



October 31, 2018

Mr. Cody Maberry
Parks Maintenance & Development Manager
City of Keller
1100 Bear Creek Parkway
Keller, Texas 76244

Re: Overton Ridge Park - 2018

Dear Mr. Maberry:

Dunkin Sims Stoffels, Inc. (DSS) appreciates your request for a professional services proposal for the development of construction documents for Overton-Ridge Park.

PROJECT SCOPE

DSS will assist the City of Keller (Owner) by preparing the construction documents for the Overton-Ridge Park Improvements. As determined in discussions with City Staff and several presentations to the Park Board and the public hearing with the Park Board on January 19, 2017, the improvements for Overton-Ridge Park consist of the extension of the City Trail through the park for future connections, connecting concrete walkways, thirty space parking lot adjacent to Roanoke Road, two small pavilions for seating, a large group pavilion, restroom facilities, plantings and drainage improvements (reference subsidiary services) within the riparian area/stream traversing the center of the park, plantings and improvements within the Cross Timbers woodlands on the central hill, establish a native meadow of wildflowers and grasses in the open area between the stream and the central hill, the development of landscape buffers adjacent to the surrounding residences, and prepare plans for modifications to the swimming pool/grotto to create a seating area with enhanced planting.

SCOPE OF SERVICES

- A. Site Investigation: A site survey was prepared for Overton Ridge Park in August 2016, with particular focus on developed portions of the park. The site survey is an accurate base of the existing site facilities, plant materials, physical features and appurtenances and will serve as the base drawing file for the development of the construction documents. DSS will visit Overton Ridge Park to refamiliarize ourselves with the park features and conditions.
- B. Design Development: DSS will review the final schematic master plan approved at the January 19, 2017 Park Board Public Hearing to revisit the original design intent and further analyze the schematic design.

- C. Construction Documents: The Consultant will prepare construction documents for the site and facility design elements included within the Overton Ridge Park Schematic Master Plan. Construction Documents for the design elements shall include:

Site Grading Plan – Establish elevations and slopes for the proposed project elements.

Site Layout Plan – Establish dimensions of and between the proposed project elements and the existing natural and man-made site features.

Drainage Improvements – Prepare plans for drainage improvements to mitigate the flow of runoff onto down stream properties as determined by the Drainage Study of the watershed delineated within the Subsidiary Services task.

Site Landscape – Prepare landscape planting designs to facilitate the improvement objectives.

Site Electrical – Prepare electrical plans for the lighted pavilion and lights within the parking lot.

Construction Details – Prepare plans, sections and elevations of the individual components of the design to facilitate proper construction and implementation.

Project Specifications - Technical specifications will be prepared for the site development components of the Overton Ridge Park Improvements.

DSS will meet with City Staff a minimum of two times during the Construction Document phase to review progress, discuss items which need City Staff input and discuss the opinion of probable cost.

Upon completion of the construction documents three (3) full size sets of 100% complete drawings will be submitted to Parks' Staff for distribution to City Departments. Three (3) bound specification manuals, modified to comments received from the final meeting with Parks' Staff, will be submitted for distribution with the drawing sets. A PDF file(s) containing the drawings and specification manual will be forwarded to City Staff. The final opinion of probable cost will also be forwarded to City Staff.

- D. Construction Bidding: The Consultant will assist the City in receiving bids for the construction of the Overton Ridge Park Improvements by:

- Distributing the plans and specifications to potential bidders.
- Answering questions and interpreting the drawings during the bidding phase.
- Preparing addenda to clarify the construction plans and specifications.
- Issuing addenda to all plan holders of record.
- Opening of bids.
- Tabulation of the bids.

- Checking references and qualifications of the two lowest bidders.
- Preparing a letter of recommendation for the apparent lowest qualified bidder.

E. Construction Administration: The Consultant will perform the following tasks during the construction phase:

- Preparation of elementary and supplementary sketches required to resolve field conditions and to respond to the Contractor's Request for Information (RFI).
- Review the submittals and shop drawings, submitted by contractor, for conformance with the design concept.
- The Consultant shall make periodic site visits (prior to or following the construction meetings) to determine if the project is proceeding in accordance with the contract documents. The site visits shall not be construed as inspections and shall not be continuous, daily or exhaustive. The consulting team shall not be responsible or liable for the Contractor's failure to perform the construction work in accordance with the contract documents. It is recommended that the owner have a representative on-site to observe the daily work performed.
- The Consultant will attend monthly construction meetings, held to discuss the construction schedule, completed work, upcoming work, anticipated issues, etc. The meetings will be held to facilitate a smooth construction process.
- Review and approval of all certificates for payment submitted by the Contractor.
- Prepare Change Orders for the City's approval and execution.
- Coordinate final site walk through with the City at the conclusion of the construction and provide a punch list, to the Contractor, of items to be completed and corrected prior to acceptance of the project.
- Following substantial completion and/or final acceptance, the Consultant will prepare one set of record drawings. The record drawings will be based on written record of observations by the City's Inspectors and information provided by the Contractor through written records and construction mark-ups made to the project record drawings and specifications. If desired the Consultant will provide AutoCAD, version 2012 drawing files of the record drawings. This AutoCAD file will be one drawing file with all of the information encompassed within it and paper space delineation of each individual sheet. There will not be a separate AutoCAD drawing file for each sheet within the drawing set.

SUBSIDIARY SERVICES

The Consultant will provide the following services to develop/provide information which supplements the Consultants basic scope of services.

