

# WORK AUTHORIZATION NO. 1

## PROJECT C1: Champion Park Parking Lot & Lighting Improvements (P552)

This Work Authorization is made pursuant to the terms and conditions of the Agreement for Design and Engineering Services, being dated **06/16/2020** and entered into by and between **Williamson County**, a body corporate and politic under the laws of the State of Texas, hereinafter "County", and **Studio 16:19, LLC**, hereinafter "A/E".

- PART 1.** A/E shall provide the following Landscape Architecture and Engineering Services set forth in **Attachment "B"** of this Work Authorization.
- PART 2.** The maximum amount payable for services under this Work Authorization without modification is indicated in **Attachment "C"** 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 Contract.
- 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 the date indicated in **Attachment "D"** of this Work Authorization. The Landscape Architecture and Engineering Services set forth in **Attachment "B"** 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 Contract.
- 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 Contract. It is further understood and agreed by A/E that County shall have the right to terminate this Contract at the end of any County fiscal year if the governing body of Williamson 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 30<sup>th</sup> day of June, 2020

A/E: studio 16:19, LLC

COUNTY:  
Williamson County, Texas

By: [Signature]  
Signature

By: [Signature]  
Signature

BRENT A. BAKER  
Printed Name

Bill Gravelle Jr  
Printed Name

MANAGING PRINCIPAL  
Title

County Judge  
Title

**LIST OF ATTACHMENTS**

**Attachment A** - Services to be Provided by County

**Attachment B** - Services to be Provided by A/E

**Attachment C** - Fee Schedule

**Attachment D** - Preliminary Work Schedule

## **Attachment A**

### **SERVICES TO BE PROVIDED BY COUNTY**

County Services will be performed in accordance with the Phases of work as described herein.

#### **Phases I+II - SCHEMATIC DESIGN & DESIGN DEVELOPMENT - Plans, Specifications, and Estimate:**

County will provide the following to A/E:

- A. available Williamson County facility design standards and guidelines.
- B. available existing documents with relevant site and facility information.
- C. a Preliminary Scope of Work.
- D. a preliminary construction budget.

County will perform the following for A/E:

- E. Review progress schedule, preliminary plans, specifications, and cost estimate.

County will review the following for A/E:

- A. plans and specifications.
- B. construction methods and materials.
- C. proposed building systems.
- D. detailed site adaptation and utility extensions costs including letters of "commitment to provide services" from utility providers.
- E. cost estimate.

#### **Phase III – REGULATORY REVIEW AND PERMITS - Plans, Specifications, and Permits:**

County will perform the following for A/E:

- A. Participate in any Pre-submittal Meetings required by local jurisdiction.
- B. Pay for initial Permit application fees.

County will review the following for A/E:

- C. permitting and TDLR comments from review authorities.
- D. proposed modifications to plans, specifications, and cost estimates to meet permitting and TDLR requirements.

#### **Phase IV - CONSTRUCTION DOCUMENTS - Plans, Specifications, and Estimate:**

County will review the following for A/E:

- A. plans, specifications, construction schedule, and cost estimates.

**Phase V – CONSTRUCTION CONTRACT BIDDING, AWARD AND EXECUTION:**

County will perform the following:

- A. Advertise the project, receive and open the bids, and award the contract upon recommendation and concurrence of A/E.
- B. Submit successful bid to Williamson County Commissioners Court for approval. Final decision of award will rest with County.
- C. Secure signed contract from successful bidder and submit to County Judge for signature.

**Phase VI - CONSTRUCTION ADMINISTRATION - Project Observation and Coordination:**

County will perform the following for A/E:

- A. Designate a Project Manager (PM) who will coordinate work performed by A/E.
- B. Approve commercial laboratories for required material testing.
- C. Process Contractor's monthly pay estimates using A/E's approved schedule of values for work complete.
- D. Approve Change Orders for changes that modify the scope of work.

**Phase VII – PROJECT CLOSE-OUT – Inspections and Documentation:**

County will perform the following:

- A. Accompany A/E for Final Inspection and provide input as necessary.
- B. Receive reviewed warranties, guarantees, bonds, operating instructions, and similar deliverables from A/E.
- C. Process Contractor's final payment after A/E's review for work complete.
- D. Receive Record Documents from A/E.

