

ATTACHMENT “B”

SCOPE OF SERVICES Summit Avenue Boardwalk Lewisville, Texas

I. Project Expectations

- A. Project Understanding: The following is a list of assumptions made by Halff Associates, Inc. (the “Consultant”) for the preparation of the Scope of Services for City of Lewisville, Texas (the “City”).
- i. The scope and fee are for two (2) locations along Prairie Creek Tributary 1 (Stream PC-1). Location 1 is a boardwalk approximately 1,200 linear feet in length located around a wetland and inline pond downstream of the intersection of North Summit Ave. Location 2 is a pedestrian trail approximately 1,000 linear feet in length located at the northeast corner of McGee Lane and Lamar Drive.
 - ii. The preliminary boardwalk alignment will be based on the approved “Lewisville Summit Avenue Streetscape & Park Conceptual Presentation”, dated February 25, 2019 and the pedestrian trail will be in accordance with the request from the City dated October 25, 2024.
 - iii. Park, boardwalk and trail elements will follow the design intent of the “Lewisville Summit Avenue Streetscape & Park Conceptual Presentation”, dated February 25, 2019. Boardwalk elements shall include, but not limited to:
 - a. Boardwalk Overlook
 - b. Pedestrian Bridge/Overlook
 - c. Natural wood boardwalk
 - d. Concrete Trail Paving
 - e. Wayfinding, Regulatory and Directional Signage
 - f. Natural & Manufactured Seating
 - g. Wetland restoration planting of disturbed areas
 - h. Expanded metal decking in to-be determined areas
 - i. Pedestrian trail (Lamar & McGee)
 - j. Solar safety lighting
 - k. Retaining Walls as required
 - iv. The scope of services is based on the 2012 Texas Accessibility Standards and will not incorporate 2022 Texas Accessibility Standards that are still pending approval.
 - v. This scope and fee assume that all right-of-entry will be obtained and provided to Halff prior to entry into the project site.

II. Task 001 - Project Management

A. Internal Team Meetings

The Consultant will conduct internal team meetings as required by the project. The internal team meetings will include internal coordination of project processes, program items and schedules.

B. External Meetings

i. Kickoff Meeting

The Consultant will conduct a kickoff meeting with the City of Lewisville, Texas (Client) to confirm the projects goals and objectives and project schedule. Notes will be taken by the Consultant at this meeting to record items discussed and decisions made and will be delivered in digital format to the City.

ii. Review Meetings

The Consultant will conduct one (01) review meeting with City staff members after the site investigation and completion of the boardwalk alignment, and one (01) meeting at the completion of the preliminary schematic design. Notes will be taken by The Consultant at these meetings to record items discussed and decisions made and will be delivered in digital format to the City.

Total: Two (02) Meetings

C. Project Management

Project management activities including management of personnel, managing invoicing, coordination with the City virtually and/or phone calls, managing printing of deliverables and overseeing the quality control process.

Product – The Consultant shall provide the following Deliverables

1. Kickoff Meeting agenda
2. Meeting Minutes

Meetings - Three (03) meetings

Client Action Items - City shall complete the following action items

1. Provide list of staff to attend meetings
2. Provide place for meetings

III. Task 002 – Topographic Survey

A. Topographic Survey

The Consultant will prepare a detailed topographical survey for the Project. The survey will be based on Texas State Plane Coordinate System 4202 North Central Texas datum. The survey will include the following:

- i. Horizontal and Vertical control points established such that all points of construction are within five hundred (500') feet of a control point.
- ii. Ground surface contours at an interval of one (1') foot supplemented by appropriate spot elevations accurate to 0.1-foot elevation.
- iii. Existing trees six (6") inches in caliper or larger will be tied, with caliper size and tree species indicated and tagged.
- iv. Existing surface utility appurtenances will be identified, along with other visible surface features and existing improvements.
- v. Existing underground utilities will be shown according to the best available information (based on field ties of visible surface appurtenances and City of Lewisville GIS utility information and franchise utility information). The surveyor and landscape architect cannot certify the accuracy or completeness of the record documents used to locate the existing underground utilities.
- vi. Existing property and easement lines.

Product – The Consultant shall provide the following Deliverables

1. PDF electronic copy of the topographic survey

Meetings – None

Client Action Items - City shall complete the following action items

1. Provide property access
2. Provide GIS data to include in topographic survey

IV. Task 003 – Site Investigation

A. Site Investigation

After preparation of the base plan the Consultant will conduct a review of the site to confirm all existing elements and features have been included on the topographic survey.

This site review will allow the Consultant to familiarize themselves with the main features of the site's major ecological zones: wetlands and open water features, riparian forest, upland forest, and grass-dominated areas.

