

City of San Marcos
Master Plan Implementation
New City Hall Facility
Fee Proposal
5 June 2024

OUR PROMISE

We promise to listen.
We promise to help you do more with less.
We promise to follow through.

We will Deliver



an architecture of beauty, function and responsibility





June 5 , 2024
Revision #2: 6/19/24

Mr. Sabas Avila, P.E., CFM
Director of Public Works
City of San Marcos
2217 McCarty Ln.
San Marcos, Texas 78666



Re: Fee for Employee Space Study & Growth Projections
City of San Marcos

Mr. Avila,

thank you for the opportunity to provide a Fee Proposal for this project. We are looking forward to assisting the City in its early stages of planning their new City Hall facility with a Comprehensive Space Study and Masterplan Study needed to assess the future needs of the current department staff and projected growth for your new facility.

BASIC SERVICES

Per our Scope of Work dated May 20, 2024 and further discussions with Mr. Mark Liggett, we propose the following scope for this work:

- A. Employee space needs assessment for current and projected space needs for a new city hall.
 - To include three-time frames - Current (2024), 2034, and 2044.
 - To include those departments identified as being part of the proposed City Hall including Courtroom and Court Staff.
 - Assumes 7-10 Departments and two meetings per department and City's Internal Team.
 - Meetings will take place on two separate two-day on site meetings.
- B. Study the site north of Hopkins to inform the conceptual design of potential development options for Owner review and comment. Based on input from City, we will fully develop the "Best Option" for this property.
- C. Identify the size of the city hall and parking needed.
- D. Provide Conceptual Opinions of Probable Construction Cost for City Hall and parking development.
- E. Provide static graphics needed to convey concepts.
- F. Provide written report and PowerPoint overview of report.

ADDITIONAL SERVICES

Additional Services include any work that is not outlined as part of the Basic Services above and/or any work required beyond the limitations set forth in this proposal.

If our work proceeds based on an approved design and changes are later required, the extra work necessary to make the changes will be done as an additional service. The following can also be provided as additional services, if you desire:

1. Regulatory/Architectural Review Committee – We can provide services to represent Client in required presentations to Review Boards.
2. 3D Architectural Animations/Models: We can prepare 3D Animations and/or scale models of the project.
3. Architectural Measured Drawings - We can provide services to record the physical dimensions of interior elements and most readily visible items necessary for the design of the interior portions of the project. Mechanical/ Electrical equipment will be noted only if visible and information is readily available.

CONSULTANT SERVICES

We will rely on outside professional firms to provide Cost Estimating Consulting Services necessary for the deliverables of this project.

BASIC SERVICES COMPENSATION

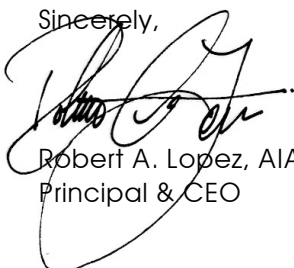
Payments for Basic Services will be made monthly. Compensation for each basic service will equal the following percentage of work completed of the total basic services fee for each phase.

We propose a fee \$247,719.50 for our services including Cost Estimating Services.

We have provided a complete Breakdown of our fee based on the approved Scope of Work (SOW), Tasks and Deliverables. Please review this information and let us know if you have any questions or need additional information in the interim.

We look forward to working with you on this project.

Sincerely,



Robert A. Lopez, AIA
Principal & CEO

FEE BREAKDOWN:

City Hall Space Assessment Study & Masterplan City of San Marcos

Fee/Price Proposal Breakdown for A/E Professional Services

Project Name:	City Hall Space Assessment & Masterplan
Name of Firm/Subconsultant:	Lopez Salas Architects, Inc.
Date Proposal Submitted:	30-May-24
Principal in Charge/Project Manager:	Robert A. Lopez, AIA

