

**INDIVIDUAL PROJECT ORDER NUMBER 20220316
HIGHLAND STATION PEDESTRIAN BRIDGE CONCEPTUAL DESIGN**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and The City of Saginaw, Texas (the Client or City) 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:

Project Name: Highland Station Pedestrian Bridge Conceptual Design
KH Project Manager: Laura Presley

Specific Scope of Basic Services:

This project consists of topographic survey and pedestrian bridge conceptual design as outlined in the tasks below.

Task 1 – Project Meetings and Design Coordination

The Consultant will provide the following professional services under this task:

1. Kick-Off Meeting – The Consultant will facilitate one (1) virtual or in-person kick-off meeting with City Staff to review schedule and deliverables.
2. Meetings –
 - a. The Consultant will prepare for and attend one (1) virtual or in-person City assessment review meetings.
 - b. The Consultant will prepare for and attend one (1) in-person City Parks Advisory Board meetings.
 - c. The Consultant will prepare for and attend one (1) in-person City Council meetings.
3. Coordination – Project communication, correspondence, and coordination with City. The Consultant anticipates 1 hour a week for the duration of the project, not to exceed 10 hours, for project communication (emails, phone calls, meetings, project updates/clarifications).

Services/Deliverables provided by the Client:

- a. Attend kickoff meeting.
- b. Attend meetings for reviewing plans.
- c. Coordination and correspondence with the City.

Task 2 – Topographic Survey

The Consultant will prepare a topographic survey for the site to be used for site planning and civil engineering design purposes. The topographic survey is to be used in-house and will not be issued as a stand-alone survey document. The survey will consist of: Elevations around the immediate perimeter of the site; Contour lines representing the surface of the existing ground at one foot intervals based on a survey grid system and tied to existing control points; Observed (only if clearly visible from the surface) locations of existing water, sewer, storm drain, and franchised utility facility appurtenances; Dig Toss markings of subsurface utilities that are in place at the time our field work is being done; and two benchmarks established with the survey.

TBPELS Firm Number: 10194040

Task 3 – Pedestrian Bridge Concept

The Consultant will develop one (1) conceptual design for a pedestrian bridge and sidewalk connection between Topeka Drive and Highland Station Park. This conceptual design will consist of a plan view digital rendering and reference imagery.

The Consultant will prepare one (1) Opinion of Probable Construction Costs (OPCC). This document is intended to guide the design, planning, and programming of the conceptual pedestrian bridge and will provide an approximate cost to be based on estimated market values of the proposed improvements.

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.

The Consultant will present the concept and OPCC to City staff to gather feedback and revise the exhibit based on the feedback. The Consultant will provide revisions for up to 1 (one) round of ordinary and reasonable comments.

The Consultant will present one (1) revised conceptual design and one revised (1) OPCC to the Parks Advisory Board and City Council per Task 1.0.

The task does not include structural bridge design, final construction documents and specifications, 3D modeling, or perspective renderings.

Additional Services if required:

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. Additional services include, but are not limited to, the following:

- Attendance at Public Meetings beyond those specifically included in the Scope of Services referenced above.
- Preparation of platting documents and/or real property survey for site acquisition.
- Sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Providing professional services associated with the discovery of any hazardous waste or materials in the project route.
- Assisting Client or Contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, will be furnished by Consultant on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Preparing applications and supporting documents for government grants, loans, or planning advances, and providing data for detailed applications.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the Client.
- Any services not listed in the Scope of Services.

Schedule:

Consultant will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule.

Deliverables:

- Pedestrian Bridge Concept
- Pedestrian Bridge Concept OPCC

Terms of compensation:

<u>Task Name</u>	<u>Budget Amount</u>	<u>Fee Type</u>
Task 1 – Project Meetings and Coordination	\$ 5,000	(Lump Sum)
Task 2 – Topographic Survey	\$ 5,000	(Lump Sum)
Task 3 – Pedestrian Bridge Concept	\$ 8,000	(Lump Sum)
Total Fee	\$18,000	

Consultant will perform the services in Tasks 1 through 3 for the total lump sum fee of \$18,000. 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.

Lump Sum tasks will be invoiced based on the percent completion of the tasks. Payment will be due within 25 days of your receipt of the invoice.

Other special terms of Individual Project Order: None

ACCEPTED:

CITY OF SAGINAW

KIMLEY-HORN AND ASSOCIATES, INC.

