

October 17, 2016
PK No.: 0100

Darrell Lovelette
City of Bryan Parks and Recreation
1309 E. Martin Luther King Jr. Street
Bryan, Texas 77803

Re: Professional Landscape Architecture, Civil Engineering & Land Surveying Services
SIENA PARK
Bryan, Brazos County, Texas

Dear Mr. Lovelette:

Pacheco Koch, LLC is pleased to submit this proposal to provide professional landscape architecture, engineering and land surveying services for the design and development of a 3.72-acre park located in the Siena subdivision of Bryan, Texas. The total estimated cost of construction for Siena Park is anticipated to be **\$650,000** and this is the basis for which Pacheco Koch developed the services and fees outlined herein.

BASIC SERVICES

Pacheco Koch will provide Basic Services to include Topographic Survey, Schematic Design, Design Development, Construction Documents, Bidding Assistance, Construction Administration and Post-Construction services.

Topographic Survey

Pacheco Koch will perform an on the ground survey of the property under the direct supervision of a Registered Professional Land Surveyor.

Survey services to be provided include:

1. Location of permanent improvements on and immediately adjacent to the site.
2. Spot elevations on a 50-foot grid.
3. Contours on one foot intervals.
4. Top of curb and gutter elevations for paving on, and immediately adjacent to, the site.
5. Locations, common name and trunk diameter of trees over 6-inches in caliper or the outline of heavily wooded areas.
6. Tree table.
7. Location of visible utilities and appurtenances.
8. Location and sizes of underground utilities based on available record information.
9. Pacheco Koch will graphically plot, if any, the Special Flood Hazard Area from the Flood Insurance Rate Map (FIRM), published by Federal Emergency Management Agency (FEMA), for this area.

Schematic Design

During this phase, Pacheco Koch will prepare Schematic Design plans to illustrate the essential elements of the park program and their relationships to one another as well as the existing site context.

Services to be provided in this phase include:

1. Project Kick-off Meeting
 - a. Define the lines of communication, roles and responsibilities among team members
 - b. Establish goals, objectives and specific design criteria
 - c. Organize stakeholder and public involvement
 - d. Discuss both construction and maintenance budgets
 - e. Develop the initial programming and vision for the project
2. Pre-Design
 - a. Data gathering
 - b. Geotechnical Engineering: Soils analysis and report based on 3 borings
 - c. Site Analysis: Identify opportunities and constraints
 - d. Base plan development
3. Public Input Meeting: Pacheco Koch will organize and participate in one design session with the stakeholder group to gather input on program elements, conceptual layout and precedent images to help inform the design direction. Pacheco Koch will develop the agenda, prepare the presentation items and run the meeting.
4. Prepare and present Schematic Design concepts, which may address the following:
 - a. Pedestrian circulation
 - b. Pedestrian and vehicular pavements
 - c. Conceptual site grading (coordinated with Civil Engineer)
 - d. Conceptual playground layout
 - e. Shade structures/pavilions
 - f. Open play areas
 - g. Planting design concepts
 - h. Preliminary site furnishing options and placement
 - i. Other amenities defined in the program

Submittal/Deliverables Summary – One (1) final set in PDF & hardcopy (x3) format of the following:

- a. *Rendered illustrative site plans*
- b. *Supporting graphics as required to express the design concepts and intent, which may include photographic imagery and plan view enlargements.*
- c. *Preliminary estimate of probable construction costs.*

Meeting Summary:

- a. *One (1) kick-off meeting*
- b. *Up to two (2) design review meetings*
- c. *One (1) public input meeting*

Design Development

Upon approval of the Schematic Design, the Design Development phase services will be initiated. During this phase, we will refine the design layout and essential elements of the project. Design Development plans will depict actual materials, sizes and locations of all site elements approved in Schematic Design.

Services to be provided in this phase include:

1. Layout and materials selection for all proposed elements of the park program.
2. Coordination with Civil Engineer for site grading, landscape drainage and irrigation sleeve locations.
3. Coordination with Electrical Engineer for electrical power requirements associated with landscape lighting elements.
4. Coordination with Civil and Structural Engineer for site paving, structural elements, specialty features, utilities and connections.
5. Irrigation concept, connection point, controller location, mainline layout and list of proposed manufacturers.
6. Design review sessions with the City and refinement of the design based on these reviews.
7. Public Input Meeting: Pacheco Koch will present the Design Development plan at a Public Hearing held at a regular Parks and Recreation Board meeting, near the end of this phase, for input and revisions to be incorporated into the construction documents.

Submittal/Deliverables Summary – Two (2) submittals at 50% and 100% completion in PDF & hardcopy (x3) format of the following:

- a. *Rendered illustrative site plan*
- b. *Supporting graphics to express the design concept and intent, which may include photographic imagery and plan view enlargements*
- c. *Specifications outline*
- d. *Opinion of probable construction costs*

Meeting Summary:

- a. *Two (2) design review meetings (50% and 100%)*
- b. *One (1) public input meeting*

Construction Documents

Upon approval of the Design Development package, the Construction Document phase services will be initiated. During this phase Pacheco Koch will prepare plans, details and specifications to a level sufficient for bidding and construction of the project.

