

**AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
FOR CIVIL ENGINEERING SERVICES FOR  
THE TEXAS A&M UNIVERSITY AREA STREETS PROJECT  
NO.: 23-03921  
AMENDMENT NO. 1**

This Amendment to the Professional Services Agreement for Civil Engineering Services for the Texas A&M University Area Streets Project ("Project"), is entered into by and between the City of San Antonio ("City"), a home rule municipal corporation, acting by and through its City Manager, and M.W. Cude Engineers ("Consultant"), acting by and through its duly authorized corporate representative, as set out below. The City and Consultant are referred to collectively herein as the "Parties".

**WHEREAS**, on November 10, 2022, through Ordinance 2022-11-10-0872, City Council approved the execution of a Professional Services Agreement between the Parties; and

**WHEREAS**, on May 2, 2023, the Parties executed a Professional Services Agreement in an amount not to exceed \$844,640.00 ("Original Agreement").

**WHEREAS**, the Parties desire to add additional Civil Engineering design and other professional services and increase the contract capacity by \$809,753.00 to the Project, as described in the Fee Proposal attached as **Exhibit 1**, and summarized in the table below:

Original contract capacity	\$844,640.00
Amendment amount	\$809,753.00
New contract capacity	\$1,654,393.00

**WHEREAS**, it is understood between the Parties that Exhibit 1 is attached solely for reference to the additional scope of services contained therein, and City is not bound by any additional terms or conditions contained therein nor in any attachments thereto; and

**WHEREAS**, the Contract Price is hereby revised to a not to exceed amount of \$1,654,393.00; and

**NOW THEREFORE**, in consideration of the terms, covenants, agreements and demises herein contained each to the other given, the sufficiency and receipt of which are hereby acknowledged, the Original Agreement is amended as follows:

1. **Contract Price.** The not to exceed amount of the Contract Price is hereby increased in the amount of \$809,753.00 for a revised not to exceed Contract Price of ONE MILLION, SIX HUNDRED FIFTY-FOUR THOUSAND, THREE HUNDRED NINETY-THREE AND 00/100 U.S. DOLLARS (\$1,654,393.00).
2. **Additional Services.** The additional services described in the proposal letter attached as Exhibit 1, excluding any additional terms contained therein or in any attachments thereto, are hereby added and incorporated into the Original Agreement.

3. **Signatory Authority**. Consultant represents, warrants, assures and guarantees that the signatory below has full legal authority to execute this Agreement on behalf of Consultant, and to bind Consultant to all terms, performances and provisions herein contained.

Except as amended hereby, all other provisions of the Agreement and corresponding Amendments are hereby retained in their entirety and remain unchanged.

**EXECUTED** and **AGREED** on this date: \_\_\_\_\_.

**CITY OF SAN ANTONIO**

**M.W. CUDE ENGINEERS**

\_\_\_\_\_  
(Signature)

Razi Hosseini, P.E., R.P.L.S.  
Director/City Engineer,  
Public Works Department

  
\_\_\_\_\_  
(Signature)

Jeffrey McKinnie  
Sr. Vice President

Approved as to Form:

\_\_\_\_\_  
Tino Gallegos  
Assistant City Attorney

## **Exhibit 1**



## PUBLIC WORKS

P.O. Box 839966 • San Antonio, Texas 78283-3966

Date: August 2, 2024

Cude Engineers  
Jeffrey McKinnie, PE  
Principal-In-Charge  
4122 Pond Hill Rd., Suite 101  
San Antonio, Texas 78231

**RE: Fee Proposal Approval**  
**Texas A&M University Area Streets Phase 2**  
**COSA Project No.: (23-03921)**

Mr. McKinnie:

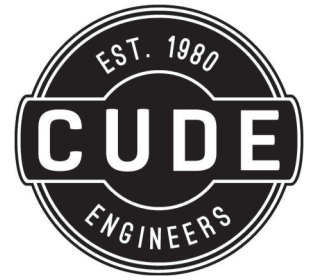
The City of San Antonio Public Works Department (PWD) has approved your fee proposal in the not to exceed amount of \$809,753.00. Of this amount, \$632,957.00 is for design services and \$176,796.00 is for design allowances. The approved fee covers all design and professional services required to fulfill the scope of work in accordance with the City of San Antonio's Design Guidance Manual (DGM). All services and deliverables are required to comply with the DGM unless specifically excluded or modified on the attached list.

