



December 15, 2023

Melinda Moritz
Director of Public Works
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Proposal for Design Services
Forest Oaks Pool Improvements – Conceptual Plan

Dear Ms. Moritz:

Ardurra Group, Inc. is pleased to submit this fee proposal to the City of Leon Valley for the above referenced project.

Ardurra in conjunction with Terra Design Group will provide the Forest Oaks Pool Improvements – Conceptual Plan for a fee of \$25,323 in accordance with the Professional Services Agreement dated November 2, 2023. The fee is outlined and is further described in Attachments A & B.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 210-822-2232.

Sincerely,
Ardurra Group, Inc
TBPE Firm No. 10053

A handwritten signature in blue ink that reads "Byron Sanderfer".

Byron Sanderfer, P.E., CFM
Central Region Public Works Practice Director

Approved:

City of Leon Valley

Date

Attachments: Attachment A: Fee Proposal Worksheet
Attachment B: Terra Design Group

**City of Leon Valley
Public Works Department**

Fee/Price Proposal Breakdown for Professional Services

Project Name:	Forest Oaks Pool Improvements - Conceptual Plan
Name of Firm:	Ardurra
Date Proposal Submitted:	12/15/2023
Project Manager:	Byron Sanderfer, PE, CFM

Position/Personnel Title	Practice Director	Sr. Project Manager	Project Manager	Engineer II	GIS Analyst	RPLS	SIT	2-Man Survey Crew	Sub-Consultants	Total Hours
	\$250	\$230	\$220	\$140	\$132	\$200	\$155	\$190	Lump Sum	
Task to be performed/Phase Description (including Sub-consultant work)	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Conceptual Plan	0	0	9	14	4	1	4	8	\$ 18,515	40
Limited Topographic Survey			1	2	4	1	4	8		20
Project Management, Coordination and Meetings			8	12						20
Conceptual Plan - Terra Design Group									\$ 18,515	0
										0
Total Hours:	0	0	9	14	4	1	4	8	\$ 18,515	40
Total Fee Proposal (Not to Exceed):	\$0	\$0	\$1,980	\$1,960	\$528	\$200	\$620	\$1,520	\$18,515	\$25,323



December 5, 2023

Byron G Sanderfer, PE, CFM, LEED AP BD+C
 Central Region Public Works Practice Director
 8919 Tesoro Drive, Suite 401
 San Antonio, Texas 78217

Dear Mr. Sanderfer:

We appreciate the opportunity to provide you with the following design proposal for developing a conceptual design for Forest Oaks Pool in the City of Leon Valley, Texas.

SCOPE OF SERVICES

This will include developing an overall concept plan for pool, building, and other amenities, and support with stakeholder input and coordination. We will provide alternative layout(s) for review and comment by the stakeholders and Owner. A final master plan layout for the preferred site development plan will be based on input provided in the review and meeting process to be approved by City Council.

Scope items:

1. Develop up to three (3) alternative concepts, provide plans and graphics to support design of the three options
2. Facilitate a workshop with key stakeholders/client to present alternative concepts components for selection of a preferred plan
3. Prepare a final visioning plan of preferred concept, graphics/illustrations, and estimate of probable cost

Design Fee

\$18,515.00

To complete this project, we will require the following information:

1. Site survey, this is to include corners of pool, decking, building, as well as location of pedestrian walk, property lines, and LIDAR topography.
2. Floor plan of the existing building, if available
3. Information on pool attendance/occupancy
4. Owner to provide a wish list of all improvements and features they would like to implement if future funding becomes available. This would help provide a range of options based on set budget and possible funding opportunity.

Additional Services are to be negotiated with the Owner using the following hourly rates:

Principal	\$220.00
Senior Landscape Architect	\$180.00
Design Landscape Architect/Project Manager	\$140.00
Graphic Designer	\$105.00
CADD Operator	\$90.00
Administrative	\$65.00

COMPENSATION AND PAYMENT SCHEDULE

Compensation for the above Scope of Services is to be on a lump sum basis not to exceed the total amounts shown above. Expansion of the scope of work beyond what is scoped above will require additional compensation to Terra Design Group, Inc. at the hourly rates provided.

Please contact me should you have any questions or need additional information. I look forward to hearing from you on this project.

Sincerely,

TERRA DESIGN GROUP, INC.

Walter Heard, Principal

ATTACHMENT B

Design Guidance Manual

PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN INCLUDING ALTERNATES

Project: **Leon Valley Forest Oaks Pool - Conceptual Design**
 Prime Consultant: **Ardurra**
 Subconsultant: **Terra Design Group Inc.**
 Proposal Date: **12/5/2023**
 Prepared By: **Walter Heard**

PROJECT BASE	Principal	Senior Landscape Architect	Design Landscape Architect	Graphic Designer	CAD Operator	Administrative		
	\$220.00	\$180.00	\$140.00	\$105.00	\$90.00	\$65.00		
TASK CODE AND DESCRIPTION	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	TASK HOURS	TASK / PHASE FEE
CONCEPTUAL DESIGN	21	18	29	40	23	5	136	\$18,515.00
0.1 Develop up to three (3) alternative concepts	8	8	15	25	15	1	72	\$9,340.00
0.2 Workshop, presentation and graphics	3	3	3	3	3	1	16	\$2,270.00
0.3 Prepare final visioning plan	4	4	6	10	5	1	30	\$4,005.00
0.4 Cost Estimating	3	3	2	2		1	11	\$1,755.00
0.5 Project Management, coordination, and meetings	3		3			1	7	\$1,145.00
TOTAL BASE FEE WITH HOUR BREAKDOWN	21	18	29	40	23	5	136	\$18,515.00