

AGENDA ITEM # 5March 24, 1998*Consider approving proposal for finish-out at Cedar Park Annex.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve proposal for finish-out at Cedar Park Annex in the amount of \$3,500.00 with an initial payment of \$350.00 to oversee and draw up specifications for the project.

Vote: Motion carried 5 - 0

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Spencer Godfrey Architects
1106 South Mays, Suite 120
Round Rock, TX 78664
P: (512) 388-0677


5
Invoice

DATE	INVOICE NO.
3/18/98	98-147

BILL TO

WC Precinct 2 Finish-Out
Judge John Doerfler
710 Main Street
Georgetown, Texas 78626

P.O. NO.	PROJECT NO.	PROJECT NAME
	98005	WC Precinct 2 Finish-Out

SERVICE	DESCRIPTION	AMOUNT
Basic	Initial payment as stipulated in the contract. ($\$3,500.00 \times 10\% = \350.00) <div>APPROVED FOR PAYMENT  Authorized Signature 3-19-98 Budget Line Item \$350.00 Amount</div>	350.00
Please remit to above address.		Total \$350.00



FEE PROPOSAL

FOR

WILLIAMSON COUNTY PRECINCT 2 TENANT FINISH-OUT CEDAR PARK, TEXAS

SUBMITTED March 17, 1998

CLIENT: Judge John Doerfler
Williamson County Courthouse
710 Main Street
Georgetown, Texas 78626

I. DESCRIPTION OF SERVICES

- 1.1 Spencer Godfrey Architects (Architect) will provide Architectural Services related to the above referenced project. The design will be based upon Client provided project requirements. The scope of services provided under the "Base Fee" will include the following:
- Coordination with Wayne Benedict pertaining to the finish-out of the Chamber of Commerce Offices, the YMCA Offices, and the Exercise Room.
 - Revise previously designed floor plans, reflected ceiling plans, and electrical power plans. Add millwork for the Chamber offices workroom.
 - Preparation of all Project Manual specifications including Bid Documents.
 - Conduct a Pre-Bid conference, coordinate public notice and bid date.
 - Attend meetings required for proper implementation of the work.
 - Provide an eleven-month walk-through to determine items that may need attention before the expiration of the one-year warranty.
 - The Owner will provide allowance figures for HVAC, HVAC controls, and Computer cabling.
 - The Owner will provide and install all door hardware.

II. CLIENT REQUIREMENTS

- 2.1 The Client, to the best of his abilities, will provide the Architect with a full accounting of the project requirements.
- 2.2 For purposes of this agreement, the Architect assumes that the Client's Representative will be Mr. Wayne Benedict. The Architect will have the right to rely upon the accuracy and validity of any instructions, directives, comments, etc. received from the Client Representative.
- 2.3 Provide Client directives, reviews, and responses as necessary in a timely manner to avoid disruption of the Project Schedule.

INITIAL: JJD (CLIENT); SG (ARCHITECT)

Architects • Planners • Construction Consultants

1106 South Mays, Suite 120

Round Rock, TX 78664

Ph. (512) 388-0677

III EXCLUSIONS

- 3.1 Costs associated with building permit/plan review fees are not included.

IV ARCHITECT/CLIENT MEETINGS

- 4.1 The Architect's fee includes time related to meetings with the Client as necessary for the proper preparation, and discussion, of the scope of work described herein. Such meetings will be for the purpose of information sharing and presentation of the progress of the Architect's work.
- 4.2 Upon execution of this agreement, the Architect will schedule an initial meeting with the Client to discuss project design parameters and objectives.

V PROPOSED FEE - "BASE FEE"

- 5.1 The Total Fee proposed for the basic services described in this agreement shall be: **THREE THOUSAND FIVE HUNDRED AND 00/100'S DOLLARS (\$3,500.00).**

VI PAYMENTS

- 6.1 Upon execution of this agreement an **INITIAL PAYMENT** will be due in the amount of **THREE HUNDRED FIFTY AND 00/100'S DOLLARS (\$350.00)**. The initial payment is part of the total fee stipulated and will be credited to the Client's account on the next two subsequent invoices from the Architect.
- 6.2 Progress invoicing will occur as work continues. Invoicing will be forwarded to the Client for approval and payment on a twice-monthly basis, or as individual phases are completed.
- 6.3 Invoices are due and payable within **THIRTY** days from the date of receipt by the Client.
- 6.4 Amounts due and unpaid thirty days from the date of the invoice may be subject to late payment interest charges equal to one percent (1%) per month.

