

**LS JOHNSTON ARCHITECTS**  
1313 EAST 6<sup>TH</sup> STREET AUSTIN, TEXAS 78702

MARCH 19, 2018

**BRETT WILLIAMS**  
EXECUTIVE DIRECTOR OF COMMUNITY SERVICES  
CITY OF KILLEEN

**GINDA HAYWARD**  
CD PROGRAM MANAGER  
COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF KILLEEN

VIA EMAIL - BWILLIAMS@KILLEENTEXAS.GOV, GHAYWARD@KILLEENTEXAS.GOV

**ARCHITECTURAL, MEP ENGINEERING AND CIVIL ENGINEERING  
SERVICES FOR THE LIMITED SCOPE RENOVATION OF THE  
KILLEEN GILMORE SENIOR CENTER**

**PROJECT BUDGET AND SCOPE:**

- CONSTRUCTION BUDGET AT \$156,848
- ACCESSIBILITY REMODEL OF TOILET ROOMS
- ACCESSIBLE MAIN ENTRY
- DRAINAGE MODIFICATIONS ON WEST SIDE OF THE BUILDING TO PREVENT WATER INFILTRATION

**BASIC SCOPE OF SERVICES:**

**1. SCHEMATIC DESIGN:**

BASED ON THE MUTUALLY AGREED UPON FEBRUARY 2, 2013 CONCEPT DESIGN PROGRAM SCHEDULE AND BUDGET, THE PROJECT TEAM WILL PROVIDE:

- SITE VISIT BY A/E TEAM
- PLUMBING ENGINEERS REVIEW AND DOCUMENTATION OF EXISTING CONDITIONS
- SCHEMATIC SITE PLAN WITH PRELIMINARY DESIGN OF ACCESSIBLE ENTRY AND DRAINAGE SOLUTION
- SCHEMATIC FLOOR PLANS BASED ON FEASIBILITY STUDY DATED 2/25/2013
- CODE AND ZONING COMPLIANCE VERIFICATION BASED ON CURRENT IBC BUILDING AND TEXAS ACCESSIBILITY REQUIREMENTS
- MEETING WITH THE KILLEEN BUILDING CODE OFFICIAL AND KILLEEN FIRE MARSHALL TO REVIEW PRELIMINARY PLANS.
- REVIEW PROGRAM REQUIREMENTS, DESIGN ALTERNATIVES AND BUDGET WITH OWNER

**2. DESIGN DEVELOPMENT:**

BASED ON THE MUTUALLY AGREED UPON SCHEMATIC DESIGN PROGRAM, SCHEDULE AND BUDGET, THE PROJECT TEAM WILL DEVELOP:

- PRELIMINARY DRAINAGE AND ENTRY GRADING PLANS
- DEVELOP ACCESSIBLE PLANS FOR THE MAIN ENTRY
- BUILDING FLOOR PLANS

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- REVIEW PROPOSED DEMOLITION PLANS WITH CITY OF KILLEEN'S ASBESTOS ABATEMENT SPECIALIST
- CITY TO INITIATE ASBESTOS ABATEMENT PLAN
- BUILDING ELEVATIONS
- INTERIOR ELEVATIONS
- CODE COMPLIANCE VERIFICATION
- ACCESSIBILITY COMPLIANCE VERIFICATION
- PRELIMINARY INTERIOR MATERIAL SELECTION AND PALLET
- INTERIOR REFLECTED CEILING PLANS AND LIGHTING AT TOILET ROOMS
- REVIEW PROGRAM REQUIREMENTS, DESIGN DEVELOPMENT DOCUMENTS AND BUDGET WITH OWNER

