



11/12/2025

Mr. Eliud de los Santos, P.E.
City of Laredo
1101 Houston Street
Laredo, Texas 78040

Re: FY24-ENG-54 Juarez Lincoln International Bridge II Building Renovations (Phase 2)

Mr. de los Santos,

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

Provide professional architectural and engineering services for the renovation and improvements for the International Bridge No. 2 building facility and site located at Zaragoza and Santa Ursula Streets in Laredo, Texas. Renovations will be based on recommendations and proposed schematic drawings mentioned in the *Facility Assessment Juarez-Lincoln Bridge No. 2* report issued as part of Phase I of this project on 9/9/2025.

Basic Architectural Services will include the following items:

A. Parking/ Site:

- a. Reconfiguration of existing sidewalk/landscaping area to provide accessible parking spaces in closer proximity to entrance.
- b. Relocation of employee accessible parking area
- c. Replacement of site lighting to LED type.
- d. Provide an accessible route to access all toll booths
- e. Repair site items that were not compliant with accessibility requirements.

B. Exterior Envelope

- a. Replace roof system over the flat roof area of the administration building
- b. Repair damaged exterior wall surfaces, clean and re-paint exterior walls
- c. Reseal all penetrations
- d. Replace existing single pane windows with insulated units
- e. Design and provide new canopy over customer entrance.
- f. Replace pavers and at exterior stair tower.
- g. Replace lights and clean and repaint exterior finishes at 3rd story walkway.

C. Interior Offices Renovations

- a. Demolish and renovate 1st and 2nd floor interior offices including relocation of walls and reconfiguration of office areas, customer service areas, work stations, toilet rooms, locker rooms and break rooms.
- b. Provide fire rated partitions around IT and MDF rooms.
- c. Renovation and relocation of staff toilet rooms
- d. Renovate single-user toilet rooms to be compliant with accessibility requirements
- e. Replace flooring.
- f. Replace ceiling and lighting.

D. Toll Booths

- a. Replace electrical system, including lighting
- b. Replace mechanical system with one that is centrally controlled.
- c. Provide pneumatic tube system for secure transfer of monies to admin area.
- d. Clean repair, seal and repaint walls
- e. Replace windows
- f. Replace doors to door system that will provide more safety to attendants,
- g. Renovate interior millwork/ finishes.

E. Replacement and upgrades to Mechanical, Electrical, Plumbing and Fire Protection Systems:

a) Mechanical Systems

- (1) Design of two mechanical systems based on revised floor plan for Admin Building and one for the Toll Booths (consisting of 6 toll booths). Cooling and heating loads and outside air calculations based on ASHRAE 62.1 guidelines.
- (2) Development of demolition plans, Construction Documents and Specifications
- (3) Work will include design of new exhaust system at the Admin Building, development of mechanical schedules, details, and controls.

b) Electrical Systems

- (1) Replace and upgrade entire electrical system for the Admin Building and Toll booths including main switchboard, distribution panels, disconnect switches, wiring, receptacles, surge protection devices, and exterior and interior lighting systems.
- (2) Development of demolition plans, Construction Documents and Specifications
- (3) Work will include development of electrical schedules, details, and controls

c) Plumbing systems

- (1) Replace existing fixtures with low-flow fixtures and water efficient flush valves, replace piping, water heater system, thermostatic mixing valve, and circulation pumps.
- (2) Development of demolition plans, Construction Documents and Specifications
- (3) Work will include development of plumbing schedules and details.

d) Fire Protection system

- (1) Design and specifications for new fire alarm strobe and horn devices.

SERVICES TO BE PROVIDED BY THE ARCHITECT

As detailed on the Services Schedule attached as Exhibit "A" to this proposal and summarized below:

- **Pre-Design Services** - Perform field measurements of the existing areas as needed to confirm proposed design.
- **Basic Architectural & Engineering Services** for the design and documentation of the project, including architecture, civil, structural, mechanical, electrical systems and fire protection systems.
- **Permitting Services** to assist you in obtaining permits for construction;
- **Contract Procurement Services** to assist you in obtaining a construction contract;
- **Contract Administration Services** to administer the construction process;
- **General Project Administration Services** to manage our work and that of our consultants and to interface with you throughout the project;
- **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;

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.
- As detailed on the Services Schedule attached as Exhibit "A" to this agreement.

