

April 18, 2024
Project No.: 0053414.00

Toni Fisher
CITY OF WILLOW PARK
120 El Chico, Suite A
Willow Park, Texas 76087

Re: Professional & Concept Landscape Architecture Services
2024 PARKS MASTER PLAN ADDENDUM & CONCEPT
Willow Park, Parker County, Texas

Dear Mr. Fisher:

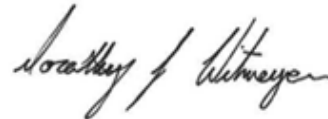
Westwood Professional Services, Inc. is pleased to submit this proposal to provide professional landscape architecture services relating to the referenced project. It is our understanding the project consists of an amendment to the existing parks and trails master plan, to include Kings Gate Park, approximately 30 acres, as well as a conceptual master plan for Kings Gate Park, using the parks and trails master plan to inform programming.

Based on our preliminary discussions and the information received to date, our perception of the project is described in the attached documents:

- Exhibit A – Scope of Services;
- Exhibit B – Compensation and Method of Payment; and
- Exhibit C – Insurance.

Westwood Professional Services, Inc. is pleased to have this opportunity to submit this proposal and look forward to working with you on this project. If the proposed agreement is acceptable to you as presented, please execute one copy of the agreement form and return one original copy to our office. If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,



..A.

DJW/teb

EXHIBIT A to Agreement between the City of Willow Park, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

EXHIBIT ‘A’ – SCOPE OF SERVICES

2024 PARKS MASTER PLAN ADDENDUM & CONCEPT

PROJECT DESCRIPTION:

The project consists of an amendment to the existing parks and trails master plan, to include Kings Gate Park, approximately 30 acres, as well as a conceptual master plan for Kings Gate Park, using the parks and trails master plan to inform programming (PROJECT).

BASIC SERVICES:

A. Project Management & Coordination

1. Manage the Team:

- Lead, manage and direct design team activities.
- Ensure quality control is practiced in performance of the work.
- Communicate internally among team members.
- Allocate team resources.

2. Communications and Reporting:

- Attend a pre-design project kickoff meeting with Client staff to confirm and clarify scope, understand Client objectives, and ensure economical and functional designs that meet Client requirements.
- Conduct review meetings with the Client at the end of each design phase.
- Prepare and submit monthly invoices in the format acceptable to the Client.
- Prepare and submit baseline Project Schedule initially and Project Schedule updates.

B. Conceptual Plan Services:

1. Westwood will provide Landscape Architecture Design services for conceptual design alternatives. Services will typically include conceptual layout of planting areas and ground-plane hardscape such as; pedestrian paving, location of ornamental light fixtures, site furniture, fencing, and seat walls/retaining walls less than 36” in height.

Included in this item:

- Conceptual Design
 - Develop up to two (2) conceptual plan alternatives for client review, selection, and coordination.
 - Develop 2d renderings, to depict the concept options in enough detail to demonstrate design intent to the client. These services may include, but not be limited to hand renderings, computer generated renderings, image boards, or a combination of the above.

EXHIBIT A to Agreement between the City of Willow Park, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

- Following the presentation of concepts it is understood that the owner will provide direction for the final concept. Westwood will make up to one (1) set of revisions to the concept to demonstrate the desired outcome of a ‘Preferred Option.’

Not included in this item:

- Modeling of any building architecture
- Renderings considered for construction documents.
- If desired by the client, Westwood will provide additional services to include (but not limited to), program visioning and a construction phasing plan for client review.
- 3D Renderings

C. Strategic Planning Services:

1. Westwood will provide strategic planning services to develop an addendum intended for incorporation into the City’s existing Parks and Open Space Master Plan.

Included in this item:

- Review of existing Parks and Open Space Master Plan.
- Up to two (2) City work sessions in which Westwood staff will present initial ideas, images, concepts, and related planning elements for reaction and input from City staff;
- Preparation of a draft addendum for staff review;
- One (1) follow-up work session for review of the draft. This follow-up work session will not focus on expanding the design content, but rather on validating draft.
- Incorporating feedback from the follow-up work session, Westwood staff will prepare a final addendum document for incorporation into the City’s Parks and Open Space Master Plan.

