RESOLUTION NO. 26-R-033

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR PROFESSIONAL ENGINEERING-RELATED SERVICES FOR THE PECAN/SCHERTZ PARKWAY SIGNALIZATION PROJECT

WHEREAS, the City Council of Schertz Texas has determined the need for signalization of the intersection of Pecan Drive and Schertz Parkway; and

WHEREAS, on February 5, 2026, the Transportation Safety Advisory Commission made a recommendation to City Council to authorize the signalization project; and

WHEREAS, the City staff of the City of Schertz (the "City") has determined that the City requires professional services relating to engineering and design for the Pecan/Schertz Parkway Signalization project; and

WHEREAS, City staff has determined that Kimley-Horn and Associates, Inc. is uniquely qualified to provide such services for the City; and

WHEREAS, Kimley-Horn and Associates, Inc. is an approved On-Call Engineering Firm for the City of Schertz; and

WHEREAS, pursuant to Section 252.022(a)(4), the City is not required to seek bids or proposals with respect to a procurement for personal, professional, or planning purposes; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Kimley-Horn and Associates, Inc. pursuant to the On-Call Task Order Agreement attached hereto as Exhibit A (the "Agreement") up to a maximum total aggregate amount of $100,000.00.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Task Order Agreement with Kimley-Horn and Associates, Inc. in accordance with their approved Master Agreement in substantially the form set forth on Exhibit A in the amount of $94,471.22 and authorize the City Manager to execute and deliver the Task Order in a not to exceed total aggregate amount of $100,000.00**.**

Section 2. The City Council hereby amends the Comprehensive Capital Improvement Plan Project Sheet for the project to reflect the increased amount for professional services and include an increased budget for construction and overall contingency.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 7. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 8. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this _____ day of _____, 2025.

CITY OF SCHERTZ, TEXAS

_____
Ralph Gutierrez, Mayor

ATTEST:

_____
Sheila Edmondson, City Secretary

EXHIBIT A

TASK ORDER NO. 8 SERVICES AGREEMENT

TASK ORDER NO. [8]

This is Task Order No. **[8]**, consisting of 21 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **[date]**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	
b.	Owner:	**City of Schertz, TX**
c.	Engineer:	**Kimley-Horn and Associates, Inc.**
d.	Specific Project (title)	**Schertz Parkway and Pecan Drive Traffic Signal**
e.	Specific Project (description):	**Construct traffic signal and associated ramp and crosswalk improvements at the intersection of Schertz Pkwy and Pecan Dr**
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	**Primary task order for this project** **N/A** **N/A**

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	Schertz Parkway and Pecan Drive Traffic Signal
Type and Size of Facility:	Arterial (Schertz Pkwy)
Description of Improvements:	Construct traffic signal and associated ramp and crosswalk improvements at the intersection of Schertz Pkwy and Pecan Dr

Expected Construction Start:	May 2026 (estimated)
Prior Studies, Reports, Plans:	N/A
Facility Location(s):	Schertz Pkwy at Pecan Drive
Current Specific Project Budget:	N/A
Funding Sources:	N/A
Known Design Standards:	TxDOT and City of Schertz
Known Specific Project Limitations:	Reference scope and fee proposal dated November 21, 2025 for additional information
Specific Project Assumptions:	Reference scope and fee proposal dated November 21, 2025 for additional information
Other Pertinent Information:	Reference scope and fee proposal dated November 21, 2025 for additional information

3. SERVICES OF ENGINEER ("SCOPE")

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

☐ Exhibit A to Task Order, "Engineer's Services for Task Order," as attached to this specific Task Order. **[Reference scope and fee proposal dated November 21, 2025 for detailed scope of work]**

B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

C. Resident Project Representative (RPR) Services: **[RPR services excluded from scope of work]**

1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.

D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **[Reference scope and fee proposal dated November 21, 2025]**

6. TASK ORDER SCHEDULE

A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **[Reference scope and fee proposal dated November 21, 2025]**

The following schedule is an estimate of service timelines to commence upon receipt of signed task order from Owner:

- Data Collection (30 days)
- Develop preliminary design drawings (30 days)
- Complete necessary SUE services identified during preliminary design phase (30 days)
- Finalize design drawings and contract documents (30 days)
- Bid Phase (60 days, to include contract award)
- Construction Phase

7. ENGINEER'S COMPENSATION

A. The terms of payment are set forth in Article 4 of the Main Agreement.

B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Task	Description of Service	Amount	Basis of Compensation
	Schertz Parkway & Pecan Drive Traffic Signal		
	BASIC SERVICES		
1	Project Management (LS)	$ 5,595.00	[Lump Sum]
2	Topographic Survey Services (Sub-Consultant)	$ 11,730.70	[Lump Sum]
	Topographic Survey Services (Kimley-Horn)	$ 1,820.00	[Lump Sum]
3	SUE Services (Sub-Consultant)	$ 15,280.00	[T&M]
	SUE Services (Kimley-Horn)	$ 2,720.00	[Lump Sum]
4	Preliminary Design (LS)	$ 12,675.00	[Lump Sum]
5	Final Design (LS)	$ 14,645.00	[Lump Sum]
6	Contract Documents and Bid Phase Services (LS)	$ 6,855.00	[Lump Sum]
7	Construction Phase Services (HRLY NTE)	$ 6,715.00	[HRLY NTE]
8	Record Drawings (LS)	$ 1,210.00	[Lump Sum]
9	Signal Timing Plan Development (LS)	$ 4,840.00	[Lump Sum]
10	Signal Timing Plan Implementation (LS)	$ 2,120.00	[Lump Sum]
11	Reimbursable Project Expenses (LS)	$ 350.00	[Lump Sum]
	Total (Basic Services)	**$ 86,555.70**	
	TOTAL COMPENSATION	**$ 86,555.70**	

*Based on a **[6]**-month continuous design period.

