



Rev. May 1, 2011
April 6, 2011

Mr. Bill Burke
Collin County Construction & Planning
Central Plant
4600 Community Ave.
McKinney, TX 75070

RE: Proposal for Adaptive Re-Use Study
Collin County Juvenile Justice Alternative Education Program Building

Bill,

VAI Architects Incorporated is pleased to have this opportunity to offer the following proposal for your consideration.

SCOPE OF PROJECT

VAI and our consultants will conduct an adaptive re-use study for two portions of the existing building, located at 4690 Community Drive, McKinney, Texas.

It is our understanding that Collin County has two areas of concern as follows:

- A. Reconfigure the main office entrance on the south end of the building to enclose a reception area and accommodate additional workroom functions including a large scale plotter and more copy machines.
- B. Evaluate the shell space in Pods 'B' and 'D' to be used for either storage and / or voting place including layout of electronic voting machines.

Our services will include a scope verification meeting, survey of proposed equipment or storage requirements and report stating recommendations or limitations of the facility for the intended uses.

The report will address:

- A. Proposed plan showing configuration changes
- B. Interior finish out requirements for intended use
- C. Code implications, including accessibility (ADA)
- D. Building structural load limits
- E. Additional power or lighting requirements
- F. Estimate of construction cost for proposed work

The resulting product will be provided in the form of an Adaptive Re-Use Study Report.

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SCOPE OF SERVICES

Scope Verification Meeting and Walk-Through Survey

The objective of the initial meeting is to verify the project requirements and perform a walk-through survey to obtain information on equipment to be incorporated into the project and identify special conditions which could impact the proposed layout. The following areas will be observed to the extent practical:

- A. Survey of existing conditions
- B. Survey of plotter and additional equipment
- C. Survey of proposed storage and voting machines

Adaptive Re-Use Study Report

The adaptive re-use study report will consist of the following contents:

- A. Purpose and scope of study
- B. Existing building conditions
- C. List of deficiencies or modifications required
- D. Proposed improvements including floor plan changes
- E. Estimate of Construction Costs
- F. Conclusions and recommendations
- G. Exhibits (Photographs, floor plan drawings etc.)

SPECIAL CONDITIONS

The activities listed below generally are excluded from or otherwise represent limitations to the scope of services.

1. Removing or relocating materials, debris material or finishes; conducting exploratory probing or testing; dismantling or operating of equipment or appliances; or disturbing property that obstructs access or visibility.
2. Providing an opinion on matters regarding security of the subject property and protection of its occupants or users from unauthorized access.
3. Providing an environmental assessment or opinion on the presence of any environmental issues such as asbestos, hazardous wastes or toxic materials other than what has been stated previously in this proposal.

DELIVERABLES

One electronic copy of the Draft Adaptive Re-Use Study Report will be provided for review. After receiving feedback, two hard copies and one electronic copy of the Final Adaptive Re-Use Study Report will be provided to Collin County.

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FEES

The proposed professional fee for the Scope of Services described above is based upon a Lump Sum Fee in the amount of \$ 12,000.00 (twelve thousand dollars) plus normal reimbursable expenses estimated at \$250.00.

PROPOSED SCHEDULE

Estimated Notice to proceed:	<u>May 16, 2011</u>
Scope Verification Meeting and Walk-Through Survey	<u>May 16 - 23, 2011 (1 week)</u>
Draft Re-Use Study Report	<u>May 23 - June 6, 2011 (2 weeks)</u>
Owner review and comments	<u>June 6-13, 2011 (1 week)</u>
Final Re-Use Study Report	<u>June 13 - 20, 2011 (1 week)</u>

We look forward to the successful completion of this portion of the project. Please do not hesitate to contact us if you require additional information at this time.

Sincerely,



Woodrow Woods
Project Manager
VAI Architects Inc.

Cc: Barton Drake
Russell Himes
