

**Approved**

Commissioners Court

FEB 27 2017

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** Ralph McBroom  
**TODAY'S DATE:** February 15, 2017

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** February 27, 2017

**SPECIFIC AGENDA WORDING:** Consideration of Agreement for Professional Engineering Services on a Defined Scope of Services Basis with Half Associates, Inc. for the Parking Lot Expansion at the Burleson Sub-Courthouse in the amount of \$5,990.00 for Site Plan Phase.

**PERSON(S) TO PRESENT ITEM:** Ralph McBroom

**SUPPORT MATERIAL:** See Attachments

**TIME:** 5 min

**ACTION ITEM:** X  
**WORKSHOP**  
**CONSENT:**  
**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:** X  
**AUDITOR:**  
**PERSONNEL:**  
**BUDGET COORDINATOR:**

**IT DEPARTMENT:**  
**PURCHASING DEPARTMENT:**  
**PUBLIC WORKS:** X  
**OTHER:**

\*\*\*\*\*This Section to be completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_



February 3, 2017  
1008-16-0219

Mr. Ralph McBroom, C.P.M.  
Johnson County  
Purchasing Agent  
1102 E. Kilpatrick, Suite B  
Burleson, Texas 76031

**RE: Professional Services for Parking Lot Expansion at the Burleson Sub-Courthouse**

Dear Mr. McBroom,

Johnson County has requested Halff Associates, Inc. (Halff) to provide professional design services for a parking lot expansion at the Burleson Sub-Courthouse in Burleson, Texas. This proposal includes the Project Description, Scope of Work, Deliverables, Project Schedule, and Fees. The following exhibits are attached to the Proposal:

Exhibit A	Scope of Work
Exhibit B	Basis of Compensation
Exhibit C	Exclusions
Exhibit D	Project Cost Estimate
Exhibit E	Parking Lot Concept Plan

**Background**

The county would like to expand the existing concrete parking lot located north and south of the Burleson Sub-Courthouse. The proposed parking lot expansion would add additional spaces to both in front and behind the existing building. Halff has prepared a conceptual layout of the proposed parking lot expansion, which is attached to this proposal. The parking lot expansion should add approximately 33 parking spaces. See Exhibit E for the Parking Lot Concept Plan.

**Project Assumptions**

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation.

1. The City of Burleson Code of Ordinances stated the parking lot could be asphalt or concrete. Asphalt pavement was chosen to match the existing asphalt parking lot.
2. Parking lot spaces shall be 9'x18' with 2' for overhang per the City of Burleson Code of Ordinances.

HALFF ASSOCIATES, INC.

1201 NORTH BOWSER ROAD  
RICHARDSON, TX 75081-2275

TEL: (214) 346-6200  
FAX: (214) 759-0095

WWW.HALFF.COM



3. Halff is assuming detention is not required. The city does not require detention unless the downstream system cannot handle the increased runoff for a 100-year storm from the proposed development.
4. Halff assumes a plat or re-plat is not required. The county will provide a boundary survey, plat, or deed information of the property the parking lot expansion will be located on.
5. A Landscape Plan, Lighting Plan, and Irrigation Plan is not included in this scope of work. If required, a separate scope of work and fee can be provided.
6. Halff assumes Planning & Zoning (P&Z) and City Council Meeting attendance is not required.
7. It is assumed the County will perform the project Bidding Services and Construction Administration Services, so these services are not included in this proposal.
8. It is assumed the County will provide Construction Material Testing Services.
9. The County will provide a topographic survey and boundary survey to Halff Associates.

We appreciate the opportunity to be of service to Johnson County. If you have any questions please do not hesitate to call me at (972) 956-0801.

Sincerely,

**HALFF ASSOCIATES, INC.**

A handwritten signature in black ink, appearing to read "Brian C. Haynes".

Brian C. Haynes, P.E., CFM  
Vice President

**Exhibit 'A'**  
**Proposed Scope of Work**  
**Parking Lot Expansion at the Burleson Sub-Courthouse**

**A. SITE PLAN PHASE**

The site plan phase will include the preparation of a site plan. The proposal includes the preparation of two (2) preliminary site plans and one (1) final site plan. The site plan phase will include the following tasks:

**1. Site Plan**

The site plan will be prepared based on the City of Burleson requirements. The site plan will include the following general information:

- a. The land area included within the site, the land area of all abutting sites and the zoning classification thereof, all public and private rights-of-way and easements bounding and intersecting the site and the abutting sites which are proposed to be continued, created, relocated and/or abandoned;
- b. The proposed finished grade of the site and its relation to elevations of adjacent sites if pertinent, shown to contour intervals not to exceed two feet;
- c. A description of the proposed site and the boundaries thereof;
- d. The location of each existing and each proposed structure on the site, the specific category of use or uses to be contained therein, the number of stories, gross floor area, type of exterior, construction material, and the location of entrances and exits to buildings;
- e. The location and width of all curb cuts and driving lanes;
- f. The dimensions and capacities of parking areas and loading areas, and the character and location of illumination facilities for same;
- g. All pedestrian walks, malls and open areas for use by tenants or the public;
- h. The location and height of all walls, fences, and screen planting and landscaping;
- i. The location, size, height, foot candle level and orientation of all lighting and signs;
- j. The types of surfacing such as paving, turf or gravel to be used at the various locations;
- k. The location of fire hydrants and fire lanes;



- l. Location and screening of garbage containers, air conditioners and outside storage or display; and
- m. A schedule of the phasing of all improvements shown in the plan.

