

April 3, 2024, V3-Final Draft

City of Boerne
Fire Chief Manuel Casarez
101 S. Live Oak St.
Boerne, Texas 75154
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Delivered: mcasarez@boerne-tx.gov

RE: The City of Boerne | Fire Station No. 2 | Boerne, Texas

Dear Chief Casarez,

It is our pleasure to submit our fee proposal to provide Architectural and Engineering Services for the design of Fire Station No. 2 for the City of Boerne, Texas.

PROJECT SCOPE and UNDERSTANDING for Designing a Sustainable and Community-Centric Fire Station

Site and Infrastructure Narrative

One Water Reclamation System: Our project prioritizes sustainability through the incorporation of a One Water reclamation system, ensuring efficient use and management of water resources within the facility. We recognize this is desired and we will provide all the necessary information for owner review and consideration.

Sustainability Features: We are committed to exploring sustainable practices throughout the project, including the implementation of a cistern system for water conservation and reuse.

Cow Creek Groundwater Conservation District (CCGCD): Aquifer source sustainability and rules compliance. Conservation, preservation, recharge, protection, and prevention of groundwater waste from aquifers within Kendall County.

Building Narrative

Public Meeting Space/Library Satellite Services Kiosk: Integrating a public meeting space and library satellite services kiosk aligns with the community's needs, fostering engagement and accessibility. Located near the Grand Prairie water park, this space will serve as a hub for educational and recreational activities.

Multi-Functionality: The fire station will be designed to serve multiple functions, accommodating varying occupancy levels and activities. With a capacity to host up to 20 occupants, including firefighters and community members, the space will be versatile and adaptable.

Community Engagement: We emphasize community engagement throughout the design process, hosting charrettes to gather feedback and refine options. The project will leverage Wi-Fi connectivity and mobile units to enhance accessibility and outreach efforts.

Dual Purpose Design: The fire station will be designed to serve as more than just a firefighting facility. It will incorporate elements for training, storage, and general community use, ensuring maximum utility and impact.

Budget Considerations: We understand the importance of budget constraints and will work to optimize design solutions while meeting project requirements and goals.

Department Size and Futureproofing: The fire station will accommodate two crews (Engine and Ladder or Engine and Squad), with provisions for future expansion or changes in department size. Bunk spaces will be designed to accommodate up to 8 firefighters plus 1 officer per shift, with additional space for volunteer firefighters.

On-Site Training Opportunities: The facility will provide ample opportunities for on-site training within the structure, including specialized areas for fire and rescue simulations. Storage spaces will be equipped with anchor points for equipment, and a rooftop catwalk will facilitate training exercises.

Initial Building Program as follows: Lobby, public restroom, watch room (dual purpose front of house), community/training room (dual purpose), wellness room, day room (kitchen & dining), theater (raised seating), fitness room, outdoor living area, (8) bunk room's, officer bunk, officer office, shower & restrooms, laundry room (clean-cold), dirty-restroom/vestibule, apparatus bay (3 bays 20'x65'), bunker gear (quantity 24), dirty laundry (extractor & dryer), dirty shower and restroom, SCBA/compressor, EMS storage, shop, electrical and riser room.

General Storage and Multi-Use/Dual Use Spaces: The design will include dedicated areas for general storage, equipment maintenance, and multi-use spaces to accommodate various activities and functions. Emphasizing flexibility and efficiency, these spaces will be adaptable to changing needs and requirements.

In summary, our design for the new approximately +/- **15,000 SF** 3-pull through bay fire station that integrates sustainability, community engagement, and multi-functionality to create a facility that not only meets the needs of the fire department but also serves as a valuable asset to the community it serves.

I. BASIC PROFESSIONAL DESIGN SERVICES | EXHIBIT A

A. PROFESSIONAL DESIGN SERVICES OVERVIEW

HOEFER WELKER "HW" will provide professional architecture and engineering services to accomplish the project scope as stated above. These services will include design and documentation from the following disciplines:

Basic Architectural and Engineering Services

1. Architecture/Interior Design/Accessibility
2. Civil Engineering
3. Landscape Architecture
4. Structural Engineering
5. Mechanical Electrical Plumbing Engineering
 - o Fire Alarm / Fire Protection by Performance Specification.
6. Design services also include the following:
 - o Life safety/applicable code analysis/research.
 - o Review design and documentation with applicable AHJ's.

