



**munoza
albin**

Architecture
Planning &

February 9, 2026

**Proposal for
Architectural
Design
Services for**



**A RESIDENTIAL
TOWER IN
HOUSTON**



February 6th, 2026

Mr. Richard Osika

Managing Member

BuildPro Construction / Captiva Development

299 Market St.

Saddle Brook, NJ 07663



Proposal for Architectural Design services for S. Post Oak, Houston.

Dear Richard,

Thank you for the opportunity to present this proposal for the Architectural Design services for the project described below.

Project Description

The project consists of the planning and design of a high-rise multifamily residential development on an approximately 2-acre site located at the intersection of S. Post Oak Lane and S. Wynden Drive. The development is envisioned as a landmark residential tower that will positively contribute to the surrounding urban context. See **ATTACHMENT A**

The overall design approach prioritizes a timeless architectural character, a strong amenity-driven experience, and a cohesive residential environment that supports a range of lifestyles while establishing a clear identity within the neighborhood.





The basic Owner requirements include:

- Multifamily residential tower with podium configuration
- 300 total residential units
- Average unit size of 1,400 square feet
- Primary focus on one and two-bedroom units, with select three-bedroom units
- Parking ratio of approximately 1.8 cars per unit with structured parking garage sized at approximately 425 square feet per car
- Approximately 40 stories in height
- Strong emphasis on interior and exterior amenity spaces. Interior amenities of approximately 20,000 SF
- Exterior amenity area of 15,000 square feet
- Architectural character preference toward a timeless design approach

The owner will provide the following information and parameters to be followed:

- Targeted demographics
- Targeted Unit Mix
- Targeted average Unit size
- Target approximation of Residential gross SF
- Target gross SF of Amenity Space, interior and exterior
- Target range of Construction Budget

PROCESS:

Our Design Team

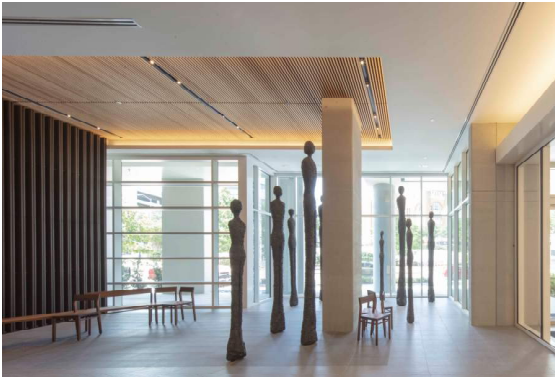
One of the firm's principals is always in charge of our projects, ensuring that our clients and projects always have top level of attention that is required.

Our firm has a good understanding of the multifamily developer's concerns regarding good design, budgets, etc. Within these parameters, our experience allows us to bring innovative solutions not only to the overall design of the building, but also to our approach to unit design. We have the knowhow and expertise to design the next generation of multifamily buildings within your framework and cost.

For this project, we will serve as Design Architect with an Architect of Record (AOR) of your choice. As referenced in this RFP we are including AOR fee projections from House Robertson Architects.



As Design Architects for this project, we will coordinate closely with the AOR as well as with the other participating consultants. It is our understanding that a General Contractor with whom the intent is to negotiate a construction contract will be selected for pre-design services, including detailed pricing information that will be made available to the Design Team at the milestones defined in the Project Schedule.



Scope of Work / Basic Services

This proposal is made with Munoz + Albin Architecture & Planning Inc. (M+A) as the Design Architect. No AOR or other consultants are included in this proposal. MA and the other consultants will work under contract with the AOR.

Prior to starting the design process, in conjunction with MA, the Owner will define any issues such as percentage of balconies desired, as well as types of interior solutions preferred such as laundry, kitchen, bathroom types and number of fixtures, etc. M+A scope includes unit design: layouts, RCPs, typical bathroom and kitchen design. Interior design of public spaces will be provided by the interior designer.



For this proposal, M+A has made the following assumptions:

- 300 Units at 1,400 SF average unit size
- 420,000 NRA
- No Retail
- 5,000 SF for lobby
- 20,000 SF of interior amenities
- 15,000 SF of exterior amenity deck
- Parking at 1.8 per unit = 540 cars

Conceptual Design

In coordination with the AOR, our pre-design phase focuses on site planning, zoning and code analysis, program development, access and circulation concepts, preliminary consultant coordination, and alignment with project budget and cost expectations.

