

STATE OF TEXAS §

COUNTY OF BRAZOS §

PROFESSIONAL SERVICES CONTRACT

This Contract, dated the ____ day of _____, 2018, is between the **City of Bryan**, a Texas home-rule municipal corporation, (City) and **Burditt Consultants, LLC** (FIRM), whereby the FIRM agrees to provide the City with certain services as described herein and the City agrees to pay the FIRM for those services.

1. Scope of Services

In consideration of the compensation stated in **Paragraph 2**, the FIRM agrees to provide the City with the services as described in **Exhibit A (Scope of Services), Exhibit B (Fee Summary & Estimated Monthly Fee Schedule), Exhibit C (Project Schedule), Exhibit D (RFQ #18-014), and Exhibit E (FIRM’S Statement of Qualifications)**, which are incorporated herein by reference for all purposes, and which services may be more generally described as follows:

“Architectural / Engineering Services for Park Design for City Property Located at the Northwest Corner of Villa Maria Road and South College Avenue (property includes the Travis B. Bryan Municipal Golf Course property and current Astin Recreation Area and Williamson Park)”

2. Payment

In consideration of the FIRM’s provision of the services in compliance with all terms and conditions of this Contract, the City shall pay the FIRM according to the terms set forth in **Exhibit A, Exhibit B, Exhibit C, Exhibit D, and Exhibit E**. Except in the event of a duly authorized change order, approved by the City in writing, the total cost of all professional services and expenses provided under this Contract may not exceed **\$487,000 for Phase I of the project. If the City approves Phase II for Final Design, this Contract will be amended or a new contract issued for FIRM to complete Final Design services based on an amount no greater than 7.75% of the City Council-approved Statement of Probable Costs**. It is understood this amount includes a not-to-exceed amount for reimbursable expenses, commensurate with agreed upon quantity of printed drawing sets, in accordance with the fee schedule set forth in **Exhibit B**.

3. Time of Performance

A. All work and services provided under this Contract must be completed as outlined in **Exhibit A, Exhibit B, Exhibit C, Exhibit D, and Exhibit E**.

B. **Time is of the essence of this Contract**. The FIRM shall be prepared to provide the professional services in the most expedient and efficient manner possible in order to complete the work by the project timeline specified in **Exhibit A, Exhibit B, Exhibit C, Exhibit D, and Exhibit E**.

4. Warranty, Indemnification, & Release

A. As an experienced and qualified FIRM, the FIRM warrants that the information provided by the FIRM reflects high professional and industry standards, procedures, and performances. The FIRM warrants that the performance of all services under this Contract will be pursuant to a high standard of performance in the profession. The FIRM warrants that the FIRM will exercise diligence and due care and perform in a good and workmanlike manner all of the services pursuant to this Contract. Approval

of the City shall not constitute, or be deemed, a release of the responsibility and liability of the FIRM, its employees, agents, or associates for the exercise of skill and diligence to promote the accuracy and competency of their services, or any document, nor shall the City's approval be deemed to be the assumption of responsibility by the City for any defect or error in the aforesaid documents prepared by the FIRM, its employees, associates, agents, or subcontractors.

B. The FIRM shall promptly correct any defective services or documents furnished by the FIRM at no cost to the City. The City's approval, acceptance, use of, or payment for, all or any part of the FIRM's services hereunder or of the scope of work itself shall in no way alter the FIRM's obligations or the City's rights hereunder.

C. In all activities or services performed hereunder, the FIRM is an independent contractor and not an agent or employee of the City. The FIRM and its employees are not the agents, servants, or employees of the City. As an independent contractor, the FIRM shall be responsible for the professional services and the final work product contemplated under this Contract. Except for materials furnished by the City, the FIRM shall supply all materials, equipment, and labor required for the professional services to be provided under this Contract. The FIRM shall have ultimate control over the execution of the professional services. The FIRM shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees or subcontractors, and the City shall have no control of or supervision over the employees of the FIRM or any of the FIRM's subcontractors.

D. The FIRM must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, employees, agents, subcontractors, licensees, and other persons, as well as their personal property, while in the vicinity of the Project or any of the work being done on or for the Project. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the FIRM, its officers, employees, agents, subcontractors, invitees, licensees, and other persons.

E. Responsibility for damage claims (indemnification): FIRM shall defend, indemnify and save harmless the City and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person or persons or property resulting from the FIRM's negligent performance of the work, or by or on account of any claims or amounts recovered under the Worker's Compensation Law or any other law, ordinance, order or decree, and his sureties shall be held until such suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to the effect furnished the City. The FIRM shall defend, indemnify and save harmless the City, its officers, agents and employees in accordance with this indemnification clause only for that portion of the damage caused by FIRM's negligence.

F. Release. The FIRM releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the FIRM or its employees and any loss of or damage to any property of the FIRM or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the FIRM's negligent performance of the work. Both the City and the FIRM expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance.

5. FIRM's Insurance

The FIRM agrees to maintain the minimum insurance coverage and comply with each condition set forth below during the duration of this contract with the City. All parties to this contract hereby agree the FIRM's

coverage will be primary in the event of a loss, regardless of the application of any other insurance or self-insurance.

FIRM must deliver to City a certificate(s) of insurance evidencing such policies are in full force and effect within ten (10) business days of notification of the City intent to award a Contract. No contract shall be effective until the required certificate(s) have been received and approved by the City. Failure to meet the insurance requirements and provide the required certificate(s) and any necessary endorsements within ten (10) business days **may cause the contract to be rejected**. The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent.

A. **Workers' Compensation Insurance & Employers' Liability Insurance** - FIRM shall maintain Workers' Compensation insurance for statutory limits and Employers' Liability insurance with limits not less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease. FIRM shall provide Waiver of Subrogation in favor of the City and its agents, officers, officials, and employees. This requirement may be waived with satisfactory evidence that the FIRM is a sole proprietor or partnership and has no employees.

B. **Commercial General Liability Insurance** - FIRM shall maintain Commercial General Liability (CGL) with a limit of not less than \$1,000,000 per occurrence and an annual aggregate of at least \$2,000,000. CGL shall be written on a standard ISO "occurrence" form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. No coverage shall be deleted from the standard policy without notification of individual exclusions and acceptance by the City. The City and its agents, officers, officials, and employee shall be listed as an additional insured.

C. **Business Automobile Liability Insurance** - FIRM shall maintain Business Automobile Liability insurance with a limit of not less than \$1,000,000 each accident. Business Auto Liability shall be written on a standard ISO version Business Automobile Liability, or its equivalent, providing coverage for all owned, non-owned and hired automobiles. FIRM shall provide Waiver of Subrogation in favor of the City and its agents, officers, officials, and employees.

D. **Professional Liability Insurance** - FIRM shall maintain Professional Liability (errors & omissions) insurance with a limit of not less than \$1,000,000. If written on a "Claims-Made" form, FIRM agrees to maintain a retroactive date equivalent to the inception date of the contract (or earlier) and maintain continuous coverage or a supplemental extended reporting period for a minimum of two (2) years after the completion of this contract. FIRM will be responsible for furnishing certification of coverage for two (2) years following contract completion.

E. **Policy Limits** - Required limits may be satisfied by a combination of primary and umbrella or excess liability policies. FIRM agrees to endorse City and its agents, officers, officials, and employees as an additional insured, unless the Certificate states the Umbrella or Excess Liability provides coverage on a pure "True Follow Form" basis.

F. **Deductibles, Coinsurance Penalties & Self-Insured Retention** - FIRM may maintain reasonable and customary deductibles, subject to approval by the City. FIRM shall agree to be

fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention.

G. Subcontractors - If the FIRM's insurance does not afford coverage on behalf of any Subcontractor(s) hired by the FIRM, the Subcontractor(s) shall maintain insurance coverage equal to that required of the FIRM. It is the responsibility of the FIRM to assure compliance with this provision. The City accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

H. Acceptability of Insurers - Insurance coverage shall be provided by companies admitted to do business in Texas and rated A-:VI or better by AM Best Insurance Rating.

I. Evidence of Insurance - A valid certificate of insurance verifying each of the coverages required shall be issued directly to the City within ten (10) business days by the successful FIRM's insurance agent or insurance company after contract award. Endorsements must be submitted with the certificate. No contract shall be effective until the required certificates have been received and approved by the City. Renewal certificates shall be sent a minimum of ten (10) business days prior to coverage expiration. Upon request, FIRM shall furnish the City with certified copies of all insurance policies.

The certificate of insurance and all notices shall be sent to:
City of Bryan
Risk Management
PO Box 1000
Bryan, TX 77805
Emailed to: mquiroya@bryantx.gov

Failure of the City to demand evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency shall not be construed as a waiver of FIRM's obligation to maintain such insurance.

J. Notice of Cancellation, Non-renewal, Material Change, Exhaustion of limits - FIRM must provide minimum thirty (30) calendar days prior written notice to the City of policy cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage. If City is notified a required insurance coverage will cancel or non-renew during the contract period, the FIRM shall agree to furnish prior to the expiration of such insurance, a new or revised certificate(s) as proof that equal and like coverage is in effect.

K. FIRM's Failure to Maintain Insurance - If the FIRM fails to maintain the required insurance, the City shall have the right, but not the obligation, to withhold payment to FIRM until coverage is reinstated or to terminate the Contract.

L. No Representation of Coverage Adequacy - The requirements as to types and limits, as well as the City's review or acceptance of insurance coverage to be maintained by FIRM, is not intended to nor shall in any manner limit or qualify the liabilities and obligations assumed by the FIRM under the Contract.

6. Termination

A. The City may terminate this Contract at any time upon thirty (30) calendar day's written notice. Upon the FIRM's receipt of such notice, the FIRM shall cease work immediately. The FIRM shall be compensated for the services satisfactorily performed prior to the termination date.

B. If, through any cause, the FIRM fails to fulfill its obligations under this Contract, or if the FIRM violates any of the agreements of this Contract, the City has the right to terminate this Contract by giving the FIRM five (5) calendar days written notice. The FIRM will be compensated for the services satisfactorily performed before the termination date.

