



January 18, 2024 March 1, 2024 (revision)

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

Re: Oso Golf Center (Club House – Project No. 23165)  
DESIGN PROPOSAL

Thank you very much for the opportunity to submit the following proposal for consideration with regard to Z Design Group LLC (ZDG) providing design consulting services for proposed replacement of the clubhouse facilities at Oso Golf Center. We look forward to collaborating with the City project team in creating and contributing to the success of these improvements. The following is an outline of our firm’s proposed scope of services and compensation for the project.

DESCRIPTION OF PROJECT

This proposal is based upon facility size and scope description as follows:

- A. Clubhouse Site Areas
  - Entry Monument/Sign at S. Alameda St. & Glenmore St.
  - Bag Drop, Golf Staging Area and Surrounding Cart Paths
  - Service and Delivery Areas
  - Entry Drive & Parking Lot (*resurface & re-stripe existing*)
- B. Building Areas
  - Scope as described in the attached Space Programming Worksheet, dated December 19, 2023.
  - Building Size – Totals
 

Enclosed Areas	up to 10,000 SF
Covered Outdoor	up to 1,000 SF

DESCRIPTION OF SERVICES & COMPENSATION

- A. BASIC SERVICES
  - Architecture: See attached summary of architecture services (Exhibit A1).
  - Interior Design: See attached summary of interior design services (Exhibit A2).
  - Foodservice Design: See attached summary of foodservice equipment design services (Exhibit A3).
  - Landscape Architecture: See attached summary of landscape architecture services (Exhibit A4).
  - Civil Engineering: See attached summary of civil engineering services (Exhibit A5).
  - Structural Engineering & TDI Windstorm Inspections: See attached summary of structural engineering and TDI windstorm inspection services (Exhibit A6).
  - Mechanical & Electrical Engineering: See attached summary of mechanical & electrical engineering services (Exhibit A7).



B. SUPPLEMENTAL SERVICES (additional services approved at time of contract)

1. Colored perspective exterior and interior renderings – note the design will need to be sufficiently developed before renderings are created. Depending on the nature of revisions after completion of renderings, additional compensation might be required.
2. Technology/Audio-Visual/Security services – detailed description of these services available upon request. If rejected, basic MEP services will include rough-in only for data and AV components only. Rough-in only services require a markup furnished by the owner or architect indicated expected device locations. Security, access control, and intrusion detection are not included in rough-in only Basic MEP Services.
3. Commissioning services – detailed description of these services available upon request. It is expected for compliance with IECC that Cx Services will be required to receive a Certificate of Occupancy from the Authority Having Jurisdiction. CX services are further recommended to ensure peak building performance is achieved for all systems consuming energy.
4. Construction cost – preparation of one conceptual estimate by an independent construction cost estimating specialist for the new building and related site improvements. It will be an “opinion of probable cost”, subject to fluctuations in market pricing, bid requirements and timing, differences in design and scope of work, and etc. Cost estimate will not include line items for identification, testing or removal of asbestos or any other hazardous materials – owner is to obtain these cost estimates directly from specialty contractors.

C. COMPENSATION

See attached Fee Schedule dated March 1, 2024.

C. CLARIFICATIONS & EXCLUSIONS

1. The City’s Contract for Professional Services (see attached sample) will be the form of agreement, including adjustments for the following:
  - a. ARTICLE III - COMPENSATION, 3.7: Similar to Section VII, clarify that this indemnification would be for matters arising out of the negligent or willful actions or omissions in performance of the services by the Consultant.
  - b. ARTICLE V - OPINIONS OF COST, 5.1: Due to volatility of construction markets in recent years, we recommend that a CM/GC be included as early as possible in the team. Our opinions of probable cost would be based on assumed costs per square foot. We did this regularly in previous times, but the method has not been adequate in the current market.
2. Clarifications of Professional Services:
  - a. See Exhibits A1, A2, A3, A4, A5, A6 and A7 for clarifications of additional services not included in this proposal.
  - b. Request by Owner to commence each new phase of service shall constitute approval of programming, budgets, design, material selections, etc. from prior phases.
  - c. Land surveying included in the civil engineering services will be for topographic and utility investigations needed for the new design. The following will not be included: boundary surveys, ALTA land title surveys, or construction surveys.
  - d. Consultants as become needed for laboratory and field testing shall be provided by consultants retained directly by Owner, including:



- geotechnical engineering investigation
  - concrete testing
  - weld and bolt testing
  - hazardous material investigation of existing building (asbestos, lead paint, etc.)
  - e. As-built investigations of existing structures are not included (measured drawings, HVAC equipment, kitchen equipment, etc.)
  - f. Parking lot and entry drive are assumed to remain in current locations with new work to consist of resurfacing and re-striping.
  - g. Renovation of golf course areas is not included.
  - h. Planning & Zoning Dept. submittals, exhibits, planning staff meetings, public process, community engagement, etc. are not included.
  - i. Services are expected to be provided within a timeline reasonably similar to the attached schedule.
3. Fees and Expenses:
- a. Proposed fees shall not be exceeded without Client's prior written authorization.
  - b. Reimbursable Expenses shall be paid in addition to the fees for services, based on the actual costs times a total multiplier of 1.10. Reimbursable expenses include all actual expenditures made in the interest of the project, including, but not limited to: meals, lodging, parking and transportation when traveling; reproduction of drawings, specifications, and reports; postage, facsimile, and other document delivery costs; and other incidental out of pocket expenditures on behalf of the project.



