

**CITY OF BURNET
CITY HALL
CONSTRUCTION MANAGER AT RISK
REQUEST FOR PROPOSALS
RFP 2022-001**

February 2, 2022

THE CITY OF BURNET is requesting Contractors to submit sealed proposals to provide Construction Manager-at-Risk Services for the remodeling of an existing building to serve as a new City Hall and related site work.

I. Definitions and Exhibits:

A. In this Request for Proposals:

City means the City of Burnet or any of the representatives of its Project team specified in this RFP.

Construction Phase Services means the construction phase services of the Contract as generally described in Exhibit "B" except as otherwise agreed to between the City and the Contractor.

Construction Manager means the entity that will hold the contract for construction services to provide Preconstruction Phase Services and the Construction Phase Services of the Contract.

Contract means the proposed contract described in Exhibit B or the contract entered into between the City and Contractor for Contractor Services.

Contractor means any person or entity that responds to and is evaluated, ranked, selected for negotiations of a contract, or contracted with under this RFP acting as a Construction Manager-at-Risk.

Contractor Services means the Preconstruction Phase Services and the Construction Phase Services of the Contract as generally described in Exhibit B.

Allowable General Conditions means the items, as specified in Exhibit E which are allowed to be included in the Contractor's calculation of its costs of supplies, equipment, and services incurred in the administration, support, and oversight of the Project (i.e., overhead) and which are not included as part of the Contractor's cost for construction materials and labor for the Project.

Guaranteed Maximum Price (GMP) means the amount determined by adding together: (1) the Contractor's cost of the construction work for the Project; and (2) the Contractor's profit and overhead on the Project.

Preconstruction Phase Services means the preconstruction phase services to be provided

by Contractor under the Contract as generally described in Exhibit "B".

Project means the remodeling of an existing building to serve as a new City Hall and related site work as described herein.

Proposal means a Contractor's written response to this RFP.

RFP means this Request for Proposals.

B. The following described Exhibits are attached to and are a part of this RFP:

Exhibit A: Required Information for Response to RFP.

Exhibit B: Description of proposed contract to be executed between the City and the Contractor for Preconstruction Phase Services and Construction Phase Services.

Exhibit C: Project Concept Design Package.

Exhibit D: Project Schedule.

Exhibit E: Allowable General Conditions.

II. **Project Description**

A. Project Description

The City of Burnet is planning on remodeling an existing 16,000 square foot building into a new City Hall located at 118 East Polk Street, Burnet, Texas. The new one-story building will include staff office space, records storage, council chambers, utility billing, development services, administrative offices, a break room and associated restrooms. Site work is expected to include the reconstruction of the existing parking lot and other related site improvements as required for the use of the building. We are not expecting that storm water detention or other off-site improvements will be required. The new building will not seek LEED Certification.

B. Project Team

The City has retained Seaux-Pierce as Architect, whose designated representatives on the Project are Chad Pierce, Jeanne Seaux-Pierce and Cary McEuen. The City's representative will be City Manager David Vaughn.

C. Contractor Services

The Contractor will provide Preconstruction Services and Construction Services for the Project, as those terms are defined in this RFP. The Contractor will perform the Construction Services under a Guaranteed Maximum Price (GMP) serving as the Construction Manager-at-Risk.

D. **Contractor Selection Method**

The City, being a governmental entity, is required by State law to follow specific procedures in selecting a Contractor for the Project. For this Project, the City intends to select the Contractor by "Construction Manager-at-Risk," as set forth in Texas Government Code chapter 2269, Subchapter F ("Construction Manager-at-Risk Method"). The selection method procedures are described later in this RFP.

III. **Project Concept Design Package**

The Project Concept Design Package is attached as Exhibit "C".

IV. **Estimated Budget**

The estimated budget for this project is approximately \$4,214,400.00. The estimated budget does not include design costs and building furniture, fixtures and equipment (FF&E).

V. **Project Schedule**

The Project Schedule is attached as Exhibit "D".

VI. **Additional Professional Services**

A geotechnical survey and survey will be provided for the use of the Contractor. The City will contract separately for (1) materials testing services and (2) other independent professional services that may be required for the Project.

VII. **Pre-Submittal Meeting**

A. A pre-submittal meeting will be held on **February 23, 2022 at 2:00 p.m. CDT as a conference call and GoToMeeting online screen-sharing conference.**

a. Conference call info:

i. Computer, Tablet or Smartphone:

<https://global.gotomeeting.com/join/450271661>

ii. Call-in number: 1 (872) 240-3412, Access Code 450-271-661

b. Conference Call Meeting Invitation:

i. Email Chad Pierce at chad@seauxpierce.com to get calendar invite with GoToMeeting conference details.

VIII. **Submitting Proposals**

A. Sealed Proposals shall be addressed and delivered to the City of Burnet at **1001 Buchanan Drive, Suite #4, Burnet, Texas 78611** on or before **2:00 p.m. CDT March 23, 2022**. At 2:00 p.m. the names of the submitting companies will be read aloud.