## Attachment B

### SERVICES TO BE PROVIDED BY A/E

A/E shall provide design services required for the preparation of plans, specifications and estimates (PS&E) and related documents for the following County facility:

Champion Park  
3830 Brushy Creek Rd., Cedar Park, TX  
Precinct 1  
Program 2020-C1

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

### PRELIMINARY SCOPES OF WORK:

#### CHAMPION PARK PARKS BOND PROGRAM 2020-C1 (4/23/20)



#### SCOPE OF WORK

1. NEW PARKING LOT (75-85 SPACES) PER 2017 PLANS
2. NEW LED PARKING LOT LIGHTING
3. NEW INFORMATION KIOSK
4. UPGRADE EXIST (13) PARKING LIGHTS TO MATCH NEW LED LIGHTING

#### TOTAL ALLOCATED FUNDS

ITEMS 1-3 = \$278,600 (INCLUDING "SOFT COSTS")  
ITEM 4 = \$26,400 (INCLUDING "SOFT COSTS")

### PROGRAM C1 PROJECT OBJECTIVES

1. New Parking Lot (approx. 75 to 85 spaces)

2. New LED Parking lot Lighting within New Parking Lot
3. New Trail Head Information Kiosk
4. Upgrade Existing Parking Lot Lighting in Existing Parking Lot to match New Parking Lot
5. Alternate to Retrofit Existing Parking Lot Lighting for Energy Efficiency

## **PROGRAM C1 PROJECT SERVICES & DELIVERABLES**

1. Provide Project Management services for coordination and collaboration between County, A/E, and their design team members.
2. Provide Tree/ Topographic Survey (approx. 4.5 AC) within the Project limits
3. Provide Geotechnical Services & Paving Design Criteria
4. Provide Environmental services including:
  - a. Texas Antiquities Code Coordination
  - b. Water Resources Survey
  - c. Technical Memo Preparation/ Comment Responses
5. Provide Preliminary Engineering & Concept Design
6. Provide Engineering Site Development Permit Set per City of Cedar Park requirements
7. Provide coordination with the City Development staff to resolve questions or comments that arise during the SDP review process with regard to the City requirements.
8. Provide Contributing Zone Plan (CZP) per TCEQ/ Edwards Aquifer Program
9. Provide Storm Water Pollution Prevention Plan (SWPPP)
10. Provide Electrical Engineering Design for exiting & new parking lighting
11. Provide Structural Engineering design for lighting pole bases and kiosk footings
12. Provide Landscape Design plans for turf, trees, and landscape to match existing.
13. Provide Irrigation Design as the proposed additions will require a retro fit design to the existing irrigation system.
14. Provide ADA accessibility review to comply with TDLR

## **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 Gantt chart format during project phases prior to the Construction Administration Phase. A/E shall schedule milestone submittals per Attachment D – Preliminary Work 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 Contract 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, contract 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.** For each Work Authorization, 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.

Design services to be provided by A/E shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in Attachment C - Fee Schedule, and Attachment D – Preliminary Work Schedule.

**Phase I+II - SCHEMATIC DESIGN & DESIGN DEVELOPMENT – Program, Plans, 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. 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 Phase I.
- I. 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.

- J. When applicable, provide a plan with detailed site adaptation and utility extensions costs including letters of “commitment to provide services” from utility providers.
- K. Prepare a Design Development level cost estimate in a form acceptable to County.
- L. 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.
- M. Provide deliverables in accordance with County’s Design Submittal Guidelines.

**Phase III – REGULATORY REVIEW AND PERMITS - Plans, Specifications, and Permits:**

Upon acceptance of Phase II by County, A/E shall proceed with the following work:

- A. When applicable, register the project with the Texas Department of Licensing and Regulation (TDLR) and obtain an EABPRJ number for inclusion on the project coversheet prior to Permit application submittal to the local jurisdiction having review authority. Register as the Owner’s Designated Agent for further correspondence with TDLR and Registered Accessibility Specialist (RAS).
- B. Participate in any Pre-submittal Meetings required by local jurisdiction prior to Permit application submittal.
- C. Submit Plans, Specifications, and all other required documentation for construction 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.
- D. Submit Construction Documents and Specifications to the Registered Accessibility Specialist (RAS) approved by County for Architectural Barriers plan review.
- E. Receive and respond to permitting comments by the local jurisdiction having review authority. If multiple review cycles are required, pay for any resubmittal fees required beyond initial fees paid by County.
- F. Receive TDLR plan review comments from the Registered Accessibility Specialist (RAS).
- G. Revise plans, specifications, and construction cost estimate as necessary to conform to permitting, accessibility, and budget requirements without additional charge to County.
- H. Provide deliverables in accordance with County’s Design Submittal Guidelines.

