

December 3, 2024

Project No. (AVO): 56948.001

City of Lewisville
Stacie Anaya
Parks & Recreation Department
191 Civic Cir
Lewisville, TX 75067

RE: Vista Ridge Park and Amphitheater
2950 Lake Vista Dr, Lewisville, TX 75067

Dear Stacie Anaya,

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Vista Ridge Park and Amphitheater for the City of Lewisville.

The proposed services to be performed are described in the Scope of Services (**Attachment A**). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (**Attachment B**); however, these services can be provided by Halff upon request as an additional service. A PROJECT Exhibit (**Attachment C**) and estimated PROJECT Schedule (**Attachment D**) is also included.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by CONSULTANT and CLIENT.

Thank you for the opportunity to work with you to improve lives and communities. Please feel free to contact me if you have any questions or comments regarding this Scope of Services.

Sincerely,

A handwritten signature in black ink that reads "Justin Marston".

Justin Marston, PLA
Project Manager, Halff Associates, Inc.
214.346.6276
jmarston@halff.com

ATTACHMENT A **SCOPE OF SERVICES**

PURPOSE

Halff (CONSULTANT) shall provide Landscape Architecture and Engineering Services for Vista Ridge Park and Vista Ridge Amphitheater (PROJECT), to City of Lewisville (CLIENT). The purpose of the PROJECT is to take the final master plans completed and approved in July 2020, and provide conceptual design refinement, 30% schematic design for Vista Ridge Park along with environmental and hydraulic analysis for the proposed improvements, and 100% design to remove all existing improvements on the site of Vista Ridge Amphitheater.

SCOPE

The PROJECT is located at 2950 and 3049 Lake Vista Dr, Lewisville, TX 75067 and will consist of approximately 20.55 and 4.23 acres, respectively. The PROJECT includes detailing 30% schematic design for Vista Ridge Park and providing 100% construction and bid package for Vista Ridge Amphitheater while adhering to Trinity Corridor Development Certificate (CDC), City of Lewisville, and DCLID criteria.

ASSUMPTIONS

This scope of services (the "Scope of Services") has been prepared using the following assumptions as a basis for its preparation:

GENERAL ASSUMPTIONS

1. The Scope of Services represents a single, stand-alone project consisting of tasks described below for the design and construction of the proposed improvements, in their entirety, with no removal or separation of tasks for the completion of the PROJECT.
2. Internal project meetings described herein will be held at the CONSULTANT's office or virtually, unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
3. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
4. The PROJECT schedule shall be subject to CLIENT review within a maximum of 30 days. Review periods exceeding 45 days may impact subsequent submittals and milestone dates.

5. The topographic survey for the PROJECT was completed in December of 2019. No additional survey will be completed as part of this scope. The proposed scope for tree assessment will confirm existing trees and tree sizes. If additional survey is required, a contract amendment will be submitted prior proceeding with additional survey.
6. There are no significant changes to site conditions since the original master plan was completed and approved in July 2020.
7. Geotechnical borings or report will not be required for work being done at Vista Ridge Amphitheater. Geotechnical borings and report will be required for Vista Ridge Park improvements prior to construction, however, it is not included in this scope of work.
8. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
9. All tasks/phases in this scope are lump sum unless stated otherwise (see Basis of Compensation)
10. CLIENT, will provide available existing conditions information and base-map data, including, but not limited to:
 - As-built plans, record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area.
 - Current property and easement information.
 - Existing or previous environmental reporting.
 - Base information such as CADD or GIS data
 - GIS data for FEMA floodplain
 - Hydraulic models

VISTA RIDGE PARK ASSUMPTIONS

11. Vista Ridge Park will be completed to a 30% schematic design construction documents.
12. The PROJECT will be based off the Vista Ridge Park Master Plan Master Plan completed and approved in July 2020, shown in **ATTACHMENT C**.
13. For the Park, CONSULTANT will utilize the CDC model and will analyze the 100-year and SPF discharges for the feasibility analysis. The FEMA effective model will be utilized for the Conditional Letter of Map Revision (CLOMR) analysis and submittal.
14. The CONSULTANT shall prepare a separate scope and fee to finish out the remainder of the design beyond the 30% drawing package. Comments will not be addressed as part of this scope of work.

VISTA RIDGE AMPHITHEATER ASSUMPTIONS

15. No hardscape improvements will be provided as part of this contract.
16. Revegetation plans will be limited to revegetation of sod and/or hydromulch, no additional landscape planting plans will be provided.
17. For the Amphitheater, the approved design and proposed improvements were based on the Denton County Levee Improvement District (DCLID) flood elevation of 444'. In 2022, DCLID raised the flood elevation to 448' based on an updated hydraulic model. The hydraulic models and additional H&H analysis for the plan will be necessary to ensure the design criteria is met, and that the proposed filling within the amphitheater area has no adverse impact to the DCLID flood elevation or requirements.
18. For the Amphitheater, the preliminary DCLID Sump unsteady HEC-RAS model will be used to evaluate the valley storage impacts of Vista Ridge Amphitheater as the best available model for this area. The model has not been calibrated to historical events which is anticipated to start when SCADA is integrated into the DCLID pumping station operations.
19. Vista Ridge Amphitheater will be completed to 100% design construction documents for demolition, regrading, and revegetation ready for bid.
20. Bidding, coordination on bidding, construction administration, coordination with contractors, preconstruction meeting, site observation during construction is not part of this scope of services but can be added at a later date for an additional fee.
21. The CLIENT will not require the coordination to salvage any electrical or mechanical equipment within the building and that the entire building and its contents will be demolished and disposed of. Coordination to salvage any equipment is excluded but can be provided upon request and approval of supplemental agreement.

