

## **Attachment “A”**

Scope of Professional Services for  
**Deer Park Phase 2 Hike and Bike Trail Improvements**  
**Design and Construction**  
**City of Deer Park, Texas**

### **SERVICES TO BE PERFORMED BY CITY**

#### **Design Studies, Criteria, Data**

- As-built plans for existing facilities and facilities adjacent to this project, if available.
- Existing geotechnical reports and data for existing facilities recently completed within the property and adjacent to the site, if available for reference only.
- Utility information (plans, maps, etc.) both current and archived within the CITY of Deer Park, if available.
- All available current CITY of Deer Park GIS, aerials and available survey information to date.

#### **Public Involvement**

- Provide guidance on selecting appropriate stakeholders for public meetings(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 on and off-site.
- Provide hydraulic design criteria for project design.
- Provide standard details and specifications as necessary to assist design CONSULTANT.

#### **Miscellaneous**

- Provide direction necessary for aesthetic hike and bike trail design standards, treatment of proposed structures, amenities, parking and planting.
- 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.
- Acquire right-of-entry on any property not owned by the CITY should it be determined necessary to complete the scope of work identified within this agreement.
- It is the CITY's responsibility to facilitate and coordinate with private property owners, if deemed necessary.
- Coordination with Harris County Flood Control District (HCFCD) regarding improvements within HCFCD easements.
- Provide any other pertinent information to assist the design CONSULTANT.

## **SCOPE OF WORK TO BE PERFORMED BY CONSULTANT**

The purpose of the services proposed herein is to provide professional consulting services consisting of landscape architecture necessary for the development of the Deer Park Hike and Bike Trail Improvements – Phase 2 Design and Construction (the project). The CONSULTANT intends to work in effective cooperation with the CITY and provide hike and bike trail preliminary planning, and the necessary plans and specifications needed for permitting/approval from regulatory entities to achieve an efficient and acceptable implementation of the project.

### **Program**

CONSULTANT shall provide design services for the following general program elements

- Develop Hike and Bike Preliminary Plan for the Phase 2 portions of the CITY's hike and bike trail improvements. The Preliminary Plan is to prioritize five (5) trail segments for further implementation of design and construction.
- Prepare Design and Construction plans for implementation of the five (5) identified trail segments.

*NOTE: The list of general program elements is not all-inclusive. Additional program items may result from site reconnoitering and design development.*

### **Construction Development Budget**

A construction development budget for the program items is generally established at \$500,000 dollars including professional fees and a 10% contingency, this budget is based on the CITY's annual fund allocation of \$100,000 dollars per year for hike and bike trail improvements. This Construction Development Budget is based on the CITY's five year allocation of funds.

Given the above stated general project information CONSULTANT will provide the following scope of basic services per task listed once the CITY has issued and executed this Task Order.

The Consultant will generate and revise an opinion of probable construction costs (OPCC) throughout the project's design development but does not guarantee that proposals, bids, or actual Project cost will not vary from its opinion of probable construction costs (OPCC).

## **BASIC SERVICES**

The proposed basic services, which are outlined below, shall include: project management| coordination, preliminary planning followed by construction documents and regulatory entitlement, bidding assistance and construction phase services for each of the hike and bike trail segments indicated in the preliminary planning phase.

### **PHASE 1: PROJECT MANAGEMENT and COORDINATION**

This task will include the following activities:

- Coordinate a kick-off meeting with the design team and City to identify project goals, schedules and projected milestones. (1 meeting)
- Attend Preliminary site visit/meeting, pre-development meeting, parks board presentation, DPCDC and City Council. (1 meeting)

- Review all modifications and comments requested by jurisdictional and regulatory agencies with the City. (1 meeting)
- Coordinate and oversee revisions to drawings and assist City in submitting final documents to the appropriate agency(s) for final processing, approvals and permits.

## **PHASE 2: HIKE AND BIKE TRAIL PRELIMINARY PLANNING**

This phase will include the following:

- Conduct preliminary meeting with the CITY and assist in determining hike and bike trail priorities and potential trail segments. (1 meeting)
- Data Collection / Site Assessment
  - Compile CITY provided data such as GIS, CAD, aerial photography.
  - Review relevant existing and/or proposed site, transportation and utility infrastructure.
  - Compile Houston-Galveston Area Council LIDAR topographic information.
- The Consultant shall develop a digital photographic inventory of the project limits to document any critical issues potentially impacting the sites, existing conditions, and serve as a reference for the design team.
- Prepare preliminary hike and bike plan based on meeting with the CITY illustrating the each of the five (5) trail segments.
- Prepare an Opinion of Probable Construction Costs (OPCC) for proposed work including appropriate escalation factors and contingencies for each segment.

