

Integrated Architecture & Design

107 West Way, Suite 16
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979.297.1411 p. 979.297.1418 f.
www.iadarchitects.com



July 1, 2026
July 14, 2026 Revision 01

Ms. Casey Greathouse
Contract Specialist
Brazoria County Purchasing
(Sent via email to: CaseyG@brazoriacountytx.gov)

Dear Ms. Greathouse,

Thank you for the notification that iAD Architects received the highest evaluated score from the recent RFSQ for this project. We are also grateful for the opportunity to submit our proposal for the proposed Brazoria County Parks Headquarters Outdoor Target Range for your review and consideration.

PROJECT SCOPE

As a result of the information provided as part of the RFSQ, previous meetings on site and discussions with the project end user, we understand that the project scope will include the following:

- Work with Brazoria County Parks Department to develop an approved conceptual floor and site plan that identify a new outdoor archery shooting range on the current site of the Brazoria County Parks Headquarters campus. This new facility will include a covered area to protect up to twenty archery shooting lanes, *include a covered spectator seating area for terraced seats*, a new single-story pre-engineered metal building (PEMB) of approximately 1,000 sq. ft. *to include a wash/sink station and ventilation and* to be used as a storage facility, a new parking area for the shooting range, and earthen berms and safety fence elements to protect the adjacent function of the site.
- *Civil/utility services to extend underground service to new expansion area and allow for future CXT Restroom/Shower area connections.*
- Conceptual drawings submitted to us indicated an initial layout of the elements defined above. We will work with the Parks Department to verify this meets the long-term needs and the approved construction budget for this project.
- Upon an Owner-approved Schematic Design package, we will work with the Parks Department and all relevant stakeholders to develop a complete Design Development package, incorporating initial work from our professional consulting engineers as identified below, and address associated site amenities, including utilities, parking, and vehicular circulation, in, off and throughout the site.
- Upon an Owner-approved Design Development package, we will develop complete Construction Documents for the permitting and construction of the new facility and the associated site developments.

SCOPE OF BASIC SERVICES

Per your request, we understand that the professional service scope of work requested for this project shall include design and coordination of the following disciplines:

- Architectural Design and Construction Contract Documents
- Structural Engineering (complete for covered canopy; foundation only for storage building – PEMB structure by manufacturer)
- Windstorm Engineering
- Mechanical/Electrical/Plumbing Engineering
- Civil Engineering
- Surveying
- Geotechnical Services
- Environmental Site and Cultural Assessments set forth in the RFSQ
- Construction Materials Testing (allowance of \$30,000)
- *Coordination meetings with Texas Parks & Wildlife Department*
- *Coordination meetings with Texas State Archery Association*
- *Coordination and accommodate field studies and research of similar facilities*
- *Coordinate and provide for building permits.*

The professional disciplines identified above shall design and develop complete design/bid documents for the above-mentioned development.

All work will be designed and specified to comply with all local building codes, including all state and national accessibility standards.

Deliverables for this proposed scope of work will include submittals of design and engineering drawings for your review, along with all members of the design team. We anticipate submittal milestones to include complete Schematic Design, complete Design Development, and a 100% Construction Documents package. Upon completion of the design phase, we will deliver final construction documents and specifications to you for competitive bidding with your general contractor.

We understand that we are requested to include Construction Administration services at this time, and therefore, we have included fees for this scope of work as part of this proposal.

This proposal does not include replatting efforts (if required), the design or delivery of any low voltage systems, such as I.T./data/security systems, audio visual systems, or landscape/irrigation. We will be pleased to coordinate these services for you, if requested, and invoice you as an additional service addressed in our Per Diem Rate Schedule.

COMPENSATION FOR SERVICES

Compensation to Integrated Architecture & Design, LLC, for the above-stated scope of work is proposed at a fixed fee of \$236,536.00. (*Two hundred thirty-six thousand, five hundred and thirty-six dollars*). This amount is inclusive of the professional consulting services identified above.

Anticipated project related reimbursable expenses such as accessibility reviews and inspections, travel, printing/plotting, and deliveries, are included as a part of this proposal and are projected at an amount of \$4,845.00.

On-site accessibility inspections are required by the State of Texas and are included within our reimbursable amount. We are happy to coordinate this for you upon successful completion of the project.

At your request, we will be pleased to submit an AIA B101 – 2017 Document “Standard Form of Agreement Between Owner and Architect” for your review and consideration to formalize this agreement beyond this proposal letter.

This proposal will remain valid for 90 days.

PAYMENT

Invoicing shall be monthly based on completed work at the time of invoicing or at the completion stage of each phase of the design agreement. Terms shall be net 30 days.

ADDITIONAL SERVICES

The following are examples of architectural services not included as a part of Basic Services under this proposal:

- Services due to significant changes in scope of the Project or its design, including but not limited to, changes in size, complexity, schedule, or type of construction based on the descriptions of scope in this proposal.
- Revising documents and specifications which the Owner has previously approved or when changes are due to causes beyond the control of the Architect. Special meetings for changes of this type will also be Additional Services.
- Preparation of design documents for alternate systems or for out-of-sequence work requested by the Owner.
- Providing design services relating to future facilities, systems, and equipment, which are not intended to be constructed or operated as a part of the Project.
- Providing design for value engineering of the project after the drawings have been submitted, reviewed, and approved.
- Any reimbursable expenses associated with additional services defined above.

Upon request and written authorization by the Owner, Architect will provide these services as Additional Services. Billing for Additional Services shall be as per the attached Per Diem Rate Schedule. No additional services will be provided or invoiced without the Owner's consent.

EXECUTION

Should this proposal meet your approval, please duplicate this proposal, execute both copies; retain one for your records and return the other to our office.

Thank you again for considering iAD Architects and for the opportunity to submit this proposal. We look forward to working with you on this project.

Should you have any questions, please do not hesitate to call.

Best regards,



Brent K. Bowles, AIA
Principal, **iAD Architects**

Accepted by: _____
(Signature)

Date: _____

Organization: _____

Title: _____

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PER DIEM RATE SCHEDULE

As of January 1, 2026

Please note that all architectural, design and other related professional services agreed to be compensated via terms of a Per Diem Rate shall be as follows below, and that such rates will be in effect as of the above-mentioned date on all projects in which Integrated Architecture & Design performs professional services:

<u>Integrated Architecture & Design Staff</u>	<u>Rate</u>
Architect/Principal	\$200.00/hour
Associate/Architect	\$150.00/hour
Associate/Production	\$100.00/hour
Draftsman/Production	\$85.00/hour
Clerical	\$60.00/hour

Direct non-labor expenses, such as printing, plotting, reproduction of all project correspondence and contract documents or similar documents, postage, freight, express delivery, photography, and/or travel shall be considered as a Reimbursable Expense and subject to invoice to the client with a multiplier of 1.10.

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as architects in Texas. TBAE, 505 E. Huntland Dr., Austin, TX 78701. p.512.305.9000
email: EnforcementDepartment@tbae.texas.gov