

REVENUE CLIENTS ~~REVENUE~~ CARD
IMPROVEMENTS



An employee-owned company

February 27, 2002

Mr. Steve Chutchian
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-9010

Steve: This project has been put
on the back burner. Notify
PBS&J that ^{we} will not be moving
ahead. Keep this in the file
in case its revived

Jim
3-11-02

**RE: Proposal for Professional Engineering Services - REVISED
Service Center Improvements
Town of Addison**

Dear Mr. Chutchian:

In accordance with the comments received on our proposal dated January 9, 2002, I am pleased to re-submit this Proposal for Engineering Services. This proposal is based on the information received from our meeting, a site visit, a subsequent meeting with Ron Lee and Robin Jones, and comments received on January 24, 2002.

Should you have any questions or require additional information please call me at (972) 380-2605, extension 151 or on my mobile phone at (972) 345-5227.

Sincerely,

John D. Blacker, PE
ICD Program Manager

xc: File

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ATTACHMENT A

Scope of Services

PROJECT DESCRIPTION.

The project is located at the site of the existing Service Center for the Town of Addison on Westgrove Drive. The project tract is approximately two acres in size and is the existing Service Yard, south of the main Service Center building. The project is proposed as improvements to the existing Service Yard to include the partial enclosure of the material storage bins on the east side; consideration of resurfacing the yard; the addition of a storage building with overhead doors to house the Town's Vector truck, a water truck and other equipment; the reconfiguration of a bulk waste area; modifications to the existing car port area allowing storage underneath to be kept out of the elements; and general clean-up of the Service Yard to include the removal of existing portable buildings. The storage building will include multiple storage areas to accommodate multiple department storage needs. The storage building will also be provided with water for washout and radiant heat. Consideration will be given to the disposal and/or treatment of any equipment wash water and storm water that runs off from paved surfaces. Erosion control measures will be investigated for the storm water runoff that currently drains to the southwest corner of the site. It is anticipated that the grades will be kept consistent with the existing grades.

PBS&J WILL PROVIDE THE FOLLOWING BASIC SERVICES RELATED TO THE PROJECT:

Task 1 - Preliminary Investigation

PBS&J will collect all readily available data, surveys, plats, adjacent deeds, benchmarks, as-builts, codes, ordinances, and reports related to the project area. This will also include a site visit by the key team members as well as contacting the utility providers, adjacent property owner and the Town (most of this information has already been gathered). This data will be reviewed to confirm the design requirements and the assumptions set forth in this proposal. During the preliminary investigation, PBS&J will meet with all Service Center departments to review and finalize the project scope.

Task 2 – Site Civil Design

- a. Concept Plan - PBS&J will prepare a Concept Plan with one alternate for Client review and approval. The Concept Plan will include preliminary floor plans of the storage building and other structures.
- b. Construction Documents - PBS&J will prepare construction documents to meet the current Town of Addison standards. These documents will generally include the following:
 - 1) Horizontal Control Plan – Plan showing the proposed development and providing overall dimension control for the project including building footprints, sidewalks,

driveways, and utilities with their relation to the property lines and existing facilities.

- 2) Erosion/Sedimentation Control Plan – Plan showing the required protective measures for the proposed improvements and meeting the requirements of the National Pollution Discharge Elimination System (NPDES).
- 3) Grading and Storm Sewer Plan – Plan(s) showing the finished floor elevations and critical spot elevations for grading improvements. This plan shall provide sufficient finished grades to accurately depict the sidewalk and final ground elevations adjacent to proposed structures and shall meet applicable handicap accessibility requirements. Additionally, every attempt will be made during the site grading to achieve a balance in cut and fill. The plan will include the size, location and dimensional control for the drainage infrastructure, if any. This item includes the drainage design and storm sewer design calculations.
- 4) Utility Plan – Plan providing the connection between the building and points of service by the developer for water, sanitary, gas (if applicable), and telephone. Includes coordination with MEP engineer and utility companies (this coordination will be limited to providing copies of approved plats and permitted plans and specifications for the project to the utility providers. PBS&J is not responsible for work by others that is not included in the construction contract prepared by PBS&J.) This item assumes that all existing utilities have been adequately sized and that no utility extensions are required beyond the limits of the project area.
- 5) Sitework Specifications – Technical specifications for performing sitework will be shown on the drawings themselves and not in a separate document. A separate document may be provided as an additional service.
- 6) Details and Sections – Required sitework details, such as curbs, sidewalks, bedding details, paving details, environmental, etc.

Task 3 – Utility Review

PBS&J will submit preliminary plans to appropriate utility agencies, including the Town, for review and determination of possible conflicts and/or required adjustments. Plans will be revised as needed to reflect information provided and decisions made.

Task 4 – Bid Phase

PBS&J will provide the following services relating to the bid phase:

- a. Develop the advertisement for bid, bid proposal, and any other documents necessary to solicit sealed bids from contractors for the project (the Engineer anticipates using the Town's contract forms, General Provisions and standard technical provisions for the specifications)
- b. When the construction documents are finalized, the Engineer will insert a date to receive bids that is determined by the Town
- c. Provide up to 15 sets of plans and specifications for distribution during the bidding process
- d. Be available for a pre-bid meeting if it is determined to be necessary
- e. Attend the bid opening

- f. Tabulate bids and report the results to the Town
- g. Contact references of low bidder and report the results

Task 5 - Construction Phase Services

- a. Construction Administration - The purpose of Construction Phase Services is to provide support during construction of the project. It is assumed that the construction of the site will be completed in no more than one phase. PBS&J will provide the following services during construction:
 - 1) Conduct a pre-construction meeting with the contractor and the Town.
 - 2) Review and approve shop drawings submitted by the contractor.
 - 3) Be available to interpret plans, to address construction issues upon request when they arise, and to make four site visits during construction
 - 4) Participate with the Town in making a final inspection of the project.
- b. Record Documents – PBS&J will prepare Record Drawings based on information provided by the contractor. Record Drawings will be coordinated with the City Inspector for approval.

Task 6 – Architectural, Structural and Mechanical/Electrical/Plumbing Coordination

- a. Architectural Coordination - PBSJ will coordinate architectural items relating to the building and structures with our in-house Architects. Services will include the specification of the metal storage building and the alternate design of the storage building construction of masonry.
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Task 7 - Administration and Project Coordination

PBS&J will provide the following services for administration and project coordination services:

- a. Attend four (4) coordination meetings with the Client and/or the Client's representatives in Addison, Texas.
- b. Assist Client in preparation of schedules and budgets.

- c. Provide, at least bi-weekly, a project status report identifying the status of key design and permitting related activities.
- d. Prepare one preliminary and one final probable construction cost estimate.
- e. Overall project management and coordination of PBS&J team.

PBS&J WILL PROVIDE THE FOLLOWING SPECIAL SERVICES RELATED TO THE PROJECT:

Geo-technical Investigation

PBS&J will contract with a geo-technical engineering firm to prepare a subsurface investigation to include the following:

- a. Explore the site subsurface conditions with 7 borings, 2 in the building area and 5 in the pavement areas. The building borings will be extended to a depth of 25 feet and the pavement borings will be extended to a depth of 6 feet below existing grades.
- b. Identification of pertinent physical and engineering characteristics of subsurface materials encountered during the sampling and testing and observations of the groundwater conditions on the site, to the depths of the borings.
- c. Recommendations of the type or types of building foundations which would be suitable for the proposed project, and provision of data for use in foundation design and construction.
- d. Identification and notification of any condition that may cause consideration of any special pavement section.

Surveying

PBS&J will conduct a topographic survey to reflect 1-foot contour intervals and will include existing site features. The survey will include the location of the existing water line valves and hydrants, and will include the location and flowline information on the sanitary sewer manholes adjacent to the site.

CLARIFICATIONS AND ADDITIONAL SERVICES

For the purposes of this proposal, the following services are not included in the Scope of Services:

- a. Off-site utility improvements.
- b. Revisions to the approved construction plans.
- c. Preparation of easements (off-site or off-plat utility, drainage, etc.)
- d. Sign permitting or design.
- e. Environmental site assessment
- f. Services for construction inspection.
- g. Construction staking.

- h. Services for materials testing.

Any of the above items can be performed by PBS&J for an additional service. Work will not commence on any item without prior written authorization by the client.

SERVICES TO BE PROVIDED BY THE TOWN OF ADDISON:

- a. Provide available criteria and full information as to the Town's requirements for the project.
- b. Furnish all applicable data, studies, surveys, preliminary plans, plats, adjacent deeds, benchmarks, as-builts, codes, ordinances, reports and correspondence related to the project that the Town may have on file for this project.
- c. Assist the Engineer as necessary to obtain any required data and information from other local, regional, state, and federal agencies.
- d. Provide the Engineer with a list of all known utility companies and the appropriate contact person(s) for this project.
- e. Review and provide the Engineer with comments for the conceptual plan and the construction documents at approximately 60% and 90% stages of completion.
- f. Provide the Engineer with most recent Town specifications.
- g. Be available to meet with the Engineer's staff as needed.
- h. Provide funding for the project.

