

February 19, 2020

Brian Bristow
Assistant Director, Parks and Recreation Department
City of Allen
305 Century Pkwy
Allen, Texas 75013
via email: bbristow@cityofallen.org

RE: Allen Heritage Village - Farm House, Tenant House, Barn and Tool Shed Restoration
Proposal for Historic Preservation, Architectural and Engineering Services

Dear Mr. Bristow:

McCoy Collaborative Preservation Architecture (MCPA; Consultant) is pleased to provide the following proposal to the City of Allen (Client) for historic preservation, architectural and engineering services associated with the above referenced project. MCPA, under the predecessor firm of Quimby McCoy Preservation Architecture was responsible for the restoration of the Allen Christian Church and the Bolin House, completed in 2009, as well as for the Farm House that was not implemented due to funding limitations. Our firm has extensive experience with municipalities and parks as well as with similar structures such as Caruth Homeplace, the Carrollton Depot, the log structures of Sharrock Niblo Park, Opal Lawrence Farmstead and others. Our engineering team has worked with us on nearly all of the same projects and brings equal experience with historic structures.

The restoration of the buildings has not been budgeted; a budget will be established after the Schematic Design phase of services.

1.0 SCOPE

The scope of services includes full architectural services through design and limited services during the bidding and construction administration phases for four structures. The structures will be restored and will be open to the public by appointment. The Guild will be responsible for exhibits, furnishings, and other non-built in elements. The interpretation of the structures to the public, furnishings and exhibits will be provided by others. The structures will be restored under one design and construction project, simultaneously, and will be bid using the Competitive Sealed Proposal method. The four structures are described below:

Farm House – this 1 ½ story Queen Anne style wood residence has been exposed to the weather until recently. The house now has new 2003c structural piers (documents by CC Engineering and revised by Larry Smith Engineering dated 17 April 08 provided as basis), a new 2019c roof and roof decking, but the remainder of the exterior wood siding, windows and doors, railings and other details remain in poor condition. The floor

structure is also in poor condition and will require extensive rebuilding at the first floor while the upstairs is in fair condition. The interior is in poor condition and will require extensive material replacement, new electrical, lighting and air conditioning. The intent is to restore the interior to its original (or current) appearance; a discussion with the Guild will provide direction for the restoration period.

Barn – the barn no longer exists and will be reconstructed from photographic evidence on a new structural foundation and with new (salvaged, where possible) materials. The interior will include electrical, lighting and possibly smoke detection.

Tool Shed – the tool shed exists in poor condition and portions of it or materials may be salvageable and reused in the restoration. The interior will remain as-is, with no changes.

Tenant House - this small structure is in poor condition with little or no salvageable materials. The interior is unsafe and has the potential to be environmentally hazardous. The Client possesses photographs of the interior that will be used in the reconstruction of this building, based upon what exists today and other documentation provided.

Site Improvements – limited improvements will be required in order to meet Texas Accessibility Standards and code requirements will be identified and to include the following improvements:

- Hose bibs at two locations.

- Sidewalk lighting

- Accessible sidewalks from handicapped parking to the structures on display
- Accessible parking sign and striping; restriping will be required to provide this near the location of the newly restored buildings OR the entire length of walkway from the available accessible parking lot would need to be made accessible, with a curb cut to the parking space, if it is not currently in compliance with Texas Accessibility Standards.

- Drinking fountain(s).

Moving of structures – in order to locate the Barn in close proximity to the Tool Shed and Tenant House, one of more structures may need to be moved out of the way, or may need to be moved temporarily in order to build a foundation before moving the structure back. Moving the structures will be provided by a qualified moving contractor as part of the construction project.

This work will include Pre-design phase services.

2.0 SERVICES

Our services will include Pre-design:

1.1 Task 1 – Pre-design services to include:

- 1.1.1 The Client will provide historic research and documentation on the four structures, including sufficient information to enable a reconstruction of the missing and inaccessible building.
- 1.1.2 The Client will provide hazardous materials survey and if required, abatement documents and information.
- 1.1.3 The Client will provide geotechnical report(s) for the site or a site in close proximity.
- 1.1.4 A site survey of the area in which the four structures will be located and the routes to the closest parking lot will be undertaken, using the City's master plan drawing for the site.
- 1.1.5 Measured drawings of the structures will be prepared. The existing structures will be measured and documented in their existing state as a base drawing for use in the restoration. The 2008 CADD drawings for the Farm House will be utilized for this effort (and have been found in MCPA files) but will be updated to reflect current conditions.
- 1.1.6 Conduct a Start-Up - Meeting #1.