Services to be provided in this phase include:

1. Landscape Architecture
 - a. Hardscape Plan – prepare Hardscape Plan to include specialty paving, selection and location of light fixtures, pedestrian hand rails, exterior stairs and ramps, site furniture, fencing, mow curbs, shade structures, playgrounds, entry sign and seat walls/retaining walls less than 36" in height.

- b. Planting Plan – prepare Planting Plan to include selection and location of ornamental plantings, street or site shade trees, turf, mulches and associated items.
 - c. Irrigation Plan – prepare Irrigation Plan to include a fully automated irrigation system to service plantings on the site as required.
 - d. Details and materials schedules to support the plans described above.
2. Civil Engineering
- a. Demolition Plan – prepare Demolition Plan to include items to be removed as well as protected or preserved.
 - b. Dimensional Control Plan - prepare a detailed site horizontal Dimensional Control Plan which will define drives, parking spaces, building location, and landscape areas in relation to existing property boundary lines. This item is meant to be a tool for the Contractor to layout the site during construction.
 - c. Site Paving Plan - prepare construction plans and details for site paving and drive approaches. Paving section designs are to be based on recommendations included in a current Geotechnical Report.
 - d. Grading and Drainage Plan - prepare a plan to show existing grades, proposed contours and spot elevations as required. Preparation of a site Drainage Area Map that will define storm water discharges and proposed drainage patterns for the site. Also to include design of on-site storm sewer, if required.
 - e. Storm Water Pollution Prevention Plan - prepare a Storm Water Pollution Prevention Plan for construction activities in the project area including an Erosion Control Plan, Instructions to the Contractor and Contractor's Checklists.
3. Electrical Engineering
- a. Coordination with Bryan Texas Utilities to provide transformer and meter.
 - b. Perform photometrics for fixture sizing and layout.
 - c. Circuiting of light fixtures on an electrical plan.
4. Structural Engineering – it is anticipated that pavilions, play equipment, shade structures, etc. will be pre-engineered with designs provided as a shop drawing package. Included in this item is structural coordination for landscape or civil detailing.
5. Site Plan review and approval from the Site Development Review Committee
6. TDLR registration and RAS plan review submittal and coordination. Registration and review fees will be submitted as reimbursable expenses.
7. Bid documents and specifications
8. Final opinion of probable construction costs

Submittal/Deliverables Summary –

Two (2) submittals in PDF & hardcopy (x15) format of the following:

- a. *Site Plan (only at 50% milestone)*

Two (2) submittals at approximately 50% and 100% completion and one (1) Final Set (for bidding) in PDF & hardcopy (x3) format of the following:

- b. *Construction Plans (include Site Plan as sheet)*
- c. *Bid documents and specifications*
- d. *Opinion of probable construction costs (also in MS Word format)*

Meeting Summary:

- a. *Up to two (2) document review meetings*

Bidding and Construction

Pacheco Koch will provide Bidding and Construction phase services for all portions of the project shown in the construction documents. These services may include the following:

1. Bidding Phase Services:
 - a. Preparation of bid documents for advertisement.
 - b. Attend Pre-Bid Conference
 - c. Provide clarifications and answer questions regarding the bid documents, as well as prepare addenda when necessary.
 - d. Review contractor bids.
 - e. Prepare Conformance Set that captures all addendum changes and is ready for construction.
2. Construction Phase Services:
 - a. Attend Pre-Construction Meeting.
 - b. Respond to RFI's and provide design plan interpretations or clarifications.
 - c. Review shop drawings and other submittals required in the construction documents.
 - d. Review construction Change Orders.
 - e. Site visits during critical junctures of construction, such as:
 - i. Review paving mockups and site formwork/reinforcing.
 - ii. Testing of the irrigation main line and landscape drainage structures.
 - iii. Review soil preparation and grading prior to planting.
 - iv. Tagging and/or inspection of plant materials.
 - v. Conduct substantial completion walk-through and prepare a punch-list.
 - vi. Final completion walk-through.

Submittal/Deliverables Summary:

- a. *Addenda, as needed*
- b. *Conformance Set (PDF format)*

Meeting Summary:

- a. *One (1) Pre-Bid Conference*
- b. *One (1) Pre-Construction Meeting*
- c. *Three (3) Site Visits*

Please note the following:

- Pacheco Koch shall not at any time supervise or have authority over any Contractor work or jobsite management procedures, nor shall Pacheco Koch have authority over or be responsible for the means and methods, or procedures of construction selected or used by the Contractor.
- Pacheco Koch neither guarantees the performance of the Contractor nor assumes responsibility for the Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- Pacheco Koch shall not provide or have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- Pacheco Koch shall not be responsible for the acts or omissions of the Contractor or for any decision or interpretation of the Contract Documents made by the Contractor.