MA will study various site test fit options for the program. Corresponding massing options will be studied and evaluated. At the end of the



Conceptual Design scope, an overall scheme will be generated which will be the basis of design.

Deliverables for this phase include:

- Context plan
- Ground level Site Plan
- Typical building plan with units shown as blocks. No interior unit layout included at this phase
- Typical parking level plan
- Elevations of 2 main facades indicating materials
- Building sections
- Massing diagrams / White Box 3Ds
- In-house renders
- Area charts

Schematic Design

Based on the Owner's approval of the concept phase, MA will produce documents to complete the Schematic Design scope. MA will further develop massing and façade solutions that will serve as the basis of design for the building.

Schematic Design studies will consist of the drawings and documents listed below:

In coordination with the AOR, this phase includes the following:

- Site and area analysis to confirm design parameters.
- Coordination with local planning, building code, life safety and zoning requirements.
- Parking, loading and service requirements.
- Building core, elevator and circulation analysis.
- Exterior skin and design systems and materials.
- Coordination with the civil engineer and other consultants.
- Evaluation of structural and MEP building systems.
- Presentations and meetings by-weekly with consultants and client
- Meetings with the contractor to establish construction budgets for design.
- Landscape and interior design coordination.
- Program and unit plan development.

Deliverables for this phase include:

- Architectural Site Plan
- Programmatic and Area Analysis Sheets
- Code Analysis Sheets (by AOR)

- Building Plans including ground, parking, amenity and typical floors
- Unit Plans (6 unit types)
- Main Exterior Elevations with Materials noted
- Roof Plans
- Building Sections
- Illustrated 3D vignettes of key details
- In-house Renders

Design Development

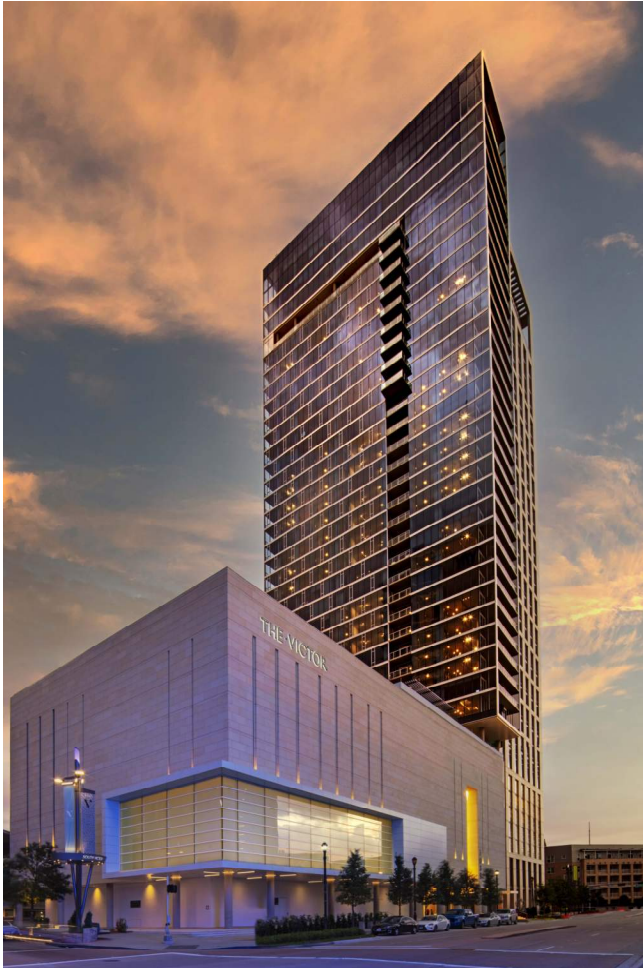
Our design development phase is based on the approved schematic design documents and approved preliminary budget by the General Contractor. This phase includes identification of structural, mechanical and electrical systems for pricing purposes.

