

JUN 12 2017



April 5, 2017
1008-16-0219

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

RE: Professional Services for Parking Lot Expansion at Guinn Justice Center

Dear Mr. McBroom,

Johnson County has requested Halff Associates, Inc. (Halff) to provide professional design services for a parking lot expansion at the Guinn Justice Center in Cleburne, 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 Fee Schedule
Exhibit E	Project Cost Estimate

Background

The county would like to expand the existing asphalt parking lot located east of the Guinn Justice Center and east of S. Buffalo Street. The existing parking lot has approximately 65 parking spaces. The proposed parking lot expansion will be located at the northeast corner of S. Buffalo Street and W. Harrell Street. The County has already purchased the property for the parking lot and the structures have been removed from the site. Halff did a conceptual layout of the proposed parking lot expansion. The parking lot expansion should add approximately 40 parking spaces.

Project Assumptions

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

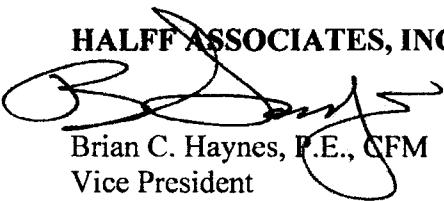
1. The City of Cleburne Code of Ordinances stated the parking lot could be asphalt or concrete. Asphalt pavement was chosen to match the existing asphalt parking lot.
2. Parking lot spaces shall be 9'x18' with 2' for overhang per the City of Cleburne Code of Ordinances.

3. Remnants of the previous structures are still present at the proposed parking lot expansion site. Halff recommended an Environmental Site Assessment is performed to make sure there are no containments including asbestos.
4. 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.
5. The lot for the proposed parking lot expansion is Zoned "C0", which is "Non-retail District". Halff is assuming the zoning will not need to be changed.
6. 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.
7. The City of Cleburne has landscape requirements for parking areas that involve a "Frontage Strip" of landscaping and Interior Landscaping. A Zoning District Screen is required along any areas abutting residential. Halff will show the location of trees and shrubs in the site plan
8. 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.
9. Halff assumes Planning & Zoning (P&Z) and City Council Meeting attendance is not required.
10. It is assumed the County will provide Construction Material Testing Services.
11. The County will provide a topographic survey and boundary survey to Halff Associates.
12. Does not include Bidding Services or Construction Administration Services.
13. At the request of the County, construction plans will be prepared without a Geotechnical Investigation and Report. The county will provide the pavement section to Halff for this project.
14. The terms and conditions associated with this proposal are provided in Johnson County RFQ 2016-607 dated June 29, 2016.

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.



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

Exhibit 'A'
Proposed Scope of Work
Parking Lot Expansion at the Guinn Justice Center

A. CONSTRUCTION PLAN PHASE

The construction plans will be prepared for the proposed parking lot expansion at the Guinn Justice Center. The construction plans will be based on the final Site Plan approved by the Owner and City. The scope of work includes the Preliminary (60%) and Final (100%) Construction plans that will be necessary for review and approval by the City of Cleburne. More detailed scope of work for the construction plans is below. Civil Plans will be prepared for parking lot expansion. The Civil plans will include the following:

1. Paving Plan

Paving plans will be prepared for the proposed parking lot based on the final approved site plan. Sub-grade and pavement recommendations will come from the Johnson County. The paving plans will include:

- a. Limits of Paving and Type of Pavement (i.e. – sidewalk, asphalt, etc.)
- b. Paving areas to be demolished.
- c. Dimensions and Pavement Markings.

2. Grading Plan

Proposed roadways located in the existing parking lots will be prepared using proposed 1-ft contours and grade breaks.

3. Drainage Plan

The drainage plans will conform to the City of Cleburne Design Criteria. The drainage plans shall include the following information:

- a. Drainage area map – Prepare a drainage area map (no greater than 1' = 200')
- b. Drainage calculations – Prepare drainage calculations for hydrology and hydraulics.
- c. Downstream Storm Drain System – Check the capacity of the downstream storm drain system.

4. Erosion Control Plan (BMP's)

An erosion control plan will be prepared for the project. The erosion control plan will include:

- a. Necessary erosion control devices to control runoff from the site.
- b. A Storm Water Pollution Prevention Plan data sheet.

- c. Storm Water Pollution Prevention Plan (SWPPP) is not included in scope of work and will be prepared by the contractor.

5. Landscape Plan
Landscape Plan and Details will be prepared for the project. The landscaping will be prepared to conform to the City of Cleburne's landscaping ordinance and requirements. The landscape plan will include:
 - a. Layout of plantings, trees, and other landscaping elements.
 - b. Details for the plantings, trees and other landscaping elements.

6. Construction Details
Local and regional construction details will be used for the construction of the parking lot.

7. Technical Specifications
Technical Specifications will be prepared for the project. Local or Regional Specifications will be used.

8. Final Plans (100%)
Prepare final plans based on final comments by the City of Cleburne and/or Johnson County.

Deliverables

1. Construction Plans

Exhibit 'B'
Basis of Compensation
Parking Lot Expansion at the Guinn Justice Center

Basic Services as described in Exhibit 'A' will be provided for a total lump sum fee of **\$22,185.00**. 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. Refer to Exhibit 'D' for a detailed Project Fee Schedule.

