



175 CENTURY SQUARE DRIVE  
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September 17, 2025

## **Professional Services Proposal**

**City of Corpus Christi, Texas**  
**Corpus Christi Fire Station 11**  
**Project No.: 25064**  
**ATTN: Romy Doherty**  
**RomyG@cctexas.com**

BRW Architects is pleased to submit this proposal for architectural services to design Fire Station No. 11 for the City of Corpus Christi.

The project scope, scope of services, project schedule, and compensation are described below:

### **1. INITIAL INFORMATION**

**Scope** - The professional architectural services are for the design of a new state-of-the-art two-story Fire Station 11 located at 713 Airline Road. The new station will replace the antiquated existing Fire Station 11 located adjacent to the new site. The new station will meet current firefighting operations and standards that will allow for faster turnout times and cleaner work environments for the safety of firefighters. The new station will be approximately 13,000 SF. The new facility will accommodate 8 firefighters (male/female), dayroom, kitchen, weight room, individual restrooms, 8-10 bedrooms, captains' office, 3-drive through apparatus bays and support spaces off of apparatus bays. The new fire station shall have a direct capture exhaust system in the apparatus bays and designed to the 158 MPH sec guests wind loads as required by the city. The employee parking area is to be fenced and gated and the building should be designed to be added onto in the future. The Construction Budget is \$8,750,000.

### **2. ARCHITECTS RESPONSIBILITIES**

**A. The Architect shall provide the professional services as set forth in this agreement.**

**B. Architectural**

- Description of the basic services listed below under Scope of Services by Project Phases for the Corpus Christi Fire Station 11 Facility.
- Preparation or assistance of Solicitation and Contract Document Procedures
- Furniture, Fixture & Equipment (FF&E) Plans/Specs

**C. Landscape Architecture**

- Landscape design to meet zoning ordinance requirements as applicable and drought-tolerant / Native vegetation goals

- Decorative Fencing as required around rear of station

**D. Landscape Irrigation**

- Irrigation system design and documentation plans and specs

**E. Civil Engineering**

- Drainage, grading and paving design
- Grading spot elevation adequate for TAS compliance
- On-site water, gas, and sewer utilities
- On-site electrical
- Geotechnical Survey for foundation and paving design recommendations.
- Storm Water Pollutant Prevention Plan (SWPPP to be provided by Contractor)
- Topographical Survey
- Detention calculations and review process

**F. Structural Engineering**

- Structural foundation
- Structural framing
- Windstorm Design

**G. Mechanical, Plumbing and Electrical Engineering**

- Mechanical systems, including temperature controls systems and written sequence of operations
- Fire Protection (sprinkler system)
- Electrical power, lighting, and fire alarm systems
- Coordination with utility companies for electrical power, telephone, fiber, cable TV, etc.
- Emergency generator (Natural Gas)

**H. Additional Services to be provided by Architect:**

- Station radio, antenna, and alerting systems.
- Audio / Visual Equipment
- Building Security Equipment
- Building and site review submittal
- Detention Pond calculations and review process

**3. EXCLUSIONS FROM BASIC SERVICES**

**A. The services shown below are not anticipated at this time; however, project requirements identified during design may require them to be added.**

**B. Architectural**

- LEED Design / LEED Certification
- Full-time on-site construction observation
- Environmental or hazardous materials conditions / issues
- Preparation or assistance of additional bid packages after the initial bid
- Demolition plans for the existing Fire Station 11

**C. Civil Engineering**

- Underground detention design and review process
- Zoning modifications, including street abandonments, easements
- Environmental II or hazardous materials conditions / issues
- Platting, Boundary and Topographical Survey
- Preemption signal
- Traffic analysis and traffic signals
- Land Clearing for Geotechnical

**D. Mechanical, Electrical and Plumbing Engineering**

- Building utility bill estimates
- Acoustical Design and Documentation
- Energy Efficient / Life Cycle
- Telecommunications and computer equipment and wiring, including voice data, cable TV, fiber optic Cabling, wire management systems and terminations. (City IT Department will provide fiber optic cable and data drops. Conduit for the data drops to be installed by contractor).

**4. OWNER RESPONSIBILITIES**

- A. The Owner shall not increase or decrease the overall budget, or the portion the budget allocated for construction or contingencies, without modifying the agreement of the Architect to the corresponding change in the project scope, quality, and/or professional service fees.
- B. The Owner shall provide written comments within fourteen-twenty-one (14-21) calendar days pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architects' services. The Owner shall not modify a decision once given to the Architect without additional compensation to the Architect.

