



MORE THAN ARCHITECTS

July 19, 2023

Chris Campbell, Chief Facilities and Construction Officer
Aledo Independent School District
1008 Bailey Ranch Road
Aledo, Texas 76008

Re: Proposed Furniture Service for Aledo ISD
Project Name: Aledo High School Furniture Services
Project Number: 01951-01-02

Dear Mr. Campbell,

We are pleased that Huckabee & Associates, Inc. has been selected as the most qualified firm for the following scope of services. We are excited about the opportunity to submit the following proposal to provide Aledo SD (the "District") furniture consulting services. Per the pending AIA B101-2017 (Article 4.1.1.28) between Aledo ISD and Huckabee, the Furniture, Fixtures and Equipment Design are Additional Services. The following outlines the services description and fee.

Scope

This proposal is for the planning and coordination of furniture for the Aledo ISD at Aledo High School, Daniel 9th Grade Center, and the new Multi-purpose Facility Addition and documentation of high school furniture standards.

Information Gathering

Huckabee will meet with the District to determine needs for furniture services

- Discuss preference for dealer selection.
- Discuss furniture process.

Visioning

- This work has already been completed by the District directly with the dealer.

Dealer Selection/Presentations

- This work has already been completed by the District.

Pilot Classroom

Pilot Classroom – the District has engaged with a furniture dealer to provide 2 pilot classrooms for evaluation. Huckabee to assist with furniture evaluations once installed.

Programming

- Huckabee will schedule departmental meetings. These are detailed meetings where each space is discussed for specific needs, function and vision.

Huckabee

- At these meetings, Huckabee to provide layouts based upon initial DD discussions for comment and review.
- Huckabee to schedule follow up departmental meetings to review each area for accuracy.

Product Selection and Furniture Demos

- Huckabee and dealer will work together to provide correct product suggestions for each space. Demos to be brought to the District for review and selection. This typically includes classroom furniture and teacher chair, administrative task, and guest chairs.
 - Single Meeting Evaluation – this tends to be a smaller group who will ultimately make District decisions.
 - 1 to 2 Week Evaluation – demos are typically left in one room or area for teachers and staff to try out and give general feedback; depending on product line, there might be enough to furnish part of a classroom for this period of time and obtain teacher feedback.

Finish Selection/Final Pricing

- Once the final product has been selected, Huckabee will put together finish presentation coordinating with dealer.
- Finish presentation meeting will occur to select all finishes and have final opportunity to review plans and products.
- Dealer to provide final pricing (quotes) and furniture floor plans.
- Huckabee to review quotes and drawings for accuracy.

VE (Value Engineering) – if needed

- Huckabee and dealer will work together to provide options for product alternatives or layouts; District to provide information on items that might be “wants” vs. “needs”.
- Dealer to reprice to get within budget.

Ordering, Delivery, Installation and Professional Development

- Dealer to be solely responsible for development and issuance of all specifications, procuring (ordering), delivering, receiving, and installing all goods and warranty related issues (collectively, the “Work”). Huckabee shall not have control over, charge of or be responsible for the means, methods, techniques, sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, as these are solely other parties’ rights and responsibilities under the Contract Documents.
- As the buyer of goods, the District shall receive, inspect and accept or reject furniture, fixtures and equipment at the time of their delivery to the premises and installation unless otherwise agreed.
- Huckabee will provide walk through of each campus with dealer and District after furniture install to determine punch list; Huckabee to review for design intent and finishes ONLY; final punch list to be retained by dealer.

HS District Standards Documentation Packet

- Upon completion of final product selections and ordering, Huckabee to provide standards packet showing each “typical area” with a product list and quantities.

Fee Proposal

Huckabee proposes a lump sum fee of \$55,000 for all the services outlined above plus the cost of the following:

1. Printing services billed at cost (no markup) and approved by Aledo ISD in advance

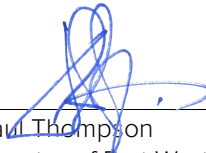
Service	Compensation
Programming	60% of total fee
Quoting/Orders Placed	30% of total fee
Installation/Punch List	10% of total fee
Total	100% of total fee

Huckabee appreciates the opportunity to continue our relationship with Aledo ISD.

Sincerely,



Joshua Cogburn, AIA
Principal



Paul Thompson
Director of Fort Worth Office

If the attached proposal is acceptable, please sign and return one executed copy.

Signature

Printed Name

Title

Date

The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942, 512-305-9000, www.tbae.state.tx.us has jurisdiction over complaints regarding the professional practices of persons registered as Interior Designers in Texas.