

EXHIBIT "A"
INSTRUCTIONS TO ARCHITECT

Basic Services consist of the phases described in the Agreement and as further described herein. Basic services shall include the normal services of the Architect and normal complementary or supplementary services of his Consultants. Review Documents of each phase shall be submitted to the Project Manager for their review. Architect shall not proceed to any subsequent phases until the requisite written comments are received and until authorized by the Project Manager in writing to so proceed.

1.0 TECHNOLOGY PLATFORMS

1.1 Autodesk 2D CAD

The Architect should utilize CAD for this project. The following rules apply:

1. Software – Autodesk® AutoCAD® software

1.2 Prolog Converge

Project Manager will implement Prolog Converge as the primary tool of the Project Management Control System (PMCS). The intent is to improve project work efforts by promoting timely and efficient communications and to reduce the number of paper documents. Architect will be required to utilize Prolog Converge for the following document types:

- a) Requests for Information (RFIs)
- b) Submittals
- c) Transmittals
- d) Applications for Payment
- e) Field Reports
- f) Other document types as assigned by Project Manager

Project Manager will provide Architect access to Prolog Converge at no cost.

1.3 Microsoft SharePoint

Project Manager will implement a Microsoft SharePoint environment as the primary document server as part of the PMCS. Architect will be required to upload and maintain documents within this environment, which will include the following document types:

- a) Meeting Minutes
- b) Photographs
- c) Drawings
- d) Supplemental Sketches
- e) Schedules
- f) Specifications
- g) Other document types as assigned by Project Manager

Project Manager will provide Architect access to the Microsoft SharePoint environment at no cost.

1.4 BlueBeam Revu

To standardize the document review process, ARCHITECT will be required to utilize BlueBeam Revu as the document design review platform for preparing and addressing all design review comments. ARCHITECT will submit design documents for review in BlueBeam Revu-compatible format and respond to comments within the BlueBeam Revu platform. ARCHITECT will need to purchase licenses for the use of this commercial product.

2.0 ASSESSMENT / PLANNING PHASE

2.1 General

The completed Assessment Report (Design Program, Site Analysis, Budget Analysis, Design Schedule, and Consultant Reports) shall be submitted to the Project Manager for review and thereafter only the Owner shall have the authority to alter the Program Document; any such change shall be in writing.

2.2 Design Program

The Architect shall utilize Fire Station No.2's new program and adjacencies as its own.

2.3 Site Analysis

The Architect shall conduct a Site Analysis to determine any issues regarding the existing site. The Site Analysis shall consider and report on the following site characteristics:

- | | |
|----------------------------------|------------------------------------------------|
| a) Zoning | g) Potable Water Capacities (pressure tests) |
| b) Drainage | h) Fire Protection Capacities (pressure tests) |
| c) Sewer | i) Power |
| d) Traffic | j) Gas |
| e) Soils | k) Telephone |
| f) Flood Elevation / Flood Plain | l) Cable Television |

Each site characteristic shall be identified and analyzed to determine its ability to support the proposed project. Where an element is inadequate, a recommendation by the Architect to determine the impact to the project.

The Owner will provide all site surveys, testing, and bring all utilities to the site.

2.4 Budget Analysis

Based on the final building design program and site analysis, the Architect shall determine whether the funds available for construction are realistic for the project. If the funds are not satisfactory, the Architect shall notify the Project Manager immediately, with justification of his/her position.

2.5 Project Design Schedule

Based on the design program and the findings on the site analysis, the Architect shall update the project design schedule. The schedule shall include specific milestones for design submittals based on the design phases identified in the contract and Project Manager reviews.

2.6 Specialty Consultants

2.6.1 Geotechnical Engineer

The Architect shall coordinate with the Owner provided Geotechnical Engineer the number, location and depth of the required geotechnical borings, and other information as necessary to provide a comprehensive geotechnical report as necessary for the Architect to design the Project. The completed geotechnical report shall be provided by the Owner.

2.6.2 Site Survey

The Topographic, Utility, Tree and Boundary Survey shall be provided by the Owner. The Architect shall review the physical site characteristics as documented by the topographical survey and determine the design, cost and schedule impact to the project.

2.7 Site Analysis Report

A PDF of the site analysis report shall be submitted to the Project Manager. The document shall include the following elements: Geotechnical, Topographic, Utility, Tree, Boundary Survey, and conceptual site layout.

3.0 SCHEMATIC DESIGN PHASE

3.1 General

Based on the approval by the OWNER of the Site Analysis Report, the Architect shall prepare Schematic Design Documents. The schematic documents shall be in such format and detail as required by the Project Manager, consisting of drawings, specifications and other documents illustrating the general scope, scale, and relationship of the Project components for the review of the Project Manager.

3.2 Architectural Design/Documentation

Services during the Schematic Design Phase shall consist of the investigation and development of site concepts that respond to the program requirements, providing optimal utilization of the site. Environmentally responsible design approaches shall be considered. Include in the design documentation narrative:

- a) Site characteristics;
- b) Landscaping;
- c) Building orientation and interaction with site; and
- d) Structural foundation design.

3.3 Structural Design/Documentation

Services during the Schematic Design Phase shall consist of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for a structural system with a proposed grid layout.

3.4 Civil Design/Documentation

Services during the Schematic Design Phase shall consist of conceptual design solutions for:

- a) On-site utility systems
- b) Coordination with Off-site utilities work
- c) On-site Storm Water Drainage Systems
- d) Coordination with Off-site Storm Water Drainage Improvements
- e) Paving & Grading
- f) Vehicular Access to the site.

