

Exhibit A – Scope of Services

Fieldcrest Loop and Fieldcrest Circle Street Reconstruction

Project Description:

The Project consists of the evaluation and design of paving, drainage, and utility improvements for approximately 1,700 linear feet of Fieldcrest Loop and approximately 130 linear feet of Fieldcrest Circle, including the existing cul-de-sac, in the City of Coppell. Both streets are existing concrete residential roadways with front-facing driveways and lead walks serving the residences, with no alley access provided.

Fieldcrest Loop consists of an existing rural-type roadway section without curb and gutter, where surface drainage is conveyed via shallow roadside/bar ditches to existing drop inlets and catch basins located near the intersection with Whispering Hills Drive.

Fieldcrest Circle is a dead-end roadway terminating in a cul-de-sac, with no existing storm drain system and minimal roadside drainage features; runoff is conveyed by surface flow along the roadway and surrounding areas toward Fieldcrest Loop.

The scope of work for BASIC Engineering Services involves Conceptual, Preliminary and Final Design, Project Plans, Specifications and Cost Opinions for Roadway, Water, Wastewater and Storm Drainage improvements.

The proposed improvements are described below along with the specific scope tasks to be provided with the Project. The term “Owner” shall refer to the City of Coppell, and the term “Consultant” shall refer to Westra Consultants.

Residential roadway reconstruction limits for Fieldcrest Loop and Fieldcrest Circle shall include the following:

- Reconstruction of existing concrete residential roadway improvements within the project limits
- Evaluate feasible roadway and drainage improvement alternatives, including rural (open ditch) and urban (curb and gutter) roadway sections
- Conduct public outreach, including resident surveys and a neighborhood meeting, to establish the preferred roadway improvement concept
- Prepare a 30% Concept Design for the preferred roadway improvement concept following Owner concurrence
- Water line improvements
- Sanitary sewer improvements
- Storm drainage analysis and design
- Sidewalk and driveway reconstruction, as applicable to the selected alternative
- Upgrade applicable curb ramps to comply with current ADA and Texas Accessibility Standards requirements
- Include pavement markings, signs, and streetlight locations within the project limits
- Preparation of final design documents for the preferred roadway improvement concept approved by the Owner.

1. Project Management / Coordination:

- a) The Consultant shall lead, manage, and direct design team activities, communicate with the Owner and team members, and ensure quality control is practiced in performance of the work.

- b) The Consultant shall attend a pre-design kickoff meeting with Owner staff to confirm and clarify the scope, understand Owner objectives, and confirm the criteria for evaluating the feasible roadway improvement alternatives during the public outreach phase.
- c) The Consultant shall attend review meetings with the Owner following completion of the public outreach phase, at completion of the Concept Design phase, and at key design milestones.
- d) The Consultant shall prepare and submit monthly invoices in the format acceptable to the Owner.
- e) The Consultants shall submit TDLR/TAS required plans for review and will address comments and incorporate changes in the construction plans prior to bidding.

2. Public Outreach / Existing Conditions Evaluation

The Consultant will support the public outreach phase of the project by gathering stakeholder input and coordinating with the Owner to establish the preferred roadway improvement concept prior to preparation of the Concept Design.

- a) Prepare a public outreach plan in coordination with the Owner.
- b) Review available information from the Owner, including existing plans, GIS mapping, utility information, applicable Owner design criteria, and previous studies relevant to the project.
- c) Perform site reconnaissance and field review of existing pavement, drainage features, driveways, sidewalks, ADA ramps, utility appurtenances, and other visible improvements within the project limits.
- d) Prepare conceptual exhibits illustrating the feasible roadway improvement alternatives, including a rural roadway section (open ditch) and an urban roadway section (curb and gutter). These exhibits are intended solely for public presentation and discussion and are not considered formal engineering design documents.
- e) Develop a resident survey for distribution by the Owner to obtain neighborhood input regarding the preferred roadway improvement alternative and other project-related concerns.
- f) Coordinate and attend one (1) neighborhood meeting with the Owner to present the project, review the conceptual exhibits, discuss the advantages and disadvantages of each alternative, and obtain resident feedback.
- g) Compile and summarize resident survey results and comments received during the neighborhood meeting and provide recommendations to the Owner.
- h) Coordinate with the Owner to establish the preferred roadway improvement concept based on resident input, engineering evaluation, project objectives, and Owner direction.