VII DOCUMENTS

- 7.1 As work progresses and periodic meetings are held with the Client, the Architect will provide one copy of progress documents for client retention. Additionally, one copy of final documents will be provided. Additional copies of progress or final documents will be provided as requested by the Client and charged as a reimbursable expense.
- 7.2 One copy of the final contract documents will be provided at the completion of the Architect's work under the terms of this agreement.

VIII REIMBURSABLE EXPENSES

- 8.1 Additional blueline copies requested by the Client in excess of the singular client copies provided as part of this agreement will be charged at the rate of **ZERO AND 12/100'S DOLLARS (\$0.12)** per square foot of paper. Similarly, electrostatic copies will be charged at the rate of **ZERO AND 12/100'S DOLLARS (\$0.12)** per copied side of each 8-1/2 x 11 inch sheet.

INITIAL: JED (CLIENT); JM (ARCHITECT)

IX ADDITIONAL SERVICES

- 9.1 Additional services of the Architect are those services, which may be requested by the Client, which are outside of the scope of the services stipulated in this agreement. Hourly rates for additional services are as follows:

FIRM PRINCIPAL	\$90.00/HOUR
PROJECT ARCHITECT	\$75.00/HOUR
INTERN ARCHITECT	\$65.00/HOUR
DRAFTSPERSON	\$55.00/HOUR
CLERICAL	\$45.00/HOUR

X OWNERSHIP AND USE OF THE ARCHITECT'S DRAWINGS, SPECIFICATIONS, AND OTHER DOCUMENTS

- 10.1 The documents prepared under the terms of this agreement are instruments of the Architect's service and as such shall and will remain the property of the Architect. The Client will have the right to obtain copies of these documents.

XI LIMITATION OF LIABILITY

- 11.1 Because of the shared responsibilities between the various parties to this agreement, and in recognition thereof, the Architect's professional liability for errors and omissions shall be limited to the total compensation paid to the Architect under this agreement.

XII TERMINATION/ELECTION TO DISCONTINUE

- 12.1 The Client shall have the express right to terminate this agreement at any time upon written notice forwarded to the Architect. In the event of such termination, the Client's obligation to the Architect will be limited to payment for any and all services rendered up to and including the date the Architect receives the termination notice.
- 12.2 The Architect may terminate this agreement at any time upon written notice forwarded to the Client. The Architect may not terminate the agreement unless all professional services, as described herein, for which the client has rendered payment have been completed.

XIII SUBMISSION OF OFFER

- 13.1 This agreement constitutes a legal and binding contract regarding Client and Architect responsibilities and fee compensation to the Architect for services rendered. The Architect will commence work upon receipt of an executed copy of this agreement and initial payment. AIA B141 Formal Agreement Between Owner and Architect will be forwarded for signatures upon acceptance of this agreement.
- 13.2 The Architect may withdraw this proposal after thirty days if the Client does not execute it.

INITIAL: Jed (CLIENT); Ms (ARCHITECT)

Respectfully Submitted:

Mike Godfrey
Mike Godfrey, Architect

3/17/98
Date

XIV ACCEPTANCE

14.1 I am in agreement with the terms and conditions outlined herein and hereby authorize the Architect to commence work. I am forwarding to the Architect an executed copy of this agreement along with the stipulated initial payment of **THREE HUNDRED FIFTY AND 00/100'S DOLLARS (\$350.00)**.

Signature: John C. Doerfler Date: 3-24-98

(Printed Name: John C. Doerfler) Title: County Judge

NOTE: The Texas Board of Architectural Examiners; 8213 Shoal Creek Boulevard, Suite 107; Austin, Texas 78757 has jurisdiction over individuals licensed under the Architect's Registration Law, Texas Civil Statutes, Article 249a.

INITIAL: JCD (CLIENT); MG (ARCHITECT)

AGENDA ITEM # 6

March 24, 1998

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Consider accepting Stone Canyon, Section One for county road maintenance.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To accept Stone Canyon, Section One for county road maintenance.

Vote: Motion carried 5 - 0

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