3.5 Mechanical Design/Documentation

Services during the Schematic Design Phase shall consist of conceptual design solutions for:

- a) Energy Source(s)
 - Envelope considerations and special loads
- b) Heating, Ventilation and Air-Conditioning
 - Outdoor and indoor design conditions;
 - Considerations for selection of HVAC system type(s);
 - Proposed cooling and heating systems descriptions;
 - Special Mechanical Systems
 - General Space Requirements for Mechanical Equipment
 - Building Automation System
 - Indoor air quality considerations
- c) Plumbing
 - Applicable codes and design standards;
 - Utility services –water, sanitary, storm, gas, fire water; Domestic hot water system;
 - Building plumbing needs,
 - system descriptions
 - materials
 - fixture types
 - Irrigation needs and system descriptions
 - Energy efficiency features of design
 - Water conservation features of design
- d) Fire Protection. Flow tests on projects containing sprinkler installations shall be performed during the schematic design phase of projects to ensure that adequate water pressure and flow quantities are available for all buildings included in the project. The Owner will provide the flow tests.
- e) Applicable codes and design standards
- f) Zoning considerations

3.6 Electrical Design/Documentation

Narrative describing recommendations regarding basic electrical materials, systems and equipment, analyses, and development of conceptual design solutions for:

- a) Power Service and Distribution

- Applicable codes and design standards
- Electric utility service
- Energy efficiency features of design
- Electrical power distribution system
- b) Lighting (types of fixtures, illumination levels, color temperature, CRF, CRI, etc.)
 - Interior lighting systems
 - illumination levels
 - light sources
 - controls
 - egress lighting
 - power density calculations
 - daylighting
 - Exterior lighting systems
 - illumination levels
 - light sources
 - controls
 - power density calculations
- c) Any required Special Systems such as CATV/CCTV Distribution, Fire Alarm, Intercom/Paging, Lightning Protection, Security, Telecommunications Distribution
- d) Electrical Equipment Room Space, Quantity, Location, and Environment Allocations for all of the above
- e) Outline Plans and Specifications that include the items in this list

3.7 Specifications

The Architect shall prepare outline specifications (at a table of contents level) in CSI MasterFormat 2016 edition format to adequately describe the building design and selection of building systems and materials.

3.8 Detailed Code Analysis

The Architect shall prepare a detailed code analysis of the proposed building based on the applicable codes. The project will be permitted in the local municipality having jurisdiction or the county and will be subject to all current applicable codes and ordinances including the Fire Marshal's Office and Texas Department of State Health Services.

3.9 Preliminary Estimate of Construction Cost

The ARCHITECT shall submit to the Project Manager a Preliminary Estimate of Construction Cost.

3.10 Project Time Schedule

Based on the schematic design, the Architect shall update the project design schedule. The schedule shall include updates to specific milestones for design submittals based on the design phases identified in the contract and Project Manager reviews.

3.11 Sustainable Design

The Architect shall incorporate sustainable or green building design concepts into the project when feasible.

3.12 NOT USED

3.13 Submittals

1. Drawings
 - i. Overall Site Plan
 - ii. Floor Plans
 - iii. Exterior Elevations
 - iv. Preliminary Building and Wall Sections
2. Outline Specifications
3. Structural Design Concepts
4. Mechanical Design Concepts
5. Electrical Design Concepts

6. Civil Design Concepts
7. Project Design Timeline

4.0 DESIGN DEVELOPMENT PHASE

4.1 General

Based on the approved Schematic Design Documents, the Architect shall prepare for review by the Project Manager, the following documents, all sufficiently complete and clear to define the quantity and quality of the work. Design documents shall be submitted to the local and state authorities having jurisdiction for preliminary review.

4.2 Not Used

4.3 Specifications

The Architect shall prepare specifications, first-pass edit, in CSI 2016 MasterFormat edition format for all equipment and special systems for review and approval by the Project Manager.

4.4 Submittals

1. Specifications for all equipment and special systems.
2. Drawings:

Site Development (Civil and Landscaping) Drawings:

- a) Site plan showing all aboveground development materials to be used:
 - Building location and configuration.
 - Existing and proposed contours and spot elevations (including finished floor elevations).
 - Site drainage systems channels, retention ponds or lakes.
 - Walks, drives, parking, retaining walls.
 - Curbs, channeled entrances, signals and signs.
 - Handicapped accessibility.
 - Preliminary site lighting layout and configuration with fixture schedule.
- b) Landscape plan:
 - Planting and areas to be irrigated.
 - Canopies, flowering shrubs, ground cover and street trees.
 - Show form, texture, color and height.
- c) Utility plan including off-site utilities or other infrastructure improvements required to obtain a permit for the building:
 - Site limits, "contract limit" boundaries and constraints.
 - Storm and sanitary sewers.
 - Building drainage systems.
 - Water lines - supply and treatment.
 - Fire lines - tanks, pumps, hydrants and connections.
 - Electrical service and distribution.
 - Gas service - meter and regulators.
- d) Utility Yard
 - Dumpster
 - Generator and transformer pads
 - Exterior storage
- e) Related sections or details as necessary to explain design and materials.
- f) Site details as required.

Architectural

- a) Floor and Roof plans at 1/8" = 1'-0" (typically) and partial plans at 1/4" = 1'-0" for blow-up of specialty rooms, toilet rooms, stairs, kitchens, etc.:
 - Dimension structural bay system (column spacing).

- Critical plan dimensions - interior and exterior, including masonry openings for windows and curtain walls.
 - In toilet areas, indicate proper amount of fixtures (per code and occupancy rate) and plumbing chases required for same.
 - Use prevailing handicap requirements.
 - Wall thickness, furring and chases.
 - Doors, door swing, windows, interior glazing.
 - Identification of spaces (rooms), door numbering system and finish schedule indicating floor, base, wall and ceiling finishes.
 - Indication of built-in cabinets as part of the base contract.
 - Show larger scale plans of special areas with furniture layouts and other fixed and moveable equipment typically used in the space illustrating interior circulation and operating clearances.
 - Roof plan showing drains and roof slopes.
 - Identification of fire rated walls.
 - Fire exiting concept plan.
 - Door schedule
- b) Exterior Elevations at 1/8" = 1'-0" (typically):
- Indicate windows, doors, louvers.
 - Masonry expansion and control joints.
 - Canopies.
 - Exterior "skin" material, curtainwall pattern and all other visible material and equipment.
 - Indicate floor-to-floor dimensions and grade elevations where the building meets grade.
- c) Interior Elevations at 1/4" = 1'0" (typically):
- Interior elevations of special areas where fixed equipment, casework, millwork, mechanical and electrical devices need to be shown in elevation.
 - Indicate mounting height of casework or equipment where necessary.
 - Interior elevations of other key design features.
- d) Detailed design of special areas.
- e) Building transverse and longitudinal sections at 1/8" = 1'-0" showing:
- Finish floor elevations, floor-to-floor heights.
 - Ceiling heights, major structural profile.
 - Partition locations and foundation profile.
- f) Reflected ceiling plans for high profile areas:
- Show light fixtures and significant devices attached to the ceiling system that impact design and coordination.
 - Verify the adequacy of the ceiling plenum space to accommodate mechanical and electrical systems.
 - All ceiling fixtures shall be coordinated across all design disciplines whether in a reflected ceiling plan or otherwise noted
- g) Wall sections typical of the principal wall systems at large scale:
- Indicate material composition of the wall.
 - Typical window unit within the wall.
 - Structural attachments.
 - Interior finishes, finish floor elevations.
 - Roof coping/parapet types.
 - Special wall/roof conditions at ladders.
 - Schematic sections of stair.
 - Other conditions where wall sections reveal special requirements.
- h) Custom Casework/Millwork Profiles
- i) Details
- Typical exterior details.
 - Typical interior details.

