



EXHIBIT A

SCOPE OF SERVICES ITEMS TO BE PROVIDED BY THE OWNER

MISSION HILL PARK City of New Braunfels

May 25, 2018

The Owner will provide the following services to the Consultant in the performance of the Project upon request.

- A. Provide any existing data the Owner has on file concerning the Project, if available.
- B. Assist the Consultant, as necessary, in obtaining any required data and information from local utility companies and adjacent property owners.
- C. Give prompt written notice to Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services.
- D. The Owner will coordinate Stakeholder participation communications, invitations, and facilities.



EXHIBIT B

SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

MISSION HILL PARK City of New Braunfels

SUMMARY OF PROJECT

- A. For purposes of this Service Agreement and its Exhibits, the term "Engineer," where appropriate, shall be interchangeable with the terms "Landscape Architect" or "Architect" or "Consultant." Schrickel, Rollins and Associates, Inc., is a firm composed of practicing Planners, Registered Engineers, Registered Architects, and Registered Landscape Architects. The firm does not represent itself solely as an engineer nor solely as a practitioner of landscape architecture or architecture as defined in the applicable State of Texas registration laws.
- B. This project consists of Conceptual Design and Preliminary Engineering Plans (PEP) for the development of a 10-acre park/site. The proposed development will include entrance signage, parking, trails, scenic overlook, retaining walls, informative signage, landscaping, site amenities, lighting and related facilities. However, it is the Owner's intent that the Consultant have the flexibility and creativity to provide as many of the program elements as possible.
- C. The Consultant shall perform for the City the Basic Professional Services and Special Services for the phases of the Project to which this agreement applies. Services include, but are not limited to, professional consultation and advice, public involvement, and furnishing landscape architectural, civil and architectural services.
- D. The project budget for the Park Development including Professional Services will be determined by the master planning efforts.
- E. The following consumer information is required by the Landscape Architects Registration Law, Article 249c, VTCS: The Texas Board of Architectural Examiners has jurisdiction over individuals licensed under the above named Act. Their address and telephone number are: 8213 Shoal Creek Blvd., Suite 107; Austin, Texas 78758-7589; (512) 458-4126.



DESCRIPTION OF PARTIES

A. The following definitions apply to the other parties participating in the project:

1. Owner:
City of New Braunfels
424 South Casteel Avenue
New Braunfels, TX 78130
2. Consultant:
Schrickel, Rollins & Associates
1161 Corporate Drive W. STE 200
Arlington, TX 76006

PART I – BASIC SERVICES – PRELIMINARY ENGINEERING

A. Preliminary Planning - The Owner has established a preliminary program of elements through the Master Plan Process as performed by the Consultant.

B. Services. Consultant will provide/perform the following Preliminary Planning Phase Services in preparation of the Conceptual Plan.

1. Conduct reconnaissance of the park site and prepare graphics of findings.
2. Analyze the capabilities and limitations of the park site and prepare descriptive graphics in a study of development feasibility.
3. Conduct work session(s) with Owner to refine a Program of Development for the park site which includes the "Elements" referenced above. Program of Development to be determined by the Reconnaissance findings and the current Conceptual Plan.
4. Prepare refined conceptual park development plan.
5. Present the revised Conceptual Plan in a work session with the Owner for review and further development.
6. Prepare a first draft of the plan for staff review and revisions prior to Park Board and City Council presentations.
7. Upon final approval and authorization to proceed, make final revisions to the Conceptual Plan.

