

April 10, 2014

Mr. Jack Jones, Director
Parks & Recreation
City of Seguin, Texas

Re: Professional Landscape Architecture Services Proposal
New Community Park (Hoermann Property), Seguin, Texas

Dear Mr. Jones:

Thank you for the opportunity to present this proposal of professional landscape architectural services.

We understand that you wish to contract landscape architectural services for landscape design in association with the construction of facilities at a new Community Park on the West Side of Seguin commonly referred to as the Hoermann Property. Site development elements for which we would be responsible would include the elements shown on the Community Park Master Plan for the Hoermann Property that includes: vehicular parking and access, group pavilion, picnic shelters, splash pad, playground, restrooms/concession/storage building, recreation fields, walks, steps, ramps, walls, fences, gates, bollards, vehicular surfaces, special site features, lighting, planting, irrigation and other elements that might be necessary to develop the site. We will assist in selection of and coordinate our work with a skate park design build firm. Also included in the fee are three restroom upgrades or replacements at two other park facilities in Seguin.

SCOPE OF SERVICES:

Schematic Design: This first document set will include design concepts the amenities of the park and other elements that may be required to develop the site. This set will be suitable to submit to the City of Seguin for review and discussion.

Rialto Studio, Inc.
Landscape Architecture

2425 Broadway, Suite 105
San Antonio, Texas 78215

p. 210.828.1155

f. 210.828.1399

Design Development: Rialto Studio will further develop the project design. Review comments from the completion of Schematic Design will be evaluated and included in the work as Design Development is started. We will prepare a CADD master layout plan, or plans, of the site at scales dictated by the complexity of a given area. These master layout plans will illustrate the location and delineation of all site development design elements and features, and will serve as a base drawing for other design disciplines. Preliminary construction details will be prepared of essential site elements, which will describe the proposed nature of construction, and describe the appearance of proposed material selections. Rialto Studio will coordinate its work with other design team members.

Construction Documents (Permit Set): This task involves the preparation of construction drawings, technical specifications, and supplemental bidding documents for the proposed project. These drawings, details, and specifications will cover information required for construction of the buildings, shelters, playground, splash pads, (including providing site grading for all pedestrian pavements and planting areas), fences, gates, special features, regulatory, directional and park identity signage, lighting, planting, irrigation and other elements that might be necessary to develop the site. Note that in this phase of the work Rialto Studio will turn documentation of vehicular paving over to the civil engineer. Rialto Studio will prepare plans that locate and identify all plant materials, planting bed and turf materials to be used. A plant list, including quantities, sizes, botanical and common names, and any special installation requirements will be provided. We will also prepare irrigation plans to the extent of irrigation required. Rialto Studio will produce specification sections as are relevant to site development documented by Rialto Studio in CSI format for inclusion in the bid documents. Rialto Studio will coordinate its work with you and the other design team members.

For Construction Issue: Rialto Studio will make corrections to the Construction Document set of drawings required as a result of the permit set review. Rialto Studio will combine all addendums and accepted bid alternates into a single construction document set for the Owner, Contractor and Design Team to use throughout construction.

Construction Administration: Rialto Studio will attend a pre-bid conference or meetings with prospective contractors. We will assist the design team in preparation of Addendum items as they relate to the building, site development, planting and irrigation portions of the project, assist you in evaluating Base Bids and Alternates (if the project is negotiated with a single contractor Rialto Studio will work along side the design and construction team to provide input and guidance regarding site design and cost) and monitor construction of the site development portions of the project and advise you of the progress of the work.

Rialto Studio will review Contractor submittals and payment applications, respond to Requests for Information and prepare Change Orders, Construction Change Directives, Supplemental Drawings and Specifications, review and approve Contractor Schedule of Values and Contractor Pay Requests, provide written reports of on site observations, participate in punch a list inspection(s), and participate in a final inspection of the constructed work.

SCHEDULE:

A draft project schedule is included with this proposal to show the probable complete dates for the design and documentation; bidding and award; and construction. We will work with the City and staff to reduce the time frames for each portion of work if possible.

REMUNERATION:

We propose a lump sum fee of \$270,500.00 (two hundred seventy thousand five hundred dollars and no cents) with Other Services for a fee of \$75,548 (seventy five thousand, five hundred forty eight and no cents). We will invoice you monthly based on the percent of our work completed, and according to the following schedule.

<u>Design and Documentation</u>	<u>Fee</u>
Schematic Design	\$ 54,000
Design Development	\$ 68,000
Construction Documents	\$ 108,000
Construction Issue	\$ 2,500
Construction Administration	<u>\$ 38,000</u>
Total	\$ 270,500

<u>Other Services</u>	<u>Fee</u>
Survey (Tree & Topographic)	\$ 41,632
Geotech Survey & Report	\$ 6,500
Stormwater Detention	
Calculations & Design	\$ 18,416
Reimbursable Expenses	<u>\$ 9,000</u>
Total	\$ 75,548

Total Fees: \$ 346,048

Reimbursable Expenses: Compensation for reimbursable expenses incurred by Rialto Studio in conjunction with the project will be billed to you at 1.10 times their actual cost. We anticipate that reimbursable expenses will not exceed \$9,000.00 over the duration of the project.

The scope of work and fees quoted herein are for services as outlined. Once a phase of work has been completed the scope of work, design, and documentation of that work shall be considered complete. Any changes in the scope, design or documentation will require additional time and fee.

The above fees and reimbursable expense estimates do not include the cost of any consultants not listed. Should these services be deemed necessary, Rialto Studio will obtain proposals from the appropriate disciplines for your consideration.

The above fees and reimbursable expense estimates do not include any future taxes that might be levied by a government entity.

Exclusions: Services not covered by this proposal might include but are not limited to:

Drawing submittals beyond those listed above (This proposal includes one submittal per work phase plus a 50% construction document submittal [4 total], should additional submittals be required we will provide a proposal for an additional service fee.)

LEED Certification Process Support or other environmental, site or building related certifications.

Additional Services: These Additional Services and others that may be identified during the course of the work will be priced and invoiced separately on an hourly or negotiated lump sum basis, plus reimbursable expenses. Hourly rates for personnel are as detailed below. Reimbursable expenses for Additional Services items will be billed at 1.10 times their actual cost. We will not proceed with Additional Services work without written approval from you.

Rialto Studio Hourly Rates

Principal	\$ 130.00
Landscape Architect I	\$ 90.00
Landscape Architect II	\$ 75.00
Landscape Designer	\$ 65.00
Technical Staff	\$ 55.00
Administrator	\$ 35.00

Thank you again for the opportunity to submit this proposal of professional landscape architectural services. We look forward to working with you to complete this important project for the City of Seguin.

Cordially,

A handwritten signature in blue ink that reads "Peter Hinton". The signature is fluid and cursive, with the first name "Peter" and last name "Hinton" clearly distinguishable.

Peter Hinton, ASLA
Principal

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as Landscape Architects in Texas. The Board's current mailing address and telephone number are: P.O. Box 12337, Austin, Texas, 78701-2337, (512) 305-9000.