

May 8, 2023



Bryan Lyness, PLA, ASLA  
Park Project Manager II  
Parks and Recreation Department  
City of Mansfield, Texas

LANDSCAPE ARCHITECTURE  
SITE PLANNING  
TREE MITIGATION

**RE: Proposal for Landscape Architectural Services  
McKnight Park West  
City of Mansfield, TX**

Dear Mr. Lyness,

Thank you for allowing us the opportunity to submit this proposal to provide Landscape Architectural services for the above referenced project. Based on conversations with you, as a representative of the City of Mansfield, ("Client") and the aerial / conceptual park schematic plan, we understand the project requirements are as follows:

- This proposal is based on the City of Mansfield requirements for Parks and Recreation facilities and scope and programming of the site.
- Project includes the approximate +/- 42.5 acres of park land facilities (refer to exhibit page A).

The Conceptual Layout and Design of the site park facilities within the +/- 42.5 Acre Site is to include:

1. A large, shaded playground area (approximately 4500 SF)
  - support a 2-5 play structure.
  - support a 5-12 play structure.
  - accessible swing set with 4 swings (2 ADA)
2. Two (2) pavilions with concrete pads that support 2 ADA accessible picnic tables at each location.
3. Disc Golf Course (9-18 Stations) Work with Disc Golf Consultant to provide technical concept & details for review & final design.
4. Parking drive and area renovations
  - expand to +/- 60 parking stalls w/ 4 ADA compliant spaces.
  - Accessible ADA pedestrian access link from parking to facility.
  - Width to support two-way traffic.
  - Improvements to meet city drive standards.
5. 12' wide concrete trail through the park area (length TBD)
  - may require pedestrian bridges.
6. 12' wide decomposed granite trail through the park area (length TBD)
7. Park signage (design to be provided by COM PARD)
  - Interpretive signs that highlight natural areas, wildlife, and park history.
  - Wayfinding signs
  - Park Sign (at entry)

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8. Any and all necessary utility and drainage improvements to support the overall improvements.
9. Provide assessment for flood study.

This proposal includes the following task groups:

Task I – CONCEPTUAL SITE PLAN & PROGRAM

Park and trail programming and design through stakeholder and community input process (3 meetings / presentations are anticipated).

- Section I A. – Community Engagement Presentation
- Section I B. – Deliverables

Task II – SCHEMATIC DESIGN

Park facilities and trail connection design (per client/city recommendations based on community input/online survey).

- Section II A. – Preparation of Site Plan Exhibits.

Task III – DESIGN DEVELOPMENT

Park facilities and trail connection plans for the above-mentioned site (per client/city approval of Section II).

Task IV – CONSTRUCTION DOCUMENTS SPECIFICATIONS

Park facilities and trail connection plans for the above-mentioned blocks (per client/city approval of Section III)

- IV A. – Grading & Draining Plans
- IV B. – Hardscape & Layout Plans
- IV C. – Landscape Planting Plans
- IV D. – Irrigation Plans
- IV E. – Structural Plans

Task V – MEETING & COORDINATION / CONSTRUCTION ADMINISTRATION

Task VI – TDLR

Task VII - NON-LABOR REIMBURSABLES

Task VIII – STRUCTURAL PLANS

Task IX – MEP / SITE LIGHTING (PAVILION & SITE)

Task X - ADDITIONAL SERVICES

Based on the above items, we propose the following scope of work for each task group:

**I. CONCEPTUAL SITE PLAN & PROGRAM**

Based on the aerial / conceptual park plan (Exhibit “A”). Studio 13 Design Group, PLLC will prepare design exhibits, discuss design strategies, and open dialogue with the public

to learn more about the community and its concerns, while educating residents on the City's intentions and goals for the park spaces.