**5. OWNER PROVIDED SERVICES AND SYSTEMS**

- A. The Owner shall furnish services or building systems other than Basic Services or authorize the Architect in writing to furnish them as an Additional Service, when such services are required to complete the project, provided that the City may use another subcontractor to provide the following services. These services may include those listed below as applicable:
  - Laboratory materials testing / inspections (during construction)

**6. SCOPE OF SERVICES BY PROJECT PHASE**

**PHASE I**

**A. Kick Off Meeting**

- Review scope of work with project team. Identify contact information as well as chain of command for distributing information.

**B. Programming**

- BRW, working with Corpus Christi Fire Department and city staff, will review the program of spaces for the New Station No. 11.

**C. Code Research**

- Research the International Building Code requirements as well as plumbing, electrical, lighting, and mechanical, site, floodplain, TAS by identifying requirements and restrictions related to the new Fire Station No. 11.

**D. Schematic Design**

- Schematic Design documents shall include a site plan, building plans, sections, elevations and renderings. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing. The Schematic Design phase shall include three (3) working design meetings with the Owner.
- Meet with City of Corpus Christi Development Services Department for Early Assistance Meeting. (3-weeks to schedule)
- BRW will provide a statement of probable cost at the completion of Schematic Design, which will be a general estimate developed from several cost databases including our own to determine the cost per square foot.

**E. Design Development**

- BRW will develop the Schematic Design to greater detail. The Architect shall provide Design Development Documents based on the approved Schematic Design Documents and probable cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design establishing the scope, relationships, forms, size and appearance of the project by means of plans, sections and elevations, typical construction details, and outline specifications. The Design Development Documents shall include in general the quality levels for major materials and project systems.
- During the design process, the Architect shall work with the Owner and user group to coordinate the scope of the project. At the completion of Design Development, the Architect shall update the probable cost of the Work and the project schedule. The Architect shall advise the Owner of any changes from previous cost projections due to adjustments in the project scope, refinement of the probable cost of the work, or general market conditions. If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget, the Architect shall make appropriate recommendations to the Owner to adjust the project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.
- BRW will provide preliminary Civil, Structural, Mechanical, Electrical, and Plumbing engineering. Design and coordination with the Owner's IT department will be implemented at this phase. During this phase interior elevations will be developed

and BRW will review finish materials, lighting, and furniture. BRW will review with the Owner, equipment and furniture that are owner supplied vs. items supplied by the contractor during construction. Door hardware will be outlined and reviewed. BRW will prepare an outline for materials and products used for specifications.

- Our civil engineer will evaluate our site conditions along with parking requirements, drainage, landscaping and irrigation.
- Meetings and Deliverables. The Design Development phase shall include two (2) working design meetings with the Owner. City of Corpus Christi requires 2 hard copy conformed sets after Bid Phase; Two half size (11" x 17") "conformed" plan sets at the end of the bid phase. Furthermore two (2) 8.5" x 11" project manuals (front ends).
- BRW will provide a statement of probable cost at the completion of Design Development, which will be a general estimate developed from several cost data bases including our own to determine the cost per square foot and general costs of selected materials and methods. BRW will submit the estimate in PDF/electronic format.

#### **F. Construction Documents**

- The Architect shall provide Construction Documents based on the approved Design Development Documents and updated probable cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and project systems required for construction.
- The Architect shall update the estimate of the Cost of the Work and project schedule at 30%, 60%, 90%, and 100% completion of Construction Documents. The statement of Probable Cost shall be an estimate to include materials, equipment, component systems and construction types for construction costs. The Statement of Probable Cost will also include project costs consisting of alternates to the bid, owner provided furniture and equipment, an allowance for construction testing, along with the contingency. The contingency includes Owner Generated Changes, Architectural and Engineering Design Contingency, and Unforeseen Construction Conditions. It is recognized that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, over competitive bidding, or market conditions. Accordingly, the Architect acknowledges that the bids may vary from the Owner's budget or the Architect's cost estimate.
- During the development of the Construction Documents, the Architects shall prepare a Project Manual including (1) bidding and procurement information which describes the time, place and conditions of bidding; bidding or proposal forms; and (2) the Conditions of the contract for Construction (General, Supplementary and other Conditions).

