



Request for City Manager Signature (\$50,000 and higher)

Project Name/Contract Number:	Hopkins Street Improvements	#219-129.5
Department Contact / Department Name:	Rohit Vij	Engineering/CIP
Date of City Council Approval: (Past or Recent)	January 20, 2020	
Return Signed Document to:	Rohit Vij	Ext: 8133

Background/Purpose: A change in service is requested to provide additional design engineering for Hopkins Street Improvements project. Scope will include the preparation of an Option 3 to include Moore Street from Hopkins Street to Hutchison Street, traffic analysis for Moore Street between Hopkins Street and Hutchison Street, an option for a southbound left turn lane along Moore Street at Hutchison Street and an option of pedestrian improvements at the intersection of Moore Street and Hutchison Street. CIS#1 will be funded from Hopkins Street Improvements account i.e. C594

Funding:

Project Number	Fund	Phase	GL Account	Amount
C594 Hopkins St Imps Moore to Guadalupe	General	Design	50036369-70200	\$32,415.00
C594 Hopkins St Imps Moore to Guadalupe	W/WW	Design	52036359-70200	\$14,500.00
C594 Hopkins St Imps Moore to Guadalupe	Electric	Design	51536369-70200	\$20,000.00

Reviewed / Approved:

User Department Director:		Date:	1/12/20
Purchasing / Contracting POC:		Date:	
Finance Director: (CDBG-DR)		Date:	
Purchasing Manager:		Date:	
Other Depts. as needed			

ATTACHMENT C

AUTHORIZATION OF CHANGE IN SERVICES
CITY OF SAN MARCOS, TEXAS

PROJECT: Hopkins Street Improvements (#219-129.5)

CONSULTANT: Kimley-Horn and Associates, Inc.

AUTHORIZATION NO.: 01

ORIGINAL CONTRACT DATE: January 20, 2020

AUTHORIZATION DATE: February 16, 2021

WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES

A change in service is requested to provide additional design engineering for Hopkins Street Improvements project. Scope will include the preparation of an Option 3 to include Moore Street from Hopkins Street to Hutchison Street, traffic analysis for Moore Street between Hopkins Street and Hutchison Street, an option for a southbound left turn lane along Moore Street at Hutchison Street and an option of pedestrian improvements at the intersection of Moore Street and Hutchison Street.

Previous Change In Services

#NA

Previous contract amount:	<u>\$ 388,096.53</u>
Net increase/decrease in contract amount:	<u>\$ 57,915.00</u>
Revised contract amount:	<u>\$ 446,011.53</u>

Requested by:

By: Brian C. Boecker

Date: 01/08/2021

Brian Boecker, Vice President

Printed name, title

Approved by:

City of San Marcos:

Date: _____

By: _____

Bert Lumbreras, City Manager

ATTACHMENT A - SCOPE

Hopkins Street Improvements: Guadalupe to Moore

The City of San Marcos (City) would like to retain additional engineering services for Hopkins Street Improvements project from Guadalupe Street to Moore Street. The additional services consist of the preparation of an Option 3 to include Moore Street from Hopkins Street to Hutchison Street, traffic analysis for Moore Street between Hopkins Street and Hutchison Street, an option for a southbound left turn lane along Moore Street at Hutchison Street, and an option for pedestrian improvements at the intersection of Moore Street and Hutchison Street.

Services to be performed by the Engineer

The Engineer shall provide the following additional services:

1. Data Collection, Survey, and Subsurface Utility Engineering

- I. No additional services required in this section.

2. Preliminary Engineering Services (30%)

- I. Project Management & Meetings
 - The engineer will attend and document up to 1 additional progress/comment resolution meeting. The engineer will prepare meeting minutes including action items to help maintain project schedule.
- II. Prepare Preliminary Engineering Report
 - Pull aerial images for the new portion of Moore Street from Hopkins Street to Hutchison Street.
 - Prepare a third alternative for Hopkins Street that also includes the limits of Moore Street between Hopkins Street and Hutchison Street, and the widening of Comanche Street for the addition of the left turn lane. Consists of paving exhibits (plan view only), roll plot, and opinion of probable construction cost (OPCC) of Hopkins Street reconstruction, Moore Street reconstruction, and widening of Comanche Street at Hopkins Street.
 - Prepare typical sections for third alternative for Hopkins Street, Moore Street, and Comanche Street.
 - Prepare an option for a southbound left turn lane along Moore Street at Hutchison Street. Consists of a paving exhibit (plan view only), typical section, and opinion of probable construction cost (OPCC).
 - Prepare an option for pedestrian improvements at the intersection of Moore Street and Hutchison Street. Consists of an exhibit showing the proposed improvements (plan view only) and an opinion of probable construction const (OPCC).
 - Traffic Analysis
 - Update Synchro base model for the corridor to use it to develop VISSIM model
 - Use VISSIM microsimulation tool to extend the traffic model along Moore Street from Hopkins St to Hutchison St.

- Calibrate existing AM and PM peak-period models appropriately to simulate existing conditions.
- Update future conditions VISSIM models for one (1) preferred alternative for AM and PM peak conditions for the corridor for an appropriate year.
- Updated one (1) VISSIM simulation video for the PM peak period showing plan view of the peak 15-minute traffic operations for the “Preferred Alternative” for the corridor Public Meetings.
- Summarize the findings, and recommendations of the traffic study in a Technical Memorandum.
- Develop one (1) VISSIM simulation video for the PM peak period showing plan view of the peak 15-minute traffic operations for the existing conditions.
- Consider access management measures that may be incorporated to consolidate driveways/access points to Moore Street.
- Prepare Utility Conflict exhibit and conflict analysis spreadsheet for Moore Street.
- Perform internal quality control review.
- Submit Alternative 3 plan exhibits, roll plot, typical sections, and OPCC to the City for review/comment.
- Respond to and address City comments for Alternative 3.
- Incorporate Alternative 3 improvements into the Final PER and submit to the City.

