

May 18, 2017

Barbara Coleman
Purchasing Manager, City of New Braunfels
550 Landa Street, New Braunfels, Texas 78130
Delivered via email to BColeman@nbtexas.org

Re: Proposal for Professional Engineering Services: **Comal River Improvements Project
Phase 1: Existing Conditions Assessment and Phase 2: Developing Ultimate Vision**

Dear Ms. Coleman:

Freese and Nichols, Inc. (FNI) is pleased to submit this revised proposal for providing professional engineering services to the City of New Braunfels (City) for the Comal River Improvements project. This proposal includes our understanding of the project, our proposed scope of basic services, special services and additional services, as well as services to be provided by the City. The proposal reflects our conversations during the proposal review meetings on March 14, 2017 and May 10, 2017.

PROJECT UNDERSTANDING

One of the most popular water recreation destinations in Texas, the Comal River is a beautiful river originating in Landa Park and flowing through downtown New Braunfels. The tube chute is one of the premier attractions on the river. The City's goal for the project is to perform a comprehensive evaluation of and improvements to the City's infrastructure on the Comal River. This project will be high-profile due to widespread use of the Comal River and the businesses that rely on the river; therefore, public involvement will be critical to the success of the project. The City envisions a phased approach to the project to gather public input that shapes the final product to create a project that is understood and supported by the community.

The purpose of the first phase of the project is to evaluate the existing condition of the City's infrastructure and prioritize any necessary repairs. The purpose of the second phase is to formally gather public input on other potential improvements to develop the ultimate plan for the project. Subsequent phases may include preliminary design, final design, additional public outreach, and construction support.

The existing condition assessment will include a site visit, underwater investigation, and recommendations for potential repairs and improvements to the access, usability, aesthetics, maintenance, safety, and resiliency. The limits of the evaluation are from Hinman Island at the upstream end to San Antonio Street on the downstream end, as well as the Last Public Tuber's Exit just before the confluence with the Guadalupe River. The limits are shown in Figures 1 and 2.

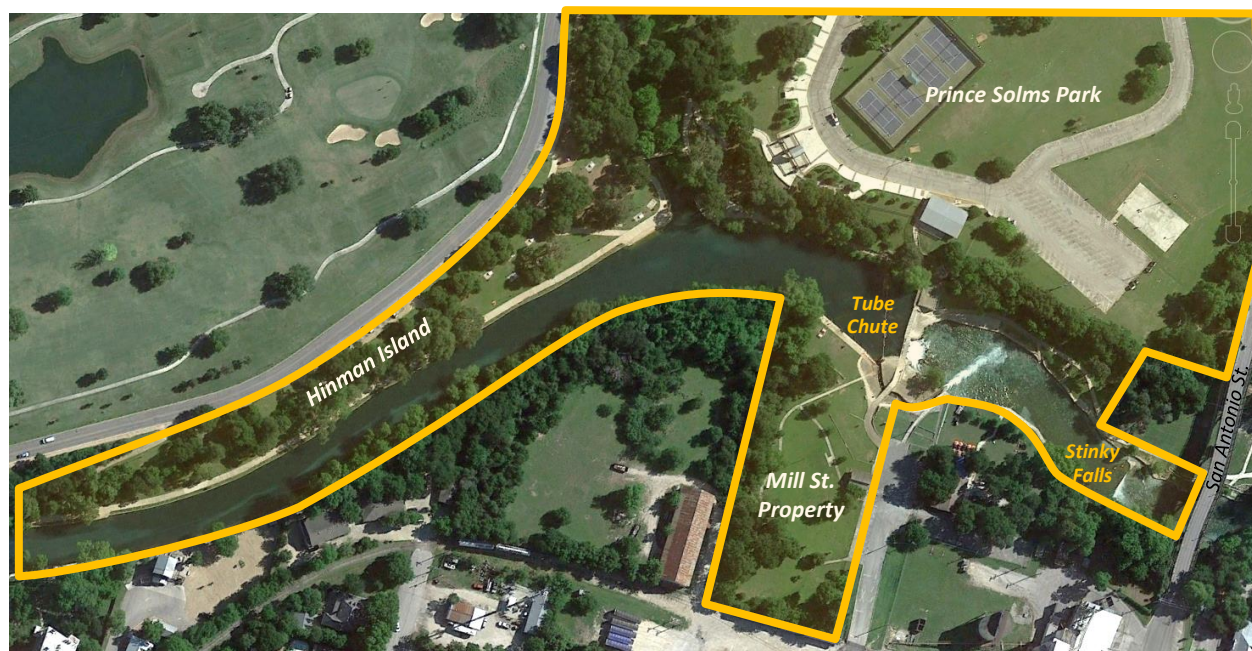


Figure 1: Limits of evaluation area around the Tube Chute



Figure 2: Last Public Exit area

FNI will render the following professional services in connection with the **Comal River Improvements Project, Phase 1 – Existing Conditions Assessment and Phase 2 – Developing Ultimate Vision.**

