

## **Attachment B-Scope of Services Old Town Lewisville-Gateways**

2024-03-08

### **Project Understanding**

The City has requested that Kimley-Horn and Associates 'Consultant' provide professional design services associated with preparing conceptual plans for Old Town Lewisville gateways and advancing a preferred gateway design through 100% Construction Documents

### **Scope of Services**

Consultant will perform the following services:

#### **Basic Services:**

Task 1	Project Management and Administration
Task 2	Data Collection
Task 3	Conceptual Design
Task 4	Construction Documents
Task 5	Bid Phase
Task 6	Construction Contract Administration
Task 7	Record Drawings

#### **Special Services:**

Task 8	Boundary and Topographic Survey (w/ subconsultant)
Task 9	Geotechnical Engineering Services (w/ subconsultant)
Task 10	Illumination/Electrical Design
Task 11	Structural Engineering

### **BASIC SERVICES:**

#### **Task 1 - Project Management and Administration**

The efforts in this task are related to project meetings and design coordination and include:

- Project Kickoff Meeting (One Meeting) - The Consultant will conduct a kick-off meeting to discuss our understanding of the project, the project schedule, preferred gateway site, City and consultant team communication methods, and to receive data from the City as detailed under Task 2.
- Plan progress set submittal (60%,90%, 100%) review meetings.
- Communication, correspondence, and coordination with the City. The Consultant anticipates 2 hour a week for project communication (emails, phone calls, meetings, project updates/clarifications).
- Email monthly progress reports and project correspondence to project team.
- Monthly invoices and invoice summaries.
- Subconsultant coordination

#### **Task 2 – Data Collection**

The Consultant will review data provided by the City including the W. Main St at IH-35E Aesthetics, Old Town Lewisville Branding Guidelines, Old Town Lewisville Entry Feature Options, Signage and Wayfinding

Trail Standards and will research readily available City information. Under this task the Consultant will prepare and review:

- *Base Maps*-the Consultant will prepare a project base / context map consisting of an aerial photograph and available GIS Data (parcel, utilities such as storm, gas, electric, storm and water) provided by the City for use in the kickoff meeting and schematic design development.
- *Record Drawings*-the City to provide record drawing information for City infrastructure and development record plans with the project limits.
- The city to provide any additional community feedback or documents that can inform the gateway themes.

### **Task 3 – Conceptual Design**

The Consultant will develop conceptual plans per data collected and feedback received at the project kickoff meeting. The Consultant will develop up to two (2) City and Community Markers (Gateway Monuments) concepts. The design drawings will be illustrative and conceptual in nature, designed to provide two (2) distinct approaches for the City to consider. The base level Gateway Monument concept approach will fit and align with current budget and the second approach builds on the base level budget incorporating aspirational theme elements. These concepts will be a general guideline and ‘kit of parts,’ that can be applied to three locations. This task is intended to help determine an overall vision for these vehicular and pedestrian scaled elements. The gateway monuments will be in alignment with Old Town Lewisville Branding Guidelines, Signage and Wayfinding Trail Standards and if applicable TxDOT Gateway Monument Program Guidelines and TxDOT Guidelines for Public Art on TxDOT Right-of-Way requirements. The concepts will illustrate the location of hardscape, above ground vertical materials, accent lighting, and potential landscaping. The following outlines the responsibilities of the Consultant and City under this task:

- The Consultant will prepare two (2) illustrative Sketch-Up solid form massing models of the gateway monuments.
- Consultant will present concepts to City staff.
- City Staff will present concepts to City Council.
- The Consultant will incorporate any City Staff and Council recommendations into a preferred gateway monument. The Consultant will prepare a final preferred gateway monument to 30% schematic concept.
- The Consultant will prepare a final preferred gateway monument illustrative Sketch-Up solid form massing model.
- The Consultant will develop a single page Opinion of Probable Construction Costs (OPCC), suitable for budgeting of the two (2) gateway monument concepts.
- Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made based on its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost. If the City wishes greater assurance as to the amount of any cost, it shall employ an independent cost

estimator. Consultant's services required to bring costs within any limitation established by the City will be paid for as Additional Services.

Final deliverables associated with this task will include one (1) preferred gateway monument concept, one (1) 3D mass model and (1) OPCC.

