



JST ARCHITECTS

ARCHITECTURE | INTERIORS | MAUSOLEUM | CEMETERY | PLANNING

March 27, 2025

Mario A. Altamirano-Rodriguez
Construction Project Manager
City of Grand Prairie
318 W. Main Street
Grand Prairie, TX 75050

Dear Mario:

We are pleased to present this revised proposal for architectural and engineering design services for Grand Prairie Heritage Cemetery for the City of Grand Prairie.

I. Geotechnical Services

Not Required

II. Surveying Service of 8-acre Section

Flat Sum Fee \$20,000

A. Topographic Survey

- Field tie visible points required for final design.
- Field tie above ground visible improvements.
- Prepare a topographic survey drawing. The site will be tied to the City's GPS monumentation. The data obtained will be used in the design files.
- This drawing will show ground surface contours at an interval of one (1) foot supplemented by appropriate spot elevations accurate to 0.1-foot elevation in areas where new facilities are proposed.
- This task includes performing a topographic survey for approximately 13.5 acres, including adjacent right-of-way.
- Field verify existing approximately 22-acre boundary, establish proposed lot line(s), and set property corners for the proposed tract, in accordance with the "Manual of Practice for Land Surveying in Texas".

B. Tree Survey

- Field Tie and identify all trees greater than six inches in diameter.
- Prepare Tree Survey drawing, as required by the City of Grand Prairie.

C. Easements by Separate Instrument (\$1,000 per easement -There are none included)

- Prepare Easements by Separate Instrument legal description and exhibits for franchise utility easements, utility easements, etc.
- The scope of this task is on an as needed / requested basis by the Owner. This task is to be billed by time and materials since exact quantity and scope currently unknown.



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III. Civil Engineering Construction Documents Services of new 8-acre Section **Flat Sum Fee \$40,000**

A. Coordination

- This task item includes eight (8) meetings with Owner, Architect, and the City of Grand Prairie to obtain information necessary to complete design of the project and define project parameters. Additional meetings may be billed as additional services.
- Perform on-site visit to review existing conditions.
- Attend a Pre-Project conference with City staff, receive initial project concurrence and permission to proceed with official document submittals.

B. Site Paving & Dimension Control

- Provide paving & dimension control plan. This item includes all necessary vehicular paving details, layout of parking striping, location of expansion joints and differing pavement thickness. This item also includes dimension control and/or coordinates of building corners and pavement curb lines.
- Pavement section design to be provided by the geotechnical engineer. All structural aspects of the pavement design (i.e., pavement thickness, reinforcement, subgrade, etc.) shall be based on the geotechnical report.

C. Site Grading Plan

- A Preliminary grading plan will be prepared for review by Architect. This plan will indicate the elevation of the building(s) and pavement areas, and preliminary drainage requirements.
- Upon approval of the preliminary grading plan, a final grading plan will be prepared. This grading plan will be suitable for construction. This plan will show existing and proposed ground contour lines, and spot elevations needed to grade the site.
- Retaining Walls will be shown in plan-view on the Grading Plan, with labels at strategic points, showing the top and the bottom of wall elevations. This proposal does not include the structural design of retaining walls. Once the owner decides what type of retaining wall construction is desired, we will assist the owner in determining an appropriate structural engineer for the structural design of any necessary retaining walls.

D. Site Drainage Design

- Produce, in conjunction with the site grading plan, one final site drainage plan, which will meet the requirements of the Owner, Architect, and the City of Grand Prairie.
- The site drainage plan will be suitable for construction of improvements to allow for proper storm water drainage of the site. The construction drawings will indicate proposed inlets, storm sewers, flumes, swales, headwalls and other necessary drainage features. An overall drainage area map will be prepared. The drainage area map will delineate drainage areas and storm sewer runoff data for this site and for adjacent properties that may affect drainage of this site.



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E. Water Plan

- Prepare construction drawings for the water lines. These drawings will consist of water plans for the proposed on-site improvements. The scope of this proposal includes the design of on-site water facilities only.
- Coordinate with the City of Grand Prairie and M.E.P. concerning fire protection facilities. Design responsibilities shall be limited to fire protection facilities, such as, freestanding hydrants and water supply lines beyond the 5-foot building line of all structures.

F. Erosion Control Plan

- Prepare an erosion control plan in conjunction with the grading and drainage designs. This task is for the preparation of design drawings and associated details only.
- The Stormwater Pollution Prevention Plan and potential N.O.I and N.O.T. are excluded from this contract and will be prepared by others.

IV. Landscape Planning and Irrigation Plans

Flat Sum Fee \$13,500

- Prepare landscape and irrigations plan.
- Coordinate with the existing irrigation systems.

