

## INDIVIDUAL PROJECT ORDER NUMBER 2024-XX

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Wolfforth (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 8, 2019, which is incorporated herein by reference.

### **Identification of Project**

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**Project Name: City of Wolfforth Alcove Improvements**

**Project Number: 2024-XX**

### **Project Understanding**

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It is understood that the Client intends to reconstruct Alcove Avenue from an existing 2-lane section to a proposed 3-lane interim design section with drainage improvements in accordance with Lubbock County's 5-lane ultimate design plans. The proposed project limits are from the westbound US 62 Frontage Road (MSF) to 66<sup>th</sup> Street, not including the 66<sup>th</sup> Street intersection. The project will consist of field survey, engineering services for the development of plans, specifications, and estimate (PS&E), franchise utility coordination, right-of-way (ROW) mapping, and bid phase services.

### **Specific Scope of Basic Services**

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#### **Task 1. Project Management**

##### 1.1. *Project Management*

1.1.1. Schedule, prepare for, attend, and document meetings for the project.

- Project Kickoff Meeting (one in-person meeting)
- Bi-weekly progress calls with the Client during the design phase (12 total meetings)
- Design review workshop meeting with project team (Client and Consultant) at the 50% and 90% submittals.
  - Design review workshops will be conducted to facilitate the review process and commenting period to streamline the review phase of the project.

1.2. *Site Visits* – attend up to four (4) site visits to take photos, video, and field measurements.

##### 1.3. *External Coordination*

1.3.1. Franchise Utilities

- Consultant will send a copy of the design submittal to each franchise utility for their review and return franchise utility markups to the Consultant.
- Consultant will establish a communication protocol for the franchise utilities to provide or receive information or if any relocations are required. All communication will go through the Client to keep the Client informed at all times.

1.3.2. Outside agency (TxDOT, Lubbock & Western Railway (LWRR), City of Lubbock)

1.3.3. Adjacent Project Consultant Coordination

- Coordination with 76<sup>th</sup> Street and 66<sup>th</sup> Street design team

##### 1.4. *Project Administration*

1.4.1. Prepare project correspondence

1.4.2. Prepare bi-weekly meeting minutes

1.4.3. Prepare invoicing documents

1.4.4. Prepare and email monthly progress reports to Project Team (Client and Consultant team)

##### 1.5. *Maintain Project Schedule*

1.5.1. Develop work plan (identify tasks and subtasks)

- 1.5.2. Develop roles and assignments
- 1.5.3. Develop and maintain schedule and interim milestones
- 1.5.4. Prepare Design Criteria and update throughout design

## **Task 2. Survey**

- 2.1. *License Agreements* – Consultant will develop a license agreement document in conjunction with Client Staff for right-of-entry. Prepare agreements for all adjacent property owners in the project corridor and mail via registered mail.
- 2.2. *Survey Data* – Consultant will develop an existing ROW survey and existing topographic data within the limits of this project to prepare roadway design PS&E.
  - 2.2.1. *Data Collection and Property Research* – Consultant will collect available data to determine the boundary locations and owner information for all adjacent properties within the project limits.
  - 2.2.2. *Design Survey*
    - The limits of the survey along Alcove Avenue will extend from the north side of the MSF westbound frontage road to 700' north, west and east of 66th Street. The survey will consist of the proposed ROW width of 110' and where subdivisions and structures are encountered adjacent to Alcove Avenue, data will be collected a minimum of 20-feet beyond the ROW.
    - The following areas shall also be surveyed:
      - Major and Minor Cross Streets - 300-feet west and east of the proposed Alcove Avenue centerline at every minor and major cross street.
      - Finished floor elevations of existing structures adjacent to the ROW as needed.
    - Place control monuments with aluminum caps in concrete. Establish horizontal state plane coordinates (NAD 83) using GPS. Establish vertical control coordinates on NAVD 88. Monuments will be set to accommodate the limits of construction where possible.
    - Locate and establish coordinates for adjacent TxDOT (and/or City of Lubbock) control monumentation.
    - Perform a field survey to identify and locate existing topographic elements within the roadway corridor consisting of the following:
      - Evidence of property corners adjacent to the corridor.
      - Existing pavement, curbs, sidewalks, and barrier free ramps.
      - Roadway and lane striping along Alcove Avenue and intersecting streets
      - Driveways (including material)
      - Parking lots within 50-ft of proposed ROW, including parking stall configuration
      - Alleys (including material)
      - Existing culvert sizes and invert elevations, material, including cross sections approaching culvert crossings and headwalls/wingwalls
      - Existing swales
      - Visible utilities consisting of: manholes, vaults, water valves, water meters, telephone poles, power poles, utility markers, water well features, other public utilities, and franchise utilities
      - Traffic signal poles, cabinets, and other signal equipment
      - Signs (excluding temporary signs)
      - Trees, larger than 6" caliper
      - Buildings and permanent structures
      - Retaining walls
      - Fence/Wall limits and material types (excluding temporary fences)
      - Railroad tracks and crossing equipment
      - Other applicable physical features that could impact design
    - Prepare a final topographic drawing in digital format (including contours and break lines) showing the features located in the field as well as ROW information, an ASCII