B. Proposals shall be submitted, six hard copies and one electronic copy, in sealed envelopes. Sealed envelopes shall be marked in the upper left-hand corner as follows: **City of Burnet, RFP 2022-001 CMR-City Hall Project.**

C. EACH PERSON WISHING TO SUBMIT A PROPOSAL MUST DO SO BY FULLY ANSWERING IN WRITING EACH OF THE QUESTIONS WHICH ARE ATTACHED TO THIS RFP AS EXHIBIT A. FAILURE TO FULLY ANSWER ALL QUESTIONS IS REASON FOR REJECTION OF THE PROPOSAL.

D. To enable the City to efficiently evaluate the Proposals, Contractors **MUST** follow the required format in preparing their Proposals. **PROPOSALS THAT DO NOT SUBSTANTIALLY CONFORM TO THE PRESCRIBED FORMAT MAY BE DISQUALIFIED.**

E. Each copy of the Proposal shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch (1/2") thick. Pages shall be no larger than letter-size (8 1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider. Elaborate covers, binding, dividers, etc. are **NOT** required and are discouraged. Each Proposal must be organized in the following order:

1. Outside Cover and/or first page: This shall contain the name of the RFP, ("Request for Proposal for Construction Manager at Risk Services for the City of Burnet City Hall")
2. Table of Contents: The next page shall be a table of contents
3. Section 1 Divider: General Company Information and History
4. Section 2 Divider: Project Personnel and Experience
5. Section 3 Divider: Financial Information
6. Section 4 Divider: Safety Program Information
7. Section 5 Divider: Project Narrative, Testimonials and References
8. Section 6 Divider: Fee Quotation

F. Request for Proposal packages, including a packet of materials that includes detailed information on the project and qualifications, may be obtained from the City's Architect, Seaux-Pierce, by e-mail from Chad Pierce at Chad@seauxpierce.com.

Each Contractor submitting a proposal in response to this RFP agrees to waive any claim it has or may have against the City of Burnet or the Architect, for the Project, as specified in this RFP relating to any of the following: the administration, evaluation, or recommendation of any proposal; the City's method, procedures, or process of soliciting or receiving proposals; the acceptance or rejection of any proposal; and the award of the Contract.

IX. **Opening of Proposals and Selection Process.** The following one-step process will be used to enter into a contract with Contractor to provide the Construction Services requested under this RFP:

A. The Proposals will be reviewed by the City and the names of the short listed Contractors submitting Proposals will be announced on **March 29, 2022.**

B. The City will short list and interview 1 or more firms, at the City’s sole discretion, to clarify responses and receive additional information based on Criteria 1 through 6 listed below. The interviews are expected to be on or around the week of **April 11, 2022.** The interviews will focus on the project team, understanding of project scope, Contractor’s approach to the project, project schedule, project budget, proposed fees and general conditions and other project related topics deemed appropriate by the City.

C. The City will review and rank each Proposal in relation to the following selection criteria and the weighted value given to each criteria:

<u>Selection Criteria</u>	<u>Weighted Value</u>
1. General Company Information and History	10 Points
2. Project Personnel and Experience	20 Points
3. Financial Information	15 Points
4. Safety	10 Points
5. Narrative, Testimonials and References	5 Points
6. Fee Quotation	20 Points
Total of Weighted Value for Short List	80 Points
7. Interview of Short-Listed Firms	20 Points

D. The City shall select the Proposal that offers the best value for the City based on the selection criteria above and its ranking evaluation.

E. The City will meet with the highest ranked short-listed Contractor based on interviews to clarify any questions regarding the Proposal. The City, or a designated subcommittee of the City, will negotiate the final terms and conditions of the Contract for Contractor Services with the top-ranked Contractor submitting a Proposal.

F. If negotiations fail, the City’s representatives will attempt to negotiate the Contract with the next ranked firm, and so on until the Contract is negotiated or all rejected. If the Contract is successfully negotiated, the Contract will be submitted to the City for approval.

G. Within seven days after the City approves the Contract, the City will document the basis for the selection and make the evaluation public.

X. **Questions**

Please address your questions concerning this RFP **no later than 4:00 p.m. CDT, March 16, 2022**, via email, to: **Seaux-Pierce, Attn: Chad Peirce, Chad@seauxpierce.com** .

XI. **Legal Requirements**

A. Performance and payment bonds: Texas Government Code Section 2253.021 requires, for work above \$50,000.00 the contractor execute a payment bond and for work in excess of \$100,000.00 the contractor execute a performance bond. Both bonds must be written for the total contract value.

B. This project will require the selected construction-manager-at-risk to obtain and maintain several types of insurance coverage, including worker's compensation, general liability and umbrella liability policies, in amounts approved by the City and as contained in the construction documents.

C. Workers Compensation Insurance: Texas Labor Code Section 405.096 requires general contractors to certify in writing that it and all subcontractors provide workers compensation insurance in the statutory required coverage amounts.

D. Prevailing Wage: Texas Government Code 2258.021 requires that any worker employed on a public work contract be paid at least the general prevailing daily wage rate for work of a similar character performed in the same locality. If a worker works overtime or on legal holidays, the worker must be paid at least the general daily wage rate for overtime or legal holiday.