SCHEDULE

PBS&J is prepared to begin and provide the services described above for the fees indicated in Attachment "B" within one week after receiving written notice to proceed from the Client.

ATTACHMENT B

COMPENSATION FOR SERVICES

BASIC SERVICES

The compensation for Basic Services shall be a fixed fee amount of \$25,000.00 to be paid monthly in proportion to the work accomplished.

Period of Service:

The work will be initiated within one week of the Notice to Proceed and the Final Design will be completed within 40 work days, not including time for Town review of submittals or other circumstances that might delay the project beyond the control of PBS&J. The Bidding Phase will follow approval of the design. Construction Administration services will be provided throughout the period of construction.

SPECIAL SERVICES

The compensation for Special Services shall be as follows:

Geo-technical Services – a fixed fee of \$4,000 to be paid monthly in proportion to the work accomplished.

Topographic Survey – a fixed fee of \$2,800 to be paid monthly in proportion to the work accomplished.

ADDITIONAL SERVICES

Any services provided other than those included in the Attachment A, Scope of Services, including the preparation of change orders after approval of the plans by the Town will be provided as an amendment to this agreement upon determination of the scope and extent of the work to be performed. Amendment to agreement will be based on our standard hourly rates according to the attached rate schedule or a fixed fee agreed upon by both the Town and PBS&J.



An employee-owned company

February 27, 2002

Reviewed
scc
3/1/02

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Addison, Texas 75001-9010

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- b. When the construction documents are finalized, the Engineer will insert a date to receive bids that is determined by the Town
- c. Provide up to 15 sets of plans and specifications for distribution during the bidding process
- d. ~~Be available for a pre bid meeting if it is determined to be necessary~~
ATTEND PRE - BID MEETING SEE TMS
- e. Attend the bid opening

f. Tabulate bids and report the results to the Town

g. Contact references of low bidder, and report the results, & RECOMMEND AWARDED OF CONTRACT

Task 5 - Construction Phase Services

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PBS&J will provide the following services for administration and project coordination services:

a. Attend ^{APPROXIMATELY} four (4) coordination meetings with the Client and/or the Client's representatives in Addison, Texas.

b. Assist Client in preparation of schedules and budgets.

INSPECTOR
FOR
STRUCTURAL
INSPECTION?
DAKE IS
NOT
QUALIFIED!

- c. Provide, at least bi-weekly, a project status report identifying the status of key design and permitting related activities.
- d. Prepare one preliminary and one final probable construction cost estimate.
- e. Overall project management and coordination of PBS&J team.

PBS&J WILL PROVIDE THE FOLLOWING SPECIAL SERVICES RELATED TO THE PROJECT:

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- f. Services for construction inspection.
- g. Construction staking.

we MAY need TO include THIS IN PROPOSAL

CONTROL SET BY ENGINEER, STAKING FOR CONSTRUCTION TO BE RESPONSIBILITY OF CONTRACTOR.

h. Services for materials testing.

IN CONSTRUCTION
CONTRACT - RESPONSIBILITY
OF CONTRACTOR

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- g. Be available to meet with the Engineer's staff as needed.
- h. Provide funding for the project.

SCHEDULE

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INCLUDE
MARK HOURS

ATTACHMENT B

COMPENSATION FOR SERVICES

BASIC SERVICES

The compensation for Basic Services shall be a fixed fee amount of \$25,000.00 to be paid monthly in proportion to the work accomplished.

NOT TO EXCEED Fee

Period of Service:

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INSPECTION ?



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A handwritten signature in black ink, appearing to read 'John D. Blacker'.

John D. Blacker, PE
ICD Program Manager

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Surveying

PBS&J will conduct a topographic survey to reflect 1-foot contour intervals and will include existing site features. The survey will include the location of the existing water line valves and hydrants, and will include the location and flowline information on the sanitary sewer manholes adjacent to the site.

CLARIFICATIONS AND ADDITIONAL SERVICES

For the purposes of this proposal, the following services are not included in the Scope of Services:

- a. Off-site utility improvements.
- b. Revisions to the approved construction plans.
- c. Preparation of easements (off-site or off-plat utility, drainage, etc.)
- d. Sign permitting or design.
- e. Environmental site assessment
- f. Services for construction inspection.
- g. Construction staking.

h. Services for materials testing.

Any of the above items can be performed by PBS&J for an additional service. Work will not commence on any item without prior written authorization by the client.

SERVICES TO BE PROVIDED BY THE TOWN OF ADDISON:

- a. Provide available criteria and full information as to the Town's requirements for the project.
- b. Furnish all applicable data, studies, surveys, preliminary plans, plats, adjacent deeds, benchmarks, as-builts, codes, ordinances, reports and correspondence related to the project that the Town may have on file for this project.
- c. Assist the Engineer as necessary to obtain any required data and information from other local, regional, state, and federal agencies.
- d. Provide the Engineer with a list of all known utility companies and the appropriate contact person(s) for this project.
- e. Review and provide the Engineer with comments for the conceptual plan and the construction documents at approximately 60% and 90% stages of completion.
- f. Provide the Engineer with most recent Town specifications.
- g. Be available to meet with the Engineer's staff as needed.
- h. Provide funding for the project.

SCHEDULE

PBS&J is prepared to begin and provide the services described above for the fees indicated in Attachment "B" within one week after receiving written notice to proceed from the Client.

ATTACHMENT B

COMPENSATION FOR SERVICES

BASIC SERVICES

The compensation for Basic Services shall be a fixed fee amount of \$25,000.00 to be paid monthly in proportion to the work accomplished.

Period of Service:

The work will be initiated within one week of the Notice to Proceed and the Final Design will be completed within 40 work days, not including time for Town review of submittals or other circumstances that might delay the project beyond the control of PBS&J. The Bidding Phase will follow approval of the design. Construction Administration services will be provided throughout the period of construction.

SPECIAL SERVICES

The compensation for Special Services shall be as follows:

Geo-technical Services – a fixed fee of \$4,000 to be paid monthly in proportion to the work accomplished.

Topographic Survey – a fixed fee of \$2,800 to be paid monthly in proportion to the work accomplished.

ADDITIONAL SERVICES

Any services provided other than those included in the Attachment A, Scope of Services, including the preparation of change orders after approval of the plans by the Town will be provided as an amendment to this agreement upon determination of the scope and extent of the work to be performed. Amendment to agreement will be based on our standard hourly rates according to the attached rate schedule or a fixed fee agreed upon by both the Town and PBS&J.



An employee-owned company

January 9, 2002

Mr. Steve Chutchian
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-9010

RE: Proposal for Professional Engineering Services
Service Center Improvements
Addison, Texas (Dallas County)
PBS&J No. TBD

Dear Mr. Chutchian:

It was a pleasure meeting with you regarding the proposed improvements to the Service Center. In accordance with your request, PBS&J is pleased to submit this Proposal for Engineering Services. This proposal is based on the information received from our meeting, a site visit, and a subsequent meeting with Ron Lee and Robin Jones.

SCOPE OF PROJECT

The project is located at the site of the existing Town of Addison Service Center, in the Town of Addison, Dallas County. The project tract is approximately two acres in size and is the existing Service Yard, south of the main Service Center building. The project is proposed as improvements to the existing Service Yard to include the partial enclosure of the material storage bins on the east side; the resurfacing of the yard; the addition of a storage building with overhead doors to house the Town's Vector truck; a water truck and other equipment; the reconfiguration of a bulk waste area; modifications to the existing car port area allowing storage underneath to be kept out of the elements; and general clean-up of the Service Yard. The storage building will also be provided with water for washout and radiant heat. Wastewater will not be provided. The storm runoff currently drains to the southwest corner of the site and the grades will be kept consistent with the existing grades. Erosion will be controlled due to anticipated increased runoff.

SCOPE OF SERVICES

PBS&J will perform the following professional services related to the above referenced project:

Task 1 - Preliminary Investigation

PBS&J will begin by collecting all readily available data, studies, surveys, preliminary plans, plats, adjacent deeds, benchmarks, as-builts, codes, ordinances, and reports related to the project area. This will also include a site visit by the key team members as well as contacting the utility providers, adjacent property owner and the Town (most of this information has already been gathered). This data will be reviewed to confirm the design requirements and the assumptions set forth in this proposal.