Not included in this item:

- Site-specific or detailed landscape architectural design;
- Architectural design or guidelines.
- Civil infrastructural planning, design, or specification.
- Additional addendums beyond the inclusion of Kings Gate Park.

EXHIBIT A to Agreement between the City of Willow Park, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

D. Public Presentation Services:

Westwood will provide public presentation services that include working with a small stakeholder group or board selected by City staff to determine contextual design improvements to be incorporated into the project.

Included in this item:

- Two (2) presentations where Westwood staff will show ideas, images, design elements and concepts for reaction and input from the stakeholders or board.
- Taking the input from the presentation, Westwood will incorporate feedback into the final concept included in the Conceptual Plan Services.

Services not included in this contract:

- *Construction inspection services*
- *As-built surveys of constructed improvements*
- *Public hearings or City Council/Commission meetings*
- *Utility coordination meeting(s) to start relocation process with affected franchise utilities*
- *Reset property corner monumentation disturbed or removed during or after construction*
- *Required application and permitting fees (LOMR) or special insurance premiums are not included*
- *Phase II Environmental Site Assessments*
- *Storm Water Pollution Prevention Plans (SWPPP)*
- *Floodplain studies and permitting*
- *Boundary and topographic surveying*
- *Preliminary and final platting*
- *Zoning change assistance*
- *Site Plan layout*
- *Traffic and parking studies*
- *Demolition Plan*
- *Retaining wall design*
- *Design of screening walls, light pole bases, transformer or generator pads, hardscape features, pavers and/or site signage*
- *Detailed layout of walks and hardscape areas, including scoring patterns*
- *Design of any underfloor drainage systems or grading*
- *Design of french drain systems around the building perimeters*
- *Landscape Plan and Irrigation Plan*
- *Site Lighting Plan*
- *Signage Plan*
- *Off-site roadway, drainage, and utility extensions/improvements*
- *LEED pursuit*
- *Construction staking*

END OF EXHIBIT ‘A’

EXHIBIT B to Agreement between the City of Willow Park, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT

2024 PARKS MASTER PLAN ADDENDUM & CONCEPT

COMPENSATION:

For all professional services included in EXHIBIT ‘A’, Scope of Services, Westwood shall be compensated a lump sum fee of \$32,400.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘A’, including all labor materials, supplies, and equipment necessary to deliver the services.

Basic & Special Services

A. Project Management & Coordination	\$3,000.00
B. Conceptual Plan Services	\$20,000.00
C. Strategic Planning Services	\$7,200.00
D. Public Presentation Services	\$2,200.00
TOTAL	\$32,400.00

METHOD OF PAYMENT:

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

Monthly statements for reimbursable services performed by sub consultants will be based upon the actual cost to Westwood plus ten percent (10%). Direct expenses for services such as printing, express mail, fees, mileage and other direct expenses that are incurred during the progress of the project will be billed at 1.1 times Westwood’s cost.

END OF EXHIBIT ‘B’

EXHIBIT C to Agreement between the City of Willow Park, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

EXHIBIT C – INSURANCE

A. *Insurance.* Westwood shall, during the life of this Agreement, maintain the following insurances:

1. Commercial General Liability (occurrence form not less than):
 - \$2,000,000 General Liability
 - \$2,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Each Occurrence
 - \$10,000 Medical Expense
2. Commercial Automobile Liability (all scheduled auto, hired and non-owned autos):
 - \$1,000,000 Combined Single Limit
3. Umbrella
 - \$5,000,000 Aggregate
 - \$5,000,000 Each Occurrence
4. Workers Compensation
 - \$1,000,000 Each Accident
 - \$1,000,000 Policy Limit
 - \$1,000,000 Each Employee

Professional Liability Errors and Omissions Insurance. Westwood shall carry Professional Liability Errors and Omissions insurance with limited contractual liability in the amount of \$2,000,000 per claim and in the aggregate for the duration of this Agreement.

END OF EXHIBIT ‘C’