You are reminded that the selection of your firm as the City's consultant for this project was based on your design knowledge and ability to meet the project schedule. We will rely on your firm to follow through on making any requested revisions to such an extent that the City staff will only make cursory reviews of plans to ensure comments are incorporated. The City intends to hold your firm accountable for rendering professional services in accordance with the terms of the signed contract and the Design Guidance Manual.

If you have any questions concerning your contract, please feel free to contact me at (210) 207-3966, or [florencio.rodriguez@sanantonio.gov](mailto:florencio.rodriguez@sanantonio.gov).

Sincerely,

Florencio Rodriguez Jr., P.E.  
Senior Engineer  
Project Management Division



August 1, 2024

Florencio Rodriguez Jr. P.E.  
Senior Engineer  
City of San Antonio - Public Works Department  
100 W. Houston St., 15th Floor  
San Antonio, Texas 78205

Re: Texas A&M San Antonio – Streets Phase 2  
Engineering Proposal  
CUDE Project P04135.000.1


Dear Mr. Rodriguez:

Cude Engineers is pleased to have been selected to be part of the 2022-2027 City of San Antonio Bond Program. Please find attached our engineering proposal for the Texas A&M San Antonio Streets project. This proposal was prepared per the scope as discussed in our meeting on June 18<sup>th</sup>. Our fee for base services will not exceed 10.5% of the construction value of \$6,028,289 or **\$632,957**.

Please find attached the following items:

- Project Work Plans
  - Cude Engineers
  - Cude Engineers (Survey)
  - Arias & Associates (Geotech)
  - Cobb Fendley (SUE)
  - CFZ Group (Landscape)
  - KNRG (RAS)
  - Legacy Engineering Group (Roadway/TCP)
  - RESPEC (Drainage)
- Generalized Scope of Services
- DGM Exclusions Form
- Schedule of Payment/Fee Summary

Sincerely,

DocuSigned by:  
  
84555501AE154AC...  
Jeffrey McKinnie, PE  
Sr. Vice President

DocuSigned by:  
  
97638E22658442E...  
Christopher R. Dice, PE  
Executive Vice President

## Appendix 2C City of San Antonio Capital Improvement Projects Generalized Scope of Services

### 2C.1 Generalized Scope of Services

Table 2C- 1: Generalized Scope of Services			
No. Description			
01.	Project Management		
	01.010.	DSR Preparation/ Scoping Meeting	
	01.020.	Complete Streets Assessment	
	01.030.	Design Review Meetings (20% utility meeting, 40%, <del>70%</del> , 95%, 100% meetings)	
	01.040.	Design Progress Review Meetings (frequency as needed for project development)	
	01.050.	Prepare Meeting Minutes for all attended meetings	
	01.060.	Develop and Maintain Project Schedules (includes both Design and Construction) – include in each design submittal	
	01.070.	Project Administration (includes but not limited to invoicing, sub consultants management, document management, PRIMELink)	
	01.080.	QA/QC (processes, communication, and deliverables)	
	01.090.	Operations and Maintenance Manual	
02.	Right of Way Surveying		
	02.010.	Acquire Ownership information	
	02.020.	Secure Right of Entry	
	02.030.	Survey ROW	
		02.030.010.	Apparent ROW only
	02.040.	Monument ROW	
	02.050.	Prepare ROW Map	
03.	Topographic Surveying / Base Mapping		
	03.010.	Establish Primary Project Control	
	03.020.	Establish Secondary Project Control	
	03.030.	Set Project Centerline or Baseline	
		03.030.010.	Interval 50’
	03.040.	Survey topographic features	
		LIDAR if specified	
	03.050.	Survey Cross Sections / Spot Elevations to Develop DTM / Cross Sections	
		03.050.010.	25 feet into adjacent property
	03.060.	Secure utility maps (any and all known utilities)	

