



TBG

03/12/24  
04/03/24\_Rev2  
06/20/24\_Rev3  
06/24/24\_Rev4  
11/26/24\_Rev5

Mr. Brandon Ross  
City of San Antonio, Public Works Department  
City Tower  
100 W. Houston St., 15th Floor  
San Antonio, TX 78205

**Request for Additional Services**

Client: City of San Antonio  
Project Name: Huebner Creek Trail  
Project Location: Between Eckhert and Apple Green, San Antonio, TX  
TBG Project Number: S22422

Dear Mr. Ross,

Please allow this letter to serve as our request for TBG Partners and our subconsultants to provide Additional Services on the subject project. This proposal is based upon your request for an expansion of services, which were not included in our original agreement dated 04/20/23 (TBG Project Number: S22422). Prior to our proceeding with these requested services, we require receipt of written authorization as noted below.

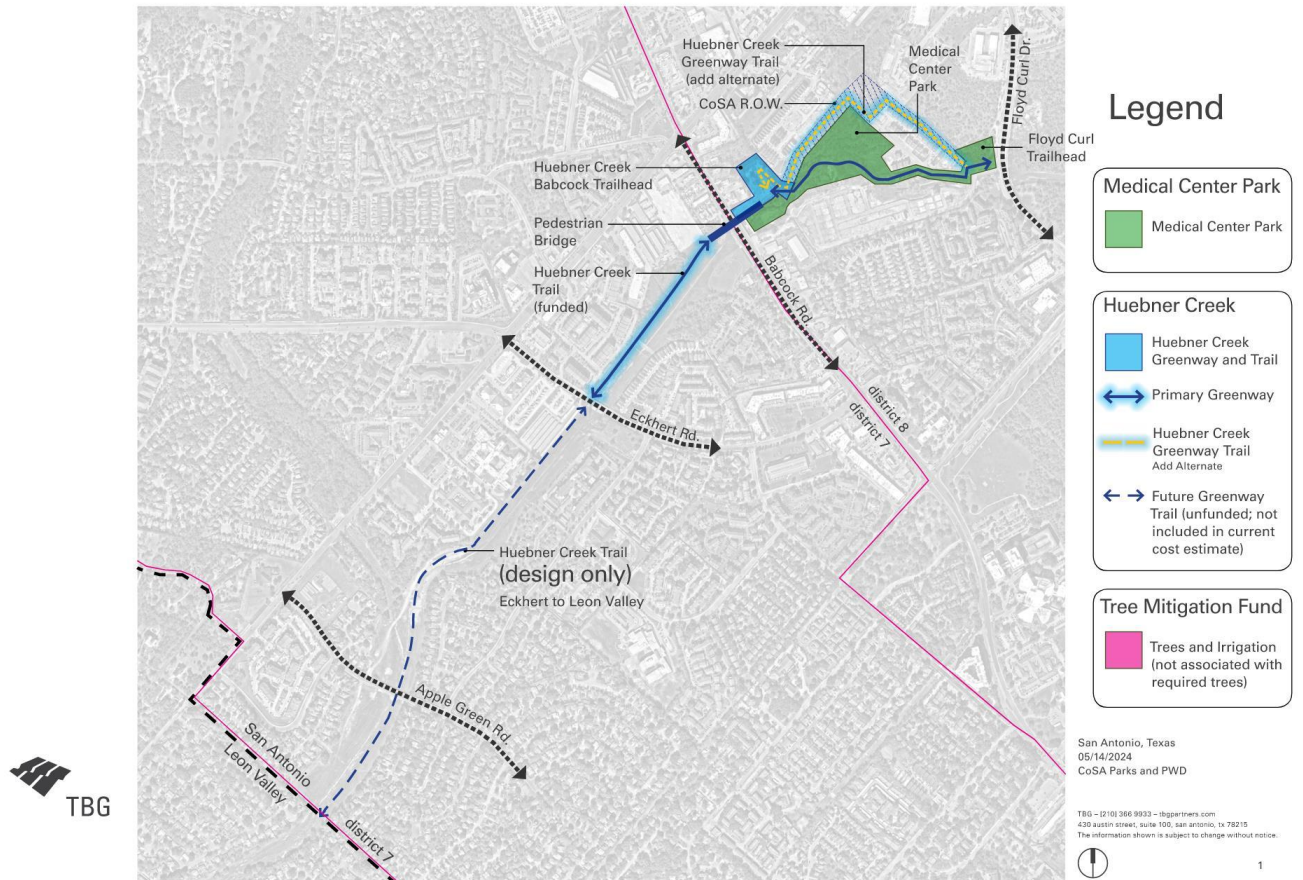
We look forward to continuing our work with you. Please do not hesitate to call if you have any questions or need additional information.