B. Review Relevant Documents & Studies

The Consultant shall review reports, studies and documents that are relevant to the 30% schematic design. This may include:

- i. Stream PC-1 available current effective hydrology and hydraulics data (LOMR 21-06-115P, effective 12/13/21)
- ii. Available surface and sub-surface utilities
- iii. Easements
- iv. Available flora and fauna species lists

- v. Land Use and Zoning Map
- vi. Locally adjacent parks and trail plans as available
- vii. City Unified Development Code for plant/tree species and tree mitigation criteria

C. ONCOR Coordination Meeting

The Consultant and City will participate in a meeting with ONCOR to discuss the requirements for development within the ONCOR easement. Notes will be taken by the Consultant to record items discussed in this meeting and delivered to the Client in digital PDF format.

Product – The Consultant shall provide the following Deliverables

- 1. PDF electronic copy of the meeting notes.
- 2. ONCOR Meeting Notes

Meetings – One (01)

Client Action Items - City shall complete the following action items

- 1. None

V. Task 004 – Geotechnical Engineering Services

A. Borings

Provide four (04) borings drilled to estimated sixty-feet (60'), drilled to at least ten-feet (10') into un-weathered gray sandy shale.

B. Limited Site Clearing

Light brush clearing to access boring locations and operate equipment safely.

C. Geotechnical Report

Geotechnical report will be provided addressing foundation recommendations for the proposed boardwalk and overlook structures.

Product – The Consultant shall provide the following Deliverables

- 1. Proposed bore locations exhibit for City review and approval
- 2. Final Geotechnical Report

Meetings – None

Client Action Items - City shall complete the following action item

- 1. Provide property access
- 2. Review and approve proposed bore locations exhibit

VI. Task 005 – Schematic Design (30% Construction Documents)

A. Alignment Preparation

The Consultant will prepare a boardwalk alignment using the topographic survey as a base and based on the boardwalk layout included in the Lewisville Summit Avenue Streetscape & Park Conceptual Presentation and development requirements outlined by ONCOR.

B. Alignment Review Meeting

The Consultant will present the proposed boardwalk alignment to City staff for review and comment. Notes will be taken by the Consultant to record items discussed and decisions made during this meeting. These notes will be delivered to the City in a digital PDF format. The anticipated result of this meeting is approval of the boardwalk alignment.

C. Preliminary Boardwalk Hydraulic Analysis

The proposed boardwalk along Stream PC-1 is located within FEMA Zone AE flood risk. The Consultant will prepare a hydraulic analysis of the proposed boardwalk. The drainage study will provide recommendations and alternatives for the design and confirm no adverse impacts in support of the Floodplain Development Permit per City's Flood Protection Ordinance.

- i. Update models to reflect current conditions using topographic and field survey data.
- ii. Update roughness coefficients, as needed, per field observations and most recent aerial photography.
- iii. Model current effective FEMA peak discharges for the 10-, 50-, 100-, and 500-year events.
- iv. Provide digital profiles of these events for existing conditions.
- v. Compare updated water surface profiles to current effective model profiles, if available, for consistency and verification of model results.
- vi. Model proposed improvements (pedestrian bridge and boardwalk)
- vii. Prepare memorandum and exhibits documenting the hydraulic analysis and confirming no adverse impacts.

D. Preliminary Schematic Design

Based upon the existing conditions review, and the approved boardwalk alignment, the Consultant will prepare one (01) schematic design showing the boardwalk alignment, the proposed boardwalk improvements, and proposed pedestrian trail identified in the project expectations of this proposal. This schematic design will provide the details necessary to help communicate the design intent and vision for the boardwalk. The boardwalk and park elements will be located in a plan set that may include:

- i. Cover sheet with pertinent project information
- ii. Aerial background
- iii. Topographic Survey

- iv. Proposed boardwalk alignment with overlooks, bridges, and low water crossing
- v. Proposed retaining wall locations and configurations
- vi. Proposed location of boardwalk improvements
- vii. Proposed pedestrian trail (Lamar & McGee)

The preliminary schematic design will be presented to the City for review. Notes will be taken during this review meeting to record items discussed and decisions made during this meeting and delivered to the City in digital PDF format.

E. Final Schematic Design

Based on comments received during the preliminary schematic design review meeting modifications will be made to create a final schematic design.

F. Opinion of Probable Construction Cost

A detailed opinion of probable construction cost will be prepared to accompany the preliminary schematic design. The opinion of probable construction cost will be updated to accompany the final concept plan.