Table 2C- 1: Generalized Scope of Services (continued)					
No. Description					
	03.070.	Survey Quality Level C locates			
		03.070.010.	Water		
			03.070.010.010.	Valve Box elevation	
			03.070.010.020.	Valve Stem elevations	
		03.070.020.	Sanitary Sewer		
			03.070.020.010.	Manhole Rings and Covers elevations	
			03.070.020.020.	Invert elevations and details (sizes, configurations, flow directions, north arrow)	
		03.070.030.	Natural Gas		
			03.070.030.010.	Valve Box elevations	
			03.070.030.020.	Valve Stem elevations	
			03.070.030.030.	Test box elevations	
		03.070.040.	Storm Drainage		
			03.070.040.010.	Manhole rings and covers elevations	
			03.070.040.020.	Invert elevations and details	
			03.070.040.030.	Curb inlets	
				03.070.040.030.010.	Top elevations
				03.070.040.030.020.	Floor and invert elevations
				03.070.040.030.030.	Lateral details (sizes, configurations, flow directions, north arrow)
			03.070.040.040.	Outfall elevations	
			03.070.040.050.	Culvert and headwall dimensions and elevations	
		03.070.050.	Underground Electric & Telecommunications		
			03.070.050.010.	Manhole rings and covers elevations	
			03.070.050.020.	Vault elevations and dimensions	
			03.070.050.030.	Conduit elevations at Vaults	
		03.070.060.	Develop Utility Basemap		
		03.070.070.	Mains and services		
	03.080.	Survey Trees			
		03.080.010.	All trees with trunk diameter > 4”		
		03.080.020.	Show		
			03.080.030.010.	Species	
			03.080.030.020.	Trunk diameter	
			03.080.030.030.	Spread	

Table 2C- 1: Generalized Scope of Services (continued)				
No. Description				
	03.090.	Survey Bridges and Structures		
		03.090.010.	Full measure up (secure all relevant measurements needed)	
		03.090.020.	Locate Columns, abutments, and bridge deck only	
		03.090.030.	Profile grade lines	
			03.090.030.010.	Centerline
			03.090.030.020.	Break back line(s)
			03.090.030.030.	Curb line
	03.100.	Survey Ordinary High Water Mark (Coordinate with Environmental Division)		
	03.110.	Develop Project Layout Sheet with Control Points		
	03.120.	Stake Storm Drain Outfall Alignment (Coordinate with Environmental Division)		
	03.130.	Centerline / ROW Staking for Utility Relocation Prior to Project Bid (2 times: 1 – prior to utility design (non joint-design), 2-prior to utility construction (non joint-bid))		
04.	Roadway Design			
	04.010.	General Sheets – Index, Summaries / Quantities, Supplemental General Notes		
	04.020.	Establish Typical Roadway Sections (Existing and Proposed) for various roadways in project area		
	04.030.	Establish Horizontal Roadway alignments		
		04.030.010.	Provide horizontal alignment data info (PC, PI, PT Stations and coordinates; tangent bearings and lengths)	
		04.030.020	All alignments are named and shown clearly in plans	
		04.030.030	All intersection roads to be reconstructed have alignment	
	04.040	Roadway Profiles		
		04.040.010	All intersecting roads to be reconstructed have profile	
		04.040.020	Vertical curve included for all grade changes greater than 1.5%	
		04.040.030	Naming of each profile should reflect the associated alignment	
	04.050	Street Cross Sections		
		04.050.010	Cross sections provided at 50’ interval & at significant features	
		04.050.020	Cross sections provided at each driveway within project limits; before/after each bridge structure.	
		04.050.030	Annotate cross section features include but not limited to: cross slopes, PGL location, existing/proposed ROW, existing/proposed underground utilities.	
		04.050.040	Limits of construction (excavation).	
		04.050.050	Cut / Fill quantities (average end area, provide station to station quantities)	

