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February 27, 2019



Dr. W. Myles Shelton, Ed.D.
President
Galveston College
4015 Ave Q
Galveston, Texas 77550

**RE: Galveston College – Renovations to the Student Services Area of Moody Hall
RFQ #19-01-243**

Dear Dr. Shelton,

Thank you for the opportunity to submit this fee proposal to provide design services for the above referenced project. The following is a description of how the PBK team can offer services on this project.

PROJECT UNDERSTANDING AND SCOPE OF WORK

PBK understands that this proposal is to provide A/E services for the scope of work referenced in section 4 of RFQ# 19-01-243. Consisting of interior renovations of approximately 3,233 SF within the existing Moody Hall building on campus in order to accommodate a flexible and welcoming area for Student Services while also enhancing security and privacy measures.

The current proposed schedule is as follows:

A/E begins Programming/Conceptual Design	March 4, 2019
Board Approval of A/E Contract	March 20, 2019
Meeting to review/confirm Programming/Conceptual Design	March 21, 2019
A/E begins Schematic Design and Design Development (SD/DD)	March 21, 2019
SD/DD Design and Pricing Review with Galveston College	March 29, 2019
Galveston College Develops SD/DD Comments	April 1-3, 2019
A/E begins Construction Documents (CD)	April 1, 2019
50% CD Review/Approval with Galveston College	April 8, 2019
Board Approval of Design Elements	April 10, 2019
A/E Final Coordination	April 9 – April 15, 2019
Construction Documents Issued for Bidding	April 15, 2019
Furniture Package Issued for Bidding	April 15, 2019
A/E issues Addendum if needed	April 24, 2019
Competitive Sealed Proposals Received	May 1, 2019
Board Approval of Construction Cost/Contract	May 8, 2019
Office Move-Out	May 9-17, 2019
Construction to Begin	May 20, 2019
Anticipated Substantial Completion of Construction	August 2, 2019
Owner Occupancy	August 7, 2019
Office Move-In	August 8-15, 2019
Classes Start	August 26, 2019

SCOPE OF SERVICES

Our scope of services shall include all contract conditions as described in the Galveston College standard owner-architect project agreement.

Schematic and Design Development Phase

PBK's team will facilitate all necessary meetings and provide necessary site investigations to develop a recommended "scope of work". PBK will conduct a thorough visual inspection of all existing building and site conditions.

Construction Documentation

Final working drawings will be developed, as well as a full project manual including specifications, plans and details, as required. PBK will facilitate progress set reviews (50%, 75%, 95% and 100%, as required) with client name and project consultants as instructed by Galveston College.

Construction Administration

The project will be administered in accordance with the construction documents and construction activities of the contractor. Field visits will be documented and Observation Reports executed throughout the construction period by PBK field representatives. Additionally, PBK representatives will attend construction progress meetings, execute meeting minutes and communicate regularly with the contractor on behalf of Galveston College to maximize quality assurance and quality control.

Project Close-Out

Project close-out documents will be reviewed by PBK, including Operation & Maintenance Manuals (warranties, maintenance contracts, operating instructions, etc.), certificate of inspection and bonds, documentation required with application of final payment, record drawings, certificate of occupancy as issued by the city building department, etc.

Furniture

PBK FF&E services involve working with dealers to select merchandise. Our services include the following:

- Initial Meeting: Review project requirements and establish budgets
- Create furniture plans to locate and identify furniture scope
- Develop inventory of necessary FF&E
- Identify suitable sources
- Obtain competitive prices and adjudicate
- Review meeting: Review Selected Furnishings, fabric/finish options, and budget
- Update plans, selections and finishes.
- Final Meeting: review finalized sections and pricing
- Create detailed furniture cut sheets and plans identifying furniture locations for client procurement
- Review vendor bid proposals and compare to issued procurement documents and make recommendations to the College.
- Coordinate installation schedule with Galveston College and selected vendors.
- Management and supervision of installation and delivery of all purchased items, including mounting art work.
- Follow up with vendors for any product not up to standards established
- Continuous Quality Control
- Final Walk Through

COMPENSATION

Our proposed compensation for this project shall be a lump sum of **Eighty Thousand Dollars (\$80,000.00)**, broken down as follows:

Architectural, MEP Engineering, and Interiors	\$60,000.00
Furniture, Fixtures, and Equipment Package	\$20,000.00
TOTAL	\$80,000.00

Fees would be billed monthly in accordance with work completed.

REIMBURSABLES

Reimbursables would be limited to newspaper advertising, state and local agency review fees (if applicable), RAS fees (TAS/ADA), travel expenses, and cost of reproduction of documents. There would be no mark-up on reimbursed items. All services and reimbursables will be billed monthly based upon the percentage complete.

PBK estimates the reimbursables on this project to be **\$5,000.00**.

PAYMENT

Invoices will be billed monthly, per individual project scopes of work, in proportion to services performed and reimbursable expenses incurred. Payment shall be made within thirty (30) days of the invoice date.

PERSONNEL

Jason Mooney will ultimately be responsible for the project as the Senior Project Manager. Jason will be hands-on and apply his overall knowledge and expertise to the project at every phase of design through construction. Jason will coordinate all team members, which will consist of Field Representatives to be determined. He will be responsible for schedules, documentation and for the day-to-day coordination of the project team.

ADDITIONAL SERVICE FEES

Additional services are not anticipated for this project, but should the scope of work expand beyond what is indicated within this proposal, there may be a need to re-evaluate the original fee. No additional services will be performed without prior written authorization of Galveston College.

We thank you for this incredible opportunity to serve Galveston College on this important project. Please let us know if the terms of this proposal are acceptable. Should you have any questions or additional requests, please do not hesitate to contact me at 281-528-1697.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Mooney', with a stylized flourish at the end.

Jason Mooney, AIA
Senior Project Manager

Cc: Betty Chapman, PBK
File 1A

Agreed to and Accepted this 27 day of February 2019.

Galveston College

Signature

Printed Name and Title

Date

PBK Architects, Inc.



Signature

**Jason Mooney, AIA
Senior Project Manager**

Printed Name and Title

02/27/2019

Date