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PHASE 1 – PROJECT MANAGEMENT & PRE-DESIGN

TASK 1.1– PROJECT MANAGEMENT AND COMMUNICATION

Project Management Coordination, Communications, and Reporting:

CONSULTANT will provide monthly reports to the CLIENT in 8.5"x11" format, delivered electronically, which will detail the current progress, highlight any outstanding issues, and address future concerns, if requested. This may be combined with the monthly invoicing. Additionally, CONSULTANT will conduct internal meetings with their staff for effective coordination and communication regarding the PROJECT.

Monthly Project Coordination Meetings:

CONSULTANT will meet with the CLIENT once a month, over the course of the schedule, up to ten (10) meetings, to answer questions related to the PROJECT and update the CLIENT on the PROJECT'S progress and schedule during the construction document phase. Notes will be taken by the CONSULTANT to record items discussed and decisions made during this meeting and provided to all attendees.

Task 1.1 Deliverables:

Deliverables provided by the CONSULTANT shall include the following:

- One (1) Digital PDF copy of the monthly progress reports and any presentations used during meetings (if requested).

TASK 1.2 – PROJECT KICK-OFF MEETING

Project Kick-off Meeting:

CONSULTANT will attend one (1) in-person coordination/project kick-off meeting with the CLIENT (determined by CLIENT) to confirm the goals, objectives, budget, schedule and program of proposed improvements of the PROJECT. Notes will be taken by the CONSULTANT to record items discussed and decisions made during this meeting and provided to all attendees.

- Project Kick-Off Meeting – One (1) in-person meeting (4 Hours maximum duration) (inclusive of travel time)

Task 1. 2 Deliverables:

- One (1) Digital PDF copy of the Project Kick-Off meeting notes.

TASK 1. 3 – QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

CONSULTANT will perform internal Design Quality Control and Quality Assurance (QA/QC) reviews of CONSULTANT'S deliverables prior to each submittal milestone. CONSULTANT will ensure that quality design principles are implemented across the project.

TASK 1. 4 – SITE OBSERVATION

Site Observation / Preliminary Field Review and Report:

On the same day as the Project Kick-off Meeting, the CONSULTANT will initiate, schedule, and participate in one (1) Site Observation/Preliminary Field Review meeting with the CLIENT of the PROJECT area shown in Attachment C. An aerial photograph of the site will be taken to the site visit and used to confirm location and condition of existing improvements. The field review is necessary to identify

key opportunities and constraints. The site observation will also include the gathering and evaluation of relevant information related to the PROJECT. CONSULTANT will prepare one (1) Field Review Report detailing the observations and identified opportunities and constraints associated with, but not limited to, topography of the site, utilities, vegetated areas, neighborhood impacts, drainage, and impacts to existing conditions. Evaluation of the site will be limited to visual field measurements and observations; no subsurface or interior investigations will be conducted. Verification of size and current health of existing trees on site, applicable to proposed improvements based on the approved master plan, to determine current health of the trees and the recommendations for which trees shall remain or consider for removal will be included. Photographs shall be taken by the CONSULTANT to record existing conditions and may be provided to the CLIENT.

Task 1. 4 Deliverables:

- One (1) Digital PDF copy of the Field Assessment Report / Base Map.
- One (1) combined PDF of all Site Photographs.

TASK 1. 5 – BASE MAP PREPARATION

Data Collection / Base Map Preparation:

The CLIENT will provide to the CONSULTANT updated available data relevant to the PROJECT. With the assistance from the CLIENT, CONSULTANT will update the previously prepared project base map for use in the proceeding tasks. Updated available data may include the following information:

- Google Earth and/or Near Map existing aerial photography, mapping, and survey information
- Existing survey
- Utility (as-builts and/or record drawings) data including underground/at-grade/overhead, location, type, size, owner name and contact information
- Property Lines, Easements, ROW Limits, and other information (as available)
- Previously prepared drainage studies
- Soils information collection

Task 1. 5 Deliverables:

- One (1) Digital PDF copy of the project Base Map.

TASK 1. 6 – PUBLIC OUTREACH

Public Engagement Meetings:

CONSULTANT will conduct no more than four (4) Public Engagement Meetings in coordination with the CLIENT to present the PROJECT and vision. Anticipated length of Public Engagement Meetings shall be (4 hours inclusive of travel and setup time). Anticipated number of CONSULTANT staff members present shall be (2). All meetings will be held at a central location with adequate capacity. The meeting date will be scheduled at an appropriate time during the project schedule. The CLIENT will be responsible for reserving or providing the meeting location and promoting the meeting. Unless otherwise directed by CLIENT, public meetings may have a virtual option available via Microsoft Teams (or equivalent) with the ability to develop participant polls/survey capabilities. If additional meetings are necessary for ongoing coordination and/or the completion of the Development Plan, CONSULTANT shall notify CLIENT and request additional compensation.