C. No term or provision of this Contract shall be construed to relieve the FIRM of liability to the City for damages sustained by the City because of any breach of contract by the FIRM. The City may withhold payments to the FIRM for the purpose of setoff until the exact amount of damages due the City from the FIRM is determined and paid.

7. Miscellaneous Terms

A. This Contract has been made under and shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Brazos County, Texas.

B. Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

The City of Bryan:
Attn: City Manager
P.O. Box 1000
Bryan, Texas 77805

The FIRM: Burditt Consultants, LLC
Attn: Charles Burditt
P.O. Box 1424
Conroe, Texas 77305

C. No waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

D. This Contract represents the entire and integrated agreement between the City and the FIRM and supersedes all prior contracts, negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

E. This Contract and all rights and obligations contained herein may not be assigned by the FIRM without the prior written approval of the City.

F. The FIRM, its agents, employees, and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Bryan, and with all applicable rules and regulations promulgated by local, state, and national boards, bureaus, and agencies. The FIRM must obtain all necessary permits and licenses required by state law for professional services being provided under this Contract.

G. Reimbursable or other miscellaneous expenses incurred by the FIRM shall be included in the contract price as stated in Section 2 above.

H. The parties acknowledge that they have read, understood, and intend to be bound by the terms and conditions of this Contract.

8. Exhibits

The Exhibits are as follows:

- **Exhibit A** – Scope of Services
- **Exhibit B** – Fee Summary & Estimated Monthly Fee Schedule
- **Exhibit C** – Project Schedule
- **Exhibit D** – RFQ # 18-014
- **Exhibit E** – FIRM’S Statement of Qualifications

9. Disclosure of Interested Parties

A. In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. The process as implemented by the Commission is as follows:

1. A business entity must use the application to enter the required information on Form 1295 and print a copy of the form and a separate certification of filing that will contain a unique certification number.
2. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 and certification of filing must be filed with the City “at the time the business entity submits the signed contract” to the City.
3. The City must notify the Commission, using the Commission’s filing application, of the receipt of the filed Form 1295 and certification of filing not later than the 30th day after the date the contract binds all parties to the contract.

For more information regarding how to file Form 1295, please click on the following link: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

10. Nepotism

A. By signing below, the FIRM certifies that neither the signatory nor any co-owner of the FIRM is related to a member of the City Council of the City of Bryan within the third degree of consanguinity (blood) or within the second degree of affinity (marriage).

(SIGNATURE PAGE FOLLOWS)

APPROVED FOR COUNCIL:

CITY OF BRYAN:

Kean Register, City Manager
Date: _____

Andrew Nelson, Mayor
Date: _____

APPROVED AS TO FORM:

ATTEST:

Janis K. Hampton, City Attorney
Date: _____

Mary Lynne Stratta, City Secretary
Date: _____

FIRM:

By: _____
Charles Burditt, President

Date: _____

STATE OF TEXAS §
 §
COUNTY OF _____ §

ACKNOWLEDGEMENT

This instrument was acknowledged before me on the _____ day of _____, 2018, by Charles Burditt, President on behalf of Burditt Consultants, LLC.

Notary Public in and for the State of Texas

Exhibit A

SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City desires a park design for City property located at the northwest corner of Villa Maria Road and South College Avenue (property includes the former Travis B. Bryan Municipal Golf Course property and current Astin Recreation Area and Williamson Park). This park design will contemplate not only the affected site but will also contemplate downstream and upstream drainage impacts.

The City is hiring FIRM to provide design services to be performed in two (2) Phases consisting of seven (7) Tasks:

Phase I – Preliminary Design, PER, and Master Plan

- 1) Public Engagement and Programming
- 2) Schematic Design and Master Plan
- 3) Preliminary Engineering/Survey/Environmental Report

Phase II – Design Development and Final Design (requires City Council approval to move forward)

- 4) Design Development
- 5) Construction Documents
- 6) Bidding and Award
- 7) Construction Observation

The following Basic Scope of Services exclusively addresses Phase I of the Project. Phase II services will be subject to City Council approval of an amendment to this Contract or agreement for a new contract.

BASIC SCOPE OF SERVICES

The basic scope of services proposed for this project includes the following:

I. PHASE I – PRELIMINARY DESIGN, PER, AND MASTER PLAN

TASK 1 - PUBLIC ENGAGEMENT AND PROGRAMMING:

1. With the assistance and input of staff, FIRM will develop a Public Involvement Plan to engage relevant audiences.
2. Task purposes include:
 - a. Reaffirm goals and objectives for public and City involvement, and determine the means and methods by which they will be reached;
 - b. Review of trend analysis with respect to public amenities, with a focus on statewide and regional supply and demand, and provide recommendations for alternative approaches;
 - c. Establish meeting dates and locations, and how the public will be notified or invited to participate;
 - d. Establish City staff meetings or workshop dates when personnel and officials (or invitees) can gain consensus for vision direction, including that of various other departmental and elected official input;

- e. Develop an evaluation criteria to be documented throughout the process;
 - f. Assist in identification of focus groups and the means by which they will be included; and,
 - g. Provide content and assistance for use in web-oriented media and assist with typical public relations efforts.
3. From these tasks, the Final Public Engagement Plan will be completed with Goals and Evaluation Criteria.
 4. The following Stakeholder Involvement Schedule is suggested but will be revised with staff input:
 - a. WEEK 1-2: Meet with Parks and Recreation staff, various advisory committee members, Bryan Business Council, Bryan ISD, Experience Bryan/College Station, Councilmembers individually (as directed by staff), College Station Parks and Recreation staff, Texas A&M Department of Recreation, Park, and Tourism Sciences, and others as needed or directed by City staff;
 - b. WEEK 3: Meet with Neighborhood Associations and conduct outreach exercises in affected neighborhoods;
 - c. WEEK 4: Meet with stakeholder groups, selected in consultation with the City, such as competitive leagues and organizations;
 - d. WEEK 6: Public feedback session (Downtown Bryan or easily accessible location); social media, Facebook, and other mediums established and available for public input;
 - e. WEEK 8: Design workshop at facility (as approved by the City) convenient to the public; and,
 - f. WEEK 10: Develop Stakeholder Engagement Report.
 5. The preceding proposed schedule and audience are dependent on staff input and approval (provided as a temporary placeholder to be further refined upon project commencement).
 6. Other included services to be provided during this Phase are the preparation of graphic representations of conditions and visual preferences, and other site mapping and multi-media items or presentations depending on audience.
 7. Task 1 Deliverables:
 - a. Meetings as listed above
 - b. Assistance and content for public relations efforts and awareness
 - c. Completed Stakeholder Engagement Report documenting findings
 - d. Present Stakeholder Report in a City Council Workshop

TASK 2 -- SCHEMATIC DESIGN AND MASTER PLAN:

1. Meetings with staff to coordinate design intention and preliminary program needs, which will include approaches for a fully constructed as well as a phased approach, civil improvements and limits of work, FIRM team member roles, and distribute agenda and project timeline.
2. Assess Initial Target Budget.
3. Review applicable documents as supplied and as provided by City including current code requirements.

4. Analyze demographic and psychographic data as available to identify potential for demand and need.
5. Develop overall Program based on market research with input from staff and other participants in prior meetings.
6. Complete Preliminary Master Plan.
7. Design concepts in accordance with Bryan's Land Development Regulations, where applicable.
8. Prepare Alternative Development and Design Scenarios for Park Renovations and recommended new construction.
9. Prepare Program and Schematic Design along with initial Preliminary Statement of Probable Costs for staff approval.
 - i. Schematic Design will also include civil engineering schematic design including but not limited to general estimates of water and wastewater demands for the site, parking requirements, and other relevant factors related to the potential programs on the site.
10. Meet with staff to Review Concepts through Schematic Design.
11. Develop projected O&M cost and revenue projections/estimates
12. Revise and present staff-approved Preliminary Schematic Design and Statement of Probable Costs, for both a fully constructed and a phased approach for staff and/or Council approval.
13. Task 2 Deliverables:
 - a. Aforementioned items
 - b. Program Statement
 - c. Staff-approved Master Plan and Schematic Design
 - d. Statement of Probable Costs for written approval by staff and/or Council
 - e. Projected O&M cost estimates and Revenue Projections
 - f. Deliverables to be presented in a City Council Workshop

TASK 3 – PRELIMINARY ENGINEERING/SURVEY/ENVIRONMENTAL REPORT

1. Initiate Preliminary Engineering Report (PER).
2. Obtain CADD base drawings.
3. Conduct and review Topographic and flagged tree survey.
4. Conduct and review Boundary survey.
5. Conduct and review Phase I Environmental Report(s).
6. If determined to be necessary in this phase, the City will obtain a Geotechnical Study/Report with coordination and review by the FIRM.
7. Research preliminary site issues regarding general topography, accessibility, drainage, suitability for project use.
8. Conduct hazard tree assessment, flagging, and analysis.
9. Consider preliminary hydraulics and hydrology issues including floodplain limitations, lighting design, coordination with public and private utility companies, and coordination of necessary permitting with applicable entities. This task also will include assessment of off-site downstream drainage issues related to drainage from the site including impact on upstream and downstream areas.

10. Prepare Statement of Probable Costs for civil engineering components to be incorporated into Master Plan.
11. Coordination with TxDOT and any relevant regulatory or jurisdictional entities affecting the site, associated roadways, and/or other issues related to drainage, transportation, or other relevant subjects.
12. Conduct traffic impact analysis as relates to entrances and placement of driveways. This task includes traffic counts at five (5) intersections around the site, contemplation of potential widening, turn-lane, and basic signaling needs.
13. Issue PER.
14. Task 3 Deliverables:
 - a. Aforementioned items
 - b. Initial PER
 - c. Phase I Environmental Report
 - d. Topographic Survey
 - e. Hazard Tree Assessment
 - f. Boundary and Tree Surveys
 - g. Traffic Impact Analysis
 - h. Geotechnical Report (if required in this phase by the City)
 - i. Final PER

ADDITIONAL SERVICES

Certain services that are excluded from Basic Services or are requested by the City beyond the Scope of Basic Services are to be treated as Additional Services. Additional Services are primarily related to those services in which the volume and type is largely contingent on a City Council-approved Statement of Probable Cost and are therefore impossible to quantify in quantity and cost prior to an approved Statement of Probable Cost. Any required Additional Services will not be secured without prior written approval by the City.

