



July 2, 2024

Attn: Jamie Lee Case
630 E. Hopkins
San Marcos, TX 78666

RE: Quail Creek PDR

Ms. Case,

Halff Associates Inc. is pleased to submit this proposal for professional planning and design services for the Quail Creek master plan and Preliminary Design Report.

Per our understanding of the requirements, we propose the attached Scope of Professional Services.

We appreciate the opportunity to provide the services indicated herein and look forward to working with you on this project. Please feel free to contact me if you have any questions or comments concerning this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Hay", written over a horizontal line.

Brandon Hay, PLA, ASLA
Landscape Architect | Project Manager

EXHIBIT 'A' SCOPE OF SERVICES

San Marcos Quail Creek Preliminary Design Report CITY of San Marcos

The purpose of the services proposed herein is to provide professional consulting services consisting of landscape architecture, civil engineering, hydrology/hydraulics, and other services necessary for the development of the San Marcos Quail Creek Preliminary Design Report (the project).

This proposal assumes that some of the community engagement and presentations (the second open house, parks board and city council meetings/presentations) will be conducted in conjunction with the Riverfront Parks project. The fee for those meetings/presentations in this proposal only accounts for time needed to prepare additional boards and presentation material as it relates to Quail Creek. All time spent at the meetings and presentations is accounted for within the existing Riverfront Parks contract.

GENERAL SCOPE

Halff Associates, Inc. (Consultant) is proposing services to provide professional Master Planning and preliminary design services perceived as necessary for the development of the Quail Creek property for the City of San Marcos, Texas. Improvements are anticipated to be limited to within the area shown in the exhibit below. CONSULTANT services will consist of master planning, analysis and design for preparation of a Preliminary Design Report (PDR) for the project limits.

Proposed project limits



PROJECT UNDERSTANDING

A Preliminary Design Report (PDR) will be prepared that will identify and address critical site and design elements. The PDR will include the following:

- On-site drainage analysis and conveyance, including evaluation of flood risk (riverine and onsite)
- Public utility main and utility service capacities/availabilities
- City utility research and inventorying via GIS and records drawings.
- Master Plan development and design services
- On-site roadway and parking analysis
- On-site Erosion and Sedimentation Control design
- Evaluation of relevant codes and permitting required by the City and relevant state agencies
- Provision of preliminary opinion of probable construction costs
- Coordination for low impact design solutions
- Coordination with relevant local agency for public transit

PROJECT ASSUMPTIONS

Information to be Provided from City:

City shall provide the following information or services as required for performance of the work. CONSULTANT assumes no responsibility for the accuracy of such information for services and shall not be liable for error or omissions therein. The Consultant will utilize all data previously collected from the Riverfront Parks project as applicable.

- Current City and/or State ARC/GIS/AutoCAD data sets available for the entire project area.
- Infrared/Aerial photography of entire project.
- Information and studies on existing drainage areas on and off-site, if applicable and available.
- Current FEMA Flood Plain data of entire project area.
- Utility information (plans, maps, etc.) both current and archived within the City.
- Construction and as-built plans of existing facilities completed within the park property and adjacent to site.
- Existing geotechnical reports and data for existing facilities recently completed within the park property and adjacent to the site, if available, for reference only.
- Copies of all licensing agreements, utility agreements, survey documents for right-of-way and easements, and other legal instruments related to the project.
- Provide hydraulic design criteria for project design.
- Provide standard details and specifications as necessary to assist design CONSULTANT.
- Prepare and coordinate any required Licensing and/or Utility Agreements.
- Acquire right-of-entry on any property not owned by the CITY should it be determined necessary to complete the scope of work identified within this agreement including survey, geotechnical and design team access.
- It is the CITY 's responsibility to facilitate and coordinate with private property owners, if deemed necessary.
- Provide ROW acquisition if required.
- Utility coordination for relocations.

Design Coordination, Miscellaneous

- Provide direction necessary for aesthetic treatment of proposed structures, amenities and landscaping.
- Provide a CITY team consisting of Public Works, Parks, Planning/ Development Services and other internal department members to provide consistent and thorough review/communication throughout design and permitting process.
- Pay/waive all CITY filing, permit review, application and inspection fees.
- Provide any other pertinent information to assist design CONSULTANT.

BASIC SERVICES

Phase 1.00 Master Planning | Public Engagement

This phase includes preparation of potential alternatives for the future layout and programmatic configuration of Quail Creek Parkland. These alternatives will be presented to the public and City staff to gather feedback and preferences. Community preferences and City comments will be compiled to determine the preferred vision for the park. A final draft master plan will be reviewed by CITY staff. The final draft plan will be presented at the second public meeting and CITY Council. This phase includes the following tasks:

2.01 Site inventory review

- a) Evaluate records and research material that was gathered during the site investigation effort in 2023 to ensure all information is still valid. Any updated information will be reflected in the final deliverable.

2.02 Conceptual Master Plans

- a) Develop three (3) preliminary concept plans establishing overall character and image of the park based on the site visit of park and City provided feedback. Preliminary concepts will be conceptual in nature with labels to show proposed locations of program items, pedestrian and vehicular circulation. Concepts will be complimented with associated photos to represent program activities on the plan. Review with CITY staff for comment. One round of comments is accounted for with this task.