C. Preliminary Engineering Plans (PEP) - This document would expand upon the detail of the Conceptual Plan by providing an overall theme for the park site including architectural elements, including floor plan and elevations, site furnishings, materials, and light fixture selections, preliminary grading plan, preliminary planting plan, preliminary utility plan, preliminary storm drain layout and conceptual perspectives of the overlook, etc. Preliminary Engineering Plans (PEP) is the first phase in the preparation of construction documents. Professional services for the PEP include the following:

1. Develop a further detailed evaluation of the City's program, schedule and construction budget requirements.



2. Based on a mutually agreed-upon program, schedule and construction budget requirements, prepare for approval by the City:
 - A draft of the PEP shall be prepared for review by the City Staff and Stakeholders.
 - Draft design shall include a materials palette and a theme of development for proposed improvements.
 - Draft design shall include preliminary site plan. Preliminary grading plan, preliminary utility plans, preliminary storm drainage plan, preliminary planting plan, conceptual perspectives, plans and elevation of buildings, entry development and wayfinding.
 - Following review and approval, the final draft of the "Preliminary Design" shall be presented to the Park Board and City Council.
3. Prepare general opinions of probable cost and recommendations for construction phasing. Increments of development will correspond to park budget plans.
4. Present the final draft plan, opinions of probable cost and phasing recommendations to the Parks and Recreation Board and to the City Council.
5. Provide a colored rendering of the "Preliminary Plan": a printed and mounted copy, and a digital copy on CD.
6. Identify necessary local/national permitting requirements. Refer to Part II – Other Related Services, Item B.

D. Schedule: Reference Exhibit D.

E. Meetings

1. The Consultant will prepare for one meeting with specific stakeholders identified by the Owner for the purpose of discussing the updated plan and gathering input.
2. Two public presentations will be made: one to the Parks and Recreation Board, and one to the general public.
3. In addition to the above, the Consultant will attend meetings with the Owner, including kick-off meeting and other meetings, as needed, to coordinate the planning process. (Other meetings may occur before or after board and commission meetings at no additional charge.)
4. Additional meetings with staff may be scheduled with the Consultant, as mutually agreed to in advance of any such meeting(s).
5. The Owner will be responsible for advertising all public meetings.
6. Additional stakeholder meetings or public presentations will be provided as an additional service upon request and approval by the Owner.

F. Products. The following products will be provided by the Consultant in completion of the Preliminary Engineering Report:

1. A refined line drawing of the final approved conceptual plan suitable for public display. A reproducible copy on a 42" x 30" sheet will be furnished to the Owner.
2. A colored rendering of the 42" x 30" conceptual plan mounted on foam board.
3. Digital format files will be provided for the Owner's use.
4. An Opinion of Probable Cost.
5. Construction Schedule and Recommended Phasing.



6. A digital file of the Conceptual Plan in a format specified by the City.
7. Ten (10) copies of a plan set containing the existing site conditions, preliminary site plan Preliminary grading plan, preliminary utility plans, preliminary storm drainage plan, conceptual perspectives, plans and elevation of buildings, entry development in 11" x 17" format, and an electronic PDF version.
8. Printing costs for the items listed above shall be included in the lump sum fee. Any additional printing shall be provided as an additional reimbursable expense.

PART II – OTHER RELATED SERVICES

- A. Base Map and Topographic Surveying: While existing base information may be sufficient for Conceptual Planning, a new topographic survey of the existing areas within the project areas will be required for preparation of Construction Documents after completion of the Conceptual Plan.

1. Topographic Survey:

- Perform a Topographic Survey of the area defined in the provided site plan.
 - Establish a Site Benchmark with NAVD 88 Vertical Datum.
 - Locate all improvements and visible above ground utilities, together with underground utilities as marked on the ground at the time of the survey. Invert measurements will be taken on accessible sanitary and storm sewer facilities.
 - Locate curb cuts, edge of roadway, walks, pavement, and ditches along with ground shots to establish drainage patterns.
 - Ground shots will extend approximately 15 feet beyond the limits of the survey and to the centerline of existing adjacent streets.
 - Survey will substantially comply with the current minimum technical requirements adopted by the Texas Board of Professional Land Surveying.
 - Any special certification required, additional title research or additional services can be evaluated, and an additional amount can be quoted commensurate to the level of certification or additional work required.
 - The final product will be a map with 1-foot contours or spot elevations, certified by a Professional Land Surveyor.
2. Tree Survey: Locate and tag Trees 6 Inches in Diameter and up (including Cedar Trees) on the southern half of the subject site as defined in the provided exhibit. In situation where there are Multiple Target trees in a single location, these trees will be tied as a group with a radius and a description of the trees within the radius (i.e. 12", 24", 26" and 28" Live Oaks, 5' radius). Trees will be shown size and species specific, relative to the current boundary. Tree Data will also be tabulated including Tag number, Size and Species.