### **3. CONSTRUCTION DOCUMENTS:**

**BASED ON CITY APPROVED DESIGN DEVELOPMENT DRAWINGS AND BUDGET THE PROJECT TEAM WILL DEVELOP:**

- CIVIL SITE PLANS AND DETAILS FOR THE ACCESSIBLE ENTRY AND DRAINAGE SOLUTION DESIGN
- ARCHITECTURAL SITE PLAN AT THE ENTRY
- BUILDING ELEVATION AND DETAILS AT THE MAIN ENTRY
- BUILDING FLOOR PLANS AT TOILET ROOMS
- DETAILED DEMOLITION PLAN
- ENLARGED FLOOR PLANS OF TOILET ROOMS
- REFLECTED CEILING PLANS AT TOILET ROOMS
- TOILET ROOM INTERIOR ELEVATIONS AND DETAILS
- ROOM FINISH SCHEDULES
- DOOR, HARDWARE AND FINISH SCHEDULES
- ELECTRICAL PLANS, DETAILS, ELECTRICAL SCHEDULES AND NOTES
- PLUMBING PLANS, DETAILS, PLUMBING SCHEDULES AND NOTES
- PROJECT SPECIFICATIONS
- BUILDING PERMIT APPLICATION
- REVIEW CONSTRUCTION DOCUMENTS WITH OWNER FOR COMPLIANCE WITH BUDGET AND PROGRAM
- OWNER TO INITIATE ASBESTOS ABATEMENT PLAN AND CONSTRUCTION

### **4. BIDDING AND CONTRACT NEGOTIATION:**

**FOLLOWING THE ISSUANCE OF THE CONSTRUCTION DOCUMENTS THE PROJECT TEAM WILL:**

- ISSUE BID DOCUMENTS
- CONDUCT A PRE-BID MEETING
- ANSWER CONTRACTOR QUESTIONS AND ISSUE ADDENDUMS TO BID DOCUMENTS
- REVIEW COMPETITIVE BIDS
- REVIEW CONTRACTOR QUALIFICATIONS
- APPLICATION FOR BUILDING PERMIT

### **5. CONSTRUCTION ADMINISTRATION:**

**FOLLOWING THE CONTRACT FOR CONSTRUCTION AWARD THE PROJECT TEAM WILL:**

- CONDUCT A PRE-CONSTRUCTION MEETING
- PERFORM MONTHLY PAY APPLICATION INSPECTION AND REVIEW
- REVIEW SHOP DRAWINGS AND SUBMITTALS
- RESPOND TO REQUESTS FOR INFORMATION
- REVIEW CHANGE ORDER REQUESTS
- CONDUCT THE FINAL WALKTROUGH AND PROVIDE THE INSPECTION PUNCH LIST
- ISSUE CERTIFICATE OF SUBSTANTIAL COMPLETION

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**6. MEETING AND SITE VISIT SCHEDULE:**

- 2 SITE VISITS WITH MEP CONSULTANTS DURING DESIGN
- 1 PROJECT MEETING PER PHASE WITH ARCHITECT (4 TOTAL)
- PREBID MEETING WITH ARCHITECT
- PRECONSTRUCTION MEETING WITH ARCHITECT
- MONTHLY PROJECT INSPECTION AND PAYMENT APPLICATION SITE VISITS FOR A 6 MONTH CONSTRUCTION PERIOD

**FEE SCHEDULE:**

**ARCHITECTURAL AND MEP ENGINEERING SERVICES**

SCHEMATIC DESIGN	\$ 4,000
DESIGN DEVELOPMENT	4,000
CONSTRUCTION DOCUMENTS	10,500
BIDDING	1,500
CONSTRUCTION ADMINISTRATION	5,000
<b>SUBTOTAL</b>	<b>\$ 25,000 †</b>

CIVIL ENGINEERING - \$ 10,500 (SEE ATTACHED PROPOSAL)\*

**SERVICES AND FEES EXCLUDED FROM THE CONTRACT:**

- VARIANCE APPLICATIONS FOR CITY, STATE AND FEDERAL REGULATIONS
- ADDITIONAL MEETINGS NOT INCLUDED IN PROJECT SCOPE
- ASBESTOS PLAN AND REMEDIATION
- CITY, STATE AND FEDERAL FEES
- CONSULTING ENGINEERS NOT COVERED BY THE BASIC CONTRACT

