



# EXHIBIT A

## PROJECT:

Landscape Architecture: *Rowlett Trail & Eugene McDermott Trailhead – Allen, TX*

## UNDERSTANDING:

The CLIENT is of the opinion that the CONSULTANT has the necessary qualifications, experience, and abilities to provide the services described herein.

The CONSULTANT is agreeable to providing the services to the CLIENT on the terms and conditions set out in this agreement.

The CLIENT understands that the CONSULTANT will not be responsible for any program or planning decisions made prior to being contracted for the scope described within.

It is understood by the CLIENT that the scope and fees described herein are being prepared by the CONSULTANT as one bid package.

It is understood that if the CLIENT expands the program significantly beyond what is listed in the anticipated program below, additional services will be requested.

It is understood by the CONSULTANT that the project limits reside within an existing Conservation Easement, and the proposed improvements must meet the restrictions set out in said easement.

It is understood by the CONSULTANT that the adjacent trail extension project is completely separate from this contract.

It is understood by the CONSULTANT that the construction of the project will be managed, primarily by City park staff.

It is understood by both the CLIENT and the CONSULTANT that the terms of this proposal are good for 45 days from the time of receipt. Proposal fee is subject to adjustment thereafter.

The CLIENT agrees to engage the CONSULTANT to provide the CLIENT with the basic services consisting of consisting of design services for the development of a new trailhead facility in Allen, TX comprised of approximately **4.85** acres.

## SCOPE OF SERVICES:

The SUBCONSULTANT will perform the work associated with *the planning and design of a Trailhead for Rowlett Creek Trail*. The CLIENT agrees to engage the CONSULTANT to provide the CLIENT with the basic services consisting of conceptual design, design development and preparation of permitting and construction documents for the trail improvements.

CONSULTANT services will include concept development, design and construction tasks associated with the following potential site program elements:

1. Demolition and removal of existing site elements to allow for installation of the new park improvements.
2. New deceleration lane for right turn into trailhead facility from McDermott Drive.
3. A custom-built restroom facility.
4. A main kiosk with an overall trail system map, possibly incorporating some shade.
5. An overlook, rest area with interpretive signage.
6. A plan for future opportunities for public artwork display (separate from this contract and scope)

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7. Architectural theming for the trailhead, with consideration towards environmentally sound practices. Architectural design of any vertical elements will complement the selected theme.
8. CPTED design considerations for safety and environmental consciousness.
9. A curb-less parking lot with 50 parking spaces, allowing storm water to be treated with a bio-swale / bio-retention elements- including interpretive signage highlighting such features.
10. New, low maintenance landscape associated with proposed park elements, plus the required irrigation,
  - a. incorporating a naturalized approach, including use of decorative rock, boulders, etc.
11. Pedestrian facilities (hardscape/paving) that establish a connection from the parking lot and trailhead to the trail, and to a sidewalk along McDermott Drive.
12. Site amenities, such as litter receptacles, benches, bike racks and picnic tables.
13. Lighting design associated with trailhead, parking and entry areas, including the required, associated electrical distribution.
14. An outdoor drinking fountain, including the associated water service and drainage.
15. Wayfinding / interpretive site signage.
16. Consideration given to the adjacent land uses.

CONSULTANT will engage multiple sub-consultants as independent contractors to provide the basic scope of work. Sub-consulting team may include the following disciplines and services:

1. Architecture
  - a. Custom Restroom facility design
    - i. Code review, floor plans, elevations, sections, COMCheck
  - b. Includes MEP engineering
2. Electrical
  - a. Site lighting design
  - b. Restroom lighting design
3. Structural Engineering
  - a. Restroom structural design
  - b. Site elements foundation design
4. Irrigation
  - a. Irrigation system design for proposed plantings
5. Estimator
  - a. To provide opinions of probable construction costs at various design stages as indicated
6. Civil Engineering
  - a. On-site drainage and utility design
  - b. Deceleration lane
  - c. Grading
  - d. Erosion control
7. Geotechnical Engineer
  - a. Soils reporting
  - b. Engineering recommendations
8. Surveying
  - a. Platting
9. Understands the civil engineer for the adjacent trail extension project (as part of a separate contract) will be providing the topographical and tree survey as well as the environmental impact statement, which will include the trailhead project limits.

