

May 30, 2018

PROPOSAL

Jennifer Gates
 Buyer | Finance
 City of New Braunfels
 550 Landa Street, New Braunfels, TX 78130

Re: RFQ 18-021 Landa Park – Pedestrian Improvements Proposal

Asakura Robinson Company is pleased to submit this proposal for planning and design services associated with the above mentioned project. Our firm’s mission is to enhance environments and positively impact communities through innovation, engagement, stewardship, and an integrated planning and design process. We have built our reputation on our strength in working with clients and communities, and welcome this opportunity to work with you and your constituents in creating a high quality project.

Summary

Our approach to designing the Landa Park-Pedestrian Improvements project is outlined to meet the current needs of the park as expressed articulated in the RFQ 18-021 dated April 4, 2018, as well as our experience providing consulting services for the previously completed Landa Park and Arboretum Master Plan dated April 27, 2018. Per the proposed construction budget for the project scope, we are proposing a **Primary Scope of Work** that will provide an effective response to the most pressing issues affecting Preliminary Design for all pedestrian improvements, as well as an **Additional Scope of Work** which will address the additional services for your consideration.

In addition to Asakura Robinson’s role as prime consultant and Landscape Architect/Planner/Urban Ecologist, our design team consists of specialized supporting sub-consultants, namely Jones | Carter (Civil Engineering/Survey), SWCA (Environmental Permitting), Altura (ADA/Accessibility), and Raba Kistner (Geotechnical Engineering).

We understand the scope of work for this effort to include Preliminary Design for the following projects identified in the Master Plan (p. 183):

CIRCULATION

PHASE	PROJECT	APPROX. UNITS	COST RANGE	NOTES
ST	Panther Canyon Trail Connection	3,000 sqft	\$30k - 60k	incl. elevated walk
ST	Landa Park Drive Pedestrian Crossings	n/a	\$5k - \$6k	7 striped crossings

ST	Fredericksburg Road Ped Crossings	n/a	\$20k- \$24k	2 striped crossings incl. timed signals and flashing beacons
ST	Landa Street Shared Lane Striping	2,259 lf	\$5k - \$10k	1 marking/100'
ST	Monument Drive Closure w/ Bollards	n/a	\$9k - \$15k	12 bollards
ST	Playground Loop Closure w/ Bollards	n/a	\$9k - \$15k	12 bollards
ST	E.P. Nowotney Drive Closure w/ Bollards	n/a	\$4.5k - \$7.2k	6 bollards
ST	Gazebo Loop Road Closure w/ Bollards	n/a	\$4.5k - \$7.2k	6 bollards
INT	Landa Park Drive (Landa Haus-spring run)	46,000 sqft	\$1.5m - \$2m	incl. permeable paving, adj. trail and bioswales
INT	Picnic Promenades	26,000 sqft	\$200k - \$300k	variable width, incl. removal of roadway
INT	Playground Promenades	9,000 sqft	\$75k - \$150k	variable width, incl. removal of roadway
INT	Dance Slab / Boat House Area ped network & service drive	16,000 sqft	\$100k - \$150k	variable width
INT	Gazebo Loop Trails	3,700 sqft	\$75k - \$150k	6' width, incl. removal of roadway
INT	Gazebo Loop Parking Area	7,500 sqft	\$50k - \$100k	Retrofit
INT	Fredericksburg Rd. Pkg - Girl Scout Site	115,000 sqft	\$1.15m - \$1.72m	New Build
INT	Fredericksburg Rd Pkg. - Landmark Site	77,000 sqft	\$770k - \$1.15m	New Build
INT	Fredericksburg Field Parking	34,500 sqft	\$345k - \$520k	Retrofit
INT	Landa Park Drive / Springs Parking	18,500 sqft	\$185k - \$280k	Retrofit
INT	Landa Haus Parking	87,000 sqft	\$870k - \$1.3m	Retrofit
INT	Elizabeth Avenue Parking	96,000 sqft	\$960k - \$1.4m	Retrofit
INT	Recreation Center Parking	28,500 sqft	\$300k - \$500k	Retrofit
INT	California Blvd. On-Street Trail	9,000 sqft	\$40k - \$60k	6' width
INT	Fredericksburg Road Off-Street Trail	15,000 sqft	\$75k - \$100k	6' width
INT	Elizabeth Ave Off-Street Trail	24,000 sqft	\$120k - \$175k	6' width
SUBTOTAL			\$6.9m - \$10.2m	

The **Additional** scope is designed to complement the *Primary* scope and is comprised of two optional focus areas, which can be added to the overall scope separately or in combination:

1. Additional topo survey of areas not included in previous survey, including site boundaries, major features and existing trees;
2. Topographic survey with spot elevations and contours at 1' intervals for previous survey areas.

