



04.02.25

Mr. Ramon Chavez, PE
City of Laredo
1101 Houston Street
Laredo, Texas 78040

Re: FY24-ENG-54 Juarez Lincoln International Bridge II Building Renovations

Mr. Chavez,

Thank you for the opportunity to offer this proposal/agreement for Architectural and Engineering Services. We outline below our understanding of the project scope, proposed services, compensation, and other matters:

PROJECT SCOPE

International Bridge No. 2: Provide an assessment of the existing building and site located at Zaragoza and Santa Ursula Streets in Laredo, Texas. Possibility to move to Phase II for renovations/additions/new build.

PHASE I- Assessment of Existing Conditions

Visit the building and site to do observations and provide assessment, code compliance analysis and general recommendations with an opinion of probable costs for architectural, MEP and structural items.

ARCHITECTURAL

1. Meet with current/proposed users to determine needs and whether or not the current facilities can be modified to meet those needs.
 - a. Occupancy analysis
 - b. Programming for the overall needs.
2. Building Code review for current code compliance and ADA review for existing buildings.
3. Verify existing site conditions from casual visual observation and review of existing documentation provided by Owner.
4. Provide conceptual design for the current building to include floor plan layout and potential expansion. Make recommendations for upgrades to mechanical, electrical and lighting systems.
5. Provide conceptual design for a possible new surface parking on empty lot and possible structured parking on existing parking with possible for offices in that structure as well.
6. Preliminary probable cost estimate for renovation/expansion of existing.
7. Preliminary probable cost estimate for new Parking (surface and structured).
8. Sequencing and scheduling plan for possible schemes.
9. Deliverable will be a Conceptual Design Report that addresses all of the above.
10. Recommendations: The architect and team will provide general recommendations that address the existing conditions found at the time of the site visit. These recommendations are general in nature and are not meant to represent design solutions or reparations and are not intended to secure bids/proposals and execute repairs or renovations.
11. Opinion of Probable Cost: The Architect's team will provide opinions of probable cost for general planning purposes only. These will be based on current pricing for similar projects and will be based on industry standards and guidelines.
12. As-built measured drawings can be provided in Phase II.

13. Please See "Exhibit A" for more information.

CIVIL ENGINEERING

1. Current Conditions Survey – By Owner to Scope provided by Civil Engineer
 - a. Survey of area as shown on "Exhibit C" – by Owner
2. Drainage Assessment with recommendations area as shown on Exhibit "C".
 - a. Drainage assessment studying the areas draining to the kiosk areas and surrounding areas to uncover possible mitigation to surface drainage contribution at or near the tunnel.
 - b. "Perched water tables", if any, may require additional studies which can be provided as an additional service.

MEP ENGINEERING

Mechanical Electrical Plumbing Facility Assessment: I. C. Thomasson Associates, Inc. will furnish a mechanical, electrical, and plumbing facility assessment to include equipment condition and make recommendations as follows:

1. Mechanical Systems:
 - a. Field review the existing HVAC equipment, ductwork, and air distribution.
 - c. Document the existing equipment condition. Condition shall be a visual inspection and compared to industry standard life expectancy.
 - c. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
 - d. Assist architect with the development of scope associated with mechanical system replacement.
2. Electrical Systems:
 - a. Field review the existing electrical switch gear, panels, emergency generator, transfer switches, and service size. Survey does not include thermographic or opening of existing electrical equipment.
 - b. Field survey the existing lighting and lighting control in the building and toll booths.
 - c. Field review the fire alarm system.
 - d. All field review efforts shall be through visual inspection, no testing services are included in this proposal.
 - e. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
 - f. Assist architect with the development of scope associated with electrical system, fire alarm, service size, and emergency power requirements.
3. Plumbing Systems:
 - a. Field review of the existing domestic water service, hot water system, plumbing fixtures, storm/roof drain and sanitary system.
 - b. Evaluate the existing domestic water service as it pertains to proposed architectural upgrades.
 - c. The assessment will culminate into a written report outlining equipment conditions and recommendations for system improvements.
 - d. Assist architect with the development of scope associated with plumbing system upgrades.
4. Fire Protection System:
 - a. Evaluate the existing fire protection system.
 - b. Determine if fire protection system upgrades are required based on occupancy, code changes, and owner requirements.
 - c. Coordinate with the civil engineer if a new fire protection service is

- required to the facility.
- d. Determine if a fire pump will be required if a new fire protection system is required.
- e. Assist architect with the development of scope associated with plumbing system upgrades.