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. **McGray and McGray Land Surveyors – Topographic Survey**

B. **SoftDig dba Underground Services, Inc. - SUE**

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order— Engineer's scope and fee proposals dated November 21, 2025

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:	ENGINEER:
By:	By: 
Print Name:	Print Name: Nick Holscher, PE
Title:	Title: Vice President
	Engineer's License or Firm's Certificate No. (if required): 107398
	State of: Texas
DESIGNATED REPRESENTATIVE FOR TASK ORDER:	DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: John Nowak, PE	Name: Dawniele Metsker-Galarza
Title: Assistant City Engineer	Title: Project Manager
Address: 11 Commercial Place, Schertz, TX 78154	Address: 10101 Reunion Place, Ste. 400, San Antonio, TX 78216
E-Mail Address: jnowak@schertz.com	E-Mail Address: dawniele.metsker-galarza@kimley-horn.com
Phone: 210-619-1825	Phone: 210-321-3403
Date:	Date: November 21, 2025

November 21, 2025

John Nowak, PE
Assistant City Engineer
City of Schertz - Engineering
11 Commercial Place
Schertz, Texas 78154

RE: ***Schertz Parkway & Pecan Drive Traffic Signal***
Scope and Fee Proposal

Dear Mr. Nowak:

Kimley-Horn is pleased to submit this scope and fee proposal for professional services for the traffic signal design at the intersection of Schertz Parkway & Pecan Drive. This task order will be performed consistent with the terms and conditions of the On-Call Engineering Services fully executed on March 6, 2025. Our project understanding, scope of services, schedule and fee are presented below.

PROJECT UNDERSTANDING

Per correspondence between the City and Kimley-Horn, the goal of this project is to design a traffic signal for the intersection of Schertz Parkway & Pecan Drive, provide signal timings and perform in-field traffic signal programming at the time of signal turn-on. Kimley-Horn will also provide bidding and construction phase administration services to assist the City with overall project support, and complete record drawings using information provided by the Contractor.

SCOPE OF SERVICES

The following tasks outline the detailed scope of services to be completed by Kimley-Horn for this project. Also attached to this proposal is a project work plan that details the tasks to be performed and the expected level of effort, and scope and fee proposals provided by our data collection sub-consultants.

Task 1: Project Management

1. Daily project management/design team coordination
2. Monthly financials and project invoicing
3. Internal project kickoff meeting
4. General coordination with City Project Manager

Task 2: Topographical Survey Services

Provide topographic survey services for the intersection of Schertz Parkway & Pecan Drive that includes the following:

A. “811” request for all phases of work,
B. Field measurements and mapping of existing surface features, elevations, and infrastructure.
C. Curb lines, existing pavement markings, sidewalks, pavement edges, drainage structures, above-ground visible utility features, and significant landscape features

Data will be compiled into base mapping to support the preparation of traffic signal design plans and help coordinate with SUE activities. The resulting topographic survey information will be integrated into the

preliminary design package and used to coordinate with any utility providers and final design documentation.

Task 3: SUE Services

Perform the following tasks associated with SUE services for traffic signal design plans at Schertz Parkway & Pecan Drive, in accordance with the subconsultant's proposal:

A. Gather background information for the intersection consisting of an "811" ticket for all phases of work, preparing and attending project meetings, permitting associated with SUE operations, designation in-field utility (Quality Level B) and located/test holes (Quality Level A) for mapping horizontal and vertical locations of existing utilities at the study intersection.
B. Perform services associated with SUE Q Level B for the intersection.
C. Perform services associated with SUE Q Level A to include up to four (4) test holes within the study area per utility investigation.
D. Perform services associated with traffic control services..

Data for QLB findings and QLA test hole locations will be delivered in CAD format.

Task 4: Preliminary Design

1. Conduct field evaluation of the subject intersection to document existing conditions and obtain field measurements
2. Meet on-site with the Client and applicable utility providers at the project intersection to discuss design considerations and potential constraints.
3. Download site visit photos & documentation
4. Develop preliminary layout for the proposed traffic signal.
5. Develop preliminary Opinion of Probable Construction Cost (OPCC) for the proposed traffic signal
6. Prepare submittal package of preliminary designs and OPCCs and submit to City. An 11" x 17" submittal package will include:
    a. Cover Sheet and Index
    b. Quantities Summary
    c. Existing Conditions and Removals
    d. Pavement Markings and Signage Layout
    e. Proposed Ramp Layout
    f. Proposed Traffic Signal Layout
    g. Summary Charts
    h. Elevation Layouts
    i. Applicable Standards

Task 5: Final Design

1. Prepare and submit an 11" x 17" signed and sealed signal design plan set with the following:
    a. Cover Sheet and Index
    b. Quantities Summary
    c. Existing Conditions and Removals
    d. Pavement Markings and Signage Layout
    e. Proposed Traffic Signal Layout
    f. Summary Charts
    g. Elevation Layouts
    h. Applicable Standards
2. Address one (1) round of comments from the City
3. Perform internal QC/QA of final submittal

4. Prepare and submit an engineer's opinion of probable construction cost (OPCC) to the Client.

Task 6: Bid Phase Services

1. Coordinate with Purchasing Department for contract development
2. Prepare table of contents and invitation to bidders document
3. Prepare bid schedule
4. Prepare supplement conditions (includes governing specs, special specs, supplemental specs & special provisions)
5. Prepare Owner and Contractor agreement
6. Assemble contract documents & specifications
7. Assist City with project advertising
8. Prepare agenda and attend pre-bid meeting
9. Prepare pre-bid meeting notes
10. Prepare and issue addenda
11. Attend bid opening
12. Review Contractor qualifications and evaluate submitted bids
13. Prepare bid tabulation and low bid comparison with Engineer's OPCC
14. Prepare contract award recommendation letter

Task 7: Construction Phase Services

The scope of services listed below may be performed as part of our construction phase services. Specific tasks will depend on the individual project needs as construction progresses. The budgeted fee for this task is based upon approximately 30 hours of labor.

