

July 20, 2017

Mr. George Marshall, P.E.  
Department of Engineering  
City of Coppell  
265 E Parkway Blvd.  
Coppell, TX 75019

RE: Old Town Arches Design Proposal

Dear Mr. Marshall:

We are pleased to submit a revised proposal for the design of the three Gateway Arches in the Old Town area of Coppell, Texas. Attached are a Scope of Services, Fee Schedule, and Manhour Estimate for your use in preparing a contract.

The contract will be signed by our Office Manager, John Anthony Sosebee, P.E., Senior Vice President.

If you have any questions or need additional information, please feel free to call at 214-871-3311 or email me at [kar@huitt-zollars.com](mailto:kar@huitt-zollars.com). We look forward to working with you on the design of this unique project.

Sincerely,

**HUITT-ZOLLARS, INC.**



Kenneth A. Roberts, P.E.  
Vice President

Attachments

## **SCOPE OF SERVICES**

Old Town Arches  
Coppell, Texas

### **I. Project Definition**

The project consists of the preparation of construction plans and bid documents for the construction of three (3) Gateway Arches in the Old Town area of Coppell, Texas at the following locations:

- Gateway Arch crossing S. Coppell Road at the bridge class culvert between Bethel Road and Heath Lane.
- Gateway Arch crossing Bethel Road at the bridge class culvert between S. Coppell Road and Loch Lane.
- Gateway Arch crossing Bethel Road at the bridge crossing Grapevine Creek between Penfolds Lane and Armstrong Blvd.

The PS&E preparation will follow the schematics and design recommendations made in a previously developed *Feasibility Study Report*. The Gateway Arches will include: steel fluted posts, steel arches composed of a top and bottom chord, decorative scrolls, signs, lighting, miscellaneous aesthetic features and attachment components for an "over the road" banner. Professional services will include field survey work for design, production of construction documents, coordination with franchised utility companies, the City of Coppell, and other applicable agencies.

### **II. Basic Services**

#### **Phase I - Preliminary Design 65% Complete**

- A. Prepare Preliminary Plans at a 65% complete level. The following plans will be submitted on 22" x 34" sheets:
- Cover Sheet (1)
  - Project Layout Control Plan (1)
  - Quantity Summary Sheet (1)
  - General Notes (1)
  - Gateway Arch 1 Plan & Elevation Sheet (1)
  - Gateway Arch 2 Plan & Elevation Sheet (1)
  - Gateway Arch 3 Plan & Elevation Sheet (1)
  - Rail Removal Details (1)
  - Gateway Arch Structural Details (4)
  - Gateway Arch Decorative Scroll Details (2)
  - Gateway Arch Miscellaneous Details (2)
  - Old Town Sign Details (1)
  - Coppell Sign Details (1)

- Gateway Rail Details (2)
  - Drilled Shaft Structural Details (1)
  - Erosion Control Plans (1)
- B. Attend Preliminary Design coordination meetings (2 included) conducted by the City to meet with stakeholders and review the progress of the project design. Submit one set of Preliminary Plans to each utility company for their review.
- C. Prepare an opinion of probable construction costs for the project utilizing the preliminary design.
- D. Submit 2 sets of Preliminary Plans for review and comment by the City.
- E. Meet with the City to discuss Preliminary Plan review comments.

**Phase II - Final Design 100% Complete**

- A. Prepare Final 100 % Complete Construction Plans based on the review of the Preliminary Plans:
- Cover Sheet (1)
  - Project Layout Control Plan (1)
  - Quantity Summary Sheet (1)
  - General Notes (1)
  - Gateway Arch 1 Plan & Elevation Sheet (1)
  - Gateway Arch 2 Plan & Elevation Sheet (1)
  - Gateway Arch 3 Plan & Elevation Sheet (1)
  - Rail Removal Details (1)
  - Gateway Arch Structural Details (4)
  - Gateway Arch Decorative Scroll Details (2)
  - Miscellaneous Aesthetic Details (2)
  - Old Town Sign Details (1)
  - Coppell Sign Details (1)
  - Gateway Rail Details (2)
  - Drilled Shaft Structural Details (1)
  - Erosion Control Plans (1)
- B. Attend Final Design coordination meetings (2 included) conducted by the City to meet with stakeholders and review the progress of the project design. Submit one set of Pre Final Plans to each utility company for their review and approval.
- C. Prepare final Bid Schedule and Special Technical Specifications. Assemble the bid documents for bidding.
- D. Prepare Final Opinion of Probable Construction Costs based on Final Design.
- E. Submit 2 sets of Pre-Final Plans and Bidding Documents for review and comment by the City.
- F. Incorporate review comments into the Final Plans and Bidding Documents.