Compensation

For the Services indicated in the Services Schedule (Exhibit "A"), a stipulated fixed fee OF **\$430,770.00** dollars (Four hundred thirty thousand seven hundred seventy dollars & 00/100), as follows:

ARCHITECTURAL BASIC SERVICES

<input type="checkbox"/> Architectural	\$ 139,450.00
<input type="checkbox"/> MEP	\$ 137,500.00
<input type="checkbox"/> Building Envelope	\$ 58,300.00
<input type="checkbox"/> Civil	\$ 15,100.00
<input type="checkbox"/> Structural	\$ 9,200.00
Sub-Total	\$ 359,550.00

OTHER SERVICES

<input type="checkbox"/> Environmental Hazardous Materials Study (Asbestos/Lead)	\$ 15,070.00
<input type="checkbox"/> Topographic/Improvement Survey	\$ 4,100.00
<input type="checkbox"/> Geotechnical Study	By Owner
<input type="checkbox"/> Hazardous Material Abatement	By Owner
<input type="checkbox"/> Reproduction / 2 hardcopies of plans and specs	\$ 850.00
<input type="checkbox"/> TDLR RAS Plan and Inspection services	\$ 1,200.00
<input type="checkbox"/> Allowance for Additional Consultant Fees	\$ 50,000.00
Sub-Total	\$ 71,220.00

TOTAL FEES

\$ 430,770.00

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, including but not limited to the following:

- A maximum of six (6) Client-Architect meetings (*after the date of this agreement*) during the design and documentation of the project is included in the scope of services;
- A maximum of twenty four (24) Architect site visits/field observation reports is included for Contract Administration services;
- A maximum of two two (2) Structural Engineer site visits/field observation reports is included for Contract Administration services;
- A maximum of four (4) Mechanical/Electrical Engineer site visits/field observation reports is included for Contract Administration services;
- A maximum of twelve (12) months of construction time (*to Substantial Completion*) is included for Contract Administration Services.

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.

We will exercise professional judgment to design the project in compliance with the Americans with Disabilities Act Architectural Guidelines (ADAAG). However, because the ADAAG is federal civil rights legislation and not a building code or ordinance, we cannot warranty that our design will include everything required for "complete compliance" with the ADAAG.

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 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.

Evaluations of the Client's budget for the Project, the preliminary estimate of the Cost of Work and updated estimates of the Cost of the Work prepared by the Architect represent the Architect's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Client's budget for the Project or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

The Client agrees to include in the budget, a contingency to be used to pay for any increased costs and changes required because of possible errors, omissions, ambiguities or inconsistencies in the Architect's Instruments of Service. The Client further agrees to make no claim, direct or indirect, against the Architect or those for whom it is responsible with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

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.

Certifications/Other Documentation, Including Lender Certifications – The Architect shall not be required to execute certificates that would require knowledge, services or responsibilities beyond the scope of this agreement, or that would increase contractual or legal obligations or risks, or the availability or cost of the architect's professional or general liability insurance. This will be in the Architect's sole judgment.

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.

All costs required for the construction of the project are solely the responsibility of the Client and are not to be paid, in whole or in part, by the Architect.

The Architect does not warrant 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.

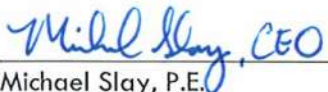
This agreement represents the entire and integrated agreement between the Client and Architect and supersedes any prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument executed by the Client and Architect.

