



Revised June 14, 2023

Mr. Frank Lopez
Tarrant County - Facilities Management
100 West Weatherford
Fort Worth, Texas 76102

Re: Proposal for A/E Services

Dear Mr. Lopez;

Elements is pleased to provide to you this proposal for A/E Services associated with the renovations to the existing Subcourthouse in Arlington of approximately 1200 sq ft of typical office space to the existing expansion area on the 3rd floor at the Subcourthouse in Arlington. As the layout will be provided to us, we are only including submittal of a layout illustrating the layout to include data and electrical outlets for final approval and then development of the documents to substantially complete phase. We have included architectural, MEP engineering and low-voltage within the services provided within this proposal. We have defined our services below:

PROJECT DETAILS

The summary of the project is as follows:

Renovation of an existing shell space on the 3rd floor of the existing Sub-Courthouse in Arlington. The layout is being provided to us and the finishes will be in compliance with the building standards. We understand that this project will need to be bid for delivery of construction.

Our Project Team Proposed:

MEPCE for the MEP Engineering and Low-Voltage Design with their proposal attached and fee included within our proposal.

SCOPE OF SERVICES

Disciplines included and anticipated for this project include the following (note that we are excluding civil and structural from our proposal as we do not believe it will be required):

- Architectural Design
- Mechanical, Electrical and Plumbing Engineering
- Low-Voltage and Security Design

Schematic Design Phase

1. Update layout to include electrical and data outlets for final signoff.

Construction Documents Phase

1. Upon approval of the previous phase layout, prepare construction documents including drawings only.
2. Provide a Project Manual associated with the construction drawings for the purpose of bidding the project.
3. At 95% complete of the CD phase, submit for review drawings and opinion of probable construction costs.
4. We have assumed a meeting at this milestone with The County.
5. At 100% complete of the CD phase, submit final signed and sealed documents. These documents will be used for Permitting and Construction.
6. Submit documents for TAS review and respond to any comments as a result of this review.
7. Submit documents for building permit application and respond to any comments as a result of this review.

Bidding Phase

1. Attend a Pre-Bid meeting to be orchestrated by the County. Issue addenda as required to document any clarifications.

Construction Administration Phase

1. Respond to any RFI's for clarification to the documents.

2. Review any change orders during this phase with a change in scope also being an additional service to the design team.
3. Attend 4 OAC meetings to be aligned with submittal and review of pay applications from the contractor. We have assumed this to be on site.
4. Review of submittals as defined in the construction documents. We have assumed a maximum of 2 reviews per submittal with excess of this to be an additional service.
5. Review of closeout documents from the contractor.
6. Provide record drawings based on any modifications made in the field as provided to us in the form of markups.

PROPOSED FEE

We propose to provide our services for the lump sum amount as listed below:

SD/CD Phase	
Architectural Services	\$17,900
MEP Engineering	<u>\$14,320</u>
Total Phase Labor Fee	\$32,220
Bidding Phase	
Architectural Services	<u>\$ 1,915</u>
Total Bidding Phase Labor Fee	\$ 1,915
CA Phases	
Architectural Services	\$ 9,985
MEP Engineering	<u>\$ 3,340</u>
Total CA Phase Labor Fee	\$13,325
Project Total Labor Fee	\$47,460
Reimbursable Expenses	<u>\$ 3,500</u>
Project Total Fee	\$50,960

ADDITIONAL FEES AND EXPENSES

The following are considered additional services:

1. Services in addition to those specifically outlined in this proposal will be considered additional services.
2. We have not included Civil Engineering/Landscape Architecture or Structural Engineering as we do not believe these services are needed.
3. Reimbursable expenses include TDLR and permitting fees.

HOURLY RATE SCHEDULE

See attached.

PROJECT SCHEDULE

We anticipate the Phases of this project to be dependent on owner reviews at critical milestones. We anticipate that this project to take around 2 months for design and completion of the construction documents. Once the review times are committed to, we can provide an updated schedule.

PROJECT BUDGET

The County's budget is identified as \$180K for all design and construction costs.

If you have any questions regarding this proposal or need to discuss, please call me. Thank you for this opportunity to provide our services and we look forward to working with you on this project.

Sincerely,



Debbie Fulwiler, AIA
President

Attachment: MEPCE Proposal



March 29, 2023

Elements of Architecture

M.E.P. Consulting Engineers, Inc. (MEPCE) appreciates the opportunity to submit this proposal for professional services to Elements of Architecture for the following project.

PROJECT

*Tarrant County Sub Courthouse in Arlington (SCHA) – State Representative Suite
Arlington Texas
1,200 SF*

3rd Floor shell space renovation to a State Rep office space.

SCOPE OF WORK

1. Discovery phase:
 - a. Attend virtual or in person meetings within DFW metroplex.
 - b. Evaluate existing program documents.
2. Mechanical Engineering:
 - a. Conduct heat load simulation utilizing historical weather data, building envelope, heat generating equipment, ventilation, full/part time occupants, lighting, and solar heat gain.
 - b. Provide design and specifications of heating, ventilation, and air conditioning systems within the existing building and tied into the existing distribution equipment. Proposal assumes distribution equipment enough capacity to serve improvement space needs.
 - c. Provide associated ductwork and reflected ceiling plan.
3. Electrical Engineering:
 - a. Tie into the existing electrical distribution equipment. Proposal assumes distribution equipment has enough capacity to serve improvement space needs. Provide power design to serve all equipment and outlets requiring electrical circuits.
 - b. Provide lighting circuiting design and controls specifications.
 - c. Provide typical interior room photometric calculation report.
4. Fire Protection Design:
 - a. Provide plans for system performance specifications.
5. Technology design:
 - a. Provide design and specifications for modification or addition of existing systems as needed.
6. Security design:



- a. Provide design and specifications for modification or addition of existing systems:
 - i. Access controls
7. Assist with the construction administration by reviewing the contractor's equipment submittals and shop drawings.
8. Verification of correction of the final punch list.
9. Review and respond to discipline specific jurisdiction comments. Issue addendums to drawings and specifications if necessary.

EXCLUSIONS

1. Record drawings
2. Travel outside of DFW metroplex

SCHEDULE

1. 50% construction documents
2. 95% construction documents
3. 100% sealed construction documents

DELIVERABLES

1. At each milestone based on the above schedule, electronic copies of the engineering documents in PDF format will be transmitted.

SOFTWARE

1. Design in the latest available year of Autodesk AutoCAD including access license for Autodesk A360 cloud sharing platform.

HOURLY RATES



Staff participation for additional services is invoiced per the following hourly billing rate:

Principal	\$285
Project Manager	\$275
QA/QC Manager	\$225
Lead Engineer	\$250
Design Engineer	\$200
Technical Support	\$225

COMPENSATION

We propose to provide the referenced services outlined in the scope of work as follows:

Engineering Design:	\$14,320
Construction Administration:	\$3,340

We appreciate this opportunity to provide you with our professional services and look forward to working with you. If additional information or clarification is needed, please do not hesitate to contact us.

M.E.P. Consulting Engineers, Incorporated
Adam Nemati, P.E., RCDD, LEED-AP
Principal

CLIENT:

Accepted this date: _____

COMPANY: Elements of Architecture

REPRESENTATIVE:

SIGNATURE: _____