



## **ATTACHMENT A**

### **LANDSCAPE ARCHITECTURE, CIVIL ENGINEERING & SPORTS LIGHTING DESIGN SERVICES FOR REAVES PARK SPORTS COMPLEX PHASE I REVISED**

#### **PURPOSE**

Halff Associates (CONSULTANT) shall provide revised Design services including Civil Engineering, Landscape Architecture and Sports Lighting Design services for Reaves Park Sports Complex Phase I Revised (PROJECT), for the City of Norman (CLIENT), as an amendment to Contract# K-1617-113 executed March 21<sup>st</sup>, 2017. The PROJECT is approximately 45 acres within the 78-acre park. Based on the master plan and construction documents previously completed, the estimated construction budget is \$7.7 million inclusive of self-performed work by the City of Norman. Revised Phase I improvements anticipated for this scope of work include:

- Realign roadway to avoid light at Complex 'B1'
- Renovate and expand parking Lot 1 and revise parking Lot 2 design
- Revise detention area and update drainage report
- Modify East to West drainage channel and existing drainage cross drains
- Flex Field – Demo portion of foul line fence, modify irrigation to new outfield limits, and demo outfield lighting to accommodate new detention area limits

NOTE: The list of general program elements is not all-inclusive. Additional program items may result from exploration of design alternatives and direction given by the CLIENT, budget permitting.



## **SCOPE OF WORK**

### **TASK 1 – PROJECT MANAGEMENT AND MEETINGS**

#### **Communications and Reporting:**

CONSULTANT will provide monthly updates and progress reports to the CLIENT on current progress, outstanding issues and/or items of future concern. The reporting will be in 8.5"x11" format and submitted electronically to the CLIENT for their use and distribution.

#### **Internal Team Meetings:**

CONSULTANT will conduct weekly internal team meetings as required by the PROJECT. The internal team meetings will include coordination of project processes, program items and schedules.

#### **Design & Coordination Meetings:**

CONSULTANT will coordinate and facilitate coordination tasks with the CLIENT and other entities as necessary. Coordination with other projects and consultant teams (Jenkins and Constitution improvement projects) are anticipated. Tasks will include design review meetings, submittal document reviews and general question and answer. The number of meetings will total up to four (04).

#### **Design Review Meetings:**

CONSULTANT will conduct a design submittal review meeting with the CLIENT and other necessary entities/staff members to discuss all comments related to the PROJECT at each submittal milestone. All design submittal review meetings will be held at a location to be determined later. The meeting and submittal milestones shall be as follows:

- 90% Design Drawings – One (01) meeting
- Final Design Drawings – One (01) meeting

### **Task 2 – REVISED CONSTRUCTION DOCUMENTS AND BIDDING ASSISTANCE**

#### **Revised Construction Documents:**

Upon CITY's approval of the contract, the CONSULTANT will develop 90%, and Final working/ construction drawings (30x42 format) and technical specifications necessary to construct the work. Construction drawings will include: general construction and project specific notes, demolition plans, utility plans, grading & drainage plans, drainage maps/calculations, erosion/sedimentation/tree protection plans, site dimension control/layout of paving, architecture, ball fields, hardscape landscape amenities, site construction details, civil engineering, architectural, structural and mechanical, electrical, plumbing, field lighting and site lighting plans, landscape planting plans/details and irrigation plans/details. CONSULTANT shall compliment drawings with Contract Documents and Technical Specifications including quantity take-offs, which describe materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the work. CONSULTANT shall coordinate any utility needs and adjustment with the CITY and utility service provider(s).



CONSULTANT shall assist CITY in submitting plans to regulatory entities for approval and permitting to be used for bidding and implementation of the project. This revised phase will include the following:

1. Coordinate construction drawings with other team members.
2. Prepare 90% and Final Construction Documents and Specifications to allow bidding and construction of site improvements.
3. Provide layout plans with dimensional control information necessary to construct parking lots, hardscape and landscape improvements, including landscape grading and drainage, trails, pedestrian walkway improvements, hardscape and gateway features.
4. Provide plans & specifications for hardscape pavements and grading plans indicating materials, color, texture, paving types and locations, with vertical information necessary for construction.
5. Provide structural design and details for light poles.
6. Provide electrical design, details, and utility provider coordination for light poles.
7. Provide hardscape and landscape site details indicating specific information and data necessary for construction.
8. Provide landscape plans and details necessary for construction.
9. Provide irrigation plans and details necessary for construction.
10. Provide final opinion of probable cost for site improvements at the 90% and Final plan completion.
11. Provide project manual including specifications to Client's CMAR.