## **PHASE 3: CONSTRUCTION DOCUMENTS AND PERMITTING**

Upon CITY's approval of the Hike and Bike Trail Preliminary Planning and the associated OPCC, the CONSULTANT will develop working/construction drawings and technical specifications necessary to construct each of the five (5) trail segments.

Construction drawings may include, but not be limited to the following information: general construction and project specific notes, demolition plan, site construction details, grading, and erosion/sedimentation/tree protection. CONSULTANT shall prepare Contract Documents and Technical Specifications that includes a description of materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the work. CONSULTANT shall coordinate any utility needs and adjustment with the CITY and utility service provider(s). CONSULTANT shall assist CITY in submitting plans to regulatory entities for approval and permitting to be used for bidding and implementation of the project. This phase will include the following:

- Coordinate construction drawings with other team members.
- Prepare fifty percent (50%) construction drawings and OPCC including appropriate escalation factors and contingencies. Submit to CITY for review and comments.
- Review 50% construction drawings and OPCC with CITY (1 meeting).
- Prepare ninety percent (90%) construction drawings, specifications/project manual and OPCC including appropriate escalation factors and contingencies. Submit to CITY for review and comments.
- Review 90% construction drawings, specifications/project manual and OPCC with CITY and (1 meeting).

- Prepare final construction drawings, specifications, reports, permit applications, SWPPP and other documents required for permitting and construction; update OPCC including appropriate escalation factors and contingencies. Submit to CITY for review and comments.
- Assist the CITY in filing the appropriate plans and documents with Texas Department of Licensing and Regulation (TDLR) for accessibility compliance with the 2012 Texas Accessibility Standards (with review by independent Texas Registered Accessibility Specialist RAS).
- Review and address all comments requested by regulatory agencies, the CITY and city development review.
- Revise drawings, OPCC and submit documents to the appropriate agency(s) for final processing, approvals and permits (1 meeting).

**NOTE:** 1) *All filing, permit review, application and inspection fees to be paid by the CITY.*  
 2) *Deliverable quantities for permitting required by the CITY and/or regulatory entities; plans, specification, reports, etc. to be billed as reimbursable expenses.*

#### **Phase 4: BIDDING ASSISTANCE | CONSTRUCTION PHASE SERVICES**

##### **TASK A: BIDDING ASSISTANCE**

Upon CITY's approval and permitting of Construction Documents, CONSULTANT shall assist CITY during the bidding process. This phase will include the following services:

- Coordinate the schedule for bid advertising, pre-bid conference, and bid opening.
- Prepare and organize bid solicitation and proposal forms consistent with the CITY's requirements.
- Attend and assist the CITY with a pre-bid conference (1 meeting).
- Address contractor RFI's, prepare and issue addenda as required.
- Attend and assist the CITY with bid opening, review/evaluate bids including alternates (1 meeting).
- Provide written recommendation to CITY. Contingent upon project construction delivery method.
- Once approved by CITY Staff, attend CITY Council meeting for award of construction contract as required (1 meeting).

##### **TASK B: CONSTRUCTION PHASE SERVICES**

CONSULTANT shall assist CITY during the construction process. CONSULTANT shall endeavor to secure compliance by the contractor to the plans and specifications. CONSULTANT shall not be responsible for construction means, methods, techniques, sequences or procedures in connection with the work and CONSULTANT shall not be responsible for the contractor's errors or omissions or failure to carry out the work in accordance with the contract documents. CITY will provide and pay for construction inspection and materials testing services. This phase will include the following:

- Assist CITY with Issuing the Notice to Proceed and assisting with acquiring executed contracts, bonds and insurance from the contractor.

- Attend and assist the CITY in conducting and overseeing a pre-construction meeting (1 meeting).
- Construction observation – preparation and processing of Requests for Information, Change Proposals, Change Orders, Change Directives, review/approval of shop drawing, submittals, samples and mock-ups (as required).
- Conduct and oversee monthly progress meetings. Consultant will be responsible for recording and keeping minutes of all meetings with City staff and distributing within 48 hours of the meeting date.
- Review and approve contractor's monthly Application and Certification for Payment.
- Attend and assist CITY with substantial completion inspection(s) and walk-thru including TAS inspection; issue punch list and letter of substantial completion for incomplete items including time for completion (1 meeting).
- Attend and assist CITY with final inspection for acceptance of project and issue letter of concurrence (1 meeting).
- Assist CITY in acquiring final close-out documents, warranties, accurate as-built drawings and other documents from contractor required to close-out project.
- Review and approve contractor's final Application and Certification for Payment including retainage.

