



vista

Planning and Design

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November 7, 2023

Scotty Jones

Assistant City Manager / Finance Director

Via email sjones@cityofbaycity.org

Re: Proposal for park amenities for Cottonwood Park in Bay City

Dear Ms. Jones;

Thank you for spending time with me explaining your work there in Bay City! I've been so pleased to get to know this area of Texas so much better and I look forward to working with you and your company to fulfill all the needs within my practice areas!

The project as I understand them are the following:

#### 1. **Development of park areas for Cottonwood Park in Bay City**

This tract already has a land plan by others and Vista's work will be to review and refine the amenity features along the sides of Cottonwood Creek in the development. The following steps are included in the fee:

##### A) Data Gathering:

- Visit site with client and photograph/drone fly the site and understand the issues associated with the access, development site, etc.
- Acquire all necessary data on the development tract including overall subdivision with platted lots, amenity areas, jurisdictional parameters in Bay City for compliance, and specific programming to be included in the amenity areas. All plan data to be provided in AutoCAD if possible.
- Any information regarding the development/ future development of the adjacent parcels if possible.

##### B) Conceptual Design:

- Develop first round of concepts by sketch that lays out various features for leisure and play that associate with the demographic anticipated.
- Set up Cost estimate and begin gathering data
- Discuss any subdivision aspects that Vista may see an opportunity to increase quality of life value that may result in lot premiums or overall aesthetic or improvement.
- Receive comments and revise plans in schematic form in AutoCAD or hand drawing according to the needs of the client. Update cost estimate
- Create plan in AutoCAD with conceptual details, and specifications. Apply minimum dimensioning
- Upon approval, advance drawings in AutoCAD to schematic level of information including details and outline specifications.
- Create marketing rendering of overall development inclusive of new amenity features.



- Advance schematic CAD drawing to construction document level and add all notes and details This would be a near construction drawing level of design and depending on the features, would likely not include the necessary details for construction specifications

C) Schematic and construction drawings, construction supervision:

- Discuss with client budgets and estimates of CD Package TBD

4) Excluded Items from this Proposal

The following items **are not** included in this project scope and fee proposal and can be added as additional services and billed at \$160.00 per hour or with a lump sum proposal. With some of the services below, Vista would be outsourcing the work due to expertise or seal and therefore the project would be subject to the fee proposal generated by that sub:

- Construction document level of information TBD
- Site grading and stormwater drainage design; Preliminary grading notes provided
- Irrigation design
- Geotech or soils investigations, dam analysis or any structural /engineering analysis or design
- Site surveying
- Slopes or detailed ADA analysis
- Site layout (dimensioning) of any conceptual features except as stated as being “general” meaning basic for site engineering purposes
- Reproduction, materials cost or time
- Additional site concepts after conceptual plan is produced
- Engineering or architecture as defined by seal
- Sketchup 3D models, perspectives and rendering
- Educational interpretation other than indicating features worthy of this effort
- Revisions as a result of political changes, elections, or influence by interest groups

5) Summary of Fees and Reimbursements

Proposed project fees are based on an estimated amount of time of tasks performed by Mitch Wright. Mr. Wright’s fee is set at \$160.00 per hour and includes an averaging of time accumulated for the full range of actions (project administration, CAD or Photoshop work, public and client meetings, and design expertise) required for accomplishing the tasks as listed in the scope of services above. Driving time is included at \$80/hour as it is routine to make notes pre and post trip. The fee listed below represents a ceiling not to exceed without written confirmation of additional services. The ceiling is for the overall fee, not the individual tasks.

Project initiation, existing conditions and data gathering _____	\$ 4,720.00
Conceptual design _____	\$ 14,400.00
Construction documents and construction supervision _____	\$ TBD
<b>TOTAL FEE _____</b>	<b>\$ 19,120.00</b>

6) Retainer

- A retainer in the amount of: \_\_\_\_\_ \$ 2,000.00  
Shall be submitted with a signature on this letter contract to initiate the contract.

7) Reimbursable Expenses:



Reproduction costs \_\_\_\_\_  
Travel per IRS \_\_\_\_\_  
Hotel costs (simple/economic is fine) \_\_\_\_\_

Cost plus 10%  
\$ .655/mile  
Cost

Invoices will be billed monthly based on percentage of work completed. Terms are thirty (30) days upon receipt of invoice by the client. Payments beyond that date are subject to a 4% per month additional charge. In the event of any additional consultation required of Vista Planning & Design and its sub-consultants for unforeseen or protracted developments in the project, work will be billed at the specified hourly rate as an addition to the specified contract fee. An estimate of time and fee will be provided to the client for approval prior to commencement of work and will be added as Addenda to the main contract.

If any errors occur during the project process that are the responsibility or oversight of Vista Planning & Design, then Vista Planning & Design reserves the right to address and correct this work, prior to construction, without a formal legal process. Mr. Wright and Vista Planning & Design is a landscape architecture and certified land planning firm and though elements of a design may represent engineering or architectural related elements, We do not perform engineering or architecture tasks as regulated by the state and no work from Vista Planning & Design is to be misconstrued to be certified engineering or architectural work.

We would like to thank you for the opportunity to submit this proposal for master planning services for this project. We look forward to working with you and earning your work in the future. We would be happy to meet with you to discuss any items outlined above at your convenience and are ready to proceed immediately with all necessary resources to meet your overall schedule.

Accepting this proposal:

\_\_\_\_\_  
Scotty Jones or City Representative

\_\_\_\_\_  
Date

Submitted By:

A handwritten signature in black ink, appearing to read "E. Mitchell Wright". The signature is fluid and cursive, written over a light background.

E. Mitchell Wright  
Vista Planning & Design