PROPOSED PROJECT TEAM

We propose the following project team, to provide timely and professional services with engineers and consultants we have worked with on past projects and/or know to be outstanding professionals in their fields:

ARCHITECTURE AND INTERIOR DESIGN

Z Design Group LLC  
Boulder, CO

INTERIOR DESIGN

Z Design Group LLC  
Boulder, CO

*In collaboration with Consultant for Furnishings (FF&E) & Interior Finishes:*

J. Kattman Associates, LLC  
Golden, CO

FOODSERVICE DESIGN CONSULTANT

Edward Don & Co.  
Austin, TX & Denver, CO

LANDSCAPE ARCHITECTURE

E. Mitchell Wright, ASLA (Vista Planning & Design)  
Austin, TX

CIVIL & STRUCTURAL ENGINEERS / TDI WINDSTORM INSPECTIONS

Lynn Engineering  
Bay City & Corpus Christi, TX

MECHANICAL & ELECTRICAL ENGINEERS

DBR Engineering  
Austin, TX & Corpus Christi, TX

COST CONSULTANT

DRH Consulting  
Highlands Ranch, Colorado

Although not included in this Proposal, if needed, the following consultants are recommended for their specialized areas of expertise:

INTERIOR PURCHASING SERVICES

KBK Procurement  
Nacogdoches, TX

ENERGY & SUSTAINABILITY SPECIALIST

Group 14 Engineering  
Denver, CO



We are very pleased to be considered and excited about the prospect of contributing to the success of the new and improved clubhouse facilities at Oso Golf Center. We sincerely hope this proposal meets with the City’s approval. Please do not hesitate to contact us if you have any questions, wish to discuss our proposal or require additional information.

If approved, this proposal agreement shall serve as our [interim](#) agreement in order to begin providing design services immediately. If this proposal is acceptable, please indicate your approval by signing and returning one copy of this agreement.

Respectfully submitted,

Authorized By:

Z DESIGN GROUP LLC

OWNER

\_\_\_\_\_  
 Jeffrey Fossum, AIA  
 Principal & General Manager

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Company

Attachments:

- Exhibits A1 - A7, 3/1/24
- Fee Summary, 3/1/24
- Space Programming Worksheet, 12/19/24
- Project Timeline, 3/1/24

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

cc: ZDG Accounting

Z Design Group LLC  
Billing Contact Info:  
Sarah Woods, Business Mgr  
swoods@zdesigngroup.net  
(303) 618-4804 mobile

**OSO GOLF CENTER - CLUB HOUSE**  
**CITY PROJECT NO. 23165**  
**FEE SUMMARY**  
**3/1/24**

	Original Contract	Amendment No. [ ]	Total Contract
<b>Basic Services</b>			
Architecture			
Program & Site Studies	\$23,000.00	\$0.00	\$23,000.00
Schematic Design Phase	\$65,000.00	\$0.00	\$65,000.00
Design Development Phase	\$82,000.00	\$0.00	\$82,000.00
Construction Documents Phase	\$118,000.00	\$0.00	\$118,000.00
Permit / Pricing Phase	\$16,000.00	\$0.00	\$16,000.00
Construction Phase Services	\$48,000.00	\$0.00	\$48,000.00
Interior Design			
Design Phase	\$37,500.00	\$0.00	\$37,500.00
Construction Documents Phase	\$30,000.00	\$0.00	\$30,000.00
Permit / Pricing Phase	\$1,500.00	\$0.00	\$1,500.00
Construction Phase Services	\$6,000.00	\$0.00	\$6,000.00
Foodservice Design			
Design Phase	\$7,000.00	\$0.00	\$7,000.00
Construction Documents Phase	\$9,000.00	\$0.00	\$9,000.00
Permit / Pricing Phase	\$1,000.00	\$0.00	\$1,000.00
Construction Phase Services	<i>included</i>		<i>included</i>
Landscape Architecture			
Schematic Design Phase	\$10,320.00	\$0.00	\$10,320.00
Design Development Phase	\$7,680.00	\$0.00	\$7,680.00
Construction Documents Phase	\$4,800.00	\$0.00	\$4,800.00
Bid Phase	\$1,280.00	\$0.00	\$1,280.00
Construction Phase Services	\$2,480.00	\$0.00	\$2,480.00
Civil & Structural Engr. & Windstorm Insp.			
Topo Survey	\$5,130.00	\$0.00	\$5,130.00
Civil Engineering (SD, DD, CD)	\$25,650.00	\$0.00	\$25,650.00
Structural Engineering (SD, DD, CD)	\$46,170.00	\$0.00	\$46,170.00
TDI Windstorm Inspections	\$20,520.00	\$0.00	\$20,520.00
Permit / Pricing Phase	<i>included</i>		<i>included</i>
Construction Phase Services	<i>included</i>		<i>included</i>
TDI Windstorm Inspections	\$20,520.00	\$0.00	\$20,520.00
Mechanical & Electrical Engineering			
Design Phase	\$16,000.00	\$0.00	\$16,000.00
Construction Documents Phase	\$22,000.00	\$0.00	\$22,000.00
Permit / Pricing Phase	\$2,000.00	\$0.00	\$2,000.00
Construction Phase Services	\$12,000.00	\$0.00	\$12,000.00
<i>Subtotal - Basic Services</i>	\$640,550.00		\$640,550.00
<b>Supplemental Services</b>			
Renderings - building exterior (qty. 2)	\$6,000.00		\$6,000.00
Renderings - interior spaces (qty. 2)	\$6,000.00		\$6,000.00
Technology/AV/Security Services	\$10,000.00		\$10,000.00
IECC Commissioning	\$10,000.00		\$10,000.00
<i>Subtotal - Supplemental Services</i>	\$32,000.00		\$32,000.00
<b>Summary of Fees:</b>			
Basic Services	\$640,550.00		\$640,550.00
Supplemental Services	\$32,000.00		\$32,000.00
<b>Total of Fees</b>	\$672,550.00		\$672,550.00

Note: Reimbursable Expenses shall be in addition to fees for services.