The public meetings and presentation material will be as follows:

COMMUNITY FEEDBACK SESSIONS – (2) Meetings

CONSULTANT will prepare and conduct two in-person meetings on days and locations to be determined. We will review the proposed designs, accessibility improvements, and briefly discuss the ADA requirements for new construction and alterations. Following this presentation, we invite attendees to share feedback

- **Meeting 1:** CLIENT and CONSULTANT will introduce the PROJECT and present the Vision using preliminary ideas and strategies previously established, identifying opportunities, constraints, and possible amenities. The goal of the meeting is to garner feedback that can be used for the creation of the Pre-Final Development Plan.
- **Meeting 2:** CLIENT and CONSULTANT will present one (1) Pre-Final Development Plan concept, addressing feedback received from Meeting 1. The goal of the meeting is to garner feedback that can be used for the creation of the Final Development Plan.

STAKEHOLDER MEETINGS – (2) Meetings

Here, we discuss the proposed designs, accessibility improvements, and ADA requirements for alterations and new construction. At these meetings we will describe ADA requirements in more detail.

- **Meeting 1:** Will occur before the public meetings to introduce the PROJECT and present the Vision using preliminary ideas and strategies previously established, identifying opportunities, constraints, and possible amenities. The goal of the meeting we will describe ADA requirements in more detail to garner feedback that can be used for the creation of the Pre-Final Development Plan.
- **Meeting 2:** Will occur after the public meetings to address relevant feedback from the public meetings. The goal of the meeting is to garner feedback that can be used for the creation of the Final Development Plan.

AGENCY MEETINGS – (3) Meetings

CONSULTANT will prepare and conduct three in-person meetings on days and locations to be determined. We will review the proposed designs, improvements, and requirements for new construction and alterations. Following this presentation, we invite attendees to share feedback

- **Meeting 1:** DCLID - Will occur prior to the 30% concept refinement to reintroduce the PROJECT and the presentation of the approved master plan, and to address relevant feedback from DCLID. The goal of the meeting is to garner feedback that can be used for the creation of the Final Development Plan.
- **Meeting 2:** City of Lewisville Parks Board - Will reintroduce the PROJECT and present the Vision using preliminary ideas and strategies previously established, identifying opportunities, constraints, and possible amenities. The goal of the meeting we will describe the project in more detail, ADA requirements in more detail and to garner feedback that can be used for the creation of the Pre-Final Development Plan.
- **Meeting 3:** DCLID - Will occur after the development of the final 30% design public meetings to present the final schematic 30% design which will include design refinements based on feedback from the public meetings. The goal of this meeting will be to present finalized concept and to address any questions or concerns of the Final Development Plan.

REVIEW FEEDBACK MEETINGS – (1) Meeting

This meeting will summarize the feedback received in the earlier meetings and present suggestions based on this feedback.

- **Meeting 1:** CONSULTANT will conduct one (1) meeting to summarize the feedback received and provide recommendations moving forward.

Task 1.6 Deliverables:

Notes may be taken by the CONSULTANT to record items discussed and decisions made during project meetings as listed above and will be provided to the CLIENT in 8.5"x11" digital PDF format. Deliverables provided by the CONSULTANT shall include the following:

- One (1) Digital PDF copy of the Public Engagement meeting notes.
- One (1) Digital PDF copy of the participant polls/surveys from which data will be collected, organized, and synthesized.

PHASE 2 – VISTA RIDGE PARK

TASK 2.1 – CONCEPT REFINEMENT

SUBTASK 2.1.1 – ACCESSIBILITY CONCEPT REFINEMENT

Accessibility Concept Refinement:

Based on the public engagement, stakeholder meetings, and the recommendations provided to the CLIENT, the CONSULTANT shall provide consultation to improve accessibility of the overall site including location of elements, site layout, amenities, accessible routes, and feasibility.

Task 2.1.1 Deliverables:

Deliverables provided by the CONSULTANT shall include the following:

- Any adjustments to the accessible routes will be reflected in the 30% schematic design.

SUBTASK 2.1.2 – PRELIMINARY CONCEPT REFINEMENT

Preliminary Concept Refinement:

CONSULTANT will refine various components per below based on the approved master plan dated July 2020 that helps communicate the intent and vision and design of the PROJECT. The design refinement shall include the layout of proposed amenities and associated improvements identified under the proposed improvements.

CONSULTANT will provide the following concept sketches, example imagery, and/or computer renderings that details the design intent of the proposed improvements.

Example Imagery:

- Site amenities/furniture including benches, picnic tables, drinking fountains, trash receptacles, bollards, and bike racks
- Landscape Plant Material
- Site Lighting
- Decorative Pavement

Concept Sketches and Renderings:

- Ballfields including Miracle Field

- Park entry signage and site wayfinding/educational signage
- Playground layout including equipment location and safety surfacing.
- Pond Overlook, Boardwalk and Trail including layout, location, and materials.
- Wildlife Observation Blinds including location and layout.
- Outdoor classroom including layout, location, and materials.
- Picnic Area including layout, location, and materials.
- Wetland Entry Plaza including layout, location, and materials.

Task 2.1.2 Deliverables:

Deliverables provided by the CONSULTANT shall include the following:

- *One (1) Digital PDF copy of the Refined Concepts, Example Imagery and Concept Sketches and Renderings of the proposed improvements.*

SUBTASK 2.1.3 – PRELIMINARY CONCEPT REFINEMENT REVIEW MEETING

Upon completion of the Preliminary Concepts, the CONSULTANT will meet with the CLIENT to present the concepts with the intent to receive design feedback. Notes will be taken by the CONSULTANT and will be incorporated into the Final Concept Master Plan.