- While at the Site, Pacheco Koch's employees and representatives shall comply with the specific applicable requirements of the Contractor's and Owner's safety programs of which Pacheco Koch has been informed in writing.

Post-Construction

Upon completion of the Construction phase services, the Post-Construction phase services will be initiated. These services shall include:

1. Record Drawings: Update the Conformance Set of plans with red-line revisions provided by the contractor.
2. Conducting post-project review with the City.
3. Attend project Grand Opening.

Submittal/Deliverables Summary:

- a. Record Drawings

Meeting Summary:

- a. One (1) Post-Project Review
- b. One (1) Grand Opening

EXCLUSIONS

Based on our understanding of the scope of services, the following items are not included in this proposal:

1. Environmental investigation
2. Wetlands determination and permitting
3. Tree mitigation plan
4. Preliminary and final platting
5. Coordination of gas, electric, telephone and cable television service
6. Retaining wall design above 36"
7. Signage beyond park entry sign (such as interpretive, regulatory or directional)
8. Dedications of easements and/or right-of-way by separate instrument
9. Design of any underfloor drainage systems or grading
10. Pool/water feature design and engineering
11. LEED pursuit
12. Pump systems and filters required for use of non-potable water and storm water recapture
13. Green roofs or terraces over structure
14. Dedications of easements and/or right-of-way by separate instrument
15. Profiles for public and private systems
16. Design of storm water detention facilities
17. Design of any off-site storm sewer or drainage improvements
18. Additional construction document packages for phased bidding/construction
19. Subsurface utility engineering
20. Construction staking
21. Any additional items not specifically stated in scope

CITY RESPONSIBILITIES

1. The City will arrange the location and send out invites for the public input meetings.
2. The City will provide the approximate location of the sanitary sewer and floodplain. Domestic water location provided by Wickson Creek Special Utility District.
3. The City will assess the opinion of probable construction costs prior to the construction document phase. If the City's construction budget increases/decreases from what was originally anticipated (noted above), then design scope and fees will be renegotiated at that time.
4. The City will provide all City standard "front end" information, for inclusion with the technical specifications, necessary to complete the bid documents package for bidding.
5. The City Purchasing Department will upload the bid documents to the BrazosBid website as well as host and facilitate the pre-bid meeting and bid opening.
6. The City Engineering Department will host and facilitate the Pre-Construction meeting.
7. The City will provide an inspector to track daily construction progress and arrange material testing by an independent testing lab that is retained by the City.

SCHEDULE

Pacheco Koch acknowledges the importance to the City of the project schedule and agrees to put forth its best professional efforts to perform its services under this Agreement in a manner consistent with that schedule. The City understands, however, that Pacheco Koch's performance must be governed by sound professional practices. If, through no fault of Pacheco Koch, such periods of times or dates are changed, or the orderly and continuous progress of Pacheco Koch's services is impaired or Pacheco Koch's services are delayed or suspended, then the time for completion of Pacheco Koch's services, and the rates and amounts of Pacheco Koch's compensation, shall be adjusted equitably. Please see the attached Project Schedule for a preliminary outline of the major tasks and associated durations.

COMPENSATION

Pacheco Koch proposes to provide the services described above on a Fixed Fee basis for a total fee, exclusive of direct reimbursable costs, as follows:

<i>TOPOGRAPHIC SURVEY</i>	<i>\$6,500</i>
<i>SCHEMATIC DESIGN</i>	<i>\$10,000</i>
<i>DESIGN DEVELOPMENT</i>	<i>\$12,000</i>
<i>CONSTRUCTION DOCUMENTS</i>	<i>\$24,500</i>
<i>BIDDING & CONSTRUCTION PHASE</i>	<i>\$9,000</i>
<i>POST-CONSTRUCTION PHASE</i>	<i>\$2,000</i>
<i>TOTAL</i>	<i>\$64,000</i>

Please note that the fees above are based on the assumption that Pacheco Koch will perform the above services all together for this project. In the event any item is deleted from the scope of work, Pacheco Koch reserves the right to adjust the fees for other items as appropriate.

SUMMARY

This proposal, unless otherwise noted, constitutes our understanding of the services to be provided by Pacheco Koch, LLC on the project described above. This proposal is offered for a period of thirty (30) days after which, if said proposal has not been executed, said proposal should no longer be valid.

Pacheco Koch, LLC is pleased to have this opportunity to submit this proposal and looks forward to working with you on this project. If the proposal and accompanying agreement is acceptable to you as presented, please execute one copy of the agreement form and return one original copy to our office. Upon receipt of notice to proceed, either in writing or verbally, it will be assumed said agreement is accepted by all parties and services will be provided accordingly. If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Wade Peterson", with a long horizontal flourish extending to the right.

Wade C. Peterson, R.L.A., LEED®AP

PRO/smm
01-15223