2.03 Online Community Survey

- a) Utilize one (1) online survey (via the City's website) to solicit feedback from the general public on issues related to the Quail Creek concepts. The survey will contain questions related to our planning process and shall not exceed 30 questions in length.
- b) A call with the CITY at the beginning of the process will determine the content, specific length and other details related to the online community survey.
- c) CONSULTANT will develop a draft survey containing preliminary questions and content for CITY staff review and approval.

- d) Prior to the online survey being published, in consultation with CITY staff, develop a survey announcement/email blast which will be transmitted electronically or as part of a newsletter/postcard. City will be responsible for distributing all advertisements for the survey.
- e) Maintain the survey as active for a period of four (4) weeks as directed by CITY staff.

2.04 Public Open House Meeting (Initial)

- a) Conduct one (1) public open house with general public and key stakeholders identified by the City. These can include, but are not limited to area homeowner associations, nearby businesses, San Marcos preservation and environmental groups, and CITY staff members (One, weekday evening meeting for 3 hours maximum).
- b) Based on the attendance of key stakeholders at the first open house, the Consultant shall assist the City with follow-up meetings with individual stakeholder groups to gather targeted input. Up to four (4) key stakeholder meetings is accounted for in this task. The meetings will be in-person for up to 1-hour maximum each.

2.05 Refined Master Plan

- a) Based on the information gathered at the first open house and stakeholder meetings, the Consultant shall develop one (1) refined, final master plan, five (5) photo-realistic illustrations of the proposed master plan, and budget opinion of probable construction costs (OPCC). The Consultant shall work with the City to select the five perspectives prior to completion. One (1) round of revisions is accounted for in this task based on City comments.
- b) Formal design, lengths, and details for water quality facilities is not included in this scope of services. Design of such measures is anticipated to occur during formal construction plan preparation.
- c) CONSULTANT will ensure all proposed drive aisle and parking lot facilities adhere to City code.
- d) Parking lot design will reference the initial layouts of the Project site. CONSULTANT will confirm all drive isle widths and internal radii adhere to City of San Marcos development standards, include City Fire requirements.
- e) Pavement sections, structural design, including surface, base, and subgrade materials, are not included in this scope of services. Design of such measures is anticipated to occur during formal construction plan preparation and shall be designed by a 3rd party Geotechnical Engineer.

2.06 Onsite Roadway & Parking Design

- a) CONSULTANT will review and update all proposed drive isle and parking lot facilities to determine adherence to City code.
- a) Parking lot layout design

- b) CONSULTANT will ensure all drive isle widths and internal radii adhere to City of San Marcos development standards, include City Fire requirements.
- c) CONSULTANT will prepare three (3) conceptual layout plans for the proposed park project.

2.07 Erosion and Sediment Control

- a) CONSULTANT will identify locations of water quality facilities for the proposed improvements as determined by the landscape architect.
- b) Formal design, lengths, and details for the water quality facilities is not included in this scope of services. Design of such measures is anticipated to occur during formal construction plan preparation.

2.08 Opinion of Probable Construction Cost (OPCC)

- a) Produce one (1) overall OPCC broken down by Master Plan Graphic Enlargement area (three in total). One (1) set of CITY comments for the OPCC will provide CONSULTANT with direction/feedback. All onsite impervious cover included roadways, parking facilities, site utilities, grading, erosions and sedimentary controls, pedestrian facilities, signage and future design soft costs.

2.09 Public Open House Meeting (Follow-Up)

- a) Conduct a second, weekday evening open house for direct feedback on the draft master plan and park program. Consultant shall be responsible for printing and bringing master plan concepts, photos, and all items necessary to convey the plan at the open house. The City will be responsible for public outreach and development of all material to advertise the open house and collecting feedback. All social media, digital and mail information and distributed items will be the responsibility of the City to generate and maintain.
- b) The location for the public open house meeting will be determined and identified by CITY staff. The open house will be held in the evening after business hours. (One, weekday evening meeting for 3 hours maximum).

Provide the raw results of the online community survey to CITY staff along with one (1) digital summary of survey results and analysis. The materials needed for the open house will be discussed with CONSULTANT and CITY before the public open house. CONSULTANT will prepare interactive paper or board mounted displays, meeting signs, and sign in sheets as appropriate, and will be responsible for setting up displays for the meeting. Additionally, CONSULTANT will develop a summary of feedback comments received during the meeting and associated priorities generated by the citizen feedback and will incorporate these findings into the final PDR document.

Phase 3.00 Preliminary Design Report (PDR)

3.01 Develop draft Preliminary Design Report

- a) CONSULTANT to develop report template and draft of PDR. Report document is to be stylized and contain the illustrative exhibits described and developed above.
- b) CONSULTANT will then draft applicable sections of the PDR for issuance to the City.
- c) Write ups of the PDR to include impacts to the site including Right of Way, determination of sufficient water/wastewater capacity, floodplain and hydrological impacts, future roadway and intersection layouts, and public engagement summary.

