

ATTACHMENT “A”

PART A - SCOPE OF SERVICES PROJECT NO. 2022-01 MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION DOWNTOWN DESIGN & STREETScape IMPROVEMENTS PLAN

Description of Project

We understand the MEDC would like to implement reconstruction of McCown Street identified in the Downtown Design Master Plan. In this regard, the MEDC would like to reconstruct McCown Street to better facilitate vehicular and pedestrian use and provide sidewalks to complete pedestrian connectivity from Caroline Street to the Community Building Grounds located north of College Street. It is anticipated McCown Street will be reconstructed utilizing reinforced concrete pavement with some decorative paver inserts and improved surface drainage.

In addition, private property and public right-of-way improvements will be incorporated into the design.

It is assumed for purpose of this scope of services that all work included herein shall be included in a single bid package for construction and construction phase services. If multiple bid packages are ultimately prepared, additional fees may be required and will be addressed in writing prior to commencement by the Engineer.

Scope of Services

Reference Standards, Criteria, and Data provided by MEDC / City of Montgomery

The project will utilize record information to be provided by the MEDC / City of Montgomery including, but not limited to, previously completed studies, design plans, record drawings, GIS data, etc. In addition, Gunda will collect and utilize publicly available data such as GIS mapping and datasets, TxDOT record drawings, appraisal data, etc.

Drainage will be coordinated with the City and City’s engineering consultant and final design documents for drainage will be provided by City’s engineering consultant for inclusion in construction package as necessary.

The project plan will consider all applicable City, County, State, and Federal design criteria, details, and regulations.

A. General Services (GUNDA Corporation)

- The Engineer shall reference the MEDC’s Project Title and MEDC’s Project File Numbers on all correspondence and submittals.
- The Engineer shall manage the efforts of the project team members and Subconsultants, assign manpower, delegate responsibilities, review work progress, monitor conformance to the scope regarding the budget and schedule, and otherwise direct the progress of the work.
- Periodic meetings shall be held to review the progress of the engineering effort, or to address other issues which may arise. The MEDC shall initiate meetings that include the Engineer and Subconsultants, and if necessary, the MEDC and other applicable parties. The Engineer shall prepare and deliver meeting record memorandum of decisions and action items to the MEDC within 3 working days after each meeting.

- The Engineer shall notify the MEDC immediately of any deviation from the Scope of Engineering Services and Fee agreed to in this Scope of Services. The Engineer shall not perform services outside of the Contract scope without an Amendment to this Contract.
- Submit invoices on MEDC's standard form to document and present the current status of each milestone noted to record activities and deliverables completed within the month, and to note activities planned for next month.

B. Engineering Design and Bidding Services (GUNDA Corporation)

- The Engineer shall prepare necessary engineering plans, specifications, and engineer's opinion of probable construction costs, necessary for bidding and construction of the proposed street reconstruction and streetscape described above. Plans and specifications prepared by the Engineer shall be in general conformance with applicable City of Montgomery guidelines, standard details, documentation, and procedures for public infrastructure. In addition, if required, the Engineer shall:
 - The Engineer will coordinate with the City Engineer or representative on all utilities and drainage, including proposed improvements in the area.
 - Obtain required signatures from other governmental agencies, public utilities, and private utilities, which may impact the Project prior to final approval by the City. Governmental agencies include, but are not limited to, Montgomery County. Utility signatures include, but are not limited to, AT&T, Energy providers, Natural Gas providers, AT&T, and cable TV, if applicable.
 - Obtain necessary approvals (permits, license agreements, etc.) from TxDOT, Montgomery County, railroad, and pipeline companies prior to final approval by the City.

The following is intended to provide a general guideline of expected deliverables and milestones for accomplishing the project goal as well as assessing project schedule and completeness.

- **30% Preliminary Design**
 - Engineer shall meet with MEDC and City Staff following completion of the topographic and boundary surveys and preparation of Draft Plan for the project. The Draft Plan shall include plan view illustration of the base plan and impacts of adjacent properties for consideration and approval in final design.
 - The Draft Plan will include a summary of anticipated issues, constraints, and estimate(s) of probable construction costs. It is anticipated the MEDC and City Staff will review and provide comments prior to the Engineer proceeding to the final design stage of the project.

- Project Area (Outlined in Red)



- **90% Drawings and Draft Specifications**

- Engineer submits 3 sets of completed final design construction drawings including all necessary plan sheets and details as identified and agreed upon during 30% Preliminary Design to facilitate construction of McCown Street.
- Engineer submits sets of draft construction specifications including as a minimum:
 - Table of Contents
 - Document 00410 (Bid Form) with all bid items, but excluding quantities
 - Section 01110 (Summary of Work)
 - Completed technical specifications (Division 0 through 16, as required)
 - All supplemental and non-standard technical specifications included in Divisions 2 through 16 identified.
 - A detailed opinion of probable construction cost estimate.
 - Engineer submits documentation that drawings were submitted to private utilities for final review.
- The Engineer shall prepare, as necessary, Construction Sequencing and TCP plans and details in accordance with general traffic engineering principles and practices governing traffic control during construction as prescribed by the guidelines of the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD) and/or City of Montgomery requirements.