Sincerely,

Elaine Kearney PLA

TBG  
2101 McCullough Ave  
suite 115  
san antonio, tx 78212

[210] 366 9933  
tbgpartners.com



General Note:

Solid Blue = Original Contract Base Scope

Dashed Blue = Trail Extension

The Scope of Additional Services requested herein includes:

### **Additional Services #12e (TRAIL EXTENSION) – Real Estate Services**

Real estate services provided by Refined Land in association with securing easements for the segment of Huebner Creek trail between Eckhert Rd and City of Leon Valley.

- Refined Land to negotiate ROE, Title Research, Preliminary mapping and Offer Letters for (5) tracts of land. This proposal is based on the assumption that the acquisitions will consist of (2) imminent domains and (3) easements.

### **Additional Services #14 (TRAIL EXTENSION)– Eckhert Bridge**

Incorporate the design of a pre-fabricated pedestrian bridge over Eckhert Road, as well as associated trail tie-ins and basic signage on both side of the road. No lighting is anticipated nor included. Survey, ROE, Drainage Study and Geotechnical are covered under separate scopes.

- TBG Partners to act as the design prime, including coordination of deliverables among the team. TBG Partners to provide simple signage on the bridge, such as incorporation of the Howard Peak Greenway medallion. Bain Medina Bain to provide civil engineering and structural engineering for bridge abutments associated with a pre-engineered Contech bridge.

### **Additional Services #17 (TRAIL EXTENSION)– Misc Support**

Miscellaneous support tasks related to the segment from Eckhert Road to City of Leon Valley

- Public Meeting #1 - TBG Partners to prepare exhibits, presentation materials and co-present with parks at an initial public meeting with the adjacent neighborhoods.
- Postcard Printing- Time and materials associated with preparing postcard mailers for Public Meeting #1.
- Public Meeting #2 (as needed) - TBG Partners to prepare exhibits, presentation materials and co-present with parks at a second public meeting with the adjacent neighborhoods.

### **Additional Services #18- Signage for Dr. William Henrich Trailhead**

Provide options for memorialization of Dr. William Henrich at the Babcock Pedestrian Bridge and Trailhead, as well as bridge color scheme considerations.

- TBG to prepare exhibits demonstrating design options for location and style of lettering to incorporate 'D. William Henrich' Memorial Bridge marker and trailhead signage.
- Once the preferred option is selected, TBG to coordinate, document and deliver non-illuminated signage package for the Babcock Pedestrian Bridge and Trailhead.
- Include documentation of the preferred bridge colors in the 100% CD set.

## **Additional Services #20 (Trail Extension) Bid, CA, Closeout Services**

Provide Bid, Construction Administration and Project Closeout services for the Eckhert Pedestrian Bridge and trail extension from Eckhert to the City of Leon Valley. *Note, this proposal is based on assumption that this segment would be bid/built on a completely separate timeline from the base trail scope.*

### **Description of Services**

TBG and subconsultants will review, mark-up and return submittals, shop drawings and RFI's related to the project scope. TBG and key consultants will visit the site during construction and be present for the Clients' meetings as outlined below. We will observe the work of the contractor to generally determine the contractor's performance and quality of the construction as related to the intent of the construction documents and specifications. We will observe all basic elements of design.. Construction is estimated to have a duration of two years; construction delays resulting in the need for additional meetings or site visits may result in a request for additional services.

