



A R C H I T E C T S L L C

June 20, 2023

Donna Welsh, Town Administrator
Town of Copper Canyon
400 Woodland Drive
Copper Canyon, Texas 75077

RE: Additions and Renovations to the Existing Town Hall Building
Architectural and Engineering Services

Dear Donna:

Thank you for reaching out to me regarding the referenced project. The following is the outline of scope of services we propose for the project.

The Project

The project consists of the following scope of work including:

- A 1500 square foot addition to the existing building.
- Program of spaces will include private office for a new police chief, two (2) additional private offices, toilet rooms, changing areas for the police officers, a lobby, holding area and a storage room for evidence and a safe. A detailed program of spaces with specific requirements will be developed in the schematic design phase of the project.
- A new and/or enlarged parking lot.

Base Scope of Work

SCHEMATIC DESIGN (20%)

- Develop a detailed program of spaces with specific requirements for use, capacity, hardware, finishes, etc.
- Field measure and photograph the existing building, develop a cad background.
- Develop parking count required for the new and existing building with preliminary layout options.
- Develop preliminary Building Code Review,
- Develop preliminary floor plan for review.

DESIGN DEVELOPMENT (28%)

- Following Owner review and approval of the Schematic Design phase, the floor plan will be further developed along with the Ceiling Plan, Roof Plan and Exterior Elevations.
- Develop Wall Sections, Exterior Details, Window and Door Schedules, Room Finish schedule, Enlarged Details, Interior Elevations,
- Coordinate with Engineers, Security Consultant, and Hardware Consultant.

CONSTRUCTION DOCUMENTS (40%)

- Following Owner review and comments of the DD package, develop and full set of construction package drawings, including coordination with consultants.
- GPF will coordinate documentation with Texas Department of Licensing and Regulation for accessibilities compliance.

BIDDING AND NEGOTIATION (2%)

- Assist the Town of Copper Canyon with the Bidding and Negotiation phase.

CONSTRUCTION ADMINISTRATION (10%)

- Attend Owner-Architect-Contractor meetings every other week,
- Respond to RFIs, review Shop Drawings and submittals, review and certify Applications for Payment.
- Coordinate Closeout Documents.

General Conditions

- GPF will provide Architectural, Interior Design, Landscape Architecture, Structural Engineering, and Mechanical/Electrical/Plumbing Engineering under the base fee.
- Civil Engineering, if required, will be by the town's Civil Engineering consultant working under GPF Architects, and will be invoiced as a reimbursable.
- A separate security consultant may be required depending on programming requirements. This consultant will be invoiced as a reimbursable. The base building hardware consultant will be under GPF Architects base fee.
- A technology consultant will be considered a reimbursable service.
- Site surveying and geotechnical report will be a reimbursable expense.
- Registration of the project with the Texas Department of Licensing and Regulation for accessibility compliance along with plan review and site inspection fees will be a reimbursable expense.
- Tie in to the existing septic system, or new septic system, will be by Owner.

Exclusions

- Any off site utility design,
- Any other issues not specifically included in the Base Scope of Work services listed above.

Fees

GPF Architects LLC proposes to provide the base Architectural and Engineering Services as described for a fee of six percent (6.0%) of the total cost of construction.

Invoicing will be sent at the end of each month based on percent complete by phase noted above.

Reimbursables

Reimbursables include

- Civil Engineering, Security Consulting, Technology Consulting, Surveying, Geotechnical report, TDLR project registration, plan review, and final site inspection,
- Any other project related expenses as requested by the owner or required by authorities having jurisdiction.

Reimbursable expenses will be passed through at a 1.10 multiplier.

Additional services will be invoiced at \$150 per hour rate or as agreed to prior to work.

Upon approval, we will start immediately.

Sincerely,

Gregory Frnka

Gregory Frnka, AIA
GPF Architects, LLC

If this agreement meets with your approval, please sign and date below. Return one original to GPF Architects LLC.

Approved:

Name, Title

Date