Position/Personnel Title	Principal/Partner	Principal	Sr Architect/PM	Architect/PM	Arch Intern	Admin/Clerical	Cost Consultant	Insert other position as needed		
	\$225.00	\$195.00	\$185.00	\$172.00	\$150	\$76.05				
Fully-Loaded Hourly Wage Rates * (as defined below)										
Task to be performed/Phase Description (including Sub-consultant work)	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Total Hours
Phase 1 - Project Assessment & Analysis										
Project Oversight	24						12			36
Weekly PM Meeting (Based on 1.5 months)		54								54
Project Initiation and Data Collection										
Familiarization with Previous Studies & Masterplan	4	8								12
Kick-off Meeting with City to Initiate Project Goals & Schedules		6								6
Initial On-site Walkthrough of Existing City Facilities & Documentation		8								8
Prepare & Distribute Questionnaires for Department Heads	2	12		4						18
Collection & Documentation of data, population, CoSM staffing, demographics and Peer Cities		16								16
Review Questionnaire responses with City		8								8
Determine Space Needs/Functions, Forecast Growth & Future Space needs	2	24		6						32
										0
										0
Review & Analysis of Data										
Analysis of Data Collected from Questionnaires & Workshops	4	16		8						28
Develop CoSM Space Standards & Guidelines	4	32		16						52
Evaluate North Site for New Facility		18		12						30
Analyze all zoning, environmental and regulatory constraints	2	18		12						32
Assess Infrastructure, accessibility and proximity to other amenities		12								12
				10						10
										0
Workshops										
Two-Day on site Workshops with Stakeholders and Departments		32								32
Review Findings & Prepare for Discussion with City Team		16		8						24
Revise Documentation per City Comments and Direction		8		12						20
										0
										0
Phase 1 Subtotal (Hours)	42	288	0	88	0	12	0	0	0	430
Phase 1 Subtotal (Fees)	\$9,450.00	\$56,160.00	\$0.00	\$15,136.00	\$0	\$912.60	\$0.00	\$0.00	\$0.00	\$81,658.60
Phase 2 - Project Development & Presentations										
Project Oversight	32									32
Weekly PM Meeting (Based on 2 months)		72				18				90
Documentation - Master Plan & Space Program										
Develop Program Documents: Space Requirements		24		24						48
Develop Program Documents: Adjacencies/Functional Relationships		24		24						48
Develop Program Documents: Square footage Requirements for new City Hall		18		16						34
Develop Program Documents: Identify Staff Growth		18		16						34
Generate preliminary design concepts and layout options for City Hall	8	24		16						48
Create bubble diagrams and block plans	8	12		12						32
Provide illustrative sketches and 3D models	8	8		28		42				86
Compile a comprehensive facility program document		24		16						40
Provide graphics as needed to convey vision for development		12		24		42				78
										0
										0
Conceptual Cost Estimates										
*** FEE WAS PROVIDED AS A LUMP SUM BY SPIRE CONSULTING GROUP										0
See Below Total Estimated Fee Proposal:										0
										0
										0
										0
										0
Workshops										
Two-Day on site Workshops with Stakeholders and Departments		32								32
Review Findings & Prepare for Discussion with City Team		16		8						24
Revise Documentation per City Comments and Direction		8		12						20
										0
										0
Presentations/Stakeholder Review & Approval (After Each Step)										
Periodic Prep for submissions/presentations at different stages of work	4	32		12						48
Prepare Documentatin for City Team & Council Presentation	4	24		16						44
Present the information to City Council		16		12						28
Present the information as needed at a Public Forum		16		12						28
										0
Phase 2 Subtotal (Hours)	64	380	72	176	84	18	0	0	0	794
Phase 2 Subtotal (Fees)	\$14,400.00	\$74,100.00	\$13,320.00	\$30,272.00	\$12,600.00	\$1,368.90	\$0.00	\$0.00	\$0.00	\$146,060.90
Total Hours:	106	668	72	264	84	30	0	0	0	1224
Total Estimated Fee Proposal:	\$23,850.00	\$130,260.00	\$13,320.00	\$45,408.00	\$12,600.00	\$2,281.50	\$0.00	\$0.00	\$0.00	\$227,719.50

*** Cost Estimating Fee by Spire Consulting Group

\$20,000.00

Total Fee for the work

\$247,719.50

City of San Marcos
Employee Space Study & Masterplan
San Marcos, Texas

LSA