In coordination with the AOR, this phase includes the following:

- Site and area analysis to confirm design parameters.
- Coordination with local planning, building code, life safety and zoning requirements.
- Parking, loading and service requirements.
- Building core, elevator and circulation analysis.
- Exterior skin and design systems and materials.
- Coordination with consultants: Civil, Structural, MEP, Landscape, Interior Designers, etc.
- Presentations and OAC meetings as required.
- Specialty consultant engagement including waterproofing, accessibility, façade cleaning and maintenance, hardware, elevator, low voltage and others. By AOR.
- Continued program and unit plan development.
- Plans, elevations, sections and other drawings as necessary to illustrate the final design of the buildings.
- Meetings and coordination with the contractor to ensure the design is within budget as the design is developed.

Deliverables for this phase include:

- Architectural Site Plan
- Programmatic and Area Analysis Sheets
- Code Analysis Sheets. By AOR
- Building Plans including ground, parking, amenities, and typical floors.





- Coordination with structural drawings identifying the structural systems for the project
- Coordination with MEP drawings identifying the HVAC, electrical and plumbing spatial requirements²
- All Unit Plans and mix including unit RCP's
- Design of 6 typical units' kitchens and bathrooms
- Exterior Elevations with Materials
- Coordination of Amenity Plans (by Interior Designer)
- Wind tunnel analysis may be required at this stage.
- Roof Plans
- Building Sections
- Schematic Wall Sections
- Illustrated 3D vignettes with plans, sections, elevations and 3D elements
- Outline Material and Finish Schedules
- LEED and Environmental coordination (by AOR)
- Façade cleaning and maintenance coordination
- In-house 3D Renders
- Coordination of up to 6 (six) commercial renders

Construction Documents

Based on the Owner's approvals of the Design Development documents and of the updated preliminary pricing package (by general contractor), M+A will assist the AOR with architectural design issues that need to be addressed during this phase. M+A will assist the AOR in setting forth in detail the quality level of the materials and systems and other requirements for the construction of the building. Permitting will be done by the AOR.

Bidding and Negotiation

M+A understands that the Owner will negotiate the construction contract with a general contractor that will provide pre-construction services including pricing information during the various phases of the project development.

Construction Administration

M+A shall review the contractor submittals such as shop drawings relevant to building design,

product data, and samples and visit the construction site once monthly (structure) and twice monthly (finishes) only for the limited purpose of checking for conformance with information given and compliance with the design concept and aesthetic intent of the project.

This phase includes the following:

- Additional supplementary or clarification drawings as necessary.
- In-house review and approval of shop drawings for compliance with aesthetic intent.
- Response to RFI's from the field.
- Submittal review and approval.

Design Schedule

Conceptual Design:	8 weeks
Schematic Design:	12 weeks
Design Development:	16 weeks
Construction Documents:	TBD by AOR
Bidding:	TBD by AOR
Permit and IFC:	TBD by AOR
Construction Administration:	36 months (estimated)

MA and the AOR will work out a mutually agreeable schedule with the Owner if the above do not correspond with Owner's expectations. Durations above do not include approval times by Owner.

See **ATTACHMENT D** for Schedule

Consultants

Additional primary consultants that will be needed for the project's design are:

- Structural
- MEP
- Landscape Architecture
- Interior Design

Other additional secondary consultants that will be needed are:

- Elevator Consultant
- Envelope and Waterproofing
- Lighting
- Accessibility
- Specifications
- Door Hardware
- Acoustical
- Wind Tunnel
- LEED and Sustainability
- Façade Maintenance and Cleaning



The following consultants will be Owner coordinated:

- Civil
- Graphics and Signage Consultant
- Geotech Consultant
- Security / AV Consultant
- Survey with Topo

Compensation

The fees for the Basic Architectural Design Services described above will be a lump sum of \$1,379,550.00 (One million, three hundred seventy-nine thousand, five hundred and fifty and 00/100) billed monthly and calculated in the following manner:

Concept	\$137,955
SD	\$383,208
DD	\$551,820
CDs	\$91,970
Cons.Obs.	\$214,597
	\$1,379,550

See **ATTACHMENT B** for AOR proposed fees.