	<u>Enclosed</u>		<u>Outdoor Covered</u>		<u>Notes</u>
	<u>Quantities</u>	<u>Size (SF)</u>	<u>Quantities</u>	<u>Size (SF)</u>	
<b>ENTRY / RECEPTION</b>					
Porte Cochere / Entry Porch				300	entry porch; no porte cochere
Entry Lobby		300			
Restrooms					
Mens	2 sink, 2 ur, 3 wc	240			
Ladies	2 sink, 3 wc, 1 van	210			
Janitor Closet		20			
<b>FOOD &amp; BEVERAGE</b>					
Dining Room & Bar Area	seating 60	1,200	seating 20	500	
Main Kitchen, Server Station, Storage		1,600			
Chef's Office		80			
Snack Bar for Golfers at Turn	none	0			
<b>TOURNAMENT / EVENT FACILITIES</b>					
Event Space					
Seating Area	seating 150	2,200			
Restrooms					
Mens	2 sink, 2 ur, 1 wc	175			
Ladies	2 sink, 2 wc, 1 van	175			
Server Station, Service Bar, Catering Room		300			
Storage: Table/Chairs, Plates/Tableware/Props, Etc.		200			
<b>GOLF OPERATIONS</b>					
Golf Shop, Fitting Room, Storage		1,000			
Pro's Office (2 workstations)		200			
Asst Pro/Workroom, Storage		250			
Cart Storage & Repair		0			separate building
Hospitality Cart Supplies, Ice Machine		0			separate building
<b>OTHER STAFF &amp; SUPPORT AREAS</b>					
Staff Restroom		100			
Receiving, Timekeeping, Lockers	include				
Mech / Elec / Data Rooms		200			
Elevator	include				
<b>TOTAL</b>					
Subtotal - Functional Spaces Above		8,450		800	
Grossing @ 1.18		1,520		0	
TOTAL		9,970		800	

**Oso Golf Center (Club House Project No. 23165)**  
**Corpus Christi, Texas**  
**Owner-Architect Agreement**  
**Exhibit A1**

**BASIC SERVICES – ARCHITECTURE**

The following is a summary of architecture services:

Programming Consult with Owner's project team to assist in determining the scope and sizes for facilities in the project. Prepare a summary of site development and functional space program.

Site Option Studies Preliminary site analysis of slopes, landscape, sun, wind and views; study of potential building locations; preparation of comparative layout studies for the building site to coordinate with golf course routing, site survey and information from other project consultants of the Owner. Up to 3 alternative options are assumed for this proposal.

Schematic Design Phase

During the Schematic Design (SD) services, the approved Programming and Site Option Studies will define the required functions of the project and include estimated square footage of each usage type and any other elements that achieve the project goals.

Architect will develop study drawings and other documents that illustrate the concepts of the design and include spatial relationships, scale, and form for the owner to review. This phase produces a final schematic design, to which the Owner agrees after consultation and discussions with the Architect. Costs will be estimated by a qualified cost estimator in consultation with the Owner and Architect.

Design Development Phase

Design development (DD) services will utilize the approved schematic phase and develop further, including starting to lay out mechanical, electrical, plumbing, structural, and architectural details. Drawings will be in Revit or AutoCAD format and will begin to specify design elements such as material types and location of windows and doors. The completed DD phase will be presented to Owner for approval. If there is a Preconstruction Contractor retained by the Owner, then Architect will consult for the Preconstruction Contractor's cost estimating, scheduling and etc.

Construction Documents Phase

When the Owner is satisfied with the DD submittal, the Architect moves forward Construction Document services (CD), producing drawings with greater detail. Included will be a specification manual for construction details and materials. Once CD drawings and specifications are produced, the Architect will provide to Contractor(s) for use in permit plan review and construction pricing.

Construction Phase Services

Permit & Pricing: The first step of the construction phase is to assist in the process of competitive bidding and negotiated proposals including, for example, advertisement for bids, instructions to bidders, bid form, bid documents, owner-contractor agreement, labor and material payment bond, and etc. Assist Owner in evaluating the bids and selecting Contractor.

Construction Administration (CA): CA services begin with the initial contract for construction and terminate when the final certificate of payment is issued. Questions may arise on site that require the Architect to develop written responses, sketches and drawings issued after construction documents have been released that offer additional clarification to finish the project properly.

**ADDITIONAL SERVICES – ARCHITECTURE**

The following services not in the scope of this agreement are available as Additional Services:

1. Services beyond those outlined above as Basic Services
2. Services connected with preparation of documents and construction administration for alternate bids or for segregated contracts for phased or "fast-track" construction (up to 3 packages are included in basic services)
3. Services connected with changes in governmental regulations.
4. Detailed design for future expansion
5. Design changes to accommodate pre-existing conditions discovered during construction



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**BASIC SERVICES – ARCHITECTURE (continued)**

6. Preparation of shop drawings normally prepared by Contractor and its subcontractors
7. Redesign to accommodate contractor means and methods
8. Providing design and details for repair of defective or damaged construction
9. Startup costs and cost escalation associated with delays in the design or construction process
10. Detailed as-built drawings (other than “conformed drawings” that include changes by addendum, RFIs and change orders).
11. Design Professional will not pay for any review fees, property taxes, improvement fees or any other fees that are typically paid directly to the county by the applicant.
12. Renderings and Computer Imaging by third-party Professional Illustrators
13. Scale Models and Computer Animations
14. Selection of start-up operating items and equipment – tableware, kitchen cookware, linens, uniforms, trash cans, fittings for shop fixtures, telephone system, televisions, audio-visual systems, etc.
15. Sustainable design consulting services (LEED certification, etc.)

