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**Tarrant County Plaza Parking Garage Expansion
Proposal for Design Services**

Dear Mike,

Thank you for giving us the opportunity to submit this proposal for the Plaza Parking Garage Expansion. We have enjoyed and appreciated working with you on past projects and look forward to continuing that relationship.

The following attachments include our fee proposal and scope of services. If we have misunderstood your requirements, or if you need us to make revisions or clarifications to our proposal, please let us know. If this agreement meets with your approval, please sign and return one executed copy to our office. Thank you for considering Bennett Partners for this work. We look forward to hearing from you.

Best regards,



Michael J. Bennett, AIA
Principal and CEO

PROJECT DETAILS

Project Description

The project consists of the expansion of the Plaza Parking Garage, also known as the “C” Bay. When this parking garage was originally constructed, the west side was left unfinished to allow for one more bay of parking to be added at a later date. There is currently a bi-level surface lot at this location, which will be removed for the garage expansion.

The existing garage is 8 floors, approximately 219,400 sf, and 541 parking spaces. The addition will have a footprint of 16,125 sf for a total of approximately 129,000 sf added. The addition will add a net gain of 154 parking spaces.

In anticipation of the construction requirements to erect a multistory structure, and the existing signal improvements at the intersection of Weatherford and Cherry Streets, we are including phased signal improvement plans for this project. The first phase includes the removal of the existing signal pole at the northwest corner, closest to the building expansion, and providing temporary signals plans to be used during the construction of the project. Followed by phase 2 which reestablishes the existing signal pole adjacent to the building and required associated improvements.

Additionally, in support of the proposed and anticipated improvements within the public right-of-way and other administrative process that this project will be subjected to, we will coordinate with the City of Fort Worth staff throughout the review and approval processes. This includes submittal and representation for lane closures to support construction activities, as well as community facility agreement (CFA) processing for all public improvements.

Project Team

Our firm will be leading a team of other design and construction professionals to provide you with the design and construction documents needed for bidding, permitting, and construction. We understand that the team will be organized as follows:

- As the owner, Tarrant County will review and approve our work and will provide direction to us regarding the project program, schedule and budget. Tarrant County will also provide us information regarding the site, such as existing drawings, surveys, geotechnical information, or equipment specifications. Due to liability insurance requirements, we cannot contract directly for geotechnical, re-platting, or surveying services, but we can coordinate these services on your behalf.
- Our firm will provide overall architectural design and coordination for the parking garage expansion. We will lead a team of consultants comprised of civil, traffic, structural and MEP/FP engineers, as well as landscape architects. We have not anticipated the need for other consultants at this stage, but we will work with you if we jointly decide other expertise is needed during the course of the project.
- We are proposing **Baird, Hampton & Brown** to provide civil, traffic, and MEP/FP engineering and landscape architecture as a consultant to our firm.
- We are proposing **Frank W. Neal & Associates** to provide structural engineering as a consultant to our firm.
- We understand that the contractor will be selected after documents are completed through a public bid, using the typical Tarrant County Purchasing process.

SCOPE OF WORK

Scope of Services

This proposal includes all services you will need for the completed design of the parking garage expansion. We have included schematic design, design development, construction documents, bidding/negotiations, permitting, and construction contract administration within our scope.

The scope of services covered by this proposal includes:

- Civil Engineering and Documentation
- Traffic Engineering and Documentation
- Parking Control Specifications
- Landscape Architecture and Documentation
- Structural Engineering
- Architectural Design and Documentation
- Electrical, Plumbing, and Fire Protection Engineering and Documentation

Our proposed scope of work will include the following:

Schematic Design Phase

Based upon the program requirements, we will develop the schematic design and site plan for your review, comment, and approval. The design will then be further developed, consolidating any comments you might have into a final schematic design package for review by Tarrant County. The final deliverables will show the overall design intent and standard details. We will also use this package to develop a schematic pricing estimate to help us more accurately meet your construction budget requirements.

Deliverables

- Review of proposed program requirements
- Schematic site plan
- Schematic floor plans
- Schematic building elevations
- Schematic civil descriptions in narrative form
- Schematic structural descriptions in narrative form
- Schematic mechanical, electrical, plumbing and fire protection descriptions in narrative form
- Preliminary exterior material selections
- Three-dimensional conceptual renderings of 2-3 exterior views
- Update of opinion of probable cost for implementation
- Application, submission, and presentation to the Downtown Design Review Board for design approval

Meetings and Presentations

We have anticipated 2 site visits and 4 coordination meetings with TCFM and other county departments to review the design. We will also be available for questions and feedback.