Fee Notes:

1. Fees to be billed monthly according to project advancement.
2. A retainer of \$20,000.00 upon commission to be amortized through schematic design.
3. Please note that no fees for consultants are included in this proposal.
4. Fees are valid for 90 days.
5. Fees include CA site visits monthly during construction of structure and twice a month during selection of finishes for 36 months. In case construction lasts longer or more visits are required, additional fees will need to be negotiated.
6. The above fees apply when MA is commissioned to complete the full design architect role for SD, DD, CD and CA scopes.
7. If the program increases by more than 5%, fees may require adjustments.
8. Depending on the magnitude, additional changes during DD may require additional fees.

Please see **Attachment C** for General Conditions of this proposal.





Richard, we greatly appreciate this opportunity and are looking forward to working with you and your team on this project. Please do not hesitate to call me if you have any questions.

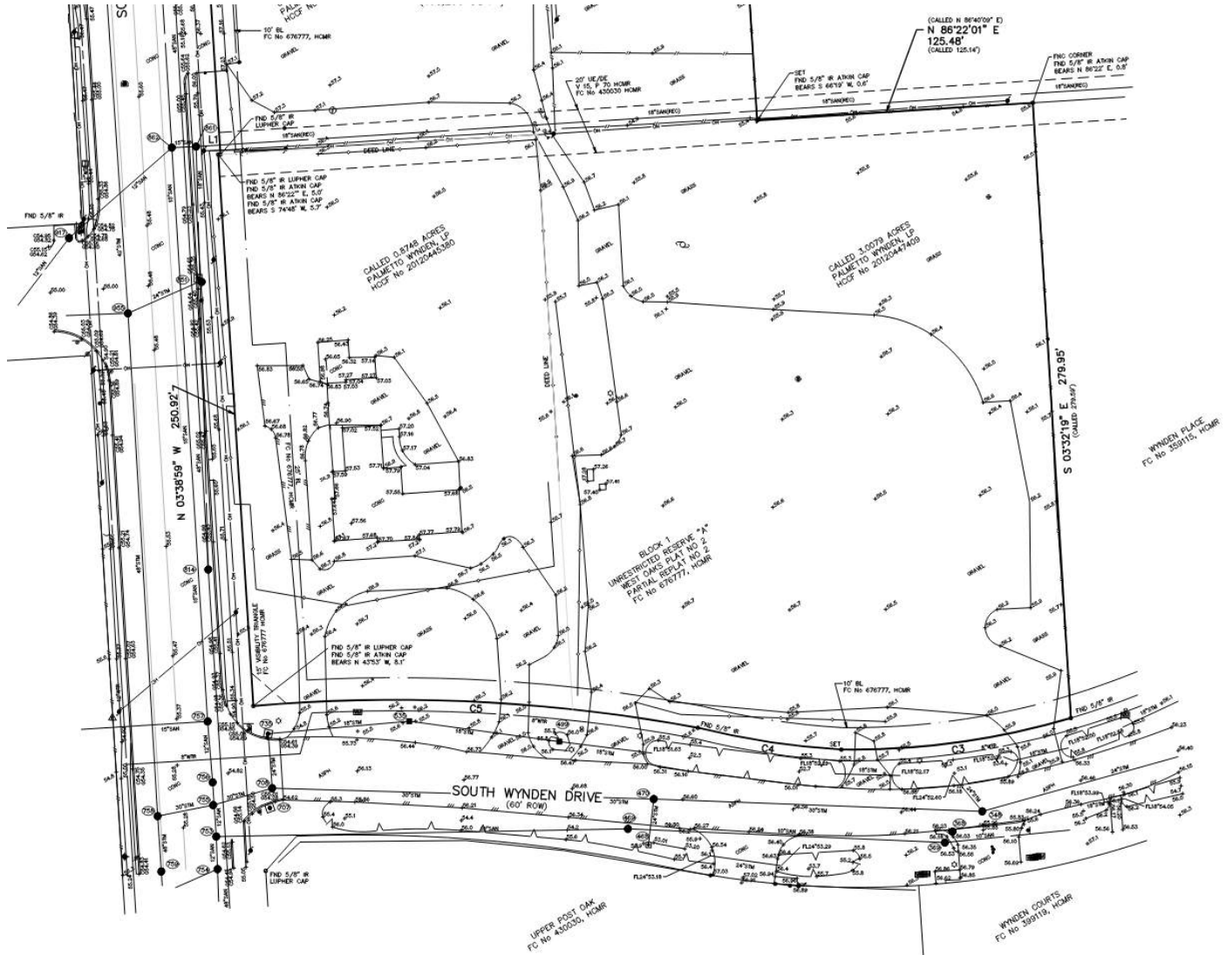
Warmest regards,

A handwritten signature in black ink, appearing to read 'J. Munoz', with a long horizontal line extending to the right.