PART III - REIMBURSABLE EXPENSES

- A. The Owner will reimburse the consultant for costs related to the following:
1. Printing and reproduction of additional Preliminary Planning Documents (beyond those stated in "Products").
 2. Postage/delivery services.
 3. Travel expenses.

PART IV - ADDITIONAL SERVICES

If the budget or the scope is increased beyond that established in the Conceptual Planning Phase, Professional Services required to include said changes shall be considered Additional Services, and compensation for the Consultant's services shall be adjusted appropriately according to the magnitude of the change. All changes in service shall be agreed to in writing by both the Owner and the Consultant prior to any additional services being provided.

The following services are not included in this Agreement but are available to the Owner upon written authorized approval and mutual agreement:

- A. Permit Identification. The Consultant shall coordinate with regulatory agencies who have jurisdiction over the project area and shall investigate and identify applicable permits which the Owner will be required to apply for, such as environmental and cultural resources. Actual permit applications will be prepared and submitted as an additional service at a later stage, and only upon authorization of the Owner.
1. To ensure compliance with state and federal laws, the Consultant proposes to provide the professional services necessary to complete a desktop level analysis that addresses the potential environmental and cultural resources constraints and permitting requirements for the project. The desktop analysis will be completed through background research and records review only. A site visit or any survey will not be conducted for this phase of the project. Through this analysis, the Consultant will provide information pertaining to:
 - Waters of the United States (WOUS) will be preliminarily delineated from available mapping, such as U.S. Geological Survey (USGS) topographic maps, National Hydrography Dataset (NHD), National Wetlands Inventory (NWI) maps, historical aerial photographs, and National Hydric Soils list prepared by the National Technical Committee for Hydric Soils;
 - Floodplains will be mapped from available Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) (where available);
 - Potential occurrence of protected species, protected and critical habitat will be identified from data maintained by the Texas Parks and Wildlife Department (TPWD), the U.S. Fish and Wildlife Service (USFWS), and known occurrences will be documented by searching the Texas Natural Diversity Database (TxNDD);



- Hazardous material initial site assessments will be performed utilizing U.S. Environmental Protection (USEPA) Agency EnviroMapper and state and federal database searches;
 - Known archeological sites, National Register properties and districts, historic-aged buildings and structures, cemeteries, and historical markers within the project area identified within the Texas Historical Commission (THC) databases, Texas Department of Transportation historic districts and properties maps, and other public records;
 - Known archeological sites within one-mile of the project area;
 - Previously conducted archeological surveys within one-mile of the project area;
 - Cultural resources probability assessment;
 - Potential permitting issues and regulations, and;
 - Recommendations.
- B. Geotechnical Investigation and Report: The Consultant will secure the services of an independent geotechnical engineering company to investigate the engineering properties of the soils and to make recommendations on the design of building foundations, paving, light pole foundations, shade structures, etc. A total of eight (8) soil borings will be taken at locations related to future improvements.
- C. Construction/Bidding Documents. Upon completion and approval of the Preliminary Engineering Report, the Owner will determine a strategy for funding and implementation of the Plan. Upon request by the Owner, the Consultant will provide a proposal for Professional Services for design, bidding, and construction administration based on the scope and schedule approved by the Owner. All fees must be approved by City Council before authorization.
- D. Bidding Services, Construction Administration/Construction Observation Services.
- E. Plat/Boundary Survey.
- F. Renderings, models or mock-ups requested by the Owner
- G. 3D Animations
- H. Project Website
- I. Traffic Impact Analysis
- J. Meetings (beyond those listed above)
- K. Grant Applications and related documents



PART V - EXCLUSIONS

The intent of this Scope of Services, Exhibit B, is to include only the services specifically listed herein for this Project. Services specifically excluded from this scope of services include, but are not necessarily limited to the following:

- A. Offsite field surveying or production of related maps for purposes of determining off-site utility locations.
- B. Design of off-site utility services or drainage facilities to more than a distance of 100 feet from any boundary of the project site.
- C. Street and/or Roadway Engineering of surrounding streets.



