

November 7, 2023

Cheryl Rogers, P.E.
City Engineer
City of Boerne
447 N. Main Street
Boerne, TX 78006



RE: Proposal for Professional Services – Boerne Parking Lot Improvements – Boerne, Texas

Cheryl:

Open Air Studios, LLC ("OAS") is pleased to provide this proposal related to the architectural services for Boerne Parking Lot Improvements. OAS's work would pertain solely to the landscape architectural services associated with the proposed improvements located on +/- .45 acres near the intersection of River Rd. and Plant Rd., Boerne, Texas.

OAS assumes our basic service fee will relate to the following parking improvements listed below and defined in the approved Conceptual Design Plan dated September 12, 2023 (attached). These services will include the following:

- Prepare and provide a Design Development Plans that will determine the final characteristics of the design elements and configuration of the parking lot including grading/drainage, electric requirements, pavement design, local and state design requirements, etc.
- Prepare and provide Construction Documents Plans which will describe the project in greater detail and are suitable for bidding and constructing the project.

Basic design services shall include the services of a Civil Engineer, MEP Engineer, and Structural Engineer. Sitework needing assistance or documentation of an architect, surveyor or geo-technical engineer are not part of the basic services and will be an additional service.

SCOPE OF BASIC SERVICES

Open Air Studios basic services will be as follows:

Design Development Phase

1. Meet with the project team to confirm program information that was established during the Conceptual Design Phase.
2. Coordinated design files with civil engineer and project team to establish an overall working file for the site.
3. Begin and complete necessary code research for project including entries, fire, accessibility code research, etc.
4. Prepare and finalize the site plan to determine final documentation of the following elements:

- Parking Lot Layout, Driveway Cuts, Entry and Exits
 - Special Pavement Areas
 - Parking Lot Fencing and Screening
 - Parking Lot Signage and Information Signage
 - Coordination of grading and utilities
 - Pedestrian Connections
 - Planting Design
5. Prepare and present preliminary cost estimates of probable construction costs.
 6. Attend three (3) project meetings / conference calls as required for coordination and review.

Construction Documents Phase

1. Prepare Construction Documents in compliance with local, state, and national codes and ordinances. Documents will include civil engineering, structural engineering, and MEP engineering plans and specifications.
2. Provide material and layout plans indicating the various materials as well as horizontal dimensioning and vertical control to construct the project.
3. Provide hardscape construction details which indicate the quality and finishes of the final product.
4. Provide planting plans to lay out trees, shrubs, vines, groundcover, and turf. This shall include a plant list with plant names, sizes, spacing, etc. This proposal does not include Tree Perseveration and/or Mitigation Plans or Methods.
5. Provide irrigation plans to lay out irrigation system and all components.
6. Provide technical sections of the specifications covering work shown within the construction documents.
7. Respond to local and/or state government review as required to obtain permitting.
8. Attend three (3) project meetings as required for coordination and review.

Bid and Construction Administration Phase

Bid and Construction Administration for this project will be based on an hourly rate approved by the City of Boerne at the time of services.

This proposal assumes two (2) Design Development submittal reviews and two (2) Construction Document submittal reviews will be required. Assumes project coordination will occur within Client meetings.

Consultants: Basic Services includes the services of a civil engineer, structural engineer, MEP engineer, and irrigation consultant. Sitework needing assistance or documentation of an architect, surveyor, or geo-technical engineer will be provided and compensated by the Client.

SCHEDULE

The preliminary schedule for the Basic Services described above will be as follows:

Project Schedule	Days
Design Development	60 Days
Construction Documents	75 Days
Bidding	21 Days
Construction	225 Days

The time of construction is tentative and will be dependent upon the awarded contractor and time of construction start date, weather delays, material availability, etc. OAS bears no responsibility and has no control over the time of construction for proposed improvements.

In addition, this preliminary schedule is based upon proposed improvements discussed during contract negotiations. If proposed improvements are altered or added, this preliminary schedule will be affected and revised.