- Miscellaneous details.

Structural

- a) Foundation plan showing typical interior and perimeter foundation with preliminary sizes and reinforcing of:
 - Footings,
 - Walls,
 - Beams and grade beams.
- b) Diagrammatic Framing plans for typical floor and roofs:
 - Typical member sizes shown or scheduled.
 - Typical and maximum interior, edge and corner columns sizes.
 - For concrete systems, reinforcing for each type of element.
 - For steel systems, provide average topping slab reinforcing.
- c) Plans or details for the lateral load carrying system.
- d) Location of in-floor electrical distribution systems.
- e) Plans showing openings.
- f) Show locations and widths of expansion joints.
- g) Typical sections and details for connections and reinforcing.
- h) Typical edge of slab details for cladding attachment.

Mechanical (HVAC/Plumbing/Fire Protection)

- a) Piping system concept plans:
 - Mains and main branches.
 - Locations of risers.
 - Schematic system diagrams.
- b) Ductwork system concept plans:
 - Supply, return and exhaust.
 - Mains and main branches.
 - Location of risers.
 - Schematic system diagrams.
- c) Equipment room plans showing access to and removal space for system maintenance:
 - Preliminary equipment layouts.
 - Housekeeping pads' size and location.
 - Louver sizes and locations.
- d) Catalog cuts:
 - Plumbing fixtures.
 - Grilles and diffusers.
- e) Typical details:
 - Equipment installation.
 - Typical chases.
 - Standard room plans.
- f) Preliminary equipment schedule:
 - Capacity, type and weight.
 - Electrical requirements.
- g) Site related information on Site Development Plans.

Electrical

- a) Power system concept plans:
 - Panel locations.
 - Main distribution plans.
 - Schematic system diagrams.
- b) Lighting system concept plans:
 - Shown on reflected ceiling plans.

- Locations of special lighting controls.
 - Preliminary light fixture schedule.
- c) Special system concept plan diagrams (where applicable):
- Typical fire alarm system device locations.
 - Typical communication system device locations.
 - Typical electrical floor system device locations.
 - Uninterruptable power system (UPS).
- d) Equipment room plans:
- Preliminary equipment layouts.
 - Preliminary housekeeping pads' size and location.
 - Louver locations.
- e) Catalog cuts:
- Light fixtures.
 - Fire alarm device cuts.
 - Special system device cuts.
- f) Preliminary equipment schedule with capacity, size and weight.
- g) Site related information on Site Development Plans.

Interior Design

- a) Color palette of principal exterior and interior components.

Graphics

- a) Signage requirements.
- b) Any special graphics required.

Specialty Systems

Coordinate special systems with Fire Department Vendors for conduit locations.

- a) Security.
- b) A/V, Data, Voice Network and other Public Safety Technology Systems.

5.0 CONSTRUCTION DOCUMENT PHASE

5.1 General

Based on the approved Design Development Documents, the Architect shall prepare for review and approval by the Project Manager and other State and Local Regulatory Agencies as required by law, the following documents bearing the Architect 's seal and those of his consultants, all sufficiently complete to define the quantity and quality of the work to bid and build the Project. This phase will not be approved by the Project Manager without the Architect acquiring all required permit approvals.

5.2 Drawings

Dimensioned plans, elevations, sections, details and/or schedules of all Architectural, civil, landscaping, structural, mechanical, electrical, and other equipment and interior design work required for a completely functional Project. Should include the following:

Site Development (Civil and Landscaping) Drawings:

- a) Site Plan showing all aboveground development materials to be used:
- Building location and configuration.
 - Existing and proposed contours and spot elevations (including finished floor elevations).
 - Site drainage systems channels, retention ponds or lakes.
 - Walks, drives, parking, retaining walls.
 - Curbs, channeled entrances, signals and signs.
 - Handicapped accessibility.
 - Site lighting layout and configuration with fixture schedule.
- b) Landscape plan:

- Planting and areas to be irrigated.
 - Canopies, flowering shrubs, ground cover and trees.
 - Show form, texture, color and height.
- c) Utility plan including off-site utilities or other infrastructure improvements required to permit the building to include the following where applicable:
- Site limits, "contract limit" boundaries and constraints.
 - Storm and sanitary sewers.
 - Building drainage systems.
 - Water lines - supply and treatment.
 - Fire lines - tanks, pumps, hydrants and connections.
 - Electrical service and distribution.
 - Gas service - meter and regulators.
 - Steam lines - condensate return and tunnels.
 - Cooling tower and/or condenser water lines.
- d) Demolition plan and existing features to remain.
- e) Amenities areas at larger scale (if applicable):
- Landscape, outdoor areas, etc.
 - Outside congregating areas, etc.
- f) Related sections or details as necessary to explain design and materials.
- g) Site sections as required.

