

18,383



GRACE HEBERT CURTIS

September 7, 2023

The County of Hunt  
Attn: Judge Bobby W. Stovall  
2507 Lee Street, Room 202  
Greenville, TX 75403-1097

**RE: Hunt County Building Assessment**  
Greenville, Texas

**LETTER OF PROPOSAL FOR ARCHITECTURAL SERVICES**

**FILED FOR RECORD**  
at 1:30 o'clock P M

**SEP 26 2023**

By BECKY LANDRUM  
County Clerk, Hunt County, Tex.

Dear Judge Stovall,

Grace Hebert Curtis Architects has formed a team of passionate, knowledgeable professionals dedicated to the successful completion of your building assessments. We are totally committed to building a long-term relationship with Hunt County and delivering a state-of-the-art facility for the County. We have already started thinking about how we can turn this property into a cohesive municipal campus.

**PROJECT SCOPE = Phase 1**

We understand that the scope of the project is to analyze the existing buildings on the Mary of Puddin Hill property recently acquired by the county. It is the intent of the county to convert as many of these buildings into municipal offices as possible. The buildings are a combination of load bearing masonry wall structures and PEMB structures. We will have a structural engineer analyze the structural integrity of the buildings.

The buildings to be reviewed are as follows: Retail Building, Bakery Building, Warehouse Building 1 and Warehouse Building 2.

GHC will scan the buildings using Lidar and point cloud which we will convert into a three-dimensional model of the structures for utilization of future architectural design work.

**PROJECT SERVICES**

We propose to include in our basic service fee the following services:

- Structural Engineering Analysis
- Review of existing construction documents
- Civil Engineering will assess the site drainage
- Architectural assessment of the existing conditions
- Photographic documentation of observed Structural and Civil Conditions
- Recommendations for repair to address deterioration and impacts of planned redevelopment
- Opinion of Probable Costs
- Architectural scanning of the buildings and 3D model.

**PROJECT DELIVERY PHASING**

It will take approximately 3 weeks to complete the services described above. We will need access to the complex for approximately 4 consecutive days.

## PROFESSIONAL FEES

### Basic Architectural Services (lump sum):

Architectural Scanning/Model	\$9,600.00
Scanning Equipment and Software	\$2,000.00
Structural/Civil Review	\$9,600.00
Assessment Report	\$6,200.00
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<b>Total Fee</b>	<b>\$27,400.00</b>

## REIMBURSABLE EXPENSES

Reimbursable Expenses will be billed at 1.1 our net cost, and include travel, reproduction, shipping/delivery, long distance telephone/fax, mileage @ current government rate, and supplies required specifically for the project. We will work diligently to minimize these expenses, and you will be billed only for our costs incurred.

## BILLING SCHEDULE

Billing will occur at the end of each month for the work completed (%) and expenses for that month. Payment is due within 30 days of the invoice date.

## FORM OF AGREEMENT

The AIA Document B104-2017, Standard Abbreviated Form of Agreement between Owner and Architect, will be the form of agreement.

## PROFESSIONAL LIABILITY INSURANCE

We are insured with Professional Liability Insurance. Certificate can be provided upon request.

We trust that this proposal meets with your expectations. We truly appreciate this opportunity and look forward to working with you on this project.

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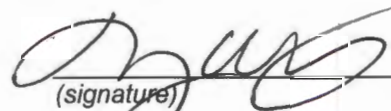
### END OF PROPOSAL

Sincerely,

Adam L. Fishbein, Sec-Tres  
Grace Hebert Curtis Architects, LLC

CC:

ACCEPTED BY:

  
(signature)

Judge Bobby W. Stovall, Hunt County

9-26-23  
(date)



GRACE HEBERT CURTIS

September 7, 2023

The County of Hunt  
Attn: Judge Bobby W. Stovall  
2507 Lee Street, Room 202  
Greenville, TX 75403-1097

**RE: Hunt County Building Assessment Building Imagery**  
Greenville, Texas

**LETTER OF PROPOSAL FOR ARCHITECTURAL SERVICES**

Dear Judge Stovall,

Grace Hebert Curtis Architects has formed a team of passionate, knowledgeable professionals dedicated to the successful design of your future municipal complex. We are totally committed to building a long-term relationship with Hunt County and delivering a state-of-the-art facility for the County.

**PROJECT SCOPE = Phase 2**

We understand that the scope of the project is to utilize as many of the existing buildings on the Mary of Puddin Hill property recently acquired by the county. It is the intent of the county to convert as many of these buildings into municipal offices as possible.

