

PURCHASE ORDER

VENDOR

TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENTOrder Date
02/14/2025

Page 01

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

Purchase Order No.	(Include this number on all correspondence and packages)
P500252	

VENDOR GUARANTEES
MERCHANDISE DELIVERED ON
THIS ORDER WILL MEET OR
EXCEED SPECIFICATIONS IN
THE BID INVITATION.

VENDOR
17428161950 THE ARKITEK STUDIO INC 308 N BRYAN AVE BRYAN, TX 77803-3248

ALL TERMS AND
CONDITIONS SET
FORTH IN OUR BID
INVITATION BECOME
A PART OF THIS
ORDER.

INVOICE TO:
TEXAS A&M FOREST SERVICE FIAD--PURCHASING 200 TECHNOLOGY WAY, SUITE 1151 COLLEGE STATION TX 77845-3424
SHIP TO:
TEXAS A&M FOREST SERVICE MCGREGOR OFFICE 6521 BLUEBONNET PKWY, 403D MCGREGOR TX 76657

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED
BY THE TEXAS A&M FOREST SERVICE PURCHASING DEPARTMENT PRIOR TO SHIPPING.PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED
PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
	USER REF: 000000-TMC				
1	Schematic Design	1	LOT	55,125.000	55,125.00
2	Design Development	1	LOT	19,425.000	19,425.00
3	Construction Documents	1	LOT	52,979.000	52,979.00
4	Bidding/Negotiation/Permit	1	LOT	6,475.000	6,475.00
5	Construction Observation	1	LOT	26,980.000	26,980.00
				TOTAL	160,984.00
***** NET 30 *****					
NOTE TO VENDOR: "SHIP TO" AND "INVOICE TO" ADDRESSES MAY DIFFER. FAILURE TO SUBMIT INVOICE TO PROPER ADDRESS MAY RESULT IN DELAYED PAYMENT. PURCHASE OF ARCHITECT/ENGINEER SERVICES FOR TEXAS A&M FOREST SERVICE'S, MCGREGOR OFFICE. SERVICES SHALL BE PERFORMED IN ACCORDANCE WITH THE ATTACHED PROPOSAL, 3-PAGES, DATED 2/11/2025, RFQ-24-001 AND THE SERVICES AGREEMENT ENTERED INTO BY AND BETWEEN TEXAS A&M FOREST SERVICE AND ARKITEK STUDIO, EXECUTED 10/9/2024. POINT OF CONTACTS: TEXAS A&M AGRILIFE (PRIMARY) TRENT BURFORD					

CEC

Texas A&M Forest Service cannot accept collect freight shipments.

FOB: DESTINATION FRT INCLUDED

Terms:

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions nor cancellations permitted without prior approval of Purchasing Department.

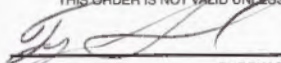
IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE
DEPARTMENT RECEIVING ROOM BY

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.009 (4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

The Terms and Conditions of the State of Texas shall prevail.

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE PURCHASING AGENT



PURCHASING AGENT FOR

TEXAS A&M FOREST SERVICE

PURCHASE ORDER

VENDOR

TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENT

Order Date
02/14/2025

Page 02

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

Purchase Order No.	(Include this number on all correspondence and packages)
P500252	

VENDOR GUARANTEES
MERCHANDISE DELIVERED ON
THIS ORDER WILL MEET OR
EXCEED SPECIFICATIONS IN
THE BID INVITATION.

INVOICE TO:

TEXAS A&M FOREST SERVICE
FIAD--PURCHASING
200 TECHNOLOGY WAY, SUITE 1151
COLLEGE STATION TX 77845-3424

VENDOR
17428161950 THE ARKITEK STUDIO INC 308 N BRYAN AVE BRYAN, TX 77803-3248

ALL TERMS AND
CONDITIONS SET
FORTH IN OUR BID
INVITATION BECOME
A PART OF THIS
ORDER.

