PUD
- General Recommendations

2.8 City Council Update – Phase 2 Findings and Recommendations

- Overview of Public Meetings Key Findings
- Considerations for PUD
- General Recommendations

2.9 Phase 2 Report of Findings

- Documentation
- Report of Findings
- Recommendations

Phase 3 – PUD Development Standards (5 months)

3.1 Work Session 1 – Core Leadership Team (2 weeks)

- Review Phase 1 effort
- Define Phase 2 & 3 Scope and Goals
- Review proposed Schedule.

3.2 Work Session 2 – Historic Preservation & Design Review Committee

- Overview of Development Options
- Review of Historic Preservation Standards and Requirements
- Precedent Review of Appropriate Infill

3.3 Work Session 3 - PUD Preliminary requirements

- Historic
- Architectural design standards
- Density, Massing, Setbacks
- Program/Uses

3.4 PUD Preliminary Draft

- Written Outline
- Review of Meeting 1 Findings
- Input Session

3.5 PUD Preliminary Draft

- Written Outline
- Review of Meeting 1 Findings
- Input Session

3.6 PUD Final Draft

- Written Outline
- Review of Meeting 1 Findings
- Input Session

3.7 PUD Planning and Zoning

- Written Outline
- Review of Meeting 1 Findings
- Input Session

3.8 PUD City Council Review & Acceptance

- Written Outline
- Review of Meeting 1 Findings
- Input Session

FEE PROPOSAL

Phase 2 – Community Input (5 months)	\$ 83,230
Phase 3 – PUD Development Standards (5 months)	\$ 48,032

ADDITIONAL SERVICES

Contracting

Douglas Architects, Inc. assistance with contract review:

- Assistance with Closing real estate transaction

Propose providing services on an hourly basis billed at \$200 per hour. Estimated fee range \$2,000-\$5,000.

Proposed Future Phases

Phase 4 – Public Solicitation, Evaluations and Selection (6 months)

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

Name Steve Parker

Title City Manager City of Seguin

signature/date

EXHIBIT A

BILLING RATE SCHEDULE

CLASSIFICATION	2023 BILLING RATES
Principals	\$ 243
Senior Project Manager	\$ 209
Project Manager	\$ 138
Specification Writer	\$ 122
Senior Project Architect	\$ 163
Project Designer	\$ 120
Architect III	\$ 143
Architect II	\$ 132
Architect I	\$ 122
Designer III	\$ 85
Designer II	\$ 80
Designer I	\$ 74
Clerical	\$ 48

Billing rates subject to change 1/1/24.