**Oso Golf Center (Club House Project No. 23165)**  
**Corpus Christi, Texas**  
**Owner-Architect Agreement**  
**Exhibit A2**

**BASIC SERVICES – INTERIOR DESIGN**

The following is a summary of interior design services:

Interior Architecture: Provide interior architecture services including: interior finishes, flooring, interior ceramic tile & stone, doors/frames/hardware, fireplaces & surrounds, running/standing trim, ceiling trim & decorative beams, ornamental metal, interior stone & cast stone, interior glass & mirrors, toilet accessories, decorative plumbing fixtures/faucets/trim, etc. Full Construction Phase services through to completion of construction will be included.

Furnishings & Fixtures (FF&E): Provide interior design services including: design and specifications for all furnishings, carpet, wall coverings, window treatments, custom casework & countertops, golf shop control desk (custom), retail store fixtures (assist selection of stock fixtures), interior signage, artwork & framing, accessories, artifacts, interior custom/decorative lighting, etc. from design through installation. FF&E purchasing services are available.

Phases of work for the interior design services will include the following:

Schematic Design Phase

In the Schematic Design, proposed interior design concepts and options will be presented to the Client, including: plans indicating conceptual layouts for furnishings and fixtures; visual images and samples to establish the design concept; and preliminary FF&E estimate.

Design Development Phase

The Design Development will be prepared based on Client confirmation and approval of the Schematic Design. It is intended that the ID Design Development will be submitted to Client at the same time as the Architectural Design Development Phase.

Components for Design Development are to include:

- Floor finish plan
- Reflected ceiling plan
- Interior elevations, casework/millwork elevations
- Furniture plans and selections
- Update FF&E estimate

Contract Documents Phase

Based on the approved Design Development and any further adjustments to the scope, quality or budget, Contract Document drawings and specifications will be prepared to set forth requirements for the interior finishes and furnishings for the project. These documents will be intended for use in purchasing and bidding.

Components for Contract Documents are to include:

- Floor finish plan
- Reflected ceiling plan
- Interior elevations, casework/millwork elevations
- Casework/millwork details, other interior details
- Door hardware selections (detailed schedule to be prepared by supplier and submitted for review)
- Finishes schedule
- Furniture plans and specifications
- Update FF&E estimate

Contract Administration Phase

Services are to include:

- Periodic site observations and field reports
- Review shop drawings
- Clarify interior architecture and FF&E details
- Assist in supervising installation of furnishings and fixtures
- Prepare and submit record document of FF&E as installed

Notes:

- FF&E purchasing services are not included.

**Oso Golf Center (Club House Project No. 23165)**  
**Corpus Christi, Texas**  
**Owner-Architect Agreement**  
**Exhibit A3**

**BASIC SERVICES – FOODSERVICE EQUIPMENT DESIGN**

The following is a summary of foodservice equipment design services:

Phase 1: Design & Development

Preliminary Programming and schematic design planning services shall include preliminary development of the kitchen space/bar area and will include the following services:

- Initial design meeting with principal owner and designer resulting in preliminary kitchen layout
- Schematic design of kitchen layout
- Two meetings to review and refine schematic kitchen layout
- Client approval to move to production drawings

Phase 2: Production

Construction Documents services shall include final development of the Design Area and will include the following drawings and documentation as required for permits and approvals.

- Equipment layout drawings
- Equipment specifications
- Electrical spotting plan
- Plumbing spotting plan
- Special conditions/slab penetrations plan
- Interior elevations
- Hood exhaust plan

Phase 3: Construction

Construction support shall include allowance for consultant, engineer, and/or architects' RFI's.

**ADDITIONAL SERVICES**

Reimbursable/additional expenses include but are not limited to:

- Services for trips and site visits beyond 3 included in basic services
- Custom casework/equipment design
- Additional changes due to revisions to building or space if any occur after notice to proceed with CD phase.

**Oso Golf Center (Club House Project No. 23165)**  
**Corpus Christi, Texas**  
**Owner-Architect Agreement**  
**Exhibit A4**

**BASIC SERVICES – LANDSCAPE ARCHITECTURE**

The following is a summary of landscape architecture services:

1. Schematic Design Phase

Initial Project Setup

To launch the project, the team consisting of landscape architect (LA) and select leaders will meet to discuss schedules, timelines, scope, and set milestones and meeting dates. During this first meeting, it is anticipated that LA would be introduced to the site and tour around. On site LA will photograph the site conditions, drone fly the surrounding area, take notes on existing successful plant materials including trees species. Soil samples collected and local elements to be noted.

Existing Conditions & Base Data Compilation

To begin, LA will need all available data on the site. Information needed will be detailed topographic information, preferably in digital form. All mapping that shows roads, trail, existing facilities, land cover, ecological and cultural data including threatened species or sensitive sites, utilities, and any future development programs that might be known such as roads. Once assimilated into LA's formatting then additional data can be input such as high resolution aerial photography. With maps in hand, LA anticipates two trips to the site to photograph and look at the features while working on mapping key areas and concepts. Opportunities will be noted as they are observed at the same time informing the first planning and educational components.

Conceptual Plan

This portion of phase one is to develop the plant data and then apply the data to a conceptual plan that groups plants beyond aesthetics by watering requirements to developing a baseline of data to inform an irrigation designer / installer. The plants will be vetted for appropriateness on the site and based on the approach of being exclusively native if possible. Other landscape non-native material deemed successful there will be considered as necessary for a successful design.

2. Design Development

The design development stage will center on translating the previous stage data and design concepts into a technical drawing with labels and plant schedules. To begin, LA will ensure that the latest architectural plans are incorporated and up to date. Other quantifications will be included such as paved surfaces, mulches, etc.

