

May 22, 2018

Jennifer Gates  
Buyer/ Finance  
City of New Braunfels  
550 Landa Street  
New Braunfels, Texas 78130

Re: RFQ 18-024 – Guadalupe River Properties Park

Dear Ms. Gates:

Thank you for the notification that Freese and Nichols was selected for the Guadalupe River Properties Park. As requested, attached is our Scope and Cost Proposal including:

- Detailed Scope for above referenced project
- Itemized Cost Proposal
- Billing Rate Sheet

Our team is happy to meet with you tomorrow before 2:00 or Thursday early morning or after 2:30 should you desire us to go over the details of the scope and fee. Please feel free to contact me should you have any additional questions.

Sincerely,



Matt Milano, RLA, LEED AP  
Project Manager, Landscape Architecture

Attachments

## **ATTACHMENT "A"**

### **PROPOSAL FOR PROFESSIONAL SERVICES FOR Guadalupe River Properties Park New Braunfels, Texas**

**May 29, 2018**

#### **PROJECT DESCRIPTION**

Freese and Nichols, Inc. ("FNI") will perform professional design services for the City of New Braunfels ("CITY") for developing Schematic Design documents for the park improvements at Guadalupe River Properties Park in New Braunfels, Texas. FNI will prepare a summary of needs assessment, conceptual design alternatives, and a schematic design package for the proposed park improvements in accordance with CITY standards, as well as federal, state and local laws.

This scope of work includes professional survey, landscape architectural, and engineering design services. The program for the park improvements, scope of work and fee schedule is based upon the Guadalupe River Properties Park Masterplan adopted by the City of New Braunfels in 2017. The proposed professional services based on the masterplan are as follows:

#### **I. PHASE 1 – SUMMARY OF NEEDS ASSESMENT:**

##### **1. PROJECT MANAGEMENT/COORDINATION/COMMUNICATION**

- A. Attend a kick-off workshop with the CITY and Stakeholders to review the project scope, schedule, deliverables, and expectations.
- B. Manage and coordinate the FNI design team and sub-consultant(s) throughout the project.
- C. Communicate regularly by phone and email with the CITY.
- D. Participate in planned meetings and/or phone conferences with the CITY as on an as-needed bi-weekly basis to include (1) one conference call per month and (1) one in person meeting per month with the CITY.
- E. Provide the CITY with a project status report and current project schedule on the last business day of each month, throughout the project timeline.

##### **2. BASE MAPPING/ PROJECT DATA/ SITE VISIT/ PROGRAM REVIEW**

- A. Gather and review available relevant project data provided by CITY and other sources.
- B. Visit the project site area(s) to observe, note, and photographically

document existing conditions detailed as necessary for completion of the project.

- C. FNI will assist the CITY in further developing the proposed park program, goals and objectives.
- D. Provide and/or produce a base map of the project site area, that includes existing site conditions, a color aerial, and topographic survey data (See item #3). Should any additional site survey information be necessary, the CITY will be responsible for providing this to FNI.
- E. Attend a meeting with the CITY to review and discuss collected project data, existing site conditions, the base map, park improvement program and specifically define the CITY'S goals for the park development.

**Task 2 Deliverables:**

Existing Conditions Base Maps  
Park Development Program

**3. TOPOGRAPHIC SURVEY**

Perform an on the ground survey under the direct supervision of a Registered Professional Land Surveyor. Topographic survey of the entire proposed park site.

- A. Survey shall tie to a X, Y & Z coordinate system, all existing site improvements and features, such as: 1-foot contours, site drainage improvements, fencing, above ground and other existing at grade constructed features.
- B. Location and identification of trees with a trunk diameter of 8 inches (and greater), within 50 feet of the project area limits.
- C. Location and identification of all overhead/surface/utilities. Provide flowline elevations of all sanitary sewer and storm drainage structures located within the project area limits.
- D. Establish (3) three on site control points around the site for use in the layout and dimensioning drawings. Horizontal values for these points will be provided as Grid Coordinates based on Texas State Plane Coordinate System – NAD 83, North Central Zone 4202 and vertical values will be based on the vertical datum of the City of Fort Worth's benchmark control network. A minimum of three (3) temporary benchmarks shall be set for construction. Control points set will consist of 5/8-inch rebar with plastic caps and boxes with "X"s cut in existing concrete structures.

