

January 5, 2024

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

Re: Remodel of First Floor for Juvenile Probation  
Park Plaza Complex  
920 E. Park Boulevard  
Plano, Texas 75074



Dear Mr. Burke:

In accordance with the Collin County Architectural Services Agreement No. 2022-256 Spurgin & Associates Architects is pleased to submit this proposal to provide Professional Design/Consultation Services for the Remodel of the First Floor for Juvenile Probation in the 920 building at the Park Plaza Complex, located at 920 E. Park Boulevard, Plano, Texas.

Scope: Provide architectural and MEP bidding/construction documents and contract administration services for the project which includes complete remodeling of approximately 9200 SF of the first floor and minor remodeling of the existing public restrooms consisting of new finishes and fixtures, together with replacing a few doors and frames in the entry lobby and main corridor. The Project also includes relocating the data equipment from the existing Telephone/Electric/Data Room to the existing Records Room, which in turn requires pulling all new data cabling to the existing second floor JP and Constable office suites. At this stage of planning, it is thought that Construction will occur in roughly two phases; phase one being demo of the existing first floor finishout and pulling all new data cable to the second floor, phase two being all new construction on the first floor and installation of new data equipment and cabling for the first floor. All Work will be completed by the General Contractor for this Project as determined by the public bid process.

The scope of the work does NOT include any structural or civil engineering at this time as all of the anticipated work is located on the interior of the building with the potential exception of upsizing some exterior sanitary sewer piping from 4" to 6" diameter piping at the NW corner of the building and installation of a new metal awning on the west wall near the SW corner of the building. The scope of work also does NOT include any work on the exterior faces or roof of the 920 building at this time.

Fee: Spurgin & Associates Architects propose a lump sum A/E fee of One Hundred Forty Four Thousand Five Hundred Dollars (\$144,500.00) excluding reimbursable expenses.

Extra Services: Additional services requested by Collin County will be performed at an hourly rate agreed to prior to work being performed.

Reimbursable Expenses: Reimbursable items shall include lodging, airfare, rental car, meals, delivery charges, long distance telephone charges, postage, mileage, film, film processing, CADD plots and printing charges 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 architect. Reimbursable expenses shall be invoiced at architect's direct cost with a maximum not-to exceed Fourteen Thousand Dollars (\$14,000.00).

Schedule of Direct Labor Rates:

<u>Discipline</u>	<u>Staff Designation</u>	<u>Hourly Billing Rate</u>
Architect	Principal Architect	\$175
Architect	CAD Technician	\$125
Architect	Administrator	\$75
MEP	PE Engineer	\$175
MEP	EIT Engineer	\$125
MEP	Administrator	\$75

Billing Schedule: Typically on this type/size project we would anticipate invoicing our work at the end of each phase of work; although the Construction Documents & Contract Administration phases may be broken down into 2-3 billings since they are the longer phases of the work from a time consumption standpoint. At any rate, billing would never occur more frequently than once per month.

Please do not hesitate to contact our office if you have any questions or comments.

Respectfully submitted,

  
Kent Spurgin