**Phase IV - CONSTRUCTION DOCUMENTS - Plans, Specifications and Estimate**

Upon acceptance of Phase III by County, A/E shall proceed with the following work:

- A. Prepare complete plans, specifications, and engineering calculations (without professional seals) setting forth in detail the work required for the architectural, structural, civil, mechanical, plumbing, electrical, landscaping and irrigation, and site work.
- B. Consult freely with County concerning the principal phases of the work immediately advise County of any unusual requirements or features not apparent during execution of Phase I-III.
- C. Prepare a detailed cost estimate of the project on a form acceptable to County.
- D. Prepare a construction schedule with a Gantt chart or other County approved format which lists the anticipated major activities required to complete the project.
- E. Complete the PS&E for the entire Project and its component parts. The Project detailed cost estimate shall not exceed the project construction budget as approved in writing by County.
- F. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase V – CONSTRUCTION CONTRACT BIDDING, AWARD, AND EXECUTION**

Upon acceptance of Phase IV by County, A/E shall proceed with the following work:

- A. Participate in a Pre-bid Meeting, answer RFI's from Contractors and suppliers, and prepare addenda items as required.
- B. After receipt of bids by County, advise County whether or not bids received are fair and reasonable, and whether or not the contract should be awarded on the basis of the bids received. County will make the final decision as to whether a construction contract will or will not be awarded.

**Phase VI - CONSTRUCTION ADMINISTRATION - Project Observation and Inspection:**

Upon acceptance of Phase V by County, A/E shall perform the following work:

- A. Provide general administration and be County's representative during the construction of the project. Advise, consult, and issue County's instructions to Contractor in writing with copies furnished to all parties. Prepare change orders and supplementary drawings.
- B. Review and submit copies of each shop drawing and submittal of materials and equipment to County.
- C. Conduct site visits with personnel technically qualified by education and experience to competently observe relevant aspects of construction. Make necessary observations to determine if workmanship and quality of materials generally conform to the plans and specifications, and that provisions of the contract are complied with.
- D. Reject work performed by Contractor which does not meet the requirements of the

Construction Documents; and, order removal and replacement of such work.

- E. Review progress estimates of work performed and invoiced by Contractor. Within one (1) week of receipt, submit written reviews to County.
- F. Coordinate TAS Inspection to be concurrent with Substantial Completion Inspection.
- G. Accompany County on Substantial Completion Inspection with appropriate staff and affiliates. Prepare a punch list of items needing correction. After Contractor has performed the required corrections, notify County in writing that the contract has been performed in general conformance with the plans and specifications and is ready for Final Inspection.
- H. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase VII – PROJECT CLOSE-OUT – Final Inspection and Document Review:**

Upon acceptance of Phase VI by County, A/E shall perform the following work:

- A. Accompany County on Final Inspection to determine if construction has been completed in general accordance with the Contract Documents.
- B. Review warranties, guarantees, bonds, equipment operating instructions, and similar deliverables to verify receipt, and general conformance to requirements of the Contract.
- C. After determining that the general requirements of the Plans and Specifications have been met, certify and approve Contractor's Final Application for Payment.
- D. Upon completion of construction and prior to the request for final payment, make changes in the original REVIT model or CAD files of the Project to show changes made and noted by Contractor of the work and final location of the mechanical service lines and outlets including outside utilities. Develop project Record Construction Drawings and Specifications.
- E. Provide deliverables in accordance with County's Design Submittal Guidelines.

## Attachment C

### FEE SCHEDULE

The schedule below indicates fees by Phase of the Lump Sum Amount: **\$ 151,571** 100%

32%	studio16:19, LLC - prime/ landscape architect	<b>\$ 49,060</b>
33%	WGI - civil engineer	<b>\$ 50,750</b>
6%	Gessner - structural engineer	<b>\$ 8,440</b>
10%	WGI - electrical engineer	<b>\$ 14,815</b>
6%	Gessner - geotechnical engineer	<b>\$ 8,927</b>
5%	Inland Geodetics - surveyor	<b>\$ 7,406</b>
6%	Cox McClain Environmental Consultant	<b>\$ 8,973</b>
2%	Altura Solutions - TAS/ADA	<b>\$ 3,200</b>

**Phase I+II - SCHEMATIC DESIGN & DESIGN DEVELOPMENT** **\$ 69,626** 46%

studio16:19, LLC - prime/ landscape architect	\$ 19,720
WGI - civil engineer	\$ 14,750
Gessner - structural engineer	\$ 3,645
WGI - electrical engineer	\$ 6,205
Gessner - geotechnical engineer	\$ 8,927
Inland Geodetics - surveyor	\$ 7,406
Cox McClain Environmental Consultant	\$ 8,973
Altura Solutions - TAS/ADA	\$ -