Deliverable:

- Public outreach plan
- Conceptual public meeting exhibits
- Resident survey
- Neighborhood meeting presentation
- Meeting summary and resident comment log
- Survey results summary and recommendations

- Deadline for Public Outreach and Resident Survey: **September 30, 2026**

3. Concept Design (30% Submittal)

Following completion of the Public Outreach / Existing Conditions Evaluation phase and Owner concurrence on the preferred roadway improvement concept, the Consultant shall prepare a 30% Concept Design for preferred roadway improvement concept.

The Consultant will support the Concept Design phase as follows:

- a) Refine the selected roadway improvement concept based on Owner direction and resident feedback received during the public outreach process.
- b) Evaluate existing drainage patterns within the project limits and perform preliminary drainage analyses necessary to establish the proposed drainage improvements.
- c) Develop a Concept Design for the preferred roadway improvement concept, including roadway geometry, drainage improvements, water and sanitary sewer improvements, driveway reconstruction, sidewalk improvements, if applicable, and ADA-compliant curb ramp improvements.
- d) Prepare preliminary drainage calculations sufficient to support the proposed storm drainage improvements.
- e) Prepare a Concept Opinion of Probable Construction Cost (OPCC).
- f) Submit the Concept Design package to the Owner for review.
- g) Concept Design Package shall include:
 - Project Layout
 - Typical Roadway Sections
 - Concept Roadway Plan
 - Concept Water and Sanitary Sewer Improvements
 - Concept Storm Drainage Layout
 - Drainage Area Map
 - Preliminary Drainage Calculations
 - Concept Opinion of Probable Construction Cost (OPCC)

Deliverables:

- 30% Concept Design Plans
- 30% Concept Opinion of Probable Construction Cost (OPCC)
- Deadline for Concept Design Plans: **January 15, 2027**

4. Preliminary Design (60% Submittal)

Following Owner approval of the 30% Concept Design, the Consultant shall prepare 60% design documents for the preferred roadway improvement concept. The design scope shall include the following items, as applicable:

- a) Prepare 60% design documents for the preferred roadway improvement concept. The design shall include the following items, as applicable:

- Cover Sheet
- General Notes
- Quantity Sheet
- Typical Roadway Sections
- Demolition Plan
- Project Layout and Control Sheet
- Roadway Design Sheets
- ADA Compliant curb ramp design sheets (if needed)
- Water / Sanitary Sewer Design sheets
- Drainage Area Map and Calculations
- Drainage Design Sheets
- Construction Phasing Plan (if needed)
- Erosion Control Plans
- Detail Sheets

Deliverable:

- 60% Preliminary Design plans & OPCC
- Deadline for Preliminary Design Plans: **May 17, 2027**

5. Final Design (90% & 100% Submittal)

The Consultant will support the final design phase of the project as follows.

- Revise the preliminary plans based on Owner comments and submit the 90% construction plans and an updated OPCC for review.
- Prepare the 90% contract documents, including Owner standard specifications, special technical specifications, and special conditions (if any), and submit them for review.
- Address Owner comments from the 90% submittal and prepare the 100% (bid-ready) construction plans and OPCC for final review by the Owner.
- Prepare the 100% contract documents in accordance with Owner standards and submit for final review (bid-ready).

Deliverable:

- 90% Design plans & OPCC
- 90% Contract Documents
- Deadline for 90% Submittal: **August 16, 2027**
- 100% Final Design plans & OPCC
- 100% Contract Documents
- Deadline for 100% Submittal: **November 1, 2027**

6. Bidding Phase:

The Consultant will support the bid phase of the project as follows.

