

May 27, 2022

Jeff Jewell
Director of Economic and Community Development
City Administration
550 Landa St
New Braunfels, TX 78130

*Re: Request for Proposal - Comal County Jr Livestock Show Association & Comal County Fair Association
Master Plan for Joint Facilities*

Jeff,

ThinkSMART Planning, Inc. (TS) is pleased to provide the following proposal to the City of New Braunfels for the development of a Master Plan for Joint Facilities for Comal County Jr Livestock Show Association, Comal County Fair Association, and the City of New Braunfels based on the following scope of services:

Scope of Services

In order to accomplish this Master Plan Process, TS will:

- Conduct Meeting #1 with primary stakeholders Comal County Jr Livestock Show Association & Comal County Fair Association to:
 - Explain the process and roles of stakeholders and other participants;
 - Identify secondary stakeholders;
 - Develop the schedule and next steps for the project.
- Review information and research applicable to the development of the project including other representative work and guidelines;
- Review curricula developed by New Braunfels ISD, and Comal ISD for Career and Technical Education/Agriculture coursework and facility needs;
- Conduct Meetings #2-#3 (full day) or #2-#5 (half day). Organize and conduct all planning meetings including at least two full day or four half day large group planning sessions with representative stakeholders to gather pertinent master planning information, and work as a group to prioritize goals, objectives, needs and concepts;
- Meet with individual stakeholder group representatives to further define needs for the project;
- Produce a Master Plan document that includes the following:
 - Detailed scope for the project going forward;
 - Goals and objectives of the project;
 - Space planning for new and/or renovated facilities;
 - Relationship diagrams and/or matrices for functions;
 - Design Team produced conceptual designs, optional 3D renderings and site plans;
 - Design Team produced preliminary budget information (note: our team will provide a proposal from a professional cost estimator if this level cost estimate is desired);

- Identification of potential funding sources for the project;
- Conceptual timeline/schedule indicating the time required for the completion of the work.

ThinkSMART Planning, Inc. will be the prime consultant performing the work described herein; TS will incorporate the assistance of the City staff to assist in any charette and to assist in presenting information and updates to the City and/or Economic Development Corporation. Priefert Complex Designs will assist with the conceptual site and building designs, and preliminary (planning level) cost estimate. Additionally, HMT Engineering and Surveying will provide a civil survey and Phase I Environmental Assessment if so desired by client.

Compensation

Compensation for above described services shall be billed on a monthly basis as work progresses and includes reimbursable expenses. Please refer to the attached proposal by Priefert Complex Designs and HMT Engineering and Surveying for a full description of team members' proposals and scope. The following is a breakdown of compensation by team member:

Team Member	Lump Sum Fee
ThinkSMART Planning, Inc.	\$54,250.00
Priefert Complex Designs	\$26,500.00
Project Renderings Priefert (3D Realistic)	\$12,500.00
Total Fees	\$93,250.00

Optional Services	Lump Sum Fee
HMT - Civil Engineering & Environmental Site Assessment Ph I	\$29,950.00
Total Optional Services	\$29,250.00

Schedule

TS realizes that time is of the essence and is able to start promptly upon the acceptance of this contract by the city. Estimated completion for the project is approximately 180 days after the start of the planning process and dependent upon stakeholder availability for meetings/reviews.

We look forward to working with the City of New Braunfels in this exciting project. Please don't hesitate to contact me if you need further information.

Sincerely,



Molly Smith, AICP, REFP

thinkSMART Planning, Inc.
bright ideas for space

1511 W Kent Dr
Chandler, AZ 85224
602.819.1629
molly@thinksmartplan.com

Accepted:

Authorized Representative
City of New Braunfels, TX



P.O. Box 1540
Mt. Pleasant, TX 75456-1540
903/572-1741 FAX 903/572-3191

May 27, 2022

Ms. Molly Smith
thinkSMART planning, inc.

SENT VIA email: molly@thinksmartplan.com
RE: Master planning services

Dear Ms. Smith,

Thank you for the opportunity to offer this proposal for providing master planning services at the Comal County Fairgrounds. We understand the importance of reliable information in the decision-making process for projects like this and we are confident our experience will provide meaningful and necessary guidance as the project progresses.