REIMBURSABLE EXPENSES

Reimbursable expenses include:

- Print and/or electronic advertisements for public meetings (including Spanish language)
- Routine internal production of working documents
- Courier service, if required

EXCLUSIONS TO BASIC SERVICES

City requests for any of the following shall be considered Additional Services and compensation to FIRM shall be made according to FIRM's published 2018 hourly rates (attached) or fixed fees with prior written approval by the City, or as an Additional Sub-Consultant service:

- a. Archaeological Studies or Services.
- b. Ecological/Environmental or Hazardous Assessment or Mitigation. Note: Phase I Environmental Site Assessment is included in Basic Services.
- c. Remediation of Asbestos, Brownfield Sites, site contamination, and other hazardous elements.
- d. Re-design of key elements of project after City written approval for Final Design and costs have been given.
- e. Food Service Equipment Design.
- f. Fire Alarm/Suppression System Design/Security Surveillance Design.
- g. Preparation of record drawings.
- h. Emergency Power Generation Systems/Design.
- i. Off-site utility infrastructure Engineering/Design.
- j. Material Testing.
- k. Preparation of easements by separate instrument.
- l. Construction staking.
- m. Contractor "As-Built" Plans.
- n. Traffic Engineering Studies.
- o. LEED Design or Application/Audit.
- p. TDLR Fees with registration review and inspection for T.A.S. compliance.
- q. USACE 404 Permitting or other Wetland and Endangered Species Mitigation.
- r. All permits and/or fees as required by local authorities having jurisdiction.
- s. Resident inspection of Construction Operations by Third Party hired by City.

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Exhibit B

FEE SUMMARY & ESTIMATED MONTHLY FEE SCHEDULE

Payment to the FIRM will be made as follows:

A. Invoice and Time of Payment

Monthly invoices will be issued by the FIRM for all work performed under this Agreement. Invoices are due and payable within thirty (30) calendar days of receipt. Invoices will be prepared in a format approved in writing by the City prior to submission of the first monthly invoice. Monthly payment of the fee will be in proportion to percent completion of the total work for each fee item outlined below.

B. Upon completion of services enumerated in **Exhibits A, C, D, and E**, the final payment of any balance will be due upon receipt of the final invoice.

BASIC SERVICES

Phase I - Preliminary Design (Tasks 1 through 3): Professional fees for all Basic Services identified in Exhibit A pertinent to Phase I and agreed upon between both parties are to be based upon a lump sum amount in the amount of Four-Hundred Eighty-Seven Thousand Dollars (\$487,000).

The proposed lump sum fee breakdown is as follows:

TOTAL BASIC SERVICES FEE – Phase I

- **\$487,000**
 - Burditt Consultants \$325,000
 - CEC-Survey & Civil Engineer \$137,000
 - Steve Beachy-Recreational Consultant \$25,000

Summary of Fees (Council Statement of Probable Cost approval at end of Phase I)				
Phase		% of Phase Fee	Task Fee	Cumulative Fee
PHASE I – PRELIMINARY DESIGN				
I-1	Public Engagement and Programming	7.2%	\$ 35,000	\$ 35,000
I-2	Schematic Design and Master Plan	55.9%	\$ 272,000	\$ 307,000
I-3	Preliminary Engineering/Survey/Environmental Report & Tree Assessment	36.9%	\$ 180,000	\$ 487,000
Phase I Total		100%		

Fees are inclusive of all public involvement, program development, boundary survey, topographic survey, design and engineering services, and travel and meeting expenses. All designs and images will be delivered and available in pdf and other common formats for the City’s use in evaluation, reproduction, and use as needed.

ADDITIONAL SERVICES

City request for any excluded items considered “Additional Services” shall be invoiced at FIRM’s published 2018 hourly rates (attached), or fixed fees with prior written approval by the City, or as an additional sub-consultant service.

REIMBURSABLE EXPENSES

Reimbursable expenses include:

- Print and/or electronic advertisements for public meetings (including Spanish language)
- Routine internal production of working documents
- Courier service, if required

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**BURDITT CONSULTANTS, LLC
2018 HOURLY RATES**

HOURLY RATES APPLY ONLY TO REQUESTS MADE OUTSIDE OF BASIC SERVICES OR COVERED BY ADDITIONAL SERVICES OR FIXED FEE CHANGE ORDERS. Hourly Basis Rates for Professional Services not covered under Basic Services and requested in writing by City for planning, architecture, landscape architecture, engineering, or any other services shall be at the following rates:

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170
Project Manager	\$150
Project Architect	\$135
Project Landscape Architect	\$135
Project Engineer	\$135
Senior Planner	\$135
Senior Urban Forester	\$135
Natural Resource Planner	\$135
Wetland Scientist	\$135
Wildlife Biologist	\$135
Licensed Irrigator	\$110
Geographic Information Systems (GIS) Planner	\$110
Architecture Associate	\$110
Landscape Architecture Associate	\$110
CAD Designer II	\$90
CAD Designer I	\$70
Administrative Assistant II	\$70
Administrative Assistant I	\$55

Reimbursable expenses and necessary sub-consultants not currently required by project but approved in writing by City shall be invoiced at cost plus seven and one-half percent (7.5%)

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ESTIMATED MONTHLY FEES - Phase I:

April 2018	\$60,750	<p>Notice to Proceed Initiate Stakeholder Engagement Site Drainage/Hydrology Initiate Boundary Survey, Topo Initiate Tree Assessment Initiate PER</p> <p><u>Deliverables:</u> Meetings w/ staff, stakeholders Tree Assessment</p>
May 2018	\$104,750	<p>Complete Boundary Survey, Topo Initiate Public Engagement Ongoing Programming Ongoing PER exercises</p> <p><u>Deliverables:</u> Stakeholder Meetings Boundary Survey Topographic Survey</p>
June 2018	\$95,500	<p>Ongoing Public Engagement Ongoing Program Development Document Public Engagement</p> <p><u>Deliverables:</u> Townhall Mtg #1 Establish Master Plan and Schematic Programs w/ City Staff</p>
July 2018	\$90,334	<p>Ongoing Master Planning Ongoing Schematic Design, Renderings/Modeling Ongoing Public Engagement Develop Updated Statement of Probable Costs</p> <p><u>Deliverables:</u> Initial PER Townhall #2 Stakeholder Engagement Report to Council Program Statement to Council</p>
August 2018	\$72,333	<p>Finalizing Master Plan, Schematic Design, Renderings/Modeling Revise & finalize O&M Estimates and Revenue Projections Initiate Traffic Impact Analysis</p> <p><u>Deliverables:</u> All of the above for City Staff review</p>
September 2018	\$63,333	<p>Revise for Final Master Plan, Statement of Probable Costs, O&M Estimates, Revenue Projections, complete and Issue final PER</p> <p><u>Deliverables:</u> Final Schematic Design, Master Plan to Council</p>
Total	\$487,000 (Phase I)	

Exhibit C

PROJECT SCHEDULE

SCHEDULE:

Phase I

Commence Stakeholder and Public Engagement (Task 1)	April 16, 2018
Initiate research public trends; evaluate statewide/regional supply/demand	April 16, 2018
Commence PER, Boundary/Topographic Survey, Tree Assessment (Task 3)	April 16, 2018
Initiate Specific Stakeholder Meetings w/ Target Groups	April 30, 2018
Begin Preliminary Master Plan Concepts for City staff meetings and Early Cost Analysis (Task 2)	May 14, 2018
Schedule Public Involvement Meetings (Townhall #1)	June 19, 2018
Begin to tabulate and Document Public Involvement Input	June 20, 2018
Establish Master Plan and Schematic Program with City	June 27, 2018
Schedule Public Involvement Meetings (Townhall #2)	July 11, 2018
Complete Stakeholder Engagement Report	July 18, 2018
Review Initial PER Findings	July 19, 2018
Present Stakeholder Engagement Report & Program Statement to Council	July 24, 2018
Complete Public Engagement & Programming (Task 1)	July 24, 2018
Begin Final Master Plan and Schematic Designs for approved iterations	July 25, 2018
Develop updated Statement of Probable Costs	July 31, 2018
Finalize Renderings for staff review and input	August 14, 2018
Revise & Finalize O&M Estimates and Potential Revenue Projections	August 30, 2018
Revise and Finalize Master Plan, Schematic Designs	September 21, 2018
Present Final Master Plan and Statements of Probable Cost to Council	September 25, 2018
Complete Final Schematic Design, Master Plan, and PER (Task 2 & 3)	September 28, 2018

Exhibit D

**RFQ #16-014
(see next page)**

Exhibit E

**FIRM'S STATEMENT OF QUALIFICATIONS
Burditt Consultants, LLC
(see next page)**

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES**

Architectural / Engineering Services for Park Design for City Property Located at the Northwest Corner of Villa Maria Road and South College Avenue (property includes the Travis B. Bryan Municipal Golf Course property and current Astin Recreation Area and Williamson Park)



CITY OF BRYAN
The Good Life, Texas Style.™

**Request for Qualifications (RFQ) # 18-014
DUE DATE: Thursday, January 25, 2018
@ 2:00 P.M. C.S.T.**

**CITY OF BRYAN
Purchasing Department
1309 East Martin Luther King, Jr. Street
Bryan, TX 77803
979-209-5500
www.bryantx.gov**

Disclosure Requirements

Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of Bryan, including affiliations and business and financial relationships such persons may have with City of Bryan officers. An explanation of the requirements of Chapter 176, applicable forms and a complete text of the new law are available at: <http://tlo2.tlc.state.tx.us/statutes/lg.toc.htm>. If you are unable to obtain such information online, please contact the City of Bryan Purchasing Department, 1309 East Martin Luther King, Jr. Street, Bryan, Texas 77803 or call (979) 209- 5500.