Table 2C- 1: Generalized Scope of Services (continued)				
No. Description				
	04.060.	Develop Plan and Profile sheets for 1" = 40' plans unless PM specified differently		
		04.060.010.	Existing/Proposed Utilities are shown in plan and profile views	
		04.060.020.	Existing/Proposed Structures and Culverts are shown in profile view with elevations	
		04.060.030.	Existing / Proposed profiles are clearly shown, labeled / legend provided.	
		04.060.040.	Vertical clearances provided where required, with cross street / structure clearly shown.	
		04.060.050.	Existing and Proposed Elevations are provided at 25' interval and line up with profile grid.	
		04.060.060.	Vertical curves and grades information are clearly shown.	
	04.070	Driveway Summary Sheet		
		04.070.010	Driveways referenced are shown and numbered on plan sheets	
		04.070.020	Confirm steep driveway grades will not cause vehicles to ground out	
		04.070.030	Show existing/proposed driveway material	
		04.070.040	Confirm driveway retaining wall needs and confirm 45° cutbacks at sidewalks/ramps	
		04.070.050	Clearly indicate driveway configuration used and residential/commercial.	
		04.070.060	Driveway penetrations provided in both summary and plan sheets and tie ins are properly designed.	
	04.080	Retaining Wall Plans (Greater than 3 ft)		
	04.090.	ROW Strip Map – outlines all of the property acquisitions needed for the project. Submit at 40%.		
05.	Drainage Design			
	05.010.	Establish Design Discharges		
		05.010.010.	Delineate drainage areas and establish flow patterns	
		05.010.020.	Model Hydrology (Pre-Project and Post-Project)	
		05.010.030.	Calculate design discharges	
	05.020.	Design storm drainage facilities		
		05.020.010.	Roadways and Storm Drain System	
			05.020.010.010.	Establish inlet locations and design discharges
			05.020.010.020.	Develop storm drainage facility sizes, incremental times of concentration, effective drainage areas, design discharges, friction and junction losses, etc.

<b>Table 2C- 1: Generalized Scope of Services (continued)</b>				
<b>No. Description</b>				
			05.020.010.030.	Establish preliminary horizontal and vertical alignments of storm drainage facilities (Max EGL is 1.3 feet below top of curb)
			05.020.010.040.	Identify potential utility conflicts and locations for SUE
			05.020.010.050.	Establish lateral sizes
			05.020.010.060.	Lateral details [with] [without] underground utilities
		05.020.020.	Channels	
			05.020.020.010.	Model existing drainage channel
			05.020.020.020.	Establish analysis nodes
			05.020.020.030.	Develop channel sizes, slopes, velocities, incremental times of concentration, effective drainage areas, design discharges, friction and structure losses, etc.
			05.020.020.040.	Develop pre-project and post-project water surface profiles
			05.020.020.050.	Identify and design energy dissipation facilities
			05.020.020.060.	Establish channel armoring and erosion control areas
		05.020.030.	Bridges / Bridge Class Culverts	
			05.020.030.010.	Model bridges and bridge class structures pre-project and post project
		05.020.040.	Horizontal Channel Alignments	
			05.020.040.010	Centerline geometry (centerline bearings, PI, PC, and PT stations, centerline curve data, etc.)
			05.020.040.020	Bottom width, horizontal distance to top of design section slope, etc.
		05.020.050.	Channel Cross Sections	
		05.020.060.	Culvert Excavation Cross Sections	
		05.020.070.	Special Review Coordination (as required by project)	
			05.020.070.010.	<del>Administrative Exceptions and Variances (AE/V)</del>
			05.020.070.020.	Floodplain Development Permits (FPDP)
06.	<b>Pavement Design and Geotech Engineering</b>			
	06.010.	Design pavement sections using COSA Pavement Design Standards – <a href="#">DGM Appendix 10-A</a>		
		06.010.010	Field investigation include test borings	

Table 2C- 1: Generalized Scope of Services (continued)			
No. Description			
		06.010.020	Laboratory Testing Program based on conditions encountered in the borings.
		06.010.030	Geotechnical Summary Report – presents subsurface information obtained and provides specific pavement section design and construction recommendations.
07.	Utility Coordination / Management		
	07.010.	Utility Basemap	
		07.010.010	Incorporate existing as built from utility companies, 311 one call locates, block maps into a utility basemap file.
		07.010.020	Maintain and update utility basemap file as more information (verification) becomes available.
	07.020.	Utility Coordination (as outlined in Section 5.0 of the DGM)	
		07.020.010	Identify existing underground/overhead utilities as well as any and all potential conflicts of the existing utilities with the proposed improvements.
		07.020.020	Optimize design to avoid conflicts with existing utilities as much as feasibly possible, providing recommendation to resolve conflicts, and tracking the status of those recommendations to completion.
		07.020.030	Notify utility companies and the City when scope, schedule, or design changes.
	07.030.	Incorporate Joint-Bid Utility Plans	
		07.030.010	Include any joint-bid utility plans into overall design including construction phasing and sequence of work in the traffic control plan, update utility conflict matrix as needed.
	07.040.	Develop Utility Conflict Matrix and continually monitor throughout design for resolution of all utilities (including non joint-bid utilities).	
08.	Traffic Control Plan		
	08.010.	Construction Phasing Typical Sections	
	08.020.	Construction Phasing and Sequence of Work	
	08.030.	Construction Phasing Layouts	
	08.040.	Traffic control and advanced warning devices	
	08.050.	Detour layouts and barricade plans	
	08.060.	Temporary Signals	
	08.070.	Temporary Illumination	
	08.080.	Pedestrian detours	
	08.090.	Joint-bid utilities incorporation (joint-design or non-joint-design)	

