

# CLARK CONDON

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CLARKCONDON.COM

January 26, 2017 (Rev.)

Chien-Hung Wei  
City of League City  
300 W. Walker  
League City, Texas 77573

Dear Chien,

We are pleased to provide this proposal for professional landscape architectural services associated with Claremont Connector Hike and Bike Trail for the City of League City. For the purposes of this proposal, you will be referred to as the Client and Clark Condon Associates, Inc. as the Landscape Architect.

**SCOPE OF WORK** – The Landscape Architect will provide landscape architectural design services for an approximately 1.5 mile trail adjacent to Claremont Park subdivision (see Exhibit A). To the extent possible, the trail shall be designed such that its alignment shall lie completely within City of League City road rights-of-way or drainage easements or rights-of-way (Cedar Gully) or within of the boundaries of properties owned or controlled by homeowners associations of the adjacent subdivisions or developments. A 2.37 acre tract owned by Texas New Mexico Power Co has been identified by the Landscape Architect within the proposed trail alignment provided by the Client.

**ESTIMATED COST OF CONSTRUCTION** - The anticipated construction cost is \$575,000.00.

## **SURVEYING SERVICES SHALL INCLUDE THE FOLLOWING:**

**PRELIMINARY SURVEY SERVICES** - The Landscape Architect's surveyor will perform abstracting, utility research, and deed and plat records search, and prepare an ownership map ("Ownership Map") depicting the current property lines of record and identifying ownerships of the real property interests (fee simple and/or easement interests) in the properties to be encumbered by the trail alignment.

**SURVEYING DESIGN SERVICES** - The Landscape Architect's surveyor will provide the following:

1. Field locate property lines of those properties to be encumbered by the trail alignment.
2. Set survey control relative to the North American Datum of 1983 (NAD 83, 2001 adjustment) and the North American Vertical Datum of 1998 (NAVD 88, 2001 adjustment).
3. Obtain topographic survey at cross-sections of 100 foot intervals along proposed trail alignment
4. Identify location and elevations of all physical features.
5. Coordinate with local agencies to obtain existing utility information.
6. Identify any potential utility/pipeline features including casings and vent pipes via subsurface utility engineering level B.
7. Prepare 3D topographical AutoCAD file for Landscape Architect's plan development.

## **DESIGN SERVICES SHALL INCLUDE THE FOLLOWING:**

**PRELIMINARY PLANS** – Landscape Architect's preliminary plan services shall include:

1. Onsite review of existing conditions and features and the surrounding area.
2. Prepare overall preliminary trail alignments/layouts and alternatives, if any, based on the onsite review of existing conditions overlaid onto the surveyor-prepared Ownership Map for review and approval by the Client.

*landscape architecture*

3. Provide preliminary details of trail cross section detail, including widths, depths, and materials, including proposed reinforcement and load transfer devices, if any.
4. Locate proposed signage and assign types per previous approved design standards (Trails Master Plan 2010).
5. Prepare a budgetary construction cost estimate based upon the concept.
6. Coordination with other consultants, if necessary.
7. Attend meetings (maximum of 2) with Client and/or authorized representatives to review design concepts.

**AGENCY COORDINATION** – Landscape Architect shall coordinate all necessary requirements from public and private agencies including private utility enterprises such as power and pipeline companies (CenterPoint Energy, TxDOT, Texas/New Mexico Power Company, Magellan, Kinder Morgan, etc). Services provided during this phase include:

1. Identification of agencies and contact information.
2. Initial contact with agencies to outline requirements for encroachment.
3. Preparation of required documentation and submission to private agencies.
4. Coordination of final approvals from agencies.
5. Coordination with City staff as necessary.

**CONSTRUCTION DOCUMENTS** - The Construction Documents phase will be initiated after the Client's approval of Preliminary Plans. The Landscape Architect will prepare all Construction Documents and Technical Specifications for bidding and installation of all project components approved during Design Development. Trails will be designed using current AASHTO guidelines for pedestrian facilities. Services to be provided in this phase include:

1. Layout plans indicating location of proposed elements. Trail design shall be made with proper attention to existing grades, ground contours, elevations and drainage patterns to minimize impact on existing drainage patterns.
2. Survey control map of trail alignment including point files in ASCII format
3. Details and specifications as required for proper construction, installation or finishing of all proposed improvements.
4. Issue signed and sealed permit set.
5. Final construction cost estimate to include unit costs at current construction dollars.
6. Specifications in MasterSpec Format.
7. Attend meeting (maximum of 4) with Client.