Architectural

- a) Floor and Roof plans at 1/8" = 1'-0" (typically) and partial plans at 1/4" = 1'-0" for blow-up of special areas, toilet rooms, stairs, kitchens, etc.:
- Dimension structural bay system (column spacing) and grid.
 - Plan dimensions - interior and exterior, including masonry openings for windows and curtain walls.
 - In toilet areas, indicate proper amount of fixtures (per code and occupancy rate) and plumbing chases required for same.
 - Use prevailing handicap requirements.
 - Wall thickness, furring and chases.
 - Doors and door swing with schedule indicating exterior or interior material, dimensions, types and hardware associated with door.
 - Identification of spaces (rooms), door numbering system and finish schedule indicating floor, base, wall and ceiling finishes.
 - Windows and interior glazing with schedules
 - Indication of built-in furniture as part of the base contract.
 - Show larger scale plans of special areas and other fixed and moveable equipment typically used illustrating interior circulation and operating clearances.
 - Roof plan showing drains, ridges and valleys, and roof slopes using arrows to show drainage.
 - Identification and details of fire rated walls, smoke barriers, and fire doors.
 - Fire exiting plan.
- b) Exterior Elevations at 1/8" = 1'-0" (typically):
- Indicate windows, doors, and louvers.
 - Masonry expansion and control joints.
 - Exterior "skin" material, curtainwall pattern and all other visible material and equipment.
 - Indicate floor-to-floor dimensions and grade elevations where the building meets grade.
- c) Interior Elevations at 1/4" = 1'-0" (typically):
- Interior elevations of special areas where fixed equipment, casework, millwork, mechanical and electrical devices need to be shown in elevation.
 - Indicate mounting height of casework or equipment where necessary.
 - Interior elevations of other key design features.

- d) Detailed design of special areas.
- e) Building transverse and longitudinal sections at appropriate scale showing:
 - Finish floor elevations, floor-to-floor heights.
 - Ceiling heights, major structural profile.
 - Partition locations and foundation profile.
- f) Reflected ceiling plans for high profile areas:
 - Show light fixtures and significant devices attached to the ceiling system that impact design and coordination.
 - Verify the adequacy of the ceiling plenum space to accommodate mechanical and electrical systems.
 - All ceiling fixtures shall be coordinated across all design disciplines whether in a reflected ceiling plan or otherwise noted
- g) Wall sections typical of the principal wall systems at large scale:
 - Indicate material composition of the wall.
 - Typical window unit within the wall.
 - Structural attachments.
 - Interior finishes, finish floor elevations.
 - Roof coping/parapet types.
 - Special wall/roof conditions at skylights.
 - Interface of new and existing wall (if any).
 - Multi-story/atrium spaces.
 - Section of stair.
 - Other conditions where wall sections reveal special requirements.
- h) Custom Casework/Millwork Profiles
- i) Typical and Non-Typical Details
 - Exterior details.
 - Interior details.
 - Interface details between materials and levels.
 - Miscellaneous details.

Structural

- a) Foundation plan showing interior and perimeter foundation with sizes and reinforcing of (as applicable):
 - Footings,
 - Piles,
 - Caissons,
 - Walls,
 - Beams and grade beams.
- b) Framing plans for floor and roofs:
 - Member sizes shown or scheduled.
 - Interior, edge and corner columns sizes.
 - For concrete systems, reinforcing for each type of element.
 - For steel systems, provide topping slab reinforcing.
- c) Plans or details for the lateral load carrying system
- d) Plans showing openings.
- e) Show locations and widths of construction and expansion joints.
- f) Typical and non-typical sections and details for connections and reinforcing.
- g) Edge of slab details for cladding attachment.

Mechanical (HVAC/Plumbing/Fire Protection)

- a) Piping system plans:
 - Mains and main branches.
 - Locations of risers.
 - System diagrams.

- b) Ductwork system plans:
 - Supply, return and exhaust.
 - Mains and main branches.
 - Location and details of risers.
 - System diagrams.
- c) Equipment room plans showing access to and removal space for system maintenance:
 - Equipment layouts.
 - Housekeeping pads' size and location.
 - Louver sizes and locations.
- d) Schedules for:
 - Plumbing fixtures.
 - Sprinkler heads.
 - Grilles and diffusers.
- e) Typical details:
 - Equipment installation.
 - Typical chases.
 - Standard room plans.
- f) Equipment schedule:
 - Capacity, type and weight.
 - Electrical requirements.
- g) Site related information on Site Development Plans.

Electrical

- a) Power system plans:
 - Panel locations.
 - Main distribution plans.
 - System diagrams.
- b) Lighting system plans:
 - Shown on reflected ceiling plans.
 - Locations of special lighting controls.
 - Light fixture schedule.
- c) Special system plans (where applicable):
 - Typical fire alarm system device locations.
 - Typical communication system device locations.
 - Typical electrical floor system device locations.
 - Uninterruptable power system (UPS) if applicable.
- d) Equipment room plans:
 - Equipment layouts.
 - Housekeeping pads' size and location.
 - Louver locations.
- e) Schedules:
 - Light fixtures.
 - Fire alarm devices
 - Special system devices.
- f) Equipment schedule with capacity, size and weight.
- g) Site related information on Site Development Plans.

Interior Design

- a) Color palette of principal exterior and interior components.
- b) Floor patterns, plans of significant spaces, as required by design

Graphics

- a) Signage requirements, including location plans for typical floors, signage elevations, and schedules

- b) Any special graphics required.

Specialty Systems

Coordinate special systems with Fire Department Vendors for conduit locations.

- a) Security.
- b) A/V, Data, Voice Network and other Public Safety Technology Systems.

5.3 Technical Specifications

Identification of the materials, processes or systems to be incorporated in the work, using the MasterFormat 2016 edition format of the Construction Specifications Institute.

5.4 Bidding and Construction Contract Forms

The Project Manager will furnish to the ARCHITECT policy requirements that the ARCHITECT must include in his Documents including the following: Advertisement for Bids, Instructions to Bidders, Bid Form, General Conditions, Supplementary General Conditions, Agreement between Owner and Construction Contractor, Performance and Payment Bond, Non-Collusion Affidavit, and other forms used by the Owner.

