



January 2, 2025

Peter Snaddon, R.P.A., C.C.A., Chief Appraiser
Guadalupe Appraisal District
3000 N. Austin Street
Seguin, Texas 78155

Re: Guadalupe Appraisal District
216 E. College Street Due Diligence Assessment and Concept Design Fee Proposal

Dear Mr. Snaddon:

Debra J. Dockery, Architects and our consulting engineers submit the following fee proposal for assessments and concept design layouts of the 216 E. College Street facility to assist the Guadalupe Appraisal District with evaluation of the suitability of the facility for relocation of the Seguin offices. The services provided to taxing entities by the Guadalupe Appraisal District (GAD) and the staff for those services have outgrown the existing facility capacity. The GAD is considering purchasing the previous Mary Erskine School campus to move its operations.

My firm will assess the existing conditions for needed improvements, provide a preliminary layout of workstations, offices, and other functions to determine if the agency will fit in the existing building, and we will provide an opinion of probable cost for the needed improvements.

1. Space allocation and “test-fit”: In order to prepare a preliminary layout of workstations, offices and other functions, Dockery Architects will meet with the GAD leadership to develop a space program inclusive of a list of spaces to be accommodated, a list of staff and staff needs, size requirements for all spaces and functions, and any specific utility needs per space. This information will allow us to provide preliminary floor plans with the layout of spaces and designation of needed improvements.
2. Assessment of Existing Conditions: Along with our Mechanical, Electrical and Plumbing Engineers, we will assess the existing facility for needed improvements to utilities, systems, restrooms, general finishes and other conditions that would need to be addressed for the GAD to occupy the facilities.

This assessment will include research of the current building Codes and City of Seguin permit requirements for any upgrades that may be required. If any structural issues become apparent, I have included an allowance for a structural engineer to investigate. This allowance will not be invoiced if not needed.

We will make general observations of the existing site conditions including any needed expansion of parking, drives, sidewalks, or landscaping. The improvements are not believed to be extensive at this time. Therefore, a Civil Engineer or Landscape Architect has not been included to conduct detailed site assessments.



3. Final Report and Opinion of Probable Cost: The final report will include narratives of the assessments, recommended scope of work description for the identified repairs and upgrades, and opinions of probable cost for the renovations.

The fee proposed is a lump sum fixed fee based on the tasks and hours listed in the attached fee worksheet. The MEP Engineer's proposal to me has been included for reference.

Fee Proposal Summary:

Architectural	\$10,370
MEP Engineering	\$ 7,340
Structural Allowance	<u>\$ 5,000</u>
	\$22,710

Sincerely,

Debra J. Dockery, FAIA
President, Debra J. Dockery, Architect, PC

Accepted:

Date:



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President, Debra J. Dockery, Architect, PC

Accepted:

Date:

2/5/2025

Fee Proposal Breakdown for Professional Services

Project Name:	GUADALUPE APPRAISAL DISTRICT COLLEGE STREET BUILDING RENOVATION CONCEPT DESIGN						
Name of Firm/Subconsultant:	DEBRA J. DOCKERY ARCHITECT, P.C.						
Project Manager:	DEBRA J. DOCKERY, FAIA						
Date Proposal Submitted:	20-Dec-24						
Position/Personnel Title	Principal/Partner	Project Manager/ Not Licensed	Architectural Intern II	Graphics/Rend erings	Admin/Clerical		
Fully-Loaded Hourly Wage Rates * (as defined below)	\$210.00	\$130.00	\$105.00	\$100.00	\$90.00		
Task to be performed/Phase Description (including Sub-consultant work)	Hours	Hours	Hours	Hours	Hours	Total Hours	Task Total
Develop space program, staff needs and functional requirements with GAD leadership	6	2				8	\$ 1,520.00
Assess building for needed improvements to restrooms and other areas that may require upgrades	4	4				8	\$ 1,360.00
Research any building code upgrades that may be required to meet current adopted codes.	2	2				4	\$ 680.00
Develop concept design floor plan showing location of open office systems, renovations for private offices, storage, work areas, public areas and needed upgrades. Alternates and options may be identified.	8	4		16		28	\$ 3,800.00
Coordinate assessment of existing mechanical, electrical and plumbing systems with the MEP Engineering Firm	2	2				4	\$ 680.00
If any structural issues are identified, coordinate assessment with structural engineer	1	1				2	\$ 340.00
Prepare opinion of probable cost for idnetified improvements, renovations and repairs	4	2				6	\$ 1,100.00
Prepare narrative of needed scope and assemble final concept package	1	2				3	\$ 470.00
Present final concept	2					2	\$ 420.00
Total Hours:	30	19	0	16	0	65	\$ 10,370.00
Total Fees							
Total Architectural Fee Proposal:	\$6,300.00	\$2,470.00	\$0.00	\$1,600.00	\$0.00	\$10,370.00	\$ 10,370.00
							MEP \$ 7,340.00
							Structural Allowance \$ 5,000.00
							Total Proposal \$ 22,710.00

Calculated Legacy Consulting Engineers, LLC
MEP Engineering
7700 Torino, Suite 120
San Antonio, TX 78229
210.614.1110

December 19, 2024

Ms. Debra Dockery, FAIA
Debra J. Dockery, Architect, P.C.
118 Broadway, Suite 516
San Antonio, TX 78205

RE: Professional Engineering Services Proposal – Revision 1
Mary Erskine School Facility Assessment

Dear Ms. Dockery,

Calculated Legacy Consulting Engineers, LLC is pleased to submit this proposal for professional mechanical, electrical, and plumbing engineering services to Debra J. Dockery, Architect, P.C. for the Mary Erskine School Facility Assessment project.