Table 2C- 1: Generalized Scope of Services (continued)			
No. Description			
09.	Other Plans		
	09.010.	Intersection Layouts	
	<del>09.020.</del>	<del>Bridge Layouts</del>	
	<del>09.030.</del>	<del>Traffic Signal Plans</del>	
		<del>09.030.010</del>	<del>Traffic Signal Layout</del>
		<del>09.030.020</del>	<del>Traffic Signal Elevation Details</del>
		<del>09.030.030</del>	<del>Traffic Signal Notes</del>
	09.040.	Illumination Plans	
	09.050.	Pavement Marking and Signing Plan	
	09.060.	SW3P Plan	
		09.060.010.	SW3P Narrative
		09.060.020.	SW3P Layouts
	09.070.	Tree Preservation / Mitigation Plan	
	09.080.	Details and Specifications	
		09.080.010.	Special Details
		09.080.020.	List of Governing Specifications
		09.080.030.	Special Provisions
		09.080.040.	Special Specifications
10.	Environmental and Regulatory Coordination		
	10.010.	General Environmental Coordination	
	<del>10.020.</del>	<del>TXDOT Permits</del>	
	10.030.	TDLR Design Approval	
11.	Cost Estimating		
	11.010.	40% Plans Cost Estimate	
	<del>11.020.</del>	<del>70% Plans Cost Estimate</del>	
	11.030.	95% Plans Cost Estimate	
12.	Bid Phase		
	12.010.	Submit 100% Plans With All Joint-Bid Utilities	
	12.020.	Final Project Specifications Book	
	12.030.	Submittal List	
	12.040.	Finalize Constructability Issues	
	12.050.	Review Utility Conflict Report and Address Pending Items	

**Table 2C- 1: Generalized Scope of Services (continued)**

<b>No. Description</b>		
	12.060.	Participate in 100% Review Meeting
	12.070.	Assist the City in Preparing Advertising Documents
	12.080.	Distribute Plans and Specifications to Contractors and Plan Rooms
	12.090.	Participate in Pre-Bid Meeting
	12.100.	Respond to Contractor Questions
	12.110.	Prepare and Distribute Necessary Addenda
	12.120.	Evaluate Bids, Prepare Bid Tabulation, and Issue Letter of Recommendation
	12.130.	Participate in Pre-Con meeting
13.	<b>Construction Management</b>	
	13.010.	Reestablish Project Control Points for Contractor Prior to Construction
	13.020.	Review Contractor Pay Estimates
	13.030.	Review / Negotiate Change Orders
	13.040.	Review Shop Drawings
	13.050.	Respond to RFI's
	13.060.	Project Site Visits and Reports (Minimum Two Per Month)
	13.070.	Participate in all Construction Progress Meetings and Prepare Meeting Minutes (Coincide With 13.6 When Possible)
	13.080.	Final Walkthrough and Punchlist Review
	13.090.	TDLR Inspection
	13.100.	Prepare project record drawings and update quarterly
	13.110.	Participate in one-year warranty inspection of project
14.	<b>Project Closeout</b>	
	14.010.	Provide Record Drawings
15.	<b>Communications</b>	
	<del>15.010.</del>	<del>Scoping Public Meeting (Complete Streets) and Exhibits</del>
	15.020.	Attending public meetings and providing exhibits for display/presentation
	15.030.	Stakeholder Meetings

