



## AGENDA ITEM SUMMARY FORM

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**MEETING DATE:** November 12, 2024  
**PREPARED BY:** Chris Whittaker  
**AGENDA CONTENT:** BG Peck Soccer Complex Field Regrading Project  
**AGENDA ITEM SECTION:** Regular Agenda

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**BUDGETED AMOUNT:** NA  
**FUNDS REQUESTED:** \$58,100

**FUND:**

### EXECUTIVE SUMMARY:

The City has previously stockpiled fill dirt at the BG Peck Soccer Complex in anticipation of the regrading of the 10 existing soccer fields. This proposal from HDR is for the design, bid and construction administration phase of the regrading of the identified fields. This included the regrading of the swales between the fields and replacement of the irrigation lines on fields 5&8.

### RECOMMENDATION:

Approve HDR for the amount of \$58,100 for the design, bid and construction administration for the BG Peck Soccer Complex Field Regrading Project.



November 7, 2024

Mr. Chris Whittaker  
City Manager  
City of Angleton  
121 South Velasco Street  
Angleton, Texas 77515

Re: Proposal for Engineering Services for BG Peck Soccer Complex Improvements

Dear Mr. Whittaker:

HDR Engineering, Inc. (HDR) is pleased to submit this proposal for design, bid and construction phase services for the above referenced project. The proposal is based on our understanding of the project from conversations with City Staff.

### **PROJECT UNDERSTANDING**

The City of Angleton has expressed a desire to regrade the playing fields at the BG Peck Soccer Complex. BG Peck currently has 10 full fields. Fields 6, 7, & 8 are subdivided during game time creating smaller fields. The City has previously stockpiled fill dirt at the complex that will be utilized for this effort. The existing irrigation systems on two soccer fields (5 & 8) will be replaced. The remaining fields' irrigation systems will remain in service and unchanged. It is our understanding that the existing irrigation systems on the remaining fields are in good condition and are two (2) foot deep. The City believes that this amount of cover will allow the proposed tilling/disking of the existing grass field surface for the regrading of the fields to occur and not damage the irrigation system. The contractor will remove and salvage the existing sprinkler heads, plug the lines during construction, and reconnect the irrigation heads at the completion of the field regrading. Existing internal ditches in the soccer fields will be regraded to provide positive drainage in the area.

A topographical survey and preliminary regrading design was previously performed. HDR will utilize this information in the plan set.

The following Basic Services will be required for this project:

## **SCOPE OF SERVICES**

### **A. Design Phase**

1. Hold “kick-off” meeting with City staff to finalize the requirements for the project.
2. Data collection of the irrigation systems’ plan sets.
3. Design regrading of the soccer field with proposed elevations based on previously collected survey information.
4. The field layout will be the same as the existing field layout that was collected in the most recent survey performed by Baker and Lawson.
5. Provide a typical cross section of each field.
6. Calculate the fill required for each field to be regraded.
7. Set flowlines for the regrading of the existing ditches.
8. Site visits will be performed to verify the locations and numbers of sprinkler heads in the existing fields.
9. Provide the layout for the proposed irrigation lines on fields 5 & 8. Per our conversation with staff irrigation line sizes will remain the same as the existing irrigation system.
10. Create contract documents and specifications to be used in the bidding of this project.
11. Quantity takeoffs and opinion of probable construction cost (75% and 100%).
12. Submit 75% and 100% design packages to the City for review.
13. Incorporate City comments into the plans and specifications.
14. Prepare a SWPPP plan for the proposed construction activities.
15. No additional survey is included in this proposal.

16. The City has request that the fill dirt stockpiled at the soccer complex be utilized for this project. Therefore, there is no geotechnical services included in this proposal for selection of fill dirt to be utilized in this project.