Watershed Drainage Study

DSS will retain R-Delta Engineers to 1.) undertake a drainage study to identify the area contributing runoff to the downstream property, quantify peak flows and existing storm

water conveyance capacities at key points within the drainage area. 2.) Consult with DSS to design a detention facility within the park to reduce peak flows and velocities leaving the park to the greatest degree practicable. 3.) The drainage study reporting will include a narrative report, drainage area maps, hydrologic and hydraulic calculations, schematic layout of recommended detention facility alternatives and opinions of probable cost as applicable.

ADDITIONAL SERVICES

- 1. Project Meetings - The Consultant has allowed for a total of two (2) meetings within the construction document phases. Additional meetings or public hearings with City Boards or other governmental bodies will be considered additional services and billed at the hourly rates outlined within this agreement.
- 2. Design Changes/Increased Scope - Any substantial design changes following commencement of construction documents, as well as, increased project scope will be considered an additional service and the Consultant may invoice for the resultant changes to the construction documents and increased services at the hourly rates outlined within this agreement.
- 3. Preparation of Alternates – Should the City request design alternates be prepared for bidding that increase the project scope or exceed the current construction budget the Consultant will invoice the City, in addition to the original contract amount, for the hours expended in preparing the alternates; at the hourly rates outlined within this agreement.

COMPENSATION

The Consultant’s professional fee for the scope of services, exclusive of the subsidiary services and reimbursable expenses delineated within this proposal, is \$175,500.00, this fee shall not be exceeded without written authorization.

The professional fees for the services outlined within the separate phases of work delineated within the proposal are as follows:

Design Development	\$ 5,500.00
Construction Documents	\$148,500.00
Construction Bidding	\$ 9,500.00
Construction Administration	<u>\$ 12,000.00</u>
Total Professional Fee: *	\$175,500.00

* Exclusive of subsidiary services and reimbursable expenses

For billing purposes and additional services, the following hourly rates shall be used:

DSS Principal	\$150.00 per hour
Landscape Architect	\$110.00 per hour
Project Manager – C.E.	\$220.00 per hour
Civil Engineer	\$150.00 per hour
Electrical Engineer	\$160.00 per hour
LiDAR Scanning (Survey)	\$250.00 per hour
Survey Field Crew (3 man)	\$140.00 per hour
Survey Field Crew (2 man)	\$120.00 per hour
GPS Field Crew (1 man)	\$100.00 per hour
Surveyor (RPLS)	\$120.00 per hour
Surveyor in Training (SIT)	\$ 90.00 per hour
Survey Technician	\$ 80.00 per hour
CADD Technician	\$ 90.00 per hour
Technical Support	\$ 60.00 per hour
Clerical	\$ 55.00 per hour

Reimbursable Expenses: Reimbursable expenses shall include delivery charges, postage, CAD Plots, commercial printing/reproduction charges, preparation of presentation boards. The cost for the reimbursable items represent an 'out-of-pocket' expense to the consultant and shall be billed at the consultant's direct incurred cost.

Another reimbursable cost is the fee for submittal of the plans and specifications to a third party Registered Accessibility Specialist (RAS) for the required Texas Department of Licensing and Regulation's (TDLR) Architectural Barriers plan review and post-construction inspection. There

is also a TDLR project registration fee. Any cost associated with certification of ADA compliance, if applicable, will be considered a reimbursable expense.

The following chart delineates anticipated costs for subsidiary services and reimbursable expenses, as defined within this proposal.

Subsidiary Services	
Watershed Drainage Study	\$28,900.00
Reimbursable Expenses – Budgetary	\$ 5,000.00
TAS Registration, Plan Review & Post Construction Inspection	<u>\$ 1,375.00</u>
Total Reimbursable Expenses:	\$ 35,275.00

Invoices shall be submitted by cover letter from the consultant. The letter shall certify that the invoice properly represents work actually done. Invoices will be based on percentage of work completed per identifiable unit of work. The City agrees to make prompt payments for all approved invoices.

INDEMNIFICATION

The Consultant shall indemnify and does hereby hold harmless, the City, its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the negligent performance of the services on this project performed by the Consultant, its employees, sub-contractors, agents and representatives and others for whom the Consultant is legally liable.

TERMINATION

This Agreement may be terminated without cause at any time prior to completion of the Consultant's services by the City, or by the Consultant with cause, upon seven days written notice to the City at the address of record. Termination shall release each party from all obligations of this Agreement. Upon notice of termination, the Consultant shall prepare and submit to City a final invoice within thirty (30) days.

AUTHORIZATION

DSS is prepared to initiate work on this project upon receipt of a signed copy of this agreement or upon execution of a professional services agreement with the City of Keller. We look forward to working with the City of Keller on the Overton Ridge Park Improvements Project.

Sincerely,

Dunkin Sims Stoffels, Inc.



Bob Stoffels, RLA, ASLA

ACCEPTED AND APPROVED BY:

(Signature)

(Typed Name)

(Title)

**AUTHORIZED TO EXECUTE
AGREEMENTS FOR:**

ATTACHMENT 'A'

**PROFESSIONAL FEE SCHEDULE
Overton Ridge Park Improvements
Keller, Texas**

PROFESSIONAL DESIGN SERVICES

Design Development	\$ 5,500.00
Construction Documents	\$148,500.00
Construction Bidding	\$ 9,500.00
Construction Administration	<u>\$ 12,000.00</u>
Professional Services Total:	\$175,500.00
Reimbursable Expenses – Budgetary	\$ 5,000.00
TAS Registration, Plan Review & Post Construction Inspection	<u>\$ 1,375.00</u>
Reimbursable Expense Total	<u>\$ 6,375.00</u>
Professional Services Total:	\$181,875.00
Subsidiary Services	
Watershed Drainage Study	\$ 28,900.00
Subsidiary Services Total:	<u>\$ 28,900.00</u>
TOTAL PROFESSIONAL FEES:	\$210,775.00