Table 2C- 1: Generalized Scope of Services (continued)			
No. Description			
16.	Additional Services Allowance (typical services outside of base scope)		
	<del>16.010.</del>	<del>Survey ROW: Boundary Survey</del>	
	16.020.	Prepare plats and field notes of parcels to be acquired	
	16.030.	Drainage Special Review Coordination (as required by project)	
		<del>16.030.010.</del>	<del>Low Impact Development (LID)</del>
		16.030.020.	FEMA Map Changes (tie to FEMA model, secure CLOMR/LOMR)
	<del>16.040.</del>	<del>Geotechnical Engineering Studies for Structures</del>	
		<del>16.3.1</del>	<del>Subsurface Exploration – Borings</del>
	16.050.	Utility Engineering	
		16.050.010.	SUE
		<del>16.050.020.</del>	<del>Utility Design</del>
	16.060.	Traffic Engineering Studies	
	<del>16.070.</del>	<del>Preliminary Engineering Report</del>	
	<del>16.080.</del>	<del>Public Involvement (leading PI efforts or additional PI scope not covered in base scope, support for public meetings along with providing exhibits are included in base scope)</del>	
	<del>16.090.</del>	<del>Environmental Support and Permitting</del>	
		<del>16.090.010.</del>	<del>WPAP</del>
		<del>16.090.020.</del>	<del>RR Permits</del>
	16.100.	Landscape Enhancement (if added after base scope provided)	

## 2C.2 Plan Production Information

<input type="checkbox"/>	11x17 sets of 40% review plans (up to 5 sets)
<input checked="" type="checkbox"/>	<del>11x17 sets of 70% review plans (up to 5 sets)</del>
<input type="checkbox"/>	11x17 sets of 95% review plans (up to 5 sets)
<input type="checkbox"/>	11x17 sets of 100% review plans (up to 5 sets)
<input type="checkbox"/>	5 sets of bid documents



## PUBLIC WORKS

## SCOPING MEETING MINUTES

PROJECT NAME: Texas A&M Area Streets (Phase 2)

COUNCIL DISTRICT: 3 (Phyllis Viagran)

DATE: June 18, 2024

Prepared By: Jeffrey McKinnie, PE

Date: 7/1/2024

### ***PROJECT BACKGROUND***

---

**Project Scope:** *Construct a 2-lane roadway with driveway approaches, drainage, and other improvements as applicable and within available funding. This project is a continuation of Phase 1 improvements and will serve as a connector road to Mauerman Road.*

**COSA Project Management Team:**

*Florencio Rodriguez Jr., P.E. – Senior Engineer*

*Aaron Mathis, P.E. – Project Engineer*

*Eric Velasquez, EIT – Senior Engineering Associate*

*Lashondra Gladney – Capital Projects Officer*

**Design Firm Team:** Cude Engineers

Patrick Murphy, P.E. – Project Manager

Jeffrey McKinnie, PE – Sr VP (PIC)

Sean McFarland, PE – Asst PM

**Estimated total Project Cost:**

South Entry Road-\$8.0 million

- **Funding**
  - \$1.3 mil surplus from Phase 1 CoSA
  - \$3.6 mil contribution from TAMU System for Phase 1
  - Shortfall \$3.1 mil

**Project Delivery Method:** Design-Bid-Build

**Background and History:**

*The Texas A&M University San Antonio Campus growth requires demand for new roadway facilities for their proposed campus expansion. ROW is required for this project. University is dedicating a 70-ft roadway easement for construction.*

**Project Goals:**

*The South Entry Road project (Phase 2) consists construction of 2,160 ft of new roadway with two 12.5-ft travel lanes (one lane in each direction), curb and gutter, drainage infrastructure. A future phase will expand the roadway 25-ft more to include two additional travel lanes.*

**Adjacent Projects:** Texas A&M Area Streets (Phase 1)

## ***PROGRAMMING AND FUNDING***

---

**Program Funding:** \$10.6 million

**Funding Type:** 2022-2027 Bond. Proposition A

(\*) Includes: Estimated Construction Cost, Design Cost, Real-estate, Environmental Cost, Material Testing, Project Administration Cost, Permit Requirement Cost, PrimeLink Cost and related Contingencies.

