



WORK AUTHORIZATION NO. 1

PROJECT B: (P559) Berry Springs Park Improvements

This Work Authorization is made pursuant to the terms and conditions of the Agreement for Planning, Design and Engineering Services, being dated 08/04/2020 and entered into by and between **Williamson County** a political subdivision of the State of Texas, ("County"), and **Halff Associates, Inc.**, ("A/E").

PART 1. A/E shall provide Planning, Design and Engineering Services set forth in **Attachment A** of this Work Authorization.

PART 2. The maximum amount payable for Basic Services under this Work Authorization without modification is Sixty-Seven Thousand, Four Hundred One Dollars (\$ 67,401), as set forth in **Attachment B** of this Work Authorization.

PART 3. Payment to A/E for the services established under this Work Authorization shall be made in accordance with the Agreement.

PART 4. This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on 08/04/2021, as set forth in **Attachment C** of this Work Authorization. The Planning, Design and Engineering Services set forth in **Attachment A** of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

PART 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 6. County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Work Authorization. A/E understands and agrees that County's payment of amounts under this Work Authorization is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of reasonable administrative discretion, to continue to make payments under this Agreement. It is further understood and agreed by A/E that County shall have the right to terminate this Agreement at the end of any County fiscal year if the governing body of County does not appropriate sufficient funds as determined by County's budget for the fiscal year in question. County may affect such termination by giving written notice of termination to A/E.

PART 7. This Work Authorization is hereby accepted and acknowledged below.

EXECUTED this ____ day of _____, 20____.

A/E:

Halff Associates, Inc.

COUNTY:

Williamson County, Texas

By: _____
Signature

M. JAMES HEWES
Printed Name

DIRECTOR OF LANDSCAPE DEPT / TEAM LEAD
Title

By: _____
Signature

Printed Name

Title

ATTACHMENT A

BASIC SCOPE OF SERVICES

THE FOLLOWING SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE AGREEMENT. TO THE EXTENT THIS SCOPE OF SERVICES IS INCONSISTENT WITH THE AGREEMENT, THE AGREEMENT WILL SUPERSEDE THE SCOPE OF SERVICES AND WILL BE CONTROLLING.

In consideration of the Basic Fee provided in the Agreement, A/E shall perform the following Basic Services, based on standard architectural and engineering practices:

These services may include, but are not limited to as-built drawings, programming, architectural, structural, civil, mechanical, plumbing, electrical, hazardous materials, IT and security, landscape and irrigation, cost estimates and construction administration, master planning, facility condition assessment, forensic investigations, real estate evaluations, and specialized studies and analysis.

GENERAL REQUIREMENTS

Design Criteria. A/E shall prepare all work in accordance with the latest version of applicable County's procedures, specifications, manuals, guidelines, standard drawings, and standard specifications. A/E shall prepare each PS&E package in a form suitable for letting through County's construction contract bidding and awarding process.

Right-of-Entry and Coordination. A/E shall notify County and secure permission to enter private property to perform any surveying, environmental, engineering or geotechnical activities needed off County property. In pursuance of County's policy with the general public, A/E shall not commit acts which would result in damages to private property, and A/E shall make every effort to comply with the wishes and address the concerns of affected private property owners. A/E shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from County prior to each entry.

A/E shall notify County and coordinate with adjacent A/Es on all controls at project interfaces.

A/E shall prepare each exhibit necessary for approval by each utility, and other governmental or regulatory agency in compliance with the applicable format and guidelines required by each entity and as approved by County. A/E shall notify County in writing prior to beginning any work on any outside agency's exhibit.

Progress Reporting. A/E shall submit monthly (at a minimum) a progress status e-mail to County's Project Manager (PM) regardless of whether A/E is invoicing for that month.

A/E shall prepare and maintain a design and estimated construction schedule in a format acceptable to County during project phases prior to the Construction Administration Phase. A/E shall schedule milestone submittals per Attachment C – Production Schedule. Contractor shall prepare and maintain a construction schedule in Gantt chart format during the project Construction Administration Phase through the Close-out Phase.

Within 30 days of completion of construction of the project, A/E shall deliver all electronic files in formats acceptable to County.

Final payment is contingent upon County's receipt and confirmation by County's PM that the electronic files run and are formatted in accordance with the Agreement and all review comments are addressed.

A/E shall prepare a letter of transmittal to accompany each document submittal to County. At a minimum, the letter of transmittal must include County's project name, Agreement and Work Authorization numbers, as well as facility name and address.

Coordination. A/E shall coordinate issues through County's PM. County will communicate resolution of issues and provide A/E direction through County's PM.