Bidding Assistance:

CONSULTANT will assist the CLIENT during the bidding process by addressing technical questions and contractor inquiries during the time of bidding. CONSULTANT will prepare addenda for issuance and distribution to the bidding contractors by the CLIENT.





### **Task 3 - Construction Administration (Hourly)**

#### **Submittal and RFI Review:**

CONSULTANT will review and provide written responses to contractor submittals and RFIs on construction drawings and specifications prepared under this Contract Amendment. CONSULTANT will assist during the construction phase by reviewing contractor shop drawings when appropriate.

#### **Bi-Weekly Conference Calls Meetings:**

CONSULTANT will attend up to sixteen (16) conference calls throughout the duration of construction.

#### **On-site Meetings:**

CONSULTANT will assist during the construction phase by visiting the project site as requested to observe the progress and quality of the work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work. Observations are to allow the CONSULTANT, or its assigns, as experienced professionals, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents. On-site meeting reports summarizing existing conditions, installed items, issues and questions will be distributed to the team no more than 5 (five) days after each meeting.

CONSULTANT shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of work completed and to determine, in general, if the work observed is being performed in a manner indicating the work will be in accordance with the Contract Documents. CONSULTANT will attend site visits on an hourly basis as requested throughout the duration of construction.

CONSULTANT shall notify the City immediately of any emergency conditions or notable occurrences observed while conducting the site visits. CONSULTANT shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the work, or any agents or employees of any of these entities. CONSULTANT does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

#### **Preliminary and Final Walk-Through:**

CONSULTANT will conduct one (01) preliminary walk-through with the City and Contractor to check conformance of the work with the Contract Documents and to verify the accuracy and completeness of the work. The CONSULTANT will prepare a punch list that summarizes discrepancies in the conformance of the work giving a description of discrepancy, photo and geographical description of the discrepancy location. Once discrepancies are corrected, one (01) final walk-through with the City and Contractor will be performed to confirm discrepancies were corrected.



### **PROJECT SCHEDULE**

CONSULTANT will work closely with the CLIENT on the project design schedule, which is anticipated to require 3 - 4 months from notice-to-proceed; but may be subject to delays, depending upon review turnaround.



### **BASIS OF COMPENSATION**

#### **A. Basic Fee Services:**

The basis of compensation for Basic Fee services shall be as follows:

Task 1– Project Management & Meetings	\$11,500
Task 2 – Revised Construction Documents & Bidding Assistance	\$133,665
<b>TOTAL Tasks 1 &amp; 2 (Lump Sum):</b>	<b>\$145,165</b>
Task 3 – Construction Administration ( <i>hourly, allowance</i> )	\$47,570
Direct Costs ( <i>estimated reimbursables</i> )	\$1,000
<b>GRAND TOTAL</b>	<b>\$193,735</b>
Deduct fee remaining from previous contract for Phase 2 Schematic Design (Bond) <u>To be reallocated to this effort</u>	<b>(\$61,200)</b>

<b>TOTAL ADDITIONAL SERVICES REQUESTED</b>	<b>\$132,535</b>
--	------------------

#### **B. Billing Schedule:**

The estimated fees established above in Task 1 & 2 are proposed as a lump sum fee to be invoiced monthly based on percentage of services completed. Task 3 and Direct Costs shall be considered hourly/time and materials fees and billed as incurred, not to exceed the estimated fee provided.

Direct Costs shall include, but are not necessarily limited to expenses for supplies, transportation, equipment, travel, communication, printing of plans and specifications, presentation boards, graphic boards and similar incidentals. All project related expenses will be billed at cost plus 10%.

#### **C. Hourly Rate Schedule:**

Additional Services, not included in the Scope of Services, will be negotiated with the Client as needed. Compensation will be based upon a mutually agreed lump sum fee or an hourly rate.

