

PROPOSAL FOR PROFESSIONAL SERVICES
For
GERTIE BARRETT PARK

Mansfield, Texas

July 6, 2021

I. PROJECT UNDERSTANDING

Dunaway Associates, L.P. ("**Dunaway**") will perform professional design services for the City of Mansfield ("**City**") to develop park improvements at Gertie Barret Park on Garretson Lane in Mansfield, Texas. As a first phase of work, Dunaway will perform a site opportunities evaluation, facilitate community input, prepare a master development plan with budget projections, and recommend a program for implementation of park improvements. In the second phase, Dunaway will provide schematic design, design development drawings, and final construction documents to be used for the purpose of bidding and construction. It is assumed a Construction Manager at Risk (CMAR) will be the delivery method for the actual construction of the project.

Dunaway's scope of services includes professional landscape architectural and engineering services. This scope of services and fee schedule is based upon an approximate total project budget of \$1,500,000 as identified by City staff. Of that project budget, it is assumed construction costs may total approximately \$1,300,000. The City has identified the following preliminary program for the park development: parking lot, restroom, pump room, sprayground, playground, pavilion, and loop trail.

II. SCOPE OF SERVICES

PHASE I – MASTER DEVELOPMENT PLAN

A. Data Gathering & Program Confirmation

1. The City will provide Dunaway all available information for the current on-site and off-site conditions including, but not limited to the following: GIS files; as-built CAD files, aerial photographs; topographic surveys; easements; boundary surveys; property lines; roadways and parking; utility locations; trees and vegetation; hydrology and drainage information.
2. Based upon the information provided by the City, Dunaway will prepare an existing conditions base map for use in the planning process. The base map

will be comprised of existing features as received from the City and will serve as the foundation graphic for the Master Development Plan.

3. Dunaway will attend one (1) kick-off meeting with City representatives to discuss and confirm the project schedule, project goals, and desired park program items to be included in the Master Development Plan.
4. While in town for item A.3, Dunaway will perform one (1) site review with City representatives to observe the existing conditions and areas for possible development.
5. Based upon the site review, Dunaway will evaluate current site conditions noting opportunities and constraints that will address possible development zones within the park redevelopment area.
6. Based upon the site review, Dunaway will prepare Site Analysis exhibit(s) documenting current conditions and Opportunities & Constraints exhibit(s) that will address possible development zones within the park.
7. Dunaway will attend one (1) meeting with City Staff to review the Site Analysis and Opportunities & Constraints findings and exhibits. During the meeting, the group will discuss the potential areas & final program desired for park development.
8. Dunaway will facilitate one (1) Community Meeting to present the Site Analysis findings and obtain citizen input on the desired goals, program items, and potential improvements. If requested, this will include (1) recorded presentation for the City to post for residents not able to attend the Community meeting. This recording will include (1) online / web-based survey format that viewers may complete to provide feedback.

Task A Deliverables:

- Kick-off Meeting Notes in PDF Format
- Base map for Existing Site in PDF Format
- Site Analysis and Opportunities & Constraints Exhibit(s) in PDF Format
- Site Analysis and Opportunities & Constraints Meeting Notes in PDF Format
- Community Meeting Powerpoint Presentation in PDF Format
- Community Meeting Notes in PDF Format
- Recorded Presentation with Survey Link in MP4 Format
- Online Survey Results in PDF Format

B. Master Development Plan

1. Based upon program as approved by the City, Dunaway will prepare up to two (2) concept plan alternatives for review with City staff.
2. Dunaway will attend (1) meeting with the City staff to review the concept plan alternatives. During this meeting, one Consensus Concept Plan will be agreed upon.
3. Based on input received in B.2, Dunaway will prepare one (1) Consensus Concept Plan in B&W format for review with City staff by conference call.
4. Based on input received in B.3, Dunaway will prepare one (1) Preliminary Master Development Plan graphic with Preliminary Budget Projections.
5. Dunaway will facilitate (1) Community Meeting to present the Preliminary Master Development Plan to the public. If requested, this will include (1) recorded presentation for the City to post for residents not able to attend the Community meeting. This recording will include (1) online / web-based survey format that viewers may complete to provide feedback.
6. Based on input received from City staff and the Community Meeting, Dunaway will prepare (1) Final Master Development Plan graphic with Final Budget Projections.