**A. Community Engagement Presentation:**

- Preparation of presentation exhibits that will help facilitate the program and design discussions with the public/stakeholders.
- The city anticipates this process consisting of 3 (three) presentations, requiring 2 (two) separate deliverables given in person with picture boards, renderings, and plans with 2D view presentation exhibits.
- Based on the feedback received from community engagement in response to the design presentations, we will review and incorporate the information (at the direction of the client) into the schematic design phase.

**B. Deliverables:**

- Studio 13 will prepare and provide a site opportunities evaluation, facilitate community input, and prepare a conceptual development plan with preliminary budget projections.
- This will also include project goals and objectives to illicit community input and feedback.

**II. SCHEMATIC DESIGN**

Based on the owner's approval of the conceptual design, Studio 13 Design Group, PLLC will prepare Schematic Design documents for the owner's approval. This will consist of drawings and other documents including a schematic site plan and preliminary sections and elevations; and may include some combination of study models, perspectives sketches, or digital representations. Preliminary selections of major landscape systems and construction materials shall be noted on the drawings or described in writing.

**III. DESIGN DEVELOPMENT**

Based on the owner's approval of the Schematic Design documents, and on the owner's authorization of any adjustments in the project requirements and the budget for the cost of the work, Studio 13 Design Group, PLLC will prepare Design Development documents for the owner's approval. The Design Development documents will illustrate and describe the development of the approved Schematic Design documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of the site systems, and other appropriate elements. The Design Development documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

**IV. CONSTRUCTION DOCUMENTS & SPECIFICATIONS**

Based on the approved Design Development documents, Studio 13 Design Group, PLLC will prepare drawings, specifications and related documents setting forth in detail the

requirements for constructing the park and trail facilities. The construction documents will be prepared in accordance with the City of Mansfield Parks & Recreation standards and will include the following:

**A. Grading & Drainage Plans**

Preparation of construction plans to include contours, spot grades, paving, swales, and the height of any retaining walls, as well as the design of the underground drainage system, including connection to the provided drainage storm stub outs.

**B. Hardscape & Layout Plans**

Preparation of construction plans for the hardscape improvements which will include dimensional layout plans & construction details (sealed by a structural engineer register to the state of Texas) and manufacturer spec. for hardscape materials selected as well as for native stone material necessary to construct the improvements and complete materials descriptions. Technical specifications as necessary, which will describe the materials, systems, equipment workmanship quality, methods, and performance criteria for the construction of the improvements.

**C. Landscape Planting Plans**

Preparation of landscape plans will be designed in accordance with the City of Mansfield standards and will include dimensional planting layout plans, planting notes, planting details, and plant material descriptions. Technical specifications as necessary, which will describe the materials, systems, equipment workmanship quality, methods, and performance criteria for the construction of the improvements.

**D. Irrigation Plans**

The automatic irrigation system will be a cost-efficient system designed with reliable, top-quality irrigation equipment utilizing the latest in water-efficient features for optimum water management and distribution. Technical specifications as necessary, which will describe the materials, systems, equipment workmanship quality, methods, and performance criteria for the construction of the improvements.

**E. Structural Plans**

Based on the final Geotechnical Report, the hardscape elements will be designed and sealed by a structural engineer licensed to practice in the State of Texas.

**V. MEETINGS AND COORDINATION / CONSTRUCTION ADMINISTRATION**

Studio 13 Design Group, PLLC will provide/perform the following services:

1. We will attend bi-monthly meetings (as requested / required).
2. We will assist the City Staff of Mansfield in the public engagement process to gain feedback and establish program design elements (3 meetings anticipated).
3. We will attend meetings, including Planning and Zoning Commission meetings, City Council meetings, and meetings with City staff. (as requested / required).

4. We will meet with City Staff and other consultants to coordinate, present, and answer questions regarding the parks and trail plans. (as requested / required).
5. Work with the City Staff for final plan approval.
6. Attend design meetings and work with City Staff for design coordination.
7. Coordinate the location of franchise utilities and services with owner (if applicable).