Task 2.1.3 Deliverables:

- *One (1) Digital PDF copy of the Preliminary Concept Master Plan Review Meeting notes.*

SUBTASK 2.1.4 – FINAL CONCEPT REFINEMENT

Based on the input gathered from the Preliminary Concept Refinement Review Meeting, CONSULTANT will prepare one (01) set of concept sketches, renderings, and example imagery.

Task 2.1.4 Deliverables:

Deliverables provided by the CONSULTANT shall include the following:

- *One (1) Digital PDF copy of the Preliminary Concept Plan(s).*

SUBTASK 2.1.5 – FINAL CONCEPT REFINEMENT REVIEW MEETING

Upon completion of the Preliminary Concept Master Plans and the Opinion of Probable Costs, the CONSULTANT will meet with the CLIENT to present the master plans with the intent to receive concept design feedback. Notes will be taken by the CONSULTANT and will be incorporated into the Final Concept Master Plan.

Task 2.1.5 Deliverables:

- *One (1) Digital PDF copy of the Final Concept Master Plan Review Meeting notes.*

TASK 2.2 – 30% SCHEMATIC DESIGN

30% Schematic Design:

Based on the input gathered from the kickoff meeting, site investigation and concept refinement, the CONSULTANT will prepare 30% Schematic Design Documents that help communicate the intent and vision of the PROJECT. The Schematic Design shall include the layout of proposed improvements to demonstrate compliance with applicable Federal, State, and local/stakeholder rules, regulations, and codes. The CONSULTANT will identify any locations where exceptions to the established design standards may be necessary.

Proposed Improvements:

The 30% Schematic Design shall include the proposed improvements shown in the approved master plan dated July 2020 as well as identified in Task 1.2. Design for improvements shall follow current CLIENT and regulatory design standards, unless directed otherwise by the CLIENT. CONSULTANT's 30% Schematic Design plans shall be sheet sizes of 22-inch-Wide x 34-inch-Long, formatted with black and white line work with a scale appropriate to illustrate the proposed improvements. In addition to the anticipated improvements described above, CONSULTANT's 30% Schematic Design plans will contain the following base information as applicable:

- Project name; and if applicable, the street address, and lot and block description.
- Date, scale, north arrow, and the name of the Licensed Professional preparing the plan.
- Approximate location of existing property lines and/or ROW limits.
- Approximate centerlines of existing water courses and the location of the floodplain; the approximate location of significant drainage features; and the location of existing parking lots, streets, driveways, and sidewalks on or adjacent to the PROJECT.
- Approximate location of known overhead lines, subsurface utility lines, and utility easements within the project limits, including the location of utility/power poles, generators, and equipment.

(30%) Schematic Design Submittal Milestone Preparation:

CONSULTANT shall prepare the (30%) Schematic Design Package submittal milestone, with the following anticipated sheets listed below:

- Cover Page
- General Notes
- Tree Survey/Mitigation Plan
- Demolition Plan
- Material Plans
- Grading Plan
- Layout Plan
- Typical Sections

Subsequent Submittal Milestones:

All subsequent milestone deliverables following the 30% Schematic Design Documents will be a separate contract and will begin once the CLIENT has provided CONSULTANT with a formal Notice to Proceed (NTP) confirming the acceptance of the new scope.

Task 2.1.6 Deliverables:

- One (1) Digital PDF copy of the 30% Submittal.
- Three (3) hard copies of the 30% Submittal (upon request)

TASK 2.3– OPINION OF PROBABLE CONSTRUCTION COST (OPCC)

Preliminary 30% Schematic Design OPCC:

Upon completion of the 30% schematic plans, the CONSULTANT shall prepare an Opinion of Probable Construction Cost (OPCC). CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the schematic design OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only. No adjustments or value engineering to the OPCC will be prepared as part of this scope.

Task 2.3 Deliverables:

- One (1) Digital PDF copy of the Opinion of Probable Construction Cost listing bid items, quantities, and estimated bid costs.

TASK 2.4 – H&H FLOODPLAIN FEASIBILITY STUDY

SUBTASK 2.4.1 – PROJECT MANAGEMENT AND COMMUNICATION

Project Management Coordination, Communications, and Reporting:

CONSULTANT will meet internally with staff for coordination and communication related to **Task 1.1** of this PROJECT.

SUBTASK 2.4.2 – DATA COLLECTION AND BASEMAP PREPARATION

CONSULTANT will obtain most up-to-date digital data from the Trinity CDC at Vista Ridge Park and FEMA. The CDC HEC-RAS model in its original version will be used to evaluate the Conceptual Design of Vista Ridge Park as the City's effective model.

