

December 16, 2022

via email

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

**Re: *Proposal to Panola County, Texas
Space Planning Study 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 the existing layout and use of the Panola County Courthouse. It is our understanding that the project is envisioned to evaluate and plan for possible modifications/considerations/repurposing of the Courthouse. Our proposed scope of work follows. It can be amended if you deem appropriate.

SCOPE

The scope of the work is for the generation of a Space Planning Study for the existing Panola County Courthouse. Without an actionable planning study, the County will not be able to efficiently consider all options for the courthouse. A facilities study is necessary to evaluate the current conditions, and make recommendations for upgrades, repurposing, renovation, and overall improvement to the flow of spaces in the existing Courthouse. Based on our recent site visit we propose the following elements for the study:

In close collaboration with all stakeholders and departments, KSA proposes to conduct a facility assessment and planning document for the Panola County Courthouse.

- Task I Information Gathering (site information and existing facility information)
- Task II Facility Assessment (spatial needs and evaluate existing conditions)
 - Mechanical/Electrical/Plumbing overall review
 - Structural review
 - Texas Accessibility Review (handicap compliance with current code)
- Task III Planning Study for Adaptive Re-use Areas Identified During Facility Walk and Discussions
 - Repurposing of space

- Update for continued use
- Ultimate possibilities

Task IV Project Budgets

- Deferred maintenance
- Necessary updates
- Potential Budgets for Identified Renovations or Changes

KSA will review the condition and operation of the existing building currently in use. This study aims to provide an overall plan for the improvement of the existing facility in use by Panola County. KSA will also determine the feasibility and preliminary estimated cost to renovate the existing facility as outlined above.

In order to provide complete planning, architectural and engineering services to develop a concept for renovated, repurposed, or reimagined space, it will require the integration of a wide range of capabilities and disciplines. Recognizing this, KSA provides a comprehensive, experienced planning and design team capable of addressing all the needs of the project. We have the staff resources and expertise to develop a functional and cost-effective plan for Panola County.

Project Goals and Approach

The KSA team understands that Panola County wishes to review and develop options for the existing conditions of the Panola County Courthouse. We propose to approach your project as follows:

Project Goals

Function Goals: How do the existing major functions of the Courthouse function? What deferred maintenance items are necessary now and in the future? Does the building provide accessibility throughout? What structural issues are present that need to be addressed now to prevent further damage to the building?

Form and Image Goals: Are there historic, cultural, and/or context implications? How can the space be repurposed to increase the usability of the space? Can the space be adapted to better meet the needs of the residents of Panola County?

Economic Goals: What is the total project budget? What is the attitude toward initial costs versus long-range operating and maintenance costs? What level of quality is desired (often stated in relation to other existing projects)? What is the attitude toward conservation of resources and sustainability (energy, water, etc.)? What are the priorities and phasing?

Time Goals: What is the schedule of priorities and phasing? What is required now to prevent further damage to the building? What types of changes are expected over the next 5, 10, 15, and 20 years?

REQUESTED SCOPE OF STUDY

We briefly outlined the tasks necessary to review the existing conditions and make recommendations for improvements to the existing Courthouse Building. We will follow the tasks to help review and implement the following possibilities:

Mr. Tommy Earle
Panola County Courthouse

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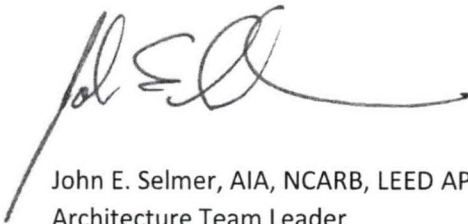
SCHEDULE

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.

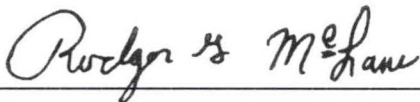
Respectfully submitted,

KSA ENGINEERS, INC.



John E. Selmer, AIA, NCARB, LEED AP BD+C, GGP, RRC
Architecture Team Leader
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CLIENT ACCEPTANCE:



Owner

Date: 12-30-2022

*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.