BY DOING BUSINESS OR SEEKING TO DO BUSINESS WITH THE CITY OF BRYAN, YOU ACKNOWLEDGE THAT YOU HAVE BEEN NOTIFIED OF THE REQUIREMENTS OF CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE AND THAT YOU ARE SOLELY RESPONSIBLE FOR COMPLYING WITH THEM.

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GENERAL INFORMATION

Background – City

The City of Bryan is located in central Texas in Brazos County between Austin and Houston. The City was incorporated in 1872. The original square-mile town site now consists of roughly 45 square miles. Based upon the most recent population estimates, Bryan has an estimated population of 85,613. The community also is home to Texas A & M University and Blinn College, which when combined, includes about 70,000 college students.

The City is a home-rule city that operates under the council-manager form of government. The City provides a full range of municipal services as prescribed by statute or charter. These services include police, fire and emergency medical services, parks and recreational facilities, library services, street maintenance and construction, public improvements, general administrative services, and electrical, water, sewer, and sanitation systems.

The City Charter, City Council minutes, budget information, maps and a wealth of information about the City is online at www.bryantx.gov. The Parks, Recreation, Open Space and Trails Master Plan is found within the City's Comprehensive Plan (BluePrint 2040) at the following link: https://docs.bryantx.gov/planning_development/Bryan_Comprehensive%20Plan%20Final-%2010.16.2016.pdf.

Background

The City owns property that historically has served as a municipal golf course, known as the Travis B. Bryan Municipal Golf Course. Additionally, within the property footprint are two (2) existing parks, one of which has recently been improved and another that has experienced some recent maintenance upkeep: Williamson Park and the Astin Recreation Area, respectively. An oil pad site exists on the property, and the City hopes to reclaim this property, which then can be incorporated into the park. The subject property is located northwest of the intersection of Villa Maria Road and South College Avenue, and is bordered by Villa Maria Road, South College Avenue, Roundtree Drive, Williamson Drive, and the Union Pacific Railroad tracks. (See **EXHIBIT A**)

The subject property is comprised of almost 148 acres, when including the Golf Course property, the two (2) existing parks, and the Bryan Municipal Lake: Brazos Central Appraisal District (BCAD) Property ID 101898 at 104.7113 acres and BCAD Property ID 101897 at 44.13 acres. Williamson Park includes the following amenities: a new skate park, two (2) new pavilions, a new restroom, a basketball court, green space, and a parking area. The Astin Recreation Area includes a recently improved fishing dock, parking, and green space.

INTENT AND SCOPE OF WORK

The City is considering transforming the Golf Course property into a regional park, along with including design elements to allow the existing adjacent parks to complement the new regional park. The City is seeking a firm to first provide the design and a preliminary engineering report of the Golf Course property. If the design and report are accepted by City Council, then the City could direct the firm to provide construction design, specifications, and bid documents.

Through this Request for Qualifications (RFQ), the City will evaluate firms with expertise in park design, especially as related to active recreation, such as softball/baseball, soccer, football, and possibly indoor activities. However, other amenities, such as an inclusive playground, pickleball courts, trails, and park

renovations, may be considered for the park expansion, and consequently, a firm with a wide-range of park design experience is preferred. The design should be pedestrian and bicycle friendly, inclusive of incorporating existing golf cart paths into a design. In 2014, the City commissioned a schematic or conceptual design for the property. (See **EXHIBIT B**)

The City is interested in learning about possible athletic trends that the City can capitalize on in regards to tournaments, as well as the most appropriate amenities to consider as part of the new park. Recommendations could include flat fields, indoor facilities, etc. Possible amenities include:

- Improvements to existing facilities, including other amenity improvements (e.g., parking areas, concession facilities, roadway, etc.)
- Baseball/softball fields
- Soccer fields
- Football fields
- Multi-use fields (e.g., combination football and soccer fields)
- Basketball court(s)
- Play structures
- Pavilion(s)
- Restrooms
- Splash pad
- Concession facility(ies)
- Frisbee golf
- Horseshoes
- Picnic areas
- Sand volleyball pits
- Trails
- Pickleball
- Indoor facilities (volleyball, basketball, pickleball, cheerleading, etc.)
- Inclusive playground
- Parking areas

Proposals should consider that the property is to be designed to serve multiple uses, including attracting out of town visitors (e.g., tournaments and special events), and amenities for local use and appealing to all age groups (e.g., inclusive playground, pavilions, etc.) The Park is to be considered a family-friendly place and improvements/enhancements should complement the current environment.

In seeking a design firm, the City is looking for a qualified firm, with prior experience in the design of park facilities, including preparation of construction ready documents.

The design firm will work with City staff during the design phase to develop the conceptual design and master plan, to develop a preliminary engineering report to ensure the feasibility and constructability of the project design, and to assist in bringing the estimated construction cost of the Project within reasonably accepted industry standards.

If so directed by the City, the selected firm will prepare a master plan and construction and bid documents for the project, and will have full responsibility for complying with the requirements of Chapter 1051, Subtitle B of the Texas Occupations Code (Regulation of Architecture and Related Practices).

The City desires that respondents address the following criteria:

- 1) Demonstrated capability, as a company, to perform the design services based upon successfully completed similar projects without legal, technical, or safety problems.
- 2) Capability to provide the resources, including financial and staffing, necessary to meet the design requirements and project oversight.
- 3) Recent experience with project cost estimates and project schedule adherence with the proposed design services.
- 4) Past performance on similar projects with the City of Bryan or other local municipality publicly funded projects.
- 5) Qualifications and experience of the team members proposed to manage the project as evidenced by the resumes of the proposed personnel. Only those personnel who will be directly involved in and assigned to this project shall be submitted with their role clearly indicated.
- 6) Knowledge of current construction methodologies and technology, including warranty item management, alternative construction methods, and non-traditional and cost-effective construction methods appropriate for the use in this project.
- 7) Quality of references, especially municipal references, from past customers of the respondent.
- 8) Timeline for the design services.
- 9) Anticipated timeline for the construction of the proposed design for both a phased approach and as a single project.
- 10) Method(s) to estimate operations and maintenance (O&M) costs once the project is completed.

Scope of Work:

A. Project Scope, Phases: Information about scope and phases follow:

- 1) **Scope of Work/Phases**: The scope of services is to be in two (2) phases. The first is to provide a master plan and a preliminary engineering report for the subject property. The design should consider local and regional uses, including a variety of athletic activities. The second phase, if so directed by the City, is to provide construction drawings, specifications and bid documents for either phased or single project construction. This second phase also will include estimated operations and maintenance costs associated with the completed project. The City anticipates negotiating a contract that includes at least two phases as identified above, and could add phases up to and including construction oversight. The following are work tasks assumed necessary to complete this project.
 - Meet with City staff and the City's representatives as necessary to review the scope of the projects, establish design standards, and become familiar with any concerns.
 - Prepare design standards to allow for multiple phases with each phase being a stand-alone project or all phases being completed at the same time.

- Follow all applicable codes, which include but is not limited to the following:
 - a) National Electrical Code, especially article 680.
 - b) Texas Department of State Health Services Title 25, Part 1, Chapter 265 Rules for the Design and Construction of Public Bathing Facilities.
 - c) Texas Department of State Health Services Title 25, Part 1, Chapter 265 Subchapter M, Public Interactive Water Features and Fountains.
 - d) International Code Council, Building Code-Public Swimming Pools.
 - e) Americans with Disabilities Act (ADA) and Texas Accessibility Standards (TAS).
 - f) Occupational Safety and Health Act (OSHA) especially as it relates to chemical handling and storage.
 - In addition, there are other applicable American Society for Testing Materials (ASTM) and National Sanitation Foundation (NSF) standards that are to be considered.
- 2) Following selection, the firm shall develop designs, submitting all design elements for review and determination of scope and code compliance to the City before a construction bid/proposal is considered.
 - 3) An engineer shall have responsibility for compliance with the engineering design requirements and all applicable requirements of Chapter 1001, Occupations Code. An architect shall have responsibility for compliance with the requirements of Chapter 1051, Occupations Code.
 - 4) The firm will work with the City, prior to issuing a construction request for bid/proposal, to ensure the feasibility and constructability of their designs, and that the estimated cost of construction of the project is within acceptable industry standards through value engineering, the selection of building systems and materials, cost estimating, scheduling, and other means.
 - 5) The work does not include inspection services and materials testing services necessary for City's acceptance of the Project(s), which will be performed under a separate contract with an independent provider engaged directly by the City.
 - 6) If a construction contract is approved, the design firm shall assist the City with obtaining a signed and sealed set of "As-Built" construction documents, and specifications and operations and maintenance manuals for the projects at the conclusion of construction in both hard copy and electronic format. Drawings shall be provided in both "dwg" and "pdf" formats.

B. Design Work: The proposed site location is part of two (2) tracts as identified by the Brazos Central Appraisal District (BCAD): Property ID 101898 at 104.7113 acres and Property ID 101897 at 44.13 acres. A location map is attached as **EXHIBIT A** at the end of this document. This document is included for informational purposes only and no warrantee or guarantee is implied or expressed by the City. Additionally, if other property becomes available, the scope of the contract may be amended to accommodate other property.

C. Schedule: Time is of the essence and the firm shall provide proposed design and estimated construction schedules with this submittal. These schedules may be adjusted because of negotiations of services offered by the firm. Additionally, a schedule should include phases for both design (e.g., preliminary design and engineering report, and then construction design and bid documents) and construction (e.g., construction and/or installation of various phases of park amenities).

STATEMENT OF QUALIFICATIONS SCHEDULE

The City is seeking Statement of Qualifications (SOQ) from qualified respondent(s) for architectural design.

and engineering services for the purpose of designing a new park to complement existing adjacent parks.

It is the intent of the City to select a single respondent to accomplish services outlined in this Request for Qualifications (RFQ).