### **Deliverables**

- For the scope of this Proposal, we have allocated a maximum of two (2) meeting(s) with the Design Team to coordinate outstanding items
- Review and prepare responses to Contractor RFIs.
- Review, mark-up and return of contractor shop drawings and submittals.
- Coordination with signage manufacturer on sign graphics.
- (1) Preconstruction meeting on site ; (1) preconstruction meeting with Public Works
- Biweekly Construction meetings (2x per month) for an assumed duration of 24 months. For the prime consultant, we have allocated a maximum of forty-eight (48) construction meetings / site visits.
- For key subconsultants (Civil Engineering/Utility coordination) we have allocated a maximum of twenty-four (24) construction meetings / site visits.
- For specialty subconsultants (Signage, Irrigation, etc) we have allocated a maximum of (4) construction meetings / site visits.
- TBG will provide field reports based on site observations.
- TBG will respond and monitor to all material testing and non-conformities in PrimeLink.
- TBG will assist in the determination of the contractor's substantial completion and prepare a punch list initiating the contractor's maintenance and warranty obligation.
- Project Closeout

## Contract Summary

These services will be billed to you under TBG Project Number S22422, per the Terms and Conditions of our contract with you dated 04/20/23.

Following is a summary of these Additional Service Requests:

Title	Description	Consultant	Allocation	Amount	Contract Basis
<b>ASR #12e Real Estate Services (trail extension)</b>				<b>\$ 55,500</b>	<b>Lump Sum</b>
	Easements	Refined Land	\$55,500		
<b>ASR #14 Eckhert Ped Bridge (trail extension)</b>				<b>\$ 103,100</b>	<b>Lump Sum</b>
	Design	BMB	\$50,000		
	Design + Mgmt	TBG	\$27,800		
	Update Drainage Model	Pape Dawson	\$25,300		
<b>ASR #16 Tree Mitigation (trail Extension)</b>				<b>\$ 20,000</b>	
	Tree Layout	TBG	\$18,400		
	Irrigation Design	PRA	\$1,600		
<b>ASR #17 Misc Support (trail extension)</b>				<b>\$ 14,500</b>	<b>Lump Sum</b>
	Public Meeting 1	TBG	\$8,000		
	Postcard Printing	TBG	\$2,500		
	Public Meeting 2	TBG	\$4,000		
<b>ASR #18 Heinrich Trailhead</b>				<b>\$ 7,500</b>	<b>Lump Sum</b>
	Design & Delivery	TBG	\$7,500		
<b>ASR #20 Bid, CA, Closeout phases (trail extension)</b>				<b>\$ \$149,900</b>	<b>Lump Sum</b>
		BMB – Bid	\$30,580		
		BMB - CA	\$50,300		
		BMB - Closeout	\$4,770		
		TBG – Bid	\$22,310		
		TBG - CA	\$36,680		
		TBG - Closeout	\$3,500		
		PRA – CA	\$1,760		
<b>Add Service Total</b>				<b>\$ 350,500</b>	

We request your written approval for authorization of these Additional Service Requests by signing and returning a copy of this request for our files. We will not proceed with this work prior to receipt of your approval. If this is not your understanding, or if you have questions regarding the above, please contact me immediately.

**APPROVED and agreed:      The Broussard Group, Inc.**

  
Elaine Kearney PLA  
Managing Principal

11/25/2024

DATE

**APPROVED and agreed:      City of San Antonio**

\_\_\_\_\_  
BY Authorized Agent

\_\_\_\_\_  
DATE

The Texas Board of Architectural Examiners, 505 E. Huntland Dr., Ste. 350, Austin, Texas 78752, telephone [512] 305 9000, has jurisdiction over individuals licensed under the Architects Registration Law, Article 249.a, and the Landscape Architects Registration Law, Article 249.c, Vernon's Texas Civil Statutes. Proposal copyright ©2024 by TBG Partners. No portion of this proposal may be copied or distributed without the written permission of TBG Partners.