Steve -
My comments are
attached -
Thanks -
Mall
1-22-02

Steve C. Reynolds
Steve - Looks
Pretty good
My comments
attached.
I would let Mark
Alveda review
also
Jim

THIS REVIEW
FORWARDED TO
PBS & J. ON
1/24/02

Mr. Steve Chutchian
January 9, 2002
Page 2 of 5

Task 2 – Administration and Project Coordination

PBS&J will provide the following services for administration and project coordination services:

- Attend four (4) coordination meetings with the Client and/or the Client's representatives in Addison, Texas.
- Assist Client in preparation of schedules and budgets.
- Provide, at least bi-weekly, a project status report identifying the status of key design and permitting related activities.
- Prepare one preliminary and one final probable construction cost estimate.
- Overall project management and coordination of PBS&J team.
- Provide assistance to the Client for the coordination of Utilities, including electric, telephone, cable television, and gas internal and adjacent to the Project. This assistance will be limited to providing copies of approved plats and permitted plans and specifications for the project to the utility providers. PBS&J is not responsible for work by others that is not included in the construction contract prepared by PBS&J.

Task 3 – Boundary and Topographic Survey

PBS&J will provide the following boundary and topographic survey services:

- Topographic Survey - Topographic mapping of existing conditions on the 2 ± acres site. The topographic survey will be shot to reflect 1-foot contour intervals and will include existing site features. The survey will include the location of the existing water line valves and hydrants, and will include the location and flowline information on the sanitary sewer manholes adjacent to the site.

Additional survey services outside of those described above will be done on a time and materials basis.

Task 4 – Site Civil Design

Concept Plan - PBS&J will prepare a Concept Plan with one alternate for Client review and approval. The Concept Plan will include preliminary floor plans of the storage building and other structures.

Construction Documents - PBS&J will prepare construction documents to meet the current Town of Addison standards. The construction plans will generally include the following:

- Horizontal Control Plan – Plan showing the proposed development and providing overall dimension control for the project including building footprints, sidewalks, driveways, and utilities with their relation to the property lines and existing facilities.
- Erosion/Sedimentation Control Plan – Plan showing the required protective measures for the proposed improvements and meeting the requirements of the National Pollution Discharge Elimination System (NPDES).
- Grading and Storm Sewer Plan – Plan(s) showing the finished floor elevations and critical spot elevations for grading improvements. This plan shall provide sufficient finished grades to accurately depict the sidewalk and final ground elevations adjacent to proposed structures and shall meet applicable handicap accessibility requirements. Additionally, every attempt will be made during the site grading to achieve a balance in cut and fill. The plan will include the size, location and dimensional control for the drainage infrastructure. This item includes the drainage design and storm sewer design calculations.

Mr. Steve Chutchian
January 9, 2002
Page 3 of 5

- Utility Plan -- Plan providing the connection between the building and points of service by the developer for water, sanitary, gas (if applicable), and telephone. Includes coordination with MEP engineer and utility companies. This item assumes that all existing utilities have been adequately sized and that no utility extensions are required beyond the limits of the project area.
- Sitework Specifications -- Prepare technical specifications for performing sitework. For the purposes of this proposal the specifications will be shown on the drawings themselves and not in a separate document. A separate document may be provided as an additional service.
- Details and Sections -- Prepare required sitework details, such as curbs, sidewalks, bedding details, paving details (per geotechnical recommendations), environmental, etc.

Task 5 -- Permitting and Approvals

PBS&J will prepare applications and submit for approval the following permits:

- Utility Providers Review and Approval of the Construction Plans
- NPDES NOI and SWPPP

This processing includes one formal update for each submittal, and one informal update to clear comments. PBS&J is not responsible for the implementation of the SWPPP. Administration of the SWPPP is covered in Task 6.

Task 6 - Construction Phase Services

Construction Administration - The purpose of Construction Phase Services is to provide support during construction of the project. It is assumed that the construction of the site will be completed in no more than one phase. The following is an outline of the services PBS&J will provide during construction:

- PBS&J will be available on request to address construction issues when they arise, and at a minimum make four site visits during each construction phase. Each visit will include a written report of our findings.
- Review and approve shop drawings submitted by the contractor.
- PBS&J will make a final inspection of the project, as required by the City. The final inspection includes one site visit only. If additional site visits are required, they shall be completed as an additional service.

Record Documents -- PBS&J will prepare Record Drawings based on information provided by the contractor. Record Drawings will be coordinated with the City Inspector for approval.

EPA Administration and Inspection -- PBS&J will advise the Client, and act as the Client's representative, with regard to all storm water pollution issues governed by the re-issuance of NPDES General Permits for Storm Water Discharges For Construction Activities in Region 6 (herein called the "Permit"), dated July 6, 1998, as follows:

- Administration: PBS&J will prepare all EPA associated construction paperwork from the initial Notice of Intent (NOI) through the final Notice of Termination (NOT), for signature by Client, and submittal to the EPA.
- Jobsite Posting: PBS&J will coordinate the posting, as required by the Permit, of the EPA Storm Water Pollution Prevention Plan (SWPPP) and other required Permit information on, or near, the Project site.

Mr. Steve Chutchian
 January 9, 2002
 Page 4 of 5

- **Inspections:** PBS&J will provide bi-weekly, and/or rain mandated, EPA required storm water pollution prevention inspections to observe the Contractor(s) adherence to the SWPPP and the integrity of all associated Best Management Practices (BMPs) in an attempt to limit construction related storm water pollution from leaving the site.
- **Inspection Reports:** PBS&J will keep a continual log of all field inspection reports resulting from the required inspections. All reports will include the date, time and weather conditions of each inspection and note the use and condition of all BMPs.
- **Coordination of Corrective Actions:** PBS&J will coordinate all required corrective actions with the Contractor(s) and/or Client, and will recommend modifications/improvements to the SWPPP and BMPs as the PBS&J sees fit.

Construction Staking – PBS&J will provide one time staking for grading, water, storm sewer, electrical conduit, paving, and perimeter wall or fence necessary for a completed project, as follows:

- Prepare control point map, necessary to stake grading, utilities, sewer, storm sewer, parking area, building, perimeter wall and paving.
- Rough grading of parking area staked at 50' intervals and points of curvature along the back of curb and invert of pavement, and a stake at the four corners of the building envelope with finished pad elevations marked.
- **Utilities:**
 - Water lines (stake alignment only, grade when required), fire hydrants and meter areas locations and grade. No service from the meter to the building will be staked;
 - Alignment and grade of storm sewer lines and structures with changes to pipe size and grade marked; inlet and area drainage location and grade, tops and flow line, and channel alignment and grade;
- Final building corners (envelope only) and grade to the finished floor elevation.
- Final paving alignment and grade stakes at 50' intervals and points of curvature along the back of curb and invert of pavement.
- **Property line for perimeter (wall, fence).**

Restaking - The Client assumes responsibility for payment of all re-staking (and/or staking) requested in addition to items indicated under "Construction Staking" above. Restaking will be billed hourly per the attached Schedule of Fees.

Task 7 – Architectural Coordination

PBSJ will coordinate architectural items relating to the building and structures with our in-house Architects. Services will include the specification of the metal storage building and the alternate design? casting of the storage building construction of masonry.

Task 8 – Structural Engineering

PBSJ will provide structural engineering through the services of a sub consultant. Services to include the foundation and coordination for the metal storage building, the design and detailing of the enclosure over the material storage bins and the extensions on the existing carport.

Task 9 – MEP Engineering

PBSJ will provide MEP engineering through the services of a sub consultant. Services to include site lighting and site electrical for pole security lighting, lighting and power for the enclosure over the

Mr. Steve Chutchian
January 9, 2002
Page 5 of 5

material storage bins and the power supply, lighting, heating and water supply to the metal storage building.

CLARIFICATIONS AND ADDITIONAL SERVICES

The documents and CADD files related to the project will be made available to the Client upon request. Reproduction charges may apply.

For the purposes of this proposal, the following services are not included in our Scope of Services:

- Geotechnical Investigation or boring location surveys. (May not need geotechnical investigation – will be determined during concept phase)
- Off-site utility improvements.
- Preparation of change orders and addenda.
- Revisions or Corrections to the approved construction plans.
- Preparation of easements (off-site or off-plat utility, drainage, etc.)
- Sign permitting or design.
- Traffic-Impact Analyses.
- Environmental site assessment
- Services for construction inspection.
- Services for materials testing.
- Zoning or Re-zoning.

will not need this in basic
need this in basic

BASIC SERVICES NEED TO INCLUDE SUBMITTAL OF PLANS + SPECS FOR BID ADVERTISEMENT, BID TABULATIONS, PREPARE

Any of the above items can be performed by PBS&J for an additional service. Work will not commence of *CONTRACT* on any item without prior written authorization by the client. *BIDS FOR CONTRACT + TURN TO SIGN!*

SCHEDULE

PBS&J is prepared to begin and provide the services described above for the fees indicated in Attachment "B" immediately upon written authorization by the Client. Should you have any questions or require additional information please call me at (972) 380-2605, extension 151 or on my mobile phone at (972) 345-5227.