A. PRIMARY SCOPE OF WORK

Landa Park Pedestrian Improvements: A comprehensive Master Plan for Landa Park was adopted in 2017. One key recommendation from the plan addresses circulation within the park. The circulation proposal focuses on ways of better coordinating the need for both vehicles and people to move through and around Landa Park more safely and comfortably. Parking management, redesigned roadways, storm water management and an expanded pedestrian network are key components.

PRELIMINARY DESIGN:

- Phase 1: Summary of Needs Study
- Phase 2: Conceptual Design
- Phase 3: Schematic Design
- Cost Estimation Services (included in Phases 1,2,3 above)

Phase 1.0 – Summary of Needs Study:

Objective: The Summary of Needs Study shall establish and address the requirements, goals and the constraints for this project.

Deliverables: The Summary of Needs Study shall include, but not be limited to, the following deliverables, related services and activities:

- 1.1 Project Kick-Off Workshop: In collaboration with City Staff, the Consultant shall host a Project Kick-off Workshop to establish project Goals with the key project stakeholders.
- 1.2 Programming: In collaboration with City Staff, the Consultant shall engage in a programming workshop to:
 - 1.2.1 Develop and refine a plan for the full build-out scenario. (per Master Plan)
 - 1.2.2 Develop and refine a site use program. (per Master Plan)
 - 1.2.3 Present the Program to project stakeholders.
- 1.3 Code Reviews: All designs must comply with all City, State and Federal Guidelines, Standards, Ordinances and Codes.
- 1.4 Geotechnical Study; the Consultant shall provide a thorough Geotechnical Study and Report for the project area, including design recommendations.
- 1.5 Site Survey: As an additional service, Consultant shall provide a Site Survey for areas not included in previous existing survey used in preparation of the Landa Park Master Plan. If this additional service is not selected by Client, Consultant shall utilize LIDAR and GIS information provided by the Client.
- 1.6 Civil Assessment: The Consultant shall provide a Civil Assessment of the site based on existing information and information obtained as part of the Summary of Needs Study.
- 1.7 Environmental Studies: The consultant shall identify the potential of environment concerns and review known environmental issues such as potential contamination, historical districts, archeological sites, endangered species habitat area, tree protection and projects over the

Edwards Aquifer recharge zone(s); provide a Phase I as deemed necessary by the City.

Environmental Services include:

Task 1: Cultural Resources Assessment

Task 2: Environmental/Natural Resources Assessment

Task 2A: Natural Resources Desktop Evaluation and Permitting Review/Summary

Task 2B: Hazardous Materials Database Review

- 1.8 Permitting: The consultant shall identify, and review known or potential permitting issues including, but not limited to, USACE404 under the Clean Water Act, National Environmental Policy Act (NEPA), National Historic Preservation Act, WPAP, etc. and the anticipated duration for submittal and the approval of applicable permits;
- 1.9 Community Meetings: The Consultant shall participate in one Community Meetings conducted during the Summary of Needs Study, if desired by Client.
- 1.10 Identify potential funding sources/partners for the project.
- 1.11 ADA/Accessibility Assessment: Based upon Accessibility Assessment provided in the Landa Park Master Plan, review all Summary of Needs Study and make comments.

The City of New Braunfels will make available to the Consultant any readily available existing conditions data, drawings and related information it has for the project. Data, documents and related information will likely consist of varying electronic and paper format.

It shall be the responsibility of the Consultant to obtain any additional information necessary for the full and proper execution of this work. The cost for all Consultants required shall be borne by the Consultant and included in the Fee.

The Consultant shall participate in conference call meetings, and meetings in person as determined as necessary by the City.

