

3/7/2023

Revision 1

Mr. Jeffrey H. Edmonds P.E.  
Director of Engineering Services  
City of Corpus Christi  
1201 Leopard St.  
Corpus Christi, TX 78401



**SUBJECT: Project #22155 | Allison Wastewater Treatment Plant Office Facility**

Dear Mr. Jeffrey H. Edmonds P.E.:

Please accept this letter as our proposal to perform the professional services desired in developing the New City of Corpus Christi Allison Wastewater Admin Building project. It is understood that the proposed hard construction project budget for the new Allison Wastewater Admin Building is approximately \$2,674,450.93.

**Background and Purpose:**

The Corpus Christi Allison Wastewater Admin Building is currently located on approximately six and one-quarter (6.25) acres on Allison Road off I-37. We will be expanding the facility to the South which will include and add a total of one and one-half (1.5) acres to the overall Allison Wastewater Treatment Facility grounds. The facility will be one-story in the area range of 4,500 to 4,600 square feet. The City of Corpus Christi Allison Wastewater Admin Building program is understood to include the following: semi-public entry, administrative offices, break room, cubical workstations, conference room, support spaces, restrooms, locker rooms, and secure parking. This new facility will be designed to maintain the current aesthetics for a unified and cohesive facility grounds. The program is anticipated to be refined and verified to provide the design and construction of a facility for Administration services.

**Detailed Design Scope of Services:**

**1. Schematic Design Phase**

Turner Ramirez Architects (TRA) will review information furnished by the City such as surveys of existing conditions; and will review laws, codes, and regulations applicable to our design services.

TRA will evaluate initial project information, each in terms of the other, to ascertain the requirements of the Project. TRA will thus notify the City of Corpus Christi of any inconsistencies discovered in the information and other information that may be reasonably needed for the project. TRA will thus reach an understanding with the City of Corpus Christi regarding the requirements of the Project.

Based on the Project's requirements agreed upon with the City of Corpus Christi, TRA will prepare and present for the City's approval the Schematic Design package illustrating the scale and relationship of the Project site and overall Schematic Design Concept.

**Tasks:**

- Confirm, evaluate, and field-verify existing site conditions. [City of Corpus Christi will provide record information and data as available from existing files of current facility grounds.]
- Review previously developed sketches, designs and/or building program documents previously provided by City of Corpus Christi.
- Provide a conceptual design to provide new facility to include administration offices, support spaces as outlined and parking.
- Review and study the project scope / program and proposed budget as they relate to construction feasibility.
- Provide a preliminary opinion of construction cost.
- Assimilate all review comments, modifications, additions / deletions and proceed to next phase, upon Notice to Proceed.

**Schematic Design TRA Deliverables:**

Project Design Meetings (3 anticipated)

Architectural Schematic Design

Civil Engineering Narrative

Structural Engineering Narrative

MEP Engineering Narrative

IT / DATA / Security Narrative (if accepted)

Opinion of Probable Construction Cost

Exterior Colored Renderings (2 Exterior Perspectives, 2 Interior Renderings)

**Schematic Design City Deliverables:**

Building Program of Spaces (Already provided by City of Corpus Christi)

Metes & Bounds Survey (To be provided by Civil Engineer)

Existing Utility Survey (To be provided by City of Corpus Christi, if available)

Re-plat of Property (If required, To be provided by Civil Engineer)

Geotechnical Investigation (To be provided by the City of Corpus Christi)

## 2. Design Development Phase (60% City Review)

Based on the City's approval of the Schematic Design Documents and the City's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, TRA will provide architectural services in which the process moves from the Schematic Phase to the Contract Documents phase. In this phase, TRA will prepare drawings and other presentation documents to solidify the design concept and describe it in terms of the Architectural design. The Design Development Documents (60% Set) will illustrate and describe the development of the approved Schematic Design Documents and will consist of drawings and other documents including plans, sections, elevations, typical construction details, and engineering diagrammatic layouts to fix and describe the character of the Project as to architectural and other elements as may be appropriate. The Design Development Documents (60% Set) will also include outline specifications that identify major materials and systems and establish in general their quality levels.

