

Request for Proposal (RFP)
For
Architectural Services
And
Construction Administration Management Services
New City Hall Facility

Issued by:

City of Hutchins, Texas

Proposals must be submitted

No later than

3 PM December 23, 2022, CST

to:

City of Hutchins
321 North Main Street
P.O. Box 500
Hutchins, Texas 75141

LATE PROPOSALS WILL BE REJECTED

There will not be a public opening for this proposal.

For further information regarding the RFP contact:

James Quin
City Administrator
972-225-6121
Email: jquin@cityofhutchins.org

Issued 11/22/2022

The proposal can be found on the City Hall website at:

www.cityofhutchins.org

Objective

The City of Hutchins, Dallas County, Texas is soliciting proposals from qualified firms for architectural services for the construction of a new City Hall Facility. This RFP is seeking services for concept/preliminary design, final design, bidding, and construction administration management services.

- The City Hall Facility should be designed to maximize functionality, durability, and account for and allow future growth.
- The City Hall Facility should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.

Background

The City of Hutchins has a population of approximately 6,352 residents and is adjacent to the City of Dallas in Southern Dallas County at the juncture of IH-20 and IH-45. The City of Hutchins is experiencing growth with 1,002 residential platted lots being approved in the last two years. The City Council consists of the mayor and five council members elected at large. The City Administrator is appointed by the City Council to serve as the administrative head of the government. Municipal services include paid police and fire, public works, economic development, community services, finance, City secretary, municipal court, and human resources departments. All departments report to the City Administrator. The City of Hutchins has approximately 92 employees and an annual budget of \$11,450,961 in the General Fund and \$3,230,848 in the Water Department. The City's All Fund balance is \$32,201,953. Fully one-half of the Union Pacific Inland Port is within Hutchins.

City Hall Facility

The new City Hall Facility is expected to be constructed at the northeast corner of Lancaster Hutchins Road and JJ Lemmon Street, Hutchins, Texas 75141. This land is approximately three acres, was purchased by the City in November 2022 and is nearly five times larger than the existing City Hall site. The City Hall Facility is needed because the existing City Hall, which was built in 1974, does not meet current or future needs resulting from continued community growth. On November 8, 2022, the residents of Hutchins approved a \$10,775,000 General Obligation Bond Issue to construct the approximate 20,000 square foot City Hall Facility. The intention is to have the building operational in 2024. The City Hall Facility will provide the ability to meet current and future needs of the community as Hutchins continues to grow. Other elements of the project may include an event center for hosting group events. From June 2022 - July 2022, the City worked with an architect to create a preliminary building program, conceptual design, and a cost estimate for the project.

Project Description

1. Concept Design and Opinion of Probable Cost for City Hall Facility: The selected firm will work with Hutchins Staff to evaluate current needs, gather input, and analyze available options for this facility. To allow sufficient time for multiple meetings, the City anticipates this Concept Design phase to take place February through March 2023.
2. Schematic Design, Design Development and Final Design Phase: The City anticipates this phase to take place April through July 2023.

3. Bidding and Contract Award Phase: The City anticipates this phase to take place August 2023.

4. Construction and Project Close-out Phase: The City anticipates this phase to take place September 2023 – August 2024.

Scope of Services

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the City values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a City Hall Facility.

General:

The selected architect shall work closely as a part of the project team to develop a design for the facility that meets the needs of the City of Hutchins. This objective will be accomplished through frequent and routine communication and meetings of the project team, a series of design review workshops, and close coordination with City staff.

Phase 1: Preliminary/Concept Design and Opinion of Probable Cost – Full Project Complete a space needs assessment to verify building size and site requirements.

Conceptual Site Layout:

- Architect shall develop alternative layouts for the project on the preferred site.
- The layout of the site needs to account for the parking needs of the building.
- Surveying: Map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary for the work.
- Geotechnical Investigation: Provide geotechnical and foundation evaluation investigations as a part of the site development.
- Building location and configuration will be evaluated in conjunction with the site plan to use available space and allow opportunity for future growth efficiently and effectively.
- Environmental issues: The site design shall be sensitive to and shall protect the surrounding environment.
- Grading and Storm Water Management: Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding.
- Utilities: Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not be limited to water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications and potential back up power. Coordinate with relevant contractors.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with conventional landscaping standards. Landscaping should consider best practices in contributing to effective storm water management.

- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the City Staff and City Council to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.
- ADA Compliance: Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- Energy Conservation: Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding program or incentive. Consideration of solar power should also be considered, and options provided.
- Constructability issues:

The Architect shall be fully responsible for the constructability of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work. Notwithstanding any recommendations or approvals by City Staff and City Council, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.

- Schedule: The City is targeting the building to be furnished and operational by August 2024.
- Develop and regularly maintain a project schedule that includes all phases of the project through completion of construction and startup/occupancy of the new facility.
- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.
- Promptly notify City Staff of any delays that will impact the successful completion of the work.
- Construction Cost Control: The goal is to develop and construct a new City Hall Facility in Hutchins by August 2024 at a total cost of less than \$10.75 million including hard and soft costs. It is anticipated that the City Hall Facility construction budget is \$9,275,000 with \$1,000,000 for site development. Controlling the total project cost is critical to project success.
- The Architect shall work within and adhere to this project budget. The Architect agrees to work closely with City Staff to control costs. The Architect will be keenly aware of project costs throughout all phases of the project.
- If an adjustment in the project budget is required to meet the overall objectives of the City, the Architect shall promptly notify City Staff and provide the necessary supporting documentation to allow the City Council to make a decision. The Architect shall not proceed with completion of the project without the prior written authorization of the City Council and an adjustment to the project budget.
- If adjustment of the project budget is not feasible, the Architect shall work with City Staff and City Council to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The Architect shall remain responsible to maintain the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Architect, the City Council may direct the Architect to redesign the facility at no additional cost to bring the work within budget.

- Other issues as required to complete the work: The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

Architect's Minimum Responsibilities for Phase 1 - Preliminary Design

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of City Staff and the City Council.
- Develop a space needs analysis for City Hall.
- Retain a Geotechnical Engineer licensed in the State of Texas to analyze site conditions and recommend foundation configuration and loadings.
- Retain a surveyor licensed in the State of Texas to survey the property and develop any required site topographic maps, utility maps, and any other base mapping information necessary to complete the work.
- Gather and compile all necessary data required from the City's records, from field reconnaissance and from other sources as is necessary to complete the work.
- Schedule and coordinate quality control reviews during the completion of Phase 1 – Preliminary Design. Quality control will include but will not be limited to interim submittals and review meetings with City Staff.
- Provide preliminary conceptual designs for review and comment to assist the City Council in determining the preferred site layout and building configuration.
- Provide an Opinion of Probable Cost for all alternatives and preferred site layouts and building configurations.
- Provide regular reports to City Staff about the progress of the work.
- Regularly update the project schedule.
- Control project costs to keep the project within budget. Assist the City Staff and City Council in finalizing and adjusting the project budget as needed.
- Any other work considered normal for a project of this type and scope as required to meet the needs of the City Council.
- Provide project meeting minutes.

The Architect shall provide City Staff with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to the City Council. The Architect shall not proceed with Final Design until receipt of written approval of the conceptual design from the City Council.

Phase 2: Final Design – Full Project

Upon approval of the Preliminary Design, the Architect shall proceed to Final Design and development of bidding documents. The final design shall incorporate the approved conceptual design into Drawings and Specifications suitable for public bidding. Based on the concept developed in Phase 2, the Architect shall prepare final design documents for the work to include but not limited to:

- a. Site Plan

- b. Site Utilities
- c. Site Grading
- d. Storm Water/Erosion Control Plan
- e. Landscaping
- f. Administration/office design
- g. Architectural requirements
- h. Interior space layout
- i. Telephone system and audio/visual low voltage systems
- j. Fiber Optic Communications
- k. Building material schedules
- l. Window and door schedules
- m. Room Finish Schedules
- n. Plumbing
- o. Sprinkler
- p. Electrical
- q. HVAC
- r. ADA Compliance

Any other component and schedule necessary to complete the work Develop final drawings, which shall include but shall not necessarily be limited to:

- a. Site Survey
- b. Site Plan and Details
- c. Site Grading Plan and Details
- d. Storm Water/Erosion Control Plan
- e. Floor Plans
- f. Exterior Building Elevations
- g. Roof Plan
- h. Wall Sections and Details
- i. Renderings
- j. Interior elevations
- k. Room Finish Schedules

- l. Door and Window Schedules
- m. Reflective ceiling plans
- n. Structural Plans and Details
- o. Sprinkler Plans (if needed)
- p. HVAC Plans and Details
- q. Plumbing Plans and Details
- r. Electrical Plans and Details
- s. Security System Plans and Details
- t. Other drawings needed to define work and allow competitive bidding

Constructability: The Architect shall be responsible for the constructability of the final design. The Architect shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by City Staff, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all associated details.

Geotechnical Investigation and Foundation Design: Architect shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State of Texas. Based on these soils' investigations, the Geotechnical Engineer shall make recommendations on type and size of foundations for the complex.

Site Surveying and Grading: Architect shall retain the services of a Registered Land Surveyor licensed in the State of Texas to prepare a topographic and utility map of the property to serve as the base for design drawings. Survey shall extend a minimum of 100 feet beyond limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize impact to neighboring properties.

Permit Requirements: The Architect shall be responsible to provide information necessary to obtain required approvals and permits for the work. In the event that the design is not accepted, and a building permit or other required approvals cannot be obtained, the Architect shall redesign components of the project at no additional cost to the City to conform with the requirements and obtain the necessary permits. Presentations are required for permitting and other approvals to City Staff. The Architect shall address and incorporate any comments received from review agencies into the final document. Architect shall complete any other tasks as needed to meet the project objectives of City Staff and the City Council. Anticipated tasks shall be noted in the Proposal.

Architect Responsibilities for Phase 3 - Final Design:

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the City.
- Regularly meet with City Staff to review project status and design details.
- Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with City Staff.

- Provide regular written reports and communication with City Staff about the progress of the work.
- Regularly update the project schedule with City Staff.
- Regularly update the project estimated costs with City Staff.
- At the completion of the work, provide a final opinion of probable costs for the project.
- Control project costs to keep the project within budget. Notify City Staff if estimated cost of construction exceeds the project budget, including any contingency.
- Any other work as normally required for a project of this size and scope.
- Provide project meeting minutes.

The Final Design shall be reviewed and approved by the City Council. If the Final Design is not approved, the Architect shall revise the design until such time it gains their approval, and any such work shall be completed at no additional cost to the City. The project shall not proceed to the Bidding Phase without the prior written approval of the City Council.

Bidding Services

Objective: The project developed during Phase 3 – Final Design shall be competitively bid through the City of Hutchins to contract with a qualified contractor at an equitable price with minimal change orders.

Architect's Responsibilities for Bidding:

- Provide all necessary personnel, resources, and sub-consultants to assist the City in competitively bidding the work.
- Gather and compile all necessary data required from City and County records and other sources as deemed necessary to bid the project successfully and competitively.
- Prepare bidding forms, conditions of the Contract, and the form of Agreement between the Contractor and the Board. Architect shall use the AIA standard forms and contract, which may include modifications by the City's legal counsel.
- Provide a PDF of the complete Plans and Specifications suitable for posting.
- Assist the City in answering questions from prospective bidders.
- Participate in a pre-bid meeting with prospective contractors explaining the project concepts and goals and answering questions.
- Prepare Contract Addendums as required to clarify or modify the design.
- Assist the City in opening and evaluating the bids and recommending an award.

Cost Limitation on Construction Costs: If the bid price is higher than the project budget, work with the City to determine ways to cut costs.

- Assist in value engineering the project to reduce costs. Evaluate alternatives, provide cost information, and advise the City as to the value of all revisions.
- Work with vendors/contractors in developing and evaluating cost reduction alternatives.

- Assist the City in re-design and re-bidding the project if required. Justification of additional compensation to the Architect shall be considered based on the reasons and sources of the cost RFP overruns.
- Provide any other work and assistance during the bidding process that would be usual and customary for a project of this size and scope.
- Prepare construction contracts.