1. Pre-Construction Meeting. Prepare for and conduct a pre-construction meeting to discuss the project requirements.
1. Clarifications and Interpretations. Issue necessary clarifications and interpretations of the Contract Documents to the Client as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Field Orders authorizing variations from the requirements of the Contract Documents will be made by the Client.
2. Shop Drawings and Samples. Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
3. Substitutes and "or-equal." Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of applicable standards of state or local government entities.
4. Substantial Completion. Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with the Client and Contractor, conduct a final punch list inspection to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all bid items in the contract to allow the facilities to function as designed.

5. Final Notice of Acceptability of the Work. Conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents so that the Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, the Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of the Consultant's knowledge, information, and belief and based on the extent of the services provided by the Consultant under this Agreement.
6. Limitation of Responsibilities. The Consultant shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. The Consultant shall not have the authority or responsibility to stop the work of any Contractor.

Construction phase services proposed are based on durations identified in the Assumptions section above. Per previous coordination with the City, daily coordination with the Contractor will be handled internally by City staff, so the expected services Kimley-Horn will provide during the construction phase are limited to the scope outlined above. Should construction exceed the identified durations due to conditions beyond our control, Kimley-Horn will coordinate with the City to develop a path forward and submit any necessary additional service proposals to continue to support the City during the construction phase.

Task 8: Record Drawings

Following the completion and approval of construction of the signal at the project intersection, the Consultant will prepare and submit one PDF of the record drawing plans to the City of Schertz.

Record drawings will be revisions to the construction drawings that reflect changes during the construction process that are reported to the Consultant by the Contractor and are considered to be significant. No survey will be performed. The record drawings are not guaranteed to be "as-built," but are based on the information made available to the Consultant.

Task 9: Traffic Signal Timing Plan Development

The Consultant will perform the following services:

1. Perform clearance interval calculations and preliminary timing plan parameters. Submit to the City for approval and submittal to the Contractor for signal turn-on.
2. Utilizing Sept. 17, 2024 vehicular turning movement count data, Kimley-Horn will provide up to three (3) recommended signal timing plans to the City for implementation.

Task 10: Signal Timing Plan Implementation

The Consultant will coordinate with the signals Contractor and the City traffic signal vendor to implement the approved traffic signal timing plan into the traffic signal cabinet at the project location. The Consultant will work with the City and the traffic signals Contractor to ensure that the programmed timings are correctly entered and operational within the signal controller hardware and software.

Task 11: Reimbursable Project Expenses

1. Field review & design/construction site visits*

*Mileage to be reimbursed based on the 2025 standard business mileage rate of 70 cents per mile.

ASSUMPTIONS AND EXCLUSIONS

The following items list assumptions made that serve as a basis for development of the above-mentioned scope of work:

ASSUMPTIONS

- One round of City comments will be addressed for the preliminary design. Additional review sets and submittals may be added to this task order by amendment
- TxDOT permits will not be required for this project
- Contractor will utilize TxDOT traffic control plan standards or the Contractor will provide TCP design drawings, if TCP varies from what is provided in the TxDOT traffic control plan standards
- Material testing and inspection services will be completed by the City
- All required signal controller hardware and software will be installed by the signals Contractor, functional, and accessible at the time of timing implementation.
- City staff or designated traffic signals Contractor will be present for access and oversight as required.
- Any subsequent modifications to timings arising from field observations or operational reviews will be addressed through an amendment

EXCLUSIONS

The following tasks have been excluded from the basic scope of services and requested design fee but can be completed by Kimley-Horn as an additional service should the project require it or the City need that service.

- Vehicular and pedestrian count data
- Roadway reprofiling
- Drainage and Utility Relocation Design
- Design milestones in addition to what is proposed for this project
- Additional round of comments to what is specified
- Public outreach
- Monthly project meetings during construction phase
- This scope does not include programming or setup of the traffic signal conflict monitor or associated safety features. All programming or adjustment of the conflict monitor shall be performed by others, as directed by the City or Traffic Signals Contractor.
- This scope does not include hardware troubleshooting or maintenance beyond the implementation of timing parameters.
- Any additional controller features or auxiliary equipment setup, outside of standard timing implementation, are excluded unless specifically authorized in writing by an amendment
- Any other services not listed in the basic scope of services or project work plan

SCHEDULE

Upon approval by City staff, Kimley-Horn will prepare and submit a design schedule with an emphasis on the City's desirable construction period. Kimley-Horn will also coordinate with the City to determine an approximate bid date.

FEE AND BILLING

In accordance with the below fee summary table, Kimley-Horn will perform the above outlined scope of services, including project expenses, for a total fee not to exceed **$86,555.70** As noted above, a project

work plan is included with this proposal, documenting the proposed tasks to be completed and the planned level of effort.

