November 8, 2021

Mr. Rick Trice
City of Saginaw
205 Brenda Lane
Saginaw, TX 76179

RE: ***Thompson Drive Sidewalks***

Dear Mr. Trice:

Please find attached the Individual Project Order (IPO) No. Thompson Drive Sidewalks (reference the master agreement dated April 17, 2012).

Please contact me at (817) 339-2281 or trenton.tidwell@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.
TBPE No. F-928

Trenton Tidwell, P.E.

INDIVIDUAL PROJECT ORDER NUMBER – **Thompson Drive Sidewalks**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant or KH), and The City of Saginaw, TX (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: **Thompson Drive Sidewalks**

Project Understanding:

The Client desires to design and construct sidewalks and pedestrian curb ramps along the east side of Thompson Drive, from Wofford Way to Longhorn Road and along Thompson Drive, from Opal Street to Thompson Drive). The scope of this contract also includes Survey Collection, Bidding and Construction Phase Services.

Specific Scope of Basic Services:

Task 1 – Survey Collection

A. Topographic survey for 4,000 linear feet including Thompson Drive (from Wofford Way to Longhorn Road) and Wofford Way (from Opal Street to Thompson Drive). Survey will be limited to half of the ROW and will include 150' of Palomino Drive.
B. Survey to include existing curbs, gutters, side streets, driveways, landscaping and miscellaneous structures within the right-of-way along the route of the proposed sidewalk improvements.
C. Horizontal and vertical control points and benchmarks to be surveyed and/or established.

Task 2 – Contract Document Preparation

A. Prepare for, attend, and conduct up to two (2) project meetings with the Client to discuss the design/project.
B. Prepare construction plans for the proposed sidewalks and pedestrian curb ramps along Thompson Drive.
    a. Conceptual Exhibit Submittal (30%)
    b. Incorporate conceptual exhibit submittal review comments.
    c. Submit three (3) copies of plans and OPCC to the City for review and comment.
    d. Final Design Submittal (90%)
    e. Submit three (3) copies of plans and OPCC to the City for review and comment.
    f. Incorporate the final design submittal review comments.
    g. Final Design Submittal (100%)
    h. Submit three (3) full-size (22"x34") and three (3) half-size (11"x17") sets of plans, specifications and OPCC to the City for review and comment.
C. Compile and update the overall opinion of probable construction cost (OPCC). The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids or actual construction costs will not vary from its opinions of probable costs.

D. Prepare contract specifications, general notes and contract documents for the proposed pedestrian improvements. The contract specifications will be based upon the North Central Texas Council of Governments (NCTCOG). The specifications/documents will be 8.5”x11”.
E. On behalf of the City, KH will identify and solicit the services of a Registered Accessibility Specialist (RAS) to perform the plan review and inspection of behalf of the TDLR. KH will provide one set of plans (11”x17”) for review in accordance with the Elimination of Architectural Barriers Act. The registration, review and inspection fees will be paid directly by the Consultant and be reimbursed by the City.

Task 3 – Bidding Services

A. Assemble contract documents for advertisement.
B. Upload all plans and contract documents onto Civcast for access to potential bidders. Contract documents shall be uploaded in .pdf files.
C. Answer Contractor questions during advertisement period.
D. Maintain a list of bidders to whom bidding documents have been issued.
E. Issues addenda as necessary.
F. Attend Bid Opening.
G. Tabulate bids and review bidder’s qualification.
H. Prepare letter of recommendation for award.

Task 4 – Construction Phase Services

A. Attend pre-construction meeting.
B. Visit site during construction as requested by the Client. Consultant will make visits as directed by Client in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor’s work. Observations will to be limited to spot checking, selective measurements and similar methods of general observation. Based on information obtained during site visits, Consultant will evaluate whether Contractor’s work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the work. Consultant will not supervise, direct, or have control over Contractor’s work, nor shall Consultant have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor’s work, or for any failure of Contractor to comply with any laws. Consultant does not guarantee the performance of any Contractor and has no responsibility for Contractor’s failure to perform its work in accordance with the Contract Documents.
C. Respond to Contractor RFI’s. Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by Client.
D. Review Contractor pay applications. Based on its observations and on review of applications for payment and supporting documentation, Consultant will determine amounts that Consultant recommends Contractor be paid. Such recommendations will be based on Consultant’s knowledge, information and belief and will state whether in Consultant’s opinion Contractor’s work has progressed to the point indicated, subject to any qualifications stated in the recommendation.

E. Prepare change orders, if required. Consultant may recommend Change Orders to the Client and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
F. Substantial Completion. Consultant will, after notice from Contractor that it considers the Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
G. Final Notice of Acceptability of the Work. Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant.

ADDITONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Client, will be considered additional services.

Schedule

Consultant will begin services upon receipt of Notice of Proceed.

Fee and Expenses

Task Name	Budget Amount	Fee Type
Task 1 - Topographic Survey	$ 20,000	(Lump Sum)
Task 2 - Contract Document Preparation	$ 44,000	(Lump Sum)
Task 3 - Bidding Services	$ 5,000	(Lump Sum)
Task 4 - Construction Phase Services	$ 16,000	(Lump Sum)
Total	**$ 85,000**	**(Lump Sum)**

Consultant will perform the services Tasks 1 through 4 for the total lump sum fee of $85,000. Individual task amounts are informational only. 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.

Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

CITY OF SAGINAW, TEXAS	KIMLEY-HORN AND ASSOCIATES, INC.
BY:_____	BY:_____
Gabe Reaume City Manager	Douglas M. Arnold, P.E. Contract Specialist
DATE:_____	DATE: November 8, 2021