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


Michael Slay, P.E.
CEO
Slay Architecture

Date

11/12/2025
Date

Attachments: Exhibit A, Scope meeting minutes and Services Schedule (6 pages)
Exhibit B, Hourly Rate Compensation Schedule
Exhibit C, Meeting Minutes

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
EXHIBIT "A" TO CLIENT**
for

FY24-ENG-54

Juarez Lincoln International Bridge II Building Renovations (Phase 2)

City of Laredo, Texas

10/24/2025

I. PRE-DESIGN SERVICES

- Renovations will be based on recommendations and proposed schematic drawings mentioned in the **Facility Assessment Juarez-Lincoln Bridge No. 2** report issued as part of Phase I of this project on 9/9/2025.
- Field survey/ measurements
- Site Survey – including topography, easements,
 - Surveyor shall prepare a Project Survey consisting of topography, existing improvement for the new building site. The platted boundary shall be used as the project boundary but otherwise boundary verification is not included with this work.
- Coordinate asbestos and lead environmental assessments services to be provided by Terracon.
- Coordination with IT technician for provision of necessary electrical / mechanical support systems that may be required.

II. DESIGN SERVICES

- Schematic Design
 - The Architect shall provide Schematic Design Documents based on the mutually agreed-upon program and budget for the Work. The documents shall establish the conceptual design of the Project, illustrating the scale and relationship of the Project components. The Schematic Design Documents shall include a conceptual site plan, preliminary building plans, and exterior elevations studies. The Architect will coordinate with the structural consultant to provide a preliminary structural concept. At the Architect's option, the Schematic Design Documents may also include sections, study models, electronic modeling or combinations of these media.
 - Preliminary site plan, floor plans, exterior elevations, interior elevations
 - Preliminary building code review
 - Preliminary MEP systems schematic plans
- Design Development
 - The Architect shall provide Design Development Documents illustrating and describing the refinement of the design of the Project by means of plans, sections, elevations, and typical details.
 - Refined site plan, floor plans, exterior and interior elevations.
 - Interior elevations, selection of finishes and colors.
 - Preliminary site plans of
 - Outline specifications
 - Preliminary opinion of probable construction cost. The Architect shall provide estimates of probable construction costs, based on similar projects and current market prices.
- Construction Documents
 - The Architect shall provide Construction Documents setting forth the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish the selection, composition, and quality levels of materials and systems required for the Project.
 - Architectural plans and details
 - Structural plans and details
 - Mechanical, Electrical and Plumbing plans and details
 - Civil Engineering plans and details.
 - Project Manual and Specifications
 - The Architect shall arrange and attend a preliminary plan review conference with City Plan Review officials to confirm the general conformance of the design of the Project to applicable County codes and other regulations.

III. PERMITTING SERVICES

- In connection with the Client's and/or Client's Contractor's responsibility for submitting documents required for City building permitting, the Architect shall respond to questions or comments by City plan reviewers related to the Architect's scope of services.
- Assistance in City Building Permit approval process by responding to any comments that may arise during the plan review process.
- Submission for plan review to Texas Department of Licensing and Regulation (TDLR) Registered Accessibility Specialist (RAS) for compliance with Texas Accessibility Standards

IV. CONTRACT PROCUREMENT SERVICES

- General Contract Procurement Services for Competitive bidding or Negotiated contract;
- Issue addenda to construction documents
- Respond to questions regarding intent or clarification of the contract documents where necessary
- Participate in bid/proposal review
- The Architect shall consider requests for substitutions, if permitted by the Bidding or Proposal Documents, and shall prepare and distribute addenda identifying acceptable substitutions to all prospective bidders/proposers.