II. PRE-DESIGN SERVICES | EXHIBIT B

We propose a workshop process as an effective means of establishing a project vision, developing the program, and developing a concept test fit. Our team's task is to use its expertise in understanding relevant issues, guiding discussions, making recommendations, and most importantly, consensus building.

1. Pre-Design

- a. **Design Charette** - A highly interactive planning and design workshop, or charette. This on-site interactive design workshop involves the client, stakeholders, and design team over a specified period. The design team will present design progress for stakeholder feedback in a concentrated and efficient design delivery process.
- b. **Programming Validation**
 - i. **Firsthand meetings with firefighters**, administration, and facilities to verify all previously discussed goals, objectives and needs and to verify all prior space planning supported the goals and objectives of all stakeholders.
 - ii. **Review** Fire Station Preliminary Space Program and size that will be reviewed and refined together with senior leadership. Review information collected from initial discussions and focus groups.
 - iii. **Eco Charrette** – *High performance building design discussion focusing on sustainable design principles and goals, energy and water efficiency, systems planning to determine cost pay-back analysis of systems, life-cycle costs, and maintainability.*
 - iv. **One Water/Smart Water** – *Hoefer Welker will include detailed research and provide objective information for review and consideration for the project.*
- c. **Conceptual Design**
 - i. Discuss, identify, and validate initial site analysis, site and building concept options.
 - ii. Discuss the pedestrian and vehicular flow on the site, and the relationship of the building and site to the adjacent context.
 - iii. Include services, utilities, and site pedestrian access on and adjacent to the building site.
 - iv. Identify operational issues that will impact building or site design.
 - v. Identify environmental design options that can be employed for comfort, energy conservation, and sustainability.
 - vi. Conceptual single line space diagramming and identify adjacency relationships and blocking and stacking requirements.
 - vii. Opinion of Probable (Pre-Design) Cost Estimate.
 - viii. Council presentations and additional presentations will be billed at an hourly rate.

B. SCHEMATIC DESIGN PHASE

Schematic Design Phase services provided by HOEFER WELKER and our consultants for this project shall consist of the following:

1. Perform a detailed code and zoning review for the proposed project and consult with the Owner on any changes that impact design.
2. Review the following information is provided:
 - a. Geo-technical report. Anticipated start by 4/15/24 with 3–4-week delivery.*

b. Surveys, platting, and topographical information.*

Conduct Schematic Design kick-off meeting with staff and other Stakeholders to advance the design concept agreed upon in the Pre-Design and Design Charette's.

*We need the information included in item 2. above prior to commencement of the design charrettes/SD.

3. Prepare refined floor plans for review with stakeholders incorporating the blocking and stacking floor plans from the charette.
4. Prepare proposed site plan design options for review with the Stakeholders.
5. Prepare preliminary exterior design concept options for review with the Stakeholders.
6. Hold a Stakeholder review of progress meeting to review the preliminary Site Plan, Floor Plans, interior design planning, exterior design concept, and receive comments.
7. Prepare final Schematic Design site plan, floor plans, renderings, and basic building sections of the proposed design for the building incorporating the Stakeholders Review Comments as described by the city during the Stakeholder Review Meeting.
8. Conceptual Interior finishes for review and comment. FFE schematic plans where applicable.
9. Validate a project schedule for the design and construction phases of the project.
10. Coordination review meeting for MEP, structural, civil, survey, Owner's Third-Party IT/AV/Security, and landscape architecture.
11. Narratives from each engineering discipline to be provided. This narrative will incorporate system options for owner review and approval for the project.
12. Conduct in process Schematic Design Review Meeting with Stakeholders to review the Final Schematic Design Documents and the Proposed Project Schedule. Prepare and distribute meeting notes documenting the basic issues, resolutions and action items agreed to during this phase.

C. DESIGN DEVELOPMENT PHASE

Based upon the approved Schematic Design documents and, the Design Team shall continue developing the following Design Development documents.

1. Architectural site plan illustrating the proposed site and buildings.
2. Based upon the approved schematic design, develop design development documents including site plan, building floor plans, life safety plan, building elevations, building and wall sections,
3. Develop civil site plan to include proposed building outline, grading, and site utilities.
4. Parking and traffic design. Danny will circulate to planning, they can be included in design charrette. Re-Platting.
5. Conceptual landscape layout (outline format).
6. Show Furniture, fixtures, equipment, and casework layouts on plans.
7. Provide preliminary design layout of new office space, open office workstation systems, meeting and conference furniture for various departments and courts facility. This includes the initial selection of all materials and finishes for the furnishing systems and furniture.
8. Exterior and Interior material types and major building and wall sections to show relevant conditions with detail locations identified.
9. Prepare interior finish board for review and approval.
10. Structural System foundation plans with details.
11. HVAC systems determined and their requirements reflected and indicated in documents such as piping, ducts, louvers, supply and return grills, etc.