- The Engineer shall prepare a storm water pollution prevention plan (SWPPP) and details for construction activities in accordance with City of Montgomery and/or other jurisdictional guidelines, including preparation of the notice of Intent Form as appropriate.
- **Final Drawings and Specifications (100% Design)**
 - Engineer submits completed sets of bid-ready construction drawings, with all review comments resolved. (Signed and sealed construction drawings with all required signatures; and completed construction specifications).
 - Engineer submits sheet-by-sheet quantity takeoff and documentation.
 - Engineer assists with acquiring permit approval, as applicable, from TxDOT, U.S. Army Corps of Engineers, and Montgomery County.
 - Engineer documents submittals of plans to Texas Department of Licensing and Regulations for ADA requirements, if applicable.
- The Engineer shall assist the MEDC in preparation and conducting the pre-bid conference for the project, including preparation of meeting minutes.
- The Engineer shall prepare necessary addenda to address issues or clarifications necessary for completion of the bidding process.
- The Engineer shall furnish a tabulation of bids received with a written recommendation for the award of a construction contract and submit within 3 days after the bid opening.

C. Construction Support Services (GUNDA Corporation)

- The Engineer shall make site visits during times when the contractor is actively performing major construction activities.
- The Engineer shall attend and/or lead construction progress meetings on behalf of the MEDC/City, review contractor submittals, request for information, change orders, payment applications, respond to contractor questions, and provide approval/disapproval recommendations to the MEDC/City.
- CAD files and record drawings will be provided at the end of the project to the MEDC. Record drawings are mark-ups of construction documents provided by contractor, review by the engineer of record, and illustrated on the plans.

D. Additional Services

Unless otherwise authorized or modified by the MEDC, the Engineer shall perform Additional Services in accordance with the following:

Geotechnical Investigation & Material Testing (Tolunay Engineering Group)

See attached proposal.

Landscape Architect / Urban Designer (White Oak Studio)

See attached proposal.

Stormwater Pollution Prevention Plan (SW3P)

Prepare erosion control plan showing suggested best management practices for filtering of stormwater runoff, plan controls and standard details only, as required.

Traffic Control Plan

Prepare traffic control plans using standard details in accordance with general traffic engineering principles and practices governing traffic control during construction as prescribed by the guidelines of the "Texas Manual on Uniform Traffic Control Devices" (TMUTCD), TxDOT, and/or City of Montgomery requirements.

TDLR Review and Inspection

State required review and inspection for pedestrian facilities.

Exclusions

This scope of services does not include:

1. Surveying (boundary or topographic, and easement or right-of-way acquisition)
2. Environmental Studies (Phase I or II)
3. City Utility design (water and sanitary)
4. Dry utilities design or coordination (gas, cable, fiber, power, etc.)
5. Drainage design, other than street surface drainage
6. Stormwater Detention
7. Agreements with Private Property Owners (Temporary Access Agreements, Right of Entry, etc.)

PART B – BASIS OF COMPENSATION AND REIMBURSABLE EXPENSES
PROJECT NO. 2022-01
MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION
DOWNTOWN DESIGN & STREETScape IMPROVEMENTS PLAN

The following represents the estimated maximum compensation for the scope of services documented in Attachment A, Part A of this agreement. If services beyond those specifically identified are determined necessary during the project, Engineer shall not proceed with those services until such time written approval of the scope and any additional fees are approved by the Montgomery Economic Development Corporation.

Services to be Provided	Base Cost	Sub Markup @ 10%	Totals	Basis
A - Engineering Basic Services (Project Management & Coord.)	\$17,120.00	-	\$17,120.00	L.S.
B - Engineering Basic Services	\$73,355.00	-	\$73,355.00	L.S.
C - Construction Phase Services	\$23,240.00	-	\$23,240.00	T&M
D - Additional Services				
Geotechnical Investigation (TEG)	\$5,900.00	\$590.00	\$6,490.00	L.S.
Material Testing (TEG)	\$11,175.00	\$1,117.50	\$12,292.50	L.S.
Landscape Architect/Urban Design (WOS)	\$122,500.00	\$12,250.00	\$134,750.00	L.S.
Stormwater Pollution Prevention Plan (SWPPP)	\$4,920.00	-	\$4,920.00	L.S.
Traffic Control Plan (TCP)	\$9,640.00	-	\$9,640.00	L.S.
TDLR Review and Inspection	\$1,500.00	\$150.00	\$1,650.00	L.S.
Reimbursable Expenses	\$3,000.00	-	\$3,000.00	Cost Plus
Recommended Total Consultant Fees Budget			\$286,457.50	

The recommended budget for this scope of services is: \$286,457.50 (Not to Exceed)

Notes: 1. Reimbursable Expenses shall be invoiced and paid based on cost of service provided plus 10% markup. These services include travel, deliveries, postage, graphical reproduction, etc...