PROJECT SCOPE

It is our understanding the project will consist of assessing the existing mechanical, electrical and plumbing systems serving the Mary Erskine School facility. The assessment will take into account the necessary provisions that will be required to renovate the facility into office space that will support the Guadalupe County Appraisal District. A written report will be submitted based on the observations of the visible and apparent conditions of the systems during a one (1) day visit. While care will be taken in reporting all observations, no warranty or guarantee will be expressed or implied with respect to the mechanical, electrical, fire protection, or plumbing systems. Additionally, no sampling or testing will be performed.

SCOPE REQUIREMENTS

The project includes the following systems:

MECHANICAL/PLUMBING

- Visually review building air conditioning system including heating, cooling, ventilation, and associated control system.
- Visually review domestic hot and cold water systems, and plumbing systems.
- Provide report of findings, recommendations and associated cost estimate.

ELECTRICAL

- Visually review building general purpose power.
- Visually review lighting systems.
- Visually review fire alarm system.
- Provide report of findings, recommendations and associated cost estimate.

BASIC SCOPE OF SERVICES

Basic services will consist of:

- i. Conducting a field survey to determine existing conditions.
- ii. Provide a report of findings and recommendations as well as an opinion of probable cost.

BASIC COMPENSATION

Compensation for Basic Services shall be provided on an hourly basis subject to the attached rate schedule. A not to exceed fee of \$7,340.00 is proposed based on an estimate of 32 hours of time for Engineer II and 6 hours of time for the Project Manager.

The fee for Basic Services will be allocated as follows:

- Assessment and Recommendations Report – 100%

ADDITIONAL SERVICES

Additional Services include any work required or requested beyond the Basic Scope of Services for the Scope Requirements not outlined or reasonably implied in this proposal. These additional services will be performed for a mutually agreed additional fee. Additional services must be approved in writing prior to commencement.

EXCEPTIONS AND CONDITIONS

- i. Contract provisions shall be as stipulated in AIA C401-2007 (Standard Form of Agreement Between Architect and Consultant) Document.
- ii. Fees do not include taxes which may be levied on professional services.
- iii. Asbestos survey and remediation are excluded.

INVOICES AND PAYMENTS

An invoice shall be submitted subsequent to the completion of each drawing submittal phase during the Design Phase. Invoices shall be submitted monthly during the Construction Phase based upon percent completion as reported by the CONTRACTOR'S most recent pay application. Payment is due upon receipt of our invoice and is past due after thirty (30) days from invoice date. CLIENT agrees to pay a finance charge of 1% per month on past due accounts. In addition, if bills are not paid within 45 days, Calculated Legacy Consulting Engineers, LLC may, after giving seven (7) days written notice, suspend services under this agreement until payment has been made for all amounts past due.

TERMINATION OF SERVICES

This agreement may be terminated by CLIENT or Calculated Legacy Consulting Engineers, LLC if either party fails to perform its obligations hereunder. In the event of termination, CLIENT shall pay Calculated Legacy Consulting Engineers, LLC for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses. If and when the project is resumed, CLIENT shall compensate Calculated Legacy Consulting Engineers, LLC for expenses incurred for the interruption and resumption of services. Fees for the remaining services and the time schedules shall be equitably adjusted.

SPECIAL PROVISIONS

- i. Changes to this proposal are not valid without being agreed upon and initialed by a principal of Calculated Legacy Consulting Engineers, LLC.
- ii. This proposal is valid for sixty (60) days unless otherwise renewed by mutual agreement.

We appreciate the opportunity to provide our services to Debra J. Dockery, Architect, P.C.. If you have any questions about this proposal, kindly contact Phillip Preston, PE at 210.614.1110 or ppreston@cl-ce.com

Engineering Services Proposal / Agreement for Mark Erskine School Facility Assessment

Or, if this proposal is acceptable in accordance with your requirements, please sign and date one original and return it to our office. Calculated Legacy Consulting Engineers, LLC will not commence work prior to receiving written authorization. Signature also acknowledges and accepts the terms and conditions included herein.

CALCULATED LEGACY CONSULTING ENGINEERS, LLC

DEBRA J. DOCKERY, ARCHITECT, P.C. (CLIENT)



Phillip Preston, PE, Principal
Calculated Legacy Consulting Engineers, LLC

Authorized Signature

Printed Name, Title

Date

2024 RATE SCHEDULE

PERSONNEL CLASSIFICATION:	HOURLY RATE
Principal	\$245.00
Project Manager (P.E.)	\$210.00
Engineer II (P.E.)	\$190.00
Engineer I (P.E.)	\$170.00
Engineer-in-Training (E.I.T.)/Graduate Engineer II	\$140.00
Engineer-in-Training (E.I.T.)/Graduate Engineer I	\$ 120.00
Commissioning Agent	\$200.00
Senior Technician	\$140.00
Technician	\$ 105.00
Construction Administrator	\$ 105.00
CAD Drafting	\$ 80.00
Clerical	\$ 75.00

REIMBURSABLE EXPENSES:	
Ground Travel (outside of San Antonio Metro Area)	\$.60/Mile
Air Travel, Car Rental, Food, Lodging	Cost
Printing-Reproduction-Plotting Expenses & Delivery Charges	Cost
Consultants	Cost + 10%

Escalation for multiple year contracts is calculated by the Consumer Price Index per year.