TUNNEL ASSESSMENT

1. Terracon will visit the site to perform an assessment of the existing service tunnel conditions. The assessment will include photographic documentation of cracks and evidence of moisture infiltration in the tunnel walls, ceiling and floor slab. Photographic documentation of the crawlspace is included in this assessment.
2. Perform localized water saturation testing of areas showing evidence of prior water intrusion. Water saturation testing will be performed with a spray rack directed onto the paved area north and between toll booths 3 and 4. Water will be sprayed for up to 3 continuous hours or until water is observed in the tunnel and/or crawlspace.
3. Temporary closure of the test area, which will include multiple automotive lanes, will be coordinated with the City of Laredo Bridge authorities.
4. Terracon anticipates one day to perform the water saturation testing. Following completion of the testing, the field test results will be shared with our Client and presented in a written report. The report will include a discussion of our field activities, results of the field tests, floor plans showing the locations of the test locations, representative photographs and estimated costs for repair and/or replacement.

Phase II: Architectural Basic Services

PHASE II- Design and Construction Administration

Building Renovation/Remodeling- Architectural/Engineering design service scope of work is to be determined and based on the findings and recommendations of the assessment report.

Compensation

Phase I:

For the Services indicated in the Services Schedule (Exhibit "A"), a stipulated fixed fee as follows:

PHASE 1- BUILDING ASSESSMENT

<input type="checkbox"/> Architectural Assessment	\$ 24,000.00
<input type="checkbox"/> MEP Assessment	\$ 31,870.00
<input type="checkbox"/> Tunnel Assessment	\$ 12,000.00

Sub-Total	\$ 67,870.00
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SURFACE ASSESSMENT IF REQUIRED

<input type="checkbox"/> Civil Drainage Study	\$28,700.00 if required
<input type="checkbox"/> Survey	By Owner

Sub-Total	\$28,700.00 if required
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These fees reflect the following assumptions, to be provided in Phase II:

- After the tunnel assessment is completed, a determination will be made as to whether or not a further surface study is required.
- All roofing will be replaced.
- Asbestos remediation will be required. Study to be in Phase II.

PHASE 2- DESIGN AND CONSTRUCTION ADMINISTRATION

TBD

Phase II:

For the Architect's Basic services described in Exhibit "A", compensation for a renovations to existing building will be 9.5% of construction cost, OR 6.5% of construction cost for a new building plus owner provided surveys, geotechnical engineering, hazmat report and other associated items, optional services and reimbursables.

SERVICES TO BE PROVIDED BY THE ARCHITECT

As detailed in the Scope of Work to this proposal and summarized below:

- **Architectural & Engineering Services** for the assessment report, including architecture, mechanical, plumbing & electrical systems, tunnel and civil engineering to address drainage.
- **Any other services** not specifically listed in this proposal are excluded.

CHANGES IN SERVICES OF THE ARCHITECT

Changes in Services of the Architect, if required, include:

- Work required beyond the scope of services described in the Services Schedule;
- Items specifically identified as Changes in Service in the Services Schedule;
- Revisions in the Architect's work due to change in instructions or approvals given by the Client;
- Enactment or revisions to codes, laws, ordinances, or official interpretations which necessitate changes in the Architect's work;
- Changes in the scope of the project.