Sincerely,

John D. Blacker, PE
ICD Program Manager

xc: File

ATTACHMENT B
Professional Fee Summary
Service Center Improvements
Addison, Texas (Dallas County)

Description	Fee Basis (1)	Fee Amount
1 - Preliminary Investigation	TML	\$ 500
2 - Administration and Project Coordination	TML	\$ 2,000
3 - Topographic Survey	LS	\$ 2,800
4 - Site Civil Design		
Concept Plan	TML	\$ 1,000
Construction Documents	LS	\$ 8,000
5 - Permitting and Approvals	TM	\$ 500
6 - Construction Phase Services		
Construction Administration - Civil	TM	\$ 1,000
Construction Administration - Structural	TM	\$ 500
Construction Administration - MEP	TM	\$ 300
Record Drawings	TM	\$ -
EPA Administration and Inspection	TM	\$ -
Construction Staking	TM	\$ -
7 - Architectural Services	TM	\$ 2,000
8 - Structural Engineering	TM	\$ 2,000
9 - MEP Engineering	TM	\$ 3,700
Approximate Total Fee		\$ 24,300
Reimbursables/Direct Costs (estimated) (2)		\$ 1,500

Notes:

1) Fee Basis is as follows:

- a. TM - Time and Material fees will be invoiced on a monthly basis per the PBS&J standard rate schedule and may exceed the fee amount shown.
- b. TML - Time and Material with a Limit fees will be invoiced on a monthly basis per the PBS&J standard rate schedule and shall not exceed the fee estimate shown unless there is a significant change in the Scope in which case PBS&J will advise the Client and a new fee will be negotiated and approved.
- c. LS - Lump Sum fees will be invoiced monthly on a percent complete basis.

2) The above fee amounts are for labor fees only. Direct project costs/reimbursable expenses (ie. mileage, copies, etc.) will be billed and recovered in accordance with the Professional Service Agreement.

3) All submittal fees, review fees, recording fees, permit fees, construction inspection fees and fiscal arrangements will be paid by the Client.



PLANNING ♦ ENGINEERING ♦ SURVEYING
LANDSCAPE ARCHITECTURE ♦ CONSTRUCTION MANAGEMENT
5999 Summerside Drive, Suite 202
Dallas, Texas 75252
972/380-2605 Fax 972/380-2609

facsimile transmittal

TO:	Mr. Steve Chutchian	FROM:	John Blacker/ Clarence Daugherty
COMPANY:	Town of Addison	DATE:	January 9, 2002
FAX NO.:		PAGES:	(cover +) 6 Pages
PROJECT:	Service Center Improvements	PROJECT NO.:	
SUBJECT:	Proposal for Professional Services		

COMMENTS: Please call Kathleen Sawyer 972-380-2605 x 107 if you do not receive all pages.

Memo

Comments!

To: Steve Chutchian
From: Mark Acevedo *MA*
CC: Jim Pierce, Mike Murphy, Chris Terry
Date: 1/21/02
Re: Comments – PBS&J Proposal

Steve,

After reviewing the proposal for engineering services for the Service Center yard project, I offer the following comments:

- Overall proposal looks good!
- Scope of Project: Define the Storage Building concept to include multiple storage areas to accommodate multiple department storage needs as discussed in our first meeting.
- Define general clean up of the Service Yard – Removal of portable buildings? etc...
- Include a Pre-design meeting with all Service Center departments.



An employee-owned company

January 9, 2002

Mr. Steve Chutchian
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-9010

**RE: Proposal for Professional Engineering Services
Service Center Improvements
Addison, Texas (Dallas County)
PBS&J No. TBD**

Dear Mr. Chutchian:

It was a pleasure meeting with you regarding the proposed improvements to the Service Center. In accordance with your request, PBS&J is pleased to submit this Proposal for Engineering Services. This proposal is based on the information received from our meeting, a site visit, and a subsequent meeting with Ron Lee and Robin Jones.

SCOPE OF PROJECT

The project is located at the site of the existing Town of Addison Service Center, in the Town of Addison, Dallas County. The project tract is approximately two acres in size and is the existing Service Yard, south of the main Service Center building. The project is proposed as improvements to the existing Service Yard to include the partial enclosure of the material storage bins on the east side; the resurfacing of the yard; the addition of a storage building with overhead doors to house the Town's Vector truck; a water truck and other equipment; the reconfiguration of a bulk waste area; modifications to the existing car port area allowing storage underneath to be kept out of the elements; and general clean-up of the Service Yard. The storage building will also be provided with water for washout and radiant heat. Wastewater will not be provided. The storm runoff currently drains to the southwest corner of the site and the grades will be kept consistent with the existing grades. Erosion will be controlled due to anticipated increased runoff.

SCOPE OF SERVICES

PBS&J will perform the following professional services related to the above referenced project:

Task 1 – Preliminary Investigation

PBS&J will begin by collecting all readily available data, studies, surveys, preliminary plans, plats, adjacent deeds, benchmarks, as-builts, codes, ordinances, and reports related to the project area. This will also include a site visit by the key team members as well as contacting the utility providers, adjacent property owner and the Town (most of this information has already been gathered). This data will be reviewed to confirm the design requirements and the assumptions set forth in this proposal.

429102

Reply Comments
FORWARDED to
PBS&J on 1/29/02
SZC.

Task 2 -- Administration and Project Coordination

PBS&J will provide the following services for administration and project coordination services:

- Attend four (4) coordination meetings with the Client and/or the Client's representatives in Addison, Texas.
- Assist Client in preparation of schedules and budgets.
- Provide, at least bi-weekly, a project status report identifying the status of key design and permitting related activities.
- Prepare one preliminary and one final probable construction cost estimate.
- Overall project management and coordination of PBS&J team.
- Provide assistance to the Client for the coordination of Utilities, including electric, telephone, cable television, and gas internal and adjacent to the Project. This assistance will be limited to providing copies of approved plats and permitted plans and specifications for the project to the utility providers. PBS&J is not responsible for work by others that is not included in the construction contract prepared by PBS&J.

Task 3 -- Boundary and Topographic Survey

PBS&J will provide the following boundary and topographic survey services:

- Topographic Survey - Topographic mapping of existing conditions on the 2 ± acres site. The topographic survey will be shot to reflect 1-foot contour intervals and will include existing site features. The survey will include the location of the existing water line valves and hydrants, and will include the location and flowline information on the sanitary sewer manholes adjacent to the site.

Additional survey services outside of those described above will be done on a time and materials basis.

Task 4 -- Site Civil Design

Concept Plan - PBS&J will prepare a Concept Plan with one alternate for Client review and approval. The Concept Plan will include preliminary floor plans of the storage building and other structures.

Construction Documents - PBS&J will prepare construction documents to meet the current Town of Addison standards. The construction plans will generally include the following:

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- Grading and Storm Sewer Plan – Plan(s) showing the finished floor elevations and critical spot elevations for grading improvements. This plan shall provide sufficient finished grades to accurately depict the sidewalk and final ground elevations adjacent to proposed structures and shall meet applicable handicap accessibility requirements. Additionally, every attempt will be made during the site grading to achieve a balance in cut and fill. The plan will include the size, location and dimensional control for the drainage infrastructure. This item includes the drainage design and storm sewer design calculations.

- Utility Plan – Plan providing the connection between the building and points of service by the developer for water, sanitary, gas (if applicable), and telephone. Includes coordination with MEP engineer and utility companies. This item assumes that all existing utilities have been adequately sized and that no utility extensions are required beyond the limits of the project area.
- Sitework Specifications – Prepare technical specifications for performing sitework. For the purposes of this proposal the specifications will be shown on the drawings themselves and not in a separate document. A separate document may be provided as an additional service.
- Details and Sections – Prepare required sitework details, such as curbs, sidewalks, bedding details, paving details (per geotechnical recommendations), environmental, etc.

Task 5 – Permitting and Approvals

PBS&J will prepare applications and submit for approval the following permits:

- Utility Providers Review and Approval of the Construction Plans
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This processing includes one formal update for each submittal, and one informal update to clear comments. PBS&J is not responsible for the implementation of the SWPPP. Administration of the SWPPP is covered in Task 6.