The buildings to be reviewed are as follows: Retail Building, Bakery Building, Warehouse Building 1 and Warehouse Building 2.

GHC will utilize the scanned model developed in Phase 1 to create 3-D renderings of the future municipal complex.

**PROJECT SERVICES**

We propose to include in our basic service fee the following services:

- 2 design schemes to be reviewed by the County.
- Renderings that will illustrate the selected scheme for display.
- Opinion of Probable Costs

**PROJECT DELIVERY PHASING**

Once Phase 1 is complete it will take approximately 3 weeks to provide the deliverables.

**PROFESSIONAL FEES**

**Basic Architectural Services (lump sum):**

Architectural Design and Model

Principal 1 - 60 hours	\$16,000.00
Principal 2 - 60 hours	\$11,400.00
Intern - 60 hours	\$ 6,400.00
<b>Total Fee</b>	<b>\$33,800.00</b>

### REIMBURSABLE EXPENSES

Reimbursable Expenses will be billed at 1.1 our net cost, and include travel, reproduction, shipping/delivery, long distance telephone/fax, mileage @ current government rate, and supplies required specifically for the project. We will work diligently to minimize these expenses, and you will be billed only for our costs incurred.

### BILLING SCHEDULE

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### FORM OF AGREEMENT

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### PROFESSIONAL LIABILITY INSURANCE

We are insured with Professional Liability Insurance. Certificate can be provided upon request. We trust that this proposal meets with your expectations. We truly appreciate this opportunity and look forward to working with you on this project.

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### END OF PROPOSAL

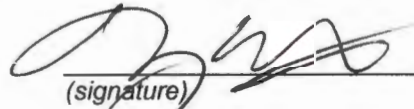
Sincerely,



Adam L. Fishbein, Sec-Tres  
Grace Hebert Curtis Architects, LLC

CC:

ACCEPTED BY:

  
\_\_\_\_\_  
(signature)

Judge Bobby W. Stovall, Hunt County

\_\_\_\_\_  
(date)

9-26-23



GRACE HEBERT CURTIS

September 12, 2023

The County of Hunt  
Attn: Judge Bobby W. Stovall  
2507 Lee Street, Room 202  
Greenville, TX 75403-1097

**RE: Hunt County Building Programming**  
Greenville, Texas

### LETTER OF PROPOSAL FOR ARCHITECTURAL SERVICES

Dear Judge Stovall,

Grace Hebert Curtis Architects has formed a team of passionate, knowledgeable professionals dedicated to the successful design of your future municipal complex. We are totally committed to building a long-term relationship with Hunt County and delivering a state-of-the-art facility for the County.

#### PROJECT SCOPE = Phase 3

We understand that the scope of the project is to properly program approximately (8) groups of your governmental divisions. Our team will assess the existing conditions of each of their workspaces, their employee counts, their needs for growth if necessary, and their appropriate relocation if necessary.

Our team will be on the ground for 2-3 days working with the appropriate stakeholders. It is the intention of this program to right size each department to ensure that their needs are being met. We will assess square footage, required equipment, and appropriate location.

#### PROJECT SERVICES

We propose to include in our basic service fee the following services:

- Program book

#### PROJECT DELIVERY PHASING

It is anticipated that this will be the most time-consuming phase. There will be the initial time on the ground, documentation of our findings and validation with each department. The full project scope will take approximately 4 weeks from the start of the phase.

#### PROFESSIONAL FEES

##### Basic Architectural Services (lump sum):

Programming:

Principal 1 - 60 hours	\$16,000.00
Principal 2 - 80 hours	\$18,400.00
Intern Interiors - 60 hours	\$ 5,100.00
Intern Architect - 20 hours	\$ 3,700.00

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<b>Total Fee</b>	<b>\$43,200.00</b>
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### REIMBURSABLE EXPENSES

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### BILLING SCHEDULE

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### FORM OF AGREEMENT

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### PROFESSIONAL LIABILITY INSURANCE

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### END OF PROPOSAL

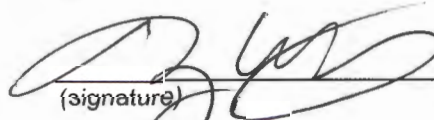
Sincerely,



Adam L. Fishbein, Sec-Tres  
Grace Hebert Curtis Architects, LLC

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ACCEPTED BY:



(signature)

Judge Bobby W. Stovall, Hunt County

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9-26-23