Basic Services will include:

- 1.2 Task 2 – Schematic Design
 - 1.2.1 Conduct a condition assessment of the exterior and interior of each building that is accessible from the ground, from the interior (windows and roof) and using binoculars. On-site investigation includes the material and conditions; identification and a description of materials, their condition and recommendations for repair or restoration. The assessment will also address structural conditions. In addition to the condition of materials, the assessment will address life safety, building code and ADA accessibility deficiencies. The assessment will be visual; if testing, probes or additional forensic work is needed, the team will make recommendations to conduct those investigations as part of a later effort.
 - 1.2.2 Prepare a condition assessment report with recommendations for repairs and prioritization of the work that incorporates the assessment and structural findings. The report will be illustrated and will serve as a narrative for cost estimating purposes, in concert with drawings.
 - 1.2.3 Develop a Schematic Design description of restoration work on drawings to include:
 - 1.2.3.1 Floor Plans
 - 1.2.3.2 Roof Plans
 - 1.2.3.3 Exterior Elevations/Photographs
 - 1.2.3.4 Building Section
 - 1.2.4 With these preliminary drawings in hand, conduct Meeting #2 with the Guild and the Client. The meeting will enable input from the Guild before the completion of Schematic Design.
 - 1.2.5 Finalize the Schematic Design, incorporating comments from the Guild.
 - 1.2.6 Meet with the City's Building Official to review work planned and to determine what code compliance items will be acceptable.
 - 1.2.7 Deliverables to include a digital file of the condition assessment report and Schematic Design drawings.

- 1.3 Task 3 – Design Development
 - 1.3.1 Further develop the drawings, investigate substitute materials and other design and restoration issues. Conduct a rudimentary paint color investigation of the exteriors.
 - 1.3.2 Conduct Meeting #3 with the Guild and the Client. The meeting will facilitate input from the Guild before the completion of Design Development.
 - 1.3.3 Finalize the Design Development, incorporating comments from the Guild. Include MEP systems and structural drawings to include:
 - 1.3.3.1 Site Plan
 - 1.3.3.2 Floor Plans
 - 1.3.3.3 Roof Plans
 - 1.3.3.4 Exterior Elevations/Photographs
 - 1.3.3.5 Building Sections
 - 1.3.3.6 Structural drawings, utilizing Pier & Beam plan prepared by Larry Smith Engineering as a basis
 - 1.3.3.7 Narrative of MEP systems and drawings
 - 1.3.3.8 Outline Specifications
 - 1.3.4 Prepare a construction cost estimate based on the Design Development drawings.
 - 1.3.5 Conduct Meeting #4 with the Client to review the progress and to confirm the direction of the design and the funding availability based on the cost estimate.
 - 1.3.6 Deliverables to include a digital file of the Design Development documents.
 - 1.3.7 Attend a meeting to present the project to the Community Development Corporation.
- 1.4 Task 4 – Construction Documents
 - 1.4.1 Based upon approved Design Development documents, prepare construction documents for bidding purposes.
 - 1.4.2 Prepare a construction cost estimate based on the 90% complete construction documents.
 - 1.4.3 Deliver the 90% construction documents and cost estimate for review.
 - 1.4.4 Conduct Meeting #5 with the Client to review the 90% Design Development drawings and for approval to complete them for bidding purposes.
 - 1.4.5 Coordinate the Division 1 documents with the Client's boiler plate Division 1 and contract requirements for construction. The Client will prepare the contract and bid form.
 - 1.4.6 Finalize the construction documents and deliver to the Client the complete documents for bidding purposes.
 - 1.4.7 Deliverables to include a digital file of the bid documents.
 - 1.4.8 Conduct Meeting #6 to present the project to the Community Development Corporation.
- 1.5 Task 5 – Bidding and Negotiation – Limited services
 - 1.5.1 It is understood that the Client will bid the project using the Competitive Sealed Proposal method, will provide documents to proposers, maintain a plan-holders list, receive, open, and evaluate proposals.