Task	Description of Service	Amount	Basis of Compensation
	Schertz Parkway & Pecan Drive Traffic Signal		
	BASIC SERVICES		
1	Project Management (LS)	$ 5,595.00	[Lump Sum]
2	Topographic Survey Services (Sub-Consultant)	$ 11,730.70	[Lump Sum]
	Topographic Survey Services (Kimley-Horn)	$ 1,820.00	[Lump Sum]
3	SUE Services (Sub-Consultant)	$ 15,280.00	[T&M]
	SUE Services (Kimley-Horn)	$ 2,720.00	[Lump Sum]
4	Preliminary Design (LS)	$ 12,675.00	[Lump Sum]
5	Final Design (LS)	$ 14,645.00	[Lump Sum]
6	Contract Documents and Bid Phase Services (LS)	$ 6,855.00	[Lump Sum]
7	Construction Phase Services (HRLY NTE)	$ 6,715.00	[HRLY NTE]
8	Record Drawings (LS)	$ 1,210.00	[Lump Sum]
9	Signal Timing Plan Development (LS)	$ 4,840.00	[Lump Sum]
10	Signal Timing Plan Implementation (LS)	$ 2,120.00	[Lump Sum]
11	Reimbursable Project Expenses (LS)	$ 350.00	[Lump Sum]
	Total (Basic Services)	**$ 86,555.70**	
	TOTAL COMPENSATION	**$ 86,555.70**	

Kimley-Horn will submit invoices to the City on a monthly basis for services performed. Each invoice will include a progress report and work completed for the corresponding month.

We appreciate the opportunity to be of service to the City and look forward to successfully completing this project for you. Please don't hesitate to contact me at dawniele.metsker-galarza@kimley-horn.com or (210) 321-3404 should you have any questions on the proposed scope and fee.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.
TBPE# 928

By: Dawniele Metsker-Galarza, P.E., PTOE
Project Manager

Stephen Aniol, PE
Contract Manager

Attachments
1 – Project Work Plan
2 – Topographic Survey Services and SUE Services Proposals

Cc: Stephen Aniol, PE, Amy Avery, PE, PTOE

CITY OF SCHERTZ

Fee/Price Proposal Breakdown for Professional Services

Project Name:	**Schertz Parkway & Pecan Drive Traffic Signal**
Design Firm:	Kimley-Horn and Associates, Inc.
Date Proposal Submitted:	11/21/2025
City of Schertz Project Manager:	John Nowak, PE
Kimley-Horn Project Manager:	Dawniele Metsker-Galarza, PE, PTOE

	Position/Personnel Title	QA/QC Manager	Project Manager	Civil Engineer	Staff Engineer II	Accountant	Admin		Consultant Fee Total	Sub-Consultant Fee Total	Fee Total
	Contract Approved Rates	$ 305.00	$ 230.00	$ 190.00	$ 150.00	$ 150.00	$ 115.00				
	Task to be performed/Phase Description (including Sub-consultant work)							Total Hours			
	BASIC SERVICES										
1	**Project Management (LS)**	**11**	**51**	**1**	**161**	**4**	**0**	**228**	**$ 5,595.00**	**$ -**	**$ 5,595.00**
1.1	Daily Project Management/Design Team Coordination	2	4					6	$ 1,530.00		
1.2	Monthly Financials and Project Invoicing		4		4	4		12	$ 2,120.00		
1.3	Internal Project Kickoff Meeting	1	1	1	1			4	$ 875.00		
1.4	General Coordination with City Project Manager	2	2					4	$ 1,070.00		
2	**Topographical Survey Services (LS)**	**0**	**4**	**0**	**6**	**0**	**0**	**10**	**$ 1,820.00**	**$ 11,730.70**	**$ 13,550.70**
2.1	Subconsultant Services							0	$ -	$ 11,730.70	
2.2	Kimley-Horn Deliverables QA/QC and Implementation		4		6			10	$ 1,820.00		
3	**SUE Services (T&M/LS)**	**6**	**28**	**0**	**132**	**0**	**0**	**166**	**$ 2,720.00**	**$ 15,280.00**	**$ 18,000.00**
3.1	Subconsultant Services (T&M)							0	$ -	$ 15,280.00	
3.2	Kimley-Horn Deliverables QA/QC and Implementation (Lump Sum)		4		12			16	$ 2,720.00		
4	**Preliminary Design (LS)**	**3**	**12**	**0**	**60**	**0**	**0**	**75**	**$ 12,675.00**	**$ -**	**$ 12,675.00**
4.1	Field Evaluation		3		3			6	$ 1,140.00		
4.2	Download Site Visit Photos & Documentation				2			2	$ 300.00		
4.3	Develop Preliminary Layout		5		40			45	$ 7,150.00		
4.4	Develop OPCC		2		8			10	$ 1,660.00		
4.5	QA/QC Preliminary Layout and OPCC	2			2			4	$ 910.00		
4.6	Preliminary Designs and OPCCs Submittal to City	1	2		5			8	$ 1,515.00		
								0	$ -		
5	**Final Design (LS)**	**3**	**16**	**0**	**67**	**0**	**0**	**86**	**$ 14,645.00**	**$ -**	**$ 14,645.00**
5.1	Prepare Final Design Plan Set		8		40			48	$ 7,840.00		
5.2	Address One (1) Round of Comments		4		8			12	$ 2,120.00		
5.3	QA/QC Final Design and OPCC	2	2		10			14	$ 2,570.00		
5.4	Final Plans and OPCCs Submittal to City	1	2		9			12	$ 2,115.00		
								0	$ -		
6	**Contract Documents and Bid Phase Services (LS)**	**3**	**15**	**0**	**12**	**0**	**6**	**36**	**$ 6,855.00**	**$ -**	**$ 6,855.00**
6.1	Prepare Table of Contents and Invitation to Bidders Document		1		3			4	$ 680.00		
6.2	Prepare Bid Schedule		1		1			2	$ 380.00		
6.3	Prepare Supplement Conditions (Includes Governing Specs, Special Specs, Supp Specs & Special Provisions)	1	1		1			3	$ 685.00		
6.4	Prepare Owner and Contractor Agreement				1			1	$ 150.00		
6.5	Assemble Contract Documents & Specifications	1	2		1		4	8	$ 1,375.00		
6.6	Prepare Agenda and Attend Pre-Bid Meeting		1		1			2	$ 380.00		
6.7	Prepare Pre-Bid Meeting Notes		1		1			2	$ 380.00		
6.8	Prepare and Issue Addenda	1	2		1			4	$ 915.00		
6.9	Attend Bid Opening		3					3	$ 690.00		
6.10	Contractor Qualification and Bid Evaluation		1					1	$ 230.00		
6.11	Prepare Bid Tabulation		1				2	3	$ 460.00		