SUBTASK 2.4.3 – HYDRAULIC ANALYSIS

The hydraulic analysis will include the following:

- Model will use effective discharges for the 25-year, 50-year, 100-year, and SPF storm events.
- No hydrologic modeling is included as part of the current scope.
- Utilize the CDC model for the hydraulic analysis. Verify the existing conditions model to determine site improvement locations and adjust / add cross-sections as necessary to facilitate the modeling of the proposed improvements.
- Develop a proposed conditions model based on the 30% schematic design for Vista Ridge Park.
- Execute and debug the proposed conditions model for the 25-year, 50-year, 100-year, and SPF storm events.
- Evaluate proposed conditions modeling for 100-year and SPF storm events to satisfy the City of Lewisville and CDC criteria.
- Evaluate proposed conditions modeling for 100-year and SPF storm events valley storage criteria. Up to 0% and 5% valley storage loss is permitted for the 100-year and SPF storm events respectively with regards to CDC criteria.
- If hydraulic criteria is not met, model up to two (2) additional alternatives.
- If hydraulic criteria is met, map the existing and proposed 100-year floodplains.
- Conduct Quality Assurance and Quality Control check of hydraulic model.

TASK 2.5 – ENVIRONMENTAL

SUBTASK 2.5.1 – PROJECT MANAGEMENT AND COMMUNICATION

Project Management Coordination, Communications, and Reporting:

CONSULTANT will meet internally with staff for coordination and communication related to **Task 1** of this PROJECT.

SUBTASK 2.5.2 – WATERS OF THE U.S. DELINEATION/JURISDICTIONAL DETERMINATION

Waters of the U.S. Delineation/Jurisdictional Determination:

CONSULTANT will perform one (1) field investigation to confirm the presence/absence of potential Waters of the United States (WOTUS), including wetlands. The field investigation will delineate the limits of WOTUS within the PROJECT area. The presence/absence of wetlands will be verified consistent with U.S. Army Corps of Engineers (USACE) protocol for wetland delineations. A memorandum will be prepared that describes methodology and results of the investigation to satisfy the jurisdictional determination requirement for permit requirements pursuant to Section 404 of the Clean Water Act (Section 404).

Task 2.5.1 Deliverables:

- *One (1) digital PDF copy of the Waters of the U.S Delineation/Jurisdictional Determination memorandum and findings.*

TASK 2.6 – SCHEMATIC DESIGN REVIEW MEETING

Upon completion of the Preliminary 30% Schematic Design Plans and the Opinion of Probable Costs, the CONSULTANT will meet with the CLIENT to review and discuss received comments. Notes will be taken by the CONSULTANT.

Task 2.6 Deliverables:

One (1) Digital PDF copy of the Preliminary 30% Schematic Design Review Meeting notes.

PHASE 3 – VISTA RIDGE AMPHITHEATER

TASK 3.1 – CONSTRUCTION DOCUMENTS

Construction Document Preparation:

CONSULTANT shall prepare 60% and 100% construction documents that include design drawings, bid documents and technical specifications for the PROJECT.

The 60% and 100% submittal milestones shall include the anticipated improvements identified in the PROJECT's Scope and Assumptions sections. Design for improvements shall follow current CLIENT standards, supplemented with city standards where necessary. In addition to the anticipated improvements described above, CONSULTANT's 60% and 100% submittal milestones shall also contain the following base information:

- Project name; and if applicable, the street address, and lot and block description.
- Date, scale, north arrow, and the name of the Licensed Professional preparing the plan.
- Location of existing property lines and/or ROW limits.
- Approximate centerlines of existing water courses and the location of the floodplain; the approximate location of significant drainage features; and the location of existing parking lots, streets, driveways, and sidewalks on or adjacent to the PROJECT.
- Approximate location of known overhead lines, subsurface utility lines, and utility easements within the project limits, including the location of utility/power poles, generators, and equipment.

Drawing Deliverable Review/Comment Resolution Meetings:

After each submittal milestone has been delivered to the CLIENT, CONSULTANT will schedule and conduct Drawing Deliverable Review/Comment Resolution Meetings with the CLIENT to discuss submittal review comments related to the PROJECT at the submittal milestones identified below. **The number of Drawing Deliverable Review/Comment Resolution Meetings shall not exceed three (3).** Meeting objectives will include design feedback, comment review discussions, and describe subsequent submittal deliverables per the Scope of Work, with general question and answer. Notes may be taken by the CONSULTANT at these meetings to document items discussed and decisions made. The submittal milestones are as follows:

- 60% Design Development – One (1) Virtual meeting (2 Hour maximum duration)
- 100% Preliminary Bid Package – One (1) Virtual meeting (2 hour maximum duration)
- 100% Final Bid Package – One (1) Virtual meeting (2 hour maximum duration)

60% Design Development Submittal Milestone Preparation:

CONSULTANT shall prepare the 60% Design Development Package submittal milestone, including the following anticipated documents, listed below:

- Cover Sheet
- General Notes
- Survey Control Plan
- Erosion Control Plans and Details
- Demolition Plans, Tree Survey Log, and Details
- Drainage Area Map(s)
- Grading Plan
- Existing Utility Plan
- Electrical Demo Plan and Schedules

Electrical Scope

The scope of work includes the electrical engineering design to provide electric demolition plans for the existing Vista Ridge Amphitheater in Lewisville, Texas. It is assumed that the owner will not require the coordination to salvage any electrical or mechanical equipment within the building and that the entire building and its contents will be demolished and disposed of.

Prior to the preparation of the subsequent 100% Bid Package, in accordance with the tasks and responsibilities described herein under Phase 4, the CLIENT shall understand and not request alterations of the proposed design established through previously submitted milestone package, in accordance with applicable stakeholders, entities, and/or agencies associated with the design, development, and construction of the PROJECT. CONSULTANT reserves the right to request a contract modification to increase the budget for Construction Documents services if the actual effort exceeds the budgeted amount after the 60% Design Development Package has been submitted and upon any requested changes to the design have been received from the CLIENT.

