



13 April 2025

LEXINGTON
859.268.1933

CINCINNATI
513.651.4224

CLEVELAND
216.241.4480

DALLAS
469.941.4926

DENTON
940.387.8182

NORMAN
405.360.0810

Denise Helbing
Art Center Manager
Lewisville Grand Theater
100 N Charles Street
Lewisville, Texas 75057

RE: Design Services for Storage Building for Grand Theater

Dear Ms. Helbing:

Thank you for the opportunity to again propose to the City of Lewisville. The proposal below is the result of our field visit and discussions with you and City of Lewisville staff.

PROJECT UNDERSTANDING

The project is a free-standing storage building located in the current western lot. The building will be approximately 750 – 1,250 square feet and will comply with zoning requirements, including having a masonry veneer. The interior of the building will be conditioned and will have an electric hoist.

SCOPE OF SERVICES

BCI's services include those necessary for the design and preparation of documents for the referenced Project. We envision the process as collaborative and as such, the scope may change slightly as the design is developed. Services will be performed consistent with City of Lewisville Professional Services Agreement.

The following services are included in Basic Services:

1. Architectural design
 - a. Includes coordination with Owner's access control and building management system vendors.
2. Civil Engineering
 - a. Includes topographical survey
3. Structural Engineering
4. Mechanical Engineering
5. Electrical Engineering
6. Security Systems
 - a. No work for this discipline is anticipated.
7. Teledata Systems
 - a. Locate all data outlets as required through coordination with the Owner.
 - b. Provide wall blocking and/or structural support as required at these device locations.
 - c. Specify the backboxes for the data and electrical power required for these data outlets, as well as the conduit (with pull tape) required for them where the wiring pathway is restricted in walls and ceilings.

8. Third-party cost estimation
9. Services in the Bidding and Negotiation Phase.
10. Services in the Contract Administration Phase.

Phase One – Information Gathering and Schematic Design

Programming – BCI will meet with all appropriate parties to confirm a preliminary program.

Schematic Design – BCI will refine the building's plan and interior elevations to meet the Owner's requirements. Plans will be provided for the Owner's review and approval. After approval from the Owner, Construction Documents Phase will commence.

Owner Reviews – We endeavor to bring the Owner along with the design process to allow them to provide input throughout. The Owner will also have a chance for formal reviews after the Design Meeting and after the production of the Schematic Design Package.

Meetings – There is not a limit of meetings with BCI in this phase, but the meetings with consultants are limited as follows:

- Civil Engineer – 1

Phase Two – Design Development

Design Development – For a project of this scope this phase is being eliminated.

Phase Three – Construction Documents

Contract Documents – In this phase, construction documents and specifications are produced. Depending on timing and/or the Owner's wishes, separate Permit and Construction Sets can be produced. Specifications will be produced in accordance with City of Lewisville Purchasing Department's standard documents and conventions.

Owner Review – Time will be allotted for the Owner's review of the 95% Progress Set.

Building Permit Application – BCI will submit the construction set for Building Permit. A separate Site Plan application is not anticipated.

Meetings – There is not a limit of weekly meetings with BCI in this phase, but the meetings with consultants are limited as follows:

- MEP Engineer – 1
- Civil – 1

Deliverables

D1. Construction Set

D2. Opinion of Probable Cost of the Work – BCI will send the Construction Set to a third-party cost estimator for a construction cost estimate.

Phase Four – Bidding and Negotiation

Pre-Bid Conference and Tour – BCI will attend a conference and tour of the site for prospective bidders.

Addenda – BCI will work with the City to respond to questions submitted on Bonfire via a written addendum uploaded to Bonfire. No questions will be permitted outside of Bonfire or on a verbal basis with BCI or the City to contractors/vendors.

Phase Five – Construction Administration

Construction Administration – Upon request, BCI will attend weekly meetings during construction, produce Field Observation reports, review submittals, produce responses to Requests for Information, and respond in a professional manner as needed during the construction process.

Project Completion – Upon review of completeness of work, Architect and the City of Lewisville representative will determine the date of and issue the Certificates of Substantial and Final Completion.

Items Outside of Scope of Work or Requiring Additional Services

1. It is anticipated to use the geotechnical report from the theater construction set. Geotechnical investigation has not been included.
2. Redesigns, new designs, meetings and other costs related to significant changes in scope of work or significant changes to approved designs. This includes work and meetings required to incorporate value engineering items.
3. Acoustical engineering
4. The design of currently unidentified specialty electrical, lighting or communication systems, including voice/data, audio/visual, security, or other low voltage electronic systems. Junction boxes and conduit for the systems will be shown in the construction documents. Fire alarm and related devices are included.
5. Design of franchise utilities (gas, electric, telephone, and cable television)

Consultants

To accomplish this project, we have engaged the following consultants:

- | | |
|---------------------------|--------------------------------|
| 1. Civil Engineering | MJ Thomas Engineering |
| 2. Structural Engineering | To be determined |
| 3. MEP Engineering | MD Engineering |
| 4. Cost Estimation | Preconstruction Services, Inc. |

COMPENSATION

Phase	Service	Deliverable	Cost
SD & CD	Construction Documents		\$21,203
CD	Construction Documents	D.1 Construction Documents D.2 Opinion of Probable Cost	\$41,140
BN	Biding & Negotiation		\$8,498
CA	Construction Administration		Hourly
	Reimbursable		\$2,000
Total			\$72,840

Non-reimbursable Expenses

BCI includes the following in Basic Services.

1. In - house printing
2. Phone calls
3. Travel in North Texas

Reimbursable Expenses

The following are not included in Basic Services and shall be billed reimbursable expense and shall be provided to the Owner at the cost invoiced to BCI plus ten percent (10%). The total cost shall not exceed \$2,000 without the written permission of the Owner.

1. Printing by reprographics company for presentations, Owner, meetings, and in-house review, and regulatory review

Hourly and Additional Services

Services billed hourly or authorized beyond the scope of Basic Services will be invoiced based on personnel time and expenses.

Principal	\$250/hour
Project Manager	\$175/hour
Job Captain	\$125/hour
Architectural Desginer	\$105/hour
Consultants	1.10 times the cost
Expenses	1.15 times the cost

Should you have any questions or require additional information, please contact me at your convenience.

Best Regards,

A handwritten signature in red ink, appearing to read "D. M. Robinson", with a long horizontal flourish extending to the right.

David M. Robinson, AIA



BRANDSTETTER
CARROLL INC
ARCHITECTS + ENGINEERS + PLANNERS

16 April 2025

2360 Chauvin Dr
LEXINGTON
KY 40517
859.268.1933

255 Seven Farms
Drive, Suite 300-A
CHARLESTON
SC 29492

17304 Preston Rd
Suite 1075
DALLAS
TX 75252
469.941.4926

308 East 8th St
CINCINNATI
OH 45202
513.651.4224

1220 West 6th St
Suite 300
CLEVELAND
OH 44113
216.241.4480

100 West
Mulberry St
DENTON
TX 76201
940.387.8182

114 West Main St
Suite 2
NORMAN
OK 73069
405.360.0810

Attachment B

Schedule for *Grand Theater Storage Building*

The scope of work shall be completed with 8 weeks of commencement from Notice to Proceed.