Task 6 - Construction Phase Services

Construction Administration - The purpose of Construction Phase Services is to provide support during construction of the project. It is assumed that the construction of the site will be completed in no more than one phase. The following is an outline of the services PBS&J will provide during construction:

- PBS&J will be available on request to address construction issues when they arise, and at a minimum make four site visits during each construction phase. Each visit will include a written report of our findings.
- Review and approve shop drawings submitted by the contractor.
- PBS&J will make a final inspection of the project, as required by the City. The final inspection includes one site visit only. If additional site visits are required, they shall be completed as an additional service.

Record Documents – PBS&J will prepare Record Drawings based on information provided by the contractor. Record Drawings will be coordinated with the City Inspector for approval.

EPA Administration and Inspection – PBS&J will advise the Client, and act as the Client's representative, with regard to all storm water pollution issues governed by the re-issuance of NPDES General Permits for Storm Water Discharges For Construction Activities in Region 6 (herein called the "Permit"), dated July 6, 1998, as follows:

- Administration: PBS&J will prepare all EPA associated construction paperwork from the initial Notice of Intent (NOI) through the final Notice of Termination (NOT), for signature by Client, and submittal to the EPA.
- Jobsite Posting: PBS&J will coordinate the posting, as required by the Permit, of the EPA Storm Water Pollution Prevention Plan (SWPPP) and other required Permit information on, or near, the Project site.

- Inspections: PBS&J will provide bi-weekly, and/or rain mandated, EPA required storm water pollution prevention inspections to observe the Contractor(s) adherence to the SWPPP and the integrity of all associated Best Management Practices (BMPs) in an attempt to limit construction related storm water pollution from leaving the site.
- Inspection Reports: PBS&J will keep a continual log of all field inspection reports resulting from the required inspections. All reports will include the date, time and weather conditions of each inspection and note the use and condition of all BMPs.
- Coordination of Corrective Actions: PBS&J will coordinate all required corrective actions with the Contractor(s) and/or Client, and will recommend modifications/improvements to the SWPPP and BMPs as the PBS&J sees fit.

Construction Staking – PBS&J will provide one time staking for grading, water, storm sewer, electrical conduit, paving, and perimeter wall or fence necessary for a completed project, as follows:

- Prepare control point map, necessary to stake grading, utilities, sewer, storm sewer, parking area, building, perimeter wall and paving.
- Rough grading of parking area staked at 50' intervals and points of curvature along the back of curb and invert of pavement, and a stake at the four corners of the building envelope with finished pad elevations marked.
- Utilities:
 - Water lines (stake alignment only, grade when required), fire hydrants and meter areas locations and grade. No service from the meter to the building will be staked;
 - Alignment and grade of storm sewer lines and structures with changes to pipe size and grade marked; inlet and area drainage location and grade, tops and flow line, and channel alignment and grade;
- Final building corners (envelope only) and grade to the finished floor elevation.
- Final paving alignment and grade stakes at 50' intervals and points of curvature along the back of curb and invert of pavement.
- Property line for perimeter (wall, fence).

Restaking - The Client assumes responsibility for payment of all re-staking (and/or staking) requested in addition to items indicated under "Construction Staking" above. Restaking will be billed hourly per the attached Schedule of Fees.

Task 7 – Architectural Coordination

PBSJ will coordinate architectural items relating to the building and structures with our in-house Architects. Services will include the specification of the metal storage building and the alternate casting of the storage building construction of masonry.

Task 8 – Structural Engineering

PBSJ will provide structural engineering through the services of a sub consultant. Services to include the foundation and coordination for the metal storage building, the design and detailing of the enclosure over the material storage bins and the extensions on the existing carport.

Task 9 – MEP Engineering

PBSJ will provide MEP engineering through the services of a sub consultant. Services to include site lighting and site electrical for pole security lighting, lighting and power for the enclosure over the

material storage bins and the power supply, lighting, heating and water supply to the metal storage building.

CLARIFICATIONS AND ADDITIONAL SERVICES

The documents and CADD files related to the project will be made available to the Client upon request. Reproduction charges may apply.

For the purposes of this proposal, the following services are not included in our Scope of Services:

- Geotechnical Investigation or boring location surveys. (May not need geotechnical investigation – will be determined during concept phase)
- Off-site utility improvements.
- Preparation of change orders and addenda.
- Revisions or Corrections to the approved construction plans.
- Preparation of easements (off-site or off-plat utility, drainage, etc.)
- Sign permitting or design.
- Traffic-Impact Analyses.
- Environmental site assessment
- Services for construction inspection.
- Services for materials testing.
- Zoning or Re-zoning.

Any of the above items can be performed by PBS&J for an additional service. Work will not commence on any item without prior written authorization by the client.

SCHEDULE

PBS&J is prepared to begin and provide the services described above for the fees indicated in Attachment "B" immediately upon written authorization by the Client. Should you have any questions or require additional information please call me at (972) 380-2605, extension 151 or on my mobile phone at (972) 345-5227.

Sincerely,



John D. Blacker, PE
ICD Program Manager

xc: File

ATTACHMENT B
Professional Fee Summary
Service Center Improvements
Addison, Texas (Dallas County)

Description	Fee Basis (1)	Fee Amount
1 – Preliminary Investigation	TML	\$ 500
2 – Administration and Project Coordination	TML	\$ 2,000
3 – Topographic Survey	LS	\$ 2,800
4 – Site Civil Design		
Concept Plan	TML	\$ 1,000
Construction Documents	LS	\$ 8,000
5 – Permitting and Approvals	TM	\$ 500
6 – Construction Phase Services		
Construction Administration - Civil	TM	\$ 1,000
Construction Administration - Structural	TM	\$ 500
Construction Administration - MEP	TM	\$ 300
Record Drawings	TM	\$ -
EPA Administration and Inspection	TM	\$ -
Construction Staking	TM	\$ -
7 - Architectural Services	TM	\$ 2,000
8 - Structural Engineering	TM	\$ 2,000
9 - MEP Engineering	TM	\$ 3,700
Approximate Total Fee		\$ 24,300
Reimbursables/Direct Costs (estimated) (2)		\$ 1,500

Notes:

1) Fee Basis is as follows:

- a. TM – Time and Material fees will be invoiced on a monthly basis per the PBS&J standard rate schedule and may exceed the fee amount shown.
- b. TML – Time and Material with a Limit fees will be invoiced on a monthly basis per the PBS&J standard rate schedule and shall not exceed the fee estimate shown unless there is a significant change in the Scope in which case PBS&J will advise the Client and a new fee will be negotiated and approved.
- c. LS – Lump Sum fees will be invoiced monthly on a percent complete basis.

2) The above fee amounts are for labor fees only. Direct project costs/reimbursable expenses (ie. mileage, copies, etc.) will be billed and recovered in accordance with the Professional Service Agreement.

3) All submittal fees, review fees, recording fees, permit fees, construction inspection fees and fiscal arrangements will be paid by the Client.

Steve C. Reynolds



An employee-owned company

January 9, 2002

Mr. Steve Chutchian
Town of Addison
16801 Westgrove Drive
Addison, Texas 75001-9010

*Steve -
My comments are
attached -
Thanks -
Mall
1-22-02*

*Steve - Looks
Pretty good
My comments
attached.
I would let Mark
oversee review
also
Jim*

**RE: Proposal for Professional Engineering Services
Service Center Improvements
Addison, Texas (Dallas County)
PBS&J No. TBD**

Dear Mr. Chutchian:

It was a pleasure meeting with you regarding the proposed improvements to the Service Center. In accordance with your request, PBS&J is pleased to submit this Proposal for Engineering Services. This proposal is based on the information received from our meeting, a site visit, and a subsequent meeting with Ron Lee and Robin Jones.

SCOPE OF PROJECT

The project is located at the site of the existing Town of Addison Service Center, in the Town of Addison, Dallas County. The project tract is approximately two acres in size and is the existing Service Yard, south of the main Service Center building. The project is proposed as improvements to the existing Service Yard to include the partial enclosure of the material storage bins on the east side; the resurfacing of the yard; the addition of a storage building with overhead doors to house the Town's Vector truck; a water truck and other equipment; the reconfiguration of a bulk waste area; modifications to the existing car port area allowing storage underneath to be kept out of the elements; and general clean-up of the Service Yard. The storage building will also be provided with water for washout and radiant heat. Wastewater will not be provided. The storm runoff currently drains to the southwest corner of the site and the grades will be kept consistent with the existing grades. Erosion will be controlled due to anticipated increased runoff.

SCOPE OF SERVICES

PBS&J will perform the following professional services related to the above referenced project:

Task 1 - Preliminary Investigation

PBS&J will begin by collecting all readily available data, studies, surveys, preliminary plans, plats, adjacent deeds, benchmarks, as-builts, codes, ordinances, and reports related to the project area. This will also include a site visit by the key team members as well as contacting the utility providers, adjacent property owner and the Town (most of this information has already been gathered). This data will be reviewed to confirm the design requirements and the assumptions set forth in this proposal.