**BIDDING** - After completion and approval of the Construction Documents, the Landscape Architect will assist the Client with the public bidding process. Services to be provided in this phase include:

1. Preparation of bid forms and contract documents using AIA forms.
2. Coordination with the City Purchasing Department for advertising on City's website.
3. Manage the public bid process through the online bidding service, CivCast USA.
4. Attendance at pre-bid and bid opening meetings
5. Preparation of addenda as necessary.
6. Review of received bids and prepare recommendation letter.

## **CONSTRUCTION PHASE SERVICES SHALL INCLUDE THE FOLLOWING:**

**CONSTRUCTION SURVEY SERVICES** - The Landscape Architect's surveyor will provide survey control datum to the selected contractor

**CONSTRUCTION ADMINISTRATION** - The Landscape Architect will provide Construction Administration for the project. Services to be provided in this phase include:

1. Periodic visits (maximum of 6) to determine if the project is proceeding in accordance with the contract documents. This shall not involve exhaustive or continuous on-site inspections to check the quality or quantity of work or materials. The Landscape Architect shall not be responsible or liable for the Contractor's failure to perform the construction work in accordance with the contract documents.
2. Provide support services to the City inspector as necessary.
3. Prepare elementary and supplementary sketches required to resolve field conditions related to design.
4. Approve submittals and shop drawings submitted by contractors for conformance with the design concept.
5. The Landscape Architect will review and approve all certificates for payment submitted by the contractor.
6. The Landscape Architect will prepare change orders for review and approval.
7. Coordinate final site walk through with the Client at the conclusion and provide a punch list to Contractor to complete the project.

**CLOSE-OUT** – Landscape Architect shall provide Client with final Record Drawings in pdf format which shall notate or depict deviations from the approved construction drawings.

**FEE** - The total fee for the phases below are a lump sum based upon the estimated time for professional services plus reimbursable expenses.

**Surveying Services:**

Preliminary Surveying:	\$10,700.00
<u>Design Surveying:</u>	<u>\$21,750.00</u>
<b>Surveying Total:</b>	<b>\$32,450.00</b>

**Design Services:**

Preliminary Plans:	\$ 6,550.00
Agency Coordination:	\$12,500.00
Construction Documents:	\$35,000.00
<u>Bidding:</u>	<u>\$ 5,000.00</u>
<b>Design Services Total:</b>	<b>\$59,050.00</b>

**Construction Services:**

Construction Survey	\$ 3,500.00
Construction Administration:	\$10,000.00
<u>Close-out (Record Drawings):</u>	<u>\$ 5,000.00</u>
<b>Construction Services Total</b>	<b>\$18,500.00</b>

**Reimbursable Budget:** \$ 5,000.00

**TOTAL, NOT TO EXCEED, FEE:** \$115,000.00  
(Surveying, Design and Reimbursables)

We consider Additional Services to include changes made after a phase of work has been accepted and we have been authorized by the Client to proceed to the next phase.

**REIMBURSABLE EXPENSES** - The Client shall pay the Landscape Architect for the cost of out-of-town travel expenses, mileage, printing, and other directly related costs. All expenses will be billed at cost plus 15%. For budgetary purposes, the Landscape Architect recommends reimbursable budget of \$5,000.00, which amount shall not be exceeded without Client's written approval.

**EXTRA SERVICES** - Additional services, if requested by the Client, will be considered as extra services and be billed hourly at the rates listed below.

Principal/Owner	\$350.00/hour
Principal	\$225.00/hour
Senior Associate	\$150.00/hour
Project Manager	\$125.00/hour
Assistant Project Manager	\$100.00/hour
Project Staff	\$90.00/hour
Administrative	\$75.00/hour

Hourly rates will be reviewed annually and may be increased in accordance with annual salary and cost-of-living reviews.

## EXCLUSIONS TO THE CONTRACT

1. Subsurface Level A Engineering for Pipeline/Utility
2. Soil engineering, geotechnical consultant services or related testing, if required
3. Structural engineering
4. Fees associated with permitting and code enforcement
5. Preparation of easement conveyance instruments and acquisition of trails easements. The City shall negotiate directly with the homeowners associations or other entities for trail easements to be acquired.

**BILLING** - Billing shall be monthly based on the portion of the total estimated fee completed for the month invoices, with payment due within 30 days of invoicing, in accordance with the City's payment policy. Clark Condon Associates, Inc. reserves the right to charge the amount of interest allowable under the current laws of the State of Texas on any invoices not paid within thirty (30) days.

**JURISDICTION** - The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas. The Board may be reached at the following address:

Texas Board of Architectural Examiners  
P.O. Box 12337 Austin, TX 78711-2337  
(512) 305-9000 Phone/ (512) 305-8900 Fax

Sincerely,



Sheila Condon, FASLA  
President/Landscape Architect

**PROJECT:** Claremont Connector Hike and Bike Trail

## PROJECT SCHEDULE

The project schedule, below, is based upon a February 1, 2017 contract date and anticipated duration of each project phase. Timeframes are estimated and are subject to change.