E. Disclosure of Interested Parties: Texas Government Code Section 2222.908 provides AA governmental entity or state agency may not enter into a contract described by Subsection (b) with a business entity unless the business entity, in accordance with this section and rules adopted under this section, submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

F. This project's delivery method (Construction-Manager-At-Risk) is authorized and subject to Texas Government Code, Chapter 2269, Subchapters B and F, which contains specific requirements relating to completion of the Project and its associated major elements. Contractors should familiarize themselves with these provisions.

EXHIBIT A

EACH CONTRACTOR SUBMITTING A PROPOSAL MUST FULLY ANSWER IN WRITING EACH OF THE QUESTIONS. FAILURE TO FULLY ANSWER ANY QUESTION OR COMPLY WITH THE INSTRUCTIONS IS REASON FOR DISQUALIFICATION OF THE PROPOSAL.

A. General Company Information and History (10 Points)

1. General History
 - 1.1 How many years has your organization been in business as a General Contractor and/ or Construction Manager?
 - 1.2 How many years has your organization been in business under its present business name?
 - 1.2.1 Under what other or former names has your organization operated?
 - 1.3 If your organization is a corporation, please provide the following:
 - 1.3.1 Date of incorporation;
 - 1.3.2 State of incorporation;
 - 1.3.3 President's name;
 - 1.3.4 Vice-president's name(s);
 - 1.3.5 Secretary's name;
 - 1.3.6 Treasurer's name.
 - 1.4 If your organization is a partnership, please provide the following:
 - 1.4.1 Date of organization;
 - 1.4.2 Type of partnership (if applicable);
 - 1.4.3 Names of all partners.
 - 1.5 If your organization is individually owned, please provide the following:
 - 1.5.1 Date of organization
 - 1.5.2 Name of owner
 - 1.6 If the form of your organization is other than those listed above, please describe it and name all principals, partners, officers and/or owners.

- 1.7 What is the location of your organization's corporate office, that being defined as the office where the person or persons owning a majority interest in the company spend the majority of their work week?
2. Licensing
 - 2.1 Please provide a list of jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.
 - 2.2 Please provide a list of jurisdictions in which your organization, partnership or trade name is filed.
3. Experience
 - 3.1 Please provide a list of the categories of work that your organization normally performs with its own forces.
 - 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please provide details.)
 - 3.2.1 Has your organization ever failed to complete any work awarded to it?
 - 3.2.2 Please describe any judgments, claims, litigation, arbitration or mediation proceedings or suits pending, outstanding or closed against your organization or its officers within the last ten (10) years.
 - 3.2.3 Please describe any lawsuits, requested arbitration or mediation with regard to construction contracts your firm may have filed within the last ten (10) years.
 - 3.2.4 Please describe any outstanding unresolved claims.
 - 3.3 Within the last ten (10) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract. *(If the answer is yes, please attach details.)*
 - 3.4 Please state annual amount of construction work performed by this organization for each of the past five (5) years.
 - 3.5 Describe the major construction projects your organization has completed in the past five (5) years, giving the name and location of project, owner, architect, original and final contract amount, scheduled and actual date of

completion and percentage of the cost of the work performed with your own forces.

- 3.6 Describe the major construction projects your organization has in progress, giving the name and location of project, owner, architect, staff assigned to the projects, construction contract amount, percentage complete and scheduled completion date.
- 3.7 Please provide total worth of work (1) in progress and (2) under contract.
- 3.8 Describe the projects, if any, of a similar scope that your organization has completed for a city or other government entity in the last ten (10) years, giving the name and location of project, owner, developer, architect, staff members and management assigned to projects, construction contract amount, date of completion and percentage of the cost of the work performed with your own forces.
- 3.9 Has any officer or principal of your organization ever been indicted or convicted of a felony? *(If the answer is yes, please attach details.)*

B. Project Personnel and Experience (20 Points)

1. Personnel

- 1.1. Please provide an organizational chart that identifies, in detail, (1) key project personnel including project executive, project manager, assistant project manager(s), estimator, project superintendent and assistant superintendent(s) and (2) other company personnel that support the key project personnel. For key project personnel, indicate on or off site and what percentage of time you anticipate each person will devote to this project once construction begins.
- 1.2. Please provide resumes for key project personnel and include information regarding:
 - 1.2.1. Education
 - 1.2.2. Work History (by company), in reverse chronological order.
 - 1.2.3. Project experience, in reverse chronological order. Please list project name, contract amount, type and size of facility, owner, architect, engineer and capacity or position the key person served. Please note if the project was bid or negotiated.
 - 1.2.4. Please describe how your firm intends to maintain continuity between pre-construction and construction services.