Consulting services will include the following:

#### 1.01 SITE INVESTIGATION SERVICES

1. Site Inventory and Analysis, including the following services:



- a. Site visit, research, photography and related activities to gather information on the existing site, surroundings and neighborhood context.
  - b. Analysis of site findings contained in a report and/or graphic exhibit displaying the existing site features and factors impacting the project. This exhibit will be geared towards informing the CLIENT of the unique opportunities and constraints involved in developing the intended park use at the proposed project location.
  - c. Review of the existing Conservation Easement between the landowner and the Connemara Conservancy Foundation, which dictates what can be proposed/constructed within the Conservation Easement.
2. Geotechnical investigation and recommendations of the proposed site (to occur after a final concept has been selected/approved) that include the following:
    - a. Engaging a third-party subcontractor to complete borings as follows with truck-mounted drilling equipment:
      - i. 1 boring to a depth of 25' beneath the proposed building site.
      - ii. 1 boring to a depth of 15' beneath the proposed monument sign.
      - iii. 1 boring to a depth of 5' beneath the proposed pavement area.
      - iv. \*depths of borings may be modified depending on field conditions\*
    - b. A maximum of one site visit to determine the location of borings
    - c. Testing on the soil samples with type and amount of testing to be determined by the Engineer:
      - i. Moisture Content, Atterberg Limits, Swell Tests, Unconfined Compression Testing, Pocket Penetrometer Readings, Determination of Suction Values, Hydrometer, % fine clay readings, % Passing #200 Sieve, Unit Weight Determinations
    - d. Written Geotechnical Report to include:
      - i. Report and Recommendations for alternate foundation types, bearing values,
      - ii. Potential Vertical Movement estimates, and required soil modification to reduce the PVM for the proposed site
      - iii. Boring Logs with full testing data

#### 1.02 CONCEPT DESIGN SERVICES

1. Participate in one (1) virtual "kickoff" meeting with city staff to confirm scope, discuss the project approach, the objectives, the schedule, and the budget.
2. City municipal code requirements research, including a coordination meeting/phone call with the City of Allen's Park and Recreation Department staff.
3. Review of any applicable existing master planning, needs assessments, facilities inventories, or public surveys, etc.
4. Preparation of two (2) alternative concept plans using existing survey information and incorporating the desired program elements. These concept plans will incorporate the layout of proposed site improvements listed in the Scope of Work in a simple sketch and will also illustrate the proposed architectural theme. Deliverables will be pdf copies of the plan. Plans will include a display of precedent images and park product cut sheets to illustrate/support the design intent.
5. Participation in one (1) virtual meeting with City staff to present/discuss the concept plans. The intention of this meeting will be to illustrate how the stakeholder recommendations were incorporated into the direction for the concepts and confirm the proposed and program and design meets the city's intentions.
6. Preparation of one (1) final concept plan using stakeholder and park staff recommendations. The concept plan will incorporate the layout of proposed site improvements listed in the Scope of Work, plus one "bird's eye" and one "ground level" perspective rendering. Deliverables will be pdf copies of the plan. Plan will be a color-rendered presentation graphic that will clearly layout out all of the proposed improvements and will include a display of precedent images and park product cut sheets to illustrate/support the final design.



7. Preparation of a preliminary opinion of probable construction costs (OPC) based on the approved concept plan. This OPC will not be prepared by a third-party estimator.
8. Participate in one (1) virtual meeting with city staff and stakeholder to present the final, preferred concept.
9. Coordination with the trail extension civil engineer (other contract) to determine where and how the connection between the trailhead and the trail should be made.