SERVICES/INFORMATION TO BE PROVIDED BY THE CLIENT

- **Consultants** not specifically included in this proposal must be provided by Owner.
- **Fees** required by local, state, or federal agencies are to be provided by Owner.
- Owner must provide any other documents required to describe existing conditions of the project. Our work will be prepared based on the documents that you furnish to us.

COMPENSATION

For Changes in Service, if any:

On an hourly basis at the Architect's and the Architect's Consultants' standard hourly rates in effect at the time the services are performed. The Architect's current standard hourly rate compensation schedule is attached as Exhibit "B" to this agreement.

For Reimbursable Expenses:

Reimbursable expenses, such as plotting and reproduction of documents (exclusive of intra-office and interdisciplinary coordination prints), preparation and transmission of electronic files (exclusive of interdisciplinary transmission of files between the Architect and the Architect's consultants), fees for governmental reviews, auto travel mileage outside of the County, delivery charges, long distance communication, freight, and expenses incurred in travel and lodging will be billed monthly at 1.15 times the Architect's cost and will be in addition to the above compensation. A current schedule of standard reimbursable expense rates is available from the Architect upon request.

Invoices:

Invoices for the work performed will be submitted each month. Payment is due upon receipt. If payment is overdue beyond thirty (30) days of billing date, carrying charges are guaranteed by Client to be paid at the rate of one percent (1.0%) per month of the amount past due, plus any legal fees or expenses necessary for collection of the delinquent account. If payment becomes more than sixty (60) days past due, we reserve the right to stop work on the project, and any liabilities and/or additional expenses caused by termination of activity will be assumed by the Client.

OTHER PROVISIONS

This proposal is subject to limitations as detailed on the Services Schedule attached as Exhibit "A" to this proposal..

This proposal is subject to change or withdrawal if it has not been accepted and executed by the Client within sixty (60) days.

Our construction drawings will be produced utilizing computer-aided design and drafting equipment (CAD). We will not be liable for the accuracy or completeness of drawings and specifications until the final documents, bearing the Architect's seal and signature, are issued by the Architect to the Contractor for construction of the project. We will not be liable for the completeness or accuracy of drawings or other documents provided on electronic media, if any.

All drawings, specifications, computer files, reports, field data, notes, and other documents prepared by the Architect and the Architect's consultants, for this project are Instruments of Service. The Architect and Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, and shall retain all common law, statutory, and other reserved rights, including the copyright thereto.

The Client may terminate this agreement, with or without cause, by notifying the Architect in writing. In this event, the Architect's total compensation due would be for the portion of the Architect's services provided and expenses incurred to the date of the Architect's receiving such written notice. The Architect reserves the right to terminate for cause, with seven (7) days written notice.

The Client and Architect have considered the risks, rewards and benefits of the project when establishing the Architect's total fee for services. The risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, costs, damages of any nature whatsoever or claims or expenses arising out of this agreement from any cause or causes, including attorney's fees, shall not exceed the total amount of the fee paid to the Architect (excluding any fees paid to consultants), or \$250,000.00, whichever is less. Such causes include, but are not limited to, the architect's gross negligence, strict liability, or breach of contract.

The Architect and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.

Services performed under this Agreement will be conducted in a manner consistent with that degree of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or other Instrument of Service of the Architect.

Architect will coordinate Architect's work that of the engineers and other consultants, but each consultant will be directly responsible for the timeliness, accuracy and completeness of the consultant services performed.

If the scope of the project or required services change as a result of occurrences or discoveries that were not originally contemplated by or known to the Architect, the contract shall be renegotiated. The Architect shall

identify the changed conditions and the owner shall promptly and in good faith enter into renegotiation of this agreement. If renegotiated terms cannot be agreed to, the Client agrees that the Architect has an absolute right to terminate this agreement.

The Client waives any claim against the Architect for the Architect's recommending or otherwise participating in the selection of the contractor who, for any reason, displeases the Client.

The Client stipulates and agrees that the drawings, contract documents and other work prepared and services performed by the Architect shall constitute a part of the work as defined by the State Constitution and Statutes.