- a) Attend one (1) additional public meeting during the design or bidding phase, if requested by the Owner, to present the proposed improvements and respond to resident questions.
- b) Incorporate minor comments received from the additional public meeting, as directed by the Owner. Substantial revisions resulting from a change in the previously approved roadway improvement concept shall be considered Additional Services.
- c) Submit printed sets of final construction plans and contract documents, as requested by the Owner, and provide digital files (PDF and CAD) for Owner use.
- d) Assist during the bidding process, including preparation of advertisements, distribution of documents and addenda, attending the bid opening, tabulating bids, providing a recommendation for award, and preparing contract documents.
- e) Attend a preconstruction meeting with the Owner and the Contractor.

Deliverable:

- Final Design plans & OPCC
- Contract Documents for Bidding
- Digital files (PDF and CAD)
- Deadline for final plans and bidding documents: **November 15, 2027**

7. Construction Phase:

The Consultant will support the construction phase of the project as follows.

- a) Review shop drawings and material test reports for compliance with the Contract Documents, as requested by the Owner.
- b) Make periodic site visits to observe the progress of the Work and attend on-site meetings during the construction phase, as requested by the Owner.
- c) When requested by the Owner, review laboratory testing reports, Requests for Information (RFIs), field change requests, and change orders, and provide comments and/or responses.
- d) Participate in a final walk-through with the Owner and Contractor, as requested by the Owner.
- e) Prepare construction Record Drawings based on mark-ups and information provided by the Owner and/or Contractor. Submit PDF set of the Record Drawings and provide the project base file in DWG format for Owner use.

Deliverable:

- Record drawings
- Digital Files (PDF and CAD)

Special Services

1. Topographic Survey

The Consultant will provide the following scope of service for the above reference task.

- a) Collect right-of-way (ROW) and property line information for the Project and prepare a ROW strip map. Front property pins located during the topographic survey will be tied and used to approximate property limits. No property boundary surveys shall be performed for the project.
- b) All ROW and property information shown on the plans shall be considered “approximate” and will be based on field evidence collected during the survey, available plat information, and Owner-provided GIS data.
- c) Establish horizontal and vertical control in accordance with Owner criteria.
- d) Topographic survey limits shall include the existing right-of-way and extend up to **20 feet** beyond the right-of-way along the entire length of the project. The topographic survey will include ties to all visible features and breaklines, including franchise and Owner utilities, overhead utility lines, drainage and sanitary sewer structures and flowlines, trees 4 inches or greater in diameter (no driplines), landscaped areas, shrubs, mailboxes, sidewalks, driveways, retaining walls, curb lines, edges of pavement, flumes, gutters, ramps, fences, and gates.
- e) The survey will include horizontal and vertical location of existing surface features within the limits described above, including but not limited to pavement (including type), driveways, curbs, sidewalks, buildings (edge of foundation), mailboxes, landscaping, retaining walls, culverts, and other visible improvements. Visible utility appurtenances, including water valves, fire hydrants, manholes, and exposed underground utilities, will also be located.
- f) The Consultant will prepare a topographic base map for design purposes and provide a PDF copy of the topographic work map (signed and sealed by RPLS) for inclusion in the construction plan set.
- g) Irrigation systems will not be surveyed or shown on the construction plans. It is assumed the Contractor will locate irrigation systems within the right-of-way during construction. The Consultant will provide the Owner with an AutoCAD (DWG) file of the completed survey base map for internal use.
- h) ROW/Easements: Preparation of ROW or easement documents is not included in this scope. If required, these services will be provided as Additional Services.

2. Geotechnical Investigation

The Consultant will provide the following scope of service for the above reference task.

- a) Perform soil investigations at reasonable intervals, including field and laboratory testing, borings, and related engineering analysis to evaluate subsurface conditions and develop pavement section recommendations. A log of each boring will be prepared to document field activities and results.
- b) Boring locations will be staked using standard field procedures, and approximate locations will be shown on the plan of borings. Upon completion of drilling operations, boreholes will be backfilled with drill cuttings and plugged at the surface.