2. Meetings\Coordination

Halff will coordinate with the following entities during the Site Plan Phase.

- a. City of Burleson – Coordinate with the city prior and during the site plan phase.
- b. Surveyor – Includes coordination with Surveyor that prepares the topographic survey and boundary survey for the project.

**Deliverables**

1. Up to two (2) Preliminary Site Plans
2. Final Site Plan



**Exhibit 'B'**  
**Basis of Compensation**  
**Parking Lot Expansion at the Burleson Sub-Courthouse**

Basic Services as described in Exhibit 'A' will be provided for a total lump sum fee of \$5,990.00. The overall fee total shown will not be exceeded without prior written authorization for the Client. Payment for total services as described in Exhibit 'A' will be invoiced to the Client on a monthly basis, based upon a percentage of completed tasks. Below is a cost breakdown of the Basic Services.

<b>PROFESSIONAL SERVICES FEE SUMMARY</b>	
<b>PROJECT TASKS</b>	<b>FEE</b>
A. SITE PLAN PHASE	\$5,990.00
<b>TOTAL FEE</b>	<b>\$5,990.00</b>

Reimbursable Expenses (Direct Costs) are included in the lump sum fees and shall include, but are not necessarily limited to expenses for supplies, transportation, equipment, travel, communication, printing of plans, and similar incidentals.

The terms and conditions associated with this proposal are provided in Johnson County "RFQ 2016-607" dated June 29, 2016.

**Exhibit 'C'**  
**Exclusions**  
**Parking Lot Expansion at the Burleson Sub-Courthouse**

**Additional Services**

Additional Services not included in the Proposed Scope of Work will be negotiated with the Client as needed. Compensation will be based upon a mutually agreed lump sum fee or an hourly rate as shown below. Items that are considered additional services include:

1. Topographic Survey
2. Boundary Survey
3. Construction Plans
4. Geotechnical Engineering Investigation and Report
5. Bidding Services
6. Construction Administration Services
7. Environmental Site Assessment
8. Landscape Design or Plan
9. Irrigation Design or Plan
10. Lighting Design or Plan
11. Platting
12. Traffic Study and Analysis.
13. Drainage Study and Analysis
14. Construction Material Testing
15. Assessment outside the limits of the project site.
16. Construction inspection.
17. Design of utilities or other improvements outside of the project boundary.
18. Quality control and material testing services during construction except for submittal reviews.
19. Negotiations/agreements with adjacent property Owners.
20. Payment of permits or filing fees required by regulatory agencies or departments obtained for the City.
21. Surveys/investigations involving sampling and laboratory analysis (e.g., hazardous materials sampling and analysis, asbestos surveys, and lead-based paint surveys).
22. Any additional work not specifically included in the Proposed Scope of Work will be accomplished as Additional Services.

**ENGINEER'S STATEMENT OF PROBABLE COST**  
**BURLESON SUB COURTHOUSE PARKING LOT EXPANSION**  
**NORTHEAST CORNER OF S. BUFFALO & W. HARRELL**  
*Proposed Asphalt Parking Lot*

Project: Burleson Sub Courthouse Parking Lot Expansion  
 Client: Johnson County

Prepared by: Brian Haynes, PE  
 Date: 1/27/2017

Pavement Material: Concrete  
 Pavement Thickness: 8 in  
 Current Date: 2017 year  
 Estimated Construction Date: 2018 year