3. Construction Documents

After the design development is completed, the drawing set will advance with all supporting information including details, specifications and schedules of materials. Once completed, a review of all documents will take place including coordination with architectural.

4. Bid Phase Services

Once the construction documents are prepared, LA will support the architect with any bid document information necessary. During the process, any requests for information that come up pertaining to the CD package prepared by LA will be answered and all questions and commentary will be documented.

5. Construction Phase Services

LA will attend the preconstruction meeting prior to the commencement of construction and answer any question, describe the landscape generally and discuss the irrigation strategy and watering requirements of plants.

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**Owner-Architect Agreement**  
**Exhibit A4**

6. Exclusions: -

- Slopes or ADA analysis
- Site layout of elements under architect's scope
- Reproduction, materials cost or time
- Additional site concepts after the Final Concept has been approved
- Perspectives, 3D models, and other renderings
- Addition of land area beyond the immediate clubhouse and monument sign areas
- Wayfinding sign package or other signs
- Educational interpretation or signage

**Oso Golf Center (Club House Project No. 23165)**  
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**Exhibit A5**

**BASIC SERVICES – CIVIL ENGINEERING & SURVEYING**

Based upon our understanding of your needs, the Construction Plans contain all the necessary design plans required for the construction of the project. Upon approval of these plans, your project may begin construction of the site work improvements subject to building permit approval.

1. Dimensional Control Site Plan: Lynn Engineering shall prepare a Dimensional Control Site Plan to comply with City of Corpus Christi development codes as part of the Engineering Plans submittal package and will include the following:
  - Location of the proposed building and project sign location.
  - Parking layout, striping, and island which will conform to the County zoning ordinance based on use as indicated in the parking regulations.
  - Trash dumpster location with type of screening and if pick up is provided by either County sanitation or private contract will be indicated. The Engineer will verify that the proposed location, gate size, and turning radius will conform to their requirements.
  - Site striping, fire lanes, handicap spaces, and directional arrows will be indicated on the site plan.
  - Sidewalk configuration will be indicated on the site plan including any sidewalk within the right-of-way along the frontage of the property, if required.
  - Site lighting will be shown as directed by the owner or as shown on a standard site layout plan.
2. Demolition Plan: The Engineer will prepare a plan showing the removal of all required pavement, buildings, site lighting, retaining walls, sidewalks, fencing, planters, and bollards. This plan will indicate areas where utilities are shown on the survey to caution the contractor and ensure they are protected.
3. Drainage Area Map: This plan will be drawn at a scale of 1"=100 feet or larger. It includes such items as acres, runoff coefficient and rainfall intensity for each drainage area, inlets, their size and location, the flow for each, direction of flow indicated by flow arrows, the centerline station, chart including data shown shall be submitted with the first review and included on the map with the final review, existing and proposed storm sewers, subareas for alleys, streets and offsite areas, points of concentration, runoff to all inlets, a table for runoff computations, flow arrows to indicate all crests, sags and street and alley intersections, north arrow, scale, any offsite drainage included, streets and street names, 100-year floodplain; drainage divides and contours at two (2) feet or less.
4. On-Site Utility Plan (Water and Sanitary Sewer Plan & Profiles): Lynn Engineering will prepare an On-Site Utility Plan in conformance with the client approved Site Plan and Corpus Christi requirements.

The Site Utility Plan will include existing and proposed water mains (including size and valve locations), water meter size and location, existing and proposed wastewater mains (including size, manholes, and cleanouts), wastewater services size with cleanout at property line, existing and proposed utility easements, existing and proposed fire hydrants, (including any nearby off-site hydrants), existing and proposed fire lines and appurtenances, location and size of irrigation meters, and location of electrical transformers, and easements. Site Utilities will be brought to within 5' of the building and will be coordinated with the MEP Engineer to connect to buildings.

This Site Utility Plan does not include improvements for franchise utilities – gas, electric, telephone or cable television. We have assumed that the existing on-site water and wastewater utilities are adequate and that no lift station or OSSF design is required. We have also assumed that all services are available, and no off-site improvements will be required.
5. Erosion & Sedimentation Control Plan: Lynn Engineering shall prepare a Pre-development and Post-development Erosion Control Plan which meets the current Corpus Christi and Federal EPA design criteria. This plan will include the silt fence, a construction entrance, and the design of a temporary sediment basin as required by the federal EPA.
6. Grading Plan: Lynn Engineering shall prepare a Grading Plan as part of the Construction Plans in conformance with the Clients grading criteria and the approved layout. The Grading Plan shall include existing contours, existing/ proposed rights-of-way, paving, drainage structures, drainage swales, pads, flow arrows, spot elevations, pad elevations, lot and block numbers, and easements.

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**Exhibit A5**

7. Construction Plans Processing: Lynn Engineering shall submit the Construction Plans package which includes applications, tax maps, tax certificates, drainage reports, drawings, etc. to Corpus Christi for review. Lynn Engineering shall coordinate with various staffs for the purposes of obtaining a permit approval and attend meetings with the Client, consultants and public agencies as necessary in order to expedite the approval of the Construction Plans.
8. Topo Survey: Perform on an on the ground survey to pick up all but not limited to: property corners, existing utilities, edges of pavement, existing grades, building finished floors, FEMA effective floodplain boundary, and locate all trees on the site.