#### 1.03 DESIGN DEVELOPMENT SERVICES

1. One (1) pre-development meeting with City Parks Department staff.
2. Preparation of Design Development documents that illustrate an approximate 60% level of Construction Document completion.
3. The CONSULTANT will prepare a set of construction documents that will incorporate the comments on the approved Concept Plan. The Design Development documents will include plans/sections/elevations, showing critical dimensions and features for the following:
  - a. Site layout (pedestrian circulation, overlook plaza, parking and access drive layout, main trail kiosk structure, restroom facility, park entry).
  - b. Layout of deceleration lane along McDermott Drive.
  - c. Floor plan of the restroom building.
  - d. Selection of surface finishes (i.e. paving, pavers, special paving, aggregate, turf).
  - e. Lighting fixture selection and layout.
  - f. Layout of the power and electrical distribution system.
  - g. Preliminary sections and elevations to illustrate design intent.
  - h. Preliminary grading plan.
  - i. Preliminary utility plan (for restroom and drinking fountain). (By others)
  - j. Preliminary drainage plan. (By others)
  - k. Preliminary planting layout.
  - l. Irrigation mainline routing, point of connection and sleeving.
4. The Design Development documents will be submitted to the CLIENT for review and approval in pdf format.
5. Preparation of an opinion of probable construction costs based on the design development documents. This version will not be prepared by a third-party estimator.
6. Participation in one (1) progress review meeting with the CLIENT.
7. Coordination with various vendors to select and lay out the site furnishings, etc. including obtaining new or updated quotes.

#### 1.04 CONSTRUCTION DOCUMENTS

1. Preparation of Construction Documents that illustrate a 95% and Final level of completion after approval of the Design Development and Site Plan has been given.
2. The CONSULTANT will prepare a set of construction documents that will incorporate the comments on the Design Development and will document the following:
  - a. Existing Conditions and Demolition Plan.
  - b. Erosion Control Plan that includes associated details and regulatory language that meets City of Allen and TCEQ requirements. (By others)
  - c. Construction Layout Plan for all "hardscape" improvements and site amenities such as trash receptacles, benches, and bike racks.
  - d. Horizontal Control/Grading/Paving Plan and Details / Typical Sections / Drainage & Utilities Layout and Details / Regulatory Signage / Erosion Control for the deceleration lane improvements on McDermott Drive.
  - e. Preparation of a Grading Plan that includes existing and proposed contour lines, spot grades, top of wall elevations, finish floor elevations and top of inlet elevations. The Grading Plan will illustrate compliance with TDLR requirements for accessible route from the sidewalks along McDermott Drive to the trailhead facilities and from the parking lot to each proposed park element.



- f. Utility Plan that includes water line, sewer line and utility design details that comply with city standards. (By others)
  - g. Drainage Plan that includes storm drainage collection lines and a drainage area map. Accompanying the Drainage Plan will be storm drainage details that comply with city standards. (By others)
  - h. Architectural Plans, Sections, Elevations, and Details for the Restroom Facility
  - i. Site Electrical Plans, Details and Schedules.
  - j. Electrical and Power Distribution Plan and Details.
  - k. Structural Details for the restroom facility foundation and all site improvements requiring structural foundations, footings, etc.
  - l. Planting Plan that includes size, quantity and plant locations for each plant type, as well as associated planting details. Planting Plan will also include the turf grass in the common areas as well as the open play area.
  - m. Irrigation Plan and Details.
  - n. Site Construction details (signage, pedestrian paving, play features, site amenities, specialty paving, etc.). City of Allen standard details will be applied where applicable.
3. Preparation of an opinion of probable construction costs based on the 95% construction documents.
  4. Preparation / compilation of a Project Manual consisting of Bid and Contract Requirements (templates provided by CLIENT) and Technical Specifications.
  5. Participation in one (1) progress review meeting with the CLIENT at each submittal.
  6. Design modifications will be made, as required, to balance the project scope and construction budget.
  7. Construction drawings will be submitted for engineering and building permit review upon completion of construction documents.
  8. Construction documents will be revised to address review comments received from the CLIENT at each submittal.
  9. Provide final, signed and sealed construction documents by all required licensed professionals.
  10. Design coordination and progress meetings will be held as needed via web conference with the Design Team during the Construction Document Phase.
  11. Preparation of a plat, that includes the following:
    - a. Plat preparation – obtaining all the necessary information in order to plat.
    - b. Plat representation – preparing the materials for submission.
    - c. Plat submission – submitting the plat and addressing comments.
    - d. Final plat – recording the final document for the city records.
  12. Coordinate submittal of construction documents to the Texas Department of Licensing and Regulation (TDLR) if project exceeds \$50,000 or a designated independent reviewer for review and inspection. Application fees for the reviews will be designated as a direct expense and are subject to reimbursement as described in the Compensation portion of this Agreement. CONSULTANT will work with accessibility review staff for final plan approval and inspection. The plans will be revised as needed to obtain approval.
  13. CONSULTANT will be responsible for preparing the application and payment of associated registration, review and inspection fees (to be included in our reimbursable expenses).