**Phase III - Bid Phase Services**

- A. Assist the City in advertising for bids.
- B. Attend the pre-bid conference.
- C. Answer bidder questions and prepare addenda as directed by the City.
- D. Evaluate the two low bidders. Prepare a Letter of Recommendation to the City for award of the construction contract.

**Phase IV - Construction Phase Services**

- A. Attend the pre-construction conference conducted by the City.
- B. Visit the project site (4 visits included) to observe the progress of construction and attend a project meeting with the City's inspector and the Contractor.
- C. Review submittals, shop drawings, and R.F.I.'s during construction.
- D. Participate with the City and Contractor in conducting a final walk through and compilation of a "punch list" detailing items to be completed by the Contractor to complete the project.
- E. Upon completion of the Work, the Engineer shall prepare and deliver to the City a reproducible set of Record Documents based upon the marked-up record construction drawings, addenda, change orders and other data furnished by the Contractor and/or City. Provide the City with a PDF of the record drawings.

### III. Special Services

#### **Phase I - Surveying for Design (This work will be done under the "Old Town Arches Feasibility Study")**

Field surveying to establish horizontal and vertical control. Topographic surveying to tie-in the existing bridge railings, sidewalks, and pavement on both sides of the road at one end of the culverts and bridge, and one corner of the intersection at the location of the vertical monument, existing visible utilities, overhead utility lines, and obtain existing ground elevations within 25 feet of the proposed structures. If the City changes the location of one of the elements, a separate fee will be negotiated with the City.

#### **EXCLUSIONS**

*The intent of the scope is to include only the services specifically listed above and none others. Services specifically excluded from this Scope of Services include, but are not necessarily limited to the following:*

- *Traffic Control Plans.*
- *Producing copies of Plans & Specifications for distribution to bidders and the selected contractor for construction.*
- *Attendance at the Bid Opening and Tabulation of the Bids.*
- *Computer modeling and routing of stormwater flows.*
- *Fees for permitting.*
- *Inspection during construction.*
- *Revisions to plans as a result of changes made after the completion of the original final design (unless to correct errors on the plans).*
- *Drawing of City of Coppell Standard Details for inclusion in the construction plans.*
- *Subsurface Utility Engineering.*
- *Environmental Services.*

END OF EXHIBIT "A"

**SUMMARY OF FEES  
OLD TOWN ARCHES**

Exhibit 'C'

<b>OLD TOWN ARCHES</b>	
<b>CATEGORY OF SERVICE</b>	<b>FEE</b>
<b>BASIC SERVICES</b>	
Preliminary Design	\$ 39,025
Final Design	\$ 27,440
Bidding Phase	\$ 2,820
Construction Phase	\$ 7,160
<b>BASIC SERVICES TOTAL - NOT TO EXCEED</b>	<b>\$ 76,445</b>
<b>PROJECT GRAND TOTAL</b>	<b>\$ 76,445</b>

NOTES:

1. All Services will be billed as Time & Materials at Huitt-Zollars standard hourly rates.

End of Exhibit 'C'

**BASIC SERVICES**

**MANHOUR ESTIMATE  
OLD TOWN ARCHES  
COPPELL, TEXAS**

PHASE I - PRELIMINARY DESIGN							
TASK NO.	TASK DESCRIPTION	PM \$240	ENGR \$160	LA INTERN \$95	Sr. LA \$165	Sr. CADD \$125	TOTAL HOURS
	<b>PRELIMINARY PLANS</b>						
1	COVER SHEET	0.5	1			4	5.5
2	PROJECT LAYOUT CONTROL PLAN	0.5	2			4	6.5
3	QUANTITY SUMMARY SHEET	0.5	2			4	6.5
4	GENERAL NOTES	0.5	4	1	2	2	9.5
5	GATEWAY ARCH 1 P & E SHEET	0.5	2	1	1	6	10.5
6	GATEWAY ARCH 2 P & E SHEET	0.5	2	1	1	6	10.5
7	GATEWAY ARCH 3 P & E SHEET	0.5	2	1	1	6	10.5
8	RAIL REMOVAL DETAILS	1	4			8	13
9	GATEWAY ARCH STRUCTURAL DET.	1	24			36	61
10	GATEWAY ARCH SCROLL DET.	1	8	2	2	12	25
11	GATEWAY ARCH MISC. DET.	1	8	2	2	12	25
12	OLD TOWN SIGN DET.	1	2	2	2	6	13
13	COPPELL SIGN DET.	1	2	2	2	6	13
14	GATEWAY RAIL DET.	1	8			12	21
15	DRILLED SHAFT STRUCTURAL DET.	0.5	4			6	10.5
16	EROSION CONTROL PLANS	0.5	2			8	10.5
17	COORDINATION MEETING (2)	2	2		2		6
18	UTILITY COORDINATION		2				2
19	PRELIMINARY ESTIMATE	1	4	2	1		8
20	SUBMIT PRELIMINARY PLANS		1				1
21	PRELIMINARY REVIEW MEETING	1	1		1		3
<b>PREL. DESIGN TOTALS</b>		15.5	87	14	17	138	271.5
		\$ 3,720	\$ 13,920	\$ 1,330	\$ 2,805	\$ 17,250	\$ 39,025