ITEM NO.	DESCRIPTION	UNIT	QTY	Engineer's Estimate	
				UNIT PRICE	EXTENDED PRICE
<b>Section I - Burleson Sub Courthouse Parking Lot</b>					
1	Mobilization (10% of Total Bid)	LS	1	\$27,000.00	\$27,000.00
2	Site Preparation (10% of Total Bid)	LS	1	\$27,000.00	\$27,000.00
3	Construction Staking	LS	1	\$2,500.00	\$2,500.00
4	Earthwork (Excavation)(Assuming 1-ft depth)	CY	108	\$20.00	\$2,160.00
5	Cement Treated Subgrade (6")	SY	3080	\$12.00	\$36,960.00
6	Cement Slurry (40 lbs/sy)	TON	62	\$250.00	\$15,500.00
7	Concrete Pavement (6")	SY	2850	\$50.00	\$142,500.00
8	Concrete Sidewalk (4" Thick)	SY	50	\$60.00	\$3,000.00
9	Curb Ramp (ADA)	EA	2	\$2,500.00	\$5,000.00
10	Pavement Markings & Signage	LS	1	\$3,500.00	\$3,500.00
11	Connect to Existing Pavement	LF	450	\$15.00	\$6,750.00
12	Monolithic Concrete Curb (6")	LF	1200	\$3.50	\$4,200.00
13	Sodding & Topsoil	SY	800	\$10.00	\$8,000.00
14	Erosion Control	LS	1	\$5,000.00	\$5,000.00
15	Drip/Spray Irrigation	SF	3,500.0	\$1.00	\$3,500.00
16	Tree Bubblers (2 per Tree)	EA	20.0	\$50.00	\$1,000.00
17	Irrigation Tap and Meter	LS	1.0	\$5,000.00	\$5,000.00
18	Double Check Valve	EA	1.0	\$2,000.00	\$2,000.00
19	Irrigation Controller	EA	1.0	\$2,500.00	\$2,500.00
20	Trees (3" Calliper)	EA	10	\$600.00	\$6,000.00
21	Shrubs, Ornamental Grasses and Groundcover	SF	3500	\$5.00	\$17,500.00
<b>Subtotal Section I</b>					<b>\$326,570.00</b>
<b>SUBTOTAL CONSTRUCTION IMPROVEMENTS</b>					<b>\$326,600.00</b>
<b>BASIC ENGINEERING (SITE PLAN PHASE)</b>					<b>\$5,990.00</b>
<b>BASIC ENGINEERING (DESIGN PHASE)</b>					<b>\$24,500.00</b>
<b>ADDITIONAL SERVICES (GEOTECHNICAL REPORT, LANDSCAPE &amp; IRRIGATION DESIGN)</b>					<b>\$10,500.00</b>
<b>OTHER SERVICES (BIDDING AND CONSTRUCTION)</b>					<b>\$13,650.00</b>
<b>CONSTRUCTION MATERIAL TESTING (2.5%) <sup>4</sup></b>					<b>\$8,200.00</b>
<b>CONTINGENCY (20%)</b>					<b>\$65,300.00</b>
<b>TOTAL PROJECT</b>					<b>\$454,740.00</b>
<b>INFLATION ADJUSTMENT (3.0% PER YEAR) <sup>3</sup></b>					<b>\$9,800.00</b>
<b>TOTAL PROJECT BUDGET <sup>5</sup></b>					<b>\$470,000.00</b>

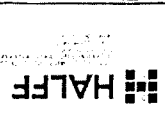
**Notes:**

- Lighting design and construction costs are excluded from this estimate.
- An Inflation rate of 3.0% was assumed based on the average Consumer Price Index from 2000 to 2013.
- Construction Inspection and Right-of-Way Acquisition are excluded from this estimate.
- Construction Material Testing costs were estimated at 2.5% of the overall construction cost.
- Cost estimate assumes construction will begin within 12 months.

NOTE: This statement was prepared utilizing standard cost and/or estimating practices. It is understood and agreed that this is a statement of probable construction cost only, and the Engineer shall not be liable to the Owner or any Third Party.



BURLESON SUB COURTHOUSE  
 PARKING LOT EXPANSION  
 CITY, STATE



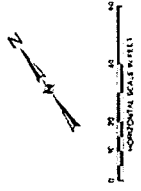
DATE	1/11/11
PROJECT	BURLESON SUB COURTHOUSE
SCALE	AS SHOWN
DESIGNER	HALFF
CHECKER	HALFF
DATE	1/11/11

Sheet 1 of 1

Project No.	10000000
City	HOUSTON, TX
County	HARRIS
Client	HALFF
Scale	AS SHOWN
Author	HALFF
Checked	HALFF
Date	1/11/11

Exhibit E

C-1.01



**SITE DATA SUMMARY CHART**

PROJECT NAME	BURLESON SUB COURTHOUSE PARKING EXPANSION
ADDRESS	247 ELK DRIVE HOUSTON, TX 77008
CITY	HOUSTON, TEXAS
COUNTY	HARRIS
ZONING	C COMMERCIAL
GROSS AREA	1,270 SQUARE FEET
NET AREA	5,270 SQUARE FEET
TOTAL EXISTING PARKING	111
PROPOSED TOTAL PARKING	144

- LEGEND**
- PROPOSED 20' WIDE CONCRETE PAVING
  - PROPOSED 10' WIDE CONCRETE PAVING
  - EXISTING PAVING TO REMAIN
  - STREET LINE

NOTES:  
 1. DIMENSIONS AND ALTERNATES TO BE TO FACE UNLESS OTHERWISE NOTED.  
 2. DIMENSIONS ARE TO FACE OF CURB.

