

February 19, 2018

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

Re: Proposed Relocation of Collin County Tax Office
900 East Park Boulevard (Park Plaza Development)
Plano, Texas 75074



Dear Mr. Burke:

Spurgin & Associates Architects is pleased to submit this proposal to provide Professional Design Services for the Relocation of the Collin County Tax Office to 900 East Park Boulevard in Plano, Texas, just a few hundred feet north of their current location in the 920 building. The new location is the north end of the first level, in tenant space which recently housed a dental office and children's medical facility.

Scope: Provide architectural & MEP engineering services, demolition drawings, bidding/construction documents and contract administration services for the relocation project which covers approximately 6,470 SF of existing finished leased space which will primarily be demolished. The scope of the work also includes civil engineering services and related bidding/construction documents to modify a few concrete curbed traffic islands near the NW corner of the building and to add approximately 24 concrete parking spaces to the far east edge of the existing east parking area, as well as landscape/irrigation modifications to bring the site into compliance with current ordinances as required by the City of Plano. The scope of the work does not include any structural engineering as none is anticipated at this time, but can be provided on an hourly rate agreed upon prior to commencement of work in the event it is determined that structural engineering will be required during the course of the project.

Fee: Spurgin & Associates Architects propose a combined lump sum A/E fee of Sixty Six Thousand Seven Hundred Dollars (\$66,700.00) excluding reimbursable expenses. The architectural portion of the fee is Twenty Four Thousand Two Hundred Fifty Dollars (\$24,250.00). The MEP engineering portion of the proposed fee, submitted by Mr. Adam Harris with Root Engineering, is Eight Thousand Seven Hundred Fifty Dollars (\$8,750.00). The civil engineering portion of the proposed fee, submitted by Mr. Jon David Cross with Cross Engineering, is Twenty Eight Thousand Dollars (\$28,000.00) and the landscape/irrigation portion of the fee (submitted via CEI by Mr. Joe Grubbs with Grubbs Design Group) is Five Thousand Seven Hundred Dollars (\$5,700.00).

Extra Services: Additional services requested by Collin County will be performed at an hourly rate per the schedule shown below.

Reimbursable Expenses: Reimbursable items shall include lodging, airfare, rental car, meals, delivery charges, long distance telephone charges, postage, mileage, film, film processing, CADD plots, printing charges and TAS Plan Reviews not included in above services provided. These charges will be used for the expedience of the project and be at the sole discretion of the consultants. Reimbursable expenses shall be invoiced at consultant's direct cost incurred with a maximum not-to-exceed Six Thousand Five Hundred Dollars (\$6,500.00).

Schedule of Direct Labor Rates:

<u>Discipline</u>	<u>Staff Designation</u>	<u>Hourly Billing Rate</u>
Architect	Principal Architect	\$110
Architect	Technician	\$50
Architect	Administrator	\$60
MEP	PE Engineer	\$100
MEP	EIT Engineer	\$60
MEP	Administrator	\$40
Civil	Principal Engineer	\$150
Civil	Registered Engineer	\$125
Civil	EIT Engineer	\$85
Civil	Project Manager	\$115
Civil	Technician	\$80
Civil	Clerical	\$60

The civil engineering and landscape/irrigation fees are admittedly disproportionate to the quantity of actual site work anticipated but have been proposed by the consultants as a result of the City of Plano informing the civil engineer and landscape architect that ANY work on the site will require drawings of the entire site and that the entire site be brought into compliance with current city landscape/irrigation ordinances. If any of the services enumerated in their specific proposal end up not being required, the corresponding fees will not be charged to the County but have been included in the proposal to protect against potential change orders or additional services as requested by the County.

The specific proposals to the Architect from the MEP Engineer and Civil Engineer (including landscape/irrigation work) are included for your information and awareness of inclusions, exclusions, etc. as only the total amount of their fees are incorporated into the above A/E fee proposal.

Please do not hesitate to contact our office if you have any questions or comments. We are fortunate and privileged to have an enduring professional relationship with Collin County and are excited to have yet another opportunity to work with Collin County on a great project.

Respectfully submitted,


Kent Spurgin