12. Electrical systems sized, loads updated, located on plans including electrical devices such as panels, receptacles, interior, and exterior lighting.
13. Plumbing fixtures selected and located along with all required supply, waste, and vent diagrams to ensure an operable and functioning system.
14. Provide a 'Short Form' Design Development Project Manual.
15. Develop Preliminary Development Plan for review with building and zoning officials (if required).
16. Meet with Owner as required to complete phase.
17. Hold a pre-application conference with City Staff if applicable.
 Dunaway to be involved (Site and Zoning) Analysis

Services during this phase include attendance by HOEFER WELKER at meetings with the city, and stakeholders to review the Design Development documents, verify if a third-party cost estimate is required and confirm status of project schedule.

D. CONSTRUCTION DOCUMENTS PHASE

Based on the approved Design Development documents, the Design Team will prepare final drawings, details and specifications required to construct the building. Provide finalized interior finish selections and specifications.

During this phase, the Design Team will coordinate with the owner for all documents required for bidding for **CSP "Competitive Sealed Proposal."** We will engage any owner representative upon notification.

The Construction Documents Phase includes attendance by the Design Team at meetings with the Owner, to coordinate the Construction Documents. Resolutions and action items agreed to during this phase will be incorporated into the final deliverable.

E. PERMITTING AND BIDDING ASSISTANCE

1. Submit drawings containing professional seal to Governing Authority to obtain building permit. Building permit fees will be paid by the city.
2. Respond to permit questions/comments through updated drawings or written narratives to assist in obtaining building permit.
3. Prepare bidding documents.
 - a. Use Boerne pre-defined font-end documents. To be provided to HOEFER WELKER at the start of the Schematic Design Phase
4. Assist City of Boerne in Advertising for Bid (2) two advertisements.
5. Provide one (1) pre-bid meeting.
6. Review bids and make recommendation based on established selection criteria and validation of references, and other.

F. CONSTRUCTION ADMINISTRATION PHASE

During the Construction Administration Phase, the design team will provide the following Services based on a 12-month construction duration; excess time to be billed on an hourly basis as needed. *Construction schedule to be verified with client prior to commencement of any work.

1. Conduct a Pre-Construction Kick-Off Meeting to discuss the issues of coordination, points of contact, for each entity and protocol to be followed during the Construction Phase of the project.
2. Attend OAC (Owner/Architect/Contractor) meetings as needed in person or virtual with the City's Program Manager and any other representatives on behalf of the city to review the

projects status, previous set of construction meeting notes, submittal logs, ASI logs, RFI logs, and construction schedule status along with any coordination issues that need resolution by this group. Site visits and observations will align with agreed OAC meeting schedule.

- a. Site observation reports shall be provided.
- 3. Clarification Drawings as Requested
- 4. Answering RFIs
- 5. Checking Shop Drawings
- 6. Accessibility Inspection Coordination
- 7. Review Payment Applications
- 8. Establish dates of Substantial and Final Completion and prepare certificates for same.
- 9. General Contractor to prepare their completion and punch list prior to substantial completion issuance and provide to architect and owner prior to issuance of substantial completion.
- 10. Upon satisfactory review and approval of General Contractor's completion and punch list.
 - a. HOEFER WELKER will prepare a building punch list for the project and perform a final walk-through for verification that all items on the punch list have been cleared and signed off on as complete.
 - b. HOEFER WELKER affirm that ALL Owner provided FFE punch list items have been installed and their respective punch list have been completed in conjunction with the buildings and substantial completion.
- 11. Coordinate project close out and receipt of warranty/Instructions/manuals/maintenance binders from the General Contractor to the owner.
- 12. CA duration can be added as an additional service in the future should the contractors schedule extend for any reason.

III. PROFESSIONAL SERVICE FEES | EXHIBIT C

A. Agreement (Upon notice to proceed HOEFER WELKER will provide a current AIA B101)

B. PAYMENT TERMS

- 1. Compensation invoiced and received under this Agreement will be credited to the compensation agreed upon in the formal agreement.
- 2. Payments for services shall be made monthly upon presentation of the Architect's invoices.