Studio 13 Design Group, PLLC shall advise and consult with the owner/city during the construction phase services. We will have the authority to act on behalf of the owner only to the extent provided in this agreement. We will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequence, or procedure, or for safety precautions and programs in connection with the work, nor shall we be held responsible for the contractor's failure to perform the work in accordance with the requirements of the Contract Documents. In addition to this, we will provide/perform the following services: as requested / required, but not exceeding.

1. Review materials and contractor mock-ups.
2. Attend pre-construction meeting, if necessary.
3. Respond to requests for information (RFI) from you or the contractors.
4. Provide observation of the work in progress for the improvements. This will consist of site visits to the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractor's work and to determine if the work is proceeding in general accordance with the contract documents (three (3) site visits are anticipated). Studio 13 Design Group, PLLC., does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor supplier or any entity furnishing materials or performing any work on this project.
5. Attend a final walk-through and prepare a punch list of items to be completed if required.
6. Meet with owner/contractor to discuss progress of the project and other issues which may arise during construction.

**VI. TDLR - Texas Department of Licensing and Regulations:**  
**Architectural Barriers Review** – Studio 13 Design Group, PLLC will submit the hardscape and/or grading plans to a registered accessibility specialist for review in accordance with (TDLR) Texas Department of Licensing & Regulations to ensure the site meets all Texas Accessibility Standards (TAS).

**VII. NON-LABOR REIMBURSABLES**  
Studio 13 Design Group, PLLC will invoice for all non-labor expenses which will include all necessary project related non-labor expenses incurred by Studio 13 Design Group, PLLC which are directly chargeable to the project. These generally include expenses for printing, reproduction, couriers and deliveries, tolls, and mileage. These expenses are listed as a lump sum not to exceed. Studio 13 Design Group, PLLC will not invoice more than the not to exceed dollar amount without written approval from owner.

## **VIII. STRUCTURAL PLANS**

Since this is a pre-constructed facility design provided by the City, Studio 13 will be responsible for the foundation plan and MEP connections to the facility.

## **IX. MEP / SITE LIGHTING (PAVILION & SITE)**

The final construction plans will include MEP, site lighting and Comchek for the pavilions, and site, necessary for permitting, bidding, and construction.

## **X. ADDITIONAL SERVICES**

### Flood Study

Consultant will obtain and review current effective FEMA Hydrologic and Hydraulic models for the area, as available, to create an updated set of base models for this project.

### Delineation Cross Sections

Consultant will conduct a delineation of potential water of the TS (WOTUS)

### Additional Cross Sections

As required to provide the Flood Study, in addition to the site survey (if required) provided by the City of Mansfield, the Consultant will perform additional creek cross sections to obtain pertinent information to complete the Flood Study.

**\*Assessment will utilize the City of Mansfield survey data.**

## **PROJECT DELIVERABLES**

The following is a list of required project deliverables:

- pdf copy of a 50% Design Plan set and (Opinion of Probable Construction Cost for Park Construction and Park Improvements).
- pdf copy of a 75% Design Plan set.
- pdf copy of a 100% Bid/Construction Plan Document Package (Opinion of Probable Construction Cost for Park Construction and Park Improvements).

## **PROJECT SCHEDULE**

The detailed Project Schedule addresses the time, in calendar days, required to prepare the deliverables/documents necessary to complete the Scope of Services/Work. The city anticipates an overall schedule of 9 months, beginning in Spring 2023 and ending Winter 2024. (Contingent upon an issued contract and provided Topo / Base file in AutoCAD) format.

### Conceptual Site Plan:

- 4 weeks after contract is issued & upon receipt of topographic (tree survey).

Schematic Design:

- 3 weeks after approval of conceptual / site plan.  
Design Development Plan (50%)
- 4 weeks after approval of schematic design.  
Design Development Plan (75%)
- 6 weeks receipt of City's comments 50% development plan set.  
Design Development Plan (100%)
- 8 weeks after receipt of City's comments on 75% development plan set.  
Construction Document Plans and Specifications.
- 11 weeks after approval of design development plans.