Hourly rates are as follows:

Project Director	\$275 - 300
Project Manager	\$110 - 185
Sr. Professional Engineer	\$235 - 260
Professional Engineer	\$135 - 175
Engineer in Training	\$ 95 - 110
Sr. Structural Engineer	\$275 - 300
Structural Engineer	\$140 - 180
H&H Engineer	\$100 - 250
Sr. Landscape Architect	\$165 - 180
Landscape Architect	\$110 - 125
Project Licensed Irrigator	\$135 - 175
Project Landscape Designer/CADD Technician	\$ 85 - 100
Admin Assistant	\$ 75 - 85



### ASSUMPTIONS

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

1. The project area will encompass the areas indicated in Attachment C.
2. This budget is to be inclusive of all design elements provided in the Basic Scope of Services, scope of work self-performed by the CLIENT, and Additional Services as final budget allows.
3. Coordination with the CLIENT's Program Manager (ADG P.C) and CMAR (Flintco, Inc.) will be required through the duration of the revised Phase I Design.
4. Assessment and design for two (2) existing concession/restroom buildings to meet available budget will be self-performed by the CLIENT.
5. New 20'x20' metal maintenance building with required utilities (including but not limited to water, sewer, electric) and gravel yard with perimeter security fence and 20' wide gate will be self-performed by the CLIENT.
6. All existing infields to be renovated and self-performed by the CLIENT.
7. Existing and new bleacher spectator seating in Phase One will be removed, stored, placed/provided and self-performed by CLIENT.
8. Temporary outfield fences to be provided by CLIENT.





## **ATTACHMENT B – AVAILABLE ADDITIONAL SERVICES**

The following services are not included in the scope or fees for this proposal; but, can be provided by the CONSULTANT, subject to negotiation:

1. Any additional work not specifically included in the Proposed Scope of Work will be accomplished as Additional Services.
2. Client generated changes to the design once Construction Document Preparation is in progress. Time will be billed at an hourly rate, per a proposal approved by the Client, until the work is at the same level of completion as it was prior to the change.
3. Revisions to the plans requested by the Client after the plans are approved, unless necessitated by discrepancy in the plans.
4. Design of areas outside the limits of the defined project site.
5. Design of gas, telephone or other utility improvements.
6. Traffic engineering reports or studies.
7. Public meetings or hearings.
8. Additional graphic products.
9. Additional meetings or workshops not identified in the project scope of services.
10. Permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees.
11. Printing of additional drawings, specification and contract documents not identified in the project scope of services.
12. Construction staking.
13. Payment of permits or filing fees required by regulatory agencies or departments obtained for the CLIENT.
14. Design/coordination of existing utility relocations or modifications.
15. Negotiations with adjacent property owners.
16. Additional regulatory agency requirements not identified in the proposed scope of services.
17. Technical reports for the following items are excluded from this scope of services: noise, air quality, community impacts, indirect impacts, and cumulative impacts.
18. A public meeting and a public hearing are not included in this scope of work excluding City Council.
19. Effort to obtain right-of-entry from public or private landowners to allow for the completion of environmental services is not included in this scope of work.
20. This scope of work does not include threatened or endangered species surveys or Section 7 consultation with the USFWS under the Endangered Species Act.
21. Preparation of a Preconstruction Notification (PCN), mitigation plan, or a U.S. Army Corps of Engineers (USACE) Section 404 Individual Permit Application is not included in this scope of work.
22. The scope of work does not include a Phase I Environmental Site Assessment performed in accordance with applicable American Society for Testing and Materials (ASTM) standards or any surveys/investigations involving sampling and laboratory analysis (e.g., hazardous materials sampling and analysis, asbestos surveys, and lead-based paint surveys). If required, these additional services would be conducted under a supplemental work order.
23. Review of contractor pay applications.
24. Architectural or structural changes.
25. Provide spectator seating shade structures on all fields in Phase One.
26. Replace dugout structures on all existing fields in Phase One.
27. Replace or repair field fence on all fields in Phase One excluding those listed in Basic Scope of Services.



**ATTACHMENT C – LIMITS OF WORK**