Jorge Munoz, AIA
Principal
Munoz+Albin, Architecture & Planning Inc.

ATTACHMENT A

Plot Survey



ATTACHMENT B
ARCHITECT OF RECORD FEES

HOUSE ROBERTSON ARCHITECTS

Multi-Family Houston Tower

Fee Breakdown

		M+A	
Conceptual Design	5.0%	4.5%	\$137,955
Schematic Design	15.0%	12.5%	\$383,208
Design Development	27.5%	18.0%	\$551,820
Construction Documents	27.5%	3.0%	\$91,970
Bid	0.0%	0.0%	\$0
Construction Observation	25.0%	7.0%	\$214,597
	100.0%	45.00%	\$1,379,550

		House Robertson Architects		TOTALS
Conceptual Design	5.0%	0.50%	\$15,328	\$153,283
Schematic Design	15.0%	2.50%	\$76,642	\$459,850
Design Development	27.5%	9.50%	\$291,238	\$843,059
Construction Documents	27.5%	24.50%	\$751,089	\$843,059
Bid	0.0%	0.00%	\$0	\$0
Construction Observation	25.0%	18.00%	\$551,820	\$766,417
	100.0%	55.00%	\$1,686,117	\$3,065,668

ATTACHMENT C

GENERAL CONDITIONS

General Conditions



1. All work performed by MA will be paid in full and on schedule, regardless of whether the project is capitalized or not, whether the property is acquired or not, and regardless of if the project moves forward or not.
2. If there is a delay of more than 180 calendar days between the delivery of the Conceptual Design and the notice to proceed with the rest of the scope, fees may need to be adjusted.
3. Fees for Additional Services will be billed on an hourly basis according to the following hourly billing rates:

Principal:	\$330.00
Project manager:	\$250.00
Senior Architect:	\$200.00
Junior Architect:	\$160.00
BIM Support:	\$150.00
Administrative:	\$ 100.00

Additional Service fees will increase 10% annually each January during the duration of SD, DD and CD. Add Service fees will remain fixed for the duration of the CA phase, at the updated rate charged when CA starts.

4. All payments are due 30 days upon receipt of invoice. Payments due to MA and unpaid under this agreement shall bear interest at the rate of 1% per month beginning 60 days from the date of invoice. Payments due to M+A and unpaid under this agreement shall be cause for suspension of work.
5. Additional Services
MA regards any services beyond the Basic Architectural Services as additional services, of which the following are examples:
 - Detailed initial programming
 - Revisions when inconsistent with approvals or instructions previously given.
 - As-built drawings
 - Graphics and signage design
 - Lighting design



- LEED Certification
- Extensive community-city hall presentations and negotiations beyond three sessions.
- Program changes beyond 75% SD and during and after Design Development
- Coordination of commercial renders beyond what is listed above.
- Coordination of physical model, if required
- Other scope not included in the proposal

6. Owner Provided Services

The Owner will provide the following owner services:

- Boundary, Tree, Utility and Topographic Survey
- Geotechnical Investigation and Report
- Environmental Assessment / Survey and Remediation
- All Consultants, including but not limited to: Architect of Record, Structural, MEP, Interior Design, Civil, Preconstruction Services, Building Envelope, Lighting, Landscape, Graphic, Acoustical, Lighting, etc.



7. Reimbursable Expenses

MA regards the following as reimbursable expenses, which will be charged without an administrative multiplier:

- Travel and transportation as required by project duties.
- Communication, deliveries, postage and handling
- All reprographic expenses including plotting, photography copies and faxes
- Renderings, models or mockups requested by the Owner.

