



A · DYNAMIC · PERSPECTIVE

140 East Tyler Street, Suite 600
Longview, TX 75601
903.236.7700

November 30, 2022

via email

Mr. Tommy Earle
Maintenance Supervisor - Panola County Courthouse
110 S. Sycamore Street
Carthage, TX 75633

Re: *Proposal to Panola County, Texas*
 Reroof Design for Panola County Courthouse
 Design Proposal

Dear Mr. Earle:

Thank you for allowing us to submit a proposal that will assist you in your efforts to review, design, and install a new roof system for the Panola County Courthouse. It is our understanding that the project is envisioned to be developed as a full roof replacement and not broken up in phases. Our proposed scope of work follows. It can be amended if you deem appropriate.

SCOPE

The scope of the work is for the design of a new roof system for the Panola County Courthouse located at 110 S. Sycamore St in Carthage, Texas. The scope of the work includes the design documents (plans and specifications) for a new TPO roof to be installed at the existing modified bitumen roof areas on the east side of the courthouse.

Based on our recent site visit we propose the following program elements for the project:

- Due to the age of the existing roof (cracks, blisters, coating, etc.) it is recommended to remove the existing roof material and all associated flashings down the existing concrete roof deck
- Provide a project manual and construction documents that identify the requirements of the project with a draft contract, general conditions, supplementary conditions, specifications, etc. so that all bids are based on the same bid documents
- Document existing conditions
- Provide demolition plan for extent of required demolition
- Provide construction documents for new roof system and necessary construction details
- Based upon our discussions of the roofing system, we assume a total budget of \$400,000 for this project
- All components to be included in project to be verified with budget and Owner approval

Based on the information provided we have a clear understanding of the vision for this re-roof of the Panola County Courthouse. KSA will provide full service architectural design services for this project. At the present time we assume that you will require services for assistance with the design and construction of this

project. However, we have provided fees that will allow you to select design services only or design services with bidding and construction services. It is assumed that the project will be designed as one set of Construction Documents and will be constructed as one construction project.

DESIGN PHASE SERVICES

- The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.
- The Architect shall discuss with the Owner the Owner's program schedule, budget for the cost of the work, project site, and alternative approaches to design and construction of the project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the project requirements.
- Based on the project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the project and the Architect shall prepare and submit to the Owner a preliminary estimate of the cost of the work.
- The Architect shall submit the Design Documents to the Owner and request the Owner's approval.

CONSTRUCTION DOCUMENTS PHASE SERVICES

- Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the work. The Owner and Architect acknowledge that in order to construct the work, the awarded Contractor will provide additional information including shop drawings, product data, samples and other similar submittals, which the Architect shall review.
- The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
- The Architect shall submit the Construction Documents to the Owner and request the Owner's approval.
- The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of construction cost, shall assist the Owner in awarding and preparing contracts for construction.

BID PHASE SERVICES (IF REQUESTED)

- The Architect shall assist the Owner in bidding the Project by:
 - Hosting of Bidding Document for distribution to prospective bidders on civcastusa.com;
 - Maintaining a log of distribution for prospective bidders.
 - Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
 - Organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

CONSTRUCTION PHASE SERVICES (IF REQUESTED)

- The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor shall the Architect be responsible.
- The Architect shall visit the site during construction to become generally familiar with the progress and quality of the portion of the work completed, and to determine, in general, if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents.
- The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts.
- The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

REVIEW PHASES

The owner shall be presented Design Documents for review and comments at each of the following stages.

SUGGESTED BUDGET AND PAYMENTS

<u>DESIGN SERVICES ONLY</u>		<u>LUMP SUM FEE</u>
Design Phase Services	(30%)	\$11,400
Construction Documents Phase Services	(40%)	\$15,200
SUBTOTAL DESIGN SERVICES FEE		\$26,600.00
<u>BIDDING AND CONSTRUCTION SERVICES (IF REQUESTED)</u>		<u>LUMP SUM FEE</u>
Bidding	(5%)	\$1,900
Construction Administration	(25%)	\$9,500
SUBTOTAL BIDDING AND CONSTRUCTION SERVICES FEE		\$11,400.00
<u>TOTAL FEE (IF ALL PHASES SELECTED)</u>		<u>LUMP SUM FEE</u>
Design Services		\$26,600
Bidding and Construction Services		\$11,400
TOTAL SERVICES FEE (IF ALL SERVICES SELECTED)		\$38,000.00

The Services Fee excludes any required permit or application fees.

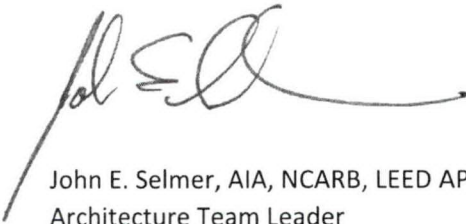
SCHEDULE

The schedule shall be defined and agreed upon by the Owner and the Architect upon acceptance of this agreement.

If you are in agreement with the scope of work (we are amenable to changes, discussions, etc.) outlined herein and the proposed fee, please indicate the same by executing this document at the place provided for hereon. KSA will then prepare a formal contract and begin work. Please let me know if you have any questions. Tommy, we thank you for the opportunity to work with Panola County again and I look forward to hearing from you.

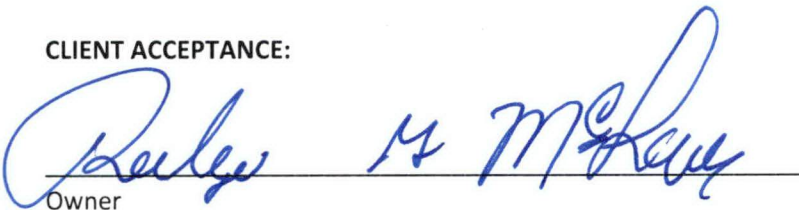
Respectfully submitted,

KSA ENGINEERS, INC.



John E. Selmer, AIA, NCARB, LEED AP BD+C, GGP, RRC
Architecture Team Leader
jselmer@ksaeng.com

CLIENT ACCEPTANCE:


Owner

Date: December 6, 2022

*Signature of this proposal is neither final nor contractually binding and is meant only as an informal agreement to the scope and fee for an impending full AIA Owner/Architect contract.