2. Experience

- 2.1. Describe the experience of proposed key personnel with city hall buildings over the last five (5) years. Note role proposed key personnel performed with listed projects and whether the project was negotiated or bid.
- 2.2. Describe the experience of proposed key personnel working together on prior projects.
- 2.3. Describe your organization's concepts for working in a team relationship with the Owner and Architect during the design and construction of major projects. State why you believe your team is best qualified to address the issues which are relevant to this project.
- 2.4. Briefly describe the methods and systems you will use to control the project in areas such as schedule, budget, information tracking and reporting, safety and quality.
- 2.5. Will your firm make all cost information available during design and construction available to the owner and architect?
- 2.6. Is your firm willing to sign a contract in which you guarantee a maximum price (GMP)?
- 2.7. Has any of your proposed team members ever been indicted or convicted of a felony? *(If the answer is yes, please attach details.)*

C. Financial (15 Points)

1. Financial statement

- 1.1 Please provide a current financial statement, preferably audited, including your organization's latest balance sheet and income statement indicating the following information. This information will be kept confidential by the City if each page of the financial statement is clearly marked "confidential".
 - Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
 - Net Fixed Assets;
 - Other Assets;

- Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);
 - Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings.)
- 1.2 Please provide name and address of firm preparing attached financial statement, and date thereof.
 - 1.3 Please confirm that the included financial statement is for the organization named on page one. If it is not, please explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).
 - 1.4 Please indicate if the organization whose financial statement is attached will act as guarantor of the contract for construction.
2. Surety:
 - 2.1 Please provide name of bonding company.
 - 2.2 Please provide name and address of agent.
 - 2.3 Please provide maximum bond amount available at this time.
 - 2.4 Please provide your bond premium rate.
3. Insurance
 - 3.1 Please provide name of insurance carrier or carriers.
 - 3.2 Please provide name and address of agent.
 - 3.2.1 Please provide a Certificate of Insurance for all coverages.
 - 3.3 Please provide total amount of excess liability insurance coverage in place.
 - 3.4 Please provide your general liability insurance rate.

D. Safety (10 Points)

1. Describe, in detail, your safety program.
2. Please provide the name of your safety officer, contact information, resume and location at which they office.
3. Identify any violations of OSHA regulations your company has been found guilty of by OSHA within the past 10 years.

E. Narrative, Testimonial and References (5 Points)

1. Narrative

- 1.1 The Respondent shall provide, in 2000 words or less and on four (4) pages or less, a narrative that indicates their understanding of the Owner's needs, their knowledge of the elements involved in the project and the resources, methodologies and management philosophies that would be used for the project. Elements of the project construction such as timely scheduling, cost control, quality control and inspections, construction operations, logistics, and site safety should be addressed. The narrative should be concluded with a summary of the major features of their RFP and a statement analyzing the match between the Respondent's capabilities and the Owner's needs.

2. Testimonials

- 2.1 Respondents may include up to three (3) one-page letters from public owners (professional references) that they have worked with on previous projects. Letters should comment on budget and/or scheduling experiences and qualitative matters related to services received from the contractor or joint venture participants.

3. References

- 3.1 Respondents may include other references from owners, architects and/or engineers that they have worked with on other projects.

4. Remarks

- 4.1 The Respondent may include up to two pages to address those issues which do not fall into any of the above categories or to expand on previous answers.

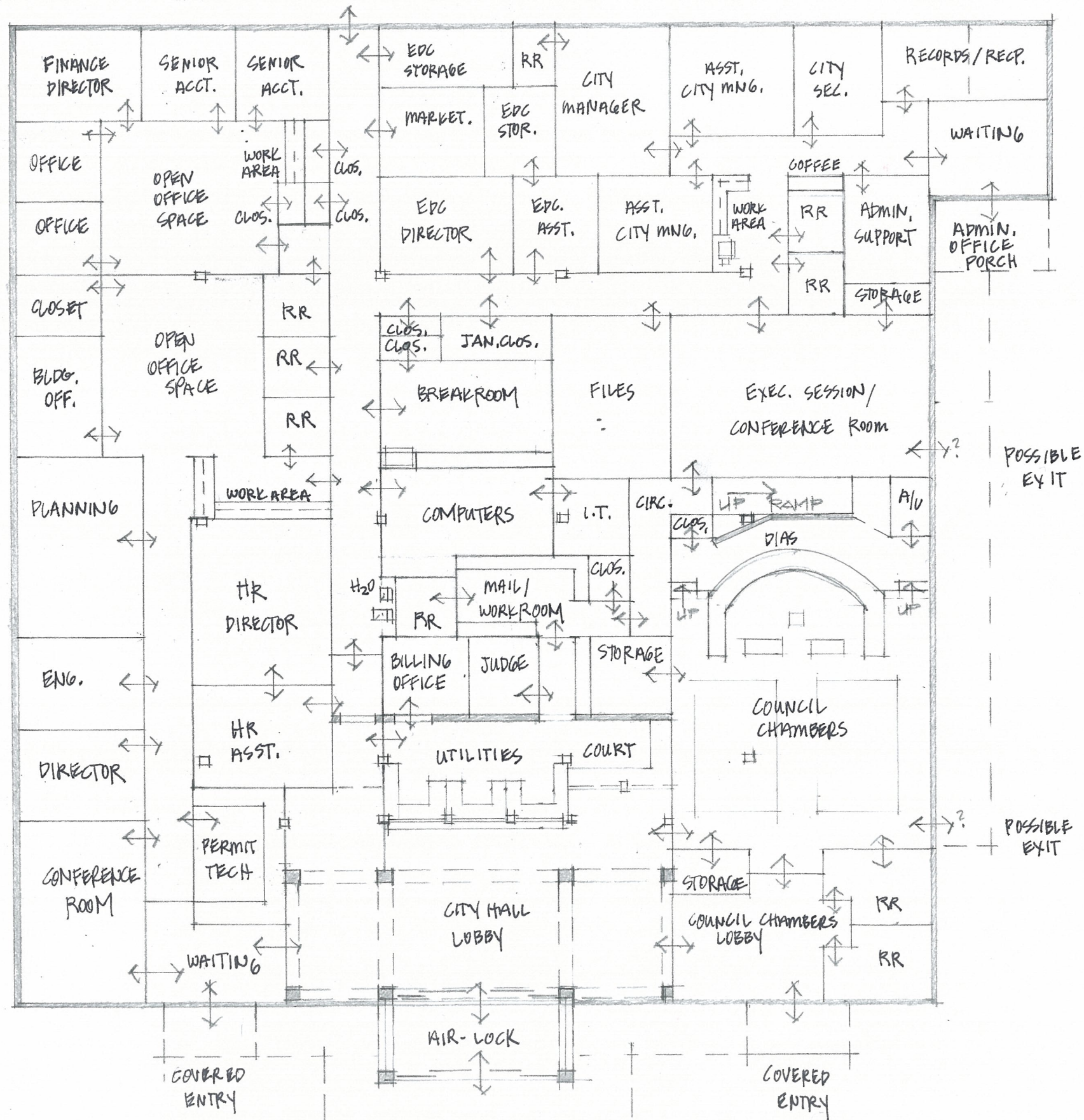
F. Fee Quotation and Contract Terms and Conditions (20 Points)

