

SCOPE OF SERVICES
SAN ANTONIO MINI-PARK, PROJECT 20-48

PHASE I: PRELIMINARY INVESTIGATION

The Consultant shall:

- Meet with City staff to review project requirements and existing information.
- Visit the project site and investigate existing site conditions to identify opportunities, constraints, and to verify the presence of existing utilities and other conditions.
- Contact and coordinate with public/private utility providers to ensure existing utilities are reflected accurately on the plans and conflicts are avoided.
- Review data pertinent to the project, including available right-of-way documents and improvement plans; the City's Standard Provisions and Details; and codes, ordinances, and policies pertaining to the proposed project designs.
- Conduct additional topographic survey as necessary of the work areas sufficient to design the project. The survey shall locate existing features, including, but not limited to, curbs and gutters, trees, utilities, fences, pavement, drainage structures, and other features required to design the project. Consultant shall submit to the City their final plans of existing topography.
- Prepare a project schedule. Submit schedule within five (5) days of award of contract.
- Prepare and submit "San Antonio Park Existing Conditions Report" consisting of, but not limited to, base topographical map, existing utilities, and structural and hazardous materials evaluation of the site. The report should include a discussion of the findings.
- Submit four bound hard copies of the existing conditions report, a PDF file, and DWG file of the topographical map.

PHASE II: SCHEMATIC DESIGN

This Phase is to develop a conceptual plan that meets the needs of the community and approved by the City Council. The Consultant team shall plan to attend at least three (3) community meetings, a Parks and Recreation Commission meeting, and a Council Meeting to approve a conceptual plan for final design. The

Consultant team shall support community outreach efforts which may include preparing City web information and graphics. The Consultant shall:

Part A – Community Meetings (2)

- Prepare community meeting materials consisting of data from the “San Antonio Park Existing Conditions Report,” site constraints, and other information to garner feedback and input to develop at least three (3) conceptual plans.
- Based on input at the first community meeting, prepare a minimum of three (3) conceptual plans and other materials and present at a second community meeting to garner feedback and input.
- Provide construction cost estimates based on the conceptual designs.
- Assist the City with identifying CEQA-required mitigations and environmental issues as necessary.
- Meet with City staff to review comments on the conceptual designs and construction cost estimates.
- Revise the conceptual designs to reflect City comments and address outside agency requirements.
- Attend and assist City staff at the meetings.

Part B – Parks and Recreation Commission Meeting (1)

- Assist the City with presentation materials for the Parks and Recreation Commission meeting. Materials may include providing the conceptual designs electronically and on presentation boards, calculations, areas, etc.
- Attend and assist City staff at the meeting.

Part C – Council Meetings (1)

- Assist the City with presentation materials for a Regular Council Meeting. Materials may include providing the conceptual designs electronically and on presentation boards, calculations, areas, etc.
- Attend and assist City staff at the meetings.

- The Consultant may not proceed with design development until the City Council approves the conceptual design.

PHASE III: DESIGN DEVELOPMENT/CONSTRUCTION DOCUMENTS

Upon approval of the project requirements and agreement between City and Consultant on the design concept and scope, the Consultant shall:

- Prepare and submit 65 percent design and construction documents, including drawings, technical specifications, calculations, and other necessary documents. Design development/construction documents shall include all elements of the project, including, but not limited to, civil, traffic control, raised street crosswalk, landscaping, construction stormwater management, and construction cost estimating. Supporting documentation includes engineering calculations, cost estimates, catalog cuts, and product literature. Submit seven (7) copies of the 65 percent plans and technical specifications and PDF copies of each on a CD/DVD.
- Prepare applications for all required permits, including, but not limited to, regulatory agency review, building permits, utility service, etc.
- Provide soil nutrient analysis and incorporate procedures for amending soils, including, but not limited to, soil removal, amendments, and resampling by the contractor for further refinement.
- Meet with City staff to review comments on the submittal. Revise plans and specifications as necessary to reflect City comments and directions.
- Prepare and submit 95 percent design and construction documents based on the City's 65 percent submittal review comments. The same review and revision process described above for the 65 percent submittal shall repeat for the 95 percent submittals. Submit seven (7) copies of the 95 percent plans and technical specifications, updated construction cost estimate, and PDF copies of each on a CD/DVD.
- Prepare and submit "Draft" 100 percent design and construction documents based on the City's 95 percent submittal review comments. Submit three (3) copies of the "Draft" 100 percent plans and technical specifications, updated construction cost estimate, and PDF copies of each on a CD/DVD.
- Meet with City staff to review comments on the "Draft" 100 percent submittal. Revise plans and specifications if necessary to reflect the City comments and directions.