**REIMBURSABLE EXPENSES: ESTIMATED AT \$2,000**

- TRAVEL EXPENSES
- PRINTING AND REPRODUCTION
- DELIVERY
- LOCAL, STATE AND FEDERAL FEES

**RATE SCHEDULE FOR HOURLY ARCHITECTURAL SERVICES:**

ADDITIONAL SERVICES INCLUDE BUT ARE NOT LIMITED TO LANDSCAPE ARCHITECTURE. NO ADDITIONAL SERVICES WILL BE PERFORMED WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER

PRINCIPAL IN CHARGE	\$ 125.00 HOUR
PRINCIPAL ARCHITECT	\$ 95.00 HOUR
PROJECT ARCHITECT	\$ 65.00 HOUR
TECHNICIAN/DRAFTING	\$ 45.00 HOUR

**SCHEDULE:**

WORK WILL COMMENCE AT OWNER'S NOTICE TO PROCEED.

- SCHEMATIC DESIGN - 15 DAYS
- DESIGN DEVELOPMENT - 15 DAYS
- CONSTRUCTION DOCUMENTS - 20 DAYS

WORK SCHEDULE DOES NOT INCLUDE OWNER REVIEW TIME


**PAYMENT:**

PROGRESS INVOICES WILL BE SUBMITTED ON A MONTHLY BASIS FOR THE PERCENTAGE OF WORK COMPLETED THAT MONTH

**LIMITS OF LIABILITY:**

IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH THE CLIENT AND THE DESIGN PROFESSIONAL, THE RISKS HAVE BEEN ALLOCATED SUCH THAT THE CLIENT AGREES, TO THE EXTENT PERMITTED BY LAW, TO LIMIT THE LIABILITY OF THE DESIGN PROFESSIONAL AND THEIR SUB-CONSULTANTS TO THE CLIENT AND TO ALL CONSTRUCTION CONTRACTOR AND SUBCONTRACTORS ON THE PROJECT FOR ANY AND ALL CLAIMS, LOSSES, COSTS AND DAMAGES, SO THAT THE TOTAL AGGREGATE LIABILITY OF THE DESIGN PROFESSIONAL AND SUB-CONSULTANTS SHALL NOT EXCEED THE TOTAL AMOUNT OF CONTRACT FEE.

**SINCERELY,**



LINDA JOHNSTON, AIA, NCARB

ACCEPTED BY:



DATE: 4/6/18



## ADDENDUM TO CONTRACT FOR GOODS OR SERVICES

This addendum supplements that certain **professional services agreement, dated March 19, 2018**, made by and between the City of Killeen ("City") and **L.S. Johnston, Architects for the Architectural, MEP Engineering and Civil Engineering Services for the limited scope renovation of the Killeen Bob Gilmore Senior Center.**

- 1. Verification by Vendor.** Vendor hereby verifies that it does not boycott Israel and will not boycott Israel during the term of this contract. Boycotting Israel is defined in Texas Government Code section 808.001 to mean refusing to deal with, terminating business activities with, or taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
- 2. Incorporation.** The provisions of this Addendum shall be incorporated into and are hereby made an essential part of the contract.
- 3. Full Force and Effect.** Except as expressly modified herein, all other terms and provisions set for in the contract shall remain in full force and effect and shall not otherwise be affected by this Addendum.


The City and Vendor have duly executed this Addendum as of this  
\_\_\_\_\_ 27th \_\_\_\_\_ day of \_\_\_\_\_ March \_\_\_\_\_, 2018 \_\_\_\_\_.