Sealed responses will be accepted until **2:00 p.m. on Thursday, January 25, 2018**, and should be addressed to:

City of Bryan - Purchasing Department
Attn: Karen Sonley, Purchasing Supervisor
1309 East Martin Luther King Street
Bryan, TX 77803
ksonley@bryantx.gov

You may upload one (1) electronic SOQ in the format prescribed herein on the City of Bryan website at <http://brazosbid.cstx.gov/>. However, if you choose to respond in writing, one (1) original, three (3) copies, and one (1) electronic version (CD/Flash drive) of the SOQ must be returned in a sealed envelope bearing the RFQ name, RFQ number, and the name and address of the respondent on the outside of the envelope. Response packages will be accepted until 2:00 p.m. CST on Thursday, January 25, 2018, and should be addressed to as described above.

A pre-SOQ conference is scheduled at **2:00 p.m., Wednesday, December 20, 2017**, at the City of Bryan Purchasing Department Office at 1309 E. Martin Luther King Jr. Street, Bryan, Texas. All potential respondents are strongly encouraged to attend.

To ensure a fair and objective RFQ process and evaluation, all questions and inquiries related to this Request for Qualifications shall be addressed in writing via the Brazos Valley Online Bidding System (<http://brazosbid.cstx.gov/>) or to the individual identified above. **The deadline for written questions and inquiries is Thursday, January 11, 2018 @ 5:00 p.m. Contact with any City of Bryan employee or official is prohibited without prior written consent from the Purchasing Department or designee.** Respondents contacting any other employee(s) or official(s) without prior written consent risk elimination of their SOQ from further consideration.

The RFQ is online at <http://www.brazosbid.cstx.gov> and may be downloaded by prospective bidders.

The City believes the data contained in this RFQ is sufficient for the preparation of a response. Requests for additional information will be considered depending on the RFQ time frame and the availability of the requested information. Such information will be submitted to all known possible respondents simultaneously.

Schedule of Important Dates

The tentative schedule for this RFQ is as follows:

Release and Distribute RFQ to possible respondents	December 13, 2017
Pre-SOQ Conference	December 20, 2017 (2:00 p.m.)
Deadline for Questions and Inquiries	January 11, 2018 (5:00 p.m.)
SOQ Submission Deadline	January 25, 2018 (2:00 p.m.)
Contract Evaluations/Negotiations	January/February 2018
Earliest Award by City Council	February 2018
Completion of HB 1295 Form	February 2018

DEFINITIONS, TERMS AND CONDITIONS

Definitions

In order to simplify the language throughout this request for qualification, the following definitions shall apply:

CERTIFICATION AND AUTHORIZATION FORM – The **required form** to be attached to a Statement of Qualifications (SOQ). The form is provided within this Request for Qualifications (RFQ) document.

CITY OF BRYAN – Same as City.

CITY COUNCIL – The elected officials of the City of Bryan, Texas, are given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and Laws.

CONTRACT – An agreement between the City and a respondent to furnish supplies or services over a designated period of time during which repeated purchases are made of the commodity or service specified.

CITY – The government of the City of Bryan, Texas.

DESIGN FIRM – A design firm is a sole proprietorship, partnership, corporation, or other legal entity that assumes the risk for the design, documentation, and project oversight of the project, and provides consultation to the City regarding all phases of the design and construction of the facility. A firm submitting Statements of Qualifications shall be referred to as “Contractor,” “Respondent,” or “Firm.”

RESPONDENT – Organization offering a SOQ in response to this RFQ. Respondent also may be referred to as “Firm” or “Contractor.”

RFQ – Request for Qualifications.

SOQ – Statement of Qualification, which is a response to this RFQ

Statement of Qualification (SOQ)

A submitted SOQ must be received by the Purchasing Department prior to the time and date specified herein. The mere fact that the SOQ was dispatched will not be considered; the respondent must ensure the SOQ is actually delivered and received on time.

A SOQ received after the date and time specified shall be returned unopened and will be considered void and unacceptable. The City is not responsible for lateness of mail carrier, etc., and time/date stamp in the Purchasing Department shall be the official time of receipt.

A SOQ cannot be altered or amended after the closing date. Alterations made before closing must be initialed by the respondent guaranteeing authenticity. A SOQ may not be withdrawn after the SOQ closing date and a respondent so agrees upon submittal of their SOQ.

The SOQs will be publicly acknowledged in the Purchasing Department’s Conference Room at 1309 E. Martin Luther King St, Bryan, TX 77803 at 2:00 p.m. on the date specified. Respondents, their representative(s), and interested persons may be present. SOQs received will be publicly opened but not read aloud. SOQs shall remain valid for a period of one hundred and twenty days (120) days from the date and time of the SOQ submission deadline date, with the same terms, conditions, and negotiated fee schedule.

A SOQ must be submitted as instructed in the SOQ Schedule on Page 7. By submitting a SOQ, the respondent certifies he has fully read and understands this “Request for Qualifications” and has full knowledge of the scope, quantity, and quality of the services to be furnished, and intends to adhere to the provisions described herein. Failure to do so will be at the respondent’s own risk, and they cannot secure relief on pleas or error. Neither law nor regulations make allowance for error of omission or commission on part of the respondent.

Any SOQ that does not contain all of the information requested in this RFQ will be considered incomplete and may be rejected by the City.

The City of Bryan, by statute, is exempt from State Sales Tax and Federal Excise Tax, and the SOQ price shall not include taxes.

The respondent shall furnish additional information as the City may require. The City reserves the right to make investigation of the qualifications of the respondent(s) as the City deems appropriate.

This RFQ does not commit the City to award a contract, to pay any cost incurred in the preparation of a SOQ, or to procure or contract for services.

Reservations

The City reserves the right to accept or reject any or all SOQs as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFQ, if found in the best interest of the City of Bryan. All SOQs become the property of the City.

The City reserves the right to waive informalities and technicalities and to accept the offer considered most advantageous in order to obtain the best value for the City. Causes for rejection of a SOQ may include but shall not be limited to the respondent’s current violation of any City ordinance, the respondent’s current inability to satisfactorily perform the work or service, or the respondent’s previous failure to properly and timely perform its obligations under a contract with the City. A respondent may be disqualified and rejection of SOQs may be recommended for any (but not limited to) of the following causes: 1) Failure to use the SOQ forms furnished by the City; 2) Lack of signature by an authorized representative on the Certification and Authorization form; 3) Failure to properly complete the SOQ; 4) Evidence of collusion among respondents; 5) Omission of uncertified personal or company check as a SOQ guarantee (if Bid Bond required); or, 6) Any alteration of the language contained within the RFQ forms. The City reserves the right to waive any minor informality or irregularity.

The City reserves the right to retain all SOQs submitted and to use any idea in a SOQ regardless of whether that SOQ is selected. Submission of a SOQ indicates acceptance by the respondent of the terms and conditions contained in this RFQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City of Bryan and the selected respondent.

The City may conduct reference checks as needed to evaluate a SOQ. The City may contact listed references, and inclusion of this listing in a SOQ is agreement the City may contact the named reference. The City reserves the right to contact other companies or individuals who can provide information to the City that will assist the City in evaluating the capability of the respondent.

Reimbursements

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing SOQs in response to this RFQ, and the City will not reimburse respondents for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Certification

A SOQ must be completed and submitted as required in this document. **The Certification and Authorization form must be fully completed. Failure to submit the Certification and Authorization form within the sealed RFQ will result in the RFQ being rejected as non-responsive.**

By submitting a RFQ, the respondent certifies they have fully read and understands this "Request for Qualifications" and has full knowledge of the scope, quantity, and quality of the services to be furnished and intends to adhere to the provisions described herein. Failure to do so will be at the respondent's own risk, and he cannot secure relief on pleas or error. Neither law nor regulations make allowance for error of omission or commission on part of respondent.

Communication

The City of Bryan shall not be responsible for any verbal communication between any employee of the City or City Official and any potential respondent. Only written and properly submitted SOQs will be considered.

Negotiations

During the evaluation process, the City of Bryan reserves the right, where it may serve the City's best interest, to request additional information or clarifications from the respondent(s). At the discretion of the City, the respondent(s) reasonably susceptible of being selected based on criteria set forth in this RFQ, may be requested to make presentations. Each SOQ must designate the person(s) who will be responsible for answering technical and contractual questions. Preliminary negotiations may be conducted with the responsible respondent(s) who submit SOQs that are reasonably susceptible of being selected. At the discretion of the City, the respondents reasonably susceptible of being selected based on criteria set forth in this RFQ may be given an opportunity to make a presentation and/or interview with the Selection Committee.

Respondents will be ranked in order of preference and final contract negotiations will begin with the top ranked respondent. Should negotiations with the highest ranked respondent fail to yield a contract, or if the respondent is unable to execute said contract, negotiations will be formally ended and then may commence with the second highest ranked respondent, etc.

If an agreement can be reached, a formal written agreement/contract, which will include insurance requirements, will be drafted and such requires consideration by the City of Bryan City Council. An agreement/contract is not finalized until the City Council takes formal action at an appropriately posted public meeting to approve said agreement. (Note: A sample contract is attached as EXHIBIT C.)

Disclosure

At the public opening, there will be no disclosure of contents to competing respondents and all SOQs will be kept confidential during the negotiation process. Except for trade secrets and confidential information the respondent(s) identifies as proprietary, all SOQs will be open for public inspection after the contract award.

If the SOQ Results in a Contract, the Following Terms and Conditions Will Apply:

Respondent(s) should be aware that the RFQ and the contents of the successful SOQ will become a part of any subsequent contractual document that may arise from this RFQ. In case of discrepancy between the RFQ and the respondent's SOQ, the RFQ will rule.

The opportunity for the City to enter into contract with the successful respondent will remain open for a period of one hundred twenty (120) days from the date and time of the SOQ submission deadline date with the same terms, conditions, and negotiated fee schedule.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract.

Should there be a change in ownership or management, the Contract shall be cancelled unless a mutual written agreement is reached with the new owner or management to continue the contract with its present provisions and prices. This Contract is nontransferable by either party unless mutually agreed upon by both parties.

Payment(s) will be made in accordance with a negotiated fee schedule.

No public official or City employee shall enter into a contract with the City that violates Local Government Code, Section 171.003.

The respondent will be required to comply with all provisions of the President's Executive Order No. 11246 as of September 24, 1965.