SHIP TO:

TEXAS A&M FOREST SERVICE
MCGREGOR OFFICE
6521 BLUEBONNET PKWY, 403D
MCGREGOR TX 76657

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED
BY THE TEXAS A&M FOREST SERVICE PURCHASING DEPARTMENT **PRIOR** TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED
PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
	578 JOHN KIMBROUGH BLVD., RM.553 COLLEGE STATION, TX 77843 (979) 314-5865 TRENT.BURFORD@AG.TAMU.EDU TEXAS A&M FOREST SERVICE (SECONDARY): TERRY SMITH 200 TECHNOLOGY WAY, SUITE 1151 COLLEGE STATION, TX 77845 (979) 458-7381 TSMITH@TFS.TAMU.EDU ARKITEK STUDIO MICHAEL S. RECORD, AIA 308 N. BRYAN AVENUE BRYAN, TX 77803 (979) 821-2635 MSR@ARKITEK.COM VENDOR QUOTE: RFQ-24-001 VENDOR REF: MICHAEL S. RECORD #979-821-2635				

CEC

Texas A&M Forest Service cannot accept collect freight shipments.

FOB: DESTINATION FRT INCLUDED

Terms:

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions nor cancellations permitted without prior approval of Purchasing Department.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE
DEPARTMENT RECEIVING ROOM BY

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309 (4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

The Terms and Conditions of the State of Texas shall prevail.

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE PURCHASING AGENT

PURCHASING AGENT FOR
TEXAS A&M FOREST SERVICE

PROPOSAL

PROJECT: New office building for Texas Forest Service - McGregor



February 11, 2024

The Arkitex Studio, Inc. is pleased to offer this proposal for Architectural and Engineering services for the referenced project. Based on our conversations and the Owner provided POR, we offer the following information for your review:

Owner

Texas A&M Forest Service
200 Technology Way, Suite 1151
College Station, Texas 77845

Architect

The Arkitex Studio, Inc.
308 North Bryan Avenue
Bryan, Texas 77803

Project Description

The Texas A&M Forest Service is in need of a new 4,050 sf office building at their existing complex in McGregor Texas. The scope of the project is described in the Owner provided Program of Requirements dated 05/30/24 (revised 1-10-2025) and includes office space for 26 full time positions, conference room, break room, restrooms, work room, janitorial closet and storage room. The project will include site development with parking for staff and visitors, flag pole, front signpost, and an automatic gate at the entry drive. The building will be a pre-engineered metal building or wood framed building with decorative concrete block wainscot and metal panels above. The construction budget with alternates is \$1,125,000. Construction is to start early summer 2025 and to be completed mid 2026.

Scope of Services

The Architect shall provide Architectural, Civil, Structural, and Mechanical/Electrical/Plumbing Engineering Services. This includes Schematic Design, Design Development, Construction Documents, Bidding/Negotiation/Permit and Construction Administration Services. Specifications will be provided to accompany the construction drawings, for use in defining the nature of materials and quality. Interim progress sets will be provided for Owner review and approval at the end of each phase. After each phase review, written approval of the work will be required prior to proceeding to the next phase.

The design work requires the knowledge of the conditions of the selected site. This information will be included in a survey and a geotechnical investigation/report. The fees for these services are included in the overall fee and will be listed as separate expenses on the invoices. These services will be provided by Gessner Engineering.

Structural engineering includes an anticipated stiffened slab on grade for the foundation. Should an elevated structural slab be required, the structural fee will be adjusted to add \$6,500.

Furniture/Fixtures/Equipment selection and Audio/Visual, Telecom, Security design services are not included. We will seek proposals for this work if requested.

A total of 4 site visits for architectural, 2 for structural, and 2 for MEP are included in the fee. Additional site visits will be invoiced at hourly rates plus reimbursable expenses, \$1,000 each minimum.

Terms and Conditions

Contract

Architectural/Engineering Services will be provided in accordance with the Services Agreement between Texas A&M Forest Service and The Arkitex Studio, Inc dated October 9, 2024.