Level of Effort. A/E shall base the level of effort at each phase on the prior work developed in earlier phases without unnecessary repetition or re-study.

Quality Assurance (QA) and Quality Control (QC). A/E shall provide peer review at all levels. For each deliverable, A/E shall maintain evidence of their internal review and mark-up of that deliverable as preparation for submittal. When internal mark-ups are requested by County in advance, County, at its sole discretion, may reject the deliverable should A/E fail to provide the evidence of quality control. A/E shall clearly label each document submitted for quality assurance as an internal mark-up document.

A/E shall perform QA and QC on all subconsultant products (when applicable to the project) prior to delivery to County. If, during the course of reviewing a submittal, it becomes apparent to County that the submittal contains unreasonable errors, omissions, or inconsistencies, County may cease its review and immediately return the submittal for appropriate action by A/E.

A submittal returned to A/E for this reason is not a submittal for purposes of the submission schedule. Rejected submittals shall not impact overall deadline of the Project nor the review period allotted to County officials. A/E shall provide an updated schedule showing interim submission date changes to make-up for any lost time. A/E shall not submit an invoice until County accepts the submittal as complete.

Organization of Plan Sheets. The PS&E package shall be complete and organized in a manner

that is suitable for the bidding and awarding of a construction contract.

Naming of Electronic Project Files and Organization of Design Project Folders. A/E shall use succinct and understandable file names including project name, file content, date created (i.e. "Project Name_SD PLANS_year.month.day"). A/E shall maintain files in an organized folder structure that is readily understandable to outside users to facilitate communication and minimize complications in project close-out.

SCOPE OF WORK:

Berry Springs Park
1801 CR 152, Georgetown, TX
Precinct 3
Program 2020-B

BERRY SPRINGS PARK PARKS BOND PROGRAM 2020-B (4/23/20)



SCOPE OF WORK

1. NEW REMOTE RESTROOM(S)
 - BLDG W/ MENS & WOMENS (1 TOILET & LAVATORY EACH)
 - NEEDS UTILITIES + SEPTIC
 - ADD / ALTERNATE FOR (2) UNISEX PIT TOILETS W/ SOLAR FANS
2. EXPAND PARKING (50-75 SPACES W/ LIGHTING)
 - OPTIONS TO CONVERT OVERFLOW PARKING LOCATIONS
3. ADD PARK MAINTENANCE COMPOUND (FENCED)
 - PREFAB BUILDING W/ UTILITIES (APPX. 2,500 SQFT)
 - OPEN-SIDED EQUIPMENT SHED FOR (9) VEHICLES
4. ADD SOUTH TRAIL EXTENSION ACROSS / UNDER CR 152 (CONCRETE)
 - ADD NATURAL SURFACE LOOP TRAIL ON OTHER SIDE OF CR 152
5. ADD COVERED / OPEN-AIR PAVILLION / GAZEBO FOR WEDDINGS (W/ ELECTRIC - SEATS 60)
 - LOCATE NEAR HEALTHY ORCHARD TREES FOR PICTURESQUE SCENERY
6. ADD PARK HQ / VISITOR CENTER (APPX. 800 SQFT W/ UTILITIES & SEPTIC)
 - RECEPTION, WORK SPACE, STAFF OFFICE, EMPLOYEE RESTROOM
7. ADD (10) SCREENED SHELTER SITES
 - PICNIC TABLE, FIRE RING, LANTERN POST, TENT PAD, PARKING W/ WATER / ELECTRIC

CONSTRUCTION BUDGETS

ITEM 1 = \$220,000
ITEM 3 = \$320,000
ITEM 5 = \$220,000
ITEM 6 = \$200,000
ITEM 7 = \$ 80,000

ALLOCATED FUNDS

ITEM 2 = \$350,000 (INCLUDING "SOFT COSTS")
ITEM 4 = \$1,500,000 (INCLUDING "SOFT COSTS")

BERRY SPRINGS PARK
PARKS BOND PROGRAM 2020-B (4/23/20)



DESIGN CHALLENGES

- A. "WHAT DOES PUBLIC SEE FOR MONEY SPENT?" - COMM. COVEY
- B. AVOID / MITIGATE FLOOD-PRONE AREAS
- C. EXISTING HOUSE AUCTION FAILED.
 - INCORPORATE STRUCTURE INTO DESIGN OR SALVAGE MATERIALS
- D. ARCHITECTURAL AESTHETICS RELATE TO HISTORY OF PECAN ORCHARD & MILL
- E. COMBINE FUNCTIONS IN 1 STRUCTURE WHERE POSSIBLE (i.e. HQ+RESTROOMS)
- F. DETERMINE BEST LOCATION FOR PARK HQ (ACCESSIBILITY / VISUAL SUPERVISION)
- G. DRIVE-IN CAMPING NEEDS VISUAL SUPERVISION & RV CAPABILITY
 - PROVIDE UTILITIES & SEWER TO PARK HOST RV LOCATION
- H. SEPARATE PARK RESIDENCE FROM HQ
- I. SEPARATE AREAS / FUNCTIONS FOR DAY-USE AND OVERNIGHT VISITORS
- J. MAY NEED MORE STAFF TO MANAGE PARK
- K. PLAN TO INTEGRATE ADJACENT 35-ACRES OF LAND

