



January 21, 2025

Mr. Chad Bartee, P.E., City Engineer
Mr. Rick Hardcopf, PE, Capital Projects Manager
City of Keller
P.O. Box 770
Keller, TX 76244

RE: Proposal – Engineering Design of Erosion Control Walls
Project Area #10 and #11 on Big Bear Creek
Behind Homes Along Driscoll Place, Keller, Texas

Dear Mr. Bartee and Mr. Hardcopf:

O'Brien Engineering, Inc (OEI) was engaged by the City of Keller (CLIENT) in August 2022 to conduct a streambank erosion study for three streams within the city: Marshall Branch, Big Bear Creek, and Little Bear Creek. The study was completed in January 2023 and identified locations that have potential erosion risks and developed alternatives to address these risks. CLIENT subsequently requested OEI prepare a proposal to provide engineering design and related services for Project Area #10 and #11 along Big Bear Creek as identified in the stream bank study.

CLIENT and OEI met on December 12, 2024 to discuss Project Area #10 and #11. Following the meeting, OEI visited the sites on Big Bear Creek and viewed the sites from the concrete trail behind the homes along Driscoll Place, as well as approaching the creek from the north through the parking lot next to the K9 Pointe Dog Park.

Based on the streambank evaluations in the erosion control study, Project Area #10 will require approximately 265 LF of gabion basket wall, 24-ft in height. And Project Area #11 will require approximately 160 LF of gabion basket wall, 12-ft in height. Since the two project areas are only separated by approximately 60-LF, OEI proposes one long gabion basket wall for approximately 485-LF, with no gap. Two 36" RCP culverts are also located under the concrete trail between Project Areas #10 and #11. These culverts will need to be extended through the gabion wall.

Basic Services

OEI proposes the following Basic Services:

Project Scope of Services

1. Data Gathering & Project Set-Up
 - a. Site Reconnaissance – Complete a site visit to verify site conditions and establish project scope. Gather and obtain related data sets for the project

- site, such as record drawings and plats.
- b. Topographic Survey – Horizontal and vertical control for the project site, including trees, boundary determination and utilities.
 - c. Geotechnical Engineering Data Collection – Subcontract a geotechnical investigation for proposed design in the project area. Geotechnical services shall include at least two borings per site and report addressing the following:
 - 1) Description of soil and ground water conditions as they relate to performance and construction of project.
 - 2) Foundation recommendations.
 - 3) Lateral loads for design of the gabion basket retaining structure.
 - 4) Recommendations for design of rock anchors or soil nails, including allowable pull-out.
 - 5) Earthwork for backfill.
 - 6) Construction testing will be the responsibility of the contractor.
2. Proposed Wall Design - Typical Gabion Wall Design Plans include the following:
- 1) Cover Sheet
 - 2) General Notes
 - 3) Existing Conditions/Demo Plan
 - 4) Proposed Site Plan
 - 5) Proposed Grading Plan
 - 6) Gabion Wall Profiles
 - 7) Gabion Wall Cross-Section Views
 - 8) Detail
 - 9) Erosion Control Plans
 - 10) Erosion Control Details
 - 11) Structural Plans (Profiles, Sections & Notes)
 - 12) Quantities and Opinion of Probable Construction Cost (OPCC).

OEI will provide preliminary, final, and corrected final plans to the City as follows:

- 2a. Preliminary 60% Design Plans –
- 1) Prepare preliminary 60% design plans with submittals.
 - 2) Submit 60% plans to affected utilities such as water, wastewater, gas, telephone, cable TV and electric to obtain accurate information of their facilities, as necessary.
 - 3) Coordinate with the structural engineer in preparing the design for the preliminary design plans.
 - 4) Incorporate comments from the utility companies.
 - 5) Prepare an estimate of construction quantities and develop the preliminary opinion of probable construction cost.
- 2b. Final 90% Design Plans –
- 6) Incorporate comments from CLIENT review of preliminary design plans and prepare final 90% design plans with submittals.
 - 7) Coordinate with the structural engineer to incorporate comments from the CLIENT and revise design, as necessary.
 - 8) Finalize construction plans for proposed improvements.
 - 9) Prepare special technical specifications and special conditions (if any).

10) Submit final construction quantity take-offs and prepare final construction cost estimates.

2c. Corrected Final 100% Design Plans –

11) Incorporate comments from CLIENT review of final design plans.

12) Prepare corrected final 100% design plans.

13) Submit corrected final 100% design plans and bid documents to CLIENT.

14) Submit CAD design files in AutoCAD format.

3. Meetings – Attend meetings with CLIENT as requested. Three meetings are included. Additional meetings can be attended as an Additional Service for an additional fee.