After all review and approval requirements for the Summary of Needs Study have been met, and incorporation of any changes requested by the City, the City shall authorize the Consultant in writing to commence Conceptual Design.

Phase 2.0 – Conceptual Design:

Objective: The primary objective of the Conceptual Design Phase is to ensure that multiple options have been explored, reviewed and analyzed.

Deliverables: Based on the approved Summary of Needs Study, the Conceptual Design Phase shall include, but not be limited to, the following deliverables, related services and activities:

Concept Sketches: based upon the outcome of the Workshops held in the Summary of Needs Study, the Architect shall prepare and present for the City's approval, without limitation, the following:

- 2.1 Two (2) Alternative Concept Sketches – rough, diagrammatic drawings of the site design, including parking.
- 2.2 Photos of architectural/project precedents and other supporting materials to suggest different methods of approaching the design while meeting project requirements.

Concept Design: based upon the City's selection of a Concept Sketch direction, the Architect shall prepare and present for the City's approval, without limitation, the following:

- 2.3 Alternative Concept Design solutions of the project in a more refined manner than the Concept Sketches.
- 2.4 Using some combination of study models, perspective sketches, and/or digital modeling, describe alternative methods of achieving the vision established from the selected Concept Sketch as well as illustrate the scale and relationship of the Project components.
- 2.5 Conceptual Cost Estimates for the alternative Concept Design solutions.

After all review and approval requirements for Conceptual Design have been met, and incorporation of any changes ordered by the City, the City shall authorize the Consultant in writing to commence Schematic Design.

Phase 3.0 – Schematic Design:

Objective: The primary objective of the Schematic Design Phase is to define the site and building relationships, character, and layout and establish the project scope within the requirements of the Project.

Deliverables: Based upon the City's selection of a Final Conceptual Design, the Schematic Design Phase shall address all requirements of the Project and shall include, but not be limited to, the following deliverables, related services and activities:

- 3.1 Schematic Site Drawings which illustrate all components of the Project including the size, scale, location, dimensions, and character of the trails, reconstructed paving and parking.
- 3.2 Schematic detail and section Drawings which illustrate the spatial relationships, construction, materials and character of the Project.
- 3.3 Refined and developed study models, perspective sketches, and/or digital models.
- 3.4 Schematic drawings and specifications illustrating and describing the landscape architectural and civil components of the Project.
- 3.5 Written description of all materials and components to be incorporated into the Project.
- 3.6 Any other documents or items required to illustrate the Schematic Design and the conformity of same with the requirements of the Project.
- 3.7 Project Construction Phasing Plan, illustrating the Construction phases required to achieve the Master Plan vision for the project.
- 3.8 Schematic Design Cost Estimate broken down by proposed Construction Sequences, for the Master Plan vision for the project (all phases) including potential operations and maintenance costs. We understand that the Client will contract separately for a third party review of opinion of probable costs.
- 3.9 Community Meetings: Prepare materials for and participate in one Community Meeting conducted during Schematic Design, if requested by Client.
- 3.10 Updated Code Review for Schematic Design.
- 1.11 Updated Civil Engineering, Environmental Permitting, Geotechnical Engineering and ADA/Accessibility Review for Schematic Design.

The Consultant shall present the Schematic Design deliverables to the City and shall incorporate any changes requested by the City regarding the Schematic Design or the requirements of the Project.

The Consultant team shall participate in conference call meetings and meetings in person as determined as necessary by the City.

In addition, the Consultant shall attend all project meetings with various City departments/divisions and/or public meetings as required and shall prepare presentations and represent the City in presenting as necessary to achieve final plan review and approval.

OTHER CONDITIONS AND INFORMATION:

Formats for Deliverables: All deliverables for all Stages and Phases shall be submitted in nascent software formats (".pdf" AND ".dwg" AutoCAD® for Drawing files; ".pdf" AND Microsoft Word® ".doc" for Specification files and Meeting Minutes; ".pdf" AND Microsoft Project® for Project Schedules) via electronic download at the end of each Stage and Phase as Record Deliverables. Files may be compressed in a ".zip" file format.

Meeting Minutes: The Consultant shall record and issue meeting minutes for all meetings, conferences, and conference calls attended by the Consultant to all attendees.