coordinate file of the points located in the field with point numbers and descriptions where applicable.

#### 2.2.3. Existing ROW Survey

- Provide Existing ROW Base Map
- An existing right of way base map will be created and will consist of the following information:
  - Parcels and easements with current recording information
  - Current property owner
  - Parcel number
  - Any existing platted easements or easements filed by separate instrument including easements provided by utility companies
  - Corners of adjacent parcels tied to the section line
  - Relate ROW to Roadway center line if section line differs

#### 2.3. Proposed ROW Survey

##### 2.3.1. Prepare right of way and easement instruments (Up to 1 parcel anticipated)

- Individual parcel exhibits shall be on 8 ½"x11" paper, shall be sealed, dated, and signed by a Registered Professional Land Surveyor and shall contain the following:
  - Parcel number
  - Area required
  - Area remaining
  - Legal description
  - Current owner
  - Easements locatable in the public record.
  - All physical features
  - Metes and bounds description of parcel to be acquired. The description shall be provided on a separate sheet from the exhibit. Each type of easement shall be described separately.

### **Task 3. Design**

#### 3.1. Drainage Analysis

- 3.1.1. The Consultant will compile the hydrological and hydraulic data. The Consultant will use data from as-built plans (if available) and FEMA maps to locate drainage outfall(s) and to determine existing culvert sizes, design flows, and water surface elevations for use in the design of roadway geometry/drainage improvements.
- 3.1.2. The Consultant will develop the project drainage area map
- 3.1.3. Determine conveyance paths, channel slopes, time of concentration, and runoff coefficients as required to calculate design-year flows.
- 3.1.4. Subdivide the overall drainage areas into sub-areas and calculate the discharge at each discharge location.
- 3.1.5. Develop ICPR Model for the existing and the proposed 3-lane roadway section and analyze results.
- 3.1.6. Determine if off-street drainage improvements are required roadway corridor.
- 3.1.7. Evaluate the impacts of proposed improvements to adjacent properties and compare them to existing conditions.

#### 3.2. Drainage Improvements Design

- 3.2.1. The Consultant will design the drainage improvements to accommodate the 100-YR 24-HR design storm, for fully developed conditions. If downstream conveyances are not sufficient to pass fully developed conditions runoff, then the Consultant will design drainage improvements to accommodate existing conditions runoff for the 100-YR 24-HR storm event and mitigation from upstream future developments will be recommended.
- 3.2.2. The Consultant will develop a proposed roadway profile to accommodate drainage requirements.
- 3.2.3. Channel Design. The Consultant will perform the following tasks:

- Size channels and culverts to accommodate design storm flow rates.
  - Prepare channel profile.
  - Prepare culvert profiles.
  - Design culvert end treatments
- 3.2.4. Storm Sewer Design. The Consultant will perform the following tasks:
- Size inlet structures.
  - Size storm sewer pipes.
  - Design outfall structures.
  - Develop storm sewer profile.
- 3.2.5. Detention/Retention Basin Design. The Consultant will perform the following tasks:
- Determine allowable outfall rate.
  - Determine necessary storage requirements.
  - Prepare basing grading plan.
  - Design outfall structure and erosion control measures.
- 3.3. *Drainage PS&E*
- 3.3.1. Consultant will prepare drainage plans, specifications, and estimates that will be submitted at 50%, 90%, and Final intervals. The level of completion for each of the items described below is provided in *Section 3.9. Deliverables*
- 3.3.2. Consultant will provide Drainage Area Map complete with time of concentration routes, curve numbers calculated as per the Drainage Criteria Manual (DCM) for each drainage area, drainage area denoted in acres, and all necessary points of interest labeled
- 3.3.3. Consultant will provide hydrologic and hydraulic data sheets showing the necessary calculations and assumptions
- 3.3.4. Consultant will provide culvert layouts (plan and cross section) for all cross-drainage culverts proposed on the project.
- 3.3.5. Consultant will provide a drainage easement/channel grading plan for each drainage easement/channel proposed
- 3.3.6. Consultant will provide construction details for drainage improvements.
- 3.3.7. Consultant will provide technical specifications for drainage improvements.
- 3.3.8. Consultant will provide depth of flow indications for the 100-year design storm within ROW and any corresponding finished floor elevations required.
- 3.4. *Roadway PS&E*
- 3.4.1. Consultant will prepare plan/profile sheets on 11" x 17" plan sheets consisting of the following items:
- Proposed sidewalk locations
  - Proposed residential and commercial driveways
  - Horizontal Alignment Data
  - Traffic Control Phasing layouts
  - Pavement marking layouts
  - Erosion control plans
  - Demolition plan
  - Intersection layouts (including L&W RR layout)
  - Small sign summary
  - Standard design details
  - TxDOT/City standards
- 3.4.2. Consultant will analyze all driveways within the project and develop driveway profiles as needed. Driveways will typically be defined vertically by spot elevations.
- 3.4.3. For side street reconstruction more than 100-ft beyond the main street right-of-way, the Consultant will prepare a plan/profile of the side street improvements. Otherwise, the side street improvements will be defined vertically by spot elevations.
- 3.4.4. Consultant will develop design cross-sections
- Develop on 50-ft station intervals and at driveway centerlines

- Show pavement and subgrade, ROW limits, side slopes, pavement cross slopes, curbs, and sidewalks
  - Cross-sections will not be provided in the bid documents but will be made available to prospective bidders
- 3.4.5. Consultant will prepare roadway details to clarify intent of design
- 3.4.6. Consultant will compile applicable standard details. Consultant will modify standard details as needed.
- 3.4.7. Pavement Markers, Markings, and Signing Plans
- Consultant will prepare pavement markers, marking and signing layouts in accordance with City design standards and the Texas Manual of Uniform Traffic Control Devices (TMUTCD)
  - Consultant will prepare details to clarify intent of design
- 3.5. *Utilities – Public*
- 3.5.1. Water and Sewer
- Adjustments to existing water valves and manholes will be specified in the plans. Consultant will prepare special utility details to clarify intent of design (if needed)
  - Consultant will compile applicable standard details and modify standard details as needed.
- 3.6. *Traffic Control Plans*
- 3.6.1. Consultant will develop a construction sequence plan showing:
- Travel lanes and construction area for each phase of construction
  - Temporary signing and striping, barricades, and other channelization devices
  - Narrative of the sequence of work
  - Adjacent property access during construction
- 3.6.2. Consultant will develop TCP typical cross sections showing lane widths, edge conditions, channelization and proposed construction areas per phase.
- 3.6.3. Consultant will develop TCP intersection staging plan for the MSF intersection.
- 3.6.4. Consultant will develop TCP typical driveway staging plans for similar driveways. Develop custom driveway staging layouts for special conditions.
- 3.6.5. Consultant will prepare traffic control details to clarify intent of design.
- 3.6.6. Consultant will compile applicable standard details. Modify standard details as needed.
- 3.7. *Opinion of Probable Construction Cost*
- 3.7.1. Perform quantity takeoff and develop construction cost projection
- 3.7.2. Evaluate bid tabulations for current trends in unit prices
- 3.7.3. *Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost.*
- 3.8. *QA/QC milestone review for all deliverables in the Design Phase*
- 3.9. *Deliverables*
- 3.9.1. 50% PS&E Submittal Deliverables
- The Consultant will submit digital copies in PDF format to the Client for review and comment. Deliverables to be provided with this submittal consist of:
    - Title Sheet (100%)
    - Index of Sheets (75%)
    - Typical Sections (100%)
    - Construction Phasing (75%)
    - Traffic Control Plan (75%)
    - Plan & Profile Sheets (75%)
    - Intersection Layouts (75%)

