

TASK ORDER

Task Order No. 16-005-A

Task Order

In accordance with AIA Prime Agreement between City of Deer Park, Texas ("Owner") and Halff Associates ("Architect") for Professional Services –dated February 16, 2016 ("Agreement"), Owner and Architect agree as follows:

1. **Specific Project Data**

A. Title: Community Center and Gymnasium – Phase 1 Programming

B. Description: Architect's programming services consisting public input meetings, physical assessment of existing Community Center and Gymnasium building, definition of programming needs for these facilities, creation of conceptual floor plan options for each location, creation of a final concept floor plan and project budget for each location.

C. City of Deer Park Project Number: 16-005-A

F. Prime Agreement, Contract Number: PR-16-410-001

2. **Services of Architect**

See Attachment A: Proposed Scope of Professional Services for Community Center and Gymnasium – Phase 1 Programming February 16, 2016.

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in the Agreement subject to the following: See Attachment A: Proposed Scope of Professional Services for Community Center and Gymnasium – Phase 1 Programming dated February 16, 2016.

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>See Attachment C</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

TASK ORDER

5. **Payments to Architect**

A. Owner shall pay Landscape Architect for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum or Not to Exceed Amount of Compensation for Services</i>
Basic Services	Lump Sum per Task (See Attachment B – Fee Schedule & Reimbursable Expenses and	\$24,800.00

B. The terms of payment are set forth in the AIA Prime Agreement unless modified in this Task Order.

6. **Other Modifications to Agreement:**

[Supplement or modify Agreement and Exhibits, if appropriate.]

7. **Attachments:** *Attachment A – Scope of Services* *Attachment B – Fee Schedule & Reimbursable Expenses* *Attachment C – Schedule of Work*

8. **Documents Incorporated By Reference:** The Agreement effective February 16, 2016.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Architect shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Architect is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is February 16, 2016.

OWNER:

By: _____

Name: Jerry Mouton, Jr.

Title: Mayor, City of Deer Park, Texas

Date: _____

ATTEST:

ARCHITECT :

By: _____

Name: Tim Bargainer, PLA, ASLA, CLARB

Title: Vice President

Date: 2/16/16

Sandra Watkins, City Secretary

STATE OF TEXAS

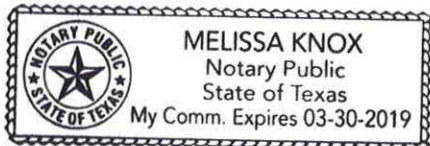
COUNTY OF HARRIS

} CORPORATE

} ACKNOWLEDGEMENT

On this 16th day of February, 2016, Tim Bargainer personally appeared before me and proved to me through satisfactory evidence of identification to be the person who signed this document in my presence.

[SEAL]



Notary Public

My Commission Expires: 03-30-2019

TASK ORDER

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: Scott Swigert

Name: Tim Bargainer, PLA, ASLA, CLARB

Title: Director, Parks and Recreation

Title: Director of Landscape Architecture

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Attachment “A”

Scope of Professional Services for Community Center and Gymnasium Programming City of Deer Park, Texas

SERVICES TO BE PERFORMED BY OWNER

Design Studies and Design Criteria

- As-built plans for existing facilities adjacent to this project, if available.
- Existing geotechnical reports and data for existing facilities adjacent to this project, if available.
- Utility information (plans, maps, etc.) both current and archived within the OWNER of Deer Park, if available.

Public Involvement

- Provide guidance on selecting appropriate stakeholders for public meeting(s).
- Sponsor and conduct public meetings

Field Surveying and Photogrammetry

- Provide all available survey and photogrammetry information to date.

Drainage

- Provide available information and studies on existing drainage areas.
- Provide hydraulic design criteria for project design.
- Provide standard details and specifications as necessary to assist ARCHITECT.

Miscellaneous

- Provide direction necessary for aesthetic treatment of existing and proposed structures, amenities and landscaping.
- Provide copies of all licensing agreements, utility agreements and other legal instruments related to the project.
- Prepare and coordinate any required Licensing and/or Utility Agreements.
- Pay all filing; permit review, application and inspection fees.
- Provide any other pertinent information to assist the ARCHITECT.
- Acquire right-of-entry on any property not owned by the OWNER should it be determined necessary to complete the scope of work identified within this agreement.
- It is the OWNER's responsibility to facilitate and coordinate with private property owners, if deemed necessary.