Mr. Steve Chutchian
January 9, 2002
Page 2 of 5

Task 2 -- Administration and Project Coordination

PBS&J will provide the following services for administration and project coordination services:

- Attend four (4) coordination meetings with the Client and/or the Client's representatives in Addison, Texas.
- Assist Client in preparation of schedules and budgets.
- Provide, at least bi-weekly, a project status report identifying the status of key design and permitting related activities.
- Prepare one preliminary and one final probable construction cost estimate.
- Overall project management and coordination of PBS&J team.
- Provide assistance to the Client for the coordination of Utilities, including electric, telephone, cable television, and gas internal and adjacent to the Project. This assistance will be limited to providing copies of approved plats and permitted plans and specifications for the project to the utility providers. PBS&J is not responsible for work by others that is not included in the construction contract prepared by PBS&J.

Task 3 -- Boundary and Topographic Survey

PBS&J will provide the following boundary and topographic survey services:

- Topographic Survey - Topographic mapping of existing conditions on the 2 ± acres site. The topographic survey will be shot to reflect 1-foot contour intervals and will include existing site features. The survey will include the location of the existing water line valves and hydrants, and will include the location and flowline information on the sanitary sewer manholes adjacent to the site.

Additional survey services outside of those described above will be done on a time and materials basis.

Task 4 -- Site Civil Design

Concept Plan - PBS&J will prepare a Concept Plan with one alternate for Client review and approval. The Concept Plan will include preliminary floor plans of the storage building and other structures.

Construction Documents - PBS&J will prepare construction documents to meet the current Town of Addison standards. The construction plans will generally include the following:

- Horizontal Control Plan - Plan showing the proposed development and providing overall dimension control for the project including building footprints, sidewalks, driveways, and utilities with their relation to the property lines and existing facilities.
- Erosion/Sedimentation Control Plan - Plan showing the required protective measures for the proposed improvements and meeting the requirements of the National Pollution Discharge Elimination System (NPDES).
- Grading and Storm Sewer Plan - Plan(s) showing the finished floor elevations and critical spot elevations for grading improvements. This plan shall provide sufficient finished grades to accurately depict the sidewalk and final ground elevations adjacent to proposed structures and shall meet applicable handicap accessibility requirements. Additionally, every attempt will be made during the site grading to achieve a balance in cut and fill. The plan will include the size, location and dimensional control for the drainage infrastructure. This item includes the drainage design and storm sewer design calculations.

Mr. Steve Chutchian
January 9, 2002
Page 3 of 5

- Utility Plan – Plan providing the connection between the building and points of service by the developer for water, sanitary, gas (if applicable), and telephone. Includes coordination with MEP engineer and utility companies. This item assumes that all existing utilities have been adequately sized and that no utility extensions are required beyond the limits of the project area.
- Sitework Specifications – Prepare technical specifications for performing sitework. For the purposes of this proposal the specifications will be shown on the drawings themselves and not in a separate document. A separate document may be provided as an additional service.
- Details and Sections – Prepare required sitework details, such as curbs, sidewalks, bedding details, paving details (per geotechnical recommendations), environmental, etc.

Task 5 – Permitting and Approvals

PBS&J will prepare applications and submit for approval the following permits:

- Utility Providers Review and Approval of the Construction Plans
- NPDES NOI and SWPPP

This processing includes one formal update for each submittal, and one informal update to clear comments. PBS&J is not responsible for the implementation of the SWPPP. Administration of the SWPPP is covered in Task 6.

Task 6 - Construction Phase Services

Construction Administration - The purpose of Construction Phase Services is to provide support during construction of the project. It is assumed that the construction of the site will be completed in no more than one phase. The following is an outline of the services PBS&J will provide during construction:

- PBS&J will be available on request to address construction issues when they arise, and at a minimum make four site visits during each construction phase. Each visit will include a written report of our findings.
- Review and approve shop drawings submitted by the contractor.
- PBS&J will make a final inspection of the project, as required by the City. The final inspection includes one site visit only. If additional site visits are required, they shall be completed as an additional service.

Record Documents – PBS&J will prepare Record Drawings based on information provided by the contractor. Record Drawings will be coordinated with the City Inspector for approval.

EPA Administration and Inspection – PBS&J will advise the Client, and act as the Client's representative, with regard to all storm water pollution issues governed by the re-issuance of NPDES General Permits for Storm Water Discharges For Construction Activities in Region 6 (herein called the "Permit"), dated July 6, 1998, as follows:

- Administration: PBS&J will prepare all EPA associated construction paperwork from the initial Notice of Intent (NOI) through the final Notice of Termination (NOT), for signature by Client, and submittal to the EPA.
- Jobsite Posting: PBS&J will coordinate the posting, as required by the Permit, of the EPA Storm Water Pollution Prevention Plan (SWPPP) and other required Permit information on, or near, the Project site.

Mr. Steve Chutchian
January 9, 2002
Page 4 of 5

- **Inspections:** PBS&J will provide bi-weekly, and/or rain mandated, EPA required storm water pollution prevention inspections to observe the Contractor(s) adherence to the SWPPP and the integrity of all associated Best Management Practices (BMPs) in an attempt to limit construction related storm water pollution from leaving the site.
- **Inspection Reports:** PBS&J will keep a continual log of all field inspection reports resulting from the required inspections. All reports will include the date, time and weather conditions of each inspection and note the use and condition of all BMPs.
- **Coordination of Corrective Actions:** PBS&J will coordinate all required corrective actions with the Contractor(s) and/or Client, and will recommend modifications/improvements to the SWPPP and BMPs as the PBS&J sees fit.

Construction Staking – PBS&J will provide one time staking for grading, water, storm sewer, electrical conduit, paving, and perimeter wall or fence necessary for a completed project, as follows:

- Prepare control point map, necessary to stake grading, utilities, sewer, storm sewer, parking area, building, perimeter wall and paving.
- Rough grading of parking area staked at 50' intervals and points of curvature along the back of curb and invert of pavement, and a stake at the four corners of the building envelope with finished pad elevations marked.
- **Utilities:**
 - Water lines (stake alignment only, grade when required), fire hydrants and meter areas locations and grade. No service from the meter to the building will be staked;
 - Alignment and grade of storm sewer lines and structures with changes to pipe size and grade marked; inlet and area drainage location and grade, tops and flow line, and channel alignment and grade;
- Final building corners (envelope only) and grade to the finished floor elevation.
- Final paving alignment and grade stakes at 50' intervals and points of curvature along the back of curb and invert of pavement.
- Property line for perimeter (wall, fence).

Restaking - The Client assumes responsibility for payment of all re-staking (and/or staking) requested in addition to items indicated under "Construction Staking" above. Restaking will be billed hourly per the attached Schedule of Fees.

Task 7 – Architectural Coordination

PBSJ will coordinate architectural items relating to the building and structures with our in-house Architects. Services will include the specification of the metal storage building and the alternate design? casting of the storage building construction of masonry.

Task 8 – Structural Engineering

PBSJ will provide structural engineering through the services of a sub consultant. Services to include the foundation and coordination for the metal storage building, the design and detailing of the enclosure over the material storage bins and the extensions on the existing carport.

Task 9 – MEP Engineering

PBSJ will provide MEP engineering through the services of a sub consultant. Services to include site lighting and site electrical for pole security lighting, lighting and power for the enclosure over the

Mr. Steve Chutchian
January 9, 2002
Page 5 of 5

material storage bins and the power supply, lighting, heating and water supply to the metal storage building.

CLARIFICATIONS AND ADDITIONAL SERVICES

The documents and CADD files related to the project will be made available to the Client upon request. Reproduction charges may apply.

For the purposes of this proposal, the following services are not included in our Scope of Services:

- Geotechnical Investigation or boring location surveys. (May not need geotechnical investigation -- will be determined during concept phase)
- Off-site utility improvements.
- Preparation of change orders and addenda.
- Revisions or Corrections to the approved construction plans.
- Preparation of easements (off-site or off-plat utility, drainage, etc.)
- Sign permitting or design.
- Traffic-Impact Analyses.
- Environmental site assessment
- Services for construction inspection.
- Services for materials testing.
- Zoning or Re-zoning.

will not need this in basic
need this in basic

BASIC SERVICES NEED TO INCLUDE SUBMITTAL OF PLANS + SPECS FOR BID ADVERTISEMENT, BID TABULATIONS, PREPARE BIDS FOR CONTRACT & TURN TO SIGN!

Any of the above items can be performed by PBS&J for an additional service. Work will not commence on any item without prior written authorization by the client.