ASSUMPTIONS/EXCLUSIONS (CIVIL ENGINEERING & SURVEYING)

1. There are no political or environmental issues associated with this site.
2. Existing parking lot will remain as is.
3. No variances will be required.
4. The Client will provide all fees for submittal, processing and permits.
5. No retrofit of existing ponds, if any, will be required.
6. The site is clear of obstructions.
7. Excludes project specifications.
8. Excludes FEMA studies or CLOMR, LOMR, survey or support required for these items.
9. Excludes Traffic Impact Analysis or any traffic studies.
10. Excludes engineering for any off-site streets, turn lanes, and deceleration lanes.
11. Excludes any Corp of Engineers Permitting.
12. Excludes any lift station or pump station design.
13. Excludes subsurface investigation or pot-holing of existing facilities.
14. Excludes downstream drainage assessment and detention.
15. Excludes, landscape, or screening wall design services.
16. Excludes photometric analysis.
17. Excludes Alta surveys, offsite easements, easement abandonment, and legal exhibits.
18. Excludes off-site drainage studies.
19. Excludes off-site water, sanitary, and storm drain design.
20. Excludes any OSSF site plan.
21. Excludes Wetlands Delineation or Mitigation.
22. Excludes Pad Map.
23. Excludes As-Builts

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**BASIC SERVICES – STRUCTURAL ENGINEERING & TDI WINDSTORM INSPECTIONS**

Consultant will provide structural design for a <10,000 SF, Type V, 2-story clubhouse, TDI windstorm inspections, TDI certification services, and review the required design submittals. The design will be in coordination with other subconsultants.

1. Geotechnical Investigation: Consultant will retain a specialist subconsultant for geotechnical investigation assumed to include three (3) borings 25-ft deep and recommendations for foundations and pavements.
2. Foundation Design: Conduct a thorough review of geotechnical report to assess soil conditions and foundation requirements. Provide detailed design calculations and drawings for the concrete foundation, ensuring compliance with local building codes and industry standards. Incorporate any specific project requirements and considerations into the foundation design.
3. Framing Design (Type V Construction): Develop structural framing plans for the project, assumed wood framing construction methods in accordance with Type V construction standards. Consider load-bearing requirements, architectural constraints, and other relevant factors specific to wood frame construction. Provide detailed construction drawings and specifications for the approved wood framing design.
4. Wind Load Analysis: Conduct a comprehensive wind load analysis in accordance with the latest applicable building codes and standards, considering the impact on wood framing. Evaluate and address the impact of wind forces on the structure to ensure its stability and resilience. Integrate appropriate design modifications to mitigate wind-induced challenges specific to wood framing.
5. TDI Windstorm Site Inspections and Certification: Perform site inspections during the construction phase to ensure all structural components are being installed per the design drawings. Provide inspection updates and findings with recommendations for improvements or reinforcements required to meet Texas Department of Insurance (TDI) windstorm standards.
6. Entry Monument Sign: Develop a structural design for a new monument sign, ensuring it complies with aesthetic requirements and load requirements. Incorporate the necessary structural elements to withstand environmental conditions, including wind loads. Deliver detailed drawings and specifications for the construction of the monument sign.

**ASSUMPTIONS/EXCLUSIONS (STRUCTURAL DESIGN & TDI WINDSTORM INSPECTIONS)**

1. Structural design of any prefab trusses will be considered a deferred submittal and will be designed and supplied by the truss manufacturer.
2. It is assumed the Owner, or the construction contractor, will coordinate with Consultant for all required site inspections.
3. The design will be based on the federal, state, and local codes and standards in effect at completion of the basis of design. Any changes in these codes may necessitate a change in scope.
4. All Owner provided drawings will be relied upon to be accurate for design and inspection purposes, based on reasonable verification of the accuracy by the Consultant.
5. It is assumed all submittals will be sent via electronic searchable PDFs 6. It is assumed the Consultant will attend design coordination meetings with Owner at least monthly during the Construction Phase, and that Owner, or the project manager, will lead and provide the agendas and minutes for these meetings.
7. Owner will provide Consultant with any Addenda and potential changes of the scope of work, so updated deliverables are presented after an agreed upon time frame and fee.
8. Addenda or plan revisions are subject to change the scope of work, delivery timeline, and fees set forth in this document.
9. All correspondence will be made out to Owner unless instructed otherwise.



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10. It is assumed that Owner will coordinate with all trades to correct any deficiencies that are pointed out by the Consultant for the duration of the project.
11. The Owner will notify and schedule the Consultant to inspect corrected deficiencies that were previously observed.
12. Project coordination outside of Geotechnical Investigation, Structural Design and Windstorm Inspections is excluded from the Consultant's scope of work.
13. It is assumed that the Owner will provide safe access for all inspections according to OSHA requirements.
14. It is assumed that Owner will provide safe access for inspection if there are area(s) needed to be seen about eighteen (18) feet off the ground or greater.

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**BASIC SERVICES – MECHANICAL & ELECTRICAL**

**SCOPE OF SERVICES**

Only services marked with an “X” are included in the Scope of Services.  
Services not marked can be provided as Additional Services if requested. Services not listed are excluded.

**Disciplines included in Scope of Services:**

*(See following sections for specific task)*

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Security
- Information Technology
- Audio-Visual
- Commissioning
- LEED
- Sustainability
- Building Assessment

**Document Submittals:**

- Schematic Design (SD)
- Design Documents (DD)
- Construction Documents Review – 50%, 90%
- Construction Documents Review – 90%
- Single CD issuance, Single Package for Bid, Permit, Construction
- Single Package drawings only, Site Development and multiple release or early procurement packages not included. Additional package issuances will be invoiced a minimum of \$1500 per package
- Issue for Construction
- Design based on prototype
- Bridging Documents (DD Level)
- Design Narrative

**Specification Format:**

- Sheet Specifications
- Book Specifications per CSI 2004 or later

**Construction Document Phase (Mechanical, Div.23):**

- Duct Layout
- Piping Layout
- Final Specification
- Mechanical Details
- Mechanical Schedules
- Mechanical Calculations
- Control Sequences (Specifications)