Project Schedule: The Consultant shall submit within ten (10) calendar days after the award and/or execution of the Contract a Project Schedule, which shall include:

- Proposed duration of each Stage and Phase.
- Milestone dates including review submittals.
- Allowance for reasonable time required for all reviews/approvals by all authorities.

Standard of Care: The standard of care of the services provided by the Consultant shall meet or exceed that level commonly expected of professional architects and engineers that are licensed to practice in the State of Texas.

The Consultant shall assume the role of "Architect-of-Record" and "Engineer-of-Record" for all work performed under the contract and be licensed in the State of Texas. All construction documents for the work performed under the contract shall bear a current, active professional seal recognized by and as required the State of Texas.

The Consultant shall attend and participate in project meetings with various City departments/divisions and/or public meetings as required during all Stages. Upon request, the Consultant shall make field observations and conduct investigations, as required, to evaluate existing conditions during all Stages.

PERFORMANCE MEASURES / KEY PERFORMANCE INDICATORS:

Upon contract award, the selected firm and the City shall mutually determine performance measures for the contract to include, but not be limited to, factors such as:

- adherence to schedule;
- effective communication with City staff;
- overall quality of design deliverables

DAYS TO ACHIEVE COMPLETION AND FINAL PAYMENT:

A. The Work will be completed by September 12, 2018. The completion schedule will be further defined with the final contract.

B. The Firm and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the times specified in the final contract.

C. Extensions will require approval by the City.

D. The Firm shall pay Owner \$250 for each calendar day that expires after the time specified in the final contract for Completion until the Work is complete. After Completion, if Firm shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Firm shall pay Owner \$250 for each calendar day that expires after the time specified in the contract until the Work is completed and ready for final payment.

B. ADDITIONAL SCOPE OF WORK

Phase 4: Survey and Phase 1 ESA

This task will be provided by Asakura Robinson if requested by Client based on the followed scope:

- 4.1 Topographical Survey of Improvement Areas Outside of Core Park Survey (Jones | Carter)
- 4.2 Elevations of Features Within Core Park Area (Jones | Carter)
- 4.3 Phase I Environmental Site Assessment (SWCA)

C. COMPENSATION

Fees for Professional Services will be billed as follows:

PRIMARY SCOPE OF WORK:

Phase 1. Summary of Needs Study	\$ 30,660.00
Phase 2. Conceptual Design	\$ 45,650.00
Phase 3. Schematic Design	\$ 77,650.00
Totals	\$153,960.00

ADDITIONAL SCOPE OF WORK:

Phase 4.1 Topo Survey Outside Core Park Area	\$ 19,800.00	(initial to accept)
Phase 4.2 Phase I Environmental Site Asses.	\$ 3,822.50	(initial to accept)
Phase 4.3 Geotechnical Engineering	\$ 14,904.00	(initial to accept)
Totals:	\$ 38,526.50	

Note: *Additional Scope of Work* fees provided by sub-consultants include Asakura Robinson's 5% project management fee.

1. The fees and reimbursable costs shall be billed monthly as a percentage of work completed or actual costs for any additional services and reimbursables. Reimbursable costs / expenses include: cost of copies of drawings; plots; color copies; courier; automobile travel per IRS guideline; fees for approved additional consultants such as engineering consultants; and any other expenses incurred as a result of services specifically requested by the client. Reimbursable costs shall not exceed **\$10,000.00** without prior written approval of Client.

D. EXCLUSIONS TO SCOPE OF WORK AND ADDITIONAL SERVICES

1. Owner shall provide the following information as required for performance of the work. Asakura Robinson Company assumes no responsibility for the accuracy of such information or services and shall not be liable for errors or omissions therein. Should Asakura Robinson Company be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as additional services.
 - a) Topography, boundary surveys and Legal descriptions of property not included in scope of work, above.
 - b) Existing site engineering and utility base information.
 - c) Application and Permit Fees
 - d) TAS review and approval
2. Additional Services include but are not limited to:
 - a) Work requested and or authorized by the Client not defined in the ‘Scope of Work’ or revisions and changes to Client approved drawings and the preparation of alternatives or change orders requested by the Client.
 - b) Preparation of as-built drawings or of measured drawings or existing conditions.
 - c) Models, special renderings, promotional photography, special printing, special equipment, special printed reports or publication, maps, and documents requested by the Client.

