

April 25, 2014 (revised April 30, 2014)

Mr. Joe Ramos, Jr., P.E. , C.F.M.
City Engineer
City of Seguin
205 N. River
Seguin, Texas 78155

Re: Proposal for TxDOT TEP Sidewalk Network Expansion
City of Seguin, Texas

Dear Mr. Ramos:

As requested, Klotz Associates is pleased to provide this proposal for engineering services associated with the TxDOT Transportation Enhancement Program (TEP) Sidewalk Network Program. For your convenience, attached please find our Scope of Work, accompanied by proposals from Unintech Consultants (surveyor subconsultant), Altura Solutions (TAS/TDLR subconsultant), and manhour estimate and fee breakdown.

We appreciate the opportunity to serve the City on this project. Please call me if you have questions on this proposal.

Sincerely,

KLOTZ ASSOCIATES



Luis A. Cuellar, P.E.
Regional Manager

Attachments

**SCOPE OF WORK
ENGINEERING DESIGN SERVICES**

**CITY OF SEGUIN
TXDOT TEP SIDEWALK NETWORK EXPANSION
DESIGN PHASE SERVICES**

INTRODUCTION

Klotz Associates, Inc. (Klotz) understands that the City of Seguin (City) was awarded funding for the College/Cedar Street and the Jefferson Street Sidewalk Network Expansion projects in July 2013. The College/Cedar Street Network Expansion project will provide improvements for bicyclist and pedestrians to connect neighborhoods, schools, and the Central Business District and will cover a total of 1.6 miles. The Jefferson Street Sidewalk Expansion project improvements will cover 1.2 miles and will provide connectivity between neighborhoods, schools, senior housing developments, and the Central Business District. Initial funding for the project will be provided by the City of Seguin. However, after the project is constructed and closed-out, up to 80% of the costs will be reimbursed by the Texas Department of Transportation (TxDOT), through their Transportation Enhancement Program (TEP).

The following is a description of the Scope of Work for design, bidding, and construction phase of the TxDOT TEP Sidewalk Expansion for the College/Cedar Street and Jefferson Street Networks.

SCOPE OF WORK

DESIGN PHASE SERVICES

Task 1 – Project Management

Klotz will provide weekly status reports and monthly invoices to cover work completed to date. The status report will summarize work completed, the work scheduled to be completed for the upcoming week, and identify any outstanding issues or decisions that must be resolved by City staff or the project team. Klotz will also prepare a project plan and schedule for the design of the TEP Sidewalk Network Expansion.

Task 2 – TxDOT Coordination

- Initial meeting with TxDOT to discuss intended plan and specification development procedures, including review of required documentation to comply with funding

requirements.

- Discuss schedule for deliverables, including potential for combining submittals if appropriate to expedite letting date.

Task 3 – Establish Proposed Alignment

In order to establish a proposed alignment for the sidewalk Klotz will meet with Stakeholders and walk sidewalk route (1 meeting). While walking the route we will identify potential specific issues that may require property owner input. We will follow-up with and meet with those property owners to discuss the identified specific issues (up to 3 meetings). Although we do not foresee easements being required, Klotz will identify potential easement locations and coordinate with our surveying sub-consultant to verify right-of-way limits. Preparation of easement documents will be provided as an additional service.

Task 4 – Coordinate with Surveyor

Once proposed alignment has been established in Task 3 above, a detailed site survey will be performed by Unintech (see attached scope for detailed description of services).

Task 5 – Coordinate with TAS/TDLR Support

Once proposed alignment has been established in Task 3 above, Klotz will engage Altura Solutions to perform TAS/TDLR services as required (see attached scope for detailed description of services).

Task 6 – Environmental Study and Project Clearance

Sidewalk construction and improvements are a listed activity that normally does not require any further environmental approval beyond a Categorical Exclusion checklist. The checklist serves to verify that the activity is on the C-list and does not require an individual Environmental Assessment. Any other environmental permitting required by TxDOT beyond a Categorical Exclusion checklist will be provided as an additional service.