5.5 Preliminary Estimate of Construction Cost

The ARCHITECT shall submit to the Project Manager an updated Preliminary Estimate of Construction Cost based on the MasterFormat 2016 edition format of the Construction Specifications Institute with back-up material. If the ARCHITECT's cost estimate is more than the funds budgeted, the project will not be advertised. ARCHITECT shall provide construction documents that meet the program/design intent, and that is within the funds budgeted.

5.6 Plan Review Pre-Conference

The Architect shall at least thirty (30) days prior to the completion of the construction documents arrange and attend a meeting with the City for the purpose of informing the city of the proposed construction projects and to receive direction regarding potential and or anticipated code compliance issues in the preparation of the plans and specification.

5.6.A Preliminary Plan Review

During the design phase of a project, the Architect shall respond to code issues raised by the applicable city department pertaining construction code compliance, traffic, driveway and parking lot layout, fire protection, landscaping, trees, historic preservation, drainage, storm water detention and floodplain, platting, zoning, utility extension or upgrades, and other such areas of the city's authority and control.

5.6.B Conditional Building Permits

It is not acceptable for the Architect to request a Conditional or Limited Building permit from the city.

5.6.C Portable Buildings

A building permit shall be obtained from the City prior to moving and setting any portable building as required for the project. This work shall be included in the preliminary plan review.

5.7 Design Calculations

The ARCHITECT shall submit one bound copy of all design calculations on the Project. The Project Manager will not review or comment on the design calculations for engineering integrity. This shall be the sole responsibility of the ARCHITECT.

5.8 NOT USED

5.9 NOT USED

5.10 Furniture Layouts

The ARCHITECT shall include in the Construction Documents coordination layouts of the furniture to be provided by OWNER. OWNER will provide ARCHITECT with a listing of the furniture types intended to be standardized on the PROJECT.

5.11 Submittals

The Architect shall prepare and submit one color board for the owner's use indicating the color selections/recommendations for all interior and exterior finishes.

6.0 BIDDING AND NEGOTIATION PHASE

6.1 General

Upon review of the Project Manager and approval of Local and State Permitting regulatory agencies, receipt of corrected and completed Construction Documents and approval of the latest Preliminary Estimate of Construction Cost, the Project Manager may advertise the Project for bids and shall be assisted by the ARCHITECT in obtaining and evaluating bids. No project will be advertised unless approval has been received from the authorities having jurisdiction.

6.2 Final Estimate of Construction Cost

The ARCHITECT shall submit to the Project Manager an updated Estimate of Construction Cost based on the 2016 MasterFormat edition of the Construction Specifications Institute with back-up material within thirty (30) days prior to the first date of advertisement for bids. The project will not be advertised if the ARCHITECT's Estimate of Construction Cost exceeds the fixed Construction Cost Limitation unless approved in writing by the Project Manager.

6.3 Prior Approvals, Addenda, Pre-bid Conference, and Bid Opening

The ARCHITECT shall be responsible for evaluating prior approval requests for substitution of materials, products and equipment required by the applicable statutes and Owner Procedures.

The ARCHITECT shall prepare and issue all addenda, in accordance with the Contract Documents, as required to modify or clarify the Construction Documents. Items not included in the approved program and/or items previously rejected or not approved shall not be included in any addendum without Project Manager's approval.

All addenda will be issued with prior approval from the Project Manager.

The ARCHITECT shall conduct a pre-bid conference in accordance with the Contract Documents, coordinated through the Project Manager.

Unless waived by the Project Manager, the ARCHITECT shall be present for the opening of bids by the Project Manager and shall assist the Owner in tabulating the bids.

7.0 CONSTRUCTION ADMINISTRATION PHASE

7.1 General

The Architect shall provide administration of the Construction Contract as set forth in the Agreement and as described herein and in the Construction Documents. The Architect, as a representative of the Owner during the Construction Phase, shall advise and consult with the Owner through the Project Manager and communicate all instructions to the Construction Contractor in writing.

7.2 Testing

The Owner shall engage and pay for the services of an independent testing laboratory to perform inspection and tests of materials and construction as defined in the General Conditions, including Test and Balance services.

7.3 Notices, Reports & Meetings

7.3.1 Pre-Construction Conference

After the execution of the Construction Contract, the Project Manager will issue a Notice to Proceed to the Construction Contractor. The Project Manager will notify the Architect to arrange for and conduct a pre-construction conference.

7.3.2 Weekly Progress Meetings

The Architect shall instruct the Construction Contractor to establish and conduct a regular schedule of weekly progress meetings to be held on the job site each week throughout the construction period, and shall require attendance at the meetings by representatives of his principal Consultants. The Project Manager shall be notified of such meetings and will be represented. It shall be the principal purpose of these meetings, or conferences, to effect coordination, cooperation and assistance to facilitate and maintain the project schedule and complete the project per the contract. Architect will be responsible for recording and distributing the minutes from these meetings.

7.3.3 Monthly Progress Reports

The Architect shall prepare and submit to the Project Manager and Construction Contractor a monthly Status Report on the Project. The form of the Report shall be approved by the Project Manager. The Architect shall submit all field reports (for the month in progress) with this Monthly Progress Report. The Architect's Status Report shall be submitted to the Project Manager monthly along with the Construction Contractor's Certificate for Payment and Architect's Invoice for Professional Services.

7.4 Site Observations

The Architect and his principal consultants shall visit the project as often as necessary to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents. Such visits by the Architect shall not be less than once per week when the work is in progress. On the basis of the Architect's on-site observations, he shall endeavor to guard the Owner against defects and deficiencies in the Work of the Construction Contractors.

A written report of each visit by the Architect to the project shall be electronically transmitted to the Project Manager and Construction Contractor within forty-eight (48) hours after each visit.

The ARCHITECT shall give prompt written notice to the Project Manager if the Architect becomes aware of any fault, defect, error, omission or inconsistency in the project or in the Contract Documents.