COMPENSATION

Our fees and expenses for the Basic Services described above will be as follows:

Design Development Phase	\$28,550
Construction Documents Phase	\$45,900
Total	\$74,450

REIMBURSABLE EXPENSES

In addition to the Basic Services fee, reimbursable expenses will be invoiced at our actual cost, plus 10% administrative charge. Reimbursable expenses are all monies expended specifically for and to professionally complete the project. They include, but are not limited to:

- Fees and Expenses paid for securing approval of Authorities Having Jurisdiction (AHJ) over the Project.
- Shipping, delivery and mailing of all reports, drawings, specifications, and other items in connection with the Project.
- Travel Expenses, including but not limited to automobile expenses, mileage, auto rental as necessary for moderate size category, parking, including all applicable taxes, and mileage to and from the Architect's office.
- Courier services, transmission, and reproduction of documents.

As required by the State of Texas, a project with building construction costs over \$50,000 will be submitted for review and subsequent inspection by a registered Texas Accessibility Standards licensed inspector. The State of Texas has standard fees based on construction costs. These fees are typically in the range of \$1,000 to \$1,500. Any associated registration, plan review and inspection fees will be considered direct reimbursable expenses.

ADDITIONAL SERVICES

The following services are not included in Basic Services:

- Meetings or presentations not described specifically above including coordination and project outreach with County Officials, general public, etc.
- Special request of Administration Exceptions and/or Variances from governing agencies.
- Associated permitting fees.
- Revisions to work after prior approval by Client.
- Consultants not listed above.
- Meetings or presentations not described specifically.
- Communications and security systems design and specifications.
- Building way-finding graphics/signage design and specifications.
- Extensive drawing, survey, and digital file changes - exceeding three revisions.
- Changes to scope of work or plans after 100% submission.
- Drawing perspectives, bird's eye views, renderings not described specifically, etc.

Cheryl, we really appreciate the opportunity to provide services for this project. If you have any questions about the proposal, do not hesitate to contact me.

Sincerely,



Matthew Moczygemba, PLA
Managing Member
Open Air Studios, LLC

Agreed and Accepted by:		
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Signed	Date	
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Name	Title	
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REFER TO CITY OF BOERNE AGREEMENT TO PROVIDE PROFESSIONAL SERVICES ARCHITECTS AND ENGINEERS EXECUTATED ON:		
<hr/>		
Month	Date	Year