1. Preconstruction Phase Services Fee – provide the not-to exceed cost of performing Preconstruction Phase Services (design phase) in accordance with the proposed contract and the stated schedule. Include all associated costs such as travel, printing, consultant fees, general overhead, office supplies, etc.
2. Construction Phase Services Fee – indicate your fee (overhead and profit) stated as a percentage cost of the work, for providing Construction Phase Services in accordance with the proposed contract, the stated schedule, and any other terms, conditions, or qualifications that apply to the fee. If you charge a different fee for change orders, indicate what fee you charge (overhead and profit) for change orders as a percentage of the cost of the work to be performed under the change order or any other terms, condition, or qualifications that apply to the fee for change orders.
3. State any exceptions, qualifications, or revisions you would propose to a proposed contract based on AIA Document A133.
4. The costs of the Allowable General Conditions shall be negotiated in conjunction with the compilation of the Guaranteed Maximum Price. Allowable General Conditions are listed in Exhibit “E”.

EXHIBIT B
PROPOSED CONTRACT

The proposed contract that will be offered to the successful Contractor will be based on the AIA Documents A133-2019 and A201-2017, as edited and supplemented for governmental purposes, for both preconstruction and construction services. The final terms and conditions will be negotiated between the City and the successful Contractor.

EXHIBIT C



**Burnet City Hall
Conceptual Plan**
Scale: 1/16" = 1'-0"

EXHIBIT C

Program for City of Burnet – New City Hall Building

Utilities Department:

Employees: Tracy (billing)
Sonia (utilities)
Tina (utilities)
Future employee (utilities)

Needed Spaces: Teller Line for 4
Open concept office area for tellers
Small conference room (Cry Room/Auditor Room)
Office space for Tracy
Work room with mini fridge, shelving & 2 drawer filling cabinet
Vault area
Mail distribution area
Restroom
Access to staff break room
Coffee bar

Adjacencies: Teller line must be adjacent to the open concept desks
Small conference room must be accessible from the Court or Utility area.
Office space for Tracy could be a larger area on the teller line but should probably be an individual desk.
Workroom should be adjacent to an access hall and the teller desk area.
Vault area should be accessible from the teller area and from the adjacent Finance Department.
Mail Distribution should be in an area that is easily accessible to all employees. Adjacent to the workroom since the Utilities Department
Restroom should be within or in between the finance and utilities departments.

Utilities Department, cont.

<u>Size of Spaces:</u>	100 sf	Teller Line for 4
	120 sf	Open concept office area for tellers
	75 sf	Small -conference room (Cry Room)
	120 sf	Office space for Tracy
	140 sf	Work room with mini fridge, shelving & 2 drawer filing cabinet, folding machine
	20 sf	Vault area
	20 sf	Mail distribution area
	50 sf	Restroom
	<u>12 sf</u>	<u>Coffee bar</u>
	657 sf	Total SF of Utilities Department

Special Equipment:

Cash Drawers
Vault
4 Open office cubicle furniture
1 desk
5 desk chairs
4 stool height desk chairs
1 table for 4 people
6 guest chairs
Mini fridge
Shelving for supplies
Folding machine
Stamp machine
Mailbox unit

Utilities Department, cont.

Panic buttons

2 filing cabinets in workroom

4 filing cabinets in Tracy's office

Court Department:

Employees: Tina (court clerk)

Future employee (court clerk)

Needed Spaces: Teller Line for 2

Open concept office area for clerks

Small conference room (Cry Room/Auditor Room – same space as utility dept.)