III. Deliverables

- Monthly Status report included with monthly invoice
- Alternative 3 plan exhibits, roll plot, typical sections, and OPCC.
- Final PER with inclusion of Alternative 3 improvements.

Additional Services:

Services not specifically identified in the Scope of Services above shall be considered additional and shall be performed on an individual basis upon authorization by the City.

ATTACHMENT B - FEE SCHEDULE												
City of San Marcos, Texas Hopkins Street Improvements: Guadalupe to Moore												
	Professional Service Description	Total Task Hours	Total Task Cost	Kimley-Horn Staff						Subconsultants		
				Senior Engineer II	Senior Engineer I	Professional	Analyst II	Analyst I	Clerical Staff	Byrn (Survey)	Quality Counts (Traffic Counts)	Rios Group (SUE)
				\$255.00	\$210.00	\$165.00	\$145.00	\$135.00	\$95.00	Fee	Fee	Fee
Task 1 - Preliminary Engineering Services												
2-I	Project Management and Administration		\$ -									
	Attend up to 1 Progress/Comment resolution Meetings	9	\$ 1,665	3		3		3				
	Conduct Site Visit	9	\$ 1,665	3		3		3				
	Prepare Meeting Minutes	3	\$ 525	1				2				
2-III	Prepare Preliminary Engineering Report											
	Pull Aerials to incorporate new project area	5	\$ 745			1	4					
	Prepare Paving Plan Sheets & Roll Plot	66	\$ 10,530	8		12	30	16				
	Prepare Paving OPCC	5	\$ 745			1	4					
	Prepare Typical Sections	5	\$ 745			1	4					
	Prepare SB Left Turn Lane along Moore Street at Hutchison	42	\$ 7,050	8		8	18	8				
	Prepare SB Left Turn Lane OPCC	5	\$ 745			1	4					
	Prepare Typical Sections	5	\$ 745			1	4					
	Prepare Pedestrian Improvements at Moore and Hutchison	24	\$ 3,720	2		4	12	6				
	Prepare Pedestrian Improvements OPCC	5	\$ 745			1	4					
	Traffic Study	0	\$ -									
	Develop Synchro model for the corridor	3	\$ 435			1		2				
	Update VISSIM base model for the corridor	12	\$ 1,890		2	4		6				
	Calibrate AM and PM peak models	10	\$ 1,515		1	3		6				
	Develop AM & PM Future Conditions VISSIM model for "Preferred Alternative"	12	\$ 1,890		2	4		6				
	Develop VISSIM video simulations for "Preferred Alternative"	14	\$ 2,160		2	4		8				
	Update/Develop MOE results from VISSIM for up to 4 models	13	\$ 1,950		1	4		8				
	Summarize results & recommendations in a Tech Memo	14	\$ 2,160		2	4		8				
	Develop VISSIM model for "Existing Conditions"	14	\$ 2,160		2	4		8				
	Incorporate Access Management Considerations	8	\$ 1,335	1	1	2		4				
	Prepare Utility Conflict Exhibit and Conflict Analysis Spreadsheet for Moore Street	9	\$ 1,455	1		2	6					
	Quality Review	12	\$ 2,520	4	4	4						
	Respond to/Address City Comments on Alternative 3	19	\$ 3,000	2	1	4		12				
	Incorporate Moore Street and Alternative 3 into Final PER	34	\$ 5,370	2	4	4	12	12				
	Total Task 2:	357	\$ 57,465.00	35	22	80	102	118	0			
Reimbursable Expenses												
	Plotting & Reproduction		\$ 200									
	Mileage		\$ 150									
	Overnight Mail		\$ 100									
	Total Reimbursable Expenses:	0	\$ 450	0	0	0	0		0			
	Total Hours	357		35	22	80	102	118	0			
	Total Fee		\$ 57,915.00									

Fee Breakdown by Firm:

Kimley-Horn	\$	57,915
Byrn (Survey)	\$	-
Quality Counts (Traffic Counts)	\$	-
Rios Group (SUE)	\$	-

TOTAL FEE	\$	57,915.00
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The hours listed above are an estimate. The hours assigned to the Phase are not exclusive to the Phase which they are assigned. The total fee will not exceed the total contract amount as discussed in Article 2. The hourly rates of this contract shall apply throughout the remainder of this contract and to all change in services.

Payment to the ENGINEER will be made as follows:

1. Basic Services - The amounts of these invoices will be based upon the extent of work completed by the Engineer on an hourly basis.
2. Supplemental Services - The Engineer will receive approval in writing before performing supplemental services. The amounts of these invoices will be based upon the extent of work completed by the Engineer on a lump sum basis.
3. Reimbursable Expense - Reimbursable expenses including such things as expenses for plotting, reproduction of documents, auto travel mileage (current IRS approved mileage rate), delivery charges, long distance communications, freight, and state accessibility will be invoiced with appropriate backup documentation.

Invoice and Time of Payment

Invoices will be prepared in a format approved by the City prior to submission of the first monthly invoice. Invoices shall be submitted monthly and paid within 30 days.