November 4, 2015

Robert R. Conolly, AIA
WKMC Architects, Inc.
909 South Tancakua
Corpus Christi, Texas 78404

Subject: **PROFESSIONAL SERVICES AUTHORIZATION FOR ARCHITECTURAL SERVICES**
**Marine Science Institute (MSI)**
**MSI Elevator Replacement Project**
CP# CP618833 WO#37453190 Contract # 16SSP004

Dear Mr. Conolly:

Please consider this as authorization to proceed on this **STANDARD SERVICES AUTHORIZATION** for the above-referenced project as described in your **Proposal dated October 28, 2015**, (attached) and our **General Conditions for Standard Professional Services dated November 1, 2011** (attached) excluding the services in your approved proposal referenced herein.

**Task I. Supplemental Basic Services**

1. Site investigation to report conditions as requested by UT elevator group $2,672.00
2. Site investigation of Texas Accessibility Standards Path of Travel $500.00
3. Site Investigation to determine physical integrity of supporting infrastructure - Structural Eng. Fee $0.00
4. Site Investigation to determine MEP deficiencies - MEP Eng. Fee $0.00
5. Prepare measured drawings $3,300.00
6. Recommend equipment type based on site findings $560.00
7. Package Owner provided specifications with Construction Documents $560.00

**Sub-Total (Not to Exceed)** $7,592.00
Task II. Basic Services

1. Phase I Schematic $0.00
2. Phase II Design Development $1,000.00
3. Phase III Construction Documents $1,000.00
4. Phase IV Bidding & Negotiation $300.00
5. Phase V Construction Administration (6 Site visits) $2,896.00

Sub-Total (Not to Exceed) $5,196.00

TOTAL (Not to Exceed) $12,788.00

The following items are exceptions to your proposal:
Any cost of Sub-consultants required to perform the defined scope of work shall be included in the Basic Services fee. Additional Services shall not be billed until additional authorization has been received. All Additional Services shall have prior approval. This contract is not for an amount exceeding $100,000.00; therefore a HUB Plan is not required.

Billings for the above authorization shall be broken down based on the percentage complete of each of the above tasks or phases. Please submit your billings for payment to: Business Services, Facilities Services Accounting, 1301 E. Dean Keeton Street, FC1, Room 3.210, Austin, TX 78722 or email to F3-Special_Bus_SVC_Project_Accounts@austin.utexas.edu.

If at any time additional efforts, beyond the authorized scope of your attached proposal are required, they must be approved, in advance in writing. All reimbursable expenses shall have prior approval and be billed at 1.0 times actual costs (with attached vendor receipts). Professional Service Provider shall furnish, as part of their basic services, all review sets for the owner as well as reproduction of documents and information necessary to perform their work within their office and sub-professionals, unless specifically agreed to by the owner as approved reimbursable expenses.
The Project Manager, Michael W. Holeman, will be your contact on all matters having to do with the technical aspects of this project. I will be your contact for details of your proposal, authorizations and payment. Please contact the project manager as soon as possible, to confirm the schedule to accomplish this work in a timely manner.

Respectfully,

Mindy Cool
Manager, Contracts

CONTENT APPROVED:
Project Management and Construction Services
The University of Texas at Austin

By:  
Mindy Cool
Manager, Contracts
Project Management and Construction Services

THE UNIVERSITY OF TEXAS AT AUSTIN
(Owner)

By:  
Michael Carmagnola, Jr., AIA
Director
Project Management and Construction Services


MJC/CMC

CC: Michael W. Holeman, Project Manager
Business Services
28 October 2015

Mindy Cool
Manager, Procurement and Compliance
The University of Texas at Austin
Project Management & Construction Services
1301 E. Dean Keeton
Austin, Texas 78722

ATTN: Mike W. Holeman, AIA, Project Manager – Mechanical Engineering

Re: Proposal for: PROFESSIONAL SERVICES AGREEMENT
ARCHITECTURAL SERVICES for:

UT MSI Elevator Replacement Project
CP# 618833

Dear Ms. Cool:

WKMC ARCHITECTS, INC. desires to enter into a Professional Services Agreement with The University of Texas at Austin, Project Management & Construction Services for Professional Services in connection with the above-referenced project. It is based on the conditions of General Conditions for Standard Professional Services dated November 1, 2011.