SCOPE OF SERVICES – BASIC SERVICES

PHASE 1 – EXISTING CONDITIONS ASSESSMENT

- A. Project Update Meetings and Reporting: The project team (project coordinator, technical lead, and relevant key subconsultants) will participate in biweekly phone calls with the City's project manager to discuss the project status for the assumed duration of Phase 1 (assumed 4 months). The first meeting will be a kickoff meeting at the City's offices. FNI will provide monthly status reports, updated project schedule, and invoices for the assumed duration of Phase 1.
- B. Meetings
 - i. TxDOT Meeting: Meet with TxDOT and the City to discuss timing of San Antonio Bridge project to coordinate overall project timing and implementation of future phases.
 - ii. Other Meetings: Attend and document up to 2 other meetings as requested by the City (City Council, River Committee, key stakeholders, HOA's, etc.) to share information and/or make presentations.
- C. Data Collection and Review: Gather historic documents on the Comal River structures, including but not limited to the City archives, Texas Historic Commission, Sophienburg Museum, and TCEQ Dam Safety Records. Review available historic documents and previous reports prepared by others for design background information. Perform precedent research on similar assets in other communities.
- D. Site Investigation Plan: Develop site investigation plan to observe the existing conditions of the following project components:
 - a) Access to the river from Hinman Island, Prince Solms Park and Mill Street (including tube chute office building, stairs, handrails, signage)
 - b) Tube Chute Dam (tube chute, gates, sidewalks/platforms, abutments, stairs, dam, retaining walls along river)
 - c) Stinky Falls (structure, exposed foundation, signage)
 - d) Last Tuber's Exit (structure, retaining walls, staircase, handrails, and
 - e) Access to the bus staging areas at Prince Solms Park and the Last Tuber's ExitSubmit draft Site Investigation Plan to City for review. Revise draft based on City comments and Public Meeting #1 feedback, and submit final to City.
- E. Underwater Inspection: Perform underwater inspection of the following structures to make observations on condition of the concrete and locate possible voids or seepage along the structures and/or foundation undermining.
 - a) Upstream of Tube Chute: Inspect the river banks/retaining walls from Hinman Island to the dam (approximately 1,400')
 - b) Tube Chute Dam: Upstream and downstream face of the dam, and the downstream river banks (retaining walls) between the Tube Chute Dam and Stinky Falls (approximately 330' – 400')
 - c) Stinky Falls: Upstream and downstream face of weir, and river banks downstream of weir for approximately 110' to San Antonio Bridge)

- d) Last Tuber's Exit: Underwater portion of exit stairs and foundation (approximately 50' distance along river bank).

It is noted this is scheduled to be performed over the course of 4 weekdays (Monday – Thursday) in July/August.

- F. Site Investigation: Perform site visit (one day on site) and observe the existing condition of the project components based on visually observable surface features. Photograph and document observations. The project components (structures/areas) will be reviewed for the following:
 - a) Access and ADA compliance
 - b) Aesthetics
 - c) User experience (tubers, park users, customer service)
 - d) Safety (tubers, park users, City staff including lifeguards, rangers, police, bus staging, traffic control)
 - e) Structural integrity
 - f) Geology and foundation
 - g) Resiliency to flooding (clean up required post-flood)
- G. Condition Assessment: Evaluate the condition of the existing structures based on historic documentation, existing geologic and geotechnical data, existing hydraulics, and site observations.
- H. On-site Surveys: Conduct one round of on-site surveys at the park to collect input from park users (estimated 4 hours on site during high use times). This effort will be performed in advance of Phase 2 to occur during the busy season for river and park users. Compile and document findings in a memorandum.
- I. Recommendations and Prioritization: Develop recommendations based on observations from the site investigation. Identify high-priority recommendations to address safety or stability issues. Prioritize recommendations for City consideration. Potential prioritization may include: (1.) High priority repairs to address safety or stability issues; (2.) Recommended repairs and improvements for maintenance, access or user experience; and (3.) Aesthetic and other improvements.
- J. Draft Report: Prepare Existing Conditions Assessment Report documenting site observations, and recommendations, including high-priority repairs to address any stability or safety concerns.
- K. Final Report: Address City comments and prepare final version of report.
- L. Review Workshop: Prepare for and participate in a workshop at the City to discuss findings of the Existing Condition Assessment. Kickoff Phase 2 of the project. Provide meeting minutes and action items for the workshop.

