



McCown Street Parking Addition

City of Montgomery

Request: Council Authorization on August 13, 2024

This proposal is submitted pursuant to and in accordance with that certain Professional Services Agreement dated May 25, 2021, by and between Ward, Getz & Associates, LLP and the City of Montgomery (the “City”).

WGA understands that the City has an interest in adding parking capacity to the area near the Downtown area. We understand the City has identified the tract of land sitting northwest of the intersection of McCown St and State Highway 105 as an area suitable for a parking addition. We understand the Montgomery Economic Development Corporation (the “MEDC”) owns the land where improvements are to be made and will allow the parking addition to be made. It is also our understanding that the City wishes to close the entrance to the road at SH 105. WGA recommends moving forward with the below scope for the parking addition project in the City’s downtown area.

SCOPE OF WORK

- *Preliminary Phase Services*
 - *WGA will create a preliminary parking layout and coordinate with the City’ staff to finalize the plan.*
 - *Coordinate with TxDOT on installation of the proposed sidewalk that falls partially within the ROW of State Highway 105.*
 - *Determine final scope of work with City staff.*
- *Design Phase Services*
 - *Update scope and engineer’s opinion of probable construction cost as needed.*
 - *Coordinate with City staff for efforts to determine and receive funding for costs associated with the project.*
 - *Attend periodic meetings with the MEDC to coordinate the planning, design, and construction of the project.*
 - *Determine applicability for closure of McCown Street at State Highway 105, and coordinate with TxDOT for the most economical option under their jurisdiction.*
 - *WGA will develop drawings and specifications for the successful construction of the McCown Street Parking Addition project. Design changes initiated by the City after the design is complete may result in a request for additional authorization. Also, additional authorization may be requested for any TxDOT required design requirements due to work being performed within their right-of-way.*
- *Construction Administration*
 - *Coordinate advertising for bids, hold a pre-bid conference, answer questions from bidders, hold bid opening, prepare bid tabulation, and prepare recommendation of award.*
 - *Prepare construction contracts and coordinate execution of the same.*
 - *Issue notice to proceed and hold pre-construction meeting.*
 - *Review of construction submittals and RFIs.*



- Preparation of pay estimates, change orders, and other associated construction documents.
- General oversight and coordination of construction contracts.
- Field Project Representation
 - Onsite inspection by a Field Project Representative for approximately 3 hours per week (including travel time) during active construction for the duration of the projected contract period of performance (45 calendar days.)
 - Onsite inspection by the project team throughout the duration to attend periodic site visits, final walkthrough inspections, etc.
- Reimbursable Expenses
 - Includes construction materials testing, advertising expenses, and other reimbursable expenses.
 - Includes surveying services to be performed by a subconsultant.
 - Includes geotechnical investigation to be performed by a subconsultant.

ENGINEERING COST

The cost to perform the scope of services described above is as follows:

Preliminary Phase	\$ 4,500	(Time and Material)
Design Phase (Not including drainage)	\$ 22,500	(Time and Material)
Bid Phase	\$ 7,000	(Time and Material)
Construction Administration	\$ 8,000	(Time and Material)
Field Project Representation	\$ 7,000	(Time and Material)
Reimbursable Expenses	\$ 13,750	(Time and Material)

WGA requests the City’s authorization to proceed with the design of the parking addition project along McCown St. on a time and materials basis, as described above, for a total estimated cost of \$62,750.

SCHEDULE

Authorization to Proceed	1 Calendar Day*
Preliminary (Survey, TxDOT Discussions)	30 Calendar Days
Design	45 Calendar Days
Approvals & Permitting	45 Calendar Days
Bid Phase	30 Calendar Days
Contracts	21 Calendar Days
Construction	45 Calendar Days
TOTAL DURATION	217 Calendar Days

*If approved, the effective start date is the day after authorization is received.