Task B Deliverables:

- Concept Plan Alternatives in PDF format
- Concept Plan Alternatives Meeting Notes in PDF Format
- Consensus Concept Plan in PDF format
- Consensus Concept Plan Conference Call Notes in PDF Format
- Preliminary Master Development Plan in PDF format
- Preliminary Budget Projections in PDF format
- Community Meeting Powerpoint Presentation in PDF Format
- Community Meeting Notes in PDF Format
- Recorded Presentation with Survey Link in MP4 Format
- Online Survey Results in PDF Format
- Final Master Development Plan in PDF Format
- Final Budget Projections in PDF Format

PHASE II – IMPLEMENTATION

A. SCHEMATIC DESIGN

1. Based on the site review and City provided topographic survey information, Dunaway will prepare one (1) Schematic Design Concept Plan identifying proposed park improvements. The Plan will be based upon the City-approved program items and the estimated construction budget as approved by the City.
2. Based upon the Schematic Design Layout Plan, Dunaway will prepare a Preliminary Cost Opinion for the proposed improvements.
3. Dunaway will attend one (1) meeting with City staff to review the Schematic Design Layout Plan and Cost Opinion to confirm the overall design layout and obtain City approval before proceeding into the Design Development phase of work. If the City increases the program and construction budget, Dunaway will review with the City the required additional fees necessary to cover the increase in scope of work. Dunaway will not proceed into the Design Development phase until the final program and cost opinion have been approved in writing by the City.
4. Based on the approved Schematic Design Layout Plan, Dunaway will provide to the City and geotechnical engineer one (1) Geotechnical Boring Location Exhibit to include necessary boring locations. The City will be responsible for selecting and procuring geotechnical services for this project and providing Dunaway with recommendations from the engineer for use in construction drawings.

Task A Deliverables:

- Schematic Design Layout Plan in PDF Format
- Schematic Design Meeting Notes in PDF Format
- Preliminary Cost Opinion in PDF Format
- Geotechnical Boring Location Exhibit in PDF & CAD Format

B. DESIGN DEVELOPMENT

1. Based upon approval of the Schematic Design Layout Plan from the City, Dunaway will prepare Design Development drawings for the proposed improvements. The Design Development drawings will be prepared at an approximate 50% level of completion of Construction Documents.

2. The City will provide all front-end documents, contracts, insurance requirements, general conditions, etc. for use by the CMAR and Dunaway in preparing the specifications and contract documents.
3. Dunaway will prepare a preliminary Table of Contents for the specifications and contract documents (Contract Manual).
4. Dunaway will submit the Design Development drawings, Cost Opinion and Table of Contents for the specifications and contract documents to the City and CMAR for review and comment.
5. The City and CMAR will forward all review comments in writing to Dunaway for the Design Development drawings submittal. Dunaway will obtain these comments and approval from the City prior to proceeding into Final Construction Documents.

Task B Deliverables:

- 50% Design Development Drawings
- Table of Contents for Contract Manual
- 50% Design Development Cost Opinion

C. FINAL CONSTRUCTION DOCUMENTS

1. Based upon approval from the City for the Design Development drawings submittal, Dunaway will prepare final Construction Documents at an approximate 95% level of completion. The Construction Documents will be comprised of both the drawings and the specifications & contract documents.
2. Dunaway will submit the 95% Construction Documents and cost opinion to the City and CMAR for final review and comments. The City and CMAR will provide Dunaway final, written comments for all revisions requested to the Final Construction Documents.
3. Based upon the final written comments received from the City, Dunaway will prepare final 100% Construction Documents for the CMAR to utilize in bidding the breakout packages for the project.
4. Dunaway will submit the Final Construction Documents to the Texas Department of Licensing and Regulation (TDLR) for the State required accessibility review. Fees associated with Plan Review and Project Filing are included in this Scope of Services.

Task C Deliverables:

- 95% Construction Documents
- 95% Cost Opinion
- 100% Construction Documents
- Submission of Construction Documents for TDLR Plan Review and Project Filing

D. BID PHASE

1. The CMAR will be responsible for the advertisement of the bidding, printing and distribution of bid sets and overall management of the bidding process.
2. If required, Dunaway will assist on CMAR-prepared addenda during the bid phase.
3. Dunaway will assist the City and CMAR in reviewing the Contractor's bids.

Task D Deliverables:

- Review of contractor's bids

E. CONSTRUCTION PHASE

1. Dunaway will assist the City by attending a pre-construction meeting and a maximum of six (6) 2-hour progress meetings (i.e., 1 hour travel, 1 hour meeting) during construction to evaluate completion of work by the CMAR. If the number of required meetings or the amount of meeting time increases, additional time can be provided by Dunaway as an additional service as requested and approved by the City in writing. These meetings will be billed to the City monthly as a reimbursable expense according to Dunaway's standard hourly rate schedule. The CMAR will be responsible for the day-to-day administration of the construction contract.
2. Dunaway will prepare a field notes summary as necessary for meetings attended during the construction of the project.
3. Dunaway will process submittal and shop drawing reviews as submitted by the CMAR during the construction process.
4. Dunaway will assist the CMAR in attending one (1) initial walk-through with the Contractor and subcontractors to review substantial completion of work. Dunaway will provide written

comments to the City and CMAR for the preparation of a “punch list” for work to be completed by the CMAR.

5. When the CMAR indicates “punch list” items are completed, Dunaway will assist the City and CMAR in attending one (1) final walk-through with the Contractor and subcontractors to review completion of work.