SIGNED: _____

SIGNED: Douglas Arnold
03/16/2023

PRINTED NAME: _____

PRINTED NAME: Douglas Arnold

TITLE: _____

TITLE: Contract Specialist

**MINUTES OF A SPECIAL MEETING
OF THE CITY OF SAGINAW
RECREATION AND PARKS ADVISORY BOARD
HELD AT THE CITY OF SAGINAW CITY HALL
333 W MCLEROY BOULEVARD
MARCH 20, 2023**

Present at the Meeting:

Member	Place No. 1	Jane Lyon
Member	Place No. 4	Wayne Giles
Chairman	Place No. 5	Brack St. Clair
Member	Place No. 7	Thomas Weaver
Alternate Member	Alt. No. 2	Adhel Torres
Director of Public Works		Randy Newsom
Streets and Parks Manager		Paul Wrzesinski
Management Analyst/Recording Secretary		Salvador Gonzalez Jr.

Absent from the Meeting:

Member	Place No. 2	Janelle Young
Vice Chairman	Place No. 3	Brandi Coble
Member	Place No. 6	Ronda Nyberg
Alternate Member	Alt. No. 1	Michael Arbuckle

Visitors at the Meeting:

Laura Presley
Candice Knight
Jeffrey Knight
Meggie Daniels
Matthew Boardman

The quorum for tonight's meeting consists of Chairman St. Clair, Members Lyon, Giles, Weaver, and Alternate Member Torres.

(1) Call to Order

Chairman St. Clair called the meeting to order at 6:01 p.m.

(2) Roll Call to Establish Quorum

Chairman St. Clair called roll and established a quorum.

(3) Audience Participation

Chairman St. Clair explained the procedures regarding audience participation.

(4) Approval of Minutes

The minutes of a regular meeting on January 16, 2023 were presented for approval. A motion was made by Member Weaver with a second by Member Giles to approve the minutes for January 16, 2023. Motion carried unanimously.

For: Chairman St. Clair, Members Lyon, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Vice Chairman Coble, Members Young, Nyberg,
and Alternate Member Arbuckle

(5) Discussion Regarding Parks Bond Fund Balance

Public Works Director Randy Newsom updated the board on the remaining balance within the Parks Bond Fund. Board Members inquired about a previously mentioned priority list for all parks projects and the Parks Assessment Plan. The Board also inquired on the status of new playground equipment installation in various parks, followed by an update on playground equipment by Director of Public Works Newsom. Lastly, the Board discussed the Switchyard expansions plans with updates from Director Public Works Newsome.

(6) Consideration and Action Regarding Highland Station Park Pedestrian Bridge

Director of Public Works Newsom briefed the Board on the location and complexity of constructing the proposed Highland Station Park Pedestrian Bridge and introduced Laura Presley, P.E. Presley informed the commission of the challenges of implementing the pedestrian bridge, which would connect the Topeka neighborhood to Highland Station Park. One of the mentioned challenges included dealing with drainage flow of the creek. Presley also detailed the plan to move forward with the study if approved and the potential costs of the project.

Chairman St. Clair opened up the floor to audience participation, beginning with Candice Knight, who voiced her concerns with the inaccessibility of park due to lack of the bridge and concerns for safety. She also read a letter of support for construction of the bridge, written by Myrla "Olivia" Hernandez, who is a neighbor residing close to the drainage creek. Jeff Knight spoke next and voiced his concerns with kids and teens trying to cross to the park from the neighborhood.

A motion was made by Member Weaver, with a second by Alternate Member Torres to recommend approval of a contract between the City of Saginaw and Kimley-Horn and Associates for a sum amount of \$18,000 to conduct a study for construction of Highland Station Pedestrian Bridge. Motion carried.

For: Chairman St. Clair, Members Lyon, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Vice Chairman Coble, Members Young, Nyberg,
and Alternate Member Arbuckle

(7) Discussion and Consideration of Future Agenda Items

Director of Public Works Newsome gave an update to the Board regarding some of the effects from a recent storm event, including the Texas Municipal League's Insurance involvement in the process to restore parks. Member Lyon mentioned her concern with the number of dog waste receptacles in city parks. The Board discussed the issue further with Director of Public Workers Newsom.

(8) Report Regarding Park Maintenance Projects

Operations Manager Paul Wrzesinski Public updated the Board on ongoing parks maintenance projects, including the storm damage in Willow Creek Park, and further information on the installation of new playground equipment. the city.

(9) Discussion and Action Regarding Park Fund Balances and Expenditures

Management Analyst Gonzalez updated the board on the remaining funds of the Park Fund Balance. Member Giles brought up an ongoing issue with unregistered food trucks being present in the city. City staff took account of the concern to possibly be brought up as a future agenda item and to be followed up with appropriate city staff.

(10) Adjournment

A motion was made by Member Giles with a second by Member Torres to adjourn the meeting. Motion carried.

For: Chairman St. Clair, Members Lyon, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Vice Chairman Coble, Members Young, Nyberg,
and Alternate Member Arbuckle

Chairman St. Clair declared the meeting of March 20, 2023 closed at 6:44 p.m.

APPROVED:

Brack St. Clair, Chairman

ATTEST:

Salvador Gonzalez Jr., Management Analyst/
Recording Secretary