#### **Task 4 – Construction Documents (60%, 90%, and 100%)**

Following a review period by the City of the Conceptual Design deliverables, the Consultant will receive comments from the City and incorporate them into the plan set during the Construction Document phase of work. The Construction Documents Plan Set will include the following items:

- Cover sheet and index of drawings
- General Notes and Bid Quantities
- Clearing and demolition plan
- Layout plan /hardscape plan
- Irrigation sleeves if applicable for future irrigation installation
- Gateway monument Elevations, Sections and details
- An updated Opinion of Probable Construction Costs, representing any significant change in costs from the Conceptual Design phase.

Deliverables shall include a digital (1) full size (22x34) .pdf set of drawings and (1) half size (11"X17") set of drawings to the City for review and comment.

Final deliverables shall include a digital (1) full size (22x34) .pdf set of final drawings and (1) half size (11"X17") set of final drawings to the City.

In addition to the plan set, the Consultant will attend one meeting with the City to review the plans and coordinate the bidding documents.

#### **Task 5 – Bid Phase**

The Consultant will provide the following services during the Bid Phase:

- Consultant to provide technical specifications.
- City to prepare and assemble bidding documents.
- Attend the pre-bid conference with potential bidders.
- Respond to questions from prospective bidders.
- Issue bid addenda as necessary.
- Attend bid opening.
- Prepare bid summary and recommendation of award.

Deliverables documents will consist of the following: Final drawings and specifications, final opinion of probable construction cost and tabulation of bids received.

#### **Task 6 – Construction Contract Administration**

Following the award of a construction contract by the City, the Consultant will provide the following services during the construction phase of the project:

- *Attend one (1) pre-construction meeting.* Consultant will attend one (1) pre-construction meeting prior to commencement of contractor's work at the site.
- *Review shop drawings.* Consultant will review and recommend approval or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequence, schedules, or procedures of construction or to related safety precautions and programs.
- *Response to Request for Information (RFI's).* Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to City as appropriate to the orderly completion of Contractor's work. Any orders authorizing variation from the Contract Documents will be made by the City.
- *Perform site visits if requested by the City (Up to three (3) total visits are anticipated).* Consultant will make visits at intervals as requested by City or observe the progress of the work. Such visit and observations by Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurements, and similar methods of general observation of the work based on Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep City informed of the general progress of the Work. Consultant shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Consultant have authority over or responsible for the means, methods, techniques, equipment choice and usage, sequence, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incidents to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.
- *Perform final walk-through.* Consultant will conduct a final site visit to determine if the completed Work of Contractor's is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extend of its services and based upon information provided to Consultant upon which it is entitled to rely.

#### **Task 7 – Record Drawings**

Prepare project "Record Drawings" based on information provided by the Contractor and/or City as to the actual field placement of the work including any changes or deletions.

Consultant is not responsible for the accuracy of the information provided by the Contractor. and/or the city. Consultant will provide the following deliverables:

- One (1) set of combined Record Drawings in \*.pdf format.
- AutoCAD project files.

## **SPECIAL SERVICES:**

### **Task 8 – Boundary and Topographic Survey**

Utilizing a subconsultant, Consultant will prepare a topographic survey for the site to be used for site planning and civil engineering design purposes. The topographic survey is to be used in-house and will not be issued as a stand-alone survey document. The survey will consist of: Elevations around the immediate perimeter of the site; Existing Trees and outline limits of existing landscape areas; Contour lines representing the surface of the existing ground at one foot intervals based on a survey grid system and tied to existing control points; Observed (only if clearly visible from the surface) locations of existing water, sewer, storm drain, and franchised utility facility appurtenances; Dig Tests markings of subsurface utilities that are in place at the time our field work is being done; and two benchmarks established with the survey. Consultant will retrace the existing boundary lines of the site to be included on the civil engineering plans. Easements will be shown within the boundary of the property if provided by the Client via their Title Company in a current Title Commitment Report for the site. An ALTA or TSPS Land Title Survey is not included in this task.