7.5 Architect's Construction Administrator

The Architect agrees that his designated representatives on the construction project shall be qualified by training and experience to make decisions and interpretations of the Construction Documents and such interpretations shall be binding upon the Architect as if made by him. All such decisions shall be confirmed in writing immediately with copies to the Project Manager and Construction Contractor conditioned that such decisions and interpretations shall not modify adversely the requirements of the contract documents.

7.6 Certificates of Payment

Based on observations at the site and on the Construction Contractor's Applications for Payment, the Architect shall determine the amount owing to the Construction Contractor and shall issue to the Project Manager Certificates for Payment in such amounts. Applications for payment shall be reviewed on a monthly basis.

No Certificate of Payment shall be issued until a schedule of values has been submitted by the Construction Contractor, reviewed by the Architect, and approved by the Project Manager.

The Architect shall process Construction Contractor applications for payment within seven (7) calendar days from the time the certified application is received by the Architect from the Construction Contractor. The Architect shall submit the original signed copies to the Project Manager with copies to the Construction Contractor. If a certificate is held up or adjusted for any reason, written notice stating the reasons for the delay or adjustment must be given to the Construction Contractor and Project Manager within seven (7) calendar days. If a certificate is incorrect or has major adjustments, it shall be returned to the Construction Contractor immediately with a written explanation for the return.

It is the intent of the Project Manager that the certificates be thoroughly reviewed by the Architect prior to the weekly progress meeting subsequent the Construction Contractor's submittal (pencil copy review) and adjusted accordingly at the meeting in order to expedite the payment process.

7.7 Shop Drawings and Submittals

The Architect shall promptly review, as to not cause delays, shop drawings, samples and other submissions of the Construction Contractor for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents. The Architect's action in reviewing submittals shall be taken in accordance with Architect's Schedule, the Project Schedule, and the approved submittal schedule or, in the absence of an approved submittal schedule, within fourteen (14) calendar days of receipt from Construction Contractor. In the event the time allotted to review a submittal is insufficient in the Architect's professional judgment to permit adequate review, the Architect shall within three (3) days of receipt of the submittal make a written request to the Project Manager for additional review time.

The Architect shall maintain one complete set of approved shop drawings to be turned over to the Project Manager at the completion of the project.

The Architect shall submit for owner approval any changes to the final color selections submitted at the construction documents phase.

7.8 Change Orders

Only with the authorization of the Project Manager, shall the Architect prepare Change Orders. The Architect shall obtain from the Construction Contractor his estimate of cost and time changes in accordance with the Contract Documents for the Change Order, review and approve same, and submit it to the Project Manager for review before any changes are made in the Contract. No additional compensation shall be due the Architect for preparation of Change Orders.

7.9 Construction Contractors Request for Information

The Architect shall answer each properly-prepared / Construction Contractor generated Request for Information (RFI) within seven (7) calendar days after receiving it. The Architect shall copy all RFI's (with responses) correspondence to the Project Manager. In the event a complete answer cannot be provided within the allotted time frame, a written acknowledgment shall be provided to the Project Manager and Construction Contractor. Include in the acknowledgment the anticipated answer time frame.

7.10 Construction Closeout

7.10.1 Substantial and Final Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Construction Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Construction Contractor; and issue a Certificate of Final Completion and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

The Architect's inspections shall be conducted with the Owner and Project Manager to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Construction Contractor of Work to be completed or corrected. Inspections shall continue as necessary until a Certificate of Final Completion is issued and the entire Project is complete.

When the Work is found to be substantially complete, and again when the Work is found to have reached Final Completion, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Construction Contractor, including the amount to be retained from the Contract Sum for final completion or correction of the Work.

The Architect shall forward to the Owner and Project Manager the following information to the extent received from the Construction Contractor: (1) consent of surety or sureties to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Construction Contractor under the Contract Documents.

7.10.2 Close-out Documents

Architect shall receive, review and forward to the Project Manager guarantees, operation and maintenance manuals, keys and other close-out documents as required by the Contract Documents. Architect shall confirm all training required for the local staff for all systems and operations equipment. Architect shall obtain a written receipt for these and forward same to the Project Manager, together with copies of all guarantees and warranties.

After acceptance of the Project by the Owner, the Architect shall prepare and furnish to the Project Manager:

- a) A Final Report in the format and containing information as required by the Project Manager,
- b) One set of Record Drawings (As-Builts) prepared by the Architect in an archival format.
- c) Electronic version of the Record Drawings in the latest Autodesk® format. The Record Drawings shall be prepared on the basis of information furnished by the Construction Contractor and the change orders and shall be reviewed with and approved by the Construction Contractor prior to submission. Provide a PDF set of documents also.
- d) ARCHITECT shall inspect and approve completion of "punch-list" items remaining after acceptance and shall certify final payment to the Construction Contractor.

7.11 One-Year Correction Period Phase

Prior to the expiration of eleven (11) months from the date of Substantial Completion, the Architect shall, without additional compensation, inspect the Work and conduct a meeting with the Owner, Project Manager and Construction Contractor to review the facility operations and performance for the purpose of identifying defects, warranty issues, and proposed corrections and advising Owner in writing regarding the need for correction of the Work. The Architect shall be required to follow up on items to be corrected during the "one-year correction period" and shall arrange for and conduct inspections as per the Agreement. The Architect shall be required to inform the Project Manager and Construction Contractor of any items to be corrected and shall inspect the Project as required until the work is completed, without additional compensation.

EXHIBIT "B"
BASIC SERVICES

The Architect shall provide for the Owner the following Basic Services in accordance with the terms and conditions of this Agreement:

Structural Engineering Services
Mechanical Engineering Services
Civil Engineering Services
Electrical Engineering Services
Verification of As-Built Conditions
Cost Estimating
Furniture layouts (excludes actual procurement)
Landscape design
Architectural Interior Design
On-site project representation / Construction Administration
As-Designed Record drawings
Post occupancy support and warranty phase services
Coordination with Owner's consultants
Telecommunications / data design
Security / Access Control Design
Audio / Visual Design
Basic Commissioning only as required by code; Include commissioning guidelines and specifications for testing.
Exterior Envelope and Roofing Consultant as needed

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, limited as follows:

- .1 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .2 Reproduction of documents for bidding as determined by the Owner, in excess of those required by Exhibit A, Instructions to Architect.
- .3 Courier services, handling and delivery;

Notwithstanding any provision to the contrary, services made necessary as a result of the Architect's failure to timely provide accurate or complete information, approvals or clarifications, or to timely render a decision, shall be considered Basic Services.