Priefert Complex Designs (PCD) was established to assist Owners with the design and layout of their facilities and to address the unique requirements of buildings dedicated to multi-functional, fair, agricultural, rodeo and equestrian uses. Our staff consists of engineering, architectural, drafting and project management expertise to see a project through, from beginning to end.

Based on our previous discussions, I believe we can provide a package of information which will be invaluable in illustrating the fair's vision to city and county decision-makers, stakeholders, community leaders and investors.

THE PROJECT

We understand the project to include master planning of future buildings, upgrades and public spaces to the approximately 35-acre site. We understand that future buildings may include a multi-purpose fair building and arena building. Planned upgrades to the site may include public gathering areas and improved parking areas. All planning will need to consider the safe and efficient interaction between visitors and livestock, fair activities and multi-functional uses.

SCOPE OF SERVICES

Stakeholder meetings:

PCD will attend stakeholder meetings over a one-week period. In this step, we will participate and document question / answer sessions with the groups or individuals and provide a summary of responses. The input received from these sessions will be used to develop preliminary design solutions and presented to Comal County officials for review and discussion.

These preliminary solutions will present different schemes and locations of new facilities, parking areas, public areas and access for visitors, competitors, and livestock throughout the site.

Site planning will begin with locating constraints such as utilities and easements.

Area / adjacency site diagrams will be presented for input regarding site planning and operations. Preliminary floor plans will initially be presented in hand-sketch form to obtain input from the client regarding building areas, uses and layout.

Exterior material images will be presented to obtain feedback regarding building style and finish preferences.

This material will be provided to the client and stakeholders in report form and presented remotely using Microsoft Teams.

Design Phase:

During the Design Phase, the Design Team will combine input from the Stakeholder Input and Design Charette to further develop the master plan. The master plan will include conceptual-level floor plans, building elevations, material schemes and a site plan. Drafts of these will be presented for input and comment at approximately 30% completion and 75% completion.

Final Submittal and Presentation:

Input received during the 75% review presentation will be used to complete the conceptual design plans and renderings. The renderings will be superimposed on actual site photographs to produce realistic images of the proposed project.

The project budget and design narrative will be drafted. (The project budget will be developed by Project Cost Resources, LLC and will be a rough order of magnitude concept-level opinion of probable costs. Final budgets may vary, based on final design scope and requirements, construction market variations and inflation.)

Narratives will be written to describe the design intent of the project.

A final presentation document will be produced and presented in hard-copy and digital format for thinkSmart's inclusion into the final report to Comal County.

A final in-person presentation of the study will be provided to discuss the design and "next steps" for the execution of the project.

DELIVERABLES

1. Schematic plans of up to two (2) buildings: Livestock Barn / Arena and Indoor / Covered Arena.
2. Rendered conceptual site plan indicating new buildings, new bleacher systems, livestock holding pens, main arena, existing buildings, public spaces and parking areas.
3. Up to three (3) photo realistic renderings
4. Conceptual level project budget
5. Project narrative describing the scope of the project including description of building systems of the new facilities, planned upgrades to existing assets, site planning and landscaping upgrades to public spaces.

FEE

The fees for these professional services is as follows:

Priefert Complex Designs	\$35,500
Project Cost Resources	\$3,500
Total	\$37,000

Expenses will be billed at cost and are anticipated to be approximately \$1,500 (one thousand five hundred dollars). The fee will be invoiced as follows:

25% at completion of Stakeholder Input and Design Charette
35% at completion of Design Phase Review
40% at completion of Final Submittal and Presentation.

Payments are due within 30 days of receipt of invoices.

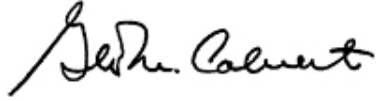
If your group elects to use Priefert Complex Designs to complete the design for bidding and construction, the drawings and preliminary designs can seamlessly be transitioned into construction documents.

If you agree with the scope of work and the associated terms, please indicate your acceptance of this proposal by signing in the space provided and returning one signed copy to Priefert Complex Designs at the address shown on this correspondence, by email

M. Smith
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to gcalvert@priefet.com . If you have any questions regarding this proposal, please feel free to contact me at (903) 572-1741 ext. 238. Again, thank you for the opportunity to assist.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen M. Calvert". The signature is fluid and cursive, with the first name "Glen" being more prominent.

Glen M. Calvert, P.E.
General Manager

Authorized Signature
thinkSmart Planning