



Architecture
Interiors
Master Planning

July 8, 2025

Robert Arcement, PMP, AC
LAN
3700 West Sam Houston Parkway South, Suite 400
Houston, TX 77042

**RE: SPELNDORA ISD SUPPORT SERVICES FACILITY
SPLENDORA, TEXAS**

Dear Robert:

We are pleased to present this proposal for the performance of professional Architectural Design, Architecture Interior Design Services, Structural Engineering, and MPE Engineering services as described below. We appreciate your consideration of Alliance Architects.

1.0 PROJECT DESCRIPTION

1.1 This Preliminary scope of work for the project generally consists of a Master Plan for 32 acres. The building footprint is approximately 30,000 square feet, with office space being approximately 3,000 square feet, Freezer space is approximately 1,100 square feet and a Network Operation Center being approximately 500 square feet.

1.2 Below are the proposed consultants for this project:

- A. Structural Engineering – Skagg's Engineering
- B. MPE Engineering – DBR Engineering

2.0 BASIC SERVICES

2.1 Pre-Design

- A. Review available existing pertinent data, in the form of documents including, but not limited to, base maps, aerial photographs, and engineering information and controls.
- B. Meet informally or have discussions with appropriate governmental agencies and officials regarding current land use controls and any other pertinent zoning regulations that affect the project location.
- C. Meet with and/or coordinate work with other designated project consultants and Client representatives.
- D. Planning Factors to be considered:
 - i. Property configuration.

- ii. Access potential.
 - iii. Limitations in the form of easements, zoning controls, and assessment districts.
 - iv. Views, visual characteristics, and scenic factors.
 - v. Utility location, availability, and easements.
- E. Natural Factors to be considered:
 - i. Topography, slopes, and orientation.
 - ii. Soils and geological factors.
 - iii. Hydrology, and drainage patterns.
- F. Meet with Owner's staff, as required, to confirm information pertaining, but not limited, to:
 - i. Existing and projected spaces that may be needed.
 - ii. Existing and projected space allocations.
 - iii. Existing and projected furnishings and equipment.
 - iv. Operating procedures and communication relationships.
 - v. Security and safety criteria information.
 - vi. Long-term expansion strategy formulation.
 - vii. Critical path scheduling for the project including milestone dates for information and decisions.
- G. Develop blocking and adjacency analyses from information provided by the Owner's representative.
- H. Work with the Owner or designated representatives for each area of the planning process and confirm the design intent.

2.2 Schematic Design

- A. Using the confirmed Pre-Design documents, develop and present design concepts in the form of floor plans and building elevations, particularly focusing on service elements and entry areas.
- B. Prepare presentation materials. Materials will include a computer-generated three-dimensional model and colored site plans. Three revisions are included.
- C. Attend up to three Client review meetings and include one revision after each meeting to secure approval.
- D. Submit Schematic Design Documents to the Client for review. Obtain Client approval before proceeding with Design Development.

2.3 Design Development

- A. Architectural Design Development services shall provide more detailed development of the architectural design in terms of the building's size, appearance, and form, and coordination with engineering systems, through drawings of plans, elevations, sections, and certain critical construction details. Major materials selections shall also be developed and presented to the Client.
- B. Attend weekly Client review meetings and make any necessary revisions to the documents based on the discussions during the meetings.
- C. Submit Design Development Documents to the Client for review. Obtain Client approval before proceeding with Construction Documents.

2.4 Construction Documents

- A. Prepare Construction Documents suitable for construction including detailed Specifications describing the material and workmanship required and procedures to be followed for the construction of the project, and Working Drawings to define the scope, relationships, size, and appearance of the project through plans, sections, elevations, notes, dimensions, and schedules.
- B. Coordinate Construction Documents with civil engineering, landscape architecture, structural, mechanical, plumbing, electrical, and fire protection construction requirements.
- C. Submit Construction Documents to the Client and obtain the Client's approval.

2.5 Construction Administration

- A. Review and approve or take other appropriate action upon Contractor's submittals such as shop drawings, product data, and samples, but only for the limited purpose of checking for conformance with the information given and the design concept expressed in the Contract Documents.
- B. Attend weekly project meetings for an estimated duration of (12) months. (1) site visit every 2 weeks is included to observe the progress of construction.
- C. Prepare Architect Supplemental Instructions and Proposal Requests.
- D. Process Applications for Payment by the Contractor.
- E. Respond to change orders notices or claims submissions by the Contractor. Review cost estimates for all revisions submitted by the Contractor. Change order proposals shall be evaluated based on the scope of work and the supporting information submitted by the Contractor. Issue a change order recommendation to the Client for review and approval.
- F. Based on the site visits, notify the Client of any observed deviations from the Contract Documents, known deviations from the most recent construction schedule submitted by the Contractor, or any defects and deficiencies observed in the work.
- G. Schedule, conduct, and oversee the punch list preparation and one follow-up site visit.