CITY OF SCHERTZ

Fee/Price Proposal Breakdown for Professional Services

Project Name:	**Schertz Parkway & Pecan Drive Traffic Signal**
Design Firm:	Kimley-Horn and Associates, Inc.
Date Proposal Submitted:	11/21/2025
City of Schertz Project Manager:	John Nowak, PE
Kimley-Horn Project Manager:	Dawniele Metsker-Galarza, PE, PTOE

	Position/Personnel Title	QA/QC Manager	Project Manager	Civil Engineer	Staff Engineer II	Accountant	Admin		Consultant Fee Total	Sub-Consultant Fee Total	Fee Total
	Contract Approved Rates	$ 305.00	$ 230.00	$ 190.00	$ 150.00	$ 150.00	$ 115.00				
	Task to be performed/Phase Description (including Sub-consultant work)							Total Hours			
6.12	Prepare Contract Award Recommendation Letter		1		2			3	$ 530.00		
7	**Construction Phase Services (HRLY NTE)**	**5**	**14**	**8**	**3**	**0**	**0**	**30**	**$ 6,715.00**	**$ -**	**$ 6,715.00**
7.1	Attend Pre-Construction Meeting	2	4					6	$ 1,530.00		
7.2	Material Submittal Reviews	1	2		3			6	$ 1,215.00		
7.3	Construction Site Visits (Est. 2 Months, Two x Monthly)	2	5	5				12	$ 2,710.00		
7.4	Review and Respond to Contractor Change Order Proposal		3	3				6	$ 1,260.00		
8	**Record Drawings (LS)**	**0**	**2**	**0**	**5**	**0**	**0**	**7**	**$ 1,210.00**	**$ -**	**$ 1,210.00**
8.1	Prepare and Submit Record Drawings to City		2		5				$ 1,210.00		
									$ -		
9	**Signal Timing Plan Development (LS)**	**0**	**8**	**0**	**20**	**0**	**0**	**28**	**$ 4,840.00**	**$ -**	**$ 4,840.00**
9.1	Perform clearance interval calculations and prleiminary timing plan parameters		4		8				$ 2,120.00		
9.2	Develop up to three (3) signal timing plans		4		12				$ 2,720.00		
10	**Signal Timing Plan Implementation (LS)**	**0**	**4**	**0**	**8**	**0**	**0**	**12**	**$ 2,120.00**	**$ -**	**$ 2,120.00**
10.1	On-Site Signal Timing Plan Implementation for up to three (3) signal timing plans		4		8				$ 2,120.00		
11	**Reimbursable Project Expenses (LS)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$ 350.00**	**$ -**	**$ 350.00**
11.1	Field Review & Design/Construction Site Visits								$ 350.00	$ -	
	Total Hours (Basic Services):	31	154	9	474	4	6	678			
	Total Fee (Basic Services):								**$ 59,545.00**	**$ 27,010.70**	**$ 86,555.70**

McGRAY & McGRAY LAND SURVEYORS, INC.

3301 HANCOCK DRIVE, SUITE 6
AUSTIN, TEXAS 78731
[512] 451-8591 FAX [512] 451-8791

TRANSMITTAL

ATTACHMENT 2
SUBCONSULTANT PROPOSAL
TOPOGRAPHIC SURVEY

TO:	Kimley-Horn Attn: Dawniele Metsker-Galarza, P.E. 10101 Reunion Place, Suite 400 San Antonio, Texas 78216	**DATE:**	November 18, 2025
		FROM:	Sofia Ratinoff for Chris Conrad
		RE:	Revised Proposal for Surveying Services for the Intersection of Pecan and Schertz Parkway Project, Schertz, Texas
PHONE:	(210) 321-3403		
EMAIL:	Dawniele.Metsker-Galarza@kimley-horn.com		

WE ARE SENDING YOU __X__ Attached _____ Under separate cover the following items:

COPIES	DESCRIPTION
1	Revised Proposal

☐ For Your Approval ☒ For Your Information
☐ As Requested ☐ For Review and Comment

REMARKS: Thank you,

Chris

TBPELS Survey Firm #10095500

SENT VIA: ☐Delivery Service ☐FedEx ☐Mail ☐Fax ☒Email ☐Other:

If you received this message incomplete or illegible, or if enclosures are not as noted, please notify us at once

McGRAY & McGRAY
LAND SURVEYORS, INC.

November 18, 2025

Dawniele Metsker-Galarza, PE, PTOE
Kimley-Horn
10101 Reunion Place, Suite 400
San Antonio, Texas 78216
(210) 321-3403

VIA EMAIL
dawniele.metsker-galarza@kimley-horn.com

RE: Revised Proposal for Surveying Services for the Intersection of Pecan and Schertz Parkway Project, Schertz, Texas

Dear Ms. Metsker-Galarza:

We appreciate the opportunity to present you with this revised proposal for the above-referenced project. The following represents our understanding of the area to survey and scope of services. Our fee proposal follows.

Area to Survey:

- Pecan Drive at Schertz Parkway, as highlighted in "RED" on attached Exhibit "A".