V. Cemetery Master Plan of new 8-acre Section

Flat Sum Fee \$32,500

A. Cemetery Design Development

- Collaborate with client and consultants to finalize the cemetery layout, product mix, cremation, and feature areas.
- Coordinate with client and civil engineer to finalize roads, walkways and burial areas.
- Coordinate feature areas and designs.
- Prepare cemetery sales maps and inventory schedules.
- Phased implementation plan guidance if applicable

B. Construction Documents

- Provide dimensioned architectural site plan.
- Provide electrical and site lighting plan, as necessary.
- Coordinate site plan and details with civil engineer.
- Coordinate with cemetery landscape and irrigation companies.
- Provide details and specifications for cemetery elements such as niches, cremation inventory, feature areas, etc.
- Provide way-finding signage details as required.
- Provide architectural drawings and details.
- Provide electrical drawings.
- Projected cost estimation guide based on current construction costs
- Provide project manual (specifications).



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VI. TAS/TDLR Filing

Flat Sum Fee: \$2,000

- Project registration with the Texas Department of Licensing and Regulation along with serving as the project's Designated Owner Agent
- Drawing review.
- Final site review/report.

VII. Plan Check Comments & Response

Flat Sum Fee: \$8,000

- Submit Construction Documents and coordinate with plan review personnel.
- Revise plans according to a final review.
- Address comments to satisfy the construction permitting requirements with response letters.

VIII. Project Bid Solicitation / Competitive Proposals and Review of Bids

Not Required

IX. Construction Administration

Flat Sum Fee \$28,000

Note: Projected 6-month construction phase and 6 months contractor support. Extensions to the construction schedule would require an additional fee.

A. The Scope of Services provided in the construction administration phase could include the following:

- Attend Pre-Bid meeting as required.
- Respond to contractors' questions and issue addenda as necessary.
- Attend pre-construction meeting.
- Respond to contractor's RFI's or requests for information.
- Provide up to 7 on-site visits to observe civil related work and prepare a report based upon site visit observations upon request.
- Review quality of the work with the contractor.
- Review shop drawings for compliance with specified items and equipment.
- Provide final walk-through upon completion of construction and provide punch list.
- Prepare As-Built Drawings based upon Contractors Record Drawings.
- Prepare Engineers Letter of Concurrence at the completion of the construction
- Review and authorize contractor's monthly pay request.
- Review and authorize change orders.
- Prepare "Punch List" and follow-up with contractor on completion of punch list items.

Total Fee

Flat Sum Fee \$144,000



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Please note that the above fees are based on a smooth implementation project and have assumed no major changes to the scope of services. Should work outside the above scope of services be required, a separate proposal will be submitted to the **Client** for approval prior to our beginning the additional services.

Assumptions:

In preparing this proposal, we have made the following assumptions:

- The Site Layout approved by the **Client** will meet the City's zoning and building code requirements.
- No offsite utility design will be required.

Special Services:

We have made our best effort to prepare a thorough and complete proposal to successfully complete this project. However, there may be additional or special services that we are not currently aware of that are required or that the **Client** may desire that we provide. These services may add time and cost to the ultimate schedule and budget for the project. Should such a situation occur, a separate proposal will be submitted to the **Client** for approval prior to our beginning these services. The following is a partial list of services not considered to be a part of the Basic Scope of Services outlined in this proposal but are services that can be provided if requested.

- Site Plan Approval Process – Formal 8-week process to receive approval thru city council.
- Assistance in the acquisition of off-site easements.
- Structural design of perimeter screen walls or retaining walls.
- Design of off-site improvements not specifically included in the proposal.
- Revisions required due to amendments/changes in regulatory criteria (i.e., zoning and subdivision ordinances, design criteria, results of legislation, court decisions, etc.) adopted after the date of the proposal, which becomes effective retroactive prior to the date of the proposal.
- Redesign of the site after the client has approved the layout.

Invoicing:

Invoices will be issued monthly for work completed during that month. The invoices are due net 30 days.

Assignment:

This Agreement may not be assigned by either party without the prior written consent of the other party, except that JST may assign this Agreement to the successor to all or substantially all JST's assets without any notice to or consent from the Client.



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Termination or Suspension:

Either party may terminate this Agreement upon not less than 30 days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

If this proposal is satisfactory, and you agree with the terms of our working relationship and deliverables, please sign two copies, keep one for your records, and send back a copy for our file.

We are very excited about your project and thank you for this opportunity.

Sincerely,

JST ARCHITECTS

A Subsidiary of SHANKS ARCHITECTS

Chris Griffiths

Chris Griffiths
Vice President

Accepted by: _____

Date: _____