EXHIBIT C

FEE SCHEDULE

**MISSION HILL PARK
City of New Braunfels**

May 25, 2018

A. Basic Professional Planning and Design Services

Conceptual Plan	\$	15,000
Preliminary Engineering Plans	\$	<u>60,000</u>
Subtotal Basic Services	\$	75,000

B. Related Services

Topographic Survey (10 Acres)	\$	7,750
Tree Survey (5 ac.)	\$	<u>6,350</u>
Subtotal Related Services	\$	14,100

C. Reimbursable Expenses

(Allowance – not to exceed)	\$	<u>2,500.00</u>
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Total Services and Expenses **\$ 91,600**

D. Additional Services (subject to authorization by City)

Permit Identification	\$	6,250
Geotechnical Investigation and Report	\$	10,950



**SCHEDULE OF CHARGES - 2018
BILLABLE SALARY RATE & EXPENSE CHARGES**

CLASSIFICATION:	RANGE OF BILLABLE SALARY RATE	
	LOW	HIGH
PRINCIPAL	\$151	\$200
ASSOCIATE	92	168
SENIOR ENGINEER	146	178
ENGINEER III	108	141
ENGINEER II	81	108
ENGINEER-IN-TRAINING (EIT)	70	92
SENIOR LANDSCAPE ARCHITECT	118	200
LANDSCAPE ARCHITECT III	87	125
LANDSCAPE ARCHITECT II	70	98
LANDSCAPE ARCHITECTURAL INTERN	54	81
ARCHITECT	87	141
ARCHITECTURAL INTERN	54	81
DESIGNER	54	98
SURVEYOR (RPLS)	98	141
SURVEY COORDINATOR	76	113
SURVEY TECHNICIAN	65	108
ENGINEERING TECHNICIAN	65	98
PLANNING TECHNICIAN	54	81
GIS PROJECT MANAGER	90	120
GIS ANALYST	75	100
GIS TECHNICIAN	60	100
PRODUCTION COORDINATOR	76	113
CAD OPERATOR/DRAFTER III	65	98
CAD OPERATOR/DRAFTER II	54	76
CAD OPERATOR/DRAFTER I	49	65
SENIOR SECRETARY/SPECIFICATIONS COORDINATOR	49	87
SECRETARY/WORD PROCESSOR	38	70
CLERK	35	49

The ranges and individual salaries are adjusted annually.

OTHER SERVICES:

SURVEY FIELD PARTY	\$135	\$175
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PRINTING & PLOTTING SERVICES:

In-house printing and plotting services will be charged at the market rate for commercial printing plus 10%. In-house capability includes color plots and a variety of media, including bond, vellum and mylar. In-house Xerox copies provided at \$0.06 per single side copy or \$0.12 per double side copy. Color copies provided for \$0.60 (8½x11) and \$1.00 (11x17) per single sheet.

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproductions expense, communication expense, travel, transportation and subsistence away from Arlington and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, tests, and other work required to be done by independent persons other than staff members.