PROFESSIONAL SERVICES FEE SUMMARY	
PROJECT TASKS	FEE
A. DESIGN PHASE (60% & 100% DESIGN)	\$22,185.00
TOTAL FEE	\$22,185.00

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 Guinn Justice Center

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

PROJECT TASK	CIVIL-GENERAL ENGINEER GRAD ENG	CIVIL-GENERAL ENGINEER PROJ ENG	CIVIL-GENERAL ENGINEER PROJ MANAGER	LANDSCAPE ARCHITECT GRAD LAND ARCH	LANDSCAPE ARCHITECT PROJ MANAGER	ADMIN SECRETARY	DIRECT COSTS		TOTAL
							EXPENSES	SUB-CONSULT	
A. DESIGN PHASE (60% & 100% DESIGN)									
1 Paving Plan	4.00		0.75				\$75.00		\$5,455.00
2 Grading	2.00	1.00	0.50				\$50.00		\$3,190.00
3 Drainage Plan	2.00	1.00	0.50				\$25.00		\$3,190.00
4 Erosion Control Plan	1.50	0.50	0.25				\$25.00		\$1,945.00
5 Landscape Plan	1.50	0.50	0.25	2.50	1.00		\$25.00		\$2,525.00
6 Construction Details	1.00	0.50	0.25				\$50.00		\$1,945.00
7 Technical Specifications	1.00	0.50	0.25				\$25.00		\$1,950.00
8 Final Plans (100% Design)	1.50	0.50	0.25				\$25.00		\$2,205.00
	13.50	5.50	2.75	2.50	1.00	1.00	\$325.00		\$22,185.00
SUBTOTAL:									
TOTAL	13.50	5.50	2.75	2.50	1.00	1.00	\$325.00		\$22,185.00
DAILY RATES	\$760	\$960	\$1,200	\$600	\$1,000	\$220			
HOURLY RATES	\$95	\$120	\$150	\$75	\$125	\$65			

ENGINEER'S STATEMENT OF PROBABLE COST

GUINN JUSTICE CENTER PARKING LOT
NORTHEAST CORNER OF S. BUFFALO & W. HARRELL
Proposed Asphalt Parking Lot

Project: Guinn Justice Center Parking Lot
 Client: Johnson County

Prepared by: Brian Haynes, PE
 Date: 3/21/2017

Pavement Material: Asphalt
 Pavement Thickness: 4 in
 Current Date: 2017 year
 Estimated Construction Date: 2017 year

ITEM NO.	DESCRIPTION	UNIT	QTY	Engineer's Estimate	
				UNIT PRICE	EXTENDED PRICE
Section I - Guinn Justice Center Parking Lot					
1	Mobilization (10% of Total Bid)	LS	1	\$12,500.00	\$12,500.00
2	Site Preparation (10% of Total Bid)	LS	1	\$12,500.00	\$12,500.00
3	Construction Staking	LS	1	\$2,500.00	\$2,500.00
4	Earthwork (Excavation)(Assuming 1-ft depth)	CY	65	\$20.00	\$1,300.00
5	Cement Treated Subgrade (6")	SY	1625	\$10.00	\$16,250.00
6	Cement Slurry (25 lbs/sy)	TON	20	\$250.00	\$5,000.00
7	Asphalt Pavement (4" Thick Type B)	TON	350	\$175.00	\$61,250.00
8	Concrete Driveway (6") (3,000 psi)	SY	150	\$55.00	\$8,250.00
9	Concrete Sidewalk (4" Thick)	SY	82	\$45.00	\$3,690.00
10	Curb Ramp (ADA)	EA	1	\$2,500.00	\$2,500.00
11	Pavement Markings & Signage	LS	1	\$5,000.00	\$5,000.00
12	Connect to Existing Asphalt	LF	162	\$15.00	\$2,430.00
13	Concrete Curb & Gutter (2-ft Wide) (3,000 psi)	LF	150	\$35.00	\$5,250.00
14	Hot-Mix Asphalt Transition (6" Thick)	TON	10	\$150.00	\$1,500.00
15	Sodding & Topsoil	SY	220	\$10.00	\$2,200.00
16	Erosion Control	LS	1	\$1,250.00	\$1,250.00
17	Trees (3" Caliper)	EA	10	\$600.00	\$6,000.00
18	Shrubs	EA	40	\$100.00	\$4,000.00
Subtotal Section I					\$153,370.00
SUBTOTAL CONSTRUCTION IMPROVEMENTS					\$153,400.00
CONTINGENCY (20%)					\$30,700.00
CONSTRUCTION MATERIAL TESTING (2.5%)⁴					\$3,800.00
CONSTRUCTION COST					\$187,900.00
BASIC ENGINEERING (SITE PLAN PHASE)					\$5,390.00
BASIC ENGINEERING (DESIGN PHASE)					\$22,410.00
ADDITIONAL SERVICES (GEOTECHNICAL)					\$0.00
OTHER SERVICES (BIDDING AND CONSTRUCTION)					\$17,160.00
DESIGN COSTS					\$44,960.00
TOTAL PROJECT COST (DESIGN + CONSTRUCTION COST)					\$232,860.00
INFLATION ADJUSTMENT (3.0% PER YEAR)²					\$0.00
TOTAL PROJECT BUDGET⁵					\$240,000.00
Notes:					
1. Lighting, landscaping, and irrigation design and construction costs are <u>excluded</u> from this estimate.					
2. An inflation rate of 3.0% was assumed based on the average Consumer Price Index from 2000 to 2013.					
3. Construction Inspection and Right-of-Way Acquisition are <u>excluded</u> from this estimate.					
4. Construction Material Testing costs were estimated at 2.5% of the overall construction cost.					
5. 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.					