Opinion of Probable Construction Costs (OPCC) Disclaimer

Opinion of probable construction costs provided by the CONSULTANT are based on the CONSULTANT's familiarity with the construction industry and are provided only to assist the CITY throughout the design process; such opinions shall not be construed to provide a guarantee or warranty of the actual construction costs at the time construction bids are solicited or construction contracts negotiated. Unless expressly agreed in writing and signed by the parties, no fixed limit of construction costs is established as a condition of this Agreement by the furnishing of the opinion of probable construction costs. Throughout the design process the CONSULTANT will assist the CITY in value engineering the project and making necessary adjustments in an effort to meet the project construction budget.

## **ADDITIONAL SERVICES**

The following services are not included within the scope of basic services unless previously discussed above. Should CONSULTANT be required to provide services in obtaining or coordinating compilation of this information, such services shall be performed as Additional Services. Additional Services shall only be provided if previously authorized by the CITY.

Additional Services may include, but not be limited to, the following:

- Meetings with Regulatory Entities other than the City to review construction documents.
- All filing, permit review and application fees.
- Project Design Surveying.
- Increase in construction documentation, regulatory entitlement, bidding assistance and construction phase services resulting from increase development budget of more than 10%.
- Revisions to drawings previously approved by the CITY and regulatory entities due to changes in: Project scope, budget, schedule, unforeseen subsurface construction conditions or when such revisions are inconsistent with written approvals or instructions previously given; enactment or revision codes, laws, or regulations subsequent to the preparation of such documents.
- Preparation of Phased bid package(s) with reduced scope of items defined herein, including construction drawings and specifications not included as part of basic services.
- Preparation of presentation materials for marketing or purposes other than in-progress approvals.
- Public or other presentations beyond those described in scope of services.
- Provide consultation, drawings, reports and other work products related to permits, approvals and ordinances not described in scope of services.
- Providing professional services for the field selection of plant materials.
- Traffic Impact Analysis.
- Traffic Control Plans.
- Design for site elements other than pre-engineered structures.
- Gas, Telephone/Communication design.
- Design of utility extension(s) to the project site.
- Services required after final acceptance of construction work.
- Preparation of record documents from contractors as-built drawings.
- Detailed Flood Plain Analysis.
- Hydrologic Analysis.
- CLOMR and/or LOMR
- Permitting through Army Corp of Engineers (USACE).
- Geotechnical investigation for structures not accounted for in basic scope of services.
- Environmental services.
- Geological Assessment
- Archeological Assessment.
- Hazardous Site Assessments.
- Construction Staking.
- Property Title Research
- Legal Lot Determinations unless defined within scope of services.

- Preparation of multi-use agreement(s) and exhibits.
- Easement acquisition or vacation including preparation of easement documents.
- Preparation and processing of Waivers, Variances or Exceptions.
- Land Acquisition services.
- Any services related to ROW acquisition.
- Any design work that will require work in the ROW or impact traffic entering and exiting the public and private ROW.
- ROW mapping exhibits and meets and bounds documentation required for ROW acquisition. City Land Acquisition/ROW mapping requirements to be used.
- Assistance or representation in litigation concerning the property of proposed project.
- Conflict Resolution.
- Providing services other than those outlined in scope of services.

## **ATTACHMENT “B”**

Fee Schedule & Reimbursable Expenses for  
**Deer Park Phase 2 Hike and Bike Trail Improvements**  
**Design and Construction**  
**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 CITY review and approval. Reimbursable Expense will be performed on a maximum not to exceed manner.

<b>BASE SERVICE   TASK</b>	<b>FEES</b>
PHASE 1: Project Management and Coordination	\$ 1,500
PHASE 2: Hike and Bike Preliminary Planning	\$ 3,500
PHASE 3: Construction Documents and Permitting	\$ 30,000
PHASE 4: Bidding Assistance and Construction Phase Services	\$ 10,000
 TOTAL FOR BASIC SERVICES	 \$45,000
Reimbursable Expenses	\$ 2,500



# **ATTACHMENT “C”**

## **Schedule**

### **Deer Park Phase 2 Hike and Bike Trail Improvements**

#### **Design and Construction**

#### **City of Deer Park, Texas**

CONSULTANT 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 CONSULTANT to work with the CITY to meet the reasonable expectations for delivery of the basic services. The project schedule is to be defined in coordination with the CITY along with the delivery goals at the time of the initial kick-off meeting with the CITY. The CONSULTANT is not responsible for delays incurred by regulatory or reviewing entities.