- Control Sequences (Drawings)
- Operating Room (Special Temperature/Relative Humidity)

**Construction Document Phase (Electrical, Div. 26):**

- Power Plans
- Lighting Plans (Interior)
- Lighting Plans (Exterior)
- Panelboard Schedules
- Load Analysis
- One Line Diagram
- Schedules
- Details
- Site Power and Lighting
- No generator and backup power system included.
- Emergency Lighting and Power with Battery backup

**Fire Alarm (Div. 28):**

- Performance specifications only
- Performance specification with DBR providing Fire Alarm Layout

**Fire Sprinkler (Div. 21):**

- Performance specifications only
- Pump Design with performance specification
- Pump with Tank and performance specification

**Construction Document Phase (Plumbing, Div. 22):**

- Piping Plans
- Risers
- Schedules
- Details
- Calculations
- Site Natural Gas by Civil or Utility. DBR indicates point of entry to building only.
- Medical Gases
- Compressed Air

**Construction Documents (Technology)**

**IT Structured Cabling (Div. 27):**

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- Infrastructure only\*
- Full system design and specification

\* For systems with infrastructure only services, engineering service includes planning and documenting (via drawings) the field device locations, equipment room or enclosure's size and locations, all underground and interior pathway required, and coordination with other trades on power, cooling and clearance requirements.

**IT Network Equipment (Div. 27):**

- Specification and equipment list for network switches, servers
- Specification and equipment list for Wifi Access Point devices
- Specification and equipment list for Telephone handsets and PBX equipment

**Integrated Audio-Video System (Div. 27):**

- Infrastructure only
- Full system design and specification
- AV spaces included:
- AV spaces excluded: Project exterior, including patios, due to environmental impacts affecting system operation.

**DAS System (Div. 27):**

- Cellular and Emergency Radio DAS (Distributed Antenna system) performance specification
- Cellular and Emergency Radio DAS Equipment room space planning and coordination

**Intercom/PA System (Div. 27):**

- Infrastructure only
- Full system design and specification

**Master Clock System (Div. 27):**

- Infrastructure only
- Full system design and specification

**Nurse Call (Div. 27):**

- Infrastructure only
- Full system design and specification

**Security - Intrusion Detection System (Div. 28):**

- Infrastructure only
- Full system design and specification

**Security - Access control System (Div. 28):**

- Infrastructure only
- Full system design and specification

**Security - Video Surveillance System (Div. 28):**

- Infrastructure only
- Full system design and specification

**Coordination Services:**

- Coordinate with 3<sup>rd</sup> party IT Consultant
- Coordinate with 3<sup>rd</sup> party Security Consultant
- Coordinate with 3<sup>rd</sup> party Lighting Consultant
- Coordinate with 3<sup>rd</sup> party Audio Visual Consultant
- Coordinate with 3<sup>rd</sup> party Commissioning Agent
- Coordinate with 3<sup>rd</sup> party Kitchen Consultant
- Coordinate with 3<sup>rd</sup> party Theatrical Consultant
- Coordinate with 3<sup>rd</sup> party Pool Consultant
- Coordinate with 3<sup>rd</sup> party Acoustical Consultant

**Building Commissioning:**

- IECC Commissioning
- LEED v4 Fundamental Commissioning and Verification
- LEED v4 Enhanced Commissioning
- Whole Building Commissioning
- Retro-Commissioning
- Re-Commissioning
- CHPS Commissioning
- Functional Testing

**Bid/Negotiations Phase:**

- Assist with value engineering
- Respond to request for information (RFIs)
- Contractor Interviews

**Construction Administration Services (Hourly):**

- Shop Drawing Review
- Respond to RFIs
- Site Investigation prior to design
- General site observations with report
- Final Punch List
- As-Builts (PDF and CAD)

**LEED:**

- Integrate Process Design/Early Energy Modeling
- Energy Modeling
- Consulting/Administration
- MEP Documentation
- Daylight Simulation
- Life Cycle Cost Analysis

**Sustainability:**

- Energy Modeling (Local Jurisdiction Compliance)
- Energy Modeling (Incentive Program/PACE)
- Energy Star Cost Analysis
- Life Cycle Cost Analysis
- Energy Star

**Other Services:**

- Bond Study
- Facility Assessment

**Meetings and Travel Time:**

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- Perform zero (0) initial general site observation to review existing conditions
- Attend 7 (SD/DD/CD Levels) design coordination meetings
- Attend zero (0) pre-bid meetings
- Attend zero (0) bid opening meetings
- Attend (11) site observations with a report for each (hourly services only based on NTE limit)
- Perform (1) site observation visit with final punchlist at substantial completion (Hourly services only based on NTE limit)

**Compliance Documentation:**

- ASHRAE 90.1 or IECC Energy Code compliance form completion (prescriptive path only)

**BIM:**

- Provides DBR BIM Execution Plan
- Export and provide clash detection files (.nwc)
- Perform scheduled in-house clash detections
- Host in-house BIM coordination meetings
- N/A

- LOD: 100
- LOD: 200
- LOD: 300
- LOD: 350
- N/A

**Project Delivery Method:**

- Traditional – Design, Bid, Build
- Construction Manager at Risk
- Competitive Sealed Proposals
- Design Build
- Design Assist
- Job Order Contract
- Negotiated Contract
- Unknown at this time
- Not Applicable