Scale: 1" = 10' - 0"
July 2023

CITY OF BOERNE

Parking Lot Improvements



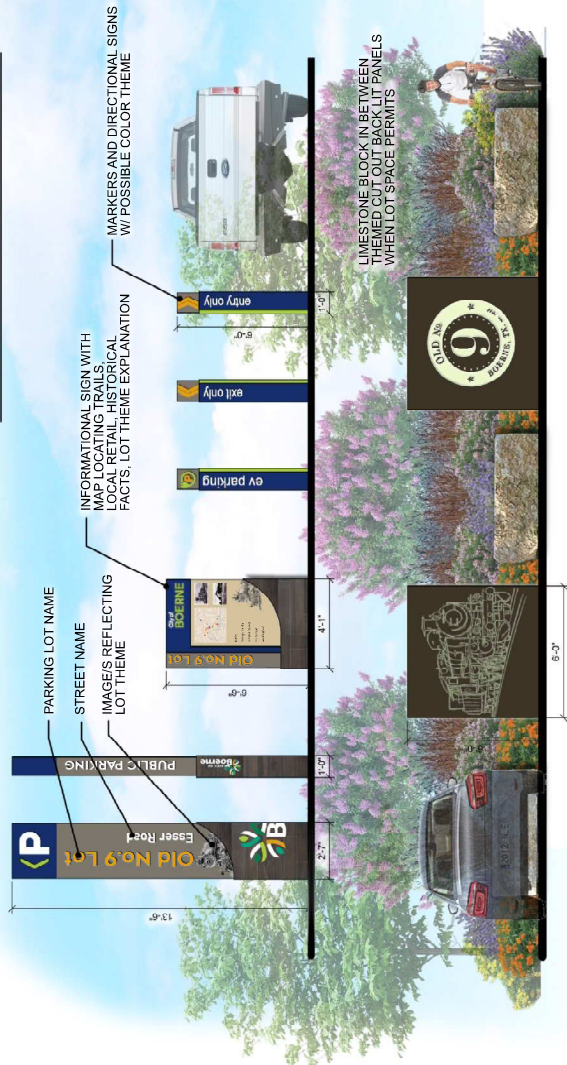
45 DEGREE PARKING LAYOUT

"A" Row Depth	19'-0"
"B" Aisle Width	13'-0"
"C" Stall Width	9'-0"
"D" Stall Length	18'-0"
"E" Curb Length	12.7

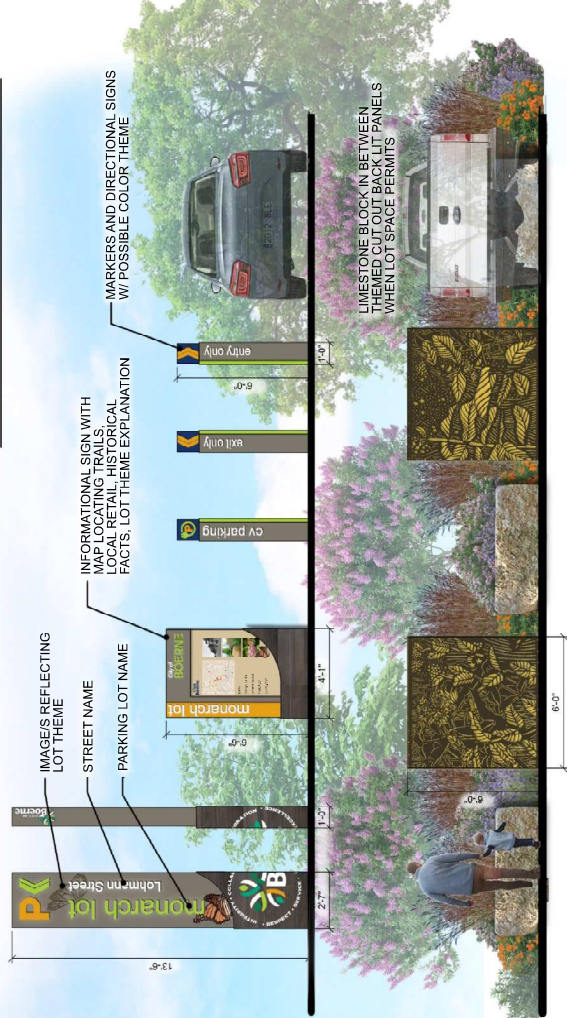
36 TOTAL PARKING SPACES

- 3 EV PARKING STATIONS (1 ACCESSIBLE SPACE)
- 2 ACCESSIBLE PARKING

PARKING LOT SIGNAGE - CONCEPT 3



PARKING LOT SIGNAGE - CONCEPT 2



PARKING LOT REFERENCE IMAGES



PARKING LOT MARKER CONCEPTS

EACH LOT TO HAVE A DIFFERENT THEME.
POSSIBLE THEMING: LOCAL ECOLOGY
OR HISTORY.
EACH PARKING LOT TO HAVE A DIFFERENT
CUT OUT THEME WITH COLOR ACRYLIC
BACKGROUND
PARKING LOT PLANTING TO REFLECT
LANDSCAPE PALETTE REFERENCED UNDER
REGIONAL IDENTITY IN:
"URBAN CORRIDORS DESIGN AND
ENHANCEMENT" BY KIMLEY HORN.

PARKING LOT SIGNAGE - CONCEPT 1