The Architect does not warranty his work to be perfect and without fault. In the preparation of designs, drawings and specifications, errors and omissions may inadvertently be made by the Architect. Any error or omission by the Architect shall be corrected in the drawings by the Architect at no additional cost to the Client.

The Client and Architect each acknowledge that each of the parties is experienced in business matters of the type which are the subject of this agreement and has relied on his/her own experience and judgment or that of legal counsel in evaluating these terms.

This agreement represents the entire and integrated agreement between the Client and Architect and supersedes any prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument executed by the Client and Architect.

If this proposal is acceptable, please acknowledge by signing and allow it to serve as the basis for our Client-Architect Agreement. We can begin our work when the Agreement has been executed. We look forward to continuing to work with you on this project.

Client:

Architect:

Joseph W. Neeb, ICMA-CM, CEcD
City Manager
City of Laredo

Madeline Slay
Madeline Anz Slay, AIA
President
Slay Architecture

Date

04/02/25
Date

Attachments: Exhibit A, Scope meeting minutes and Services Schedule (6 pages)
Exhibit B, Hourly Rate Compensation Schedule
Exhibit C, Site survey/drainage study limits

xc: contract file

The Texas Board of Architectural Examiners, 8213 Shoal Creek Boulevard, Suite 107, Austin, Texas, 512.458.4126, has jurisdiction over complaints regarding the professional practices of persons registered as Architects in Texas.

SERVICES SCHEDULE

FY24-ENG-54 Juarez Lincoln International Bridge II Building Renovations
Laredo, Texas

EXHIBIT "A" TO CLIENT-ARCHITECT AGREEMENT dated: 04.02.25

I. ASSESSMENT REPORT

- A. Site visit/ site observations: The architect and team of consultants will visit the building and site to do the necessary observations. The investigations will only consist of visual observations of the building and does not include any destructive testing or uncovering of existing materials or building construction which would reveal hidden conditions, nor will it include any subsurface investigation of the site. The visual observation will include the building exterior and interior.

Architectural:

- B. Existing conditions assessment: The architect will provide an assessment report of the existing building conditions. The criterion for evaluation will be based on a building of similar use. The information and recommendations will be based on conditions which existed at the time of the investigation only, and do not include any changes in conditions which may have occurred since the investigation, or which may occur in the future. The report is not intended to be used to secure bids or proposals to execute repairs or renovations to the existing building.
- a. The report will include observations made on the following: exterior walls, plumbing facilities, interior partitions, doors, flooring, and ceiling.
 - b. The roof is excluded as we have been advised by the City that all roofing is to be replaced.
- C. Code compliance: The architect will provide a basic code analysis using the following code references:
- o 2018 IBC -International Building Code (exits, fire safety, etc)
 - o 2012 Texas Accessibility Standards- accessibility
- D. Recommendations: The architect and team will provide general recommendations that address the existing conditions found at the time of the site visit. These recommendations are general in nature and are not meant to represent design solutions or reparations not should they be used to secure bids/proposals and execute repairs or renovations.
- E. Opinion of Probable Cost: the architect's team will provide an opinion of probable cost for general planning purposes only. These will be based on current pricing for similar projects, and will be based on industry standards and guidelines.

MEP:

- F. Determine condition and age of existing MEP systems, through visual inspections of fixtures, receptacles, lighting, piping systems, and HVAC equipment. Investigate total electrical service consumption. The MEP consultants will use the current and applicable codes references to assess the condition of mechanical electrical and plumbing systems. Investigate total electrical service consumption.
- G. Recommendations:
- o For replacement with efficient HVAC equipment
 - o For replacement of all lighting with LED lighting system and new lighting controls.
 - o For replacement of of all electric distribution panels
 - o For upgrade of Toilet Rooms including Boys, girls and staff.
- H. Provide opinion of probable cost for MEP systems.

STRUCTURAL:

- I. Observe existing building visually from the foundation to the roof structure to determine structural conditions.
- J. Provide an assessment report. Based on the findings.