Office space for Judge

Access to work room

Vault area

Restroom

Access to staff break room

Adjacencies: Teller line must be adjacent to the open concept desks and to the Utility area.

Small conference room must be accessible from the Court or Utility area.

Office space for Judge should be near court clerk teller line.

Vault space can be shared by utility dept.

Restroom can be shared by utility dept.

Court Department, cont.

<u>Size of Spaces:</u>	50 sf	Teller Line for 2
	60 sf	Open concept office area for court clerks
	0 sf	Small-conference room (shared with utility dept.)
	120 sf	Office space for Judge
	0 sf	Work room (shared with utility dept.)
	0 sf	Vault area (shared with utility dept.)
	0 sf	Restroom (shared with utility dept.)
	<u>0 sf</u>	<u>Coffee bar (shared with utility dept.)</u>
	230 sf	Total SF of Court Department

<u>Special Equipment:</u>	Cash Drawers
	Vault
	2 Open office cubicle furniture
	2 Stool height desk chair
	3 desk chairs
	1 desk
	2 guest chairs

Finance Department:

Employees: Trisha (finance director)
Sandra (senior accountant)
Stefani (senior accountant)
Future employee (accountant)
Future employee (accountant)

Needed Spaces: 1 Private office with room for a 4-seater table and chairs
4 Private offices (glass walls preferred)
Open office area in center of pod with a worktable
Small filing room for shared files accessed by all accountants
Small work room for copier and some storage.
Access to a Vault area
Access to a private Restroom
Access to staff break room

Adjacencies: Finance department should be adjacent to the Utility Department since Trisha oversees this department.
Small filing room should be adjacent to finance offices within the pod.
Workroom should be adjacent to finance offices within the pod.
Vault area should be accessible from the finance pod through a direct connection if possible.
Restroom should be within or in between the finance and utilities departments.

Finance Department, cont.

<u>Size of Spaces:</u>	250 sf	Finance Director Office
	435 sf	Accountants Offices (4)
	285 sf	Open office area in center of pod/circulation
	100 sf	Small-filing room
	<u>100 sf</u>	<u>Small-work room</u>
	1,170 sf	Total SF of Finance Department

Special Equipment: Cash Drawers/bags???

Vault (shared with utility dept.)

Worktable and guest chairs

Shelving for supplies

Copier

Filing cabinets in small filing room

5 desks

5 office chairs

10 guest chairs for offices

4-person table and chairs

Human Resource Department:

Employees: Kelli (human resource director)
Future employee (admin assistant)
Future employee (records clerk???)

Needed Spaces: 1 Private office with room for a 4-seater table and chairs, 2 filing cabinets with 5 drawers in each.
1 office for admin assistant
1 office for records clerk
Waiting area in center of pod (pod has access control)
Access to staff break room and restroom

Adjacencies: Human Resource Department should be adjacent to Administrative Department
Administrative assistant's office should be adjacent to the Director's office.
Records clerk should be within the Human Resource pod.

Human Resource Department, cont.

Size of Spaces: 250 sf Human Resource Director Office (includes small meeting space)
 110 sf Administrative Assistant Office
 110 sf Records Clerk
470 sf Total SF of Human Resource Department

Special Equipment: No glass in passage doors
Access control into the pod
Wall mounted monitor for training and new hire videos
4-person table and chairs
3 desks
3 desk chairs
7 guest chairs
2 – five drawer filing cabinets
Computer desk for waiting area (circulation space) in pod

Administrative Support:

Employees: Adrienne (admin. support specialist/airport manager)

Future employee (marketing)

Needed Spaces: 2 Private office with 1 filing cabinet.

Lockable storage room for City and EDC supplies.

Adjacencies: Administrative support should be within the Administrative Department pod and near the City Manager

Administrative support marketing office should be adjacent to the administrative support specialist office.

Lockable storage does not have to be adjacent to the Administrative Department but should have access from the interior and exterior for ease of loading and unloading.

Administrative Support, cont.

Size of Spaces: 110 sf Administrative Support Specialist Office
 110 sf Administrative Support Marketing Office
 260 sf City/EDC Storage
 480 sf Total SF of Administrative Support

Special Equipment: 2 filing cabinets
 2 desks
 2 desk chairs
 4 guest chairs

Administrative Department:

Employees: Kelly (city secretary)
Habib (assistant city manager)
David (city manager)
Future employee (records clerk)
Future employee (assistant city manager)
Future employee (executive secretary)
Future EDC director
Future EDC administrative assistant

Needed Spaces: 1 Private office for the City Manager with room for 4-6 to meet sitting
2 Private offices for the Assistant City Managers
4 Private offices
Small workroom
Fireproof records room
Conference Room
1 Private office for the Mayor
1 Private office for EDC Director with room for 6-person table and chairs
1 Private office for EDC Administrative Assistant
Private Restroom for the Administrative Department pod
Access to staff break room
1 I/T Room/Storage

Adjacencies:

Administrative Department is the least accessible department to the public.

City Secretary should be adjacent to the City Manager and the Assistant City Manager and not far from the Records Room.

City Manager and Assistant City Manager should be adjacent to each other.