Hourly rates are as follow:

Principal-in-Charge	Margaret Robinson	\$215 / hour
Project Manager	Katie Coyne	\$110 / hour
Deputy Project Manager	Colter Sonnevile	\$100 / hour
All other staff at 3.36 x D.P.E.		

E. JURISDICTION AND TERMINATION

JURISDICTION – The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas. The Board may be

reached at the following address: Texas Board of Architectural Examiners, P.O. Box 12337 Austin, TX 78711-2337 Phone / (512) 305-8900 TERMINATION - If the Client should decide to terminate this Agreement, he shall give AR seven (7)_days written notice and shall pay for all services rendered to the date of termination. AR reserves the right to terminate this contract upon fifteen (15) days' notice if any amount billed to client is 90 days past due.

We appreciate your consideration of our firm, and we look forward to working with you. If this proposal meets your approval, please sign and return one (1) copy to our office at your earliest convenience.

Sincerely,

Margaret Robinson, Principal
Asakura Robinson Company LLC
May 30, 2018

Jennifer Gates, Buyer | Finance
City of New Braunfels
Date: _____

Cc: Hayley Pallister, Principal, Asakura Robinson Co.
Katie Coyne, Senior Associate, Asakura Robinson Co.



May 30, 2018

Margaret Robinson
Asakura Robinson
816 Congress Avenue
Austin, TX 78701

RE: Proposal for the Landa Park – Pedestrian Improvements (Bid #18-021) Project

Dear Ms. Robinson,

This is a proposal for the Landa Park – Pedestrian Improvements Project in New Braunfels, Texas. The proposal will be to provide services for the three phases of preliminary design. The three phases will be:

- Phase 1: Summary of Needs Study
- Phase 2: Conceptual Design
- Phase 3: Schematic Design

The services will be provided to help ensure compliance with Chapter 469 of the Texas Government Code, State of Texas Architectural Barriers Act, and the Texas Accessibility Standards (TAS) as well as 2010 Standards for Accessible Design (SAD).

Feel free to contact me at (512) 410-7059 or at jel@alturalp.com to answer any questions or discuss details of the proposal. Thank you for considering Altura Solutions, L.P. to meet your accessibility consulting needs. We look forward to working with you on the project.

Sincerely,

A handwritten signature in black ink that reads "Jesús Lardizábal". The signature is written in a cursive style and is enclosed in a light gray rectangular box.

Jesús Lardizábal,
R.A.S. 1051
President

PROJECT SCOPE AND DESCRIPTION

A comprehensive Master Plan for Landa Park was adopted in 2017 by the City of New Braunfels. One key recommendation from the plan addresses circulation within the park. The circulation proposal focuses on ways of better coordinating the need for both vehicles and people to move through and around Landa Park more safely and comfortably.

SCOPE OF WORK

Altura Solutions proposes to perform the following services to support the project’s goals and to help ensure compliance with the Texas Accessibility Standards (TAS) and the 2010 Standards for Accessible Design (SAD).

1. Phase 1: Summary of Needs Study
 - a. Attend project Kick-Off Workshop
 - b. Produce document of recommended actions to bring priority one pedestrian elements into TAS and SAD compliance.
2. Phase 2: Conceptual Design
 - a. Review sketches for accessibility benefits and concerns.
 - b. Provide technical assistance to the Team
3. Phase 3: Schematic Design
 - a. Review of schematic design and produce formal report of findings for compliance with the TAS and SAD.
 - b. Provide technical assistance to the Team

EXCLUSIONS

The proposal excludes services to determine compliance with other federal, state or local accessibility requirements and accessibility requirements of building and housing codes such as the International Building Code (IBC).

CONSULTING FEE AND INVOICING

The following fees are proposed for the services outlined in this proposal:

Phase 1	
• Attend Kick-off Workshop	\$450.00
• Document with Recommended Actions	\$1,650.00
Phase 2	
• Review Sketches	\$1,250.00
• Technical Assistance (\$175/hour for 8 hours)	\$1,400.00
Phase 3	
• Review of Schematic Design & report of Findings	\$2,450.00
• Technical Assistance (\$175/hour for 8 hours)	\$1,400.00

The total proposed consulting fee under this agreement is eight thousand six hundred dollars and zero cents (\$8,600.00).