**Task 3 Deliverables:**

AutoCAD (2010 version) file of the topographic survey  
Adobe Acrobat readable pdf file of the topographic survey  
Adobe Acrobat readable pdf file of field notes

ASCII coordinate file of all points surveyed  
Adobe Acrobat readable pdf file of all points surveyed

Items not included are the location, common name and trunk diameter of trees less than 8-inches in caliper, Right-of-Entry efforts for private property, subsurface utility engineering services and location of irrigation/sprinkler control valves.

#### **4. FLOODPLAIN ANALYSIS**

The entirety of the project area is located within a mapped FEMA floodplain associated with the Guadalupe River. To meet CITY and FEMA requirements, FNI will perform a preliminary hydraulic analysis of the proposed pedestrian bridge and associated grading. This effort will provide an estimate of the necessary extents of floodplain mitigation in advance of detailed design. This effort does not include preparation or submittal of any CITY permits or a CLOMR/LOMR. As part of this effort, FNI will perform the following tasks:

- A. Collect FEMA's current effective steady-state HEC-RAS model of the Guadalupe River. If the model cannot be obtained, additional effort will be required to develop one.
- B. Collect available lidar topographic data of the area from the Texas Natural Resources Information System and create a pre-project HEC-RAS model by supplementing the effective model with up to 10 additional cross sections.
- C. Prepare a conceptual post-project model for up to two pedestrian bridge alternatives (refer to Phase 2 below). The conceptual post-project model(s) will include estimation of compensatory cut volume upstream or downstream of the project area to mitigate any increase to the 100-year water surface elevation.
- D. Summarize the floodplain analysis in a technical memo, including development of the existing and conceptual post-project models, flood profiles, and a floodplain exhibit.

#### **Task 4 Deliverables:**

Floodplain Analysis Technical Memo  
Floodplain Exhibit

#### **5. GEOTECHNICAL INVESTIGATION**

Subsurface soil, rock and groundwater conditions on the site to depths that would be significantly affected by foundations. Engineering characterization of the subsurface materials encountered. Typical foundations suitable for support of the proposed project. Data required for design of typical foundation systems for the project. Typical pavement sections based on the City of San Antonio, specifically

Article 5 Section 35-506 Subsection (p) of the Unified Development Code (UDC) (dated April 30, 2018) titled "Pavement Standards" and using the additional requirements of Appendix 10-A of the DGM entitled "City of San Antonio Pavement Design Standards" dated October 2017. Both flexible and rigid pavements will be considered for design. If available at the time of our reporting, we will utilize pavement design guidance currently under development by the City of New Braunfels. The draft of this document will be used for reference in the event the final is not complete. Pavement Design Standards Manual. Recommendations regarding earthwork, including grading and excavation, backfilling and compaction, the treatment of in-place soils for the support of foundations, pavement and possible construction problems reasonably to be expected.

**Structure Number and Depth of Borings:**

- A. 2 borings (B-1 and B-2) will be drilled to maximum depths of 50 ft below the existing ground surface for the proposed pedestrian bridge under Common Street.
- B. 1 boring (Boring P-1) will be drilled in the vicinity of the pavilion and restroom building to a maximum depth of 20 ft below the existing ground surface.
- C. 2 borings (Boring P-2 and P-3) will be drilled in the vicinity of the proposed new parking area and the Fair Lane realignment, through the existing pavements, to maximum depths of 10 ft below the existing ground surface.
- D. 4 borings (Borings T-1 through T-4) will be drilled along the proposed trail alignment, to maximum depths of 10 ft below the existing ground surface.

At the completion of drilling operations, boreholes will be backfilled and plugged with soil cuttings, and any pavement that is penetrated will be patched with similar material. Settlement of boreholes may occur over time. FNI shall not be responsible for any settlement of boreholes that may occur after initial backfilling. The number and depth of the test borings required to obtain the necessary field data may vary depending on the actual soil and/or rock conditions encountered. If unusual subsurface conditions are encountered and alternate field work is indicated, we will consult with the client prior to initiating any additional services. Please note, regardless of the number of borings performed subsurface conditions between borings may vary.

The study will also include laboratory tests to evaluate the classification, gradation and certain physical characteristics of the subsurface soils. The specific types and quantities of tests will be determined based on soil/rock conditions encountered in the borings. Our laboratories are fully equipped with modern equipment for soil and rock testing and tests are performed by trained qualified technicians in compliance with the applicable specifications. Field exploration programs are conducted with drilling equipment operated by experienced and reliable drillers. All field and laboratory staff are supervised by professional engineers.

Results of the field exploration and laboratory tests will be utilized in the engineering analysis and the formulation of our recommendations. Results of our

study, including the substantiating data and our recommendations, will be presented in a written report prepared by a Licensed Professional Engineer.