100% Bid Package Submittal Milestone Preparation:

CONSULTANT shall prepare both the 100% Bid Package submittal milestones, including the following anticipated sheets, listed below:

- Cover Sheet
- General Notes
- Quantity Summary Sheet(s)
- Survey Control Plan
- Erosion Control Plans and Details

- Demolition Plans, Tree Survey Log, and Details
- Geometric (Dimension Control) Plans and Tables
- Layout Plans, Profiles, Grading, and Details
- Drainage Area Map(s)
- Revegetation Plans, Notes, Schedule(s), and Details
- Grading Plan
- Existing Utility Plan
- Electrical Demo Plan and Schedules
- Project Manual with Proposal, Bid Schedule, Technical Specifications, and Bid Forms for site improvements following specific standards and requirements. Technical Specifications will be provided for review at the 100% submittal milestone.

Construction drawings shall be sheet sizes of 22-inch-Wide x 34-inch-Long (suitable for half size in 11-inch x 17-inch format), with black and white line work.

CONSULTANT shall, at the request of the CLIENT, transmit electronic copies of CONSULTANT work product components including data, photos, images, text, designs, and cost opinions for project-related use by CLIENT including project budgeting and project coordination/communication.

CONSULTANT's 100% Bid Package shall include the sealed and signed construction document package. CONSULTANT shall incorporate any remaining, CLIENT, and/or stakeholder comments from the 90% Construction Documents review period before the final submittal of the 100% Bid Package.

Task 3.1 Deliverables:

Deliverables provided by the CONSULTANT at each submittal milestone shall include the following:

- *One (1) Digital PDF copy of the Construction Documents and Project Manual.*
- *Three (3) bound copies of the Construction Documents (upon request).*
- *Three (3) bound copies of the Project Manual (upon request).*

TASK 3.2 – H&H FLOODPLAIN FEASIBILITY STUDY

Hydraulic Model and Feasibility Analysis:

CONSULTANT will obtain most up-to-date topographic data for the Vista Ridge Amphitheater and lake located directly downstream of the project site and north of the Lift Station. The preliminary DCLID Sump unsteady HEC-RAS model in its original version will be used to evaluate the valley storage impacts of Vista Ridge Amphitheater as the best available model for this area.

SUBTASK 3.2.1 – HYDRAULIC ANALYSIS

The hydraulic analysis will include the following:

- Obtain Denton County Levee Improvement District's (DCLID) maximum 100-year water surface elevation of the lake north of the DCLID Life Station. The approximate 100-year maximum water surface elevation is 448.0 feet but will be confirmed with DCLID engineers.
- Evaluate change in storage at and below the maximum 100-year water surface elevation of the lake within the footprint of the proposed fill of the Vista Ridge Amphitheater based on the proposed 60% design.
- Evaluate potential impacts of fill using the DCLID preliminary sump unsteady HEC-RAS model.
- Mitigate potential valley storage loss due to fill. Valley storage loss due to the project cannot increase the maximum sump elevation more than 0.0 ft. Iterations not to exceed two (2) alternatives.
- Revise proposed 60% hydraulic model based on the proposed 100% design.
- Evaluate potential impacts of fill using the DCLID preliminary sump unsteady HEC-RAS model.
- Mitigate potential valley storage loss due to fill. Valley storage loss due to the project cannot increase the maximum sump elevation more than 0.0 ft. Iterations not to exceed two (2) alternatives.

Task 3.2.1 Deliverables:

- *Digital files of existing and proposed inundation limit shapefiles of the 100-year storm event*
- *Digital files of the hydraulic analysis if requested by City Stormwater Engineers*

SUBTASK 3.2.2 – LETTER REPORT

- Write, edit, and compile technical report summarizing findings of the hydraulic analysis.
- Prepare exhibits and tables as needed for the report. Tables to include water surface elevation and valley storage comparisons for the 100-year event.
- Address City comments from the 60% submittal, if any.
- Assist the City of Lewisville in answering technical questions from DCLID. If additional technical data (beyond the scope of this proposal) is requested by DCLID, additional services beyond the scope of this proposal will be required.

Task 3.2.2 Deliverables:

- *One (1) digital PDF copy of the technical report at the 60% submittal*
- *One (1) digital PDF copy of the final technical report at the 100% submittal*

TASK 3.3 – OPINION OF PROBABLE CONSTRUCTION COST (OPCC) (CONT.)

Preliminary 60% Design Development OPCC:

CONSULTANT shall provide an Opinion of Probable Construction Cost (OPCC) for the 60% Design Development submittal milestone. CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the schematic design OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only.

Preliminary 100% Construction Documents OPCC and Final 100% Bid Package OPCC:

CONSULTANT shall provide an Opinion of Probable Construction Cost (OPCC) at the 100% preliminary construction document and the 100% Bid Package submittal milestones. CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the schematic design OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only.