Additional Services:

Flood Study

- 6 weeks from the receipt of survey data  
Delineation and Site Visit and Exhibit
- 6 weeks from receipt of survey data.  
Additional Cross Section
- 4 weeks after notice to proceed.

The following items are excluded from our proposed scope of services, but these items may be required for us to complete our responsibilities:

**Site Development Exclusions:**

1. Field Surveying
2. Platting/Re-Platting
3. Geotechnical study
4. Permitting and Fees
5. Construction Staking
6. On the ground topographic Survey
7. Tree Survey
8. Tree Mitigation
9. Final Plat
10. Storm Water Pollution Prevention Plan (SWPP)

**Flood Study / Assessment:**

1. FEMA CLOMR or other submittals not listed.
2. Submittal and application review fees.
3. Detailed design of culverts, bridges, offsite drainage improvements, or any improvements not listed.
4. Site Survey / Stream or tributary cross sections.
5. Scour analysis, erosion studies, or geomorphologic studies.
6. Section 404 permitting with the U.S. Army Corps of Engineers.
7. Coordination and / or permitting with USACE, TCEQ, NRCS, TxDot, or other agencies not listed.

Mr. Bryan Lyness

May 8, 2023

Page 8 of 9

We will submit all above mentioned plans directly to the City and work with City staff for plan approval. Please note that Owner and/or Engineering site changes that require us to revise our plans within two weeks prior to the target submittal date, or thereafter, will be considered additional services.

Additional services are defined as services which are not defined in the scope of the services provided herein. STUDIO 13 DESIGN GROUP, PLLC, will not perform additional services without prior written authorization.

Task I.	Conceptual Site Plan & Program	\$18,760.00	Lump Sum Fee
Task II.	Schematic Design	\$16,990.00	Lump Sum Fee
Task III.	Design Development	\$12,725.00	Lump Sum Fee
Task IV.	Construction Documents	\$66,810.00	Lump Sum Fee
Task V.	Meeting & Coordination / Construction Administration	\$20,490.00	Lump Sum Fee
Task VI.	TDLR	\$ 6,500.00	Lump Sum Fee
Task VII.	Non-Labor Reimbursables	\$ 5,125.00	Lump Sum Fee
Task VIII	Structural Plans	\$ 6,890.00	Lump Sum Fee
Task IX.	MEP / Site Lighting (Pavilion & Site)	\$ 8,745.00	Lump Sum Fee
	<b>Total Basic Services</b>	<b>\$163,035.00</b>	
Task X	Additional Services		
	Flood Study	\$31,300.00	Lump Sum Fee
	Delineation and Site Visit and Exhibit	\$ 7,000.00	Lump Sum Fee
	Additional Cross Sections	\$ 13,120.00	Lump Sum Fee
	<b>Total Additional Services</b>	<b>\$ 51,420.00</b>	

## ACCEPTANCE

This proposal is valid for sixty (60) days from the date of submittal; if not accepted by the end of the sixty-day period, it is subject to change or withdrawal at the option of STUDIO 13 DESIGN GROUP, PLLC. Upon acceptance of the proposed services, please sign each of the duplicate originals of this document and return one signed original for our files.

Studio 13 Design Group, PLLC will invoice for services provided on, or near, the twenty-fifth (25<sup>th</sup>) day of the month in which the work was accomplished. The invoices are due upon receipt, and it is agreed that payment will be made for said work within thirty (30) days from the date the invoice is transmitted. It is understood that unpaid invoices shall accrue interest at 18 percent (18%) per annum after they have been outstanding for over thirty (30) days. It is agreed that you will be liable for all collection costs and attorney fees incurred by Studio 13 Design Group, PLLC due to your failure to timely pay invoices, regardless of whether suit is filed. Further, it is agreed that Texas law applies to this proposal and that exclusive venue for any dispute is Denton County, Texas