



December 30, 2024

Melissa Reynolds, P.E.
Director of Engineering and Capital Projects
City of Seguin Capital Projects/Engineering
108 E Mountain Street
Seguin, TX 78155

RE: Stempel Road MTP Schematic

Mrs. Reynolds,

As requested, Halff is pleased to submit this scope and fee proposal to prepare a schematic level design in the form of a Preliminary Engineering Report (PER) for Stempel Road as detailed on "Attachment A". The following describes the scope of services.

Scope of Services

Task 1: Project Management and Data Collection

Halff project management activities shall include task leadership and direction, telephone and written communication, project status reports, project progress meetings, project invoicing, and personnel and data management among other general project management activities. Specific meetings beyond staff management coordination and regular communication include the following:

a. Project Coordination and Correspondence

- i. Tasks include resource allocation, schedule tracking, budget tracking, communication, quality control and team coordination.
- ii. Monthly project status reports shall be provided to the City with the monthly invoice. Progress shall include notes regarding work completed in the preceding billing cycle, work expected to be completed in the next cycle, and any outstanding questions or issues for discussion. Meetings are anticipated to be virtual by Webex, Microsoft Teams, or other City required electronic means.

b. Project Meetings and Collaboration

- i. Attend one (1) project kickoff meeting with staff from the City. The meeting will be coordinated by the City's PM with the Halff Project Manager and is intended to discuss key items such as project schedule, budget, and any specific directives. Halff will provide a preliminary schedule of tasks.
- ii. During Design - Attend up to three (3) virtual progress meetings, over the course of the project schedule, to discuss specific tasks such as data collection and inventory, field verifications, and alternative analysis.
- iii. Meeting minutes shall be submitted to the City Project Manager within three (3) working days after each meeting.

c. Quality Assurance / Control

- i. Quality Assurance: Halff will implement a quality assurance program for the project that focuses on the completeness, quality, and timeliness of deliverables. All Halff's sub-consultants will adhere to the QA program.
- ii. Quality Control: Technical data and analysis will be reviewed for accuracy, with appropriate comments and responses documented and submitted to the City at each relevant milestone.
- iii. Each task will be subjected to internal QC by one of Halff's Water Resources or Public Works Professional Engineers. Associated documentation will be provided with the final report. The QA/QC program will include a multi-level approach to ensure that senior members review, comment, and approve the completed work.
- iv. Each checklist shall include milestone review events that describe the items to be reviewed and include documentation of the comments by the reviewer and responses from the Project Manager. All project materials presented to the City as draft or final products will be accompanied by QA/QC certification.

d. Collect and review previous studies and design plans (City to provide)

- i. Previous studies (Thoroughfare Plan, corridor studies, drainage)
- ii. Ongoing design project data
- iii. Record drawings (Roadway, drainage, water, sanitary sewer, gas, & power)
- iv. Traffic data, crash data, roadway/sidewalk inventory
- v. Land use maps and overlay studies
- vi. Survey (Halff assumes no additional survey will be required but can be provided at an additional cost).

Task 2: Preliminary Engineering Report (PER) Milestones and Deliverables

The Halff team will develop a schematic level design in the form of a Preliminary Engineering Report, and supporting documents, to a level of detail sufficient for producing an opinion of probable construction cost for use in the AAMPO 2025 STP call for projects grant submittal. TxDOT design standards and criteria will be used where applicable.

a. 40% PER Submittal

- i. Prepare draft Preliminary Engineering Report (40% complete) for project improvements, which illustrate general locations, sizes and relationships of Project elements and improvements, and materials. PER will be prepared in accordance with the TxDOT Standards, which will include:
 - a. Schematic level design including horizontal alignment and vertical profile, pavement edges, curbs, sidewalks, barriers, retaining walls, and any other pertinent roadside features as required.
 - b. Preliminary proposed roadway cross sections to be used for determination of right-of-way or easement requirements, location of potential retaining walls, and

- estimated earthwork quantities. The cross sections will utilize standard TxDOT items for curb, sidewalk, walls, barrier, etc.
- c. Extent of drainage improvements.
 - d. Show locations of utilities and alignments of existing utilities in immediate project area.
 - e. Existing and proposed right-of-way lines
- ii. Prepare a preliminary estimate of probable construction cost for improvements based on 40% design schematic.
 - iii. Review PER with City staff and incorporate comments into preparation of 100% PER for the Project.