**Levels of Development (LOD) PO AIA G 202-2013:**

**Additional Services (Not Included in Fee, cost indicated below if requested):**

- Coordination with Lighting Designers (DBR base proposal is based on DBR led and produced Lighting Plans)
- Lighting control pre-construction shop drawings (DBR base proposal includes DBR standard lighting control design)
- Navisworks, Clash detection (DBR performs basic clash detection at design, but does not produce Navisworks BIM/construction clash models as basic scope of services)
- Fire pump (including break tanks, storage tanks, buffer tanks and similar)
- Fire Alarm design on Construction documents. Fire Alarm will be furnished as a Delegated Design via Performance Specification.
- Value Engineering.
- Early Procurement drawings
- Multiple Issuances or permits (sometimes referred to as multiple “packages”)
- Extended Construction Schedule.
- Additional Construction Meetings.
- Additional Design Meetings due to change of scope.
- Project delays.(pause in design and/or construction of 90 Days or more)
- Continuing to respond to RFIs that just refer to where the information can be found in documents.
- Insufficient work from contractor.
- Cost Estimations
- More than two (2) shop drawing reviews per product.
- System comparison or evaluation of systems.
- Envelope compliance documentation.
- Storm, Sanitary and Domestic water greater than 5' outside of building.
- Construction Estimating.
- Sub-surface drainage.
- Modification to base building utilities not within tenant space.
- Lightning protection. (\$1500 flat fee if added to project scope)
- As-Built Drawings.

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**MEPT AND IECC COMMISSIONING DESCRIPTION OF SERVICES AND HOURLY RATES:**

1. **Schematic Design stage:** shall include one teleconference meeting with the Owner and Architect, to determine MEPT system selections, area requirements, and preliminary equipment location.
2. **Design Development stage:** shall include two teleconference coordination meeting with the Project Architect to optimize on MEPT equipment area requirements, preliminary A/C and electrical calculations and research into any applicable code requirements.
3. **Construction Documents stage:** shall include four teleconference meetings and the preparation of mechanical, electrical, and plumbing drawings and specifications suitable for bid purposes. Also included in this stage is coordination of all MEPT systems in the building with the architectural and structural construction documents.
4. **Bid Negotiations stage:** Assist with responding to Contractor selection and Contractor pre-bid questions. We will also produce drawing revisions based on questions produced during this stage. Value Engineering changes that require design modifications are not included.
5. **Construction Administration stage (Hourly):** shall include the review of all MEPT shop drawings and responding to RFIs. And shall include 12 periodic job site visits when requested by Architect, or regularly scheduled. Additional site visits in excess of this value requires extending NTE values for this stage of services.  
We will provide documentation of all construction job site visits.

**Additional services: TECHNOLOGY, AV, SECURITY:**

1. Design of a scalable Technology systems infrastructure to support building Communications, AV, video surveillance, intrusion detection, and future needs.
  - a. Design per TIA standards compliant copper and fiber optic cabling system to facilitate distribution of all technology systems between service entrance rooms, main telecommunications rooms, floor telecommunications rooms. This consists of the cabling design and space planning in telecommunications rooms for all building services which would include telephone/data connectivity throughout the building and wireless data systems
  - b. Design an integrated audio-video system **for conference rooms, bars and dining spaces**. The system will feature a video display or display(s) sized appropriately for the specific venue, local sound reinforcement within the space, and integrated control of audiovisual equipment.
  - c. The design of a new infrastructure (specification of specific system components omitted) for **intrusion detection and video surveillance systems** shall include head end control devices and all field devices. The design of **video surveillance system infrastructure** will allow the observance of interior and exterior public areas and other areas of interest throughout the facility, after a owner-procured vendor provides hardware to complete the system. DBR includes infrastructure only, no 'parts and smarts'. The design of the **intrusion detection system** will provide infrastructure for motion sensors, and/or glass break sensors to monitor building intrusion, and alarm keypads at strategic locations to alarm or dis-alarm the building. This system will be based upon the owner's program of requirement and needs.

**Additional Services: IECC COMMISSIONING:** shall include all tasks and deliverables required to meet the requirements the International Energy Conservation Code, Section 408.

- 1) Design Phase:
  - Develop a preliminary commissioning plan to be shared with construction team.
  - Provide a commissioning specification for inclusion in the project manual.
- 2) Construction Phase:
  - Develop the final commissioning plan.
  - Develop and review installation verification checklists.
  - Conduct commissioning kick-off meeting and subsequent commissioning meetings as required.
  - Perform site visits to review equipment installation.
  - Perform one (1) return visit to the project once the deficiencies have been addressed to verify, they are completed. Conduct functional performance testing of commissioned systems.

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- i. Mechanical system equipment:
  - Air distribution system (Air Handling Units and a 25% sampling of terminal units).
  - HVAC controls system
  - Economizers
- ii. Electrical lighting control system equipment:
  - Occupancy sensors
  - Time-switch controls
  - Daylight responsive controls
- iii. Plumbing
  - Domestic water heating controls
  - Water heating system controls

3) Documentation deliverables:

- Preliminary commissioning report.
- Final commission report.
- Systems manual.

4) General Requirements:

- Any additional visits required, due to the work not being complete, will result in additional fees at our hourly rate plus travel expenses.
- We will require the assistance of the building controls contractor to facilitate the functional testing.

**We will bill monthly according to progress. The breakdown below shows the approximate portion of the fee for each of the proposed services:**

a.	MEPT Design	
i.	Schematic Design	15%
ii.	Design Development	25%
iii.	Construction Documents	55%
iv.	Bid Negotiations	5%
v.	Construction Administration (Hourly)	<u>0%</u>
		100% of fixed fee
b.	Commissioning per IECC	
i.	Development of Cx Plan	15%
ii.	Perform kickoff and checklists	30%
iii.	Conduct functional testing	35%
iv.	Preliminary Cx report	10%
v.	Final Cx report	<u>10%</u>
		100%