ADDITIONAL SERVICES

Altura Solutions, L.P. provides hourly technical assistance for any services outside of the deliverables listed above. Technical Assistance services include attending meetings with project officials, attending on-site meetings, and assisting with potential design solutions. The consulting rate is \$175.00 per hour.

Altura Solutions, L.P.

Client

By: _____

By: _____

Print Name: Jesus Lardizabal

Print Name: _____

Title: President

Title: _____

Date: _____

Date: _____

May 29, 2018

Margaret Robinson
Asakura Robinson
816 Congress Avenue, Suite 1270
Austin, Texas 78701

Re: Professional Engineering Services Proposal for
Landa Park – Pedestrian Improvements
Asakura Robinson

Ms. Robinson,

Jones|Carter, Inc. (JC) appreciates the opportunity to present this proposal for the engineering services in connection with the *Pedestrian Improvements at Landa Park* in New Braunfels, Texas.

Project Understanding

The project will include the following components:

- Phase 1 – Summary of Needs Study
- Phase 2 – Conceptual Design
- Phase 3 – Schematic Design

Based on our understanding of the project, the review and approval process, and the site characteristics, we prepared the following scope of services and fee proposal for your consideration.

Scope of Services

Services to be provided by JC include:

1. Phase 1 – Summary of Needs Study
 - 1.1. Project Kick-Off Workshop: In collaboration with City Staff, the Consultant shall host a Project Kick-off Workshop to establish project Goals with the key project stakeholders.
 - 1.2. Programming: In collaboration with City Staff, the Consultant shall engage in a programming workshop to:
 - 1.2.1.1. Develop and refine a plan for the full build-out scenario.
 - 1.2.1.2. Develop and refine a site use program.

- 1.2.1.3. Present the Program to project stakeholders. (Assuming one meeting.)
 - 1.3. Code Reviews: All designs must comply with all City, State and Federal Guidelines, Standards, Ordinances and Codes.
 - 1.4. *Geotechnical Study: Not used.*
 - 1.5. Site Survey: Consultant shall provide a Site Survey if the City does not currently have one.
 - 1.6. Civil Assessment: The Consultant shall provide a Civil Assessment of the site based on existing information and information obtained as part of the Summary of Needs Study.
 - 1.7. *Environmental Study: Not used.*
 - 1.8. *Permitting: Not used.*
 - 1.9. Community Meetings: The Consultant shall participate in any Community Meetings conducted during the Summary of Needs Study. (Assuming one meeting.)
 - 1.10. Potential Funding Sources: Identify potential funding sources/partners for the project.
 - 1.11. Existing Conditions Data: The City of New Braunfels will make available to the Consultant any readily available existing conditions data, drawings and related information it has for the project. Data, documents and related information will likely consist of varying electronic and paper format. It shall be the responsibility of the Consultant to obtain any additional information necessary for the full and proper execution of this work. The cost for all Consultants required shall be borne by the Consultant and included in the Fee.
 - 1.12. Conference Calls and Meetings: The Consultant shall participate in conference call meetings, and meetings in person as determined as necessary by the City.
2. Phase 2 – Conceptual Design
 - 2.1. Alternative Concept Sketches: Two (2) Alternative Concept Sketches – rough, diagrammatic drawings of the site design, including parking.
 - 2.2. Architectural/ Project Precedents: Photos of architectural/project precedents and other supporting materials to suggest different methods of approaching the design while meeting project requirements.