Survey Control:

- Horizontal Control: The survey will be provided in Texas State Plane, Central Zone, NAD 83, grid coordinates with a note defining the grid to surface scale factor.
- Vertical Control: Elevations will be obtained using NAVD 88, Central Zone, EPOCH 2010.00, Geoid 2018 and at least two (2) benchmarks will be established onsite, and descriptions will be provided on the drawing.

Scope of Services:

Design Surveying Services:

1. Cross sections shall be taken at 50-foot intervals along with break lines as required, to provide a digital topographic design file at 1-foot interval contours.
2. Locate and identify all above ground features within the survey limits including buildings, mailboxes, fences, visible sidewalks, driveways, handicap ramps, guardrails, signs, utilities including: manholes, water valves with top of elevations, telecom boxes, utility poles and water meters.
3. Locate and identify types of existing pavement surfaces for streets, sidewalks and driveways.

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(512) 451-8591 FAX (512) 451-8791

4. Locate and identify existing traffic signals including base, mast arms, street signs and control boxes.
5. Invert elevations top of water valve nuts and size/type of utility and drainage pipes, and culverts shall be identified for all manholes and culverts within the project limits.
6. Trees 8-inches and larger in diameter shall be measured, identified and tagged with a point number.

Deliverables:

A. MicroStation V8i format.

B. The units of the drawing file shall be U.S. survey feet.

Fees:

Design Surveying Services (Non-taxable):

2 Man Crew:	24 hrs @	$220.00 /hr.= $	5,280.00
Field Coordinator:	2 hrs @	$94.20 /hr.= $	188.40
Sr. Survey Technician:	14 hrs @	$119.14 /hr.= $	1,667.96
Survey Technician:	32 hrs @	$98.36 /hr.= $	3,147.52
LiDAR Terrestrial Scanner:	2 hrs @	$100.00 /hr.= $	200.00
RPLS:	4 hrs @	$193.95 /hr.= $	775.80
Project Manager:	2 hrs @	$235.51 /hr.= $	471.02
		TOTAL = $	**11,730.70**

Once we receive notice to proceed, we will visit with you to establish a schedule for this project.

Thank you for including us on this project. We look forward to the opportunity to work with you. If you think we have omitted any service you require or misinterpreted your request, please let me or Joe Webber know.

Sincerely,

Chris I. Conrad, RPLS
Vice President
TBPELS Survey Firm #10095500

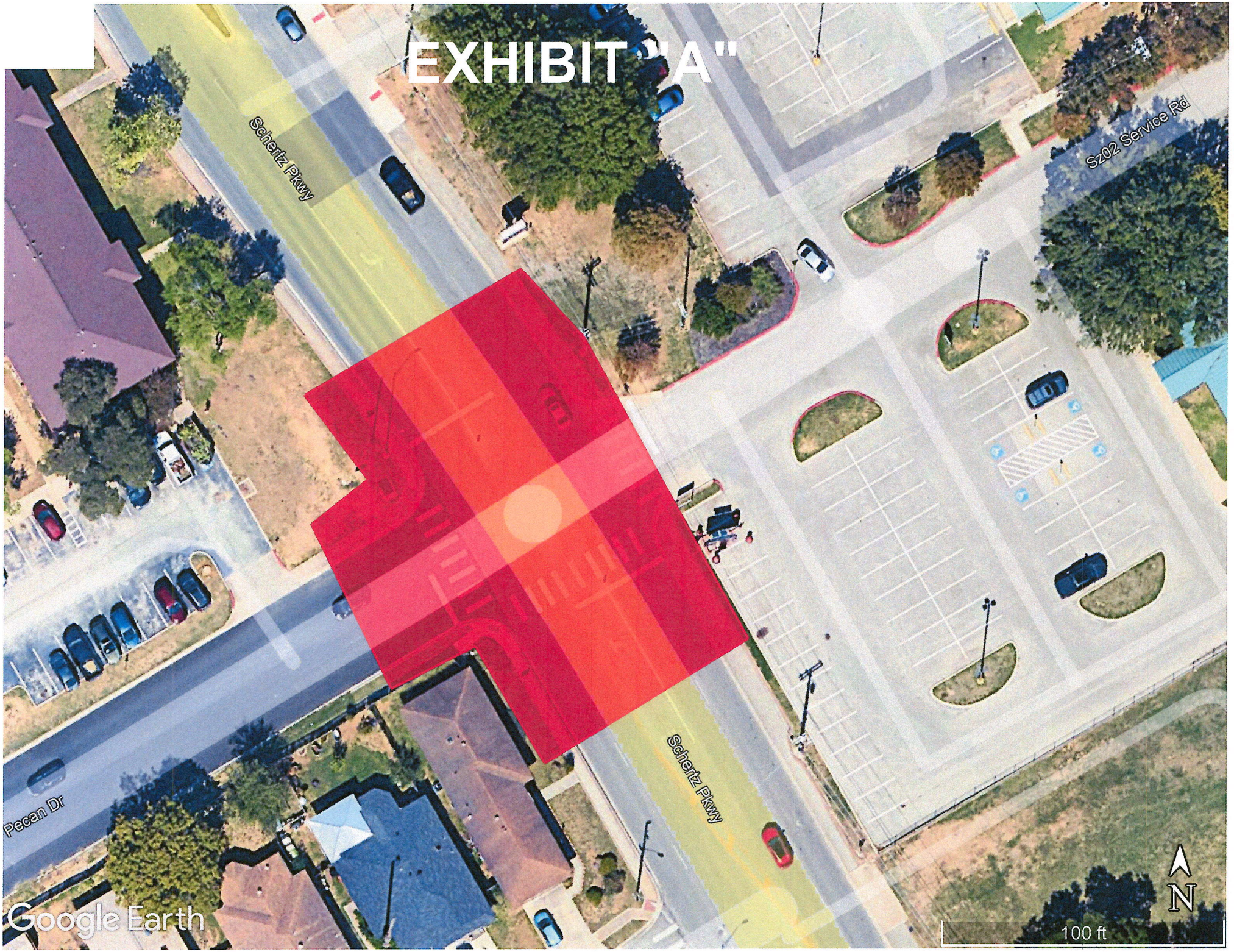
Authorized to Proceed by:

Signature Date

Print Name

CIC:JDW:spr
Encl.