PHASE 2 – DEVELOPING ULTIMATE VISION

- A. Project Update Meetings and Reporting: The project team (project coordinator, technical lead, and relevant key subconsultants) will participate in biweekly phone calls with the City's project manager to discuss the project status for the assumed duration of Phase 2 (assumed 4 months). FNI will provide monthly status reports, updated project schedule, and invoices for the assumed duration of Phase 2.

- B. Stakeholder Review and Public Engagement Plan: Obtain existing list of stakeholders from the City. Add additional stakeholders based on research of the project area, including City contacts, property owners, neighborhood contacts, park users, community groups, businesses, elected/public officials, agencies, and any interested individuals. Develop a draft plan that defines methods of informing and collecting input from stakeholders, timeline of the process, and distribution of responsibilities. Submit the draft plan for City review. Address City comments and prepare the final plan. Update the stakeholder database throughout the project and provide updated versions to the City.
- C. Project Materials: Develop project materials such as handouts, flyers, FAQs, or factsheets for general information, stakeholder outreach or other group meetings. Provide website content to the City (general project information and photos). Provide two (2) updates to website content to reflect project progress (public meeting information, materials from public meetings).
- D. Meetings:
 - i. Key Stakeholders: Coordinate with the City to identify and contact key stakeholders for one-on-one meetings or focus groups. These meetings will provide the opportunity to visit openly about concerns, needs, and desires associated with the project and river. Facilitate meetings over a two-day period.
 - ii. Other Meetings: Attend and document up to 2 other meetings as requested by the City (City Council, River Committee, key stakeholders, HOA's, etc.) to share information and/or make presentations.
- E. Outreach: Prepare up to three media releases for the City to distribute to announce project launch, public meeting, and project update. Prepare up to three email project status updates (outside of media releases) for the City to send to stakeholders in the database (eg. summaries of feedback received from the public meeting, surveys, etc.). Develop content for social media posts and send to the appropriate contacts for posting to existing City and other relevant groups' social media accounts.
- F. Electronic Surveys: Develop content for two electronic surveys (distribute to City for review and comment) and distribute survey to public to gather input.
- G. Public Meeting: The purpose of Public Meeting #1 will be to introduce the project to the community, discuss the findings of the condition assessment, and collect feedback from citizens and stakeholders to develop the ultimate plan. Coordinate and schedule the date of the meeting with the City. Prepare for the meeting and develop meeting materials including the email invitation, signage, exhibits/displays/visuals, project handouts, and PowerPoint presentations. Facilitate the public meeting.
- H. Draft Report: Prepare a summary report to document feedback received from the public meeting and include an update to the recommendations developed in Phase 1.
- I. Final Report: Address City comments and prepare final version of report.

SPECIAL SERVICES

Engineer will perform the following tasks upon request and written authorization from the City.

Phase 1 – Existing Conditions Assessment

- M. Budgetary Cost Estimates: Develop conceptual design and opinion of probable construction costs (OPCC) for budgetary purposes for identified high-priority recommendations to address safety or stability issues. Incorporate into Existing Conditions Assessment Report. Recommendations are unknown at this time; therefore, the amount included is an estimated not-to-exceed assuming 40 hours of effort. Upon determination of recommendations, FNI and the City will refine the special services scope of work and fee.

Phase 2 – Developing Ultimate Vision

- J. Review Workshop and Phase 3 Planning: Prepare for and participate in a workshop at the City to discuss the findings of Public Meeting #1, recommendations, and discuss approach for the next phase of the project. Provide meeting minutes and action items for the workshop and develop approach for the next phase of the project.

SERVICES PROVIDED BY CITY OF NEW BRAUNFELS

- A. Assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous studies and reports, river usage data and safety statistics, stakeholder database, and any other data relative to the Project.
- B. Public Outreach and Communication:
 - i. Setup a project webpage to allow access for the public and stakeholders to project information. Update the website as needed with content provided by FNI.
 - ii. Set up and monitor a project email address and phone number to reply to questions and comments from the public.
 - iii. Prepare social media posts and press releases based on content provided by FNI. The media outreach will be utilized to distribute project information, projects updates, and notification for public meetings.
 - iv. Provide public meeting venue and perform setup.
- C. Site Access and Visibility: Remove/trim vegetation adjacent to the Tube Chute Dam, Stinky Falls and Last Tuber's Exit prior to the site investigation to allow for visual inspection. Coordinate and arrange for FNI to access the site as required for FNI to perform services.
- D. Provide input and comments on reports, as appropriate.