- 2.3. Concept Design: based upon the City's selection of a Concept Sketch direction, the Architect shall prepare and present for the City's approval, without limitation, the following:
 - 2.3.1. Alternative Concept Design Solutions: Prepare sketches of the project in a more refined manner than the Concept Sketches.
 - 2.3.2. Perspective Sketches: Using some combination of study models, perspective sketches, and/or digital modeling, describe alternative methods of achieving the vision established from the selected Concept Sketch as well as illustrate the scale and relationship of the Project components.
 - 2.3.3. Conceptual Cost Estimates: Prepare estimates for the alternative Concept Design solutions.
3. Phase 3 – Schematic Design
 - 3.1. Schematic Site Drawings: Drawings which illustrate all components of the Project including the size, scale, location, dimensions, and character of the structure, and parking.
 - 3.2. Schematic Details and Section Drawings: illustrate the spatial relationships, construction, materials and character of the Project.
 - 3.3. Refined Models: developed study models, perspective sketches, and/or digital models.
 - 3.4. Specifications: Schematic drawings and specifications illustrating and describing the civil components of the Project
 - 3.5. Written Descriptions: Narrative of all materials and components to be incorporated into the Project.
 - 3.6. Other Documents: Any other documents or items required to illustrate the Schematic Design and the conformity of same with the requirements of the Project.
 - 3.7. Project Construction Phasing Plan: Plan illustrating the Construction phases required to achieve the Master Plan vision for the project.
 - 3.8. Schematic Design Cost Estimate: Prepare estimates broken down by proposed Construction Sequences, for the Master Plan vision for the project (all phases) including potential operations and maintenance costs.
 - 3.9. Community Meetings: Prepare materials for and participate in any Community Meetings conducted during Schematic Design.

- 3.10. Updated Code Review: Confirm compliance with applicable guidelines, standards, ordinances, and codes for Schematic Design.
- 3.11. Schematic Design Presentation: The Consultant shall present the Schematic Design deliverables to the City and shall incorporate any changes requested by the City regarding the Schematic Design or the requirements of the Project.
- 3.12. Conference Calls and Meetings: The Consultant team shall participate in conference call meetings and meetings in person as determined as necessary by the City.
- 3.13. City and Public Meetings: The Consultant shall attend all project meetings with various City departments/divisions and/or public meetings as required and shall prepare presentations and represent the City in presenting as necessary to achieve final plan review and approval.

4. Expenses: Reproduction, Mileage, and Plan Approval fees.

Additional Services

1. Surveying Services:
 - a. Topographical Survey of Improvement Areas Outside of Core Park Survey (per the sketch dated 05/21/2018).

Proposed Fee

Compensation for services described above will be on a lump sum basis in the following amounts:

- Phase 1 \$10,200.00
- Phase 2 \$15,000.00
- Phase 3 \$39,800.00
- Expenses \$1,000.00
- Surveying Services
 - Topo Outside Core Park Area \$19,800.00

Special Considerations

This proposal is based on the following special considerations:

1. Design of water and wastewater improvements are not included in the scope of this proposal.
2. Design of electrical improvements are not included in the scope of this proposal.



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3. Geotechnical Investigations and Environmental studies are not included in the scope of this proposal.
4. Permitting and permit-ready documents are outside of the scope of this proposal.
5. Services requested by the Client that are outside the scope of this proposal will be performed on an hourly rate basis in accordance with the enclosed Schedule of Hourly Rates. This schedule is subject to revision January 1st of each year.
6. Fees do not include sales taxes that may be imposed.
7. The proposed fees shall be considered in their entirety for the scope of services. Should you wish to contract with us for only a portion of the work, we reserve the right to negotiate individual scope items on their own merits.
8. This proposal shall be valid for sixty days from this date and may be extended upon approval by this office.

Project Schedule

JC will complete the scope of services defined herein according to the following schedule. Note that durations are in calendar days, commencing with receipt of written notice-to-proceed.

- Phase 1 – Summary of Needs 20 calendar days
- Phase 2 – Conceptual Design 28 calendar days
- Phase 3 – Schematic Design 45 calendar days

Survey work will be completed during Phase 1 and Phase 2 for use during Phase 3.

We thank you for the opportunity to submit this proposal and look forward to working with you on this project. An executed copy of this proposal will serve as our notice to proceed. Please return one (1) copy to our office. Should you have any questions, please call 713.777.5337.

Sincerely,

A handwritten signature in blue ink that reads 'Kristen Hennings'.

Kristen Hennings, PE, CFM, LEED® Green Associate
Senior Project Manager



Landa Park Pedestrian Improvements
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A handwritten signature in blue ink that reads 'Erin E. Williford'.