TBPELS Firm Numbers: Dallas: 10115500; Frisco: 10193822; Fort Worth: 10194040; San Antonio: 10193973; Austin: 10194624; Celina: 10194503

This task also assumes the following:

- The Consultant does not anticipate the need for Subsurface Utilities Engineering (SUE) at this point. Therefore, SUE is not included in this work. Should the design require information about underground utilities not obtainable from ground surveying, the City will be notified of the additional service. The work will be performed in compliance to the requirements outlined in the City of Lewisville City standards.
- Limits of survey are for a 200-foot x 150-foot site.

### **Task 9 – Geotechnical Engineering Services**

Utilizing a subconsultant, the Consultant will provide Geotechnical Engineering Services as described below. The geotechnical investigation performed for the referenced project will consist of field and laboratory investigations, engineering analysis, and a final report prepared by a Registered Professional Engineer.

#### **Field Investigation**

The field investigation will consist of drilling a total of two (2) test borings at the proposed gateway location. The test borings will be advanced until 15 feet unweathered rock is encountered. Unweathered rock is anticipated at average depths of 35 feet below the existing grade. Therefore, the test borings are anticipated to be drilled to average depths of about 50 feet below the existing ground surface.

Subsurface soil samples will be secured with thin-walled tube and/or split spoon samples depending on soil type and consistency. Rock encountered in the borings will be evaluated using the Texas Department of Transportation Penetrometer (TxDOT Cone). All samples will be properly logged, packaged, sealed, and placed in a core box for transportation to the laboratory.

Subconsultant will apply for a traffic control permit, and Right of Way permit with the City of Lewisville for this project. Traffic control consisting of lane closures, advanced warning signs, and safety cones has been considered and budgeted in this proposal. We understand that extensive traffic control consisting

of a truck-mounted attenuator (crash truck) is not required by the city; therefore, a truck-mounted attenuator has not been included in this proposal.

Subconsultant will perform the utility clearance efforts per industry standard and contact Texas 811 and the City of Lewisville's to have them locate and mark underground utilities. Subconsultant is not responsible for damage to underground utilities that are not identified prior to drilling.

#### **Laboratory Investigation**

Laboratory tests will be conducted to classify the soil and to evaluate the strength of the soil present at the site. Soil classification tests will consist of Atterberg Limits, percent passing #200 sieve, moisture content and dry unit weight. The volume change potential of the soils will be evaluated by swell tests. The strength of the soil will be evaluated by unconfined compression tests and hand penetrometer tests.

#### **Engineering Analyses**

Results of field and laboratory work will be presented in an engineering report. The report will include recommendations to guide design and construction of the proposed improvements. The geotechnical report will include the following: Plan of borings, boring logs, water level observations, and laboratory test results.

- Site Reconnaissance, Staking of Borings, and Utility Clearance Coordination.
- Plan of borings, boring logs, water level observations, and laboratory test results.
- Foundation recommendations for the proposed gateway arch structure.
- Comments on the presence and effect of expansive soil will be provided. Alternative methods to reduce any anticipated shrink/swell movements associated with expansive clays will be included, if required.
- Recommendations for site grading and compaction of earthwork will be presented.

#### **Task 10 – Illumination/Electrical Design**

Consultant will provide the illumination constructions documents required (plans, specifications, and cost) for the preferred gateway structure. The illumination design will consist of the following task:

- Data Collection
  - The Consultant will research and provide up to two (2) types of fixtures to the City to choose from for the proposed gateway monument lighting. The Consultant will consider key features such as dimmable drivers, remote monitoring, lighting controls, ease of maintenance, color temperature, wattage, lumen output, aesthetics, and cost.
- Preliminary Design Plans
  - The Consultant will prepare (1) set of preliminary design plans for review on 22" x 34" sheets. At the time of the submittal of the Preliminary Design Plans, any supporting studies and/or calculations shall be submitted for review by the City. Preliminary Design Plans must be approved by the city prior to the Consultant commencing with the preparation of Final Design Plans. The Preliminary Design Plans will be prepared following the steps described below:
    - Review applicable National Electrical Code provisions and requirements.
    - Coordinate with the appropriate utility companies to identify service locations.