V. CONTRACT ADMINISTRATION SERVICES

GENERAL ADMINISTRATION

- Observe the project to become familiar with progress of the work
- The Architect shall provide administration of the Contract between the Client and the Contractor as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this document. Modifications made to the General Conditions, when adopted as part of the Contract Documents, shall be enforceable under this Agreement only to the extent that they are consistent with this Agreement or approved in writing by the Architect.
- The Architect's responsibility to provide the Contract Administration Services commences with the award of the initial Contract for Construction and terminates at the issuance to the Client of the final Certificate for Payment.
- The Architect shall be a representative of and shall advise and consult with the Client during the provision of Contract Administration Services. The Architect shall have authority to act on behalf of the Client only to the extent provided in this Agreement unless otherwise modified by written amendment.
- Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without written agreement of the Client and Architect.
- The Architect shall review properly prepared, timely requests by the Contractor for additional information about the Contract Documents. A properly prepared request for additional information about the Contract Documents shall be in a form prepared or approved by the Architect and shall include a detailed written statement that indicates the specific Drawings and/or Specifications in need of clarification and the nature of the clarification requested.
- If deemed appropriate by the Architect, the Architect shall on the Client's behalf prepare, reproduce and distribute supplemental Drawings and/or Specifications in response to requests for information by the Contractor.
- The Architect shall interpret and decide matters concerning performance of the Client and Contractor under the requirements of the Contract Documents on written request of either the Client or Contractor. The Architect's response to such requests shall be made in writing with reasonable promptness.
- Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Client and Contractor, and shall not show partiality to either. The Architect shall not be liable for the results of interpretations or decisions so rendered in good faith.
- The Architect shall render initial decisions on claims, disputes or other matters in question between the Client and Contractor as provided in the Contract Documents.
- During the Architect's performance of Contract Administration Services, the Architect shall review the project from time to time and may recommend design changes, additions, or corrections. Changes and additions approved by the Client and corrections as necessary shall be added to the work by Change Order. A contingency fund, in an amount established by the Client in consultation with the Architect, shall be provided by the Client to be used for such changes, additions, and corrections.

SITE VISITS/ CONSTRUCTION SITE MEETINGS

- The Architect, as a representative of the Client, shall visit the site at intervals appropriate to the stage of the Contractor's operations, (1) to become generally familiar with and to keep the Client informed about the progress and quality of the portion of the Work completed, (2) to endeavor to guard the Client against defects and deficiencies in the Work, and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities.
- The Architect shall attend routine construction progress meetings with the Contractor at the construction site. The Architect shall conduct such meetings, record minutes of the meetings' activities, and distribute minutes to the Client and Contractor.
- The Architect shall attend other special site meetings when required for review of mock-ups, pre-construction conferences, and the like.
- The Architect shall report to the Client known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, the Architect shall not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.
- The Client shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.
- The Architect shall have authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have the authority to require inspection or testing of the Work, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.
- The Architect is not responsible for general coordination and phasing of the project or construction sequences.

CERTIFICATION

OF

PAYMENTS TO CONTRACTOR

- The Architect shall review and certify the amounts due the Contractor and shall issue Certificates for Payment in such amounts. The Architect's certification for payment shall constitute a representation to the Client, based on the Architect's evaluation of the Work and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.
- The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Client to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

SUBMITTAL REVIEW

- The Architect shall review and take appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures. The Architect's acceptance of a specific item shall not indicate acceptance of an assembly of which the item is a component.

- If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

ADMINISTRATION OF CHANGES IN THE WORK

- The Architect shall prepare Change Orders and/or Construction Change Directives for the Client's approval and execution in accordance with the Contract Documents. The Architect may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time which are consistent with the intent of the Contract Documents by issuing an Architect's Supplemental Instruction (ASI).
- The Architect shall review properly prepared, timely requests by the Client or Contractor for Changes in the Work, including adjustments to the Contract Sum and/or Contract Time. A properly prepared request for a Change in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the Architect determines that requested Changes in the Work are not materially different from the requirements of the Contract Documents, the Architect may issue an ASI and recommend to the Client that the requested change be denied. If the Architect determines that implementation of the requested change would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the Architect shall make a recommendation to the Client, who may authorize a Change Order to be prepared.
- The Architect will review and take appropriate action on Contractor's proposed substitution of materials or products, where such substitutions are permitted by the Contract Documents.