Construction Administration Services

Objective: Assist City in monitoring, recording, and administering construction activities. Architect's Responsibilities for Construction Administration Services:

- Provide all necessary personnel, resources, and sub-consultants to assist the City in administering construction of the project.
- Construction administration and documentation to include but not limited to:
 - Shop drawings
 - Schedule compliance
 - Contract compliance
 - Regular construction meetings
 - Request for information
 - Request for change
 - Change Orders
 - Monthly pay requests
 - Operation and maintenance manuals
 - Test results
 - Final inspection and punch list
 - Contract Closeout
 - Training
 - Startup and Commissioning
 - Final As Built plans and documents
 - Other tasks normal to facility construction administration

Monthly Progress Reports and Quality Control:

Project progress reports shall be submitted by the first of every month. No payments will be released to the Architect without an acceptable monthly report. Each report shall detail progress made during the previous month, planned work for the coming month and any issues to be resolved. All monthly reports shall include an undated project schedule and cost update. Monthly reports shall not exceed one type-

written page, excluding updated schedules, charts, or tables. Quality control review meetings will be held with the Municipal Building Committee at 30%, 70% and at completion of each phase of the project.

Deliverables for both Phase 1 and Phase 2:

- Electronic copies of all submittals.
- 30 Percent: 1 paper copy of project documents to the Municipal Building Committee for review.
- 70 Percent: 3 paper copies of project documents to the Municipal Building Committee for review.
- Submittal Draft: 6 paper copies to the Municipal Building Committee review.
- Building Permit Submittal: Copies as required.
- Final Approved Documents: 6 complete paper copies of the documents to the Municipal Building Committee.
- Bidding Documents (complete plans and specifications): Shall be submitted electronically on a thumb drive. All of the Bidding Documents shall also be combined into a single PDF suitable for posting. Submittal format shall be coordinated with the Municipal Building Committee.

Project Team:

The project team will include the selected firm and City Staff. All significant project decisions shall be made in consultation and agreement with the City Council and City Staff.

Timing:

The following is an anticipated schedule for the general construction project, including the RFP process. The City of Hutchins reserves the right to modify any part of this schedule.

Tax Exempt:

The City of Hutchins, as a municipality, is exempt from the payment of federal excise taxes and state sales tax.

Tasks Due Date

Distribute RFP for Architectural Services November 22, 2022. RFP Proposals Due December 23, 2022, by 3:00 PM CST,

Review of Proposals, Final Candidate Selection January 9, 2023

Contract Award to Final Firm January 17, 2023.

Phase 1: Concept Design and Probable Cost: Full Project April 2022.

Phase 2: Schematic Design, Design Development and Final Design July 2022.

Proposal Content and Evaluation

TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS.

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals

brief and to the point, but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below. Furthermore, Project evaluation points have been assigned to particular items.

A. Cover Letter: (1 page maximum):

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

B. Company Overview: (2 page maximum):

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this Project as a minimum.

C. Design Experience: (5 page maximum): (20)

Provide five examples of the types of projects which you feel best represent your firm's experience with design and construction management and an owner as a team during the pre-construction and construction phases. Include project size and description and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed Project staff. Include the owner of the project as a reference for each of the referenced projects.

D. Related Project Experience (5 page maximum): (20)

Provide a list of specific project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project.

E. Personnel Assigned to Project (Project Team): (30)

Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. This person will be the main point of contact with the City and directly responsible for the project. List the names of other key members of the project team, along with their experience and expertise. Provide resumes and references for the staff to be assigned to this Project.

If selected, the naming of personnel as listed above will be considered by the City to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by email, telephone and in person.

F. Understanding of the Project (2 page maximum): (15)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time and approach that will be required for each component of the project. Discuss the proposed planning, organization, and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFP to project closeout particularly as it adheres to or strays from the schedule given.

G. Management Approach: (4 page maximum): (15)

Provide your approach to the management of the following critical Project parameters:

- i. BIM applications;
- ii. Electronic delivery of plans and specifications;
- iii. Schedule;
- iv. Quality Control;
- v. Software;
- vi. Partnering/Teamwork;
- vii. Communications Management; and
- viii. Construction Phase administration.