MILESTONE 1: 40% PER Submittal

Deliverable 1:

- 1. Draft Drainage Analysis Memo
- 2. 40% design schematic
- 3. 40% proposed roadway cross sections
- 4. Opinion of Probable Construction Cost
- 5. QC documentation.

b. 100% Final PER

- i. Prepare final Preliminary Engineering Report (100% complete) for project improvements, including Preliminary Design Schematic, Proposed Roadway Cross Sections, Cost Estimate and Preliminary Drainage Report. Final deliverables will include:
 - a. Address city's comments from 40% PER submittal.
 - b. Final schematic level design including horizontal alignment and vertical profile, pavement edges, curbs, sidewalks, barriers, retaining walls, and any other pertinent roadside features as required.
 - c. Final proposed roadway cross sections to be used for determination of right-of-way or easement requirements, location of potential retaining walls, and estimated earthwork quantities. The cross sections will utilize standard TxDOT items for curb, sidewalk, walls, barrier, etc.
 - d. Extent of drainage improvements.
 - e. Show locations of utilities and alignments of existing utilities in immediate project area.
 - f. Existing and proposed right-of-way lines
- ii. Prepare an estimate of probable construction cost for improvements based on 100% preliminary design schematic. The cost estimate includes the final engineer's detailed estimates of probable construction cost for the authorized construction project, including summaries of bid items and quantities using TxDOT's standard bid items and format.
- iii. Review of PER with City staff. Preliminary Engineering Report to be delivered after all City comments have been received and addressed.

MILESTONE 2: Final PER

Deliverable 2:

1. Final Drainage Analysis memo
2. Utility information
3. Final preliminary design schematic
4. Final proposed roadway cross sections
5. Opinion of Probable Construction Cost
6. QC documentation.

Exclusions

Our proposal excludes the following services:

- Detailed design/construction plans (only schematic level) including but not limited to signals, traffic control, utilities, SUE, structural, survey and geotechnical analysis.
- TDLR/RAS Review
- Public Involvement
- Traffic Impact Analysis (T.I.A.)/Traffic Studies and to conduct any traffic counts for the project
- Conduct any operational / Level-of-service analyses of site driveways, street intersections or other roadways in the study area
- Preparation of capital costs, O&M cost and/or a life cycle cost
- Evaluation of the development of recommendations for infrastructure not associated with the proposed project
- An environmental investigation will not be required for this project.
- Jurisdictional determination is not required for this project.

Fee and Schedule

Halff will perform the tasks described above in the Scope of Services for lump sum fee of **\$74,888.00**. This fee does not include the excluded services described above. Fee breakdown is included below and in the attached Project Work Plan spreadsheet.

Task 1: Project Management and Data Collection	\$ 19,928.00
Task 2: PER Milestones and Deliverables	\$ 54,960.00
TOTAL	\$ 74,888.00

Halff estimates the entire project will be completed in approximately three (3) months, pending typical City review times, from the date of notice to proceed to perform these services. Halff understands the City will need the completed PER by March 2025.



We appreciate this opportunity to work with you on this project. If you have any questions or need additional information, please feel free to contact me by phone at (210) 798-1895 or email at sedwards@halff.com.

Respectfully,
HALFF ASSOCIATES, INC.

Sam Edwards, PE, CFM
Senior Project Manager

APPROVED:

It is understood and agreed that by signing this proposal you agree with the attached "General Terms and Conditions."

