

21 December 2020

Sandra Fulenwider, MBA
Division Chief, Administration
Texas Division of Emergency Management
1033 La Posada Drive
Austin, TX 78752

Re: Fee Proposal
RELLIS TDEM Warehouse Program of Requirements
The RELLIS Campus, Bryan, Texas

Dear Sandra,

We are very pleased to express our interest in providing Programming, Architectural and Cost Estimating design services for the above-referenced project, and offer the following for your consideration.

SCOPE OF PROJECT

We understand the scope of the simplified Program of Requirements (POR) Study to be Programming, Conceptual Design & Cost Estimation for the new Texas Division of Emergency Management Warehouse bounded by 7th Street on the south, the existing runway on the west, and 1055 7th Street building structures on the east on the RELLIS Campus in Bryan, Texas. GSR Andrade Architects and its consultant team (GSRA) will be contracted to provide services to The RELLIS Campus (Client) under Texas A&M University System Blanket Order No. AM01-15-P005468.

The TDEM Warehouse in the RELLIS Campus will be a new construction that will involve demolition of an existing structure on the site. The building design will be bound by the RELLIS Design Standards and A&M System Design Guidelines. The site development will be guided by the RELLIS Campus Master Plan. The TDEM Warehouse is anticipated to be occupied by 2022.

Based on our understanding, the total project cost is \$10.4 million, and the anticipated construction cost is \$8,152,000, which will be confirmed as a part of this study. The anticipated space needs are for a completely new facility that can accommodate programs with sufficient program and administrative space. Part of this POR will identify efficiencies in space planning to maximize the facility for the budget.

As per the Client, the following preliminary needs and requirements for the new TDEM Warehouse include the following:

1. 60,000 sq ft building. Dimensional configuration and location TBD.
2. Building Assumption: Pier and Beam with Thickened Slab. Floor load considered for storage racks and fully loaded 18-wheelers.
3. Climate Controlled. Areas zoned as occupied TBD. Assumption: 30,000sq ft Air Conditioned.
4. Six door loading dock with 90'X 120' apron.
5. Two entry roll-up doors for 18 wheeler access.
6. Rest Rooms: 12 Stalls. Assumptions: two six-stall restrooms.
7. Showers: 10 Showers. Assumptions: two five-stall facilities.
8. Six 12' X 12' Offices.
9. One 20' X 20' Training/Conference Room.

10. Break Room with sink, refrigerator and microwave.
11. Life Safety Compliant (sprinkled).
12. Phasing of the project. May need to finish out the 5,000 NASF office component at a later date. The conditioned warehouse is critical path. (Holding PPE + ability to house 200 cots).
13. The Client will be conducting a separate study of the surrounding runway and vacant lot capability to hold up to 1,000 emergency vehicles (including buses, ambulances, etc.) A traffic analysis component is not required of GSRA.
14. Environmental: TDEM currently developing a list of which ones need to be complete for the funding they are using. Campus has started coordinating with System EHS.
15. Site considerations for the POR:
 - Proximity to primary delivery route for 18-wheelers.
 - Turning radius for the 18-wheelers as they access the roads.
 - Pavement ability to carry the loads of the delivery vehicles and emergency vehicles during an event surge (a couple of days, typically). No structural engineering will be required at this stage, however.
 - Utilities to be extended to the building. RELIS and FP&C to advise of all site utility connections.



The anticipated schedule for the POR is the following:

- Introductory Meeting/Workshop (On-site).....Friday, 08 January 2021
- Review Meeting.....Friday, 29 January 2021
- Draft Page Turn/Sign-off Meeting (On-site).....Tuesday, 16 February 2021
- Completion of PORFriday, 26 February 2021

SERVICES

GSRA will provide the following deliverables within the noted milestones of the POR schedule:

DATA GATHERING & PROGRAMMING

- **User Group Meeting: ***
 - One (1) User Group Meeting (day-long duration) to identify space needs, adjacency requirements and building function issues. *
 - The meeting is a visioning session with TDEM, FP&C, project manager, department personnel and any other stakeholders to clarify project goals and determine overarching design principles that will impact the Project, including client and user priorities, macro and micro processes, design issues, proximities, and adjacencies. Following the workshop will consist of walkthroughs of existing facilities with the appropriate departments and personnel. There will be a review of all data gathered to ensure complete understanding of programming requirements.
 - **Program:**
 - Project Goals
 - Project Context and Location
 - Project Team
 - Project Requirements
 - Program Summary
 - Room Data Sheets
 - Project Schedule
 - Analysis of existing spaces to determine existing capacities using Owner-provided plans, Schedules, Operational Hours, and Current and Projected Employee Volumes
 - Meeting Records and Supporting Data
- * *GSRA will conference call for additional and follow-up User Group meetings if deemed necessary by Client and/or programming team.*

CONCEPTUAL LAYOUTS **

- Programming and space verification process
- Conceptual Site Master Plan indicating possible and future site work, as required
- Conceptual Floor Plan(s)
- Character Renderings – 2 Exterior, 2 Interior
- Pricing Narrative
- Interim conference call meeting(s) to adjust conceptual Layouts and program to fit budget, if required
- One (1) Meeting to present final POR to owner. A sign-off from chief decision-makers will be included.