- c) Based on site conditions, anticipated geology, and findings encountered during drilling, the type and number of laboratory tests will be determined as appropriate.
- d) An engineering report will be prepared summarizing the field and laboratory data, along with analyses and recommendations.

Items not specifically identified above but revealed during the investigation or resulting from changes in project scope, may require additional field, laboratory, and engineering services. Such services, if requested, will be performed as Additional Services.

3. Registered Accessibility Specialist (RAS) / TDLR Coordination:

The Consultant will provide the following scope of service for the above reference task.

- a) Designate and coordinate with a Registered Accessibility Specialist (RAS) to provide accessibility compliance services in accordance with the Texas Department of Licensing and Regulation requirements. Services shall include the following:
- b) Prepare and submit required documentation to register the project with TDLR, including applicable forms and fees (fees paid by Owner unless noted otherwise).
- c) A team of Registered Accessibility Specialists will review construction documents for compliance with applicable TDLR and Texas Accessibility Standards (TAS) requirements. A maximum of two (2) plan reviews are included in this scope.
- d) Coordinate with the RAS and address accessibility review comments, incorporating required revisions into the construction plans.
- e) Coordinate with the RAS to perform a final inspection of the improvements constructed within one (1) year of project completion or issuance of a Certificate of Occupancy, as applicable.
- f) Closeout Documentation: Assist in addressing any deficiencies identified during the final inspection and support the process required for project closeout with TDLR.

Additional Services

Services not specifically identified in the Scope of Services above shall be considered additional and shall be performed on an individual basis upon authorization by Owner. Compensation for Additional Services shall be based on the hourly rates in effect at the time services are performed or on a pre-negotiated fee. Such services shall include, but not be limited to the following:

- a) Landscape or irrigation design
- b) CCTV inspection
- c) Structural engineering
- d) Subsurface utility engineering
- e) Tree survey by a licensed arborist
- f) Survey/Locate/Show existing irrigation systems
- g) Traffic control plans
- h) Storm Water Pollution Prevention Plans (SWPPP) – Erosion Control Plans are included
- i) Easement acquisition and/or negotiation
- j) Franchise utility design

- k) Permitting and submittal fees
- l) Inspection services
- m) Phase II Environmental Site Assessments, or other environmental services

Compensation:

For all professional services included in EXHIBIT 'A', Scope of Services, the Consultant shall be compensated a lump sum fee of **\$233,050** as summarized below. The total lump sum fee shall be considered full compensation for the services described in Exhibit A, including all labor materials, supplies, and equipment necessary to deliver the services.

Basic Services including Project Management, Coordination and Permitting, Public Outreach and Existing Conditions Evaluation, Concept Design of the Preferred Roadway Improvement Concept, Preliminary Design, Final Design, Bidding Phase Services, and Construction Phase Services	\$198,750.00
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Special Services

Topographic Survey	\$21,800.00
Geotechnical Investigation	\$9,500.00
RAS/TDLR Coordination	\$3,000.00

TOTAL	\$233,050.00
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Method of Payment:

The Consultant shall be paid monthly payments as described in Article 3 of the Agreement. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of the Consultant. Fees will be invoiced monthly based upon the percentage of services completed as of the invoice date. Payment is due within 30 days of receipt of the invoice.

Reimbursable expenses include general office-related expenses performed in-house such as printing, plotting, PDF files, scanning, photocopies, certain clerical expenses, supplies, postage, etc. are included in the standard rates for personnel and will not be billed separately.

Services not specifically identified in the Exhibit A - Scope of Services above shall be considered additional and shall be performed on an individual basis upon authorization by Client. Compensation for Additional Services will be on a reimbursable basis at a rate of **\$160/ hour** or on a pre-negotiated fee.

PROJECT LOCATION MAP
FIELDCREST LOOP & FIELDCREST CIRCLE

Approx. 1,800 LF
of Roadway
Reconstruction