SCOPE OF WORK TO BE PERFORMED BY ARCHITECT

Architect's shall perform preliminary services consisting public input meetings necessary to define the program needs for these facilities and develop conceptual floor plan options for Community Center and Gymnasium, including indoor pool, culminating in a final concept floor plan and project budget.

Program

ARCHITECT shall provide public input and programming services necessary to determine the program items for design of improvements.

Development Budget Goal

A proposed development budget goal for the ultimate development of the improvements is generally established at \$6.0 million dollars.

Given the above stated general project information ARCHITECT will provide the following scope of basic services per task listed once the OWNER has issued an executed agreement.

BASIC SERVICES

The proposed basic services, which are outlined below, shall include: public input meetings, physical assessment of existing Community Center and Gymnasium building, definition of programming needs for these facilities, creation of conceptual floor plan options for each location, creation of a final concept floor plan and project budget for each location.

PHASE 1: PROGRAMMING SERVICES

This phase will include the following:

- Facilitate kick-off meeting with the OWNER and steering committee to identify project goals, and programmatic needs. Owner to identify additional participants and stakeholders to be included in initial design process (1 meeting).
- Conduct team site assessment to identify site opportunities and constraints and develop a refined physical assessment of the existing the Community Center and Gymnasium. (visit combined with kick-off).
- Conduct independent accessibility review with Registered Accessibility Specialist (RAS) and provide assessment of facility's compliance with applicable TAS/ADA standards.
- Refinement of preliminary programming assessment with Owner and other team members.
- Preparation of conceptual floor planning options. (2 options).
- Meet with OWNER to review preliminary concepts
- Attend and present in facilitating steering committee meeting (1 meeting).
- Preparation of final conceptual floor plan and proposed project budget based on the final conceptual floor plan.
- Present final preliminary conceptual floor plan to OWNER for approval to proceed with subsequent task order to begin detailed design for permitting and construction.

- NOTE: 1) Informal digital graphics to be submitted to the PARD Department for review and comment throughout this phase to expedite the design/decision making process.*
- 2) Additional presentation boards and marketing material to be billed as reimbursable expenses.*
- 3) It is intended herein, that meetings regarding input and feedback for Maxwell Center and the Recreation and Gymnasium Center are facilitated on the same visit/day.*

ADDITIONAL SERVICES

The following services are not included within the scope of basic services. The Consultant can provide these services, if requested and approved in writing by the City, on a time (hourly) and expense basis.

- Providing other services not otherwise included in this proposal or not customarily furnished in accordance with generally accepted consulting practices for the Project.
- Any facilitation or coordination with private property owners beyond meeting identified.
- Revisions to the master site plan due to significant changes or additions requested by the OWNER after approval of final site master plan and OPCC.
- Preparation of marketing material or illustrative graphics requested other than those indicated under Basic Services.
- Site visits or meetings as requested above and beyond the number identified under Basic Services.
- Design services beyond those identified under Basic Services including but not limited to environmental, geotechnical, design survey, construction documentation preparation, permitting, bidding and construction phase services.

PROJECT AREA MAP (Provided by OWNER 2015)



ATTACHMENT “B”

Fee Schedule & Reimbursable Expenses for Community Center and Gymnasium Programming City of Deer Park, Texas

For the basic services stated previously, the lump sum fee shall be as follows. Billing will occur on a monthly cycle, based on a percentage of work performed per phase and completed during the previous time period including any deliverables associated with such phase, subject to Owner review and approval. Reimbursable Expense will be performed on a maximum not to exceed manner.

BASE SERVICE TASK	FEES
PHASE 1: Project Management Coordination	\$2,800
<u>PHASE 2: Programming Services/RAS Assessment</u>	<u>\$23,200</u>
TOTAL FOR BASIC SERVICES	\$26,000
Reimbursable Expenses	\$1,200

ATTACHMENT “C”

Fee Schedule & Reimbursable Expenses for Community Center and Gymnasium Programming City of Deer Park, Texas

ARCHITECT is prepared to begin services necessary for completion of the work identified within Attachment “A” Scope of Work upon execution of the Task Order and it is the intent of the ARCHITECT to work with the OWNER to meet the reasonable expectations for delivery of basic services. It is anticipated to take approximately two (2) months upon Notice to Proceed to execute construction documents and regulatory entitlements. ARCHITECT is not responsible for delays incurred by regulatory or reviewing entities.