Respondents are advised that all contracts are subject to all legal requirements provided in the City Charter and applicable City Ordinances, State, and Federal Statutes.

The enclosed "Certification and Authorization" form must be properly executed and provided with the sealed SOQ indicating the respondent's willingness to execute a contract, if awarded.

Addenda

In the event of a needed change in the published RFQ documents, it is understood that all the foregoing terms and conditions and all performance requirements will apply to any published addendum. **All published addenda shall be signed and included with a SOQ response package as acknowledgement of the addendum.** Respondents are responsible for obtaining all published addenda from the City of Bryan on-line bid system at <http://www.brazosbid.cstx.gov> or from the City of Bryan Purchasing office. The City assumes no responsibility for the respondent's failure to obtain and/or properly submit any addendum. **Failure to acknowledge and submit any addendum may be cause for the SOQ to be rejected.** The City's decision to accept or reject any particular SOQ due to a failure to acknowledge and submit addenda shall be final.

SPECIAL PROVISIONS

Selection Process

A selection committee composed of Hugh R. Walker, Deputy City Manager, and other City selected persons shall review SOQs.

The selection shall be based on the responsible respondent whose SOQ is determined to be the **best value to the City**, considering the relative importance of the evaluation criteria listed herein.

It is the intent of the City to select a single respondent to accomplish services outlined in this RFQ.

Presentations/Interviews

After all SOQs have been evaluated, the selection committee may require representatives of one (1) or more of the respondents to appear and make presentations to the selection committee for the purpose of making a final evaluation and recommendation for contract award. However, the City, may in its sole discretion, award a contract without presentations, based solely on information supplied in SOQ responses.

News Releases/Publicity

News releases, publicity releases, or advertisements relating to this engagement or the tasks or projects associated with this engagement shall not be made without prior written approval from the City.

DISCLOSURE OF INTERESTED PARTIES

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. The process as implemented by the Commission is as follows:

1. A business entity must use the application to enter the required information on Form 1295 and print a copy of the form and a separate certification of filing that will contain a unique certification number.
2. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 and certification of filing must be filed with the city “at the time the business entity submits the signed contract” to the city.
3. The city must notify the Commission, using the Commission’s filing application, of the receipt of the filed Form 1295 and certification of filing not later than the 30th day after the date the contract binds all parties to the contract.

For more information regarding how to file Form 1295, please click on the following link: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

INSURANCE REQUIREMENTS

The Contractor agrees to maintain the minimum insurance coverage and comply with each condition set forth below during the duration of this contract with the City. All parties to this contract hereby agree that the Contractor's coverage will be primary in the event of a loss, regardless of the application of any other insurance or self-insurance.

Contractor must deliver to City a certificate(s) of insurance evidencing such policies are in full force and effect within ten (10) business days of notification of the City intent to award a Contract. No contract shall be effective until the required certificate(s) have been received and approved by the City. Failure to meet the insurance requirements and provide the required certificate(s) and any necessary endorsements within ten (10) business days **may cause the contract to be rejected.**

The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent.

- A. **Workers’ Compensation Insurance & Employers’ Liability Insurance** - Contractor shall maintain Workers’ Compensation insurance for statutory limits and Employers’ Liability insurance with limits not less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease. Contractor shall provide Waiver of Subrogation in favor of the City/BTU and its agents, officers, officials, and employees. This requirement may be waived with satisfactory evidence that the contractor is a sole proprietor or partnership and has no employees.
- B. **Commercial General Liability Insurance** - Contractor shall maintain Commercial General Liability

(CGL) with a limit of not less than \$1,000,000 per occurrence and an annual aggregate of at least \$2,000,000. CGL shall be written on a standard ISO “occurrence” form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. No coverage shall be deleted from the standard policy without notification of individual exclusions and acceptance by the City. The City and its agents, officers, officials, and employee shall be listed as an additional insured.

- C. **Business Automobile Liability Insurance** - Contractor shall maintain Business Automobile Liability insurance with a limit of not less than \$1,000,000 each accident. Business Auto Liability shall be written on a standard ISO version Business Automobile Liability, or its equivalent, providing coverage for all owned, non-owned and hired automobiles. Contractor shall provide Waiver of Subrogation in favor of the City and its agents, officers, officials, and employees.
- D. **Professional Liability Insurance** - Contractor shall maintain Professional Liability (errors & omissions) insurance with a limit of not less than \$1,000,000. If written on a “Claims-Made” form, Contractor agrees to maintain a retroactive date equivalent to the inception date of the contract (or earlier) and maintain continuous coverage or a supplemental extended reporting period for a minimum of two years after the completion of this contract. Contractor will be responsible for furnishing certification of coverage for two (2) years following contract completion.
- E. **Policy Limits** - Required limits may be satisfied by a combination of primary and umbrella or excess liability policies. Contractor agrees to endorse City and its agents, officers, officials, and employees as an additional insured, unless the Certificate states the Umbrella or Excess Liability provides coverage on a pure “True Follow Form” basis.
- F. **Deductibles, Coinsurance Penalties & Self-Insured Retention** - Contractor may maintain reasonable and customary deductibles, subject to approval by the City. Contractor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention.
- G. **Subcontractors** - If the Contractor’s insurance does not afford coverage on behalf of any Subcontractor(s) hired by the Contractor, the Subcontractor(s) shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.
- H. **Acceptability of Insurers** - Insurance coverage shall be provided by companies admitted to do business in Texas and rated A-:VI or better by AM Best Insurance Rating.
- I. **Evidence of Insurance** – A valid certificate of insurance verifying each of the coverages required shall be issued directly to the City within ten (10) business days by the successful Contractor’s insurance agent or insurance company after contract award. Endorsements must be submitted with the certificate. No contract shall be effective until the required certificates have been received and approved by the City.

Renewal certificates shall be sent a minimum of ten (10) business days prior to coverage expiration.

Upon request, Contractor shall furnish the City with certified copies of all insurance policies.

The certificate of insurance and all notices shall be sent to:

City of Bryan
Risk Management
P.O. Box 1000
Bryan, TX 77805
emailed to: mquiroga@bryantx.gov

Failure of the City to demand evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

- J. **Notice of Cancellation, Non-renewal, Material Change, Exhaustion of Limits** – Contractor must provide a minimum of thirty (30) calendar day's prior written notice to the City of policy cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage. If City is notified that a required insurance coverage will cancel or non-renew during the contract period, the Contractor shall agree to furnish prior to the expiration of such insurance, a new or revised certificate(s) as proof that equal and like coverage is in effect.
- K. **Contractor's Failure to Maintain Insurance** – If the Contractor fails to maintain the required insurance, the City shall have the right, but not the obligation, to withhold payment to Contractor until coverage is reinstated or to terminate the Contract.
- L. **No Representation of Coverage Adequacy** - The requirements as to types and limits, as well as the City's review or acceptance of insurance coverage to be maintained by Contractor, is not intended to nor shall in any manner limit or qualify the liabilities and obligations assumed by the Contractor under the Contract.

FORMAT REQUIREMENT

Requirements:

The following instructions describe the format in which a SOQ should be submitted.

Responses to the following items will be used for SOQ evaluation. SOQs that do not contain responses to each of the required items will be considered incomplete and may be rejected by the City.

SOQ documents should provide a straightforward, concise description of the respondent's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City. The requirements stated do not preclude respondent(s) herein from furnishing additional reports, functions, and other information the respondent may deem appropriate for consideration.

You may upload one (1) electronic SOQ in the format prescribed herein on the City website at <http://brazosbid.cstx.gov/>. However, if you choose to respond in writing, one (1) original, three (3) copies, and one (1) electronic version (CD/Flash drive) of the SOQ should be returned in a sealed envelope bearing the RFQ name, RFQ number, and name and address of the respondent **on the outside of the delivery package.**

To facilitate the review of the responses, respondents shall follow the described SOQ format as depicted below in the referenced "TAB" format. (For more information about scope specifics and possible information/details to include in a SOQ, refer to the "Intent and Scope of Work" on **Page 3** of this document.)

TAB A. Firm Introduction. (5 points)

Briefly introduce your firm, providing a summary of the administration, organization, and staffing of your firm, including multiple offices, if applicable. Provide an organizational chart indicating the positions and names of the core management team that will undertake this engagement.

TAB B. Demonstrate the Competence and Qualifications of the Individual who will be Directly Responsible for the Management and Delivery of the Proposed Work. (15 points)

City is interested in the individual's experience as a project manager on projects similar to that described in the solicitation. Only one (1) individual should be designated with the preference being a licensed architect or engineer in the State of Texas at the time of submission and must be employed by the Firm and not by a sub-consultant. Demonstrate project management experience, technical competency, qualifications, and compliance with legal requirements, including:

- (a) documented specialized design expertise demonstrating such specialized capabilities pertinent to similar work experience as described in the solicitation by the individual;
- (b) descriptions and examples of specific projects or studies of a similar nature by the individual as described in the solicitation and their role in the work;
- (c) educational background;
- (d) license status, to include Texas registration number and expiration date of architect, engineer, or surveyor assuming professional responsibility on the project or study, as applicable;
- (e) formal project management training and any certifications or accreditations obtained; and
- (f) technical publications including books, papers, or presentations.

TAB C. Demonstrate the Technical Adequacy of the Personnel and Sub-consultants to be Utilized for the Proposed Work. (10 points)

City is interested in the technical qualifications and experience of the individual project team members of the Firm or sub-consultant firms who will actually be performing work on the project or study described in the solicitation. Demonstrate technical competency, qualifications and compliance with legal requirements, including:

- (a) documented specialized design expertise demonstrating such specialized capabilities pertinent to similar work experience as described in the solicitation by the individuals;
- (b) descriptions and examples of specific projects or studies of a similar nature by the individuals as described in the solicitation and their role in the work;
- (c) educational background;
- (d) as applicable, license status, to include Texas registration number and expiration date of architects, engineers, or surveyors performing work and supervising subordinates in the production of design or study efforts; and
- (e) technical publications including books, papers, or presentations.