Task 3.3 Deliverables:

Deliverables provided by the CONSULTANT at each submittal milestone shall include the following:

- *One (1) Digital PDF copy of the Opinion of Probable Construction Cost listing bid items, quantities, and estimated bid costs.*

BASIS OF COMPENSATION

The basis of compensation for the services below shall be as follows:

Phase/Tasks	Fees
PHASE 1 PROJECT MANAGEMENT & PRE-DESIGN	
1.1 Project Management and Communication	\$41,000
1.2 Project Kick-Off Meeting	\$6,000
1.3 Quality Assurance/Quality Control	\$25,000
1.4 Site Observation	\$10,000
1.5 Base Map Preparation	\$9,500
1.6 Public Engagement	\$43,500
PHASE 1 TOTAL (Tasks 1.1 – 1.6)	\$135,000
PHASE 2 – VISTA RIDGE PARK	
2.1 Concept Refinement	\$76,000
2.1.1 Accessibility Concept Refinement	\$4,500
2.1.2 Preliminary Concept Refinement	\$37,000
2.1.3 Preliminary Concept Refinement Review Meeting	\$8,000
2.1.4 Final Concept Refinement	\$21,000
2.1.5 Final Concept Refinement Review Meeting	\$5,500
2.2 30% Schematic Design	\$113,000
2.3 Opinion of Probable Construction Cost (OPCC)	\$6,500
2.4 H&H Floodplain Feasibility Study	\$21,500
2.4.1 Project Management and Communication	\$2,500
2.4.2 Data Collection and Basemap Preparation	\$4,000
2.4.3 Hydraulic Analysis	\$15,000
2.5 Environmental	\$9,000
2.5.1 Project Management and Communication	\$1,500
2.5.2 Waters of the U.S. Delineation/Jurisdictional Determination	\$7,500
2.6 Schematic Design Review Meeting	\$5,500
PHASE 2 TOTAL (Tasks 2.1 – 2.6)	\$231,500
PHASE 3 – VISTA RIDGE AMPHITHEATER	
3.1 Construction Documents	\$83,500
3.2 H&H Floodplain Feasibility Study	\$57,500
3.2.1 Hydraulic Analysis	\$37,500
3.2.2 Letter Report	\$20,000
3.3 Opinion of Probable Construction Cost (OPCC)	\$6,000
PHASE 3 TOTAL (Tasks 3.1 – 3.3)	\$147,000
* Billed Hourly (Cost Plus Max, Not to Exceed)	
**Direct Costs (Estimated Reimbursable Expenses)	\$6,000
PROJECT GRAND TOTAL (Phases 1-4 + Direct Costs)	\$519,500

HOURLY BILLING RATES

December 2024

Labor Category	Level	Billing Rate Range		Description
		Low	High	
Landscape Architect /Planner	II	108.00	139.00	Landscape Designer
	III	153.00	173.00	Landscape Architect
	IV	191.00	232.00	PM / Sr. Landscape Architect
	V	245.00	352.00	Sr. PM / Principal
Engineer	I	116.00	155.00	EIT
	II	136.00	166.00	EIT / PE
	III	174.00	216.00	Sr. PE / PM
	IV	227.00	286.00	Sr. PM / Sr. PE
	V	287.00	350.00	Tech Advisor / Principal
Scientist (Environmental / Geologist)	I	86.00	101.00	Professional (BS in ENG, Geology or ENV Science)
	II	123.00	144.00	Experienced Professional
	III	151.00	187.00	PE, PG or similar license / registration
	IV	212.00	248.00	PM / Sr. Scientist
Surveyor	IV	182.00	224.00	RPLS / Geospatial PM
	V	229.00	345.00	Sr. / PM RPLS
Office/Field Tech (SUE)	III	102.00	126.00	Utility Coordinator
	IV	131.00	166.00	SUE Field Manager
	V	182.00	226.00	SUE Manager
Office Tech (CADD, Designer and Survey)	III	107.00	158.00	Jr. CADD/Designer/Survey Tech
	IV	133.00	166.00	Sr. CADD/Designer/Survey
	V	176.00	275.00	CADD Manager/Geo Spatial PM (unlicensed)
Clerical		97.00	150.00	Admin Assistant
Specialist (GIS)	I	90.00	109.00	Jr. Level GIS Analyst / ROW Support Staff
	II	118.00	148.00	GIS Analyst / ROW Agent
	III	152.00	199.00	Sr. / PM – GIS Analyst / ROW Agent
	IV	201.00	249.00	Sr. PM – GIS Analyst / ROW Agent
Intern		55.00	104.00	

The labor rates are valid through December 31, 2025. The above billing rates are based upon the total salary cost times a multiplier of 2.3.

ATTACHMENT B EXCLUSIONS / AVAILABLE ADDITIONAL SERVICES

The following services are not included in the scope or fees for this proposal; but can be provided by CONSULTANT, subject to negotiation:

GENERAL:

1. Any additional work not specifically included in the Proposed Scope of Services will be accomplished as Additional Services.
2. Revisions to the plans requested by the CLIENT after the plans are approved, unless necessitated by negligent errors on the plans are excluded.
3. Design of areas outside the limits of the defined project site are excluded.
4. Design and coordination of existing utility relocations and modifications, including, gas, telephone, or other franchise utility improvements is excluded.
5. Additional graphic products are excluded.
6. Additional meetings not identified in the project scope of services are excluded.
7. Printing of additional drawings, specifications and contract documents not identified in the project deliverables is excluded.
8. The development design alternatives, or preparation of a feasibility studies are excluded.
9. Negotiations with adjacent property owners are excluded.
10. Separation of project documents into multiple submittals or tasks is excluded.
11. Construction documentation beyond 30% for Vista Ridge Park is excluded.
12. Geotechnical borings and report are excluded.
13. Creation of record drawings are excluded.