- Construction Documents phase deliverables shall include the following for the Owner's review:
  - 30% Completion
    - 30% Construction Documents in PDF format
    - OPCC (Engineer's Opinion of Probable Construction Cost)
  - 60% Completion
    - 60% Construction Documents in PDF format
    - OPCC (Engineer's Opinion of Probable Construction Cost)
    - Executive Summary
    - Draft Table of Contents for Specifications in PDF format
  - 90% Completion
    - 90% Construction Documents in PDF format
    - OPCC (Engineer's Opinion of Probable Construction Cost)
    - Executive Summary
    - Front-in Document and Specifications (separate) in PDF format
    - Bid Form in PDF format
  - 100% Completion
    - 100% Construction Documents in PDF format
    - OPCC (Engineer's Opinion of Probable Construction Cost)
    - Executive Summary
    - Front-in Document and Specifications (separate) in PDF format
    - Bid Form in PDF format
  - Final (Bid Set)
    - "For Permitting and Bid" Construction Documents in PDF format
    - OPCC (Engineer's Opinion of Probable Construction Cost)
    - Executive Summary
    - Front-in Document and Specifications (combined) in PDF format
    - Agreement in Word format
    - Bid Form in Excel and PDF format
    - CivCast Bid Form in Excel format
- Final design and coordination of the mechanical, electrical, and plumbing will be completed. Mechanical engineering will include sizing of equipment, ducts, diffusers, dampers, and appropriate calculations. Plumbing engineer will include design of wastewater system tied into the existing system, supply water, and gas system. Electrical engineer will provide lighting, speaker system, phone, cable, and data wiring. Civil engineering work will be reviewed and coordinated, and final details will be drawn and specified.
- Upon receiving a letter of notice to proceed, BRW will update the building project schedule.
- BRW will be responsible for submitting construction documents to Development Services (DS) for plan review. Engineering Services (ES) will process plan review and permit fees internally to Development Services. BRW will be responsible for addressing any DS code comments and providing ES with a permit ready set of construction documents. ES understands that DS will not release the permit until a

- contractor of record is identified after bid opening.
- Submit plans and coordinate with Texas Department of Licensing and Regulation (TDLR) or Registered Accessibility Specialist (RAS) for accessibility review and city permitting. Obtain EAB Number and Plan Review Report and approval for permit.
- Coordination of all architectural drawings will be detailed and finalized. Specifications will be coordinated with drawings and completed. BRW shall assist in the solicitation for inclusion in the specifications.
- The Construction Documentation Phase shall consist of five (5) meetings with the Fire Department and four (4) meetings for each of the city's required deliverable stages (30/60/90/100). Construction Documents phase deliverables shall include two full-size sets of documents at 30% completion and 90% completion for the Owner's review and comment. Final deliverables will be coordinated and submitted per standard process with engineering services. Reference deliverable outline above.

**G. Bidding includes the following:**

- BRW will assist the City of Corpus Christi by providing electronic (PDF) drawings and specifications. The City of Corpus Christi Contracts and Procurement Department will request bids through CivCast.
- The Owner intends to utilize Competitive Sealed Proposal delivery method for the project. The term "competitive bidding" and "competitive sealed proposals" as used in this agreement shall mean the same method of construction procurement ultimately selected by the Owner. BRW will provide drawings and specifications to the Owner for posting.
- The Architect shall prepare responses to questions from proposers and provide clarifications and interpretations of the Contract Documents in the form of Addenda.
- The Architect shall consider requests for substitutions during the pricing period, as permitted by the Contract Documents, and shall prepare Addenda including approved substitutions.
- The Architect will participate in a pre-proposal conference for prospective bidders.
- BRW will assist the City during the bidding phase.

**PHASE II (not included in this proposal)**

**H. Construction Administration**

- Participate in Pre-Construction Meeting (Webex).
- Attend and chair (or as requested by Project Manager) construction progress meetings based roughly on one (1) meeting per month on site.

- The Architect shall not have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction as selected by the Contractor, or for the safety precautions and programs incident to the work of the Contractor, or for the failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing the work.
- The Architect shall review and approve or take other appropriate action upon Contractor's submittals such as shop drawings, product data, samples, and mock-ups for general conformance with information given and the design concept expressed in the Contract Documents. Review is not conducted for the purpose of determining the accuracy, completeness, or quantities, or for substantiating instructions for installation or performance of equipment or systems.
- The Architect shall visit the site to become generally familiar with the progress of the quality of the work completed (assuming work is ongoing). The Architect's representative shall attend pre-arranged progress meetings and prepare field reports described the status of the work and any deviations observed from the Construction Documents.
- Through the construction administration activities with monthly progress meetings, submittal approvals, RFI's, change orders, construction schedule approval, and project close-out, BRW will serve as the representative of the Owner during construction to observe the construction effort and the general conformance by the construction contractor with the construction drawings and specifications.
- Architect shall perform final closeout procedures as defined in the Contract Documents, including preparation and verification of Punch Lists for the Contractor's use and transfer red-lined drawings into as set of as-builts.
- Construction Administration services beyond the following limits shall be an Additional Service:
  - Evaluation of Contractor's substitution requests after thirty (30) days following the execution of the contract.
  - Owner requested project scope changes resulting in changes to the Construction Documents.
  - Evaluation of claims submitted by the Contractor in connection with the work.
  - One (1) year warranty walk through after completion.
- Construction Administration services provided more than sixty (60) days after the date of the Substantial Completion, originally established in the construction contract shall be Additional Services, with the exception of final completion and project closeout, and warranty walk. The monthly lump-sum fee for extended Construction Administration (CA) services shall be the CA portion of the fee divided by the number of months for construction originally established in the construction contract.

