



August 20, 2015

Mr. Bill Burke
Collin County
4600 Community Avenue
McKinney, Texas 75071

Re: Roof Recover
Minimum Security Prison
Collin County, Texas

Mr. Burke:

We appreciate this opportunity to provide you with a fee proposal for roof consulting services for the referenced project.

Scope of Services – Design and CD Phases

1. Site visit to confirm existing conditions and dimensions.
2. Preparation of schematic design documents.
3. Meeting to review schematic design documents.
4. Preparation of construction documents to consist of plans and specifications.
5. Meeting to review construction documents at 90%.
6. Complete preparation of construction documents.

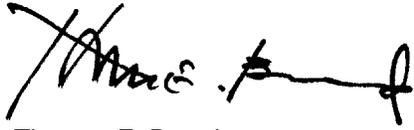
Scope of Services – Bid and Construction Administration Phases

1. Attendance at pre-bid conference to review scope of work with bidders.
2. Issuance of any required addenda during the bid phase.
3. Assistance with the review of bids.
4. Attendance at the preconstruction conference.
5. Review of submittals.
6. Make two roofing related site visits per week for six weeks to confirm contractor compliance with the contract documents.
7. Preparation of any required requests for proposals during the construction phase.
8. Attendance at final inspection. Prepare final completion checklist.
9. Conduct one follow up site visit to confirm that all work has been completed.
10. Provision of record documents based on contractor's field notes.
11. Review of closeout documents.

Our proposed fee amount, for the scope of services noted above, is a lump sum fee amount of Thirty-Three Thousand Dollars (\$33,000.00). Reimbursable expenses, which are not expected to exceed \$1,800.00, will be invoiced at our direct cost.

Please contact me if you have any questions on this proposal or if we can modify this proposal in any way to better suit your needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas E. Brand". The signature is stylized with a large initial "T" and a long horizontal stroke at the end.

Thomas E. Brand