### Tasks:

- Develop and submit for review Design Development set of plans with layout of the plans in the City of Corpus Christi's preferred format consistent with the *City of Corpus Christi Plan Preparation Standards*.
- Develop and submit an opinion of probable construction cost for the project improvements.
- Assimilate all review comments, modifications, additions / deletions and proceed to next phase, upon written Notice to Proceed.

### Design Development (60% City Review) TRA Deliverables:

Project Design Meetings (2 anticipated)

Architectural Design Development (60%) Drawings

Civil Engineering Design Development (60%) Drawings

Landscape Architecture Design Development (60%) Drawings

Structural Engineering Design Development Diagrammatic (60%) Drawings

MEP Engineering Design Development Diagrammatic (60%) Drawings

IT / DATA / Security Design Development Diagrammatic (60%) Drawings

Outline Project Specifications

Opinion of Probable Construction Cost

### 3. Construction Document Phase

Based on the City's approval of the Design Development Documents (60% Set), and the City's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, TRA will prepare Construction Documents for the City's approval at 90% and 100% Signed & Sealed Final milestones. The Construction Documents will illustrate and describe the further development of the approved Design Development Documents (60% Set) and shall consist of Drawings and Specifications setting forth in detail specific materials and systems and other requirements for the construction of the Work. All drawings and specifications for building systems, and components that will make up the Construction Documents. A final set of Professionally Sealed Construction Documents provides drawings and specifications that are sufficient to comprehensively support the City's ability to obtain construction bids, necessary permits and construct the project. The City of Corpus Christi and TRA will acknowledge that in order to construct the work the City's selected General Contractor will provide additional information, including Shop Drawings, Product Data, Samples & other similar submittals which TRA will review.

The final Design Phase of TRA's architectural services which focuses upon finalizing drawings & will provide detailed development of Architectural Designs & perform coordination with Engineering documents to ensure the completeness & technical correctness of final design package.

#### Tasks:

- **Develop and submit for review a 90%** set of plans with layout of the plans in the City of Corpus Christi's preferred format consistent with the *City of Corpus Christi Plan Preparation Standards* which include:
  - Executive summary,
  - Drawing Review Checklist and
  - Project Request Submittal Checklist,
  - Specifications,
  - Front End Documents (in track changes/PDF)
  - Bid Form
- Develop and submit an opinion of probable construction cost for the project improvements.
- Assimilate all review comments, modifications, additions / deletions and proceed to next phase, upon written Notice to Proceed.
- **Complete and submit a 100% Final (BID Set) Signed & Sealed** complete set of construction drawings, plans, details, contract documents and technical specifications in accordance with the City of Corpus Christi's preferred standard format for Bidding Purposes.
- Furnish two (2) Full Size 22"x34" and two (2) 11"x17" hardcopy set of plans, as well as one (1) Flash Drive containing full size PDF Files to the City of Corpus Christi for review and comment. The City shall assume cost for reproduction of additional sets.
- Prepare and submit documents to regulatory agencies having jurisdiction TDI (WPI-8 Documents) and TDLR (ADA), etc. for review.

## **Construction Document TRA Deliverables:**

Project Design Meetings (4 anticipated)  
Architectural 90% CD Drawings  
Civil Engineering 90% CD Drawings  
Landscape Architecture 90% CD Drawings  
Structural Engineering 90% CD Drawings  
MEP Engineering Design 90% CD Drawings  
IT / DATA / Security Design 90% CD Drawings  
90% Project Specifications  
90% Final Opinion of Probable Construction Cost  
Architectural 100% Signed & Sealed CD Drawings  
Civil Engineering 100% Signed & Sealed CD Drawings  
Landscape Architecture 100% Signed & Sealed CD Drawings  
Structural Engineering 100% Signed & Sealed CD Drawings  
MEP Engineering Design 100% Signed & Sealed CD Drawings  
IT / DATA / Security Design 100% Signed & Sealed CD Drawings  
100% Signed & Sealed Project Specifications  
Conformed Construction Documents Set - "For Construction"

## **4. Bidding Phase**

After the City's approval of Construction Documents, TRA will provide support in obtaining competitive General Contractor bids or negotiated proposals.