SUBSTANTIAL AND FINAL COMPLETION REVIEW

- The Architect shall conduct inspections to determine the date of Substantial Completion and the date of Final Completion, shall receive from the Contractor and forward to the Client, for the Client's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.
- The Architect's Substantial Completion review shall be conducted to check conformance of the Work with the requirements of the Contract Documents and to prepare a list of items to be corrected or completed. The Architect shall distribute copies of the list of items to be corrected or completed to the Client and Contractor.
- When the Work is found to be substantially complete, the Architect shall inform the Client about the balance of the Contract Sum remaining to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work. When the Architect receives the Contractor's final application for payment, indicating the Final Completion of the Work, the Architect shall conduct a Final Completion inspection. The Architect's Final Completion inspection shall be conducted to determine the Contractor's satisfactory completion of the list of items to be corrected or completed. When the work is found to be finally complete, the Architect shall certify and forward to the Client the Contractor's final application for payment.
- The Architect shall receive from the Contractor and forward to the Client: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment and (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Client against liens.
- Special Inspections Coordination (as required by the Building Codes)

VI. GENERAL PROJECT ADMINISTRATION SERVICES

- The Architect shall manage the Architect's services, consult with the Client, research applicable design criteria, and communicate with members of the Project team. The Architect shall coordinate the services provided by the Architect with those services provided by the Client and the Client's consultants.
- The Architect shall make presentations to explain the design of the Project to representatives of the Client. The Architect shall attend meetings periodically with the Client to review the status of the Project and as needed to provide the Architect's services. The Architect shall be entitled to rely on approvals from the Client at such meetings/presentations in the further development of the design.
 - Should the Architect be required to attend more than six (6) total such meetings/presentations (as of the date of this agreement), exclusive of periodic construction progress meetings with the Contractor which the Client may also attend, such attendance shall be provided by the Architect as a Change in Services.
- The Architect shall arrange and attend a preliminary plan review conference with City/County officials to confirm the general conformance of the design of the Project to applicable City/County codes and other regulations.

- The Architect shall assist the Client in connection with the Client's responsibility for filing documents required for approval of the Project for accessibility by the disabled by the Texas Department of Licensing and Regulation (TDLR), including forwarding of documents to a TDLR-licensed Reviewer, and reviewing and responding to Reviewer comments, if any.
- Should the Architect be required to (1) make substantive revisions to the Drawings and/or Specifications as a result of revisions required by the TDLR Reviewer which were not reasonably anticipatable by the Architect, (2) apply for variance/s based on TDLR Reviewer comments not reasonably anticipatable by the Architect or necessitated by Client mandated Project design components, or (3) provide services related to Reviewer comments from a post-construction inspection, such services shall be provided by the Architect as a Change in Services.
- In connection with the Client's and/or Client's Contractor's responsibility for submitting documents required for City building permitting, the Architect shall respond to questions or comments by City officials related to the Architect's scope of services.

VII. INFORMATION / SERVICES PROVIDED BY THE CLIENT

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

- Furnishings, Fixtures, and Equipment (FF&E) Selection
- IT / Security Systems Design
- As-Built Plans of existing facility
- Special Inspections / Commissioning

VIII. SERVICES EXCLUDED

- IT / Security Systems Design
Technology and Security Systems systems design that includes: structural cabling system, audio/visual systems wiring and electronics, access control systems wiring and electronics, Intrusion Detection System Wiring and Electronics and Video Surveillance System Wiring and Electronics.
- Platting
- Furnishings, Fixtures, and Equipment (FF&E) Selection & Bid Package
- Landscaping design
- Signage Design- Monument and/or Building Signage
- Construction Staking
- Off-Site Utilities
- Any other items not specifically listed in this agreement.



SAN ANTONIO	LAREDO
123 Altgelt Avenue San Antonio, Texas 78201 T: 210-736-3009	9901 McPherson Rd. Ste. 104 Laredo, Texas 78045 T: 956-791-0405

Exhibit "B"

SLAY ARCHITECTURE

2025 Hourly Rates

Principal.....	\$230.00
Sr. Project Manager.....	\$220.00
Project Manager	\$180.00
Project Architect	\$180.00
Interior Designer	\$160.00
Project Coordinator III.....	\$130.00
Project Coordinator II.....	\$120.00
Project Coordinator I.....	\$100.00
Technical / Drafting	\$85.00
Administration / Clerical	\$75.00
MileageGSA 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.