1. **General** The Scope of Architect's Basic Services described herein includes the services Architect will provide for the Project, which also includes those services reasonably inferable from the descriptions of services herein. The Architect represents and warrants to the Owner that the Scope of Architect's Basic Services includes all the architectural, engineering and other design and consultation services that, in the opinion of the Architect, are necessary for the complete successful design of and design documentation for the Project without the necessity of providing any Additional Services. The Owner may, in addition to obtaining Additional Services, reduce the Scope of Architect's services in Owner's sole discretion, with a commensurate reduction in compensation and adjustment to the Architect's Schedule. The Architect shall continue providing its services through final completion and acceptance of the Project by Owner and any commissioning or other services to be provided by or through the Architect and through any Additional Services, except to the extent such services are terminated by Owner.
2. **Building Assessment / Programming Phase Services**
 - 2.1. The Architect shall, with the involvement of its consultants, perform a site assessment. The Architect shall deliver a written report documenting those conditions as described in Exhibit A, Instructions to Architect.]
 - 2.2. The Architect shall utilize the assessment report as the basis upon which to develop a space program and scope of work that meets the budget and schedule expectations of the Owner.
3. **Schematic Design Phase Services**
 - 3.1. Based on an approved Building Assessment and Programming Phase, the Architect shall prepare Schematic Design Documents for the Owner's approval and the Project Manager's review. The Schematic Design Documents shall

consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

- 3.2. Not less than two (2) weeks prior to the conclusion of the Schematic Design Phase, the Architect shall submit the updated Schematic Design Documents to the Owner and Project Manager. The Architect shall meet with the Project Manager to review the Schematic Design Documents.
- 3.3. Upon receipt of the Project Manager's response to the Schematic Design Documents and the Architect's estimate of probable cost at the conclusion of the Schematic Design Phase, if in the Owner's and Project Manager's evaluation, and based on the Project Manager's evaluation of the Architect's estimate of probable cost, the design meets the Owner's budget, schedule, and scope criteria, the Architect may request written approval to proceed to the next design phase. If the design does not meet the budget, schedule, and scope criteria, the Architect shall redesign elements of the Project, as Basic Services without additional compensation, to bring the Project back in compliance with the budget, schedule, and scope criteria. If Architect is unable to redesign the Project to satisfy the budget, schedule, and scope criteria, then the Architect shall make appropriate written recommendations to the Owner to adjust the Project's budget, schedule, or scope. Owner in consultation with the Project Manager shall consider Architect's recommendations, but shall decide, in its sole discretion, what adjustments to make. In no case shall the Architect proceed to the next design phase without the Prior written approval from the Owner.

4. Design Development Phase Services

- 4.1. Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements, the Architect shall prepare Design Development Documents for the Owner's approval and Project Manager's review. The Design Development Documents shall illustrate and describe the development of the existing Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- 4.2. Not less than two weeks prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and Project Manager. The Architect shall meet with them to review the Design Development Documents.
- 4.3. Upon receipt of the Design Development Documents by the Project Manager, the Architect may request written approval to proceed to the next design phase if the documents have met schedule and scope. In no case shall the Architect proceed to the next design phase without the Prior written approval from the Owner.

5. Construction Documents Phase Services

- 5.1. Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements, the Architect shall prepare Construction Documents for the Owner's approval and the Project Manager's review. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.
- 5.2. The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project and comply with all Laws.
- 5.3. During the development of the Construction Documents, the Architect shall assist the Owner and Project Manager in the development and preparation of (1) the Conditions of the Contract for Construction (General, Supplementary and other Conditions) and (2) a project manual that includes the Conditions of the Contract for Construction and Specifications and may include sample forms.

- 5.4. The Architect shall submit an interim review set of Construction Documents at the 50% stage. At least four (4) weeks prior to the conclusion of the Construction Documents Phase, the Architect shall submit the 95% Construction Documents to the Owner and Project Manager. The Architect shall meet with them to review the Construction Documents. The Architect shall submit the 100% Construction Documents at or prior to the conclusion of the Construction Documents Phase, addressing any design review comments or issues raised by the Owner and/or Project Manager during the review of the 95% Construction Documents set.
- 5.5. Upon receipt of the Project Manager's response to the 50% Construction Documents and the Architect's estimate of probable cost at the conclusion of the 5% Construction Documents Phase, if in the Owner's and Project Manager's evaluation, and based on the Project Manager's evaluation of the Architect's estimate of probable cost, the design meets the Owner's budget, schedule, and scope criteria, the Architect may request written approval to complete the Construction Documents Phase and proceed to the next phase. If the design does not meet the budget, schedule, and scope criteria, the Architect shall redesign elements of the Project, without additional compensation, to bring the Project back in compliance with the budget, schedule, and scope criteria. If Architect is unable to redesign the Project to satisfy the budget, schedule, and scope criteria, then the Architect shall make appropriate written recommendations to the Owner to adjust the Project's budget, schedule, or scope. Owner shall consider Architect's recommendations, but shall decide, in its discretion, what adjustments to make. In no case shall the Architect proceed to the next phase without prior written approval from the Owner.

6. Construction Phase Services

6.1. General

The Architect shall provide administration of the Contract between the Owner and the Construction Contractor as set forth below in the City's General Conditions of the Contract.

- 6.2. The Architect's responsibility to provide Construction Phase Services commences upon the occurrence of Owner's issuance of a Notice to Proceed to the Construction Contractor. The Architect shall continue providing its services through final completion and acceptance of the Project by Owner and any commissioning or other services to be provided by or through the Architect and through any Additional Services, except to the extent such services are terminated by Owner.
- 6.3. The Architect shall advise and consult with the Owner and Project Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. 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 for the Construction Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Contractor or of any other persons or entities performing portions of the Work, except to the extent of a Loss caused by the negligence negligent misrepresentation or breach of contract of the Architect.