II. SPECIAL SERVICES (hourly or fee to be determined)

- Measured drawings of existing building
- Hazardous Material Assessment and/or Abatement

III. INFORMATION / SERVICES PROVIDED BY THE CLIENT

Items below are provided by the Client and/or Client's Consultants.

- Special Inspections / Commissioning

IV. SERVICES EXCLUDED

- Hazardous Materials Study and Abatement
- Civil engineering
- Measured Drawings
- Pool assessment
- Roof system condition assessment
- Energy Efficiency Analysis
- Programming
- Acoustic Design & Engineering
- Building demolition documents
- Construction Documents
- Any other items not specifically listed in this agreement.

EXHIBIT A



123 Altgelt Avenue
San Antonio, Texas 78201
T: 210-736-3009

9901 McPherson Rd. Ste. 104
Laredo, Texas 78045
T: 956-791-0405

Meeting Minutes Pre-Scope Meeting

Project: Int'l. Bridge #2 Upgrades
Zaragoza and Santa Ursula Streets
City of Laredo

Project Number:

Meeting No.: 01

Date: 12/04/2024 @9am

Date Issued:

Next Meeting: TBD

Prepared By: M. Guajardo

Attended By: Sign-In sheet

New Business

Item	Meeting Item Description	Responsible	Due Date
1-1	Purpose of this meeting is to walkthrough the International Bridge #2 to review what will be included in the scope of work.		
1-2	Assessments of the following existing items will required: <ul style="list-style-type: none">• electrical system;• mechanical system;• building envelope to determine areas of moisture penetration into the building- to include walls and roof system;• Building code – fire, life safety requirements• Accessibility		
1-3	All interior spaces will be renovated. Renovations should include the following: <ul style="list-style-type: none">• Mechanical/ HVAC system• Electrical systems• Lighting• IT security systems• Finishes (ceilings, walls, floors)• Millwork, if applicable• Signage		
1-4	The existing building floor plan layout should be analyzed and reconfigured to provide more efficient use of each of the spaces.		
1-5	Construction may need to be done in phases and there would be the availability of mobile offices to maintain running operations.		
1-6	Coordination will be required with IT from the initial design phases. Security systems should be planned for from the beginning.		

1-7 Fire Department should also be included from the initial design phases to make sure that all fire safety requirements are met.

1-8 **Exterior Improvements** should consider the following areas:

- Public Parking
 - Accessible route from the public parking to the building.
- Staff parking
 - currently has storage for maintenance items such as gas, lawn mower and other that cannot be stored in the building, occupying 2 parking spots
 - Insufficient staff parking. (potential solutions may include a parking structure and acquisition of lot across Santa Ursula to use as additional parking area.)
 - Conflicts / issues with the path for the cars that need to be redirected and U-turned out and CBP unloading of immigrants. The current turning radius may not be adequate.
 - Path from staff parking to building does not comply with accessibility requirements.
- Exterior stairways
 - Should be power washed and renovated.

1-9 The following is a list of the **interior areas** that will be renovated :

- Public area where clients come to make payments
 - If possible be reconfigured to provide more space
 - Tellers should meet accessibility requirements.
 - Booths should be secured and bullet proof.
- Cashiers Areas
 - Should be secured and provided with bullet proof windows
- Administration Financial Office
 - Should maintain visibility of cashier areas.
- Vault
- Hallway
- Cashout Room
 - Should have secured entry
 - Bullet proof windows here are not required since this is located within the "secured" area
 - Security cameras, system
- Cashier Room on the other side of Cashout Room
 - Secured entry
 - Currently it's too small
- Locker room and clock-in computer
 - 50-60 estimated lockers required
- Supervisors Office
- Men's Restroom
 - No accessible stall provided
- Women's Restroom
 - Lockers currently inside the restroom
- IT rooms
- MDF
- Staff Lounge
 - A Locker room
 - Maintenance storage

1-10 2nd Floor Level

- "Conference Room -empty room with wet bar can potentially be converted to Conference Room or private office with Conference table.
 - Adjacent Single user restroom
- Empty Room adjacent to "Conference Rm."
 - May be converted to an office.
- Technical Repair Room
 - Security entry
 - Workstation and shelving required
 - Counter should be heavy duty for repairs
- Storage room

1-11 Roof

- Roof replacement required.
- Currently the irrigation line comes from room; needs to be relocated.
- Pumps that are not longer in use.