City of Seguin:

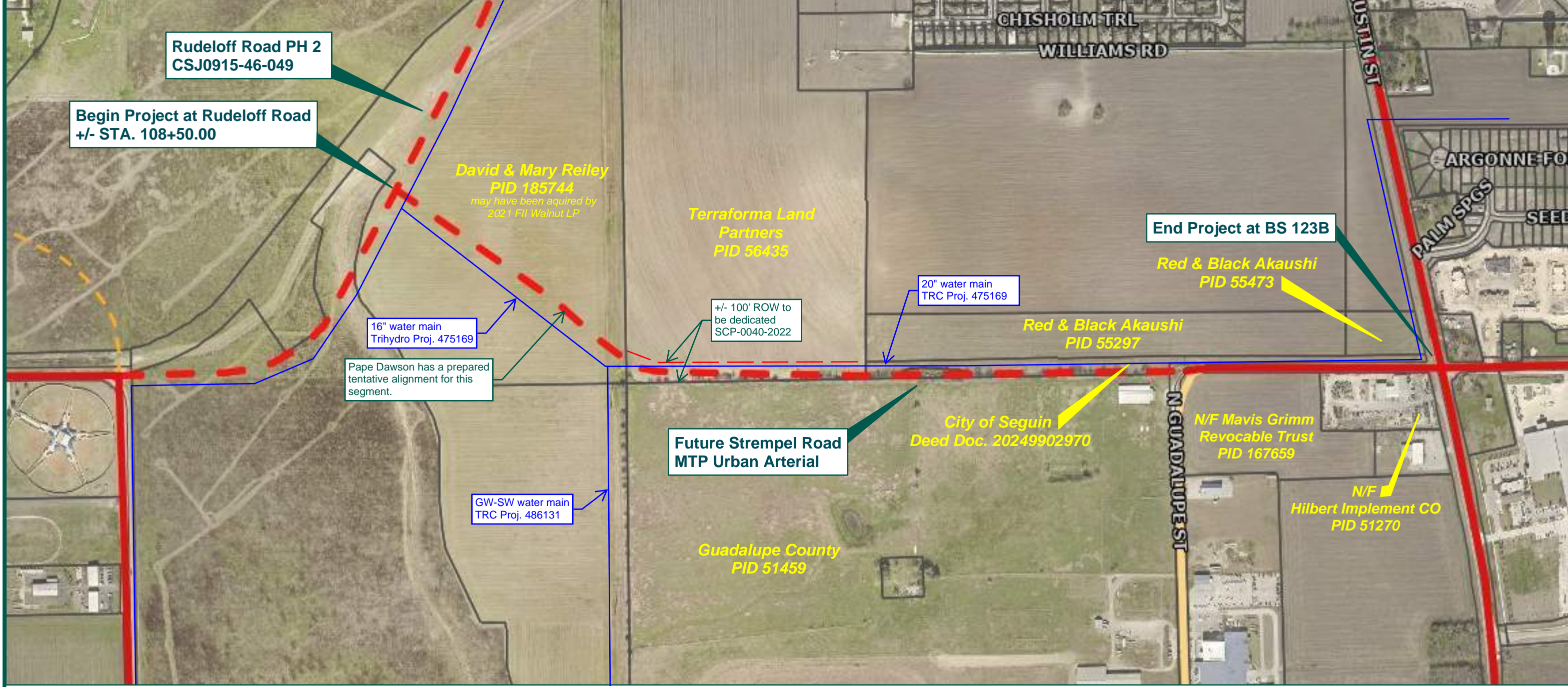
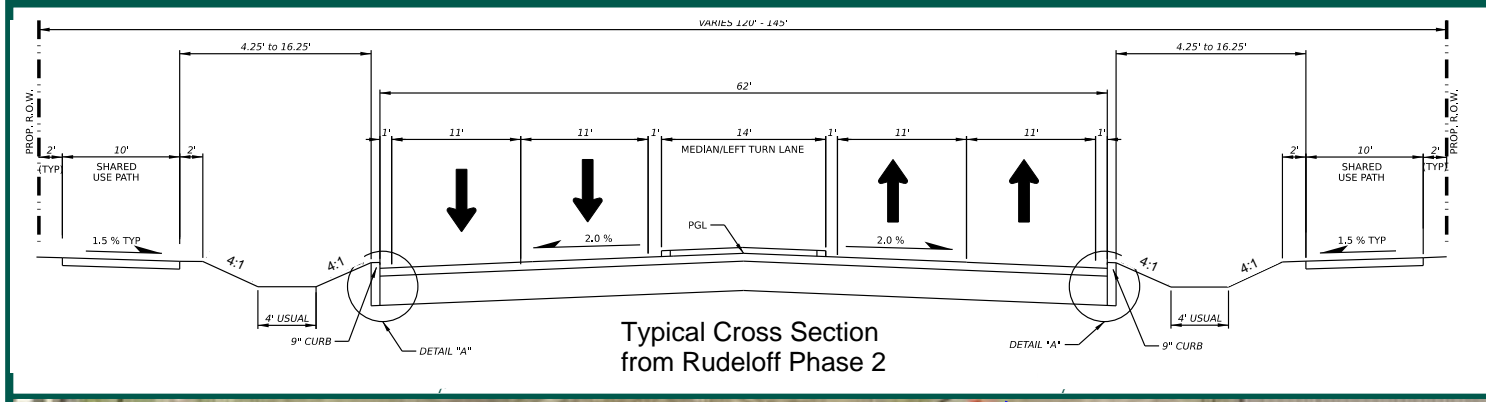
By: _____