TAB D. Demonstrate the Experience of the Firm based upon Previous work Similar to that of the Type Considered. (10 points)

City is interested in the Firm's history with similar projects as described in the solicitation. **List no more than five (5) projects or studies meeting these criteria that have been completed within the last five (5) years.** Include the project or study description, name of the team leader, description of the Firm's role, budget and cost of the project, year of the work, and name and phone number of the agency contact who can respond to questions about the work; address the:

- (a) applicability of projects or studies similar in nature as described in the solicitation; and
- (b) role of the firm with the project.

TAB E. Demonstrate the Success of the Firm Based upon the Record of Performance on other Projects (both City of Bryan Projects and Projects for other Entities). (10 points)

City is interested in the Firm’s success and performance record related to projects or studies for the City of Bryan or other entities. List no more than five (5) projects. Projects other than those listed in Consideration Item (D) may be submitted that are not necessarily similar in nature to those described in the solicitation. For other projects or studies to be considered, include the project or study description, name of the team leader, description of the Firm’s role, and name and phone number of the agency contact who can respond to questions about the work. Known projects, other than those listed, may be reviewed for the firm’s record of performance. The information should include:

- (a) number of contract amendments (design) or change orders (construction);
- (b) examples of innovative solutions that resulted in a cost savings during construction and/or operation;
- (c) responsiveness during construction and commitment to continued involvement throughout the life of the project;
- (d) ability to remain on schedule and budget; and
- (e) quality, clarity, and thoroughness of bid documents.

TAB F. Demonstrate the Firm’s History of Accuracy of Cost Estimates and Ability to Perform within Budget Constraints. (10 points)

City is interested in the accuracy and dependability of projected cost estimates and the ability of the Firm to be sensitive and responsive to project or study budget constraints. List project budgets, pre-bid cost estimates, and bid ranges from low to high bid for projects listed in Consideration Item (D) or Consideration Item (E). Also provide a summary of the measures taken by the Firm to ensure the project remained within the project budget.

TAB G. Workload Capacity and History of Performing Work Within a Specified Schedule. (5 points)

City is interested in the ability of the Firm to dedicate the necessary resources to the work described in the Scope of Work. City reserves the right to visit the location of the Firm to verify the capabilities and resources. Include projects listed in Consideration Item (D), Consideration Item (E), or Consideration Item (F) to demonstrate the Firm’s ability to deliver projects within a specified schedule, including:

- (a) capabilities of the proposed project team and approach for handling multiple projects simultaneously at various stages of development and scheduling methods utilized to manage personnel and resources;
- (b) demonstrate the Firm’s ability to deliver projects within a specified schedule;
- (c) contingency plan and ability of the Firm to sustain a loss of a key team member without compromising project quality, schedule, or budget considerations; and
- (d) current workload capacity (manpower and dollar volume), current workload, and anticipated future workload for which the prime consultant is engaged or expects to begin in the near future;

TAB H. Proposed Approach for the Project. (20 points)

City is interested in the team’s organizational structure and work plan for accomplishing the work as described in the Scope of Work. Provide the:

- (a) organization and structure of the project team including percentage of work proposed to be done by sub-consultants;
- (b) method to determine needs and most appropriate amenities to be considered as part of the new park;
- (c) work plan indicating detailed approach for accomplishment of project, identified options, and

- proposed solutions;
- (d) approach to project management;
- (e) method to calculate estimated operations and maintenance (O&M) costs of the completed project; and
- (f) proposed project schedule identifying the beginning and ending of each phase of the work proposed for this project. (Note: SOQ should address preliminary design and engineering report, and then construction design and bid documents, as well as various phases of construction or installation of park amenities.

TAB I. Knowledge of Local Contractors, Local Criteria and Specifications, and Local Site Conditions. (10 points)

City is interested in the ability of the prime firm to provide plans and specifications documents that take into account the uniqueness and specifics of the local area. Briefly describe the prime Firm’s experience and knowledge of the City of Bryan local conditions and considerations, including:

- (a) environmental issues and considerations;
- (b) public awareness and involvement in local project development;
- (c) local design standards and construction specifications; and
- (d) specific issues related to this project that the City of Bryan may need to consider.

TAB J. Consideration for the Utilization of a Prime Firm or Individuals that have Prior Experience with the Project. (5 points)

City is interested in the prior experience and knowledge of the prime firm or team members that have had previous involvement with the specific project or study that is described in the solicitation, including:

- (a) background and role with the previous project or study; and
- (b) availability of pertinent information, data, maps, drawings, etc. related to the previous project or study.

Tab K. References.

Provide three (3) municipal government references, including the name of the agency, contact name, telephone, fax, and email address.

Tab L. Certification and Authorization page, and acknowledgement of any Addenda issued (required to be attached to proposals).

EVALUATIONFACTORS

The City will review all SOQs to determine compliance with the requirements as specified in the RFQ. Only SOQs which, in the opinion of the Selection Committee, meet the requirements of the RFQ will be further evaluated.

SOQs that pass the preliminary review may be evaluated based on the SOQ meeting the needs of the City as described in the respondent’s response to each requirement listed in the RFQ. The Selection Committee may review all written SOQs that meet the minimum RFQ submittal requirements and may select what it deems to be the top two (2) to four (4) SOQs for further review. It is important that the responses be clear and complete so that the Selection Committee can adequately understand all aspects of the SOQs.

Evaluation Factors

After receipt of SOQs, the City will use the following criteria in the selection process:

- A. Firm Introduction (5 points)
- B. Competence and Qualifications of Project Manager (10 points)
- C. Technical Adequacy of Personnel and Sub-consultants (10 points)
- D. Firm Experience – Previous Similar Work (10 points)
- E. Success of Firm – Record of Past Project Experience (10 points)
- F. Firm’s History of Cost Estimates and Budget Performance (10 points)
- G. Workload Capacity and Performance within a Specific Schedule (5 points)
- H. Proposed Approach for the Project (20 points)
- I. Knowledge of Local Contractors, Criteria, Specifications (10 points)
- J. Utilization of Prime Firm or Individuals (5 points)
- K. References (5 points)
- L. Certification and Authorization Form and Addenda

CERTIFICATION AND AUTHORIZATION

CERTIFICATION and AUTHORIZATION:

The undersigned certifies that he or she has fully read RFQ #18-014 and understands this "Request for Qualifications" and has full knowledge of the scope, quantity, and quality of the services to be furnished *including the Texas Ethics Commission Certificate of Interested Parties Form 1295* and intends to adhere to the provisions described herein. The undersigned also affirms that he or she is duly authorized to submit this SOQ, that this SOQ has not been prepared in collusion with any other respondent, and that the contents of this SOQ have not been communicated to any other respondent prior to the official opening of this SOQ.

By submitting a SOQ, the vendor certifies that neither he or she, nor any co-owner of the organization submitting this proposal, is related to a member of the City Council of the City of Bryan within the first, second, or third degree of consanguinity (blood) or affinity (marriage).

Signed By: _____ Title: _____

Typed Name: _____ Company Name: _____

Phone No.: _____ Fax No.: _____

Email: _____

Bid Address: _____
P.O. Box or Street City State Zip

Order Address: _____
P.O. Box or Street City State Zip

Remit Address: _____
P.O. Box or Street City State Zip

Federal Tax ID No.: _____

Date: _____

EXHIBIT A – SUBJECT PROERPTY AND SURROUNDING AREA



EXHIBIT B – CONCEPTUAL PLAN



EXHIBIT C – SAMPLE AGREEMENT

CONTRACT FOR RFQ #18-014

This Contract, dated _____, 2018, is between the **City of Bryan**, a Texas home-rule municipal corporation, (the City) and _____(the Service Provider), whereby the Service Provider agrees to provide the City with certain services as described herein and the City agrees to pay the Service Provider for those services.

1. Scope of Services

In consideration of the compensation stated in **paragraph 2**, the Service Provider agrees to provide the City with the services as described in **Exhibit A, RFQ #18-014**, which is incorporated herein by reference for all purposes, and which services may be more generally described as follows:

REQUEST FOR QUALIFICATIONS PROFESSIONAL SERVICES

Architectural / Engineering Services for Park Design for City Property Located at the Northwest Corner of Villa Maria Road and South College Avenue (property includes former Travis B. Bryan Municipal Golf Course and current Astin Recreation Area and Williamson Park)

2. Payment

In consideration of the Service Providers provision of the services in compliance with all terms and conditions of this Contract, the City shall pay the Service Provider according to the terms set forth in **Exhibit B, Bid Forms**. Except in the event of a duly authorized change order, approved by the City in writing, the total cost of all services provided under this Contract may not exceed \$

3. Time of Performance

A. All work and services provided under this Contract must be completed according to the Scope of Services described in **Exhibit A, RFQ #18-014**.

B. **Time is of the essence of this Contract.** The Service Provider shall be prepared to provide the services in the most expedient and efficient manner possible in order to complete the work by the times specified and described in **Exhibit A, RFQ #18-014**.

4. Warranty, Indemnification & Release

A. As an experienced and qualified Service Provider, the Service Provider agrees that the services provided by the Service Provider reflect the professional and industry standards, procedures, and performances. The Service Provider agrees the selection and supervision of personnel, and the performance of services under this Contract, will be pursuant to the standard of performance in the profession. The Service Provider agrees that the Service Provider will exercise diligence and due care and perform in a good and workmanlike manner all of the services pursuant to this Contract. Approval of the City shall not constitute, or be deemed, a release of the responsibility and liability of the Service Provider, its employees, agents, or associates for the exercise of skill and diligence to promote the accuracy, competency and quality of the services provided, nor shall the City's approval be deemed to be the assumption of

responsibility by the City for any defect or error in the aforesaid services provided by the Service Provider, its employees, associates, agents, or subcontractors.

B. The Service Provider shall promptly correct any defective work furnished by the Service Provider at no cost to the City. The City's approval, acceptance, use of, or payment for, all or any part of the services hereunder itself shall in no way alter the Service Providers obligations or the City's rights hereunder.