#### DESIGN DELIVERABLES

1. Coordination products: sketches, redlines, calculations, etc.
2. A digital pdf copy of the Design Development (60%) documents.
3. A digital pdf copy of the 95% and Final Construction documents.
4. A digital pdf copy of the Specifications Book.
5. A digital copy of the opinion of probable construction cost review.
6. Digital copy of all meeting notes.
7. Digital copy of engineering and building permit review construction drawings.



#### 1.05 BIDDING ASSISTANCE

1. Participate in a Pre-Bid Conference facilitated by the CLIENT.
2. Address inquiries from Bidders during the bid phase and issue addendums to the Construction Documents if required.
3. This agreement excludes value engineering to align bid amount to the project budget.

#### DELIVERABLES

1. Four (4) sets of construction drawings, full size.
2. Four (4) sets of bid documents and technical specifications.
3. Digital copy of each Addendum.

#### 1.06 CONSTRUCTION ASSISTANCE

1. Participate in a pre-construction conference facilitated by the CLIENT
2. Review of requests for information (RFI's), shop drawings, submittals, requested substitutions; providing clarifications as required.
3. Provide written responses to RFIs submitted by the Contractor in the form of Proposal Requests, Change Orders or Construction Change Directives. Responses will be provided within 7 to 14 days of the submitted requests whenever possible.
4. Provide the Contractor and the City with the final design CAD files.

#### DELIVERABLES

1. Digital copy of each proposal request, change order and construction change directive.

#### 1.07 CLIENT RESPONSIBILITIES

1. Public outreach for notification of public meetings or requests for public surveys.
2. Scheduling and coordination of all public and city meetings.
3. Topographical and tree surveys.
4. Provide plan review and administrative coordination during each project phase.
5. Approval of budgets prior to advancing to further phases of design.
6. Approval of scheduling.
7. Front-end (boiler plate) Bid documents for inclusion in the project manual.
8. Digital files of existing improvements, environmental reports, needs assessments, public surveys, design guidelines, etc. if available.
9. Associated legal documents for all encumbrances (old or new) within or adjacent to the proposed site.
10. Access rights to the property and adjacent properties (if necessary) for the purposes of this project.
11. Applicable city standard details and specifications.
12. Coordination and assistance with plan review involving other city departments.
13. Coordination with bidders regarding the plan changes.
14. City review or permitting fees.
15. Principal construction administration services, including daily management of construction, progress reporting, meetings, construction project accounting, inspections, materials testing

#### 1.08 ASSUMPTIONS

1. This project and the subsequent work involved will not be subject to city planning and zoning or site plan approvals.
2. This project will be bid and constructed in one phase.
3. Preparation and submittal of reports, calculations, and drawings to FEMA for a proposed revision to the Flood Insurance Rate Map are not included.
4. Existing utility connections will be used. No extension of City mains is included



5. No Traffic Impact Study, Rezoning, Re-platting is required for this project/site.
6. No Storm Water detention is required for this site, the site will be designed to be sheet flow.
7. The existing onsite utilities have adequate capacity to serve the proposed facility. Sanitary sewer service and water supply will be provided by connection to the existing onsite utilities without any improvements or modification.
8. Repair of pavement or grading of sites after completion of testing due to drilling rig causing damage to property due to the weight of the machine will be performed by a third party.
9. Use of ATV Buggy rig to access the site due to soil and site conditions may be necessary. Additional costs will be associated with this service. This work will only be performed after authorization from the client.
10. A maximum of one site visit will be required for the location of borings.
11. Design of lift stations, grinder pumps, septic systems, aerobic systems, etc. to be performed by a third party.
12. Design of fire alarm system to be performed by a third party if required.
13. Design of data, security, and communication systems to be performed by a third party if required.

