

March 22, 2011

Bill Burke  
Project Manager  
Collin County Construction & Planning  
Central Plant  
4600 Community Ave.  
McKinney, Texas 75070

04  
03:4  
3/22/11  
[Signature]



Re: Fee Proposal for A/E Services  
Collin County Courthouse Addition – Lower Level Area A; Level One Area C  
REVISION 1

Dear Bill:

PGAL will provide Architectural and Engineering Services under an additional services agreement, under the provisions of the Collin County Courthouse Addition Contract. The fees we are requesting associated with these revisions are for services to provide an alternate layout for office space use in the Courthouse Addition Lower Level Area A and revise space layouts On Level One Area C. The scope change in question affects Architecture plans, door/hardware schedules, finish schedules, interior elevations and reflected ceiling plans. Mechanical, Electrical and Plumbing revisions will be done on their respective plans, one line diagrams and schedules. The data plans and schedules will be revised. Omitted from the scope of work is any revisions to the signage schedules and plans per Brad Harris' email directive dated 3.21.11.

PGAL took receipt of the following copies of the proposed changes as drawn by Collin County staff:

1. Drawing A2.13
  - a. Showing the addition of a Family Room to the Jury Room 12118 north area. The room is to be of similar size to the adjacent Vault 12142 and will have a millwork cabinet system along the room's west wall without a built in sink. The millwork will have convenience outlets above the counter and open space above and below the counter. The counter will be shown the full length of the room from north to south on the west wall.
  - b. Current rooms Service Counter 12126 and Criminal Window 12124 will have its door removed to Atrium 12010 and a new wall portion will be added along column line D to enclose the space off from the main atrium. The millwork, transaction windows and associated power will be removed from the space. The new room will be renamed (yet to be provided) and finishes, lighting, power and data will be revised to support two cubicles. Service Counter 12126 room will have the west wing walls and furr down removed and open to the adjacent open work area if the ceiling grid will accept this condition.
  - c. **Producible**
    - i. PGAL will make these revisions on a revised A2.13 full size sheet for review by Collin County Construction.
    - ii. When given Notice To Proceed, PGAL will coordinate with Summit Consultants, Inc., and PGAL Technology to produce a Proposal Request and issue to Turner Construction.
2. 36"x48" Lower Level Plan labeled "DA Copy, Record Copy"
  - a. This drawing is incorporated into the file as a record copy of the Collin County District Attorney's revisions as marked in an internal coordination meeting with Collin County Construction.
  - b. A producible will not be created from this drawing.
3. 36"x48" Lower Level Plan labeled "Design Directive - DA"
  - a. This drawing is intended to show the design as requested by the Collin County District Attorney.
  - b. **Producible**
    - i. Revisions include:
      1. Offices 02220 and 02218 will be combined into one space labeled Conference Room. One door will be deleted. Power and Data will be reconfigured to support a center conference table. Walltalkers dry erase surface will be added to the room's east wall, opposite the main door.
      2. Clerical Area 02230 will be revised to a break room enclosed by walls with an

- uncased opening in the south wall opposite the break room cabinets. Millwork will be added similar to current Courthouse Addition standards to include a sink, single countertop, overhead and below counter cabinets and convenience outlets above the countertop.
3. District Attorney 02224 Office will have one of its doors removed. The furniture cluster of desk and small table will be flipped on the plan. The DA Restroom will remain. Coffee 02234 will have all millwork removed and the use of room will become an office with a single door and side lite. All data, lighting, power, mechanical and plumbing will be revised to support a single desk along the north wall. A new wall will be added to the new office north to create a room to be designated Closet. This closet will have a single door which had been designated 02242A.
4. 36"x48" Lower Level Plan labeled "Collin County Construction"
    - a. This drawing is intended to show the best practices applied rule to the drawing listed in drawing listed in item 3.
    - b. **Producible**
      - i. Revisions include:
        1. Offices 02220 and 02218 will be combined into one space labeled Conference Room. One door will be deleted. Power and Data will be reconfigured to support a center conference table. Walltalkers dry erase surface will be added to the room's east wall, opposite the main door.
        2. Clerical Area 02230 will be revised to a break room enclosed by walls with an uncased opening in the south wall opposite the break room cabinets. Millwork will be added similar to current Courthouse Addition standards to include a sink, single countertop, overhead and below counter cabinets and convenience outlets above the countertop.
        3. District Attorney 02224 Office will have one of its doors removed. The furniture cluster of desk and small table will be flipped on the plan. The DA Restroom will be made smaller in width to allow a secondary corridor between the DA Office and the DA Receptionist's new office. This new office will take the place of Coffee 02234. Coffee 02234 will have all millwork removed and the use of room will become an office with a single door and side lite. All data, lighting, power, mechanical and plumbing will be revised to support a single desk along the north wall. A new wall and door will be added in the DA Receptionist Office to create a closet.

In summary, the project deliverables will include:

- Revised Sheet A2.13 for Collin County approval/comments
- Two revised 36"x48" floor plans for Collin County approval/comments
  - From these comments, PGAL will create backgrounds and coordinate all mechanical, electrical, plumbing, data and signage for the new uses.
  - PGAL will issue these drawings on behalf of Collin County as a Proposal Request to Turner Construction.
- Verification of pricing exercise from Turner Construction.
- Construction Administration Services

It is our understanding that PGAL will not be required to attend any progress or scope validation meetings.

All revisions will be handled electronically via pdf drawings sent to Collin County Construction.

Any revisions beyond those conveyed on the marked up drawings may result in additional scope revision on behalf of the design team.

These fees are as follows:

PGAL	\$ 3,900.00
PGAL Technology	\$ 1,025.00
<u>Summit Consultants, Inc..</u>	<u>\$ 1,600.00</u>
TOTAL	\$ 6,525.00

**PGAL**

Reimbursable Costs: We would expect to be reimbursed for any out-of-pocket expenses we incur on behalf of the project such as cost of reproduction, plotting, special handling or delivery, permit fees and travel associated with the project per the Collin County Standard Agreement. As previously agreed upon, any reimbursable expenses incurred that exceed the initial contracted agreed upon amount will be covered by a future contract amendment. Reimbursable expenses will be billed at cost plus 10%.

Thank you for the opportunity to serve Collin County. Please do not hesitate to call should you have any questions regarding this proposal.

Sincerely,  
PGAL



Brian Nicodemus  
Senior Associate  
cc: file