## ***EXISTING ELEMENTS***

---

### **I. Existing Conditions**

- A. Apparent Existing width of right-of-way:** None. Right of way will need to be acquired. (70-ft min to TBD max.)
- B. Existing width of pavement:** Abandon in place the existing access road except for areas in conflict
- C. Curb/gutter/sidewalks present?** No
- D. Existing drainage infrastructure:** None
- E. Existing features (trees, landmarks, schools, VIA bus route, etc.):** Trees present, TAMU-SA campus. No bus routes within project limits
- F. Potential hazards:** Floodplain
- G. Predominant land use:** Private

### **II. Stakeholders**

- A. Neighborhood Associations:** Hunters Pond, Mission Del Lago, Los Misiones
- B. Community Groups:** NA
- C. Businesses:** NA
- D. Multi-Family Residential:** Residential Development
- E. Schools:** TAMU-SA
- F. Other:** Verano Land Group, Talavera Properties LLC. – Neither have been contacted yet

### **III. Client Departments**

## ***PROPOSED DESIGN ELEMENTS AND SCOPE***

---

### **IV. Roadway / Drainage Requirements**

**A. Street Typical Section** Collector – 25-ft concrete pavement (50-ft pavement ultimate width)

**B. Traffic –**

1. **Traffic Signals:** None anticipated with this project.
2. **Pavement Markings:** Per COSA UDC & MUTCD
3. **Signage:** Per COSA UDC & MUTCD
4. **Specialized Crossings (e.g., Schools, HAWK):** None anticipated for this project
5. **ITSD and Other Considerations:** None anticipated in this project
6. **Traffic Study –** to determine potential for turn lanes on Mauermann Rd

**C. Drainage**

1. **Design Requirements:** Per COSA UDC/Drainage Criteria Manual (Latest revision)
2. **Bridges / Culverts:** TBD, consider need/costs for earthwork and grading costs vs clear span bridge, potential impact on jurisdictionwaters
3. **Required Permitting:** CLOMR, Floodplain Development Permit (will not be issued until CLOMR approval)
4. **Other Considerations:** Ultimate development of area. Downstream impact analysis.

**D. Surveys**

1. **Topographic Survey:** Yes. Per COSA DGM
2. **Apparent Right-of-Way or Right-of-Way Boundary Survey:** Roadway right of way to be acquired by COSA.
3. **Plats and Field Notes:** (per each), Additional Services, 70' ROW Easement immediately. Additional easements post 40% Review (Temp construction, drainage)

**E. Cross Sections**

1. **Every 50 feet**
2. **At all driveways** (Provide the required penetration for the proposed driveways as necessary)
3. **Channel cross sections:** Per COSA DGM
4. **Include ROW lines and existing fences (if encroaching)**
5. **25 feet into adjacent property**

**F. Enhancements / Landscaping / Public Art.** No public art or landscape enhancements included in this project. Consider native grasses in specifications to re-veg disturbed areas.

**G. Low Impact Development (LID) (only if needed or mandated).** Not anticipated for this project

**H. Complete Streets**

1. **Bicycle Facilities.** None

2. **Pedestrian Connectivity (e.g., Park Trail, Schools, Parks, Library, etc.).** None

3. **Transit Considerations (VIA).** TBD

**V. Utilities (Existing and Proposed)**

**A. Utility**

1. **CPS Overhead Electric:** Present, high potential for conflict closer to Mauermann Rd

2. **CPS Underground Electric:** Continuation of Ph1 streetlights

3. **CPS Gas:** possible along Mauermann Rd

4. **SAWS Water:** 12" along Mauermann Rd

5. **SAWS Sewer:** 1 crossing that is deep and was originally installed in a bore/casing

6. **Spectrum:** none

7. **AT&T:** previously provided block maps

8. **Grande:** TBD, not at meeting

9. **Google:** TBD, not at meeting

10. **Other:** TBD, Enterprise gas pipeline

**B. SUE Expectations** (Additional Services – per each): Level A & B for Enterprise Pipeline and SAWS water main along Mauermann Rd

**VI. Environmental Considerations**

**A. Risk Assessment:** CoSA to conduct a desktop assessment

**B. Recognized Environmental Conditions (RECs):** TBD

**C. Jurisdictional Waters / USACE 404:** CoSA will commence to determine OHW. Will need ROE

**D. Archaeological:** TBD

**E. Historical:** TBD, COSA PM Team to get with CoSA OHP

**F. SWPPP:** Assess at 40% Design Submittal

**G. Endangered Species Assessment:** Required for CLOMR, CoSA to order

## **VII. Geotechnical Considerations**

**A. Subgrade Investigation:** Per DGM

**B. Pavement Design (Include sulfate investigation, lime series curve, and tested CBR values [not assumed]):** Per DGM, Concrete Pavement

