



January 10, 2019

John Elias
City of Coppell, TX
255 Parkway Blvd.
Coppell, TX 75019
jelias@coppelltx.gov

sent via email

REFERENCE

ROMC - Design Services Contract Amendment

Mr. Elias,

MKEC Engineering, Inc. is submitting this contract amendment for **Additional Design Services** to the previously agreed to proposal dated August 31, 2018 for the above referenced project. The City has asked us to include construction services to our original agreement. The requested additional funds with the new total contract amount will be as follows:

TASK	DESCRIPTION	BASE CONTRACT	AMENDED AMOUNT	TOTAL CONTRACT
01	Geotech	\$ 27,295	\$0	\$ 27,295
02	Phase 1 Environmental Site Assessment	\$ 2,000	\$ 0	\$ 2,000
03	Water Rights	\$ 2,500	\$ 0	\$ 2,500
04	Drainage Study & Report	\$ 23,000	\$ 0	\$ 23,000
05	Natural & Cultural Resources Consulting	\$ 27,500	\$ 0	\$ 27,500
06	Schematic Design Services	\$ 121,570	\$ 0	\$ 121,570
07	Design Development Services	\$ 218,830	\$ 0	\$ 218,830
08	Construction Document and Bid Services	\$ 145,885	\$ 0	\$ 145,885
09	Design Phase Trips	\$ 18,000	\$ 0	\$ 18,000
10	Construction Support Phase Services (Hourly Not to Exceed including site visits)	\$ 0	\$ 100,000	\$ 100,000
11	Record Documents	\$ 5,000	\$ 0	\$ 5,000
12	Platting Services	\$ 0	\$ 17,600	\$ 17,600
13	Partial Topographic Survey	\$ 0	\$ 5,500	\$ 5,500
TOTAL BASE CONTRACT FEE		\$ 591,580	\$ 123,100	\$ 714,680

Billing will be as described in the previously agreed to proposal. Travel expenses will be billed as time and expense with a not to exceed amount of \$1,500 per trip per person.

Should you have any questions, please do not hesitate to call us.

Sincerely,

MKEC ENGINEERING, INC.

Bryce L. Barkus, PE
TX PE#101662

Task 10 – Construction Support Phase Services

The Construction Support Phase Services are further defined below.

1. Attend a pre-construction meeting onsite with City staff.
2. Attend a pre-construction walkthrough onsite with City staff and contractor. (We assume this meeting will be on same day as item #1 above.)
3. Respond to contractor requests for information (RFIs).
4. Review contractor submittals and shop drawings.
5. Perform periodic field visits to the construction site to observe horizontal and vertical construction activities. It is the ENGINEER's assumption that the City staff will inspect grading, paving, utilities (including irrigation), and structural foundations.
6. Attend one "punch list" walk through of the project site near completion of construction.
7. Issue a memorandum documenting the findings of the "punch list" visit.
8. As needed and requested, evaluate contractor's payment applications and change order requests.
9. Prepare final as-built plans based on contractor's markups.
10. Landscape architecture construction support includes office support only for RFIs, submittal reviews, and questions regarding the design documents. City staff will handle the field support per a conversation on December 18, 2018.

Detailed Description of Anticipated Site Visits during Construction per DisciplineArchitecture

Up to four (4) site visits are included.

1. Pre-construction meeting
2. Garden Mausoleum inspection
3. Cemetery Office and Maintenance Building inspection
4. Lakeside and Garden Shelter inspection

Civil Engineering

Up to three (3) site visits are included.

1. Pre-construction meeting
2. Crypt inspections
3. Final walk-through for punch list creation

Electrical Engineering

Up to two (2) site visits are included.

1. Cemetery Office and Maintenance Building inspection
2. Final walk-through for punch list creation

Mechanical/Plumbing

Up to two (2) site visits are included.

1. Cemetery Office and Maintenance Building and Mausoleum inspection
2. Final walk-through for punch list creation

Project Manager

Up to three (3) site visits are included.

1. Pre-construction meeting
2. At approximately 70% project completion
3. Final walk-through for punch list creation

Structural Engineering

Up to two (2) site visits are included.

1. Two (2) visits for vertical structural inspections

Task 12 – Platting Services

Platting Services to be provided by Pacheco Koch and includes the preparation of a Minor Replat of the entire property and Cemetery Designation Plats. Each of these items are further described below:

Minor Replat

Prepare a Minor Replat for the property based on a boundary survey of the site. This plat will show easements, dedications, and other information required by the City of Coppell.

Included in this task:

- Coordination of city review and approval of this plat.
- Monumentation of the perimeter boundaries and interior lot corners of the site.

Not included in this task:

- Any special monumentation requirements by the City, including block corners, or floodplain corners.
- State and local sales tax.

Cemetery Designation Plat

Prepare a Final Plat for the property based on a boundary survey of the site. This plat will show easements, dedications, and other information required by the County and the State of Texas. This plat will also show the sections and plots for dedication as burial spaces in accordance with the State of Texas requirements for the designation/dedication of cemetery burial spaces.

Included in this task:

- Coordination with the cemetery designers.
- Monumentation of the perimeter boundaries of the sections designated for burial spaces.
- Preparation of the Cemetery Designation Plat.

Not included in this task:

- Any special monumentation requirements by the City, including block corners, interior lot corners, or floodplain corners.
- Cemetery section or burial space design. This is handled under other Tasks in the original agreement.
- State and local sales tax.

Task 13 – Partial Topographic Survey

Pacheco Koch will perform an on the ground survey of a portion of the property under the direct supervision of a Registered Professional Land Surveyor. (See attached Exhibit A for area to be surveyed.)

Included in this task:

- Location of permanent improvements on, and immediately adjacent to, the site along Ruby Road.
- Spot elevations on a 50-foot grid.
- Contours on one-foot intervals.
- Top of curb and gutter elevations for paving on, and immediately adjacent to, the site.
- Locations, common name and trunk diameter of trees over 6-inches in caliper or the outline of heavily wooded areas.
- Location of visible utilities and appurtenances.
- Location and sizes of underground utilities based on available record information and DIGTESS/TEXAS ONE CALL marks.
- Pacheco Koch will graphically plot, if any, the Special Flood Hazard Area from the Flood Insurance Rate Map (FIRM), published by Federal Emergency Management Agency (FEMA), for this area.
- Graphical depiction of site boundaries adjacent to the survey area based upon the current deed or plat. If the site is platted, we will graphically show easements defined on the plat. This depiction is approximate and the work does not include boundary research or review of found monumentation.

Not included in this task:

- Species names of trees.
- Trees less than 6-inches in diameter.
- Tree locations and identification in heavily wooded areas.
- No additional boundary surveying.
- Research or review of easements that may affect the subject tract.
- Subsurface utility engineering services.
- Parking spaces in parking garages.
- Location of irrigation control valves.

MKEC will combine this partial topographic survey with the previous survey to create one continuous combined survey and existing ground surface.