#### 1.09 ITEMS NOT INCLUDED IN THIS SCOPE OF SERVICES:

1. Planning and zoning assistance.
2. Topographical and tree survey.
3. Offsite or downstream Topographic Surveys.
4. Public Involvement or council presentations.
5. Construction sequencing.
6. Traffic Control Plan
7. Street lighting or Signalization design along McDermott Drive
8. Continuous On-Site Observation or Quality Control
9. Construction materials testing.
10. Traffic Impact Analysis
11. Perimeter street paving design.
12. Value engineering.
13. Preparation of flood studies LOMR, CLOMR, FEMA, etc.
14. Environmental services.
15. Design of any off-site improvements.
16. Franchise utility design.
17. LEED design.
18. Alternate Bid Items
19. Zoning or entitlements.
20. Landscape / low voltage lighting.
21. Record drawings.
22. Major modifications to design/plans after final concept has been selected (greater than 20% of site improvement area).

#### 1.10 SCHEDULE:

The CLIENT agrees to a reasonable schedule for delivery of the scope of services, to be determined by the CLIENT as project milestones are set by the CLIENT. Tentative schedule, subject to change during the project, is as follows:

1. Notice to proceed (Council approval): **July 21<sup>st</sup>, 2021**
2. Topo Survey/Discovery Phase: **August 30<sup>th</sup>, 2021**
3. Concept Development Completion: **September 30<sup>th</sup>, 2021**
4. Bid documents complete: **February 6<sup>th</sup>, 2022**
5. Construction Start: **July 2022**

#### COMPENSATION:

The CLIENT agrees to compensate the SUBCONSULTANT for performing the basic services as listed in the scope of services at hourly fee rates, not to exceed a total sum of



**\$102,060.00; one hundred two thousand sixty dollars and zero cents** broken down as follows:

1. For the SITE INVESTIGATION SERVICES (Task 1.01) a lump sum of **\$3,970.00; three thousand nine hundred seventy dollars and zero cents.**
2. For the CONCEPT DESIGN SERVICES (Task 1.02) a lump sum of **\$16,000.00; sixteen thousand dollars and zero cents.**
3. For the DESIGN DEVELOPMENT SERVICES (Task 1.03) a lump sum of **\$23,900.00; twenty-three thousand nine hundred dollars and zero cents.**
4. For the CONSTRUCTION DOCUMENT SERVICES (Task 1.04) a lump sum of **\$50,690.00; fifty thousand six hundred ninety dollars and zero cents.**
5. For the BIDDING ASSISTANCE SERVICES (Task 1.05) a lump sum of **\$1,500.00; one thousand five hundred dollars and zero cents.**
6. For the CONSTRUCTION ADMINISTRATION SERVICES (Task 1.06) a lump sum of **\$6,000.00; six thousand dollars and zero cents.**
7. Reimbursable expense costs are not included in the amounts above and shall be billed at cost, plus 10%. These costs include, but are not limited to courier fees, reprographics, mileage, accessibility review/inspection fees and travel expenses.

Monthly progress or milestone invoices for basic services and additional services submitted by Consultant are due upon receipt and shall be considered past due if not paid within thirty (30) calendar days. Payments shall be delivered by wire or check to the address for Consultant set forth on Page 1. A service charge on all past due accounts will accrue at the rate of 1½% per month or the maximum allowed by law, whichever is less.

**ADDITIONAL SERVICES:**

The CONSULTANT may provide services beyond the CONSULTANT's basic service listed in the scope of services upon written authorization from the CLIENT. Additional services shall be provided on either a fixed-fee or hourly basis with a mutually agreed, not-to-exceed amount.

1. Additional meetings or site visits beyond those listed in basic scope.
2. Additional topographic or tree surveys.
3. Plan presentation graphics beyond those listed above.
4. Grant writing assistance.
5. Plan revisions due to owner-requested change in land use or other building/site changes resulting in modifications to 20% or more of the site design after concept approval.
6. Additional plans required for planning approval or permitting, beyond those listed in TASK 1.02. Additional revisions requested will be performed on an hourly basis with hourly rates as follows:

a. Principal in Charge.....	\$160.00
b. Project Principal.....	\$140.00
c. Deputy Project Manager.....	\$90.00
d. Landscape Designer.....	\$85.00
e. Cad Operator .....	\$80.00
f. Clerical.....	\$50.00

*\*Subconsultant hourly rates available upon request.*