Phase	Timeframe	Duration
PRELIMINARY SURVEY:	February 2017	1 month
PRELIMINARY PLANS:	March 2017 – April 2017	2 months*
*Client approval of preliminary plans required before initiating subsequent phases.		
SURVEY:	May 2017	1 month
CONSTRUCTION DOCUMENTS:	June 2017 – July 2017	2 months
AGENCY COORDINATION:	Feb 2017 – October 2017	9 months**
**Agencies will be identified during the preliminary plan phase and CCA will coordinate individual requirements per agency. This duration is estimated and highly dependent on agency review and approval process.		
BIDDING:	November 2017	1 month
CONSTRUCTION ADMINISTRATION:	November 2017 – Dec 2017	2 months



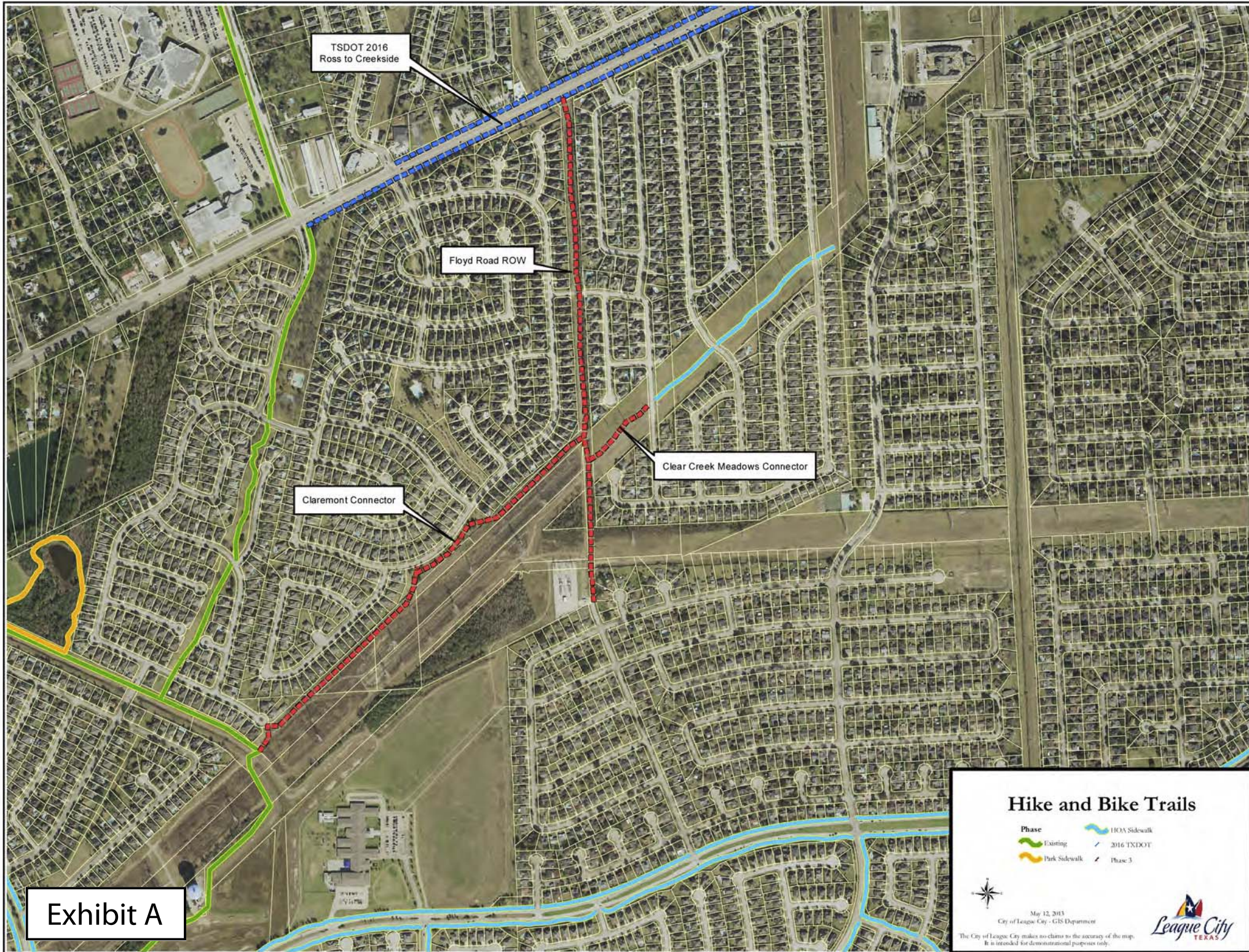


Exhibit A