- The “Final” 100 percent set shall include one (1) wet-signed copy and one (1) digital file of each of the construction plans, specifications, and construction cost estimate. The digital files for the “Final” 100 percent construction plans, technical specifications, and construction cost estimate shall be in AutoCAD 2012, Adobe PDF, Microsoft Word, and Microsoft Excel, respectively.
- Consultant team members will attend up to five (5) meetings and prepare study materials as directed by the Project Manager.

PHASE IV: BIDDING

The Consultant shall:

- Assist the City as required in responding to bidders’ inquiries, requests for clarifications, and addenda.
- Consultant team members will attend up to one (1) meeting and prepare study materials as directed by the Project Manager.

PHASE V: CONSTRUCTION

The Consultant shall:

- Advise and consult with City during construction.
- Review and approve shop drawings and submittals in a timely manner.
- Assist the City in evaluating any necessary contract change orders.

PHASE VI: POSTCONSTRUCTION

The Consultant shall:

- Prepare record drawings. After construction, the City shall transmit contractor’s red-lined record drawings of each project to Consultant, and Consultant shall provide one (1) signed, stamped set of record drawings on Mylar, incorporating the changes during construction, and an AutoCAD file and PDF file of each set of the record drawings for the City.

TASK DESCRIPTION		BASIC SERVICES	ESTIMATED REIMBURSABLES	ESTIMATED ADDITIONAL SERVICES	TOTAL (basic + add)
Phase I Preliminary Investigation					
Estimate of Meetings with City Staff: 1	CALA	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00
Public Meetings (if any): 0	Subconsultants	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00
Phase 1 Subtotals		\$ 18,000.00	\$ -	\$ -	\$ 18,000.00
Phase II Schematic Design - Part A					
Estimate of Meetings with City Staff: 3	CALA	\$ 25,800.00	\$ -	\$ -	\$ 25,800.00
Public Meetings (if any): 3	Subconsultants	\$ 2,200.00	\$ -	\$ -	\$ 2,200.00
Phase 2 - Part A Subtotals		\$ 28,000.00	\$ -	\$ -	\$ 28,000.00
Phase II Schematic Design - Part B					
Estimate of Meetings with City Staff: 1	CALA	\$ 5,700.00	\$ -	\$ -	\$ 5,700.00
Public Meetings (if any): 1	Subconsultants	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
Phase 2 - Part B Subtotals		\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
Phase II Schematic Design - Part C					
Estimate of Meetings with City Staff: 1	CALA	\$ 3,700.00	\$ -	\$ -	\$ 3,700.00
Public Meetings (if any): 1	Subconsultants	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
Phase 2 - Part C Subtotals		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Phase III Design Development/Construction Documents					
Estimate of Meetings with City Staff: 3	CALA	\$ 51,800.00	\$ -	\$ -	\$ 51,800.00
Public Meetings (if any): 0	Subconsultants	\$ 50,200.00	\$ -	\$ -	\$ 50,200.00
Phase 3 - Subtotals		\$ 102,000.00	\$ -	\$ -	\$ 102,000.00
Phase IV Bidding					
Estimate of Meetings with City Staff: as needed	CALA	\$ 8,800.00	\$ -	\$ -	\$ 8,800.00
Public Meetings (if any): 0	Subconsultants	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Phase 4 - Subtotals		\$ 12,800.00	\$ -	\$ -	\$ 12,800.00
Phase V Construction					
Estimate of Meetings with City Staff: as needed	CALA	\$ 25,500.00	\$ -	\$ -	\$ 25,500.00
Public Meetings (if any): 0	Subconsultants	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00
Phase 5 - Subtotals		\$ 32,000.00	\$ -	\$ -	\$ 32,000.00
Phase VI - Postconstruction					
Estimate of Meetings with City Staff: 0	CALA	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00
Public Meetings (if any): 0	Subconsultants	\$ 1,900.00	\$ -	\$ -	\$ 1,900.00
Phase 6 - Subtotals		\$ 5,200.00	\$ -	\$ -	\$ 5,200.00
Total:		\$ 210,000.00	\$ 8,000.00	\$ 25,000.00	\$ 243,000.00