



October 4, 2019

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

RE: *Police Parking Lot Expansion*

Dear Rick:

Please find attached the Individual Project Order (IPO) No. Police Parking Lot Expansion (reference the master agreement dated April 17, 2012).

Please contact me at (817) 339-2248 or andrew.simonsen@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

TBPE No. F-928

A handwritten signature in blue ink that reads "Andrew Simonsen". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Andrew Simonsen, P.E.
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – Police Parking Lot Expansion

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and The City of Saginaw, Texas (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: Police Parking Lot Expansion

Project Understanding:

The Client desires to add an additional 21 parking spaces to the existing police department parking lot. It is understood that no analysis of the existing site and parking lot or design of the proposed parking lot expansion will be performed by Kimley-Horn. It is understood that Kimley-Horn will prepare a conceptual exhibit for approximate quantity determinations. It is understood that Kimley-Horn will prepare contract documents for the Client's use.

Specific Scope of Basic Services:***Task 1 – Conceptual Plan and Bidding Documents***

Kimley-Horn will perform the following tasks:

- Conceptual Plan – Prepare a conceptual plan showing existing site infrastructure, proposed demolition of existing infrastructure, and proposed layout and striping of parking lot expansion. Existing site infrastructure will be based on information available from aerial views and from previously prepared plans for the existing Police Department site, titled “Saginaw Police Complex,” signed 2005. Proposed layout and striping of parking lot expansion will be based on layout provided by City Staff. Proposed materials and technical details for construction of the parking lot will match the materials and technical details provided in the previously prepared plans, titled “Saginaw Police Complex,” signed 2005. Kimley-Horn will prepare one (1) 11” x 17” plan sheet.
- Contract Documents - The Contract Documents will be based upon the NCTCOG *Standard Specifications for Public Works Construction* and the Client's requirements for Public Works Construction will govern all other specifications.
- Review Meeting – Consultant will facilitate a review meeting with City and Police Department Staff to review the Conceptual Plan and Contract Documents.

Meetings:

- a. One (1) review meeting with City and Police Department Staff.

Deliverables:

- a. Six (6) copies of Conceptual Plan and Contract Documents.

Services/Deliverables provided by the Client:

- a. Attend review meeting.
- b. Review and comment on Conceptual Plan and Contract Documents.

Task 2 – Bidding

Consultant will provide the following professional services under this task:

1. Final Contract Documents – Consultant will prepare and issue the project for advertisement utilizing the CivCast website. Consultant will print and issue sets of plans and specifications as requested by contractors or plan houses. A non-refundable deposit will be required of contractors or plan houses for plans and specifications.
2. Notice to Bidders – Consultant will prepare a 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.
3. Addenda – Consultant will answer contractor questions during the bid process. Consultant will issue addenda as required.
4. Bid Opening – Consultant will attend the bid opening, prepare a tabulation of bids, and prepare a letter summarizing the bids to the Client for award of contract.
5. Execution – Consultant will prepare five (5) sets of the Contract Documents for execution by the contractor, receive and review such documents for completeness, and forward to the Client for review and execution.

Meetings:

- a. Bid Opening – as described above.

Deliverables:

- a. Final Contract Documents – as described above.
- b. Notice to Bidders – as described above.
- c. Addenda – as described above.
- d. Tabulation of Bids – as described above.
- e. Letter Summarizing Bids – as described above.
- f. Contract Documents for Execution – as described above.

Services/Deliverables provided by the Client:

- a. Award of Contract to Contractor.
- b. Review and Execute Contract Documents.

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

Schedule

Consultant will begin services upon receipt of Notice to Proceed.

Fee and Expenses

Task Name	Budget Amount	Fee Type
Task 1 – Conceptual Plan and Bidding Documents	\$ 5,000	(Lump Sum)
Task 2 – Bidding	\$ 2,500	(Lump Sum)
Subtotal	\$7,500	(Lump Sum)

Consultant will perform the services in Tasks 1 through 2 for the total lump sum fee of \$7,500. 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: _____
Gabe Reaume
City Manager

BY: Scott R. Arnold
Scott R. Arnold, P.E.
Vice President

DATE: _____

DATE: 10/4/2019