Erin E. Williford, PE
Department Manager

APPROVED BY:

Signature

Name and Title (Printed)

Date

EEW/KH/kh
Attachments

Landa Park-Pedestrian Improvements
Fee Estimate-Revision 1

	Prime Firm/Project Management Planning/Landscape Architecture Asakura Robinson	Civil Engineering Jones Carter	Environmental Permitting SWCA	ADA/Accessibility Altura	Geotechnical Engineering Raba Kistner	Subtotals:	Notes:
Core Services:	48.06%	42.22%	4.13%	5.59%	0.00%	100.00%	
Phase 1	\$12,000.00	\$10,200.00	\$6,360.00	\$2,100.00		\$30,660.00	
Phase 2	\$28,000.00	\$15,000.00	\$0.00	\$2,650.00		\$45,650.00	
Phase 3	\$34,000.00	\$39,800.00	\$0.00	\$3,850.00		\$77,650.00	
	\$74,000.00	\$65,000.00	\$6,360.00	\$8,600.00		\$153,960.00	
Additional Services:							
Phase 4.1		\$19,800.00				\$19,800.00	Recommended
Phase 4.2				\$3,822.50		\$3,822.50	Optional
Phase 4.3					\$14,904.00	\$14,904.00	Recommended
Subtotals:		\$19,800.00	\$0.00	\$3,822.50	\$14,904.00	\$38,526.50	

Phase Scope # Scope description

1.0 Phase 1 – Summary of Needs Study:

Objective: The Summary of Needs Study shall establish and address the requirements, goals and the constraints for this project.

Deliverables: The Summary of Needs Study shall include, but not be limited to, the following deliverables, related services and activities

		AR	J C	SWCA	Altura	Raba Kistner		
1.1	• Project Kick-Off Workshop: In collaboration with City Staff, the Consultant shall host a Project Kick-off Workshop to establish project Goals with the key project stakeholders.							
1.2	• Programming: In collaboration with City Staff, the Consultant shall engage in a programming workshop to:							
1.2.1	o Develop and refine a plan for the full build-out scenario.							
1.2.2	o Develop and refine a site use program.							
1.2.3	o Present the Program to project stakeholders.							
1.3	• Code Reviews: All designs must comply with all City, State and Federal Guidelines, Standards, Ordinances and Codes.							
1.4	• Geotechnical Study; the Consultant shall provide a thorough Geotechnical Study and Report for the project area, including design recommendations.							
1.5	• Site Survey: Consultant shall provide a Site Survey if the City does not currently have one.							
1.6	• Civil Assessment: The Consultant shall provide a Civil Assessment of the site based on existing information and information obtained as part of the Summary of Needs Study.							
1.7	• Environmental Studies: The consultant shall identify the potential of environment concerns and review known environmental issues such as potential contamination, historical districts, archeological sites, endangered species habitat area, tree protection and projects over the Edwards Aquifer recharge zone(s); provide a Phase I as deemed necessary by the City.							

3.3	• Refined and developed study models, perspective sketches, and/or digital models.								
3.4	• Schematic drawings and specifications illustrating and describing the architectural and civil components of the Project.								
3.5	• Written description of all materials and components to be incorporated into the Project.								
3.6	• Any other documents or items required to illustrate the Schematic Design and the conformity of same with the requirements of the Project.								
3.7	• Project Construction Phasing Plan, illustrating the Construction phases required to achieve the Master Plan vision for the project.								
3.8	• Schematic Design Cost Estimate broken down by proposed Construction Sequences, for the Master Plan vision for the project (all phases) including potential operations and maintenance costs.								
3.9	• Community Meetings: Prepare materials for and participate in any Community Meetings conducted during Schematic Design.								
3.10	• Updated Code Review for Schematic Design.								
3.11	The Consultant shall present the Schematic Design deliverables to the City and shall incorporate any changes requested by the City regarding the Schematic Design or the requirements of the Project.								
3.12	The Consultant team shall participate in conference call meetings and meetings in person as determined as necessary by the City.								
3.13	In addition, the Consultant shall attend all project meetings with various City departments/divisions and/or public meetings as required and shall prepare presentations and represent the City in presenting as necessary to achieve final plan review and approval.								