SAN ANTONIO	LAREDO
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

Review and Scope of Work Meeting

Project: FY24-ENG-54 Juarez Lincoln Bridge II
Renovation Assessment
Santa Ursula and Zaragoza Streets
Laredo, TX 78041
Meeting No.: 01

Next Meeting: TBD

Project Number: 25010

Date: October 2, 2025 @ 1:45pm

Issued Date: 10/24/2025

Prepared By: Slay Architecture

Attendees: Refer to sign-in

Item Meeting Item Description

- 2-1 Purpose of this meeting is to review Bridge No. 2 Assessment summary, priority items and opinion of probable cost.
- 2-2 Review items per Executive Summary Recommendations section of the Assessment Report.
- 2-3 **Site:**
There are currently enough parking spaces to accommodate the customers and workers, but the accessible parking does not comply per TAS.
 - 1. A preliminary design for the employee parking to provide accessible parking was presented and accepted by Bridge staff.
 - 2. A preliminary design for the customer parking to provide accessible parking was presented and accepted by Bridge staff.
 - 3. Add an exterior storage in the employee parking. Slay will incorporate into scope of work.
- 2-4 **Electrical:**
Renovations should include complete electrical and lighting system replacements and upgrades for the admin building and toll booths including main switchboards, distribution panels, disconnects, wiring, receptacles, surge protection devices and exterior and interior lighting systems
- 2-5 **Mechanical:**
Renovation of mechanical systems including mechanical systems for admin building and toll booths.
- 2-6 **Fire Protection:**
Renovation of fire protection systems including new fire alarm strobe and horn devices.
- 2-7 **Building Envelope:**
Renovation of exterior wall surfaces, including window replacement, new roof replacement over admin offices, and details for proper sealing of penetrations to prevent water infiltration.
- 2-8 **Architectural:**
 - 1. Accessibility issues that do not comply with TAS requirements will be addressed including toilet rooms not heights for counters for workers and customers and other items.
 - 2. Certain areas require to be redesigned to use space more efficiently. The preliminary design was discussed below are comments:

- a. The restroom located at the north of the building near the CSR area will become a customer restroom. It will require to have a diaper changing station.
 - b. Door from the customer restroom to the CSR area will not be required.
 - c. Reduce the size of the Operations Supervisor Office and give that area to the CSR.
 - d. Provide another desk in the CSR area.
 - e. May need to switch the Cashier Room and Collector Counting Area to provide the tube system with the tollbooth to send money.
 - f. Remove the exterior access to the Maintenance room.
 - g. Combine the Maintenance Room and Boiler Room.
 - h. Relocate the water heater.
3. Finishes for floor, walls, ceilings and millwork will be replaced.

2-9 Tool Booths:

1. Replacing all storefront windows with properly insulated and sealed windows.
2. Seal any openings.
3. Replace doors with custom built to provide safety transactions between the worker and customer in the vehicle.
4. Remove the current HVAC system with one centrally controlled.
5. Provide a safety access walkway for workers to access each booth.

2-10 Opinion of Probable Cost:

1. After discussion the total project cost was acceptable to the Bridge Staff and Engineering Department.
2. The following items need to be added as part of the bid package:
 - a. An exterior storage located in employee parking.
 - b. Resealing of asphalt at both parking, employee and customer.
 - c. Restriping at both parking, employee and customer.
 - d. Design contingency allowance.

2-11 Other Items:

1. Slay Architecture will proceed with a proposal for phase 2 with the items discussed in this meeting.
2. It was mentioned that Bridge already has a IT company they work with, Global, and the work that the MEP will do is to coordinate with them to provide any conduits they require.

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



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SIGN-IN SHEET

Review/Scope of Work Meeting

Bridge No. 2 Assessment

10/2/2025

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