C. PAYMENT SCHEDULE: Shall be provided to HOEFER WELKER per the following percentages for each phase of the project commensurate with Pre-Design Documents | BIM | Revit document delivery. Note HOEFER WELKER will provide AutoCAD files exported from Revit per the City of Boerne's digital document delivery requirements.

Pre-Design Services	100%
<u>Basic Architectural and Engineering Services</u>	100%
Schematic Design Phase	25%
Design Development Phase	25%
Construction Documents	25%
Bidding or Negotiation Phase	2%
Construction Administration Phase	23%

D. COMPENSATION:

1. Pre-Design Services	\$54,500
• Site Assessment	\$7,500
• Program Validation and *Tours (3-4 Local Facilities) *Optional Allowance	\$8,000
• ECO Charette - Mechanical Cost-Payback	\$17,000
• Design Charrette	\$22,000
2. Architectural	\$1,036,125
Hard Construction Cost = \$11,275,000	
• Hard Construction Costs Contingency is included in the hard construction cost listed above in the amount of \$1,025,000 in order to accommodate bidding Q1 of 2025. This is estimated based on current trends and similar construction materials.	
• We understand the established scope and construction value as stated and confirmed with the City of Boerne based on a construction start of April 2025	
• Should this project's scope change Hoefel Welker will work with the City of Boerne to determine if there any additional services needed.	
3. Civil Engineering and Landscape Design	\$156,000
• Civil Engineering	\$82,000
• Landscape Design	\$39,000
• Permitting, Review, and Civil CA	\$35,000
4. Surveying and Environmental Services	\$42,000
• Tree & Topographical Survey	\$22,000
• Geotechnical Engineering (Sub-consultant)	\$8,250
• TDLR	\$2,250
• Esparanza HOA Processing	\$1,500
• CCGCD Plans and Permitting	\$8,000
• Base Environmental (Allowance)	\$5,000
5. Platting and Accessibility Services	\$24,750
• Re-Platting	\$7,500
• Final Plat	\$10,000
• Final Plat Processing	\$5,000
• TDLR	\$2,250
6. Site Due Diligence Services	\$20,000
• Rainwater Collection	\$7,500
• Low Impact Development	\$10,000
7. Design	\$35,000
• Design Contingency	\$35,000
• This contingency shall be used additional design time for items related to conditions or modifications, or options, which arise during the design and deliverable process.	
• In the event the contingency amount drops to (\$0) zero dollars, HOEFER WELKER will provide an additional service request for approval prior to commencement of any additional service.	
• Is not intended for use of any jurisdictional fees or costs associated with reviews or permitting and is considered part of our base services.	

8. Supplemental Services

Note the following services fees are estimated. All additional services shall be verified prior to submitting to the city for approval and are subject to change and will be provided on a lump-sum basis at the time of request.

- Furniture and Equipment Bid Packages \$TBD.
- Planning and specification of artwork and wayfinding signage
- (exterior & interior) \$TBD.
- As-Builts/Record Documents (4% of Basic Services) \$35,000

9. OTHER CONDITIONS

- The final fee to be adjusted at the last billing when the actual costs are determined. Our fee per item D, 2 is a minimum fee.
- This proposal is valid for 60 days from the date at the top of the first page of this document unless included as an attachment to a fully executed formal agreement between HOEFER WELKER and the client before the 60-day period expires.
- Reimbursable expenses including, but not limited to; postage/shipping, printing/reproduction, mileage, and all travel expenses, shall be invoiced at cost +10%.
- This proposal shall attach to a standard professional service agreement AIA B101.
- Invoices are processed monthly and are based on a percentage of completion.
- Additional or supplemental services can be provided on a case-by-case basis as requested by the owner, and no work shall commence without written approval and agreement. Any additional services will modify the original agreed contract amount.
- The Owner shall provide the Architect and any of their subconsultants with information in a timely manner.

IV. **ASSUMPTIONS-INCLUSIONS and EXCLUSIONS | EXHIBIT D**

- Owner Provided Items:
 - Meets and Bounds
- Hoefer Welker will **NOT** provide the following items as part of our basic services.
 - *Storm Shelter Design*
 - *Storm Shelter Third-party Review*

Please note that Hoefer Welker can include any excluded service at any time at the owners request. Prior to commencement of any work, we will require written notice prior to proceeding.