**Task 5 Deliverables:**

Geotechnical Report

**6. PEDESTRIAN BRIDGE FEASSIBILITY STUDY**

Routing a pedestrian walkway below the existing vehicular bridge Common St. will be evaluated. Feasibility of a walkway below the existing bridge will depend on walkway impacts to flood elevations, clearances below the existing bridge, construction access, methods and any other influencing factors determined during the proposed study. If feasible, the pedestrian walkway will consist of either an at-grade sidewalk type structure or a pedestrian bridge.

FNI will develop (2) two alternative solutions for pedestrian access underneath Common St. if conditions warrant it feasible. General design criteria will be developed for each alternative and included into a technical report.

**Task 6 Deliverables:**

Pedestrian Bridge Report

**7. ENVIRONMENTAL PERMIT REVIEW**

Review environmental issues within the park area. Summary of review documented in a memorandum for use in future design, project budgeting, and future permitting. This study does not include application for or acquiring of any permits required to construct the project.

- A. Desktop Review – Utilize online resources including but not limited to USGS topographic maps, archeological databases, soil surveys, natural resources diversity database, and GLO easement database to identify known or recorded environmental constraints.
- B. Field Survey – Identify critical points along the route including potential waters of the U.S., threatened or endangered species habitat, and large trees.
- C. Memorandum documenting observations and providing permitting scenarios and recommendations.

**Task 7 Deliverables:**

Environmental Review Memo

## 8. PUBLIC INVOLVEMENT

Public Involvement will span the entire process. Throughout the project, the City will be responsible for identifying stakeholders, organizing a Plan Advisory Committee (PAC), securing meeting venues, and sending meeting notifications and invitations. The Consultant's involvement with task 8 will be conducted in up to (2) two trips. Project meetings should be scheduled on the same trip and day as to allow the Consultant team to participate in multiple meetings per day. Up to (4) four meetings will be held as part of this task's effort.

- Two (2) Plan Advisory Committee meetings
- Two (2) Public meetings

## II. PHASE 2 – CONCEPTUAL DESIGN

### 9. CONCEPTUAL PARK DESIGN SERVICES

- A. Based on the City approved vision, goals and program, FNI will prepare Concept Sketch for the proposed park improvements. This concept sketch will be prepared as a trace overlay format, provided to the City full size and to a measurable scale. Photos of architectural/program precedents and other design features will be included with the sketch.
- B. FNI will attend one (1) meeting with City representatives to review and discuss the concept sketch. During this meeting, a consensus for the concept plan will be agreed upon which satisfies the program goals of the City.
- C. FNI will work to further refine the approved concept sketch into a conceptual design package. The Package shall include:
- (1) One Illustrative Plan View
  - (1) One Section View
  - (2) 3D- Perspective Views
  - (1) Layout of Relevant Imagery/Photography
  - Concept Level of Probable Cost
- D. FNI will attend one (1) meeting with City representatives to review and discuss the conceptual design Package. During this meeting, comments for the concept design will be given for future plan revisions.

#### **Task 9 Deliverables:**

Concept Plan Sketch  
Supporting Imagery  
Conceptual Design Package

### III. PHASE 3 – SCHEMATIC DESIGN

#### 10. PARK SCHEMATIC DESIGN SERVICES

- A. Based on the City approved and accepted conceptual design package, FNI will prepare a schematic design package including scaled plans, sections, and elevations of all proposed park elements.
- B. Along with the schematic design package, FNI will prepare a materials and specification summary for the program elements depicted in the schematic design package.
- C. FNI will attend one (1) meeting with City representatives to review and discuss the schematic design package.
- D. FNI will prepare a schematic level Opinion of Probable Costs for the proposed improvements.
- E. FNI will assist the City in creating and prioritizing the development with a list of development program items to which will be phased for future construction of the park. FNI will produce a project phasing plan which will be used for future budgeting and development.

#### **Task 10 Deliverables:**

Schematic Design Package Submittal  
Project Phasing Plan  
Opinion of Probable Construction Cost.

### IV. ASSUMPTIONS

- A. The CITY has designated the following program listed above. Should this program increase substantially, as solely determined by the CITY, FNI and the CITY staff will re-evaluate this scope of work and determine the basis of compensation in accordance with revisions to the design services.
- B. The CITY will provide as expeditiously as possible all readily available base information that it currently has in its possession, necessary to complete the Scope of Services described herein. Should FNI need any additional survey information, the CITY will provide this information to FNI. Any information required to complete this Scope of Services that cannot be readily provided by the CITY will remain the responsibility of the CITY. All such information shall be provided to FNI and any costs associated with acquisition of information will be borne by the CITY.