Print Name

Signature

Title: _____

Date: _____



STREMPSEL ROAD MTP EXHIBIT

NOT TO SCALE

Attachment A



This map is for information purposes only and represents the best data available at the time of printing. The City of Seguin assumes no liability for errors on this map or use of this information.

Fee/Price Proposal Breakdown for Professional Services: This level of effort is for estimating purposes only. This is a lump sum fee structure so, effort will be billed on a percent complete basis.

Project Name:	Stempel MTP Schematic
Name of Firm/Prime:	Halff
Date Proposal Submitted:	12/30/2024
Project Manager:	Sam Edwards

Position/Personnel Title	QA/QA Manager	Project Manager	Senior Engineer V	Engineer III (PE)	EIT	Admin / Accounting	Sub-total
Fully-Loaded Hourly Wage Rates * (as defined below)	\$280.00	\$220.00	\$255.00	\$155.00	\$130.00	\$121.00	
Task to be performed/Phase Description (Including Sub-consultant work)	Hours	Hours	Hours	Hours	Hours	Hours	Total Hours
Task 1: Project Management and Data Collection							
a. Project Coordination and Correspondence		8	12		24	8	52
b. Project Meetings and Collaboration (3 meetings)		8	12		8		28
c. QAQC - distributed per task							
d. Collect & review previous studies & design plans			8		24		32
Sub-total Task 1:							\$19,928.00
Task 2: PER Milestones and Deliverables							
Preliminary Engineering Report and Schematic Plan (PER)							
Preliminary Engineering Design Schematic		4	8	40	100		152
Preliminary Engineering Design Cross Sections		2	4	16	40		62
Drainage Analysis & Memo		4	8	24	60		96
Opinion of Probable Construction Cost (OPCC)		2	4	8	16		30
QAQC	16						16
Sub-total Task 2:							\$54,960.00
Total Hours:	16	28	56	88	272	8	468
Total Fee Proposal (Not to Exceed):	\$4,480.00	\$6,160.00	\$14,280.00	\$13,640.00	\$35,360.00	\$968.00	\$74,888.00

* A fully-loaded Hourly Wage Rate is defined as an employee's base hourly rate plus labor overhead (including fringe benefits), general and administrative (indirect) expenses, profit and escalation (if applicable).