SCHEDULE

PBS&J is prepared to begin and provide the services described above for the fees indicated in Attachment "B" immediately upon written authorization by the Client. Should you have any questions or require additional information please call me at (972) 380-2605, extension 151 or on my mobile phone at (972) 345-5227.

Sincerely,

John D. Blacker, PE
ICD Program Manager

xc: File

ATTACHMENT B
Professional Fee Summary
Service Center Improvements
Addison, Texas (Dallas County)

Description	Fee Basis (1)		Fee Amount
1 - Preliminary Investigation	TML	\$	500
2 - Administration and Project Coordination	TML	\$	2,000
3 - Topographic Survey	LS	\$	2,800
4 - Site Civil Design			
Concept Plan	TML	\$	1,000
Construction Documents	LS	\$	8,000
5 - Permitting and Approvals	TM	\$	500
6 - Construction Phase Services			
Construction Administration - Civil	TM	\$	1,000
Construction Administration - Structural	TM	\$	500
Construction Administration - MEP	TM	\$	300
Record Drawings	TM	\$	-
EPA Administration and Inspection	TM	\$	-
Construction Staking	TM	\$	-
7 - Architectural Services	TM	\$	2,000
8 - Structural Engineering	TM	\$	2,000
9 - MEP Engineering	TM	\$	3,700
Approximate Total Fee		\$	24,300
Reimbursables/Direct Costs (estimated) (2)		\$	1,500

Notes:

1) Fee Basis is as follows:

- a. TM - Time and Material fees will be invoiced on a monthly basis per the PBS&J standard rate schedule and may exceed the fee amount shown.
- b. TML - Time and Material with a Limit fees will be invoiced on a monthly basis per the PBS&J standard rate schedule and shall not exceed the fee estimate shown unless there is a significant change in the Scope in which case PBS&J will advise the Client and a new fee will be negotiated and approved.
- c. LS - Lump Sum fees will be invoiced monthly on a percent complete basis.

2) The above fee amounts are for labor fees only. Direct project costs/reimbursable expenses (ie. mileage, copies, etc.) will be billed and recovered in accordance with the Professional Service Agreement.

3) All submittal fees, review fees, recording fees, permit fees, construction inspection fees and fiscal arrangements will be paid by the Client.



PLANNING ♦ ENGINEERING ♦ SURVEYING
LANDSCAPE ARCHITECTURE ♦ CONSTRUCTION MANAGEMENT
5999 Summerside Drive, Suite 202
Dallas, Texas 75252
972/380-2605 Fax 972/380-2609

facsimile transmittal

TO:	Mr. Steve Chutchian	FROM:	<i>John Blacker/ Clarence Daugherty</i>
COMPANY:	Town of Addison	DATE:	January 9, 2002
FAX NO.:		PAGES:	(cover +) 6 Pages
PROJECT:	Service Center Improvements	PROJECT NO.:	
SUBJECT:	Proposal for Professional Services		

COMMENTS: Please call Kathleen Sawyer 972-380-2605 x 107 if you do not receive all pages.

Memo

Comments!

To: Steve Chutchian
From: Mark Acevedo *MA*
CC: Jim Pierce, Mike Murphy, Chris Terry
Date: 1/21/02
Re: Comments – PBS&J Proposal

Steve,

After reviewing the proposal for engineering services for the Service Center yard project, I offer the following comments:

- Overall proposal looks good!
- Scope of Project: Define the Storage Building concept to include multiple storage areas to accommodate multiple department storage needs as discussed in our first meeting.
- Define general clean up of the Service Yard – Removal of portable buildings? etc...
- Include a Pre-design meeting with all Service Center departments.

Steve Chutchian

To: Daugherty, Clarence
Subject: RE: Service Center

Clarence - the meeting will be held at our service center conference room. The area involved is approximately 1.4 acres, or approximately 280 ft. x 220 ft. in size. I really don't have a good feel for the size of the building or number of vehicles that will be parked or area needed for material storage. We will probably develop that part of the scope with your staff.

Originally, we could get by with a metal building at another site we selected. However, after we moved the site to our service center location, we may have to conform to our own requirements for construction (masonry, maybe tilt-wall, etc.). We want to discuss this with you at our meeting.

We really don't have any useful information regarding the previously selected site. We are basically starting from scratch. The other site was in the beginning conceptual stage and we decided it was better suited for airport related uses. Basically, we know what we want, but we do not have anything drawn or located on the site. I look forward to seeing you on Tuesday. Thanks.

Steve Chutchian

-----Original Message-----

From: Daugherty, Clarence [mailto:CDaugherty@pbsj.com]
Sent: Wednesday, November 28, 2001 8:34 AM
To: 'Steven Chutchian'
Cc: Blacker, John D
Subject: Service Center

John Blacker and I will meet with you on Tuesday, December 4 at 3:00 pm. Where will the meeting be held?

If you could answer several questions, it would make our meeting more productive.

Where is the site located? What size is it (square feet or acres)?

(I realize that we will get to these details a little later, but if you have rough info now, it would help). Do you have an idea what size the building is to be? - or if not, roughly how many vehicles, how much material etc. it needs to hold? Will the building need to be a masonry building that cosmetically fits will into the surroundings or can it be a metal building on an airport or industrial site?

You mentioned a site plan for another site that has apparently been abandoned. Does that site plan illustrate the types of uses that are desired on the site we will work on? If so, could we look at a copy of that plan?

I am flying to Houston this afternoon for TML. If I could get any of this info before I leave, it would be great. I will be available while I am in

Houston on my cell phone, 972 816-7486 or you can email me and I'll pick
it
up at night.

WRIGHT BROS. / WILEY POST
WATER MAIN REPLACEMENT

\$225,000 BUDGETED (MAYBE ADD MARSH LM.)

Capital Project:

Kellway Lift Station Yard

This project is for the development of an additional yard for the Department.

There is a lot south of the Kellway Lift Station which has previously been used for storage. The contractor has now vacated the lot for Town use.



HALFF ASSOCIATES, INC.
Engineers • Architects • Planners

and adjacent to the airport property

Extra Copy

just had a contractor table

The yard is approximately 112 feet x 198 feet in size, is fenced, and has a gravel surface.

The Department of Public Works will initially use this yard for two purposes:

1. A place to store materials, parts and equipment needed to operate and maintain the Town's street light system
2. A place to provide enclosed, heated and ventilated storage for the new Vector truck. Heat is needed to prevent water in the various tanks, pumps and hoses from freezing.

Improvements needed at the yard, with associated costs, are as follows:

- Fencing Improvements/Modifications \$ 3,800
- Asphalt Pavement \$ 20,000
- 12' x 20' Morgan Bldg \$ 8,000

• Power Supply for Site	\$ 20,000
• Vector Storage Building	\$ 38,500
• Covered Water Main Storage rack	\$ 4,000
• Power Supply to the site	<u>\$ 20,000</u>
Total	\$ 114,300

Say \$ 115,000

Kellway Lift Station Yard 6-7-01
Back-up calcs for Capital Project to
develop the yard:

Asphalt paving: $112' \times 198' = 22176 \text{ ft}^2$ or 2464 yd^2
3" Thick. $\frac{3}{12} \times 2464 = 68 \text{ yd}^3$

$110 \text{ lb/yd}^2/\text{inch} = 1.98 \text{ tons/yd}^3$ or 135 Tons
Say \$140/ton

$140 \times 135 = 18,900$; Say \$20,000

Morgan Building - 12×20 - from Robin = \$8,000

Vactor Building - Vactor is 31' long, $7\frac{1}{2}'$ wide & 11" high
Building inside dimensions: 37' long 13' wide with 12' clear
opening for door. $\approx 481 \text{ ft}^2$. Building to include garage door
walk door, sloped Standing Seam Roof, 3 skylights
Tilt wall construction, ventilation & minimal heat.
Est. cost \$80/ft² or \$38,500 (Bob Reich 214-691-8686)

Covered Water Main Storage Rack (Roof only)

