



May 15, 2025

Honorable Mike Campbell
Clay County Judge
mike.campbell@co.clay.tx.us
940.538.4651

Chase Broussard
County Commissioner Precinct 4
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RE: Clay County Courthouse Master Plan Update for Grant Eligibility

Judge Campbell & Commissioner Broussard:

On behalf of Komatsu Architecture, I am pleased to provide the following proposal for the Clay County Courthouse Restoration Planning project.

PROJECT DESCRIPTION

The Clay County Courthouse was constructed in 1884 and designed by W.H. Wilson & Tozer in the Classical style with Italianate influences. The original roof and tower were replaced in 1912 with a gable roof and low dome. A Preservation Master Plan was previously completed for the Courthouse in 2002 by The Williams Company and approved by the THC. It was updated by Harper Perkins Architects in 2020. Currently, the County has self-funded repairs to the roof and dome as well as removal of an intrusive addition that was added to the building between 1912 and 1922. The Courthouse is a Recorded Texas Historic Landmark (RTHL), State Archeological Landmark (SAL), and listed on the National Register of Historic Places.

PROFESSIONAL ARCHITECTURAL SERVICES

1. Preservation Master Plan Update

Komatsu Architecture will update the existing 2020 Preservation Master Plan to reflect changes made to the Courthouse since the previous report was completed. This includes a narrative report explaining the current projects and any previous work undertaken between 2002, 2020, and now. Komatsu will then update the Restoration Scope of Work in narrative format. Drawings

will not be updated as part of this exercise. The narrative recommendations will be used to develop a full restoration cost estimate, which will inform the grant application budget in section #2 below. The final Preservation Master Plan Update will be submitted to the THC for review and approval. Komatsu will coordinate with the THC on the County's behalf and make modifications to the document required by THC comments. One site visit is included to take current photographs.

Note that if the County intends to be eligible for the THCPP Grant Round XIV in 2026, the NTP must be received no later than June 15, 2025. The THC includes several "Pre-Application" deadlines prior to the grant application deadline, which typically occur in late January – early February of the grant round year. Refer to the example THCPP Grant deadline timeline in the Qualifications package.

Deliverables: PDF and three (3) printed, 8.5"x11" copies of Master Plan Update.

2. Texas Historic Courthouse Preservation Program (THCPP) Grant Application

Komatsu will complete a THCPP Planning Grant application on the County's behalf. The application will utilize the updated cost estimate and will include the scope of work needed to finish fully restoring the Courthouse. Komatsu will submit a draft application to the County for review prior to the grant submission deadline. It is anticipated that the THCPP Round XIV will open in late 2025 / early 2026 with an application deadline in April or May 2026. The official schedule has not been released at this time.

Deliverables: PDF THCPP Grant Application.

3. Construction Drawings and Specification Preparation

If a THCPP Planning grant is received, Komatsu will provide design and construction document development services required for bidding a construction project including drawings and specifications for the full restoration of the Courthouse. Komatsu will function as the project manager and design lead. Komatsu will then coordinate the engineering and other professional consultants outlined below. The County is to provide measured working drawings in AutoCAD or Revit format from previous project for Komatsu's use. If those files cannot be provided and extensive field verification and/or 3D Laser Scanning is needed, an additional fee will be required.

The architectural scope of work will include:

- a) Up to (4x) site visits during design to review existing conditions and surrounding context of proposed context. Additional site visits will be invoiced as additional services.
- b) Provide documentation (drawings and specifications project manual) for design and construction for the full courthouse restoration.
- c) Construction documents anticipated to include for both the entry courtyard exhibit and maintenance compound:
 - o Architectural
 - Site plan
 - Floor and roof plans
 - Elevations
 - Reflected ceiling plans
 - Architectural details
 - Window and Door schedules
 - Interior finish schedule
 - Specifications necessary for construction
 - o Masonry Conservator / Envelope Engineering Drawings and Specifications
 - o Structural Engineering Drawings and Specifications
 - o Civil Engineering Drawings and Specifications
 - o Mechanical, Electrical, and Plumbing Drawings and Specifications
- d) Provide drawing sets for review at Schematic Design, Design Development, 60% Construction Documents, and 90% Construction Documents completion and virtual or in person review meetings with building committee members. Note that owner generated and approved changes requiring modification of project design after 60% progress submittal will be invoiced on an hourly rate basis.
- e) Analysis of applicable building code, life safety code, and Texas Accessibility Standards
- f) Cost estimation will be provided by a third party, professional cost estimator at 60% and 90% review submittals.