- C. Other than those identified in this contract, no additional public meetings and/or presentations are provided within this Scope of Services.
- D. No mass grading studies are included in this scope.
- E. This Scope of Services does not include water permitting related to the following agencies: U.S. Army Corps of Engineers 404 Permitting; Federal Emergency Management Agency (FEMA) map revision preparation and processing; Texas Commission on Environmental Quality (TCEQ) permits or applications with exclusions.
- F. The goal for development within the flood plain is to what would be considered "no-rise". It is assumed a Letter of Map Revision (LOMR) submittal will not be a requirement of the permit. Preparation of a CLOMR or LOMR for submittal to FEMA; and Preparation of a floodplain permit or other City of New Braunfels permits are additional services.

**Guadalupe River Properties Park  
May 29, 2018**

**V. BASIS OF COMPENSATION**

The cost for performing these services set forth herein will be as follows:

**Phase 1 - Services**

Task 1 – Project Management/Coordination/Communication (Lump Sum).....	\$17,573
Task 2 – Base Mapping/Project Data/Site Visit/Program Review (Lump Sum) .....	\$9,424
Task 3 – Topographic Survey (Lump Sum) .....	\$11,760
Task 4 – Floodplain Analysis (Lump Sum) .....	\$17,024
Task 5 – Geotechnical Investigation (Lump Sum) .....	\$17,299
Task 6 – Pedestrian Bridge Feasibility Study (Lump Sum) .....	\$6,944
Task 7 – Environmental Permit Review.....	\$5,889
Task 8 – Public Involvement.....	\$7,010
<b>Total – Phase 1 Services .....</b>	<b>\$92,923</b>

**Phase 2 - Services**

Task 9 – Conceptual Design (Lump Sum) .....	\$34,086
<b>Total – Phase 2 Services .....</b>	<b>\$34,086</b>

**Phase 3 - Services**

Task 10 – Schematic Design (Lump Sum) .....	\$64,905
<b>Total – Phase 3 Services .....</b>	<b>\$64,905</b>

Reimbursable Expenses (Not-to-Exceed).....	\$5,000
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<b>GRAND TOTAL – Special Services, Basic Design Services, and Reimbursable Fee (Lump Sum, Not-to-Exceed).....</b>	<b>\$196,914</b>
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## **II. PROJECT SCHEDULE**

All work described in this scope of services to be finalized and delivered to the CITY by September 12, 2018.

## **III. ADDITIONAL SERVICES**

Additional Services, not included in this Scope of Services, will be negotiated with the CITY as necessary. Compensation will be based upon either a mutually agreed lump sum fee or on an hourly basis. Items which would be considered Additional Services could include: additional site surveying, geotechnical investigation, design of additional program items beyond what has been identified by the CITY for the Park improvements, alternate bid items, additional meetings with CITY Staff and/or presentation to other groups, additional site visits during construction activity, Park grading plans, meetings more than the numbers listed above, etc.

## BILL RATE SCHEDULE

Compensation to Freese and Nichols shall be based on the following Schedule of Charges.

### Schedule of Charges:

<u>Position</u>	<u>Rate</u>
Professional - 1	107
Professional - 2	130
Professional - 3	146
Professional - 4	169
Professional - 5	200
Professional - 6	200
Construction Manager - 1	85
Construction Manager - 2	111
Construction Manager - 3	131
Construction Manager - 4	164
CAD Technician/Designer - 1	91
CAD Technician/Designer - 2	117
CAD Technician/Designer - 3	145
Corporate Project Support - 1	87
Corporate Project Support - 2	105
Corporate Project Support - 3	139
Intern/ Coop	53
Senior Advisor	175

### Rates for In-House Services

#### Technology Charge

\$8.50 per hour

#### Travel

Standard IRS Rates

#### Bulk Printing and Reproduction

	<u>B&amp;W</u>	<u>Color</u>
Small Format (per copy)	\$0.10	\$0.25
Large Format (per sq. ft.)		
Bond	\$0.25	\$0.75
Glossy / Mylar	\$0.75	\$1.25
Vinyl / Adhesive	\$1.50	\$2.00
Mounting (per sq. ft.)	\$2.00	
Binding (per binding)	\$0.25	

### **OTHER DIRECT EXPENSES:**

Other direct expenses are reimbursed at actual cost times a multiplier of 1.05. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

**These rates will be adjusted annually in February. Last updated February 2018.**