308 N. Bryan Avenue, Bryan, TX 77803 | www.arkitex.com | 979.821.2635

Standard of Care

The standard of care for architectural services provided under this agreement will be performed with the degree of skill and care ordinarily exercised by other members of the profession under similar circumstances, at the same time and in the same or a similar locale.

Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the Client and the Architect, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Architect and Architect's officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Architect and Architect's officers, directors, partners, employees, shareholders, owners and sub consultants shall not exceed the Architect's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Fee Proposal

We propose to provide architectural services for a fixed fee of \$160,984. The fee includes mechanical, electrical, plumbing engineering services by Cleary Zimmerman/Moose and structural/civil engineering services by Gessner Engineering. The fee is divided into the following percentages by phases:

Schematic Design	\$55,125 (includes survey, geotechnical report and 1 site visit)
Design Development	\$19,425
Construction Documents	\$52,979 (includes Texas Accessibility Review and prints)
Bidding/Negotiation/Permit	\$6,475
Construction Observation	\$26,980 (includes Texas accessibility inspection and 3 site visits)

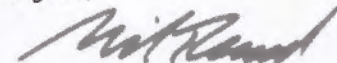
Reimbursable expenses are included in this amount. Reimbursable expenses may include prints, copies, mileage/travel, and Texas Accessibility Standards drawing review and building inspection.

Additional Services, for work beyond the original scope, shall be based on the hourly rates as set forth in the attached rate sheets for each discipline. Additional Services will not be performed without written approval between the Owner and Architect.

Invoices will be sent monthly, proportionate to the work accomplished, and are payable within 30 days of the date of invoice. TFS's payment shall be made in accordance with Chapter 2251, Texas Government Code (the "Texas Prompt Payment Act"), which shall govern remittance of payment and remedies for late payment and non-payment.

We are excited about the project and are prepared to begin the work immediately, upon your written acceptance of the terms of this Proposal.

Signed,



Michael S. Record, AIA
Principal

The Texas Board of Architectural Examiners has jurisdiction over individuals licensed under the Architect's Registration Law, Texas Civil Statutes, Article 249A. The Texas Board of Architectural Examiners may be contacted using the following information: P.O. Box 12337, Austin, TX 78711-7337, or 333 Guadalupe, Suite 2-350, Austin TX 78701-3942, phone 512-305-9000 or on the web at www.tbae.state.tx.us.

HOURLY RATES

PROJECT: Texas Forest Service, McGregor Texas

Date: January 2025



The Arkitek Studio, Inc. hourly rates are as follows:

Principal	\$250.00
Architect	\$200.00
Project Manager	\$165.00
Project Staff	\$110.00
Project Intern	\$ 90.00
Administrative Staff	\$ 90.00

Clear Zimmerman Engineering/Moose hourly rates are as follows:

Principal	\$290.00
Electrical Engineer	\$225.00
Mechanical Engineer	\$220.00
Mechanical Designer	\$175.00
Electrical Designer	\$185.00
Plumbing Designer	\$170.00
Construction Inspector	\$170.00
Modeling Technician	\$140.00
Clerical	\$120.00
Accounting	\$175.00

Gessner hourly rates are as follows:

Clerical	\$ 80.00
CMT Project Manager	\$130.00
Construction Inspector	\$ 110.00
Designer	\$110.00
Draftsman	\$ 110.00
Drilling Manager	\$ 110.00
Graduate Engineer I	\$110.00
Graduate Engineer II	\$130.00
Partner/Principal	\$275.00
Professional Engineer	\$170.00
Registered Professional Land Surveyor	\$170.00
Senior CMT Project Manager	\$135.00
Senior Engineer	\$210.00
Senior Survey Technician	\$130.00
Surveyor in Training	\$110.00
Survey Field Crew per person	\$100.00
Survey Technician	\$ 100.00
Technician	\$ 70.00
Technician (Weekend/Holiday)	\$ 105.00
Senior Technician	\$ 85.00
Senior Technician (Weekend/Holiday)	\$ 128.00