30' long x 12' wide x 8' high 360 ft²

@ \$10/ft² = \$3600, Say \$4,000

Power Supply for Buildings

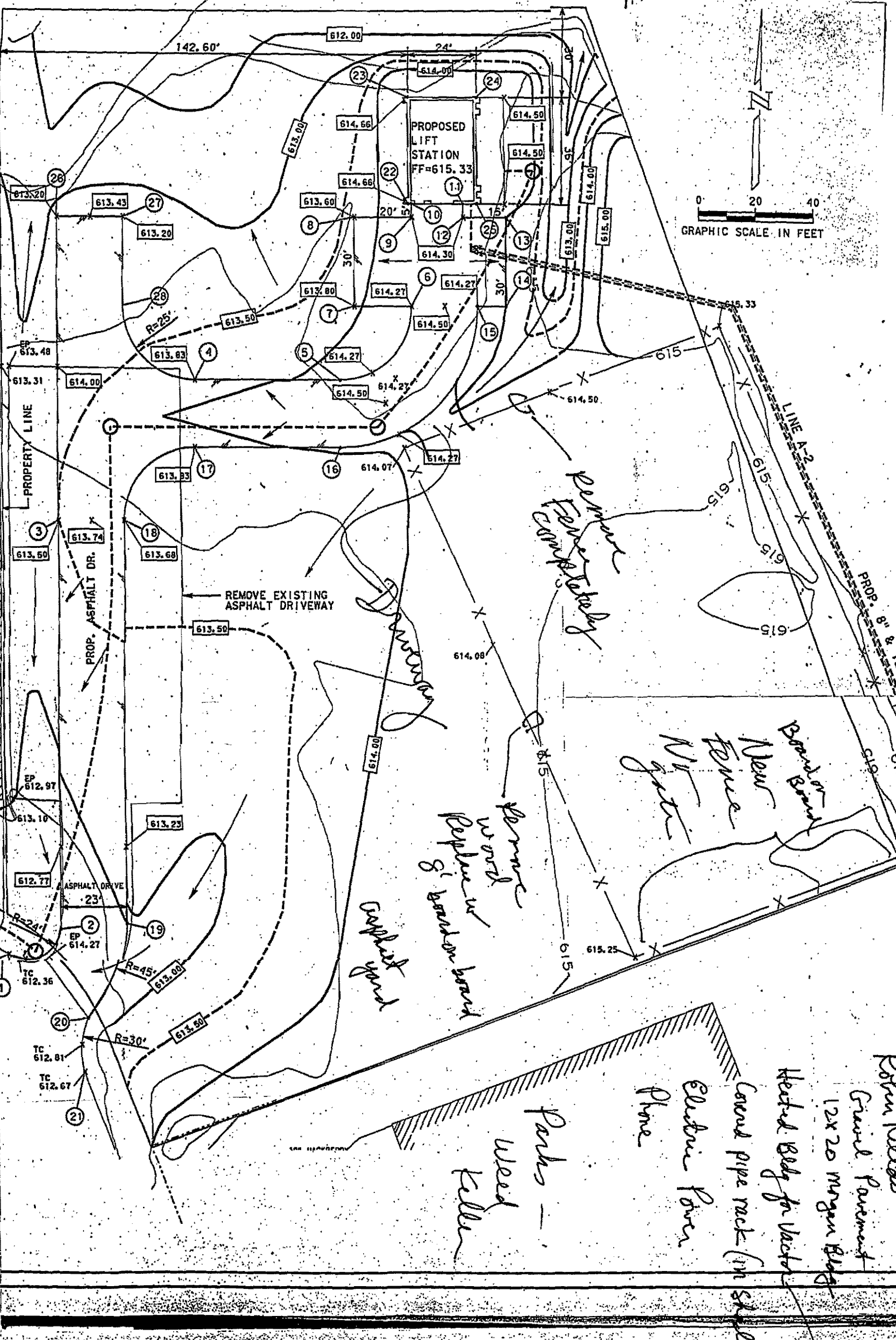
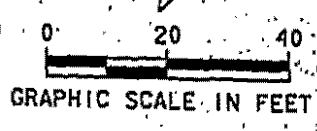
Ball park est. from Joe Katrola (elec engr.)

\$20,000

Fencing Improvements/modifications

310 lf @ \$12 = 3720 say 3800

1.25" = 40' or 32' per inch



Permanent Temporary

Permanent wood pipe in 8' diameter brand

New Fence

Parks - wood Keller

Electric Power

*Heated Body for Vectors
Covered pipe rack (in steel)*

Keller for 15' x 15' x 10' STAIN

all on 20' x 20' capacity

Polin Needs

Gravel Pavement

12x20 mpyon Block

Capital Project:

and adjacent
to the airport
property

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- ~~out~~ X 12x20 "Morgan" Building \$ 8,000

• Power Supply for Site	\$ 20,000
• ^{SET ROOPER &} Vector Storage Building (w/)	\$ 38,500
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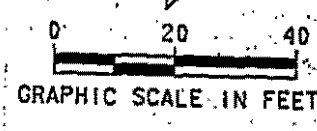
Power Supply for Buildings

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\$20,000

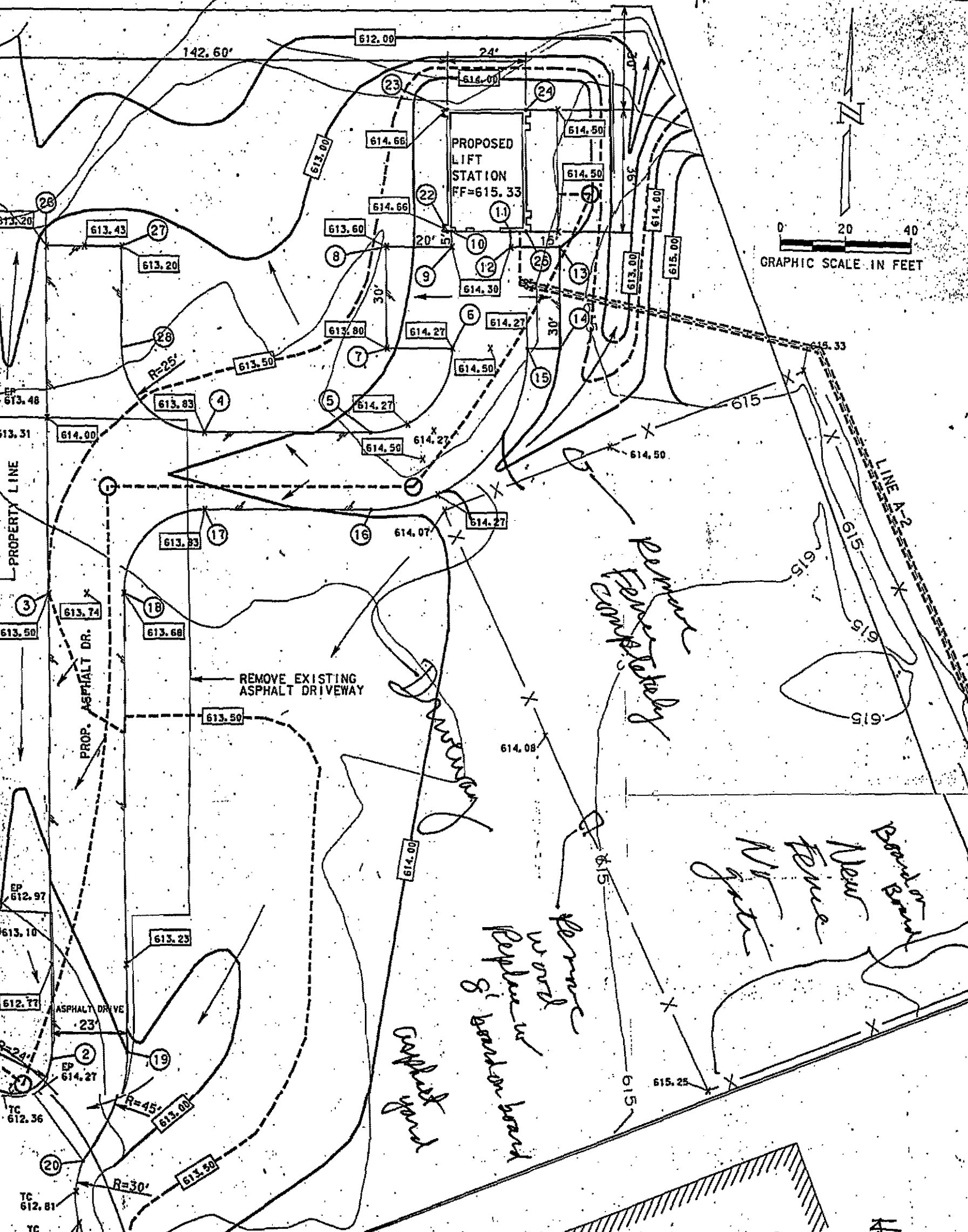
Fencing Improvements/Modifications

$310 \text{ lf} @ \$12 = 3720$ say 3800

1.25" = 40' or 32' per inch



PROPOSED LIFT STATION
FF=615.33



*Permanent
Fence & Security*

*Permanent
wood
Pepole w/
8' garden board*

*New
Fence
New
gate*

*Proposed
Fence*

*Robin Nests
Gravel Pavement
12x20 manhole Blot
Heated Body for Vectors
Concrete pipe rack (in sketch)
Electric Power
Phone*

*Parks -
Wood
Keller*

*Man
hole
cell
for
AT&T*

*add
on
capacities*