



Proposal for Engineering Services

*By Recreation Engineering & Planning (REP)
September 26, 2012*

The following proposal is for design and engineering of proposed access and bank improvements along the San Marcos River in San Marcos, TX. The proposal is being submitted to Melani Howard, as requested.

Work Item	Task	Cost
1	Project Kickoff Meeting: REP staff will travel to San Marcos to meet with City Staff and critical stakeholders in order to identify critical issues of concern and tour of individual sites, perform on site surveys and photo document the sites. (1 trip, 2 staff)	\$5,800
2	Project Management/Coordination: Develop and update a project schedule, monitor and adjust deadlines and milestones, compile and track an issues list, coordinate regularly with a City representative regarding progress of the work.	\$11,600
3	Conceptual Design Development: REP will develop conceptual designs for all seven sites, revise and update existing plans, includes presentation boards, perspective drawings, cost estimates, & narrative report.	\$28,275
3	Concept Design Public Meeting/City Council Meeting: REP will travel to San Marcos to attend a public meeting in order to present the concept plans. REP will attend a City Council meeting in order to present the concept plans to the City Council. (Assumes public meeting and City Council meeting can be scheduled consecutively so that only one trip is required. 1 trip, 2 staff)	\$7,250.00
4	Permit Documentation: REP will support the City of San Marcos' permitting efforts with technical documentation as required.	\$7,250.00
5	Construction Plans and Specs: REP will prepare final design plans and specifications for each site including technical specifications, typical details and general notes. Includes review by City Staff and Stakeholders.	\$24,650.00
6	Detailed Cost Estimate: REP will prepare a detailed engineer's construction estimate.	\$3,625.00
7	Request for Proposal Assistance: REP will support the City of San Marcos during the bidding process by: A) assist the City in distribution of bid docs, B) assist the City in obtaining bids, C) attend a pre-bid conference, D) review bids and provide a written recommendation. (1 trip, 1 staff)	\$7,250.00



8	Construction Contract Administration: REP will assist the City in administrating the construction contract including: reviewing pay requests/submittals, change orders, prepare progress reports, and monitor permit compliance.	\$13,050.00
9	Pre-Construction Meeting: REP staff will attend a pre-construction meeting in San Marcos. (1 trip, 1 staff)	\$2,900.00
10	Construction Administration: REP will perform on site inspections, work quality acceptance, minor field changes, minor changes to plans and specs, answering contractor questions, determine substantial and final completion of project on behalf of the City of San Marcos. (6 trips, 1 staff/trip)	\$36,250.00
11	One Year Inspection: REP will perform a one year inspection of the improvements and prepare a summary report. (1 trip, 1 staff)	\$2,900.00
	Subtotal:	\$150,800.00
	Travel Expenses:	\$18,200.00
	Administrative Costs 2%:	\$3,000.00
	Total Base Cost (U.S. Dollars):	\$172,000.00
<i>Notes: assumes 3 month construction period, assumes City will obtain all permits, REP will assist/provide technical documentation as requested assumes City will provide adequate base mapping/surveying.</i>		

Schedule

Work can begin immediately upon notice to proceed, and will be tailored to meet the schedule set by the City of San Marcos.

Payment

Invoices will be sent every 30 days for work completed plus expenses. Payment is due within 30 days.

If the above proposal is acceptable to you, please sign both copies and return one to REP.



Submitted by:

9/26/12

Gary M. Lacy, P.E.
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Date

Approved by:

[Please Type Name, Title,
Address, and
Telephone Number]

Date