Task 7 – Detailed Design of Proposed Alignment

After establishing the proposed alignment, Klotz will design Texas Accessibility Standard (TAS) compliant sidewalk systems for approximately 1.6 miles in Cedar/College Street Network and approximately 1.2 miles in the Jefferson Street Network that generally consists of 5' wide sidewalks with curb ramps at street corners. The sidewalk layout design will consist of plan view drawings (no profile). We will provide deliverables for the 30%, 60%, 90%, and Final Sealed Design drawings and specifications, as required by TxDOT, to the City and TxDOT for

review. The anticipated final set of plans will include the following:

General Sheets – Title, Index, Layout, Notes, Summary of Quantities, Typical Sections
Traffic Control Plans – Sequence of Work (1 Sheet), TxDOT Standards
Sidewalk Plans – Plan View Drawings (1" = 40', double stack) (15 Sheets), Details
Signing & Pavement Markings – Details (Layouts to be included in Sidewalk Plans)
Environmental – SWPPP Narrative (1 Sheet), EPIC (1Sheet)

After each interim submittal, Klotz will meet with the City and TxDOT (three meetings) to review comments and discuss goals for the next submittal. In addition, we will attend up to three periodic progress meetings to discuss the status and any design issues or preferences that arise during the course of design. Klotz will provide up to five hard copy plan sets in 11"x17" format and an electronic version in pdf format at each review submittal. We will provide one 11"x17" hard copy and an electronic pdf version of the sealed plans and project manual.

Task 8 – Opinion of Probable Cost

Klotz will prepare an opinion of probable construction cost for the TxDOT TEP Network Expansion with each submittal described in Task 7 (30%, 60%, 90%, and Final).

DESIGN PHASE SCHEDULE

Klotz will provide the submittals according to an agreed upon project schedule to meet deliverable and let schedule provided by TxDOT, adjusted to actual receipt of authorization to proceed and contingent upon receipt of comments from stakeholders for identified review submittals.

BIDPHASE SERVICES

Klotz will provide bid phase services including attending a TxDOT led Pre-Bid meeting and responding to questions from prospective bidders by providing addenda responses for TxDOT for release. It is our understanding that TxDOT will let the project and that we will have a supporting role as the Engineer of Record.

CONSTRUCTION PHASE SERVICES

During the construction phase of the TxDOT TEP Network Expansion, Klotz will attend a TxDOT led Pre-Construction meeting and respond to RFIs from the Contractor. It is our understanding that all submittal reviews will be performed by TxDOT but can be performed by

Klotz as an additional service. Klotz will also perform periodic site visits (up to 1 per month) and attend TxDOT led construction status meetings (up to 1 per month) which will result in being onsite approximately every other week. Once construction has been completed, Klotz will attend the Final Punchlist Walkthrough and facilitate the final TDLR review.

COMPENSATION

Compensation will be on a lump sum basis as shown in the attached budget summary. The total lump sum amount for Design Phase services is \$124,866.



UNITECH CONSULTING ENGINEERS, INC.
STRUCTURAL • CIVIL • SURVEYING

April 24, 2014
Rev. April 30, 2014

Tony Buonodono
Klotz & Associates
901 South MoPac Expressway
Austin, Texas, 78746

We are pleased to submit this proposal for Professional Surveying Services for the City of Seguin Transportation Enhancement Program. The survey will be of Jefferson Street from approximately Ermel Street east to S. Guadalupe Street and S. Guadalupe from Jefferson to Nolte. College Street approximately from Milam east to King Street. Cedar Street approximately from Milam east to King Street. Project limits for each street shall be on 1 side only as determined by the client prior to survey commencement. The limits will be from the centerline of the street to the ROW line.

The following items constitute a description of the service items Unitech Consulting Engineers proposes to perform for surveying services.