Design Development Phase

Based upon the approved schematic design, we would proceed with the design development phase. This phase will consist of refinement to the approved schematic design, further defining the size, character, shape, profiles, material, colors, overall dimensions, finishes and amenities as to architectural and structural systems. Typical exterior details will also be developed to assist in coordination with consultants.

We would expect to provide informal review sets to you at 50% and 100% stages of completion of work for your review and comment. We have accounted for a 2-week owner review period at each milestone in our schedule.

Deliverables

- Architectural site plan
- Floor, roof, and ceiling plans
- Enlarged plans
- Building elevations
- Wall sections
- Preliminary typical construction details
- Preliminary exterior material selections
- Preliminary civil drawings
- Preliminary traffic drawings
- Preliminary parking control specifications
- Preliminary landscape drawings
- Preliminary structural drawings
- Preliminary MEP/FP drawings
- Further coordination and integration of the work of the engineers and other consultants
- Preliminary specifications for building materials and systems to establish their general quality levels
- Preliminary accessibility and life safety code review
- Update of opinion of probable cost for implementation

Meetings and Presentations

We anticipate meeting with you 4 times to review our progress and to coordinate our drawings with you.

Construction Documents Phase

Based on the approved design development documents, we will further develop and supplement the design development drawings to coordinate the work of the consultants and to prepare the final construction documents and permit submittals.

We expect to provide informal review sets to you at 75%, 95%, and 100% stages of completion of work for your review and comment. We have accounted for a 2-week owner review period at each milestone in our schedule.

Deliverables

- Final site plans
- Final floor, roof, and ceiling plans
- Enlarged plan details of critical areas
- Final building elevations
- Final wall sections
- Construction details
- Final selections of all materials
- Final civil plans and details
- Final traffic plans and details
- Final parking control specifications
- Final landscape plans and details
- Final structural plans and details
- Final MEP/FP plans and details
- Further coordination and integration of the work of the engineers and other consultants
- Final specifications for building materials and systems to define their quality levels in detail
- Quality control and coordination review of the documents
- Accessibility and life safety code review
- Building permit set and Texas Accessibility Standards (TAS) plan review set and coordination of their submission to authorities having jurisdiction
- Final update of opinion of probable cost for implementation

Meetings and presentations

We have anticipated 8 coordination meetings for the course of the construction document phase with the construction manager and design team.

Permitting and Bidding/Negotiation Phase

Based on the approved construction documents, our scope of work during this phase would include assisting in evaluating bids and pricing from subcontractors. We will attend one pre-bid meeting. We will be available to prepare and distribute addenda to address any questions that might arise during the bidding phase and to consider any contractor requests for substitutions. When bids are received, we will attend one bid scoping review meeting and assist TCFM with bid evaluation and contractor selection for the project. We will also attend one pre-construction meeting prior to contractor Notice to Proceed. Additionally, we will submit the final construction documents to the city for permitting, coordinating any plan review comments, while the selected contractor will pay all applicable permitting fees.

Construction Contract Administration Phase

During the construction phase of the project, we would provide the following services:

- Review and certify of construction manager's payment application
- Review and approve (or take other appropriate action upon) the construction manager's submittals (shop drawings, product data and samples) and maintain the project file of submittals
- Weekly site visits to become generally familiar with the progress and quality of the work completed, to determine that the work is generally proceeding in accordance with the construction documents and to inform the owner and construction manager of any unacceptable work
- Review and respond to construction manager's requests for information
- Issue clarification drawings and other supplemental materials and interpretations to support the construction manager during the construction phase

Meetings and Presentations

For the basis of this proposal, we are anticipating 10 months of construction to complete the project, inclusive of thirty days after substantial completion to reach final completion. During the construction phase, Bennett Partners will attend weekly owner/architect/contractor (OAC) meetings on site.

Project Close-Out Phase

At the project completion, we would provide the following services:

- Issue final punch lists and substantial completion documentation
- Review of project close-out documents for completeness
- Preparation of as-designed record documents or as-constructed record documents based on contractor mark-ups; delivered in CAD and PDF format
- Upon your request and prior to the one year warranty expiration, we will meet with you and the construction manager to review the facility operations and performance

FEE PROPOSAL

Compensation and Payment

To perform the scope of work as outlined in this proposal, we propose the following lump sum fees:

Tarrant County Plaza Parking Garage Expansion

\$ 559,500.00 (five hundred, fifty-nine thousand, and five hundred dollars)

Fee Breakdown by Phase

Schematic Design	5-6 weeks	15 %	\$ 83,925.00
Design Development	10-12 weeks	20 %	\$ 111,900.00
Construction Documents	13-15 weeks	40 %	\$ 223,800.00
Permitting and Bidding/Negotiation	11-13 weeks	5 %	\$ 27,975.00
Construction Contract Administration	10 months	19 %	\$ 106,305.00
Project Close-Out	3-5 weeks	1 %	\$ 5,595.00

The fees outlined above exclude reimbursable expenses and the additional services outlined below. We estimate that reimbursable expenses will not exceed \$10,000.00 (ten thousand dollars). We will invoice for our services on a monthly basis, based on a percentage complete per phase of the work.