### **Tasks:**

- Attend General Contractor pre-construction conference chaired by City and assist City in defining, clarifying, and responding to General Contractor questions with respect to project design, specifications, materials, and methods.
- Prepare addenda, in preferred City format, necessary to inform General Contractors of modifications and clarifications prior to construction. The City's Engineering Services will distribute any addendum.

## **5. Construction Phase**

TRA will advise the City during project construction milestones, including significant field matters relating to the construction of the project.

TRA's action in reviewing submittals will be taken in accordance with a mutually approved (City & TRA) submittal schedule generated by the General Contractor. TRA will review and approve or take

appropriate action upon the General Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for checking for conformance with information given and the design concept expressed in the Contract Documents. No more than two reviews of each submittal will be provided.

TRA will review and respond to requests for information about the Contract Documents as they pertain to design intent. Requests for information are anticipated to include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. If appropriate, TRA will prepare and issue supplemental Drawings and Specifications in response to requests for information.

If required, TRA will issue minor changes in the Work that are consistent with the intent of the Contract Documents that do not involve an adjustment in the Contract Sum or an extension of the Contract Time. TRA will prepare a punch list and submit it to the City and conduct the final inspection upon the completion of the project.

**Tasks:**

- Coordinate with the City inspector to authorize minor field alterations that do not affect the contractor’s price and are not contrary to the interest of the City.
- Conduct a “final inspection” with City and General Contractor, and make a recommendation concerning final acceptance.
- Review and approve all General Contractor’s shop drawings and/or submittals.
- Prepare necessary change orders during the process of the work. City will process all change orders.

**Schedule:** (Assumes Notice to Proceed on **March 31, 2023**)

1. 60% (Design Development) Submittal Due	June 16, 2023	11 weeks
2. 60% City (Design Development) Review	July 7, 2023	3 weeks
3. 90% (Construction Documents) Submittal Due	August 18, 2023	6 weeks
4. 90% City (Construction Documents) Review	September 8, 2023	3 weeks
5. 100% BID SET (Signed & Sealed Construction Documents) Submittal Due	November 17, 2023	10 weeks
6. Bidding Phase	December 29, 2023	6 weeks
7. Construction Phase	To Be Determined	To Be Determined

**Fees:**

**A. Basic A/E Services Fees include:**

- Architecture
- Civil Engineering
- Structural Engineering
- TDI Windstorm Engineering
- MEP Engineering
- TDLR Review (ADA)
- Performance Telecommunications Design
- Performance Fire Protection / Life Safety Design
- Bidding Support Services (as outlined above)
- Construction Administration Services (as outlined above)
- *Construction Observation Services*
- *Permit Preparation*
- *Project Closeout*

**B. Optional Services:**

- Boundary Survey, Utility Survey, and Topographic Surveying, (Design Phase Service)
- IT / DATA / Security Consultant
- 2015 IECC Required Commissioning (Construction Phase Service)\*
- Provide record drawings in Autodesk AutoCAD 2020 and PDF from General Contractor-prepared redlined marked-up set of construction documents (Construction Phase Service)\*

**C. Summary of A/E Fees:** (Basic Services are a fixed fee based on a construction budget of 2,674,450.93.

1. Schematic Design Phase	\$40,116.70
2. Design Development Phase	\$53,489.02
3. Construction Document Phase	\$106,978.01
4. Bidding Phase	\$13,372.25
5. Construction Phase	\$53,489.02
<b>Sub-Total A/E Basic Services (Fixed Fee)</b>	<b>\$267,445.00</b>
6. Optional Services	
Boundary Surveying (Design Phase – Fixed Fee)	\$8,800.00
Utility Surveying (Design Phase – Fixed Fee)	
Topographic Surveying (Design Phase – Fixed Fee)	
IECC Commissioning (Construction Phase – Fixed Fee)	\$3,960.00
Record Drawings (Construction Phase – Fixed Fee)	\$12,250.00
IT/ESS/Security	\$10,912.00
<b>Sub-Total Optional Services</b>	<b>\$35,922.00</b>
<b>TOTAL PROPOSED FEE</b>	<b>\$303,367.00</b>