- Perform voltage drop calculations to determine electrical conductor size and grounding conductors.
  - Review conduit fill calculations and design conduit size.
  - Design electrical services including electrical service data, breaker size, and service entrance conductors.
  - Coordinate with structural, sign manufacturer, and lighting vendor.
  - The Consultant will prepare Preliminary Design Plans (60%) for review by the City. The illumination plans will show conduits, ground boxes, electrical service data sheet, power source locations, and conductor charts.
  - *Construction Estimate* - At the time of submittal of the Preliminary Design Plans, the Consultant shall prepare an estimate of construction quantities and develop preliminary statement of probable construction cost.
  - *Review Comments* – The City will consolidate their submittal review comments for each milestone deliverable and provide them to the Consultant. The Consultant will incorporate the City’s comments into the subsequent milestone submittal and provide a tabulated list of responses and/or resolutions to each comment provided. A written response and City acknowledgement is required for any response of disagreement.
- Final Design/Construction Plans
  - When the Consultant is directed by the City, the Consultant shall prepare Final Design / Construction Plans. Final Design Plans shall be consistent with the content and format of the Preliminary Design Plans and, in addition, shall include the following:
    - **General Notes** – Construction General Notes shall be compiled and inserted in the plans.
    - **Quantity Summary Sheets** – Quantities shall be compiled and summarized in a tabular format with the description of the items matching that of the bid documents. Quantity Summary Sheets shall be in the plans following the General Notes.
    - **Details and Standards** – Appropriate details and standards shall be compiled and inserted into the plans following the section in which the detail or standard is applied.
      - **Special Details** – The Consultant will develop up to one (1) special detail. This special detail will be developed for the archway accent lighting. The details will show conduit and circuit routing, accessibility, and determining fasteners for light fixtures.
    - **Construction Estimate** - The Consultant shall develop and submit a final estimate of construction cost.

### **Task 11 – Structural Engineering**

Consultant will design and prepare construction plans for one (1) preferred gateway monument structure. The preferred gateway monument structure is assumed to be used at one (1) location and the gateway

design will be determined under Task 3. The structural design will include design of the steel framing with attachments/embeds, and structure foundation design/detailing. It is assumed that the gateway structure will be supported on deep foundations. Consultant will provide the following as a part of this task:

- Preliminary Design
  - a. Preliminary General Notes
  - a. Up to (1) preliminary Gateway Feature Framing Plan with preliminary member sizes
  - b. Up to (1) preliminary Gateway Feature Elevation View
  - c. Up to (1) preliminary Typical Sections and Foundation Details
  - d. Preliminary opinion of probable construction cost (OPCC)
  
- Final Design
  - e. Finalized General Notes
  - f. Up to (1) final Gateway Feature Framing Plan and Details
  - g. Up to (1) final Gateway Feature Elevation View
  - h. Up to (1) final Typical Sections and Foundation Details
  - i. Performance specifications for material, design, and fabrication requirements
  - j. Finalized opinion of probable construction cost (OPCC)
  
- Because Kimley-Horn does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made based on its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

### **Services Not Included**

Any other services, including but not limited to the following, are not included in this Agreement:

- Public Engagement
- Traffic Studies
- Design of Roadway or medians
- Temporary signal design
- Design of any drainage improvements
- Texas Department of Licensing and Regulations (TDLR)
- Landscape Plans and Irrigation Plans

### **Additional Services**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

### Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

### Schedule

We will provide our services as expeditiously as practicable based on a mutually agreed upon final schedule. **Attachment C-Schedule**

### Fee and Expenses

Consultant will perform the services in Tasks 1 - 11 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

<b>Task</b>	<b>Fee Type</b>	<b>Fee</b>
Task 1 – Project Management and Administration	Lump Sum	\$4,250
Task 2 – Data Collection	Lump Sum	\$1,750
Task 3 – Conceptual Design	Lump Sum	\$10,500
Task 4 – Construction Documents	Lump Sum	\$6,800
Task 5 – Bid Phase	Lump Sum	\$3,700
Task 6 – Construction Contract Administration	Lump Sum	\$5,750
Task 7 – Record Drawings	Lump Sum	\$1,500
Task 8 – Boundary and Topographic Survey	Lump Sum	\$6,500
Task 9 – Geotechnical Engineering Services	Lump Sum	\$14,500
Task 10 – Illumination/Electrical Design	Lump Sum	\$14,250
Task 11 – Structural Engineering	Lump Sum	\$25,500
<b>Total</b>	<b>Lump Sum</b>	<b>\$95,000</b>