Agreement

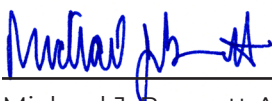
Bennett Partners is appointed under the terms of this Agreement, including:

- Project Details
- Scope of Work
- Fee Proposal
- Additional Fees and Expenses
- Hourly Rate Schedule

which together comprise the Agreement between the client and Bennett Partners.

The client agrees to engage Bennett Partners subject to and in accordance with the terms of this Agreement and undertakes to carry out their duties in accordance therewith including payment of the fees and expenses as set out in above in this Agreement.

Bennett Partners agrees to perform the services described above in this Agreement and in accordance with the terms and conditions hereunder.



Michael J. Bennett AIA
Principal and Chief Executive Officer
Bennett Partners

Michael Amador
Interim Director - Facilities Management
Tarrant County Facilities Management

ADDITIONAL FEES AND EXPENSES

Additional Services

The items listed below are not included in the services covered under this proposal; however, we would be pleased to submit a proposal for these items as an additional service upon your request.

- Specialty consultants not listed above, such as geotechnical consulting
- Design of specialty items such as water features, sculpture and other art pieces
- Wayfinding and graphics, except as required by governing authorities
- Quantity surveying or construction scheduling
- Furniture, fixtures and equipment (FF&E) selection or specification
- Three-dimensional renderings beyond those identified above
- Professionally-built models or material mock-ups
- Drawings or reports for approvals by statutory agencies other than those mentioned herein
- Field survey or other documentation of as-built/existing conditions
- Out-of-phase revisions to previously approved work
- Revisions to the project description, scope of services or schedule
- Additional meetings or presentations beyond those identified above
- Permit agency appeals or variance hearings beyond initial presentation
- Revised drawing packages as required for owner financing
- Revisions to existing zoning or re-platting
- Fast-track design services, or multiple construction document packages
- Historic preservation design services
- Design of communications, security, audio, visual or data systems
- Additional construction contract administration time beyond the estimated construction schedule

Additional Services and Rates for Hourly Services

Additional services shall be billed on an hourly basis, unless a fixed fee or other method of compensation is mutually agreed upon. Our current hourly rates are attached to this fee proposal. These rates apply for the current calendar year and are subject to revision on January 1 when they may be revised to reflect changes in staff salaries over the preceding year.

Reimbursable Expenses

All out-of-pocket expenses incurred on behalf of a client for items such as teleconferences, printing and graphics, postage and delivery, photography, scale models, fees paid to authorities having jurisdiction (including TAS plan review and site inspection fees) and outside consulting services will be billed at cost plus ten percent (10%). Reasonable backup will be available upon request but limited to items over \$150 each.

HOURLY RATE SCHEDULE

Classification	Hourly Billing Rate
Principal	\$300.00
Senior Project Manager	\$180.00
Project Manager	\$170.00
Project Architect I	\$160.00
Project Architect II	\$140.00
Landscape Architect I	\$150.00
Landscape Intern	\$100.00
Project Coordinator I	\$125.00
Project Coordinator II	\$110.00
Interior Designer	\$150.00
Interior Design Project Coordinator I	\$130.00
Interior Design Project Coordinator II	\$110.00
Interior Design Intern	\$80.00
Construction Administrator	\$140.00
Technician I	\$120.00
Technician II	\$90.00
Sr. Administrative	\$120.00
Administrative	\$110.00
Planner	\$120.00
Urban Planner	\$150.00
Development Analyst / Planner	\$120.00
Planning Intern	\$100.00
IT Management	\$110.00

These rates apply for the current calendar year and are subject to revision on January 1, when they may be revised to reflect changes in staff salaries over the preceding year. Hourly rates for principals' attendance at public hearings and similar public presentations are 1.5 times the regular rates shown in the attachment. Hourly rates are all inclusive; employees' base salaries are marked up for employee benefits (vacation, holidays, sick leave, payroll taxes and employee insurances) then the overhead factor is applied. To this total the remaining profit percentage is added.

Effective January 2018