H. Insurance: (1 page maximum):

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of Texas, the City, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows, subject to modification as a part of the Design/CM Contract:

Commercial General Liability: General aggregate limit (other than Products-Completed Operations): \$2,000,000 per project Products

Completed Operations \$1,000,000 (aggregate) per project Personal and Advertising Injury \$1,000,000

Each Occurrence Limit \$1,000,000

Auto liability: Combined single limit per accident \$1,000,000

Worker's Compensation Statutory limits

Employer's liability Sufficient to meet underlying Umbrella liability insurance requirements Umbrella:

Each occurrence \$2,000,000

Aggregate \$4,000,000

Professional Liability: Each occurrence \$1,000,000

Aggregate \$2,000,000

All major consultants (e.g., structural, civil, and mechanical) shall have the same types of insurance coverage and the same limits as the Architect, provided that such limits may be reduced upon prior written agreement of the City.

I. Consultants: (1 pages maximum):

Identify the engineering consultant for the geotechnical report and the surveyor for the survey, with a brief introduction to their experience and capabilities

J. Exceptions:

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal, and the anticipated Design/CM Contract. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated form of Design Contract and agree with their provisions, other than the exceptions noted in the Response.

K. Confidentiality:

All proposals shall become the property of the City of Hutchins once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a "Confidential" stamp. While the City will attempt to keep such information confidential, as a public body it cannot guaranty that it will remain confidential. The City will inform you of a public records request to see such information. You may contest such a request at your sole expense. The City assumes no responsibility for any liability whatsoever in relation to its compliance with the State of Texas Open Records Law.

L. Conflicts of Interest:

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural and construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the Proposal.

M. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. The City of Hutchins is not responsible for any costs incurred by the firm in preparing or submitting the Proposal. Proposals should be complete but concise. Firms will be evaluated on the following information listed in the order of importance:

N. Fee Schedule:

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services.

Selection Process

The City Staff will review proposals, attend presentations, and make a recommendation to the City Council for final approval.

Eight (8) copies of the proposal should be received by December 23, 2022, at 3:00 PM CST. An electronic copy of all proposals should also be emailed to the City Secretary (see contact information below) by December 23, 2022, at 3:00 PM CST. All proposals and presentations will be reviewed based on the criteria listed.

No more than three firms will be selected to provide an in-person presentation to the City Staff Selection Committee. The presentations are scheduled for January 12, 2023, at the City Hall Conference Room. A scheduled interview time will be set with each firm. Each firm will have 15 minutes to present and 10 minutes to respond to questions. All firms will be contacted by 4:30 pm on January 9, 2023, with the City's decision on which firms will be invited for an in-person presentation. Upon approval by the City Council,

the selected firm shall provide a standard contract for the City to review and sign. The City reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of the City, will best serve the interest of the City.

Rejection of Proposals

The City of Hutchins reserves the right to reject any and all of the responses received as a result of this RFP. The City does not intend to award a contract solely based on responses to this RFP.

Proposal Cost and Duration/Proprietary Information

The architectural and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the City and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as "Confidential and Propriety Information." Confidential and Propriety information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable State of Texas Open Records Law.

Point of Contact

All communication and questions regarding the project should be directed to:

James Quin
City Administrator
City of Hutchins, Texas
jquin@cityofhutchins.org

Proposal Submission

Location for Proposal Delivery: Submittals clearly marked "Proposal for Architecture and Engineering (A/E) Firm Services to design City Hall Facility for the City of Hutchins, Texas" shall be submitted by e-mail and/or mail to the City Secretary's office at the following:

Mailing Address:
Cynthia Olguin, City Secretary
321 North Main Street
PO Box 500
Hutchins, Texas 75141
(972) 225-6121 ext. 130

Hand Delivery:
Cynthia Olguin, City Secretary
321 North Main Street
PO Box 500
Hutchins, Texas 75141
(972) 225-6121 ext. 130

E-Mail Address

colguin@cityofhutchins.org