EXHIBIT "A"


Scheritz Pkwy
S202 Service Rd
Pecan Dr
Scheritz Pkwy
Google Earth
N
100 ft

Underground Services, Inc.

A Professional Corporation Specializing in Subsurface Utility Engineering

SoftDig

Design Accurately, Build Confidently

Dawniele Metsker-Galarza
Kimley-Horn
10101 Reunion Place, Suite 400, San Antonio, Tx, 78216
Direct: 210.321.3403 | Mobile: 956.346.8482 | Main: 210.541.9166
dawniele.metsker-galarza@kimley-horn.com

October 1, 2025

ATTACHMENT 2
SUBCONSULTANT PROPOSAL
SUE SERVICES

USI Job #: 655370

RE: Sub-Surface/Surface Utility Locating (QL-A & QL-B)
City of Schertz 2024 On-Call
Pecan Dr & Schertz Pkwy, Schertz, TX 78154

Dear Ms. Galarza,

We are pleased to provide following information regarding the referenced project. This letter and following exhibits constitute our proposal based on the scope of work outlined in Exhibit A on page 3. This agreement is valid for 90 (ninety) calendar days. Any cost estimates stated herein are subject to equitable adjustment in the event of differing site conditions, changes in applicable laws or the scope of services, unforeseeable delays or difficulties beyond the reasonable control of Underground Services, Inc.

Professional Services to be provided under this contract are as follows:

- [x] Test Holes / Vacuum Excavation (Quality Level A)
- [x] Utility Markouts / Designating (Quality Level B)
- [ ] Records, Research and Recon (Quality Level C & D)
- [x] Surveying & Mapping
- [ ] Video Pipe Inspection (CCTV) / Hydro Jetting
- [ ] Concrete Slab Imaging
- [x] Traffic Control
- [x] Other:

For a description of the above professional services, please refer to Exhibit B on page 4 and for definitions refer to Exhibit C on Page 5.

Underground Services, Inc.

A Professional Corporation Specializing in Subsurface Utility Engineering

SoftDig

Design Accurately, Build Confidently

Exhibit A: Scope of Work and Fees

Underground Services, Inc.:

A. Field mark and provide field sketches of utilities detected in area(s) shown and as directed. SoftDig® will not be liable for any claims resulting from damage to public utilities not field marked by TX-811 Utility Call Center because of non-notification by client to the Call Center subsequent to SoftDig® markouts.
B. Not able to mark water if non-conductive without a tracer wire.
C. Not able to mark irrigation and is therefore excluded from the scope.
D. Not able to designate utilities beneath stockpiled/stored materials/supplies or parked vehicles/trailers.
E. Excavate by air/vacuum excavation at locations as directed AND provide field test hole data reports.
F. Deliver in CAD format for QLB findings and QLA test hole locations.

Kimley-Horn:

A. Restrict parking so as not to impede SoftDig's work.
B. Field direct areas of work and work activity.
C. Provide site access including mechanical rooms/basements.
D. Provide all available utility records and/or site facility contact.
E. Provide base map showing work area(s), exact site address and site contact representative with phone number prior to SoftDig's mobilization.

Fees

Surface Utility Locating (QL-B)	
8 Hours @ $235.00 Per Hour	$1,880.00
Sub-Surface Utility Locating (QL-A)	
16 Hours @ $325.00 Per Hour	$5,200.00
Traffic Control	
Est. 2 Days of Lane Closures @ $1,800.00 Per Day	$3,600.00
1 Permit @ $600.00 Per Permit	$600.00
Coring & Restoration (If Required)	
4 Cores @ $350.00 Per Core	$1,400.00
Survey & Mapping (Includes Post-Processing)	
1 Day @ $2,600.00 Per Day	$2,600.00
TOTAL	$15,280.00

Underground Services, Inc.: _____ October 1, 2025

Robert Medina
Texas Operations Manager

Date

Client Accepted: _____ _____

Signature Date

_____
Printed Name

_____
Title

Exhibit B: Scope of Services

All work in conformance with ASCE Publication CI/ASCE 38-22, Common Ground Alliance (CGA) and American Public Works Assoc. / Utility Location and Coordination Council (APWA/ULCC)

Records Research and Reconnaissance: (Quality Level D & C)

- Meet with owner's Project Engineer to discuss specifics and requirements of the assignment.
- Research and retrieve all available utility records.
- Conduct a site reconnaissance to validate probable utilities.
- Verify the existence of survey control and plan operational procedures.
- Research permit and special insurance requirements with appropriate agencies.