Task E Deliverables:

- Meeting notes for progress meetings/reviews as necessary
- Processing of submittals and RFIs
- “Punch List” from Initial Walk-Through

F. FLOOD STUDY

1. Dunaway will request the effective model for Hogpen Branch from the City of Mansfield. If the City of Mansfield does not have the effective models, Dunaway will need to request from FEMA for an additional FEMA-fee of \$393 and it may take up to 5 weeks to get the data. Dunaway will use the effective model of Hogpen Creek as the base and create a corrected effective model with more recent contour data through the Project site. Dunaway will then coordinate with the Client on the desired location of the park improvements and necessary grading to create a proposed conditions model that does not cause any adverse impacts per the City of Mansfield criteria.
2. Dunaway will create a brief report in accordance with the City of Mansfield criteria summarizing the results of the corrected effective and proposed flood study for the Project. This report will include methodologies used, assumptions made, and conclusions reached as well as the supporting exhibits and HEC-RAS models.

Deliverables:

- Digital (PDF) copy of the Flood Study Report including all necessary exhibits and supporting documentation.
- Digital (CAD) file of the 100-year floodplain delineation (FEMA, corrected effective and proposed) within the project site.

III. ASSUMPTIONS

- A. As stated in the Project Understanding, this scope of services and fee schedule is based upon an approximate total project budget of \$1,500,000 as identified by City staff. Of that project budget, it is assumed construction costs may total approximately \$1,300,000. Should this construction budget

substantially increase or decrease; or, if the City should require a significant number of alternate bid items to be included in the construction document package, Dunaway and City staff will re-evaluate this scope of work and determine the basis of compensation in accordance with revisions to the design services.

- B. The City will provide, as expeditiously as possible, all readily available base information that it currently has in its possession, necessary to complete the Scope of Services described herein. Should Dunaway need any additional survey information, the City will provide this information to Dunaway. All information provided by the City is assumed by Dunaway to be accurate and complete, unless indicated otherwise by the City. Any information required to complete this Scope of Services that cannot be readily provided by the City will remain the responsibility of the City. All such information shall be provided to Dunaway and any costs associated with acquisition of information will be borne by the City.
- C. This Scope of Services does not include water permitting related to the following agencies: U.S. Army Corps of Engineers 404 Permitting; Federal Emergency Management Agency (FEMA) map revision preparation and processing; Texas Commission on Environmental Quality (TCEQ) permits or applications. These services are being prepared under a separate agreement.
- D. Any services for environmental engineering such as an Environmental Assessment (E.A.) or Environmental Impact Statement (E.I.S.) are not included in this Scope of Services and would be considered additional services.
- E. This Scope of Services does not include any services for geotechnical engineering evaluations of soils testing. The City will contract separately for geotechnical services as required for the project.
- F. This Scope of Services does not include any services for traffic studies or transportation engineering/planning studies.
- G. This Scope of Services does not include design or production of any marketing materials to be utilized by the City for such items as press releases, web postings, brochures, flyers, posters, 3D animations, videos, etc.
- H. The City or CMAR will pay for all required governmental processing fees, public notice advertising costs, and printing of bid documents/plans for bidding and construction.

- J. It is anticipated that the proposed improvements identified in this scope of work will be prepared as one bid package. If additional bid packages are required by the City, Dunaway will re-evaluate the scope of services to address additional fees not covered in this scope of work.
- K. The City will be responsible for advertising & recruiting all Community Meetings in this Scope of Services, arranging the facility to host these meetings, and advertising and hosting for any online surveys prepared by Dunaway for community input.
- L. This Scope of Services does not include any professional surveying services including boundary survey, topographic survey, platting services, etc.

III. COMPENSATION

Dunaway Associates, L.P. proposes to provide the above-described scope of services for a Lump Sum fee of \$179,925 (One Hundred Seventy-Nine Thousand Nine Hundred Twenty-Five and 00/100 Dollars) as follows:

PHASE I - MASTER DEVELOPMENT PLAN

A. Data Gathering, Programming & Program Confirmation	\$ 22,045
B. Master Development Plan	\$ 23,285
Subtotal Phase I Services (Items A through B).....	\$ 45,330

PHASE II – IMPLEMENTATION

Basic Design Services

A. Schematic Design.....	\$ 14,325
B. Design Development	\$ 35,750
C. Final Construction Documents.....	\$ 53,750
D. Bid Phase.....	\$ 4,425
E. Construction Phase	\$ 12,350

Subtotal Phase II Basic Design Services (Items A through E)\$120,600

Specialty Services

F. Flood Study.....\$ 13,995

Subtotal Phase II Specialty Services (Item F).....\$ 13,995

TOTAL PHASE I AND PHASE II*\$ 179,925

* Customary in-house expenses incurred by Dunaway related to performing this Scope of Services are included in the lump sum fee listed above (e.g., in-house copies, mileage, tolls, computer plotting, photography, meals, etc.). Special request expenses for out-of-house services are not included in the lump sum fee listed above and will be billed as a reimbursable expense. These may include, but are not limited to: couriers/deliveries, repro services, multiple print copies, binding, dry mounting, etc.