



September 21, 2020

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

RE: *Saginaw Parks Master Plan Update*

Dear Rick:

Please find attached Individual Project Order (IPO) No. Saginaw Parks Master Plan Update (reference the master agreement dated April 17, 2012). This scope consists of providing professional services associated with the preparation of an updated Parks Master Plan for the City of Saginaw.

Please contact me at (817) 339-2280 or katherine.utecht@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 "Katherine Utecht".

Katherine Utecht, PLA, LI
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – 2020 Saginaw Parks Master Plan

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: Saginaw Parks Master Plan Update

PROJECT UNDERSTANDING:

The Consultant will review the existing Parks Master Plan to identify the opportunities, constraints, and recommendations for the Client's park system. The Consultant will apply current standards, needs and desires of the community, the concept plans, as identified by Client staff for the development of the Master Plan. The final documents will include recommendations for park, playground, and connectivity improvements to the existing parks within the Saginaw City Limits and include recommended locations for new parks.

SCOPE OF SERVICES:***Task 1 – Parks Master Plan Update***

The Consultant will utilize information gathered from previous Park Board Meetings, City Council Meetings, Bond Committee Meetings, and survey results for the purposes of providing an updated Parks Master Plan. The Parks Master Plan will be comprised of the list of existing parks, recommendations for park improvements, and identification of future park development and trail connections within the existing City limits.

1. Future Park Inventory and Analysis – The Consultant will meet with the Client to review site for future park and trail development. These sites will be included in the final Parks Master Plan document. This task includes site inventory, analysis, and recommendations only. Concept plans can be developed as an additional service as directed by the Client.
2. City Park and Trail Map - The Consultant will prepare an overall city-wide park and trail connections map, illustrating existing and proposed park and trail locations.
3. Opinion of Probable Construction Cost (OPCC) – The Consultant will prepare a planning level Opinion of Probable Construction Cost (OPCC) for the summarized park improvements. The document is intended to provide an approximate cost commensurate with the level of plan development to be based on anticipated market values of the proposed improvements and anticipated indirect costs associated with each of the specified project areas. 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 judgement 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.
4. Master Plan Report – The following elements of the master plan report will be prepared:

- a. Introductions
- b. Inventory and Analysis
- c. Needs Assessment
- d. Summary of Existing Trail and Sidewalks
- e. Summary of Trail Standards and Connections
- f. Summary of Public Meetings and Survey Results
- g. Proposed Park and Trail Improvements
- h. Priorities and Budget Recommendations
- i. Recommended Timeline for Park Improvements

Meetings:

- a. One (1) kick-off meeting with city staff.
- b. Two (2) design meetings with city staff.
- c. Two (2) Park Board Meetings.

Deliverables:

- a. One (1) full size copy of the updated Park Master Plan Documents (8.5 x 11)

Services/Deliverables provided by the Client:

- a. Attend Kick-off meeting.
- b. Attend Design meetings.

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:

- Performing a topographic survey.
- Performing a geotechnical study or analysis.
- Providing professional services associated with the discovery of any hazardous waste or material in the project site.
- Additional Presentations to City Council, Parks Board or Public User Groups.
- Providing additional park concepts.
- Facilitating or attending public meetings.
- Providing 3D view sketches or graphics for the proposed park improvements.
- Making significant modifications to the plans and specifications after the preliminary submittals have been approved by the Client.
- Any additional changes to the Contract Documents necessary to break the project into phases.
- Establish new survey monuments for any of the proposed sites.
- 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 begin services upon receipt of Notice to Proceed.

FEE AND EXPENSES

The Consultant will perform the services in Task 1 for the total lump sum fee of \$32,000. 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
Vice President

DATE: _____

DATE: September 21, 2020