## BASIC SERVICES (CONT.)

MANHOUR ESTIMATE  
OLD TOWN ARCHES  
COPPELL, TEXAS

PHASE 2 - FINAL DESIGN							
TASK NO.	TASK DESCRIPTION	PM \$240	ENGR \$160	LA INTERN \$95	Sr. LA \$165	Sr. CADD \$125	TOTAL HOURS
	<b>FINAL PLANS</b>						
22	COVER SHEET	0.5	1			1	2.5
23	PROJECT LAYOUT CONTROL PLAN	0.5	1			1	2.5
24	QUANTITY SUMMARY SHEET	0.5	2			2	4.5
25	GENERAL NOTES	0.5	2		2	2	6.5
26	GATEWAY ARCH 1 P & E SHEET	0.5	2	1	1	4	8.5
27	GATEWAY ARCH 2 P & E SHEET	0.5	2	1	1	4	8.5
28	GATEWAY ARCH 3 P & E SHEET	0.5	2	1	1	4	8.5
29	RAIL REMOVAL DETAILS	0.5	2			4	6.5
30	GATEWAY ARCH STRUCTURAL DET.	1	4			12	17
31	GATEWAY ARCH SCROLL DET.	0.5	4	2	1	6	13.5
32	GATEWAY ARCH MISC. DET.	0.5	4	2	1	6	13.5
33	OLD TOWN SIGN DET.	0.5	2	2	1	2	7.5
34	COPPELL SIGN DET.	0.5	2	2	1	2	7.5
35	GATEWAY RAIL DET.	0.5	4			4	8.5
36	DRILLED SHAFT STRUCTURAL DET.	0.5	2			4	6.5
37	EROSION CONTROL PLANS	0.5	1			2	3.5
38	SPECIAL SPECIFICATIONS	2	4		2		8
39	BID SCHEDULE / DOCUMENTS	1	8				9
40	FINAL ESTIMATE	1	4		1		6
41	COORDINATION MEETING (2)	2	2		2		6
42	UTILITY COORDINATION		4				4
43	SUBMIT PRE-FINAL PLANS		1				1
44	PRE-FINAL REVIEW MEETING	1	1				2
45	COMPLETE FINAL PLANS	1	4	2	1	4	12
46	COMPLETE FINAL BID DOCUMENTS	1	4		2		7
47	SUBMIT FINAL PLANS		1				1
<b>FINAL DESIGN TOTALS</b>		17.5	70	13	17	64	181.5
		\$ 4,200	\$ 11,200	\$ 1,235	\$ 2,805	\$ 8,000	\$ 27,440



**BASIC SERVICES (CONT.)**

**MANHOUR ESTIMATE  
OLD TOWN ARCHES  
COPPELL, TEXAS**

PHASE III - BID PHASE SERVICES							
TASK NO.	TASK DESCRIPTION	PM \$240	ENGR \$160	LA INTERN \$95	Sr. LA \$165	Sr. CADD \$125	TOTAL HOURS
48	ADVERTISE FOR BIDS	1	1				2
49	PRE-BID MEETING	2	2				4
50	ADDENDA	1	2			4	7
51	EVALUATION / RECOMMENDATION	1	2				3
<b>BIDDING PHASE TOTALS</b>		5	7	0	0	4	16
		\$ 1,200	\$ 1,120	\$ -	\$ -	\$ 500	\$ 2,820

PHASE IV - CONSTRUCTION PHASE SERVICES							
TASK NO.	TASK DESCRIPTION	PM \$240	ENGR \$160	LA INTERN \$95	Sr. LA \$165	Sr. CADD \$125	TOTAL HOURS
52	PRE-CONSTRUCTION MEETING	1	1				2
53	PROGRESS MEETINGS (4)	4	4				8
54	SUBMITTALS, SHOP DRAWINGS & R.F.I.'S	2	12				14
55	FINAL WALK THRU	3	3				6
56	RECORD DRAWINGS	1	2			8	11
<b>CONSTRUCTION PHASE TOTALS</b>		11	22	0	0	8	41
		\$ 2,640	\$ 3,520	\$ -	\$ -	\$ 1,000	\$ 7,160

<b>BASIC SERVICES TOTAL</b>		49	186	27	34	214	510
		\$ 11,760	\$ 29,760	\$ 2,565	\$ 5,610	\$ 26,750	\$ 76,445