- Hoefer Welker in part or in whole shall include the following:
 - Topographical Survey
 - Boundary Survey
- Supplemental Service
 - Environmental survey can be added beyond base minimum requirements of the City of Boerne.
- Collaborate and work closely with the selected General Contractor throughout the design, construction, and closeout processes.
- The client will provide the necessary information for the timely completion of the project.
- HOEFER WELKER will submit and coordinate all review of documents to regulatory agencies for permitting. All fees associated with ANY submittal will be the responsibility of the Client.
- HOEFER WELKER's fee assumes that the project will progress in a continuous and orderly fashion, and we will expedite the project as much as practical. Significant project delays through no fault of HOEFER WELKER may be the basis for the negotiation of additional fees for professional services. If additional out of scope work is required in connection with this project,

we will complete the work on an hourly basis at our current rates, whether directed by the Owner or required jurisdiction.

- This project will NOT be a CMaR delivery project. In the event the delivery method is modified HOEFER WELKER reserves the right to provide a request for additional services when applicable.
- In the event the construction duration extends past the agreed duration HOEFER WELKER will provide an ASR for additional services to provide continuous construction administration.
- Changes in design by the Client and/or the Owner after the conceptual design is completed and/or after any City submittals and/or approvals will be an extra service requiring a separate proposal/Additional Services Request, whether directed by Owner or required jurisdiction.
- Record drawings are not included. The contractor will provide as-built drawings. HOEFER WELKER has included an appropriate cost as part of our supplemental services for convenience.
- HOEFER WELKER's fee includes all meetings whether in-person face to face or virtual.
- Professional photography and all drone footage shall be provided by the contractor to the client and Hoefer Welker

Civil Assumptions

- Regularly scheduled construction coordination meetings are not included.
- Preparation of fieldnotes for easements, license agreements or any other use are not included.
- Owner will provide a current title commitment concerning the site.
- Modifications and/or amendments to plat and zoning are not included.
- Existing encumbrances will be vacated, as applicable, by others.
- Preparation and processing restrictive covenants, license agreements, maintenance plans, shared-parking agreements, and other related agreements are not included.
- Design of off-site infrastructure improvements is not included.
- Any studies or assessments of geology (as may be required by TCEQ) of endangered species, wetlands, hazardous waste, landfill, Critical Environmental Features (CEF's), or similar political and environmental issues associated with this tract, if required, will be provided by others.
- Variance/waiver requests to the City Code are not included in this fee. If required, these can be provided on a time-and-materials basis.
- There is adequate downstream wastewater capacity and adequate water pressures, such that lift stations or pumping systems will not be required.
- Revisions/corrections to City of Boerne approved plans are not included.
- This project will be designed, permitted, and constructed as a single phase.
- Redesign efforts related to site plan or building footprint changes after significant design efforts have begun or redesign efforts to meet construction budgets are not included.
- Soil Investigation/Laboratory Testing, geotechnical analysis/report including pavement design to be provided by others. Dunaway recommends that the Client retain an independent laboratory for use in any testing required during the design phase, i.e., for density approval in the street rights-of-way, and for any site excavation and embankment that might be required for this project.
- SWPPP or NPDES will be provided by the Contractor.
- Construction inspection services to be provided by others. Dunaway recommends that the Owner retain a geotechnical engineering consultant to provide construction inspection during the construction phase.
- Curb cuts for access from Harmony Way, along with any turn lanes shall be coordinated with the City of Boerne's engineering department and any jurisdiction having control. It is our understanding that the cost for this improvement is not included in the site improvements for the project.

Structural Assumptions

- Any site foundations including retaining walls or structures outside the building envelope will be considered additional service if needed.
- Pre-engineered Metal Buildings will be designed by licensed engineers and reactions provided to HOEFER WELKER for verification of foundation design. Note this is in the event this type of structural system is used for any part of the building.

Mechanical, Electrical, Plumbing Assumptions

- Design of Fire protection system to be performed by a third party.
- Design of Fire alarm system to be performed by a third party.

Thank you again for this continued opportunity to partner with the City of Boerne. We look forward to next steps and to start bringing your collective vision to life.

Sincerely,
Hoefel Welker,

Upon selection and this proposal will be used to create a current AIA B101 or agreement per the City of Boerne, Texas All final terms can be reviewed or updated during the negotiation process.

James Beers, AIA | NCARB
Associate Principal | Government and Civic Practice Leader

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