**C. Structural Analysis:** Not Anticipated. Per DGM

## **VIII. Permitting**

**A. TDLR Review & Inspection:** None, no pedestrian facilities included in project

**B. TxDOT Permit (AFA, LOSA, driveway):** NA

**C. Tree Permit:** Yes

**D. Railroad Permit:** NA

**E. WPAP:** NA

**F. Floodplain Development Permit:** Within FEMA floodplain

**G. CLOMR and/or LOMR:** Both

**H. Certificate of Appropriateness (Historical):** TBD at 40% design phase

**I. Provide exhibits for Environmental Permits as needed (Refer to section VI):**

## **IX. PRIMELINK**

**A. [www.sanantonio.gov/PublicWorks/Current-Vendor-Resources/COSA-PRIMELink](http://www.sanantonio.gov/PublicWorks/Current-Vendor-Resources/COSA-PRIMELink)**

**B. Business Agreement Form, user Agreement Form**

**C. COSA PRIMELINK Helpdesk**

## **X. OTHER**

**A. CosA to obtain ROE for Geotech and Survey work**

**B. Sustainability – consider low carbon concrete, green armoring and less concrete @ proposed culvert**

## **PROJECT PROCESSES AND DELIVERABLES**

---

## **XI. Design Phases**

**A. Standard Phases:** 40%, 95%, Bid Phase (100%), and Construction Services (no 70% Submittal)

**B. DGN files to utilities at all phases (Utility design based on approved 40% design)**

**C. Intermediate Phases (reference DGM for complete list)**

1. 20% Utility Meeting (optional)

**XII. Bid Phase (Part of Overall Design Phase)**

- A.** Prepare Submittal List
- B.** Submit 100% Plans with All Joint-Bid Utilities
- C.** Final Project Specifications Book
- D.** Submittal List
- E.** Finalize Constructability Issues
- F.** Review Utility Conflict Report and Address Pending Items
- G.** Participate in 100% Review Meeting
- H.** Assist the City in Preparing Advertising Documents
- I.** Distribute Plans and Specifications to Contractors and Plan Rooms

**XIII. Construction Phase**

- A.** Re-establish benchmarks prior to construction
- B.** Bi-Weekly Construction Update Meetings
  1. Draft meeting minutes distributed by the second business day:
  2. Final meeting minutes by the fifth business day:
- C.** Project Site Visits and Reports (Minimum Two Per Month)
  - \*Consultant to coordinate site visits with PM Team if requested
- D.** Review Monthly Estimates
- E.** Review/Approve submittal(s)
  - \* Consultant to provide response within 5 days or sooner as directed per PM Team (exceptions may be noted)
- F.** Review Change Order(s)
- G.** RFI Review and Responses
  - \* Consultant to provide response within 3 days or sooner as directed per PM Team (exceptions may be noted)
- H.** Final Inspection & provide punch list report
- I.** Attend 1-year warranty inspection
- J.** Quarterly Updates of Record Drawings (provide revised plan sheets with latest updates clouded each quarter)

#### **XIV. Project Closeout**

- A.** Record Drawing Submittal

#### **XV. Public Relations**

- A.** Public Meetings Support and Participation
- B.** Preparation of Exhibits for Each Meeting
- C.** Document Public comments, questions, and help provide responses

#### **XVI. Fee Proposal Deliverables**

- A.** Scope of Work Narrative / Meeting Minutes

- 1. Draft meeting minutes distributed by the second business day
- 2. Final meeting minutes by the fifth business day

- B.** Fee Proposal Package Due **2** Weeks After Scoping Meeting: (07/2/2024)

- 1. Basis of Fee: Construction Cost Estimate
- 2. Fee Proposal (Submitted with Basis of Fee Construction Cost Estimate)
- 3. Design Schedule (from NTP)
  - i. 40% Design Phase – *120 days*
  - ii. 95% Design Phase – *120 days*
  - iii. Bid Phase/100% Design Phase – *21 days*
  - iv. Expected Advertisement Date – *October 2025*
- Construction Duration – *560 days*

- 4. Joint-Design Fee Proposal (e.g., SAWS, CPS)
- 5. DGM Exclusions Form
- 6. Allowances/Additional Services