The "3. Construction Drawings and Specifications Preparation" fee and consultant team will be further developed if a Planning Grant is awarded. The architectural and engineering fee is typically 12% of the estimated cost of construction.

FEE SUMMARY

The table below outlines the lump sum base fee for each architectural and engineering discipline. The fees are inclusive of all expenses.

Discipline	Consultant	Total Fee
Architecture	Komatsu Architecture	\$16,396
Cost Estimation	Riddle Goodnight	\$8,712
Total		\$25,108

OWNER RESPONSIBILITIES

The owner will be required to provide the following reports and testing to inform the architecture team for the Master Plan Update and Grant Applications phases. Additional analysis and testing maybe required for the Construction Document Preparation phase. The work outlined below is outside of the scope of the project described herein:

- All drawings and specifications from the original courthouse construction date and any available drawing documentation from later modifications, additions, etc.
- Commissioners Court minutes from the original construction date of the courthouse (1912) to present documenting all significant changes and modifications to the Courthouse. Your County Historical Commission members could perform this task.
- Local History Book, if available
- Metes and Bounds or Deed Legal Property Description
- Topographical Survey including major site features and locations of existing utilities. Komatsu can assist with defining the scope of the survey.

EXCLUSIONS

The project scope of work excludes the following:

- Architectural services not identified in scope
- Permitting, Bid Negotiation, and Construction Administration
- Engineering services not identified in scope
- Landscape Design
- Record / As-Built Documentation
- Geotechnical reports
- Topographical Survey, refer Owner Responsibilities
- Hazardous Materials testing and analysis

- Material testing and inspections as required by the building code will be outlined in the specifications and coordinated by the contractor during construction. The fees associated with the required tests and inspections are not included in the fee.
- Fees /costs associated with construction permitting or other regulatory fees
- LEED documentation and/or certification

TERMS OF AGREEMENT

This proposal is based on AIA Document B101-2017 Standard Form of Agreement between the Owner and Architecture.

PAYMENT TERMS

Invoices will be submitted based on progress of work. Payments are due within 30 days of the invoice date.


Komatsu appreciates the opportunity to submit this proposal for architectural design services. Please sign where indicated below and return one copy of the proposal as your authorization to proceed. This proposal is valid for 60 days. If you have any questions, please do not hesitate to call. ***Komatsu will follow up the Notice to Proceed with an AIA Contract.***

ACCEPTED FOR:
Komatsu Architecture



Karl A. Komatsu, RA
President, Komatsu Architecture

ACCEPTED FOR:
Clay County Courthouse Restoration Plan Update



Hon. Mike Campbell
Clay County Judge

Komatsu Architecture Fee Proposal

Clay County Courthouse Restoration Planning
5.14.2025

Activity	Labor and Hourly Rates										TOTAL
	Project Manager	Architect	Historic Preservation Specialist								
Architecture											
1. Preservation Master Plan Update	\$194.70 /hr	\$170.20 /hr	\$129.80 /hr	\$ - /hr	\$ - /hr	\$ - /hr	\$ - /hr	\$ - /hr	\$ - /hr	\$ - /hr	\$ 15,958
2. THCPP Grant Application	16	40	40								Pro Bono
3. Construction Drawings & Specs Preparation	TBD	TBD	TBD								TBD
Total Architectural Hours	24	88	88								
Architecture Expenses											
Site Visit Per Diem (\$68 per day)		68	68								\$ 15,958
Mileage (202 miles roundtrip from Fort Worth office to Conroe, Texas at \$0.70)				142							\$ 136
Printing (3x hard copy reports)				150							\$ 152
Architecture Subtotal											\$ 150
Consultants (fees include expenses)											\$ 16,396
Cost Estimation											
Consultant Subtotal											\$ 8,712
											\$ 8,712
TOTAL											\$ 25,108