Surface Locates: (Quality Level C & B)

- Designate, record and mark the approximate horizontal location (accurate within 12± in.) of existing utilities by geophysical prospecting techniques.
- SoftDig® will use its best professional expertise and geophysical prospecting techniques to designate subsurface utilities. SoftDig® does not guarantee that utilities marked constitute all utilities within the project area.
- SoftDig® uses electromagnetic equipment and GPR; however, there exists the possibility that due to circumstances beyond the control of the designating technicians utilities may be non-detectable, or the horizontal location mark is not directly over the center-line of the utility. The following factors may limit or exceed the capabilities, accuracy, and reliability of the geophysical equipment: composition of the utility structure (non-metallic), soil characteristics (mineral content, debris, rocks), the salinity of groundwater, depth of utility, surface covering, embedded structures (re-bar, wire mesh), confined spaces, and external interference (power lines, guard rails, traffic, rail lines).
- Utility depths obtained by instrument readings (only if requested by client) are not guaranteed and are not to be used for design or basis for construction. Clients relying on instrument reading of depths do so at their own risk. True depth is only obtained by exposing the utility.
- Data Management (Survey and CADD Mapping) is not included unless specifically requested and included in Exhibit A – Schedule of Fees.

Subsurface Locates: (Quality Level A)

- SoftDig® will provide routinely and normally carried cones and warning signs for Maintenance of Traffic. Traffic conditions, location of test holes in roadway and permit requirements may require other devices (T.M.A., arrowboards, etc.) and/or flaggers or police detail. Such costs will be invoiced as an expense, as stated in Exhibit A – Schedule of Fees.
- Coordinate with utility company inspectors as required by the resultant agreement and by law.
- Neatly cut and remove existing paving, with the cut area not exceeding 12 in. x 12 in. Excavate using the SoftDig® vacuum excavation system.
- Excavate test holes with care as to prevent damage to utilities, however, any damage resulting from the condition of the utility due to age, burial conditions, covering, etc. is not the responsibility of SoftDig®.
- Back-fill with excavated material and compact in 6 inch lifts.
- Furnish, install and color-code a permanent above-ground marker (e.g. P.K. nail, peg, steel pin, or hub) directly above the center-line of the structure, as well as "down the hole" color-coded plastic ribbon.
- Provide a bituminous cold patch of pavement within the limits of the original cut at the time of back-fill. Pavement restoration is guaranteed for 3 years. If the test hole is excavated in an area other than the roadway pavement, the area disturbed will be restored to the condition prior to excavation. Excluded from this provision would be any disturbance to sub soil and ground water conditions that may result in a "quick condition" or "bubbling" of water to the surface from hydro-static pressure release resulting from excavation and through no fault of SoftDig®. Also excluded is restoring pavement with hot mixed/hot laid bituminous pavement or key-holing operations.
- Provide the following test hole information:
    - Elevation of top and/or bottom of utility tied to vertical control provided, to within 0.01 ft. If control is not provided, control will be assumed.
    - Locate the test hole by swing ties to 3 physical objects.
    - Elevation of existing grade over utility at test hole to within 0.01 ft.
    - Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems.
    - Utility structure material compositions, and condition when possible.
    - Pavement thickness, generalized soil type and unusual conditions.
- Should suspected hazardous material be encountered in the test hole, SoftDig® crews will immediately contact the client representative and our office. We will also comply with DOT Hazardous Material Regulation Procedures.
- Data Management (Survey and CADD Mapping) is not included unless specifically requested and included in Exhibit A – Schedule of Fees.

NOTE: Test holes shall be terminated if subsurface conditions (rock, boulders, groundwater, soil conditions, soil cave-in, trash / debris, or excessive depth) prevent advancement of excavation to expose the utility or to reach required depth.

Exhibit C: Definitions

Underground Services Inc. SoftDig® provides "Subsurface Utility Engineering", (SUE), that can reduce unforeseen conflicts between construction and underground utilities. It provides accurate information on the horizontal and vertical location of the underground utility facilities during the early development of projects. Through the use of this technology, designers can identify conflict points and design to accommodate and avoid delays and/or re-design during construction. The three main components of subsurface utility engineering [as defined by The Federal Highway Administration] are Designation, Location, and Data Management.

Designation (QL-B): The process of using a surface geophysical method or methods such as electro-magnetics and GPR to interpret the presence of a subsurface utility. The approximate horizontal location of a designated utility is marked on the ground surface with paint or other marking devices surveyed, and CADD mapped (if requested). This phase of the process allows broad-scope engineering decisions to be made early in the project.

Location (QL-A): Designation alone does not provide the high accuracy required for the detailed design of a project. Locating is the process of exposing, surveying, and recording the precise vertical and horizontal location of a subsurface utility. Factors such as utility material and condition may influence specific techniques. The typical technique for utility exposures is the use of the minimally intrusive SoftDig® air-entrainment/vacuum excavation technology, which significantly reduces the potential for damage to the structure being uncovered. This allows technicians to measure and record a utility line's precise vertical depth and horizontal position through a hole that may be no larger than 203 x 203 mm (8 x 8 in), preserving both utility and surface integrity. Vacuum excavation may also be utilized for "pilot" holes to excavate below the probable zone of underground utilities (6'± depth) for soil test borings, wells, caissons, etc.

Data Management: The key phase is Data Management/Quality Assurance which involves incorporating, correlating and reviewing information on the location and quality level of utilities - integral to the process of designing a project. Depiction of utilities from subsurface utility engineering and survey sources is usually accomplished via computer-aided design and drafting onto electronic files or other appropriate documents. Written reports, test hole summary sheets, photographs, and other data may accompany and supplement plan sheets. The earlier the data is used, the better. A project's impact on underground utilities may be a critical factor in determining a cost-effective design.

***Quality Levels:**

Work performed at a certain Quality Level is predicated on performing all lower-tiered Quality Levels. Example – for true Quality Level A work, Quality Level D through B as well as Quality Level A must be performed.

QL "D" -- Information derived from existing records or oral recollections.

QL "C" – Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level D information.

QL "B" -- Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities.

QL "A" -- Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point.

*Source: ASCE Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, American Society of Civil Engineers, Publication No. CI/ASCE 38-22