**EXHIBIT D
PROPOSED SCHEDULE**

**MISSION HILL PARK
City of New Braunfels
May 25, 2018**

Stage of Services	Cal. days to Complete	Projected Date
Authorization from City to Proceed (Executed)		Tuesday, June 12, 2018
<i>Kick off Meeting/Site Reconnaissance</i>	6	<i>Monday, June 18, 2018</i>
Tour Park Site with City Staff and review Program of Development		
Begin Topographic Survey		Monday, June 18, 2018
Base Map Preparation (from existing data)	3	Thursday, June 21, 2018
<i>Stakeholder Meeting</i>	7	<i>Thursday, June 28, 2018</i>
Draft Conceptual Plan	17	Sunday, July 15, 2018
Draft Conceptual Plan Graphic Architectural Concepts		
Complete Topographic Survey	25	Friday, July 13, 2018
Draft Preliminary Engineering Plans	40	Wednesday, August 22, 2018
Preliminary Site Plan Phasing Plan & Opinion of Probable Const. Costs Grading, Utility & Storm Drain Plans Final Park Arch. Theme, Entry Features, Site Amenities, etc.		
<i>Meet w/ City Staff to present Preliminary Engineering Report</i>	7	<i>Wednesday, August 29, 2018</i>
<i>Presentation to Parks & Rec Board</i>		????
<i>Presentation to City Council</i>		????
Final Preliminary Engineering Report	14	Wednesday, September 12, 2018

PROFESSIONAL SERVICES PROPOSAL

5/25/2018



Fee Proposal
Mission Hill Park
New Braunfels, TX
 May 25, 2018

Concept Design and Preliminary Engineering Plans for 10 acre park based on master plan previously prepared by SRA.

Fees for Construction Documents will be determined at the completion of Preliminary Engineering Plans.

Approximate Budget - \$3,000,000

HOURLY RATES	
Principal	\$174
Prj Mgr./Land Arch III	\$100
Land Arch II	\$90
Sr. Engineer	\$136
Land Arch I	\$84
Survey Coord.	\$115
Cadd Tech	\$101
Architect	\$100
Spec Coord.	\$73

TASK	TASK DESCRIPTION	Princ.	P.M.	LAI	Sr. Engr.	LAI	Arch	Sur. Coord.	Cadd Tech	Spec. Coord.	TOTAL
BASIC SERVICES		VB	HP	MW	LS	ES	MB	CH	RS	SW	
1.00	Preliminary Plan										
1.01	Base Map Preparation (from existing data)		8			8					16
1.02	Site reconnaissance	8	12		8						28
1.03	Allow for 4 Meetings With Staff	18	40		12	20					90
1.04	Site Plan		24	24	12	40			12		112
1.05	Subtotal Preliminary Planning Hours	26	84	24	32	68	0	0	12	0	246
1.06	Subtotal Preliminary Planning Labor	\$4,524	\$8,400	\$2,160	\$4,352	\$5,712	\$0	\$0	\$1,212	\$0	\$26,360

2.00	Preliminary Engineering Plan										
2.01	Base Map from new Survey		1					16	4		21
2.02	Grading Plan (contours only)		12			40					52
2.03	Storm Drainage & Utilities Plan				24				32		56
2.04	Planting Concept		8			24					32
2.05	Architectural Floor Plan and Elevations		8				40				48
2.06	Design Theme		16	16			24				56
2.07	Work Session/Open House/Public Input	8	16	8	8						40
2.08	Final Site Plan		8	32	16	24			16		96
2.09	Present Final Site Plan	4	16			8					28
2.10	Opinions of Probable Cost		12	16	8	12				4	52
2.11	Subtotal PEP Hours	12	97	72	56	108	64	16	52	4	481
2.12	Subtotal PEP Labor	\$2,088	\$9,700	\$6,480	\$7,616	\$9,072	\$6,400	\$1,840	\$5,252	\$292	\$48,740

3.00 Consultants - Basic Services								
3.01	Topographic Survey			Urban Civil				\$ 7,750
3.02	Tree Survey			Urban Civil				\$ 6,350
SUBTOTAL SUBCONSULTANTS - Basic Services								\$ 14,100

4.00 Reimbursable Expenses								
4.01	Printing							\$ 500
4.02	express mail							\$ 250
4.03	Travel expenses							\$ 1,750
SUBTOTAL REIMBURSABLES								\$ 2,500

5.00	PROJECT TOTAL HOURS										727	
5.01											Total Labor Costs	\$ 75,100
5.02											Total Subconsultants (basic serv.)	\$ 14,100
5.03											Subtotal	\$ 89,200
5.04											Total Reimbursables	\$ 2,500
5.05											TOTAL BASIC SERVICES FEES & EXPENSES	\$91,700