Future executive secretary is adjacent to the City Manager and the Assistant City Managers.

Future Records clerk is adjacent to the Records Room.

EDC offices and Mayor's Office can be adjacent to each other and the administrative support/marketing team.

The conference room is adjacent to the waiting area inside the administrative pod.

Private restroom should be within the administrative department pod.

Administrative Department, cont.

<u>Size of Spaces:</u>	325 sf	City Manager Office
	350 sf	Assistant City Manager Office (2)
	150 sf	City Secretary
	150 sf	Records Clerk
	100 sf	Executive Secretary
	150 sf	Mayor's Office
	275 sf	Fireproof Records Room
	240 sf	EDC Director
	100 sf	EDC Administrative Assistant
	400 sf	Conference Room
	100 sf	Small work room
	60 sf	Private accessible restroom
	<u>400 sf</u>	<u>I/T Room/storage</u>
	2,800 sf	Total SF of Administrative Department

Special Equipment: Heavy duty shelving for the records room.

1 City Manager desk

3 Assistant City Managers/EDC Director desks

5 desks

9 desk chairs

Copier

Conference table

10 conference room chairs

26 guest chairs for offices/waiting area

6-person table and chairs

Entry/Lobby Space:

Employees: Greeter/Receptionist

Janitorial Staff

Needed Spaces: Reception Desk

Janitorial closets

Storage closet for building supplies.

Lobby space

Entry space

Public restrooms

Adjacencies:

The reception desk will be centrally located and act as a filter for citizens that are visiting one of the departments, council chambers or is attending court or paying a bill.

Janitorial closets are located adjacent to public restrooms and the supply closets.

The entry is adjacent to the Lobby.

Entry/Lobby Space, cont.

<u>Size of Spaces:</u>	70 sf	Reception desk area
	640 sf	Lobby
	300 sf	Entry
	340 sf	Restrooms
	<u>100 sf</u>	<u>Janitorial Closets</u>
	1,450 sf	Total SF of Entry/Lobby Space

- Special Equipment:
- 1 reception desk
 - 1 desk chair
 - Wiring for monitors in the lobby
 - Announcement boards for inside and outside
 - Mop sink/mop holder
 - Shelving for janitorial supplies
 - Hand dryers, soap dispensers, trash receptacles and toilet paper holders for restrooms
 - Lobby furniture – benches, chairs, tbd.

Development Services Department:

Employees: Director of Development Services
Matt (community development coordinator)
Permit Tech
Permit Director
Leslie (Planner)
Planner #2
Building Official
Building Inspector
Nadine (code enforcement)
Code Enforcement #2
Code Enforcement #3
Engineer #1
Engineer #2
EIT/GIS
Cemetery Coordinator
Infrastructure Inspector

Needed Spaces: Waiting area for 4-6 people
Workroom with a copier
Engineering pod for 3 workstations and plotter space
3 private offices with meeting space (Director, Leslie and Planner #2)
Permit tech area (Matt and Permit Tech)
Code enforcement pod for 3 workstations (Nadine, Code Enforce. 2 & 3)
5 private offices (Permit Director, Bldg. Official, Bldg. Inspector, Infrastructure Inspector & Cemetery Coordinator)
Private restroom
Large Storage Closet

Needed Spaces, cont.:

Conference Room (for 12-14 people at conf. table with more seating around the room.

Access to Breakroom

Adjacencies:

The waiting area is adjacent to the permit tech desk and visually connected by a window or pass thru. Access to see a monitor on the wall in the permit tech area by somebody standing at the counter is necessary.

The workroom should be located near the permit tech area and somewhat centrally located.

The engineering and EIT/GIS should have enough room for 3 workstations and an area for the plotter and should be located near the planners.

The Director and the Planners should be adjacent to each other.

Code enforcement offices/workstations should be located together and near an exit.

Permit director is adjacent to the permit desk.

Building official, building inspector and infrastructure inspector offices are adjacent to each other and near the Code Enforcement.

Development Services Department, cont.

<u>Size of Spaces:</u>	110 sf	Waiting Area
	150 sf	Permit Desk (2 Tech Workstations)
	120 sf	Workroom
	320 sf	Engineering Pod
	210 sf	Code Enforcement Pod
	720 sf	Private Offices with meeting space
	600 sf	Private Offices
	600 sf	Conference Room
	60 sf	Storage Closet
	<u>130 sf</u>	<u>Private Restrooms</u>
	3,020 sf	Total SF for Development Services Department

Special Equipment: Counter with 2 workstations for permit desk
1 monitor for wall at permit desk
14 white boards
24 guest chairs
3 six-person table and chairs
Conference table for 12 with additional seating around the room (could be the desk kind that mount to floor.
Shelving for storage closet

Council:

Needed Spaces: Reception Area
Council Chamber
Executive Session/Conference Room
Community Room
Storage space
Council restrooms

Adjacencies: The reception area is adjacent to the lobby or has access to the lobby by corridor.

The executive session/conference room is located directly adjacent to the Dias and has access to the outside. This room is to be insulated on all sides and the above the ceiling. Also, this room is near the break room.