3.02 Review draft report with CITY staff

- a) One (1) round of CITY comments will provide CONSULTANT with direction/ feedback.

3.03 Finalize report and deliver to CITY

- a) CONSULTANT will revise applicable sections of the PDR for issuance to the City.
- b) This task includes producing a summary report of existing conditions/analysis with an associated overall cost and executive summary to assist the CITY with programming and implementing proposed improvements.
- c) CONSULTANT team will conduct a formal QA/QC of the final drafted PDR prior to distribution to client.

3.04 Attend two (2) Parks Board Meetings, as required, for adoption of PDR.

3.05 Attend one (1) City Council Workshop, as required, for adoption of PDR.

3.06 Attend one (1) City Council Meeting, as required, for adoption of PDR.

EXCLUSIONS | ADDITIONAL SERVICES

The following services are not included within the scope of basic services unless previously discussed above. Should CONSULTANT be required to provide services in obtaining or coordinating compilation of this information, such services shall be performed as Additional Services. Additional Services shall only be provided if previously authorized by the CITY.

Additional Services may include, but not be limited to, the following:

- Evaluation of existing park property floodplain based on Atlas 14 rain fall values
- Public stakeholder meetings and/or other presentations/facilitation beyond those described in scope of services
- Preparation of construction documents, regulatory entitlement, bidding assistance and construction phase services related to any defined phases of the project
- Design Survey
- Subsurface Utility Consulting
- Geotechnical Services
- Materials Testing
- Any design work that will require work in the ROW or impact traffic entering and exiting the public and private ROW not accounted for in basic scope of services
- Traffic Impact Analysis
- Detailed cost estimating services or independent cost estimating by a third party
- Services required after final acceptance of final work product

- Preparation of presentation materials for marketing or purposes other than in-progress approvals.
- Provide consultation, drawings, reports and other work products related to permits, approvals and ordinances not described in scope of services
- Voice/Data System, Fiber Optic Network, Access Control/Security System and Audio System design.
- Natural Gas design
- LEEDs/Green Building/LID/SITES compliant design
- Utility coordination for relocations
- Design of utility extension(s) to the project site
- Analyzing or simulating water supply networks
- Detailed hydraulic analysis beyond the limits of the proposed project
- FEMA CLOMR and/or LOMR preparation or submittal
- Waters of the US 404 permitting through Army Corp of Engineers (USACE)
- Environmental studies and documentation required for NEPA compliance, in the event that federal funding is utilized, or agency involvement is required.
- T&E species presence/absence surveys or formal consultation with USFWS.
- Preparation of a Section 404 individual permit application or nationwide permit pre-construction notification.
- Cultural resources surveys.
- Phase I Environmental Site Assessment or research related to potential hazardous materials contamination.
- Environmental mitigation plans.
- Hazardous Site Assessments
- Property Title Research
- Coordination with individual property owners
- Legal Lot Determinations unless defined within scope of services
- Preparation of multi-use agreement(s) and exhibits
- Survey documents for right-of-way and easements
- Preparation and processing of Waivers, Variances or Exception
- Any services related to ROW and Land Acquisition
- ROW mapping exhibits and meets and bounds documentation required for ROW acquisition.
- Assistance or representation in litigation concerning the property of proposed project
- Conflict Resolution
- Consultants' certificates. The CONSULTANT shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the judgment of the CONSULTANT, increase the CONSULTANT's risk or the availability or cost of his professional or general liability insurance
- TDLR registration and RAS review
- "No-Rise" Certification for the Site
- Site Development and Building Permits
- Bridge Design
- Design or analysis of any existing roadway within or outside of the project limits.
- Land Acquisition services
- Easement acquisition or vacation including preparation of easement documents unless defined within scope of services
- Preparation of multi-use agreement(s) and exhibits

- Revisions to drawings previously approved by the City and regulatory entities due to changes in: Project scope, budget, schedule, unforeseen subsurface construction conditions or when such revisions are inconsistent with written approvals or instructions previously given; enactment or revision codes, laws, or regulations subsequent to the preparation of such documents
- Providing services other than those outlined in scope of services

End of Exhibit 'A' – Scope of Services

**EXHIBIT 'B'
 BASIC SERVICES**

**San Marcos Quail Creek Preliminary Design Report
 San Marcos, Texas**

Basic Services as described in Attachment 'A' will be provided for a total lump sum fee of **\$220,030.00** with an additional **\$2,500.00** for reimbursables. The overall fee total shown will not be exceeded without prior written authorization by the CITY.

Payment for total services as described in Exhibit 'A' will be invoiced to the CITY on a monthly basis, based upon a percentage of completed tasks. Below is a cost breakdown of the Basic Services:

1	Master Planning Public Engagement	\$ 157,250.00
2	Preliminary Development Report (PDR)	\$ 62,780.00
	BASIC SERVICES	\$ 220,030.00
	Reimbursables	\$ 2,500.00
	TOTAL BASIC SERVICES	\$ 222,530.00

End of Exhibit 'B' – Basic Services