8. Providing insurance beyond our current coverage. Fees assume current MA insurance limits. If additional insurance is requested, Owner will need to pay the difference in premiums.
See **ATTACHMENT E** COI

9. Project Restarting

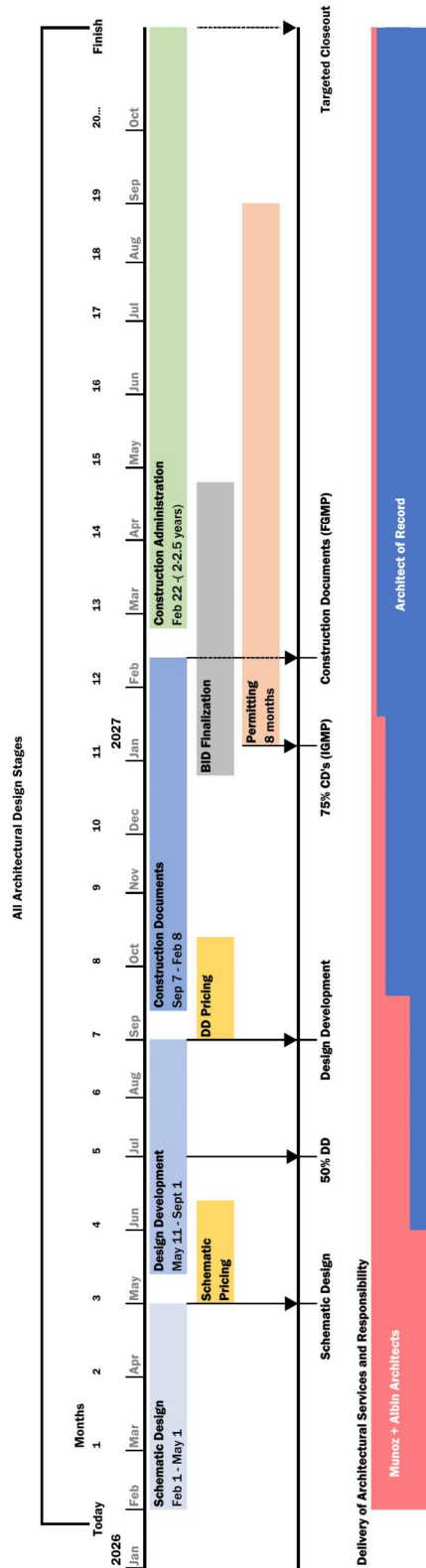
Excluding the Conceptual Design phase, in case the project is stopped for a continuous period of sixty (60) natural days or more, MA will have the right to charge a restarting fee and a period of two weeks to reassemble the project team. Before restarting, all fees for previously executed work need to be paid.

10. Fees do not include any consultants and do not include design of any retail leasable areas, amenity and common area interiors, etc.

11. Design will be documented in Revit without additional charges.

ATTACHMENT D

Proposed Project Schedule



ATTACHMENT E

Certificate of Insurance

Client#: 1048126		MUNOZALB3		DATE (MM/DD/YYYY) 6/03/2025		
ACORD™ CERTIFICATE OF LIABILITY INSURANCE						
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600		CONTACT NAME: Hartford Service Center PHONE (A/C, No, Ext): 713 490-4600 FAX (A/C, No): 713-490-4700 E-MAIL ADDRESS: _____ ADDRESS: _____				
INSURED Munoz & Albin Arch and Plann Inc 235 W. 25th Street Houston, TX 77008		INSURER(S) AFFORDING COVERAGE		NAIC #		
		INSURER A : Sentinel Insurance Company Ltd.		11000		
		INSURER B : Trumbull Insurance Company		27120		
		INSURER C : XL Specialty Insurance Company		37885		
		INSURER D :				
		INSURER E :				
INSURER F :						
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER: _____		61SBAP1906	06/12/2025	06/12/2026	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$ \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		61SBAP1906	06/12/2025	06/12/2026	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	61WBCAI3753	06/12/2025	06/12/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability		DPR5044510	06/12/2025	06/12/2026	\$2,000,000 per claim \$2,000,000 annl aggr.
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) ** Workers Comp Information ** Proprietors/Partners/Executive Officers/Members Excluded: Munoz Jorge, Officer Albin Enrique, Officer The General Liability policy(s) include a blanket automatic Additional Insured endorsement that provides (See Attached Descriptions)						
CERTIFICATE HOLDER				CANCELLATION		
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		