Design services shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in Attachment C – Production Schedule. Individual phases or groups of phases shall be authorized herein or by fully executed Supplemental Agreement, Work Authorization, or Supplemental Work Authorization thereto.

Phase I - SCHEMATIC DESIGN – Program, Plans, Outline Specifications and Estimate

Upon receipt of written Notice to Proceed, A/E shall accomplish the following:

- A. Analyze Preliminary Scope of Work to verify needs of County.
- B. Analyze preliminary construction budget to determine project feasibility.
- C. Investigate site/facility and verify known existing or available utility locations.
- D. For developed sites and occupied buildings, provide a construction phasing plan for minimal disruption to County operations during construction.
- E. If building a new structure, determine required foundation design from geotechnical test data.
- F. Determine the latest locally adopted versions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), Texas Accessibility Standards of the Elimination of Architectural Barriers Act, Article 9102, Texas Civil Statutes, International Building Code (IBC), ASHRAE 90.1, ASHRAE 62.1, International

Mechanical Code (IMC), International Plumbing Code (IPC), National Electric Code (NEC), National Fire Protection Association (NFPA), International Energy Conservation Code (IECC), applicable sediment and erosion control regulations, and any other applicable codes and ordinances.

- G. Advise County of any changes, additions, or corrections to the preliminary program, plans, specifications, and budget.
- H. When applicable, consult with the Texas Historical Commission's Division of Architecture in development of plans and specifications to ensure that proposed work complies with practices recommended by Secretary of the Interior's Standards for Rehabilitation.
- I. When applicable, prepare recommendations and estimates for removal or remediation when asbestos containing materials or other hazardous substances are present.
- J. Provide deliverables in accordance with County's Design Submittal Guidelines.

Phase II - DESIGN DEVELOPMENT - Plans, Specifications and Estimate

Upon County acceptance of previous phase, A/E shall proceed with the following work:

- A. Consult freely with County concerning the principal phases of the work and immediately advise County of any unusual requirements or features not apparent during execution of the Schematic Design Phase.
- B. Develop plans and specifications, which indicate materials, construction methods and buildings systems. These building systems may include (but are not limited to) architectural, structural, civil, mechanical, plumbing, electrical, hazardous material remediation, landscaping and irrigation and site work.
- C. When applicable, provide a plan with detailed site adaptation and utility extensions costs including letters of "commitment to provide services" from utility providers.
- D. Prepare a Design Development level cost estimate in a form acceptable to County.
- E. Submit Plans, Specifications, and all other required documentation for Site Development Permit application for the project with the local jurisdiction having review authority. Notify County's PM of any required submittal fees to be paid by County.
- F. Provide deliverables in accordance with County's Design Submittal Guidelines.

ATTACHMENT B

FEE SCHEDULE

This schedule indicates fees by Phase of the Basic Fee:

\$	67,401	100%
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100%

Halff Associates

\$	67,401
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Phase I - SCHEMATIC DESIGN✿

\$	19,632	29%
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Halff Associates

\$	19,632
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Phase II - DESIGN DEVELOPMENT✿

\$	47,769	71%
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Halff Associates

\$	47,769
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ATTACHMENT C

PRODUCTION SCHEDULE

A/E agrees to complete the professional design services called for in **Attachment A** of this Work Authorization within **Three Hundred Sixty-Five (365)** calendar days from the date of this Work Authorization.

The above time limits may, for good cause, be extended, in writing, by County as the Project proceeds.

The schedule below indicates various project milestones and target dates.
Standard end-of-phase review periods for County shall be (10) business days minimum.

Work Authorization Execution Date **08/04/20**

Phase I - SCHEMATIC DESIGN✿

Notice to Proceed	09/03/20
Preliminary Site Inventory and Analysis	09/17/20
Program and Scope Development	10/01/20
Schematic Design deliverables	11/02/20
County written authorization to proceed to next phase	11/13/20

Phase II - DESIGN DEVELOPMENT✿

Design Development deliverables	01/22/21
County review	02/03/21

Work Authorization Termination Date **08/04/21**