A. The scope of work included in this proposal is as follows:

Field investigation and coordination of Owner-furnished specifications. Construction Documents, Bidding, Negotiation and Contract Administration for the removal of the existing elevator and installation of a new elevator.

B. We agree to perform the work for the project as described above for a not to exceed fee of $12,788.00:
TASK I: Supplemental Basic Services

A. Site investigation to report conditions as requested by UT elevator group $2,672.00
B. Site investigation of Texas Accessibility Standards Path of Travel $500.00
C. Site investigation to determine physical integrity of supporting infrastructure – Structural Eng. Fee To Be Determined
D. Site investigation to determine MEP deficiencies - MEP Eng. Fee To Be Determined
E. Prepare measured drawings. $3,300.00
F. Recommend equipment type based on site findings $560.00
G. Package Owner provided specifications with Construction Documents $560.00

Subtotal $7,592.00

TASK II - BASIC SERVICES (Based on a Construction Cost Limit estimate of $85,000.00)

Phase I Schematic $0.00
Phase II Design Development $1,000.00
Phase III Construction Documents $1,000.00
Phase IV Bidding & Negotiation $300.00
Phase V Construction Administration (6 Site Visits) 2,896.00
MEP & Str’l. Eng. Fees Not Included To Be Determined
Texas Accessibility Standards Plan Review & Inspection Excluded (by UT RAS)

Subtotal $3,196.00

TASK III – ADDITIONAL SERVICES

A. Windstorm Certification – Structural Eng. Fee Not Included To Be Determined

Subtotal $0.00

TOTAL $12,788.00

[Signature]
C. We will perform the work as per the following schedule:
   a. Task I to be completed by December 1, 2015
   b. Task II – Phase II to be completed by October 1, 2016.

D. Not Applicable.

E. Sub-Professional Service Providers shall be:
   a. Structural & Windstorm Engineering: REM Engineers, Inc.
   b. MEP Engineering: DBR Engineers, Inc.

Sincerely,
WKMC Architects, Inc.

[Signature]
Robert R. Conolly, AIA

Attachment(s)
DATE: October 14, 2015
TO: David L. Rea, MARCH, Associate Vice President, Campus Planning & Project Management
FROM: Mike W. Holman, AIA Project Manager
SUBJECT: Special Justification for Exclusive Acquisition Contract for Professional Services

TITLE: MSI elevator replacement
PSP Name: WKMC Architects, Inc.

Project Cost Summary:

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<th>Building</th>
<th>Capital Project #</th>
<th>Work Order #</th>
<th>Contract #</th>
<th>Account #</th>
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<td>TBD</td>
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The Professional Services Agreement estimated contract amount: $49,000.00

Justification Statement:
The proposed project is replacement of an old elevator critical to supporting existing lab operations. Keeping the elevator in service with frequent repairs has increased in costs and access. Advanced corrosion and wear support replacing the elevator. Elevator replacement should be straightforward however supporting structure and electrical service may need modification for proper installation. The current PSP on-going list does not include an architectural firm in the vicinity of the MSI campus. Because the total project should be less than $150,000, it is not economically practical for the University to advertise and select a PSP for this limited scope of work. Therefore, selecting a local PSP that is familiar with the campus and has been previously selected based on qualifications will facilitate timely completion at less cost than would a public solicitation.

Business Risk Statement:
WKMC Architects, Inc. has previously been selected based on qualifications to provide professional services on the MSI Campus. Their familiarity with the campus will result in less time and cost to the University than will contracting a PSP unfamiliar with the campus and staff. WKMC has provided services to the University including a complex utility relocation in cooperation with the Corps of Engineers wetlands project, pre-design programming for the Estuarine Research Reserve Headquarters, and two stand-alone facility lab buildings. The firm’s depth of knowledge of coastal design and construction is instrumental in design of this project exposed to the coastal environment.

I, Mike W. Holman, AIA the undersigned, hereby certify that the above statements are true and correct and that I understand and agree to be bound by the commitments contained herein. I am acting on my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this amendment in return for favorable consideration of this request.

Michael Carnagione, Jr., AIA, Director
Project Management & Construction Services

David L. Rea, MARCH
Associate Vice President
Campus Planning & Project Management