City of Killeen

Vendor

  
By: Dennis M. Baldwin

Title: Assistant City Manager

  
By: Linda Johnston

Title: Architect

# Quintero Engineering, LLC

Civil Engineering • Land Surveying  
Planning • Construction Management  
www.quinteroeng.com



## PROPOSAL

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**To:** LS Johnston Architects  
**Attn.:** Linda Johnston  
**From:** Pedro Quintero, P.E.  
**Project Name:** Gilmore Senior Center, Killeen  
**Project No.:** TBD  
**Re:** Civil Engineering & Surveying Fee Proposal  
**Date:** January 11, 2018  
**Attachments:** EJCDC-Short Form of Agreement

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Quintero Engineering, LLC is pleased to submit a proposal to provide professional land surveying and civil engineering services for the proposed Gilmore Senior Center project located at 2201 E. Veterans Memorial Blvd. in Killeen, Texas. Based on our coordination efforts and information received, this project will consist of ADA parking lot and building entrance site renovations. We have determined the following scope of services for this project:

### Scope of Services

<b>1.0</b>	<b>Surveying and Engineering Services</b>	<b>Fees</b>
1.1	Topographic Survey Survey for final civil design consisting of performing a topographic survey of including but not limited to locating property corners, establishing horizontal and vertical project control, locating existing above ground & underground utilities as marked by others, locating existing drainage features, locating existing hardscape features and gathering verting data for existing surface generation.	<b>\$4,000</b>
1.2	Civil Design Package Scope of work consists of preparing construction plans that meet the minimum City and State code requirements for permit and construction approval for both sites. In addition, project coordination will be provided to the client, contractor, design team, City staff and TxDOT as required. City comment corrections are included with the proposed fee. Construction Plans consist of but are not limited to, preparing plan and/or profile design sheets, as applicable, of the following: site plan, dimension control plan, grading plan, drainage plan, utility plan,	<b>\$7,500</b>

P.O. Box 4386, Killeen, Texas 76540  
Office: 254-493-9962 Fax: 254-432-7070  
T.B.P.E. Firm No.: 14709 T.B.P.L.S. Firm No. 10194110

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RE: Civil Engineering & Surveying Fee Proposal

erosion control plan, fire department plan, topographic plan, legends & notes, specific site detail, City and TxDOT details.

1.3 Construction Administration **\$1,500**

Scope of work consists of reviewing project submittals and providing interpretation of the plans during construction.

**Total Lump Sum Fees for Surveying/Engineering Services: \$13,000**

The project billing and compensation schedule for the proposed surveying and civil engineering related items will be invoiced accordingly:

- 50% Prior to Commencing Work
- 40% Construction Plan Submittal
- 10% Permit Approval

## 2.0 Additional Services

The following services are excluded from this scope and are considered as additional services. These services may be included in this scope of services if authorized in writing and payment for such service(s) will be mutually agreed to prior to initiating the services and will be billed using the hourly rates as noted below, plus reimbursable expenses.

- Hourly Rates for Potential Additional Services:
  - Principal \$150 per hour
  - Survey Crew \$150 per hour
  - Engineer \$120 per hour
  - Draftsman \$75 per hour
  - Clerical \$40 per hour
- Potential Additional Fees:
  - Fees for City, State or Federal permitting
  - Construction Staking
  - ALTA Survey (\$6,500)
  - Bidding Services
  - Construction Inspection & Management Services

## 3.0 Services Not Included With This Project

The following services are excluded from this project:

- Geotechnical Investigations
- Environmental Investigations
- Site Lighting Design
- Fire Sprinkler System Design
- FEMA Permitting (i.e. CLOMR, LOMR, LOMR-F, etc.)

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RE: Civil Engineering & Surveying Fee Proposal

- Phase I Environmental Site Assessment
- National Environmental Policy Act Compliance
- Site Signage Design
- Construction Staking
- Construction Inspection / Management Services
- LEED Design Requirements

This proposal, unless otherwise noted, constitutes our understanding of the services to be provided by Quintero Engineering, LLC on the above-described project.

Quintero Engineering, LLC is pleased to have this opportunity to submit this proposal and looks forward to working with you on this project. Please do not hesitate to contact me if you need any additional information or have any questions.

Sincerely,

Pedro Quintero, P.E.  
President

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Linda Johnston      4/10/18  
Accepted By                      Date

LINDA JOHNSTON  
Printed Name, Title

1313 E 6th ST  
Physical Address

AUSTIN TX 78702  
City, State                      Zip