Product – The Consultant shall provide the following Deliverables

- 1. PDF electronic copy of the preliminary boardwalk alignment
- 2. Electronic copy of the preliminary bridge & boardwalk hydraulic analysis
- 3. PDF electronic copy of the preliminary bridge & boardwalk no adverse impacts memorandum
- 4. PDF electronic copy of the Preliminary and Final Schematic Plans.
- 5. Three (03) hard copy sets of the preliminary and final schematic plans, Full Size at 22” x 34” set and Three (03) hard copy sets, Half Size and 11” x 17”
- 6. PDF electronic copy of the Preliminary and Final Opinion of Probable Construction Cost

Meetings – Two (02) meetings. Reference Task 001 Project Management

Client Action Items - City shall complete the following action items

- 1. Provide City comments.
- 2. Setup time and place for alignment review and preliminary schematic design review meetings.

VII. Task 006 - USACE Coordination

A. Section 404

- i. The Consultant will assist with scheduling pre-application meeting with the USACE to assign a new USACE regulatory project manager for the application and to solicit input regarding design alternatives within the proposed mitigation area. The meetings will also serve to initiate review under Section 106 of the National Historic Preservation Act (Section 106). Discussions will serve to determine if past clearances are sufficient to address Section 106 for the proposed action, and if additional field

investigation is required, to establish the area of potential effect with the USACE archaeologist.

- ii. The Consultant will prepare and provide a draft Section 404 Nationwide Permit in accordance with USACE Pre-Construction Notification (PCN) requirements per the appropriate nationwide permit. The permitting package will be prepared for the USACE Fort Worth District. The Consultant assumes the activities could be authorized by nationwide permit. If authorization by an individual permit is required, supplemental services would be needed.

If compensatory mitigation is required, the Consultant will, as a component of the permitting package, complete a mitigation plan. The mitigation plan must be based on a conditional/functional assessment, if applicable. The mitigation plan may include the purchase of credits from a mitigation bank and does not include a new Permittee-Responsible Mitigation (PRM) plan, or a modification of the existing PRM. Development of a PRM plan would constitute additional services, which must be addressed under a supplemental work authorization.

- iii. The project must make an effect determination under the Endangered Species Act to address the conditions of the nationwide permit general conditions. The threatened and endangered species assessment will include the following:
 - a. Obtain an official species list for the project area and other related construction areas utilizing the United States Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPAC) service;
 - b. Conduct background research including review of aerial photography, topographic maps, vegetation maps, and soil survey maps to identify potentially suitable habitat for species listed in the IPAC report; and
 - c. Make a determination of effect for each listed species.

It is assumed that the project will have “no effect” on federally listed threatened and endangered species due to the developed nature of the project area. This scope does not include any species-specific surveys, formal coordination with the USFWS, biological assessment reports, or aquatic relocation services that may be required during construction.

Product – The Consultant shall provide the following Deliverables

1. Digital PDF copy of the draft section 404 permit document.

Meetings – Two (02)

Client Action Items - City shall complete the following action items

1. None

VIII. Task 007 – Cultural Resources

- A. (IF REQUIRED) If the USACE pre-application meeting determines that a cultural resources survey will be required, The Consultant will conduct a literature review and field investigation to satisfy the requirements of Section 106 and Chapter 26 of the Texas

Antiquities Code. This task includes a literature review and a check of site records available in the office of the State Archaeologist.

The results of the survey will be incorporated into a stand-alone summary report. The Consultant shall:

- i. Prepare research design report for Texas Historical Commission (THC) review;
- ii. Conduct pedestrian survey;
- iii. Prepare summary report documenting methodology and findings; and
- iv. Coordinate findings and report review with USACE and THC.

IX. Task 008 – Park Board Meeting

- A. The Consultant will prepare a power point presentation of the Final Schematic Design, Opinion of Probable Construction Cost, and other pertinent information on the Schematic Plan findings and design.
- B. The Consultant will present the Schematic Plans to the Park Board (*01-Meeting*). Notes will be taken by the Consultant at this presentation to record items discussed and decisions made at this presentation. Copies of these notes will be provided to the Client.

Product – The Consultant will provide the following deliverables:

1. One (01) Park Board Meeting
2. One (01) Power Point presentation with Final Schematic Design & Opinion of Probable Construction Cost.
3. Meeting Minutes – Park Board

Meetings – One (01)

Client Action Items - City shall complete the following action items

1. Confirm date and time for Park Board Meeting
2. Provide preferred Power Point template, if desired, for Park Board Meeting

X. Task 009 – Direct Expenses

A. Reimbursable

- i. Expenses

The Consultant shall include expenses for supplies, transportation, equipment, travel, printing of report and similar incidentals necessary to complete the project.

