



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.

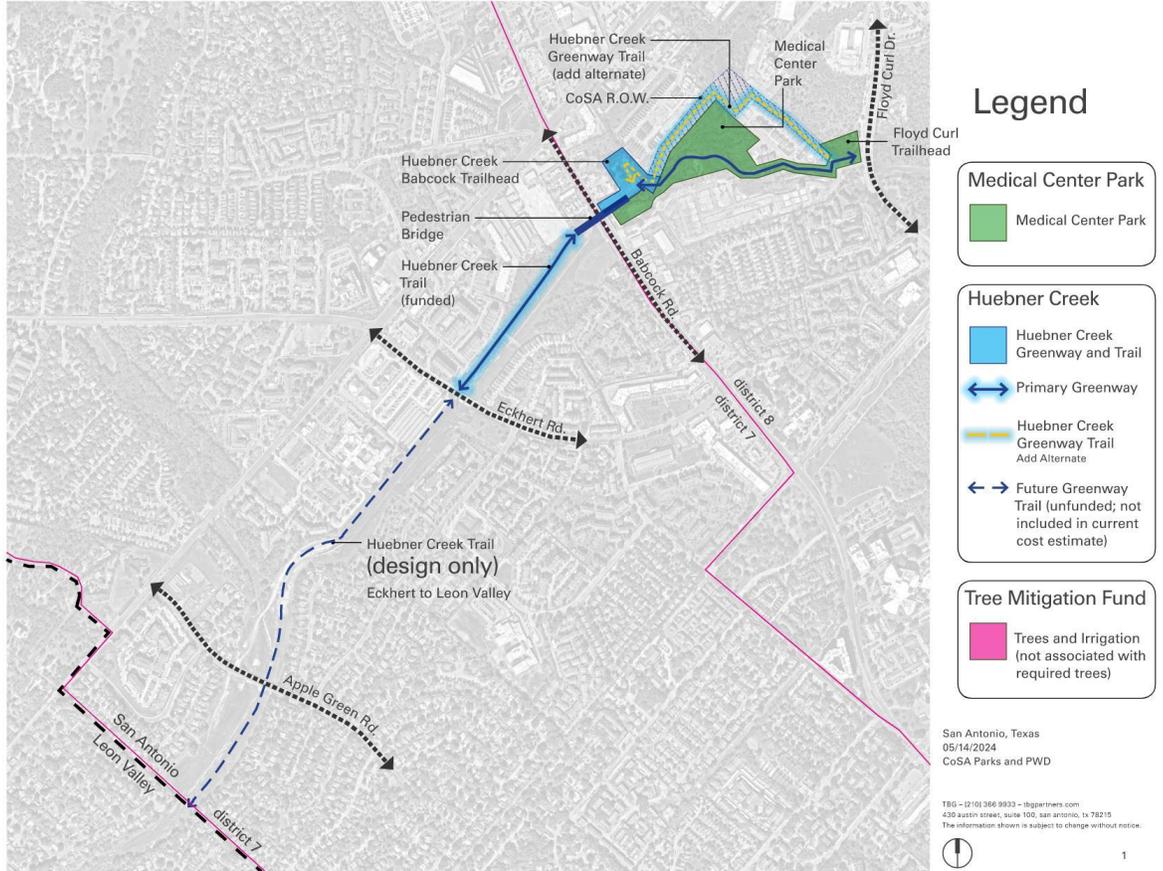
We look forward to continuing our work with you. Please do not hesitate to call if you have any questions or need additional information.

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
ASR #12e Real Estate Services (trail extension)				\$ 55,500	Lump Sum
	Easements	Refined Land	\$55,500		
ASR #14 Eckhert Ped Bridge (trail extension)				\$ 103,100	Lump Sum
	Design	BMB	\$50,000		
	Design + Mgmt	TBG	\$27,800		
	Update Drainage Model	Pape Dawson	\$25,300		
ASR #16 Tree Mitigation (trail Extension)				\$ 20,000	
	Tree Layout	TBG	\$18,400		
	Irrigation Design	PRA	\$1,600		
ASR #17 Misc Support (trail extension)				\$ 14,500	Lump Sum
	Public Meeting 1	TBG	\$8,000		
	Postcard Printing	TBG	\$2,500		
	Public Meeting 2	TBG	\$4,000		
ASR #18 Heinrich Trailhead				\$ 7,500	Lump Sum
	Design & Delivery	TBG	\$7,500		
ASR #20 Bid, CA, Closeout phases (trail extension)				\$ \$149,900	Lump Sum
		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		
Add Service Total				\$ 350,500	

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.