1-12 Basement/ tunnel

- Water leakage issues
- Not in use
- Should be rehabilitated and used as a means for secure transfer of money. A money canister/ conduit system should be considered.

1-13 Upper walkway

- Contact CBP to coordinate work required
- Power wash
- Replace light fixtures
- Paint metal

1-14 Pay Booths

- Did not walk through this area but Engineering Department forwarded photos as they will be included in scope of work.
- Replace doors with dutch door type.

1-15 Gloria was to provide Slay Architecture with any available as-built drawings for the facility .

1-16 Site visits from MEP and Building envelope consultants will be needed to better define the scope of work for this project.

All meeting minutes items are considered correct and accurate unless the author is notified in writing within 48 hours.



123 Altgelt Avenue
San Antonio, Texas 78201
T: 210-736-3009

9901 McPherson Rd. Ste 104
Laredo, Texas 78045
T: 956-791-0405

SIGN-IN SHEET
Pre-Scope Meeting
International Bridge #2 Upgrades
12/04/2024

NAME	COMPANY	PHONE	E-MAIL
Gloria P Saavedra	COL - Eng Dept	791-7351	gsaavedra@ci.laredo.tx.us
Elizabeth Estrada	Bridge	319-3693	eestrada@ci.laredo.tx.us
Evelyn Gomez	Col. - Eng Dept	791-7347	egomez@ci.laredo.tx.us
VALERIA BRIZUELA	SLAY ARCH	956-791-0405	vbrizuela@slayarchitecture.com
MONICA GUAJARDO	" "	" "	mguajardo@slayarchitecture.com
MADLINE SLAY	" "	" "	madeline@slayarchitecture.com



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Exhibit "B"

SLAY ARCHITECTURE

2025 Hourly Rates

Principal.....	\$225.00
Sr. Project Manager.....	\$200.00
Project Manager.....	\$175.00
Project Architect.....	\$175.00
Interior Designer.....	\$150.00
Project Coordinator III.....	\$125.00
Project Coordinator II.....	\$105.00
Project Coordinator I.....	\$95.00
Technical / Drafting.....	\$80.00
Administration / Clerical.....	\$65.00
Mileage.....	GSA Federal Rate in Effect
Reimbursable Expenses.....	cost + 15%

The specific hourly rate within each classification listed above is dependent on the experience and qualifications of the personnel needed for the project. Individual billing rates will fall within the range outlined above and will be rounded off to the nearest five dollar amount.

Standard Hourly Rates are adjusted from time to time in accordance with the normal salary review practices of the firm. The current rates in effect at any time are available upon request.

EXHIBIT C

3421 Paesanos Pkwy #200, San Antonio, TX 78231
Main: 877 627 3772

TBPLS Reg. 10194550 • TBPE Reg. F-14909 • TBPB 50617



Engineering
& Design

VIA Email
February 13, 2025

Slay Engineering Company, Inc.
956-791-0405
mslay@slayengineering.com

Proposal for Professional Services
Project name: **Laredo Bridge #2 for Slay Engineering**
Proposal No.: **25003081P**

Dear Michael M. Slay, P.E., R.P.L.S.,

Colliers Engineering & Design, Inc. is pleased to submit this proposal to provide professional services. The project scope area is shown in red outline in Figure 1 below. This includes the west line of Santa Ursula Street on the west, to the covered structure on the north, the building line and the eleventh kiosk to the east, and the south line of Zaragoza Street on the south.



Figure 1 - Project scope area

KFW Engineers + Surveying is now Colliers Engineering & Design