EXCLUSIONS/ADDITIONAL SERVICES
Summit Avenue Boardwalk
Lewisville, Texas

Additional Services not included in the existing Scope of Services – City and Consultant agree that the following services are beyond the Scope of Services described in the tasks above. However, the Consultant can provide these services, if needed, upon the City's written request. Any additional amounts paid to the Consultant because of any material change to the Scope of the Project shall be agreed upon in writing by both parties before the services are performed. These additional services could include the following:

1. Negotiation of easements or property acquisition including appraisals and title research.
2. Any additional entities that are determined to require coordination meetings and tasking during schematic design.
3. Services related to development of the Client's project financing and/or budget.
4. Services related to bidding, disputes over pre-qualification, bid protests, bid rejection and re-bidding of the contract for construction.
5. Preparation of construction documents beyond 30% schematic design.
6. Construction related services.
7. Services to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by the Client.
8. Performance of miscellaneous and supplemental services related to the project as requested by the Client. Permit fees, filing fees, pro-rated fees, impact fees and taxes, and any federal, and/or state regulatory agency review fees.
9. Design of additional gas, telephone, electrical or other utility improvements.
10. Traffic engineering report or studies.
11. Construction staking.
12. Design of existing utility relocations or modifications.
13. Attendance of public meeting(s) not specifically detailed above.
14. Any agency or entity permitting coordination not specifically detailed above.
15. Environmental coordination not specifically detailed above.
16. H&H Exclusions coordination not specifically detailed above.
17. SUE, ROW and Survey coordination not specifically detailed above.
18. FEMA CLOMR/LOMR preparation & submittal.

COMPENSATION
Summit Avenue Boardwalk
Lewisville, Texas

This Attachment “D” further defines the basis of compensation to the Consultant for the services rendered.

- I. **Basic Fee Services** – The basic fee for the services as described in Attachment “B” will be **\$136,876.20**, which includes printing, direct costs, and computer charges normally associated with production of these services and reproduction of plans for review purposes.

The basis of compensation for Basic Fee Services shall be as follows:

1. \$7,655.00 for Project Management
2. \$16,800.00 Topographic Survey
3. \$14,170.00 Site Investigation
4. \$20,976.20 Geotechnical Engineering Services (CMJ)
5. \$56,280.00 Schematic Design (30% Construction Documents)
6. \$16,720.00 USACE Coordination
7. \$3,775.00 Park Board Meeting
8. \$500.00 Direct Expenses

Items will be billed lump sum monthly based on percent completion if the design tasks and may include partial payments of the total amounts designated for each of the items.

- II. **Special Services** – Special Services will be billed monthly based on actual completion of the tasks and may include partial payments of the total amounts designated for each item. The table below summarizes special services fees. Special Services shall be billed at cost plus max.

1. \$18,180.00 for Cultural Resources

- III. **Miscellaneous Services** – The fee for additional services not provided herein will be negotiated based on the scope of work and included in a contract amendment.

The total maximum fee for all services is **\$155,056.20** (one hundred fifty-five thousand fifty-six dollars and twenty cents.)

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TIME OF COMPLETION
Summit Avenue Boardwalk
Lewisville, Texas

The Consultant agrees to perform its services in accordance with the schedule below, to the extent over which the Consultant has control. The City agrees to review plans and other submittals and to arrange meetings in a timely manner.

- I. Commencement of Work – The City agrees to issue written authorization to proceed as soon as practical after approval by the Lewisville City Council. The Consultant agrees to commence work in accordance with the Agreement within ten (10) working days following receipt of a written authorization.
- II. Timeline – The following items of work shall be completed within the timeline indicated.
 1. Completion of topographic surveys, site investigation, and geotechnical investigation: 60 calendar days from written authorization to begin.
 2. Completion/furnishing of preliminary boardwalk alignment sufficient for review: 90 calendar days from written authorization to begin excluding City review time.
 3. Completion/furnishing of preliminary schematic plans and opinion of probable construction cost sufficient for USACE permitting and City review: 120 calendar days from written authorization to begin excluding City review time.
 4. Completion/furnishing of final schematic plans and opinion of probable construction cost: 150 calendar days from written authorization to begin excluding USACE and City review time.

EXHIBITS
Summit Avenue Boardwalk
Lewisville, Texas

Location 1: Halff will work closely with the Client on the proposed improvements and will endeavor to work with the overall alignment set in the 2019 Lewisville Summit Avenue, Streetscape & Park Conceptual Presentation. The following exhibit was extracted from the approved 2019 Plan.

(Exhibit C-1) Summit Avenue Boardwalk Concept Plan



Location 2: Alignment of proposed 8-foot pedestrian trail along McGee Lane and Lamar Drive as requested by the City on October 25, 2024 via email correspondence.