- Hydraulic Analysis (90%)
  - Drainage Details (90%)
  - SW3P (75%)
  - EPIC Sheet (100%)
  - Utility Layouts (95%)
  - Signing and Striping Layouts (75%)
  - Quantities and Summary Sheets (60%)
  - Opinion of Probable Construction Cost (75%)
  - L&W RR Exhibit A (90%)
- 3.9.2.90% PS&E Submittal Deliverables
- The Consultant will submit digital copies in PDF format to the Client for review and comment. Deliverables to be provided with this submittal consist of:
    - All deliverables required in the 50% PS&E Submittal completed
    - General Notes
    - Specification List
    - Construction Timeline
    - L&W RR Exhibit A
- 3.9.3.Final PS&E Submittal - Bid Set Deliverables
- The Consultant will submit an electronic PS&E file submission which will consist of electronically sealed plan sheets and all supporting documents required for bidding.
  - The Consultant will submit plans to a Registered Accessibility Specialist (RAD) to comply with TDLR requirements.
- 3.9.4.Post Bid Submittal Deliverables
- The Consultant will submit one (1) PDF electronic copy of the plan set, specifications, and addenda, on DVD after the project's bid opening.

**Task 4: Bidding Phase Services**

- 4.1. *Bid Phase Services* - The Consultant will perform the following professional services for this project phase:
- 4.1.1.Plans and Specifications - Print a maximum of five (5) 11"x17" sets of sealed plans and specifications for the Client.
- Additional sets of bidding documents shall be printed by the Consultant, only upon the Client's authorization, as Additional Services.
- 4.1.2.Online Advertisement
- Consultant will provide plans, specifications, and contract documents in .PDF format to CivCast website for online bidding.
- 4.1.3.Notice to Bidders
- Consultant will prepare the notice to bidders. The Client will be responsible for submitting the Notice to newspapers for advertisement. Advertising will be billed directly to the Client by the newspaper.
- 4.1.4.Project Addendums
- Consultant will issue project addendums as required.
- 4.1.5.Questions
- Consultant will answer contractor questions as required.
- 4.1.6.Pre-bid Meeting
- Consultant will prepare for and conduct a pre-bid conference meeting.
- 4.1.7.Bid Opening
- Consultant will attend bid opening, prepare a tabulation of bids, and prepare a letter summarizing the bids to the Client for award of contract.

## **Additional Services if Required**

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Client and Consultant agree that the following services are beyond the Scope of Services described in the tasks above. However, Consultant can provide these services, if needed, upon the Client's written request. Any additional amounts paid to the Consultant, as a result of any material change to the Scope of the Project, shall be agreed upon in writing by both parties before the services are performed. These Additional Services include, but are not limited to, the following:

- Additional rounds of review comments other than listed in the scope
- Geotechnical Engineering
- Pavement Design – project will utilize pavement design recommended from the Lubbock County CR 1500 design project
- Subsurface Utility Engineering (SUE) – project will utilize the SUE from the Lubbock County CR 1500 design project
- Utility Relocation Services
- Environmental Services or Evaluation
- Public Involvement
- Assist the Client as an expert witness in litigation in connection with a project or in hearings before approving and regulatory agencies
- Soils and/or material testing
- Traffic counts, traffic modeling, traffic projections, traffic signal timing or design
- Illumination design
- Preparation for and attendance at meetings besides meetings identified above
- Redesign to reflect project scope changes requested by the Client, required to address changed conditions or change in direction previously approved by the Client, mandated by changing governmental laws, or necessitated by the Client's acceptance of substitutions proposed by the Contractor
- Submittal to TCEQ
- SWPPP inspections / coordination
- Right-of-Way Acquisition Services
- Construction Contract Administration or Construction Phase Services
- Any services not listed in the Scope of Services

## **Schedule**

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Upon receipt of the Notice to Proceed (NTP), the Consultant will prepare a project schedule with specific delivery dates for scope of services. The schedule will be reliant upon receiving review comments from the Client on each submittal in a timely manner.

## **Terms of Compensation**

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Consultant will perform the Services in Tasks 1 – 4 for the lump sum fee of \$521,800. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

**OVERALL FEE BY TASK**

<b>Task</b>	<b>Task Name</b>	<b>Subtotal</b>
1	Project Management	\$128,600
2	Survey	\$40,200
3	Design	\$324,100
4	Bidding Phase Services	\$28,900
<b>Total</b>		<b>\$521,800</b>

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

**Other special terms of Individual Project Order**

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None.

ACCEPTED:

**CLIENT: CITY OF WOLFFORTH, TX**

**KIMLEY-HORN AND ASSOCIATES, INC.**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_