## **B. Bid Phase**

HDR will enter into this phase after the acceptance of the design phase documents. It is assumed that this project will be bid as one package. If the City elects to bid the improvements in multiple bid packages, additional fees will be required for the additional effort for each additional bid package. These fees will be negotiated at a later time. The following tasks are associated with this phase:

1. Assist the City in obtaining bids for the project. The City will advertise the project and will absorb all related advertising costs. HDR will coordinate with the City and will assist in developing the wording of the advertisement.
2. HDR will post project plans and specifications on Civcast to generate interest for the project during the bidding process, provide information to and answer questions from potential bidders concerning the Project's construction documents and prepare addenda, as necessary. The City will absorb costs associated to posting on Civcast.
3. Conduct a pre-bid conference for potential bidders, including the preparation of the meeting agenda and meeting minutes summary.
4. Evaluate the bids and the qualifications of the apparent low bidder.
5. Prepare a letter of recommendation and advise the City as to the acceptability of the apparent low bidder.
6. Attend a City Council Meeting to award construction project.

## **C. Construction Phase Services**

HDR will enter into this phase after the City accepts the bids and awards the contract to a Contractor. This proposal assumes that there will be only one project and not broken down into multiple packages that will require additional effort for construction phase services. If the City elects to bid the improvements in multiple bid packages, additional

fees will be required for the additional effort for each additional bid package. These fees will be negotiated at a later time. The following tasks are associated with this phase:

1. Prepare agenda, hold a pre-construction meeting, document meeting, and issue meeting minutes.
2. Review, process, and make recommendation of contractor's Pay estimates.
3. Act as the City's Project Representative during the construction phase.
4. Review and respond accordingly to all submittals and requests for information (RFIs) as required by the contract specifications.
5. Prepare change orders necessitated by differing field conditions for review and approval by the City prior to issuing to Contractor.
6. Visit the site at various stages of construction to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the Contract Documents. Full or Part-time site representation is not included as part of the Construction Management phase tasks.
7. HDR will not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits HDR will keep the City informed of the progress of the work, will endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.
8. Conduct a final inspection of the Project and create a punch list to close out construction.
9. Make a recommendation for Final Payment on the Project.
10. HDR will prepare Record Drawings utilizing the as-built drawings provided by the Contractor.
11. One (1) electronic copy of the Record drawings, scanned in PDF format, and placed on a disk will be provided to the City.

**ADDITIONAL SERVICES**

1. Additional Services shall only be performed when directed by the City to HDR. These services are not considered normal or customary engineering services.
2. Services resulting from significant changes in the extent of the project or its design including but not limited to changes in size, complexity, the City’s schedule, or character of construction or method of financing; and revising previously accepted studies, reports design documents or Contract Documents when such revisions are due to causes beyond HDR’s control.
3. Preparing documents for alternate bids outside of the original scope requested by the City or documents for out of sequence work.
4. Preparing to serve or serving as a consultant or witness for the City in any litigation, public hearing or other legal or administrative proceeding involving the Project.
5. HDR will endeavor to appraise the City of any potential additional or extended services that may result from the above listed items, prior to HDR’s expenditure of time on such services. As previously noted, any such extended or additional services shall only be performed when directed by the City to HDR.

**FEE SUMMARY**

Basic Design Services (Lump Sum):	\$ 33,700
Storm Water Pollution Prevention Plan (Lum Sum):	\$ 2,400
Bid Phase Services (Lump Sum)	\$ 7,800
Construction Administration (Lump Sum):	\$ 14,200
<b>Total Design Fee:</b>	<b>\$ 58,100</b>

**SCHEDULE**

It is estimated that the schedule to accomplish the complete design phase is approximately three (3) months from the date of authorization to proceed.

Construction phase is estimated to be three (3) months from Notice to Proceed to Contractor.

**INVOICES**

HDR will submit monthly invoices for all engineering work completed to invoice date. The invoices for lump sum work will be based on a percentage of completion of each

phase applied to the lump sum fee and based on the appropriate fee cost for work from our subconsultants, if applicable. Time and materials charges and additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.18 or direct cost plus 10%, as applicable. Mileage will be charged at prevailing IRS rates.

HDR appreciates the opportunity to submit this proposal, and we look forward to continuing our work with the City.

Sincerely,

HDR ENGINEERING, INC.



David Weston  
Vice President/Area Manager

cc: Files