Survey Services

- Establish Horizontal and Vertical Control for the projects with a minimum of 3 control points set on each street.
- Recover and verify the existing ROW location throughout the project limits of each street.
- Develop an apparent ROW and show those lines in the DTM
- Contact Texas 811 to have the utilities marked on the ground
- Locate and identify all trees 6" and larger within the project limits
- Obtain or collect data to create cross-sections (100' maximum) and digital terrain model
- Locate existing utilities
- Locate topographical features and existing improvements
- Provide details of existing drainage features, such as culverts and manholes (**no inverts of manholes will be obtained**)
- Provide a DTM model of the project



UNITECH CONSULTING ENGINEERS, INC.
STRUCTURAL • CIVIL • SURVEYING

- A 11 inch by 17 inch survey control data sheet for the control points which shall include, but need not be limited to, a location sketch, a physical description of the point including a minimum of two reference ties, surface coordinates, a surface adjustment factor, elevation, and the horizontal and vertical datum's used signed and sealed by a RPLS.

Deliverables will be an AutoCAD file, .tin files, ASCII file of all points related to the DTM and the surface file. Work will commence within 2 days of our receipt of this signed contract and client required items and work will be completed within 30 working days. Our fee for the above referenced services will be the lump sum amount of **\$26,030.00** for contracted professional services.

If this proposal is acceptable to you, please sign and date below and return at your earliest convenience. Should you have any questions, please feel free to call me at 210-641-6003 or at tlund@unitech.com.

Thank you,



Trisha M. Lund, RPLS
Survey Division Manager

April 18, 2014

Tony Buonodono, P.E.
Klotz Associates
901 South MoPac Expressway
Building V, Suite 220

RE: TAS Proposal for the City of Seguin Sidewalk Project

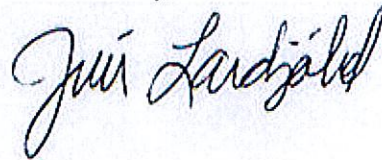
Dear Mr. Buonodono,

This is a proposal for the project registration, plan review, and inspection of the City of Seguin Sidewalk Project in Seguin, Texas for compliance with Chapter 469 of the Texas Government Code, State of Texas Architectural Barriers Act, and the Texas Accessibility Standards (TAS).

Altura Solutions proposes to perform the project registration with TDLR, perform the plan review, and inspection for compliance with the TAS.

Feel free to contact me at (512) 410-7059 or at jel@alturasolutionslp.com to answer any questions or discuss details of the proposal. Thank you for considering Altura Solutions, L.P. to meet your accessibility consulting needs. We look forward to working with you on the project.

Sincerely,



Jesús Lardizábal,
R.A.S. 1051
President

PROJECT SCOPE AND DESCRIPTION

Alterations of 2.8 miles of sidewalk for the City of Seguin

SCOPE OF WORK

Altura Solutions proposes to perform the following services in compliance with the Chapter 469 of the Texas Government Code, State of Texas Architectural Barriers Act to verify compliance with the Texas Accessibility Standards (TAS):

- Register the project with TDLR
- Perform plan review of the project construction documents (as provided by client)
- Perform the final inspection of the project upon completion

EXCLUSIONS

The proposal excludes services to determine compliance with other federal, state or local accessibility requirements and accessibility requirements of building and housing codes such as the International Building Code (IBC).

SCHEDULE

Altura Solutions will perform the project registration within one working day of receiving the required documents and registration fee.

Altura Solutions will perform the plan review and provide a report of findings within ten working days after receiving all required documents.

Altura Solutions will perform the final inspection and deliver the Inspection Report within ten working days of receiving access to the facility.

DELIVERABLES

The following items will be produced and delivered by Altura Solutions as part of this project:

- Altura Solutions will provide proof of project registration via the TDLR Proof of Registration Sheet.
- Altura Solutions will provide the Plan Review Report detailing the non-compliant findings of the facility for the Texas Accessibility Standards (TAS).
- Altura Solutions will provide the Inspection Report detailing the findings of the final inspection of the facility.

CONSULTING FEE AND INVOICING

The following fees are proposed for the services outlined in this proposal:

• Project Registration	\$175.00
• TAS Plan Review Report	\$825.00
• TAS Inspection Report	\$975.00

The total proposed consulting fee under this agreement is one thousand nine hundred seventy five dollars and zero cents (\$1,975.00).