## 7. TRAVEL

A. Twenty-four visits to the site by BRW over the duration of the Project. The 10 visits by project team during design and any additional site visits requested by the Owner shall be reimbursable expenses to BRW at \$2,000 per site visit. Additional reimbursement excludes additional site visits required to correct design errors or omissions.

## 8. COMPENSATION

A. Payment for Phase I Architectural services is not to exceed an amount of **\$778,750** to be invoiced monthly based on the percentage of the hourly not to exceed amount projected.

B. Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as stated below.

C. If the Construction Budget increases by more than 5% prior to acceptance of the construction contractor's competitive sealed proposal or construction manager's guaranteed maximum price, the Architect shall bill for additional services on the adjusted cost pertaining to the change/increase.

D. All design document submissions (30%, 60%, 90%, and 100%) are reviewed and approved by the Owner. If there are design change requests after approval, the Architect shall bill for additional services of the design changes at an hourly rate.

### E. COST BREAKDOWN BY PHASES

#### Phase I

Preliminary Phase (25%)	\$155,750
Design Phase (68.5%)	\$426,755
Bid Phase (6.5%)	<u>\$40,495</u>
	Total \$623,000

#### Phase II (not included in this proposal)

Construction Admin Phase	HOURLY
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### F. COST BREAKDOWN BY DESIGN DISCIPLINE

Architectural	\$394,800
Structural/TDI Certification	\$58,600
MEP/Commissioning/Energy Inspection	\$73,900
Technology	\$19,100
Civil	\$45,300
Landscape & Irrigation	\$10,200
Geo-Tech Engineering	\$16,900
Topographic Surveying	<u>\$4,200</u>
<b>TOTAL PHASE I SERVICE</b>	<b>\$623,000</b>

## **G. COST OF THE WORK**

- In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

## **H. BILLING RATES**

The hourly billing rates for services of the **Architect and the Architect's consultants**, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

• Site Principal / Engineer	\$240.00/hour
• Sr. Project Manager / Engineer	\$185.00/hour
• Project Manager / Engineer	\$170.00/hour
• Project Architect / Engineer	\$150.00/hour
• Architect / Engineer	\$125.00/hour
• Intern Architect I / Engineer	\$105.00/hour
• Intern Architect II / Engineer	\$85.00/hour
• Admin	\$70.00/hour

## **I. Additional Services**

- Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services shall entitle the Architect to compensation and an appropriate adjustment in the Architect's schedule. Additional Services will be negotiated on a lump sum basis.
- Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization.
- If the services covered by this Agreement have not been completed within six (6) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

**K.** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty days (30) days after the invoice date shall bear interest at the rate of 5% or the maximum rate allowed under Chapter 2251, Texas Government Code.

## 8. PROJECT SCHEDULE

We anticipate the following time periods for the project phases:

PROJECT PHASE	COMPLETED
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Programming/ Schematic Design (30%)	8 weeks
Design Development (60% & 90%)	6 weeks
Construction Documents (100%)	10 weeks
City review	4 weeks
Permit review	2 weeks
Bidding	8 weeks (2 months)
City Council	4 weeks

### SUBMITTAL REQUIREMENTS –

30% **Programming / Schematic Design** – One submittal each for review and one review meeting one week after submittal.

60% - 90% **Design Development** – One submittal each, one review meeting each two weeks after submittal.

100% - S&S **Construction Documents** – One submittal and one review meeting two weeks after. Also, Final Bid Document submittal after Development Services Department Reviews.

\*Total of four (4) Design Submittals and four (4) Follow Up review meetings and one (1) final Bid Document Submittal.

## 9. SCOPE AGREEMENT

Agreement represents the entire and integrated agreement between Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral.

This Agreement entered as of the day and year first written above.

### ARCHITECT

  
(Signature)

**Ray W. Holliday, AIA, ASLA, ASID, APA,  
Principal**  
Brown Reynolds Watford Architects, Inc.