7. Evaluations of the Work

- 7.1. The Architect shall visit the site at least once every 2 weeks and at all major milestones as stated by Project Manager, at intervals appropriate to the stage of construction to become familiar with the progress and quality of the portion of the Work completed, and to determine 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. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner and Project Manager reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner and Project Manager (1) known deviations from the Contract Documents and from the most recent construction schedule, and (2) defects and deficiencies observed in the Work.
- 7.2. The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of

the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall of itself give rise to a duty or responsibility of the Architect to the Construction Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

7.3. The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Project Manager. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

7.4. Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings.

8. Term of Agreement

The term of this Agreement shall commence upon Notice to Proceed issued by the Owner and shall conclude upon Owner's acceptance of Final Completion and once all required close-out and commissioning activities are complete. Architect shall exercise due diligence to maintain the Project Schedule shown in Exhibit 3, however, the term of this agreement shall be determined by the milestones stated herein.

WestEast Design Group, LLC
200 E. Grayson Street, Suite 207
San Antonio, Texas 78215
T 210.530.0755



Proposal

Fire Station No. 6
City of San Marcos

14 January 2020



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1.0 Introduction

The City of San Marcos will be requiring a new fire station as part of their bond program. The station will be Fire Station No. 6 and will be located on Old Bastrop Highway in a 3.3938-acre site. As the City of San Marcos' bond program manager, Jacobs requested a fee proposal to site adapt Fire Station No.2 into No.6's site.

The following is WestEast Design Group's proposal to meet the City's value-added goal.

2.0 Design Team

WestEast Design Group, LLC
Architectural + Interiors
Mechanical, Electrical, + Plumbing
Alarming + Security
Cost Estimating

Mendez Engineering
Civil

Vickrey & Associates, Inc.
Landscape + Irrigation

JQ Engineering, LLP
Structural

Protection Development Incorporated
Fire Alarm + Suppression System

3.0 Scope Description

The design team will provide Architectural, MEP, Alarming + Security, Structural, Civil, Landscape, and Fire Protection Engineering Design services to develop Construction Documents and permit the documents.

The following are anticipated updates to the Fire Station No.2's construction drawings and specifications.

Architectural | 50% Fee Reduction

- 1 Update all perimeter lugs, foundation, and associated sections to match the updated Civil elevations.
- 2 Coordinate the entry connection points for all utilities with engineers and utility companies.
- 3 Update site details to match new site layout.
- 4 Provide 2 cost estimates based on actual bids from Fire Station No.2.

MEP | 50% Fee Reduction

- 1 Update drawings to connect to all utilities.
- 2 Update drawings for all site items such as the location of the

Alarming + Security | 50% Fee Reduction

- 1 Update drawings for gate keypad readers and camera based on the updated site layout.

Structural | 30% Fee Reduction

1 Update the foundation and its associated details per the geotechnical report.

Civil | 0% Fee Reduction

- 1 Provide a new layout based on new site, geotechnical report, and utility locations.
- 2 Water detention pond for new fire station requirement; adjacent development is excluded.

Landscape | 0% Fee Reduction

- 1 Provide a new layout based on new site, geotechnical report, and utility locations.

Fire Protection | 50% Fee Reduction

- 1 Verify water flow test.
- 2 Size the fire water lines throughout the site.
- 3 Locate fire line and hydrant location.

Permit + Construction Administration | 0% Fee Reduction

The design team will permit the construction documents and will provide Construction Administration. Construction Administration will have someone attend construction meetings 2x per month for 10 months, RFI responses, submittal reviews, pay application recommendations, substantial completion letter, and 1 punch list by all disciplines + 1 final walk.

4.0 Design Fee

The scope of basic services + cost estimating will be provided based on a fixed fee of Two Hundred Ninety-One Thousand Three Hundred Eighty-Eight Dollars and No Cents (\$291,388.00). The breakdown below follows with options of the detention pond design.

Fixed Fee Breakdown	
Basic Services + Cost Estimating	\$291,388.00
Options	
Detention Pond for Fire Station	\$8,500.00
Detention Pond for Fire Station Site + Trace (no offsite utilities)	\$15,000.00

5.0 Design Schedules

It is anticipated that the design phase will take three months before a signed and sealed set is submitted for permit.

6.0 Assumptions

- 1 All deliverables will be submitted electronically. All bid package printing will be done by the City of San Marcos.
- 2 A single package for the above listed scope of work will be provided; the package will not include any alternates.
- 3 Record drawings will be provided by the general contractor.
- 4 All permit and building fees will be waived by the City of San Marcos.
- 5 Services not included in this proposal, changes to the contract, or changes to the project scope can be provided as Additional Services.
- 6 The City of San Marcos will provide a site survey (including utilities, boundaries, topo, and trees), geotechnical survey, testing, and special inspections.
- 7 The City of San Marcos will provide the fire flow hydrant testing and calculations.
- 8 The City of San Marcos will provide the TDLR and RAS fees.

- 9 The City of San Marcos and the Fire Department will only review the Civil and Landscape drawings; all other drawings will match Fire Station No.2's signed and sealed construction documents with the permit comment updates incorporated into them.
- 10 Deliverables will be limited to Civil and Landscape drawings and specifications.
- 11 Fire Station No.2 will not be mirrored.
- 12 The city of San Marcos will provide all front-end specifications.
- 13 A cost estimates will be provided at 2 different phases (SD + 50%CDs).
- 14 Colored exterior elevations may be provided for presentations.

7.0 Exclusions

- 1 Commissioning.
- 2 Life-cycle cost analysis.
- 3 Energy analysis.
- 4 Value engineering.
- 5 Environmental assessment.
- 6 Geological assessment and water pollution abatement plan
- 7 The design fee will need to be adjusted if new codes are adopted by the City of San Marcos. As an example, the new IECC might require additional insulation requiring the entire building to change its footprint.
- 8 Demolition of onsite structures.
- 9 Drainage canal design.
- 10 Change in Zoning.
- 11 Sustainability Options.
- 12 Exterior project renderings.