3.0 COMPENSATION

Base Building

Architecture	\$95,000.00
Interior Design	\$20,000.00
MEP Engineering	\$125,000.00
Structural Engineering	\$12,000.00
Project Total	\$252,000.00

Alternates if requested:

Alt 1= T-Design	\$25,000.00
Alt 2= Energy Model	\$15,000.00
Alt 3= Mezzanine over office	\$1,500.00
Alt Total	\$41,500.00

Project Total w/ Alt \$293,500.00

- 3.1 Alliance Architects will invoice the Client on a monthly basis for services performed and expenses incurred. All charges will be due and payable within Thirty (30) days following receipt by Client. Unpaid invoices will accrue interest after Forty-five (45) days from the date of the invoice at a rate of one (1%) percent per month.

4.0 REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the Basic Compensation and are billed at a multiple of one and one-tenth (1.1) times the actual expense. Reimbursable expenses include but are not limited to, expenditures for travel, meals, mileage, TAS reviews and inspections, printing supply costs, postage, and delivery. Reimbursables do not include building permits and fees required by governing authorities.

A. TAS Fee: Based on a \$10,000,000.00 construction estimate:

- Plan Review = \$ 975.00
- Site Review = \$1,025.00
- Total = \$2,000.00

B. Other Estimated expenses: \$5,500.00

5.0 ADDITIONAL SERVICES

- 5.1 Compensation for additional services will be based on an hourly rate, or on an individual fixed fee basis. They shall be provided if authorized or confirmed in writing by the Client, and be paid for as provided in this Agreement, in addition to the compensation for Basic Services. Below is the hourly rate structure for Alliance Architects.

A.	Principal	\$ 300.00/hr.
B.	Director	\$ 275.00/hr.
C.	Associate Director	\$ 265.00/hr.
D.	Senior Project Manager	\$ 250.00/hr.
E.	Project Manager	\$ 225.00/hr.
F.	Project Architect/Designer	\$ 185.00/hr.
G.	Project Interior Designer	\$ 165.00/hr.
H.	Job Captain	\$ 150.00/hr.
I.	Tech Support	\$ 135.00/hr.

J.	Intern	\$ 115.00/hr.
K.	Administrative	\$ 85.00/hr.

5.2 The following services are not included as Basic Services:

- A. Making revisions in drawings, specifications, or other documents after approvals are given or should any revisions become necessary due to changes in the interpretation or opinions of the local building officials that deviate from previously approved submittals and/or reviews.
- B. Providing special surveys, environmental studies, and submissions required for approvals of governmental authorities or others having project jurisdiction.
- C. Preparing a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings, and other data furnished by the Contractor to Alliance Architects.
- D. Preparation of Contract Documents for extensive alternate pricing, re-pricing, or review of more than one price from the contractors, manufacturers, or dealers.
- E. Any other services that may be authorized by the Client are not included in Basic Services.

6.0 TERMINATION

This agreement may be terminated by either party upon ten (10) days' written notice, should either party fail to perform in accordance with the terms set forth herein. In the event of termination, Alliance Architects shall be compensated for all services performed, including for any outstanding reimbursable expenses.

7.0 LIABILITY

AAI's liability under this contract shall be limited to the dollar amount stipulated in this agreement.

8.0 NOTICES AND OTHER PROVISIONS

All notices, demands, approvals, and requests given by either party or to the hereunder shall be in writing and shall be personally delivered or sent electronically to the parties at the following addresses:

If to Client: Attn: Robert Arcement, PMP, AC
Email: rparcement@lan-inc.com

If to Architect: Attn: Carlos A. deSaracho, AIA
Email: carlosd@alliancearch.com

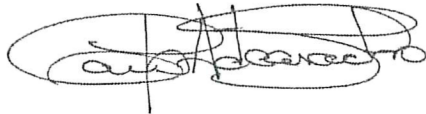
Either party may at any time change its respective address by sending written notice to the other party of the change in the manner hereinabove prescribed. Notices shall be effective once confirmation of receipt is provided. Each party hereto agrees to provide immediate confirmation of receipt of notices.

9.0 CONCLUSION

We are very excited about being a part of this project and appreciate the opportunity. Your signature of approval will indicate your acceptance of all conditions herein stated and will authorize Alliance Architects to proceed with this project. Once again, we thank you for your consideration.

Sincerely,

Alliance Architects, Inc.



Carlos A. deSaracho, AIA
Principal

Approved and Accepted:

By: Allen Wells
LAN Splendoran ISD
Title: President.

Date: 8-18-2025

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. Texas Board of Architectural Examiners 505 Huntland Dr., Suite 350, Austin, Texas 78752; telephone: 512-305-9000.

Prepared by: Brooke Blubaugh

Reviewed by: Carlos deSaracho