To initiate services, the following items must be provided:

- Signed agreement
- Completed TDLR forms
- A check for \$1,000 for the Project Registration and Plan Review fees should be made out to Altura Solutions, L.P.

The inspection fee includes travel within 90 miles of Austin, TX. Additional travel expenses may be incurred for travel outside of this area. The inspection fee may be paid up front or at the time of inspection. The fees listed above are limited to one final plan review and one subsequent revision, one hour of technical assistance/consulting, and one final inspection. Preliminary reviews, plan review revisions, and additional consulting will be considered additional services as outlined below.

ADDITIONAL SERVICES

Altura Solutions, L.P. provides hourly technical assistance for any services outside of the deliverables listed above. Technical Assistance services include attending meetings with project officials, preliminary plan reviews, preliminary inspections, attending on-site meetings, and assisting with potential design solutions. The consulting rate is \$150.00 per hour.

Altura Solutions, L.P.**Client**

By: _____

By: _____

Print Name: Jesus Lardizabal

Print Name: _____

Title: President

Title: _____

Date: _____

Date: _____

Project Manager: Luis Cueller, P.E., Klotz Associates
April 24, 2014

Item No.	Activity Description	Principal	Dept. Manager	Sr. Project Manager	Sr. Proj. Engineer	Associate Engineer	Senior Designer		Total Hours	Total Dollars
		----- HOURS -----								
1	Project Management	1	8	10					19	\$ 4,514.10
2	TxDOT Coordination				15	25			40	\$ 4,667.20
3	Establish Proposed Alignment									
3.1	Walk Sidewalk Route		4	4	6	4			18	\$ 3,205.82
3.2	Meet with Property owners (up to 3)			4	6	9			19	\$ 2,555.59
3.3	Easement Investigation			2	6				8	\$ 1,303.70
4	Coordinate with Surveyor			2	6				8	\$ 1,303.70
5	Coordinate with ADA/TDLR Support			2	4				6	\$ 999.84
6	Environmental Study and Project Clearance			2	12				14	\$ 2,215.28
7	Detailed Design of Proposed Alignment									
7.1	Preparation of Plans and specifications (30%, 60%, 90%, Final)		6	10	60	140	180		396	\$ 42,599.82
7.2	Comment Review Meetings (3)		3	6	4	12			25	\$ 3,776.35
7.3	Stakeholder Status Meetings (3)		3	6	4	12			25	\$ 3,776.35
8	Opinion of Probable Cost			2	6	8	10		26	\$ 2,982.24
9	QA/QC	2		10						\$ 2,556.08
		DESIGN PHASE SERVICES SUBTOTAL								\$ 76,456.07
10	Bid Phase Services									
10.1	Attend Pre-Bid Meeting		2	2					4	\$ 956.06
10.2	Respond to Questions/ Issue Addenda			2	6		5		13	\$ 1,760.85
		BID PHASE SERVICES SUBTOTAL								\$ 2,716.91
11	Construction Phase Services									
11.1	Attend Pre-Construction Meeting		2	2					4	\$ 956.06
11.2	Respond to RFIs			2	12		6		20	\$ 2,763.86
11.3	Periodic Site Visits (4)			2	12	12			26	\$ 3,361.64
11.4	Construction Status Meetings (4)				16	16			32	\$ 3,959.36
11.5	Final Punchlist Walkthrough and TDLR review			3	4				7	\$ 1,195.90
		CONSTRUCTION PHASE SERVICES SUBTOTAL								\$ 12,236.82
SUBCONSULTANTS (with 15% Markup)										
12	Survey - Topographic Survey									\$ 29,934.50
13	TDLR Review									\$ 2,271.25
REIMBURSABLES										
	Mileage									\$ 1,000.00
	Print/copy									\$ 250.00
		3	28	73	179	238	201	0	710	

KLOTZ ASSOCIATES SUBTOTAL= \$ 91,409.80
 SUBCONSULTANT SUBTOTAL= \$ 32,205.75
 ESTIMATED REIMBURSABLES= \$ 1,250.00

\$ 124,865.55