** *Layout Drawings and Cost Estimates are conceptual in nature and are not to be used for construction purposes.*

COST ESTIMATION

- Cost Estimate of Conceptual Layout

GSRA will attend and manage all project meetings as required to coordinate the project documents with the cost estimator.

FINAL DOCUMENTS

- **Program of Requirements:**
 - Project Scope Narrative
 - Criteria for Design Narrative
 - Program (as listed above)

- Conceptual Layout (as listed above)
- Cost Estimate (as listed above)
- **Program of Requirements:** Seven (7) Program of Requirements documents (5 bound, 2 non-bound) that will consist of:
 - Programming Documents
 - Evaluations and Recommendations
 - Program (as listed above)
 - Conceptual Layout (as listed above)
 - Cost Estimate (as listed above)
 - Project Schedule



Sample Rendering: RELIS Chapel Building 7006

PROFESSIONAL FEES

Professional fees for our team's services including all Architectural, Programming and Cost Estimating disciplines are proposed at a lump-sum inclusive*** fee of **Fifty-Eight Thousand Dollars (\$58,000.00)**.

*** *"Inclusive fee" includes the following reimbursable expenses:*

Reprographic & plotting for User-group meetings

Reprographic & plotting for 5 bound, 2 non-bound POR books

Delivery service charges, postage

All travel related expenses

Long distance phone calls made in association with this project

PAYMENT SCHEDULE

Fee shall be paid upon completion and approval of the “milestone” scope tasks outlined in the attached work plan/schedule, or as otherwise agreed to:

○ Data Gathering & Programming:	Fifty percent (50%)	\$29,000.00
○ POR Documents/Cost:	Fifty percent (50%)	\$29,000.00
○ Total Fee	One hundred percent (100%)	\$58,000.00

ADDITIONAL SERVICES

- Traffic Impact Study(s) ****
- Detailed Mechanical/Electrical/Plumbing/Fire Protection Engineering services
- Detailed Structural Engineering services
- Detailed Civil Engineering services
- Detailed Landscape and Irrigation Design services
- Furnishings, Fixtures & Equipment Matrix
- Geotechnical Engineering ****
- Surveying ****
- Geological, Environmental or Material Testing ****
- Field measurement of existing site or buildings ****
- Specialty consultants for Voice/Data, Security, Audio/Visual Design, Dietary or Materials Handling
- LEED documentation/administration (if “owner requested” – beyond what may be provided by GSRA)

****It is understood that Client may have utility reports, room schedule and room details, and will allow the GSR Andrade team to utilize this information for purposes of the POR. Should the team determine that further, more specific information/data should be obtained, additional service to the base fee may be required.

REIMBURSABLE EXPENSES

The direct, out-of-pocket expenses, such as the expenses of reproductions, printing, collating, postage and handling of Drawings and Specifications, we incur while accomplishing this project are included in the cost of basic services. Only those expenses that are deemed outside the cost of basic services will be invoiced at one (1.0) times the cost to GSRA. Reimbursable expenses include:

- Fees paid for securing approval of Authorities Having Jurisdiction
- Reports and other documents beyond those outlined in the basic services contract
- Photographic services
- Models
- Expense of any additional insurance coverage or limits, requested by the Client, excluding professional liability and errors and omissions insurance required under Basic Services of this contract that exceed those normally carried by GSRA

JURISDICTION

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Fernando J. Andrade was licensed in the state of Texas on 9 September 2002, license number 17868. You may contact the Texas Board of Architectural Examiners at P.O. Box 12337 Austin, Texas 78711-2337; telephone number 512-305-9000; web access at www.tbae.state.tx.us.

We are honored by your consideration of GSR Andrade Architects for this project. We believe we can be responsive to your needs and provide the professional services you require. If you have any questions regarding this proposal or about our firm, please do not hesitate to contact this office at any time. If this letter agreement is acceptable, please sign below and return one copy to our offices for our records. This letter agreement shall serve as our contract for services until replaced by our standard contract.

Cordially,

A handwritten signature in black ink, appearing to read "R.C. Croysdale", with a stylized flourish at the end.

Robert Croysdale, AIA, LEED AP BD+C
Principal

Authorize by P.O.