The community room should have direct access to the outside or a lobby and the break room. Also, should be located adjacent to Council Chambers to be used as over-flow if necessary.

Council, cont.

<u>Size of Spaces:</u>	200 sf	Reception Area
	2,000 sf	Council Chamber
	425 sf	Executive Session/Conference Room
	1,200 sf	Community Room
	200 sf	Storage space
	<u>120 sf</u>	<u>Council restrooms</u>
	4,145 sf	Total SF of Council

Special Equipment: 1 Dias for 5 with special construction to lower monitors down so council members can see over the monitor.

1 Jury Table/Box for 6 plus 1 Alternate

1 Witness Table/Box

Tech Desk

Monitors on side walls, positioned for easy viewing from the audience.

Seating for 60

10 guest chairs

5 executive chairs

1 desk chair

A/V equipment wiring (A/V system/provider contracted by Owner)

Hand dryers, soap dispensers, trash receptacles and toilet paper holders for restrooms

Lecture tables and chairs for Community Room for 60

White boards for the Community Room.

Reception Area furniture – benches, chairs, tbd.

Chair and table dollies for storage closets.

Common/Support Areas:

Needed Spaces:

Break Room

General Storage

Staff Restrooms

General Supply Closet

Mechanical/Electrical/Telecommunications Closets

Generator Room

Adjacencies:

Easily accessible from the Community Room and Executive Session Conference Room.

General Storage and General Supply Closet can be adjacent and located in an area that is near the exterior.

Staff restrooms to be located adjacent to the Break Room but not accessed from inside this room.

Locate on an exterior wall for ease of servicing and testing.

Common/Support Areas, cont.

<u>Size of Spaces:</u>	250 sf	Break Room
	160 sf	General Storage
	300 sf	Staff Restrooms
	160 sf	General Supply Closet
	300 sf	Mechanical/Electrical/Telecommunications Closets
	<u>100 sf</u>	<u>Generator Room</u>
	1,270 sf	Total SF of Common/Support Areas

Special Equipment: 3 four-person table and chairs for the break room.

Shelving for the general storage and general supply closet

Residential range/vent hood, microwave, dishwasher, full-size refrigerator in break room.

Bulletin board and white board for break room.

Hand dryers, soap dispensers, trash receptacles and toilet paper holders for restrooms

Generator to service the Utility Department for support during emergency situations.

Summary of Department Square Footage

<u>Departments:</u>	Utilities	657 sf
	Court	230 sf
	Finance	1,170 sf
	Human Resources	470 sf
	Administrative Support	480 sf
	Administration	2,800 sf
	Entry / Lobby	1,450 sf
	Development Services	3,020 sf
	Council Chambers	4,125 sf
	<u>Common / Support Areas</u>	<u>1,270 sf</u>
	Total Square Footage	15,672 sf

EXHIBIT D

*THE CITY OF
BURNET, TEXAS*

**CITY HALL
PROJECT SCHEDULE**

Design Phase:

1. Programming: Competed in 2021
2. Schematic Design: Complete by end of January 2022
 - a. Engage CMAR: Complete by end of April / Early May 2022
3. Design Development: Complete by mid-June 2022
4. Construction Documents: Complete by mid-August 2022
5. Issue for Permit/GMP: Complete mid-September 2022

Construction Phase:

1. Estimated start date: September 30th 2022
2. 12-14 months for construction to be determined by CMAR

Substantial Completion:

1. Estimated completion to be between September - October 2023

EXHIBIT E
ALLOWABLE GENERAL CONDITION COSTS

Project Management Personnel

Superintendent
Field Office Manager
Assistant Superintendent
Field Office Support Staff
Project Management
Field Engineering
Safety Manager & Safety Consultant

Bonds, Insurance and Payroll Taxes

All risk builder's Risk Insurance
General / Excess liability Insurance
Gen. Contr. Performance & Payment Bonds
Owner's & Contractor's Protective Liability Insurance
Payroll Taxes & Payroll Benefit Cost
Workmen's Compensation Insurance
Auto Insurance

Temporary Utilities and Services

Monthly Utility Cost (Water & Electricity)
Temporary Toilets (2 units)
Dumpster
Temp. HVAC / Electrical (for Testing)
Temporary Telephone System
Site Erosion Control
Temporary Construction Fencing / Barricades
Access Roads
Parking Areas
Traffic Control
Project Scheduling Services
Security Equip., Systems & Personnel

Field Office & Construction Supplies

Field Engineering Equipment & Supplies
Field Project Office
Safety Equipment
Office Furniture
Office Supplies
Office Equipment
Postal / Special Shipping / Delivery Service
Reproduction Services

Copy & Fax Machines and Supplies
Personal Computer Rental
Small Tools and Consumables
Storage Trailers
Progress Photos (Digital)
First Aid Supplies
Project Signage
Contract Closeout
Drinking Water & Accessories

Construction Equipment & Miscellaneous

Crane Rental
Construction Cleanup (Interim Cleanup)
Final Cleanup
Office Cleanup / Janitorial Services
Mock-ups
ABC Fees
Building Permit Fees
Vehicle Rental & Maintenance
Jobsite Radio / Communication Equipment