TIME OF COMPLETION

FNI agrees to complete the services in accordance with the attached schedule. FNI will commence work upon execution of an Agreement and receipt of a notice to proceed. As shown in the schedule, Phase 1 – Existing Conditions Assessment will be completed within 5 months from the notice to proceed. Phase 2 will be commenced upon completion of Phase 1 and will be completed within 5 months.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to equitable adjustment of compensation and to adjust contract schedule consistent with the number of days of delay.

COMPENSATION

The total fee for the basic scope of services shall be the lump sum fee of \$200,000.

The total fee for special services is the lump sum fee of \$16,000 to be authorized by the City as needed.

ADDITIONAL SERVICES

The following services are not included in the Scope of Services and will be considered Additional Services, if requested by the City:

- 1) Stability Analysis: Perform detailed stability analysis of structures.
- 2) Preliminary Design: Develop design schematics or drawings of proposed recommendations. Evaluate potential regulatory and permitting considerations for the proposed recommendations. Prepare Opinion of Probable Construction Costs for proposed recommendations other than the high-priority recommendations addressed in Special Services.
- 3) H&H modeling: Perform hydrologic and hydraulic modeling of existing conditions or proposed recommendations.
- 4) Environmental Permitting: Preparation and submission of state, federal and/or local permits.

CONCLUSION

We appreciate this opportunity to assist the City with this project. If additional information or clarification is desired, please do not hesitate to contact us.



Yours very truly,

FREESE AND NICHOLS, INC.

Victor M. Vasquez, P.E.
Principal

Tina Stanard, P.E.
Project Coordinator

Comal River Improvements Project Schedule for Phases 1 and 2

ID	Task Name	Duration	Start	Finish	June	July	August	Septem	October	Novem	Decemb	January	Februa	March	April
1	PHASE 1 - EXISTING CONDITION ASSESSMENT	103 days	Mon 6/19/17	Wed 11/8/17	 PHASE 1										
2	<i>Phase 1 Notice to Proceed (assumed)</i>	0 days	Mon 6/19/17	Mon 6/19/17	6/19										
3	<i>Phase 1 Kickoff Meeting</i>	0 days	Tue 6/27/17	Tue 6/27/17	6/27										
4	Data Collection and Review	4 wks	Mon 6/19/17	Fri 7/14/17											
5	Meetings (TxDOT and Other) - dates TBD	4 wks	Wed 7/12/17	Tue 8/8/17											
6	Prepare Site Investigation Plan	3 wks	Mon 7/17/17	Fri 8/4/17											
7	Underwater Inspection	4 days	Mon 8/7/17	Thu 8/10/17											
8	Site Investigation	1 day	Tue 8/8/17	Tue 8/8/17											
9	Condition Assessment	2 wks	Mon 8/14/17	Fri 8/25/17											
10	On-site surveys	1 wk	Mon 8/28/17	Fri 9/1/17											
11	Recommendations	3 wks	Mon 8/28/17	Fri 9/15/17											
12	Draft Assessment Report	3 wks	Mon 9/18/17	Fri 10/6/17											
13	<i>City Review Report</i>	2 wks	Mon 10/9/17	Fri 10/20/17											
14	<i>Review Workshop with City (exact date TBD)</i>	0 days	Wed 10/25/17	Wed 10/25/17											
15	Final Assessment Report	2 wks	Thu 10/26/17	Wed 11/8/17											
16	PHASE 2 - DEVELOPING ULTIMATE VISION	103 days	Wed 10/25/17	Mon 3/19/18	 PHASE 2										
17	<i>Kickoff Task 2</i>	0 days	Wed 10/25/17	Wed 10/25/17											
18	Stakeholders / Public Engagement Plan	2 wks	Thu 10/26/17	Wed 11/8/17											
19	Develop Project Materials	2 wks	Thu 11/9/17	Wed 11/22/17											
20	Key Stakeholder Meetings	4 wks	Thu 11/23/17	Wed 12/20/17											
21	Electronic Surveys	2 wks	Thu 11/30/17	Wed 12/13/17											
22	<i>Public Meeting #1 (exact date TBD)</i>	0 days	Wed 1/17/18	Wed 1/17/18											
23	Draft Summary Report	4 wks	Thu 1/18/18	Wed 2/14/18											
24	<i>City Review Report</i>	2 wks	Thu 2/15/18	Wed 2/28/18											
25	<i>Review Workshop with City (if requested)</i>	0 days	Mon 3/5/18	Mon 3/5/18											
26	Final Summary Report	2 wks	Tue 3/6/18	Mon 3/19/18											