- 1.5.2 Attend Pre-proposal conference, prepare minutes and issue as part of Addendum #1.
- 1.5.3 Respond to proposer questions and issue Addenda as required.
- 1.5.3 Review the proposals and participate in an evaluation with the Client for the selection of the best value proposer.
- 1.6 Task 6 – Construction Documents – Limited services
 - 1.6.1 Respond to Contractor Requests for Information when the Client determines that the question requires the Architect's response; the Contractor shall deliver all RFI's to both parties simultaneously and the Consultant will coordinate with the Client as to when to answer it directly.
 - 1.6.2 Review and approve submittals and samples required by the specifications.
 - 1.6.3 Visit the site at regular intervals to observe the progress of construction (every two months) - up to 5 site visits (additional visits can be provided as an Additional Service). It is understood that the construction progress will be undertaken on all four structures simultaneously, not one structure at a time. The Client has its own construction observation personnel who will visit the site on a more regular basis who will communicate observations to the Architect. The 5 site visits include a pre-construction conference.
 - 1.6.4 Issue Field Reports documenting site observations.
 - 1.6.5 Review and approve monthly Applications for Payment from the Contractor.
 - 1.6.6 Issue Architect's Supplemental Instructions (ASI) to clarify the scope or work or to make necessary changes or additions to the work as required. This does not include Owner changes or corrections to Contractor work that was not in accordance with the construction documents. ASI's and Change Orders for Owner and Contractor changes will be prepared as an Additional Service.
 - 1.6.7 Conduct a final observation walk-through and prepare a list of items (punchlist) that are incomplete after receipt of the Contractor's punchlist.
 - 1.6.8 Obtain Project Closeout Documents from the Contractor and review for completeness.
 - 1.6.9 Perform one final observation to view completed items from the walk-through list. Additional final observations and punchlist site visits will be provided as an Additional Service.

Task 7 – Record Drawings: Not Included

3.0 CONSULTANT TEAM

MCPA (MWBE - Woman) will perform architectural services.
 BW2 Engineers, Inc. will provide civil engineering and survey services
 JQ Infrastructure (MWBE -Hispanic) will provide structural engineering services.
 Nova Engineering (MWBE – Hispanic) will provide mechanical/electrical engineering services.
 Abadi Accessibility (MWBE – Woman) will provide ADA/TAS review per the State of Texas.
 IntroSpec (MWBE – Woman) will provide specifications.

4.0 SCHEDULE

The following schedule is anticipated:

Task 1 – Pre-design	2 months
Task 2 – Schematic Design	2 months
Task 3 – Design Development	3 months
Task 4 – Construction Documents	3 months
Task 5 – Bidding and Negotiation	by Client
Task 6 – Construction Administration	8-10 months

5.0 FEES

5.1 Services:

For the Services outlined above, the Client agrees to pay Consultant a lump sum fee of one hundred, ninety thousand, one hundred and fifty-five dollars and no cents (\$190,155.00), including direct expenses and RAS/TAS fees, but not including unanticipated Reimbursable Expenses defined below.

Fee – Predesign, including Site Survey	
Task 1 - Pre-design	\$ 15,400.00
Fee- Basic Services	
Task 2 - Schematic Design	\$ 26,460.00
Task 3 – Design Development	\$ 37,650.00
Task 4 – Construction Documents	\$ 77,170.00
Task 5 – Bidding and Negotiation	\$ 4,380.00
Task 6 – Construction Administration	\$ 28,195.00
Total Basic Services	\$174,755.00
Total Fee Pre-design and Basic Services	\$190,155.00

5.2 Reimbursable Expenses:

The following reimbursable expenses are NOT anticipated, but are not included in the direct costs that are included in the fee and thus will be invoiced at 1.10 actual cost:

- 5.2.1 Printing, plotting and reproduction, beyond that required for internal uses and for meetings.
- 5.2.2 Courier and delivery fees
- 5.2.3 Archival reproduction such as drawings, maps and photographs
- 5.2.3 Travel and lodging out of DFW area
- 5.2.4 Lift rental for access to buildings

Estimated Allowance for Reimbursable Expenses:	\$ 2,000.00
TOTAL FEE AND REIMBURSABLE EXPENSES	\$192,155.00

5.3 Hourly Rates for Additional Services, on a time and materials basis:

Principal	\$215
Associate/Senior Architect	\$175
Intermediate Architect	\$150
Architect/ Architectural Conservator	\$140
Architectural Intern	\$ 90
Intern/Historian	\$100

6.0 LIMITATIONS

- 6.1 Signage, exhibit/interpretation, furnishings and other forms of exhibits are not included.
- 6.2 The Client will make geotechnical information available.
- 6.3 Hazardous materials investigation or abatement are not included. The Owner will provide a hazardous materials survey for the Consultant's information and abatement documents, if required.
- 6.4 Landscape architecture services are not included at the Client's request.
- 6.5 New electrical service is not anticipated.
- 6.6 Renderings are not included but can be provided as an Additional Service. Simple drawings in CADD or BIM with color and annotations will be provided.
- 6.7 Unsafe conditions at the project site are not the Consultant's responsibility.

Thank you for the opportunity to work with you on this project.

Yours truly,

A handwritten signature in dark ink, appearing to read "Nancy McCoy". The signature is fluid and cursive, with the first and last names clearly distinguishable.

Nancy McCoy, FAIA, FAPT

A City of Allen Standard Form of Agreement will be utilized.