IRRIGATION:

14. Irrigation design is excluded.

PUBLIC ENGAGEMENT:

15. Any meetings not specified in the above scope of work is excluded.

TRAFFIC:

16. Preparation of Traffic engineering reports or studies is excluded.
17. Detailed Traffic Control and/or Roadway/Traffic Modification Plans are excluded.

PERMITTING:

18. Payment of any fees including but not limited to permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees are excluded.

CONSTRUCTION DOCUMENTATION:

19. The preparation and development of Construction Documentation beyond the scope of services described above is excluded.

SUE:

20. Quality Level A, B, or C is excluded.
21. Permitting is excluded.
22. Work Zone Traffic Control is excluded.

SURVEY:

23. Field survey of channel cross sections other than what is identified in the scope above is excluded.
24. Field survey is excluded.
25. Geospatial Survey Services are excluded.
26. Right of Entry preparation and coordination is excluded.

27. Boundary Research and Boundary Resolution Services are excluded.

ENVIRONMENTAL:

28. NEPA Environmental Documentation – Technical analyses and reports are excluded from this scope of services including air, noise, waters, biology, cultural resources, community, hazardous materials, indirect, cumulative analyses, etc. are excluded.
29. Additional regulatory agency requirements not identified in the proposed scope of services are excluded.
30. Threatened or endangered species surveys or Section 7 consultation with the United States Fish and Wildlife Service (USFWS) under the Endangered Species Act are excluded.
31. Presence/absence surveys for state listed threatened or endangered species, and species of greatest conservation needs and consultation with Texas Parks and Wildlife (TPWD) are excluded.
32. Preparation of a Preconstruction Notification (PCN), mitigation plan, or a U.S. Army Corps of Engineers (USACE) Section 404 Individual Permit Application is excluded.
33. Preparation of any permitting documents (e.g. preconstruction notification) for yet to be determined applicable federal or state regulations (e.g., Section 404 of the Clean Water Act) are excluded.
34. Obtaining an Antiquities Permit from the Texas Historical Commission (THC), preparation of a research design, performing a reconnaissance survey or intensive surveys (i.e., on the ground or archival research for historic structures/districts and shovel testing/deep trenching for archeological sites), evaluation of National Register of Historic Places (NRHP) eligibility for any resources, evaluation of effects on NRHP-eligible or -listed sites, development of mitigation plans, or Section 4(f) evaluations are excluded.
35. Phase I and II Environmental Site Assessment performed in accordance with applicable American Society for Testing and Materials (ASTM) standards or any surveys/investigations involving sampling and laboratory analysis (e.g., hazardous materials sampling and analysis, asbestos surveys, and lead-based paint surveys) are excluded.
36. Federal, state, or local review and processing fees are excluded.
37. This scope excludes a historical resources survey and architectural assessment.
38. Formal NRHP/SAL eligibility evaluations of archeological historic properties documented in the project area are excluded.
39. Documentation or removal of human burials encountered during the field investigations or inadvertent discovery during construction is excluded.

HYDROLOGIC/HYDRAULIC (H&H):

40. Hydrologic analysis is excluded.
41. Scour analysis is excluded.
42. 2D hydraulic analysis is excluded.
43. Detention, downstream assessments, and local drainage analysis are excluded.
44. Fees associated with data collection (model retrieval fee from data libraries, etc) and FEMA Project Library model retrieval costs are excluded. The fee depends on FEMA library charges for model retrieval and may increase without warning. FEMA Project Library model retrieval costs are excluded. This may be \$350.00 or greater. FEMA requests \$150.00 up front plus costs of materials
45. Federal (FEMA) review and processing fees for LOMR/CLOMR are excluded. A review and processing fee of at least \$8,000 for a Letter of Map Revision and \$6,500 for a Conditional Letter of Map Revision will be assessed by FEMA. The fee listed is current as of date of this proposal, although fees may increase without warning.
46. FEMA will require that a public notices of revisions to the floodplain maps be inserted in at least one local newspaper, the cost of which is determined by each newspaper. This cost is excluded in the scope of work.

REIMBURSABLE EXPENSES:

47. Costs for software licenses, logins, trainings, or annual fees are excluded.

BIDDING/CONSTRUCTION ADMINISTRATION SERVICES:

- 48. Bidding services are excluded.
- 49. Construction Administration Services are excluded
- 50. Construction/Pre-construction meeting.
- 51. Site observations are excluded.
- 52. Coordination with contractors are excluded.
- 53. As-built/record drawings are excluded.

(Intentionally left blank)

ATTACHMENT C PROJECT LOCATION AND LIMITS



ATTACHMENT D PROJECT LOCATION AND LIMITS



ATTACHMENT E PROJECT SCHEDULE

Preliminary project schedule is anticipated to be approximately 9 months for design. Project schedule is subject to modifications due to delays, agency review turnaround time, etc. A project schedule will be provided upon acceptance of the scope and fee. Modifications to this schedule will be communicated with the CLIENT as the project progresses. CONSULTANT is prepared to begin immediately upon receipt of an executed copy of this proposal.