**Phase III - REGULATORY REVIEW AND PERMITS** **\$ 22,240** 15%

studio16:19, LLC - prime/ landscape architect	\$ 6,240
WGI - civil engineer	\$ 14,000
Gessner - structural engineer	\$ -
WGI - electrical engineer	\$ -
Gessner - geotechnical engineer	\$ -
Inland Geodetics - surveyor	\$ -
Cox McClain Environmental Consultant	\$ -
Altura Solutions - TAS/ADA	\$ 2,000

**Phase IV - CONSTRUCTION DOCUMENTS** **\$ 28,360** 19%

studio16:19, LLC - prime/ landscape architect	\$	10,100	
WGI - civil engineer	\$	12,000	
Gessner - structural engineer	\$	1,860	
WGI - electrical engineer	\$	4,400	
Gessner - geotechnical engineer	\$	-	
Inland Geodetics - surveyor	\$	-	
Cox McClain Environmental Consultant	\$	-	
Altura Solutions - TAS/ADA	\$	-	
<b>Phase V - BIDDING, AWARD, AND EXECUTION</b> □	<b>\$</b>	<b>6,850</b>	5%
<hr/>			
studio16:19, LLC - prime/ landscape architect	\$	3,180	
WGI - civil engineer	\$	2,500	
Gessner - structural engineer	\$	385	
WGI - electrical engineer	\$	785	
Gessner - geotechnical engineer	\$	-	
Inland Geodetics - surveyor	\$	-	
Cox McClain Environmental Consultant	\$	-	
Altura Solutions - TAS/ADA	\$	-	
<b>Phase VI - CONSTRUCTION ADMINISTRATION</b> □	<b>\$</b>	<b>18,655</b>	12%
<hr/>			
studio16:19, LLC - prime/ landscape architect	\$	7,680	
WGI - civil engineer	\$	5,000	
Gessner - structural engineer	\$	2,550	
WGI - electrical engineer	\$	3,425	
Gessner - geotechnical engineer	\$	-	
Inland Geodetics - surveyor	\$	-	
Cox McClain Environmental Consultant	\$	-	
Altura Solutions - TAS/ADA	\$	-	

<b>Phase VII - PROJECT CLOSE-OUT</b>	<b>\$</b>	<b>5,840</b>	<b>4%</b>
studio16:19, LLC - prime/ landscape architect	\$	2,140	
WGI - civil engineer	\$	2,500	
Gessner - structural engineer	\$	-	
WGI - electrical engineer	\$	-	
Gessner - geotechnical engineer	\$	-	
Inland Geodetics - surveyor	\$	-	
Cox McClain Environmental Consultant	\$	-	
Altura Solutions - TAS/ADA	\$	1,200	

## Attachment D

### PRELIMINARY WORK SCHEDULE

The schedule below indicates various project milestones and their respective target completion dates throughout the project. The Schedule may be refined during the course of the Project but shall not predate the Execution Date nor exceed the Termination Date.

Standard end-of-phase review periods for County shall be (10) business days minimum.

Work Authorization Execution Date **06/16/20**

#### **Phase I+II - SCHEMATIC DESIGN & DESIGN DEVELOPMENT** □

---

Preliminary Scope and Budget analysis deliverables	07/16/20
60% Plans, Specifications and Estimate deliverables	08/17/20
County written authorization to proceed to next phase	08/28/20
Civil Site Development Permit application submittal to City	07/14/20
Civil WPAP Permit application submittal to TCEQ	07/14/20

#### **Phase III - REGULATORY REVIEW AND PERMITS** □

---

Sealed Plans and Specifications and Estimate deliverables to County	09/04/20
Plans submittal to TDLR and Permit application submittal to City	09/11/20
Site Development and Construction Permits received from City	10/12/20

#### **Phase IV - CONSTRUCTION DOCUMENTS** □

---

Complete Plans, Specifications and Estimate deliverables	11/26/20
County written authorization to proceed to next phase	12/08/20

#### **Phase V - BIDDING, AWARD, AND EXECUTION** □

---

Permitted Plans and Specifications and Estimate deliverables to County	12/15/20
County advertises project for Bid	12/29/20
Contract Award	01/29/21



**Phase VI - CONSTRUCTION ADMINISTRATION**

---

Contractor Notice to Proceed	02/04/21
Construction Substantial Completion	07/05/21

**Phase VII - PROJECT CLOSE-OUT**

---

Record Documents deliverables	08/04/21
Work Authorization Termination Date	<b>12/15/21</b>