4. Bid Phase Services

a. Prepare bid package that includes plans, specifications, and bid form with quantities and post on a construction project bid site like CivCast, Procore or similar for bidding the project. CLIENT staff will assist with necessary information to prepare the bid package, including all other materials not mentioned herein.

b. Bid Evaluation – Evaluate bids, contact bidder references, and prepare a letter of recommendation.

c. Respond to RFIs from contractors.

d. Attend pre-bid meeting to be organized by CLIENT.

5. As-Builts

a. Create as-built drawings based on contractor provided markups to the plans from the construction process.

b. A flash drive of all documents in PDF, TIFF, and AutoCAD format shall be provided.

Special Services – Services not covered under the Basic Services. Special Services will be provided at the request of the CITY and will be charged at OEI Hourly rates.

6. Construction Administration –

a. Attend pre-con meeting to be organized by CLIENT.

b. Respond to RFIs.

c. Prepare monthly pay application and change orders, as necessary.

d. Make periodic site visits – Make up to eight site visits during construction to assess whether the project is proceeding in general conformance with the plans and specifications.

7. Reimbursable Expenses

a. In addition to compensation for specified services, OEI will be reimbursed for direct project expenses incurred during the course of the project which are requested by the CLIENT or required for the work, such as copies, scans, photographs, printing, messenger services, digital data, and the like. CLIENT is also responsible for all

fees normally imposed by the City, FEMA, and others with jurisdiction related to this project.

Exclusions

It is OEI's understanding that the following services are not necessary or will be performed by CLIENT staff. These can be performed at CLIENT's request as an Additional Service and at an additional fee.

1. Landscaping, other than seeding or sodding at top of gabion wall.
2. Tree Survey.
3. Permitting.
4. Construction supervision.
5. Evaluation of contractor pay requests.
6. Site Clearing Outside of what is necessary for Survey or Geotechnical Access.
7. Boundary surveys or easement preparation.

Schedule

The following draft project schedule is based on a Notice to Proceed (NTP) date of February 3, 2025.

SCHEDULE – February 3, 2025			
Task	Start Date	End Date	Duration (working days)
Notice to Proceed	Feb 3	Feb 3	1
Data Gathering, Field Surveys, Geotech Coordination	Feb 3	March 7	25
Preliminary 60% Design	March 10	April 11	25
Preliminary Design City Review	April 14	April 25	10
Final 90% Design	April 28	May 23	20
Final Design City Review	May 26	June 06	10
Corrected Final 100% Design	June 09	June 20	10
Bid Phase Services	June 23	July 18	20

This schedule is based on current workloads (for OEI and our subconsultants) and assumes that weather and other factors will not significantly delay data collection. The schedule assumes CLIENT has two weeks to review each major submittal and will provide needed data and responses to questions in a timely manner.

Compensation

Compensation to O'Brien Engineering, Inc. for services described herein shall be according to the following schedule.

BASIC SERVICES	
DESCRIPTION	TOTAL
Data Gathering, Site Recon & Project Set-up	\$5,332
Topographic Survey	\$15,543
Geotechnical Engineering	\$27,434
Proposed Wall Design	
Preliminary Civil Plans (60%)	\$43,840
Structural Plans	\$19,800
Final Civil Plans (90%)	\$20,720
Corrected Final Plans (100%)	\$18,686
Meetings	\$5,280
Bid Phase Services	\$10,542
As-Built Drawings	\$5,480
TOTAL	\$172,657

Special Services – Services not covered under the Basic Services. Special Services will be provided at the request of the CITY and will be charged at OEI Hourly rates. OEI recommends setting the budget below for each service.

SPECIAL SERVICES	
DESCRIPTION	TOTAL
Construction Administration	\$11,232
Reimbursable Expenses	\$1,000
TOTAL	\$12,232

The total engineering services provided by OEI shall not exceed **\$184,889** unless modified through the terms of the contract.

Additional Services – Any additional services not included above will be on an hourly basis as requested by the CLIENT. Our current hourly rate schedule is attached. A separate proposal will be provided for any additional services item requested by CLIENT.

In addition to compensation for specified services, O'Brien Engineering, Inc. will be reimbursed for direct project expenses incurred during the course of the project which are requested by the CLIENT or required for the work, such as copies, scans, photographs, printing, messenger services, digital data, and the like. This amount is not to exceed **\$1,000** without prior approval. CLIENT is also responsible for all fees normally imposed by the City, FEMA, and others with jurisdiction related to this project.

This proposal shall be valid for 90 days after the date of this letter. The terms of the contract will be valid for a period of twelve (12) months from the date of the executed contract. The contract term may be extended by specific written mutual agreement of both parties. If work is suspended for a period of 60 days or more, OEI shall have the right to amend the contract by fee, scope, and schedule.

Thank you for your consideration of this proposal. We look forward to serving you.

Sincerely,
O'BRIEN ENGINEERING, INC.
TBPE Firm No. 3758

Garry Kraus
Garry Kraus, PE
Vice President of Operations

APPROVED:
City Manager City of Keller, Texas
Name: _____
Signature: _____
Date: _____