C. In all activities or services performed hereunder, the Service Provider is an independent contractor and not an agent or employee of the City. The Service Provider and its employees are not the agents, servants, or employees of the City. As an independent contractor, the Service Provider shall be responsible for the services and the final work product contemplated under this Contract. Except for materials furnished by the City, the Service Provider shall supply all materials, equipment, and labor required for the services to be provided under this Contract. The Service Provider shall have ultimate control over the execution of the services. The Service Provider shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees or subcontractors, and the City shall have no control of or supervision over the employees of the Service Provider or any of the Service Providers subcontractors.

D. The Service Provider must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, employees, agents, subcontractors, licensees, and other persons, as well as their personal property, while in the vicinity of the Project or any of the work being done on or for the Project. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Service Provider, its officers, employees, agents, subcontractors, invitees, licensees, and other persons.

E. Responsibility for damage claims (indemnification): Service Provider shall defend, indemnify and save harmless the City and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person or persons or property resulting from the Service Provider's negligent performance of the work, or by or on account of any claims or amounts recovered under the Workmen's Compensation Law or any other law, ordinance, order or decree, and his sureties shall be held until such suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to the effect furnished the City. Service Provider shall defend, indemnify and save harmless the City, its officers, agents and employees in accordance with this indemnification clause only for that portion of the damage caused by Service Provider's negligence.

F. **Release.** The Service Provider releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Service Provider or its employees and any loss of or damage to any property of the Service Provider or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Service Provider's negligent performance of the work. Both the City and the Service Provider expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance.

5. Termination

A. The City may terminate this Contract at any time upon **thirty (30) calendar** days' written notice. Upon the Service Provider's receipt of such notice, the Service Provider shall cease work immediately. The Service Provider shall be compensated for the services satisfactorily performed prior to the termination date.

B. If, through any cause, the Service Provider fails to fulfill its obligations under this Contract, or if the Service Provider violates any of the agreements of this Contract, the City has the right to terminate this Contract by giving the Service Provider **five (5)** calendar days' written notice. The Service Provider will be compensated for the services satisfactorily performed before the termination date.

C. No term or provision of this Contract shall be construed to relieve the Service Provider of liability to the City for damages sustained by the City because of any breach of contract by the Service Provider. The City may withhold payments to the Service Provider for the purpose of setoff until the exact amount of damages due the City from the Service Provider is determined and paid.

6. Insurance Requirements

The Contractor agrees to maintain the minimum insurance coverage and comply with each condition set forth below during the duration of this contract with the City. All parties to this contract hereby agree that the Contractor's coverage will be primary in the event of a loss, regardless of the application of any other insurance or self-insurance.

Contractor must deliver to City a certificate(s) of insurance evidencing such policies are in full force and effect within 10 business days of notification of the City's intent to award a Contract. No contract shall be effective until the required certificate(s) have been received and approved by the City. Failure to meet the insurance requirements and provide the required certificate(s) and any necessary endorsements within 10 business days **may cause the contract to be rejected.**

The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent.

- A. **Workers' Compensation Insurance & Employers' Liability Insurance** - Contractor shall maintain Workers' Compensation insurance for statutory limits and Employers' Liability insurance with limits not less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease. Contractor shall provide Waiver of Subrogation in favor of the City and its agents, officers, officials, and employees.
- B. **Commercial General Liability Insurance** - Contractor shall maintain Commercial General Liability (CGL) with a limit of not less than \$1,000,000 per occurrence and an annual aggregate of at least \$2,000,000. CGL shall be written on a standard ISO "occurrence" form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. No coverage shall be deleted from the standard policy without notification of individual exclusions and acceptance by the City. The City and its agents, officers, officials, and employee shall be listed as an additional insured.
- C. **Business Automobile Liability Insurance** - Contractor shall maintain Business Automobile Liability insurance with a limit of not less than \$1,000,000 each accident. Business Auto Liability shall be written on a standard ISO version Business Automobile Liability, or its equivalent, providing coverage for all owned, non-owned and hired automobiles. Contractor shall provide Waiver of Subrogation in favor of the City and its agents, officers, officials, and employees.
- D. **Professional Liability Insurance** - Contractor shall maintain Professional Liability (errors & omissions) insurance with a limit of not less than \$1,000,000. If written on a "Claims-Made" form, Contractor agrees to maintain a retroactive date equivalent to the inception date of the contract (or earlier) and maintain continuous

coverage or a supplemental extended reporting period for a minimum of two years after the completion of this contract. Contractor will be responsible for furnishing certification of coverage for 2 years following contract completion.

- E. **Policy Limits** - Required limits may be satisfied by a combination of primary and umbrella or excess liability policies. Contractor agrees to endorse City and its agents, officers, officials, and employees as an additional insured, unless the Certificate states the Umbrella or Excess Liability provides coverage on a pure “True Follow Form” basis.
- F. **Deductibles, Coinsurance Penalties & Self-Insured Retention** - Contractor may maintain reasonable and customary deductibles, subject to approval by the City. Contractor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention.
- G. **Subcontractors** - If the Contractor’s insurance does not afford coverage on behalf of any Subcontractor(s) hired by the Contractor, the Subcontractor(s) shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.
- H. **Acceptability of Insurers** - Insurance coverage shall be provided by companies admitted to do business in Texas and rated A-:VI or better by AM Best Insurance Rating.
- I. **Evidence of Insurance** – A valid certificate of insurance verifying each of the coverages required shall be issued directly to the City within ten (10) business days by the successful Contractor’s insurance agent or insurance company after contract award. Endorsements must be submitted with the certificate. No contract shall be effective until the required certificates have been received and approved by the City.

Renewal certificates shall be sent a minimum of ten (10) days prior to coverage expiration. Upon request, Contractor shall furnish the City with certified copies of all insurance policies. The certificate of insurance and all notices shall be sent to:

City of Bryan
Risk Management
PO Box 1000
Bryan, TX 77805
Emailed to: mquiroga@bryantx.gov

Failure of the City to demand evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

- J. **Notice of Cancellation, Non-renewal, Material Change, Exhaustion of limits** – Contractor must provide minimum 30 days’ prior written notice to the City of policy cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage. If City is notified a required insurance coverage will cancel or non-renew during the contract period, the Contractor shall agree to furnish prior to the expiration of such insurance, a new or revised certificate(s) as proof that equal and like coverage is in effect. The City reserves the right to withhold payment to Contractor until coverage is reinstated.

- K. **Contractor’s Failure to Maintain Insurance** – If the Contractor fails to maintain the required insurance, the City shall have the right, but not the obligation, to withhold payment to Contractor until coverage is reinstated or to terminate the Contract.
- L. **No Representation of Coverage Adequacy** - The requirements as to types and limits, as well as the City’s review or acceptance of insurance coverage to be maintained by Contractor, is not intended to nor shall in any manner limit or qualify the liabilities and obligations assumed by the Contractor under the Contract.

7. Miscellaneous Terms



A. This Contract has been made under and shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Brazos County, Texas.

B. Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

The City of Bryan
 Attn: _____
 P.O. Box 1000
 Bryan, Texas 77805

The Service Provider:

C. No waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

D. This Contract represents the entire and integrated agreement between the City and the Service provider and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

E. This Contract and all rights and obligations contained herein may not be assigned by the Service Provider without the prior written approval of the City.

F. The Service Provider, its agents, employees, and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Bryan, and with all applicable rules and regulations promulgated by local, state, and national boards, bureaus, and agencies. The Service Provider must obtain all necessary permits and licenses required in completing the work and providing the services required by this Contract.

G. The parties acknowledge that they have read, understood, and intend to be bound by the terms and conditions of this Contract.

H. Pursuant to Texas Government Code 2270.002, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains written verification the company that it:

- (1) does not boycott Israel: and
- (2) will not boycott Israel during the term of the contract

APPROVED FOR COUNCIL:

CITY OF BRYAN:

Kean Register, City Manager
Date:_____

Andrew Nelson, Mayor
Date:_____

APPROVED AS TO FORM:

ATTEST:

Janis K. Hampton, City Attorney
Date:_____

Mary Lynne Stratta, City Secretary
Date:_____

FIRM:

(FIRMs – Corporate Seal)

By:_____

Printed Name_____

Title:_____

Date:_____

STATE OF TEXAS §
 §
COUNTY OF _____ §

ACKNOWLEDGEMENT

This instrument was acknowledged before me on the _____ day of _____, 2018, by _____ on behalf of _____.

Notary Public in and for the State of Texas

END OF RFQ 18-014

CITY OF BRYAN

TRAVIS B. BRYAN PARK ARCHITECTURAL/ENGINEERING SERVICES FOR PARK DESIGN

RFQ# 18-014





COVER LETTER

January 25, 2018

City of Bryan
Purchasing Department
Attn: Karen Sonley, Purchasing Supervisor
1309 East Martin Luther King Street
Bryan, TX 77803



310 Longmire Road • Conroe, TX 77304
105 N. Main, Suite 123 • Bryan, TX 77803
P: 936.756.3041 • F: 936.539.3240 • www.burditt.com

RE: RFQ #18-014- A/E Services for Park Design

Dear Selection Committee:

Burditt Land|Place is pleased to submit our proposal to provide Architecture and Engineering Services for the Travis B. Bryan Park. Community-based park design is at the essence of what we are passionate about and do so well at Burditt Consultants, LLC. We are excited to be considered for this project and look forward to serving the community and economic development goals of Bryan. Our core mission is to serve communities through sustaining and creative design leadership. Our work demonstrates an integrated and powerful connection of people to place. From our local office on Main Street to our home offices in Conroe, we are committed to working tirelessly to collaborate in accomplishing the City's goals.

Our team of licensed architects, landscape architects and planners will connect directly with community stakeholders, as well as officials, advisory councils and staff, to understand and articulate the needs, capacity, and resources which must be manifested at the Travis B. Bryan Park. Developing design consensus through relevant programming, design concepts, market analysis, and capital investment and operational budgeting analyses, we will execute all components of the City's project goals and objectives. Additionally, our staff of environmental scientists and urban foresters will also ensure that green infrastructure and site sustainability are handled as vital attributes in the City's vision for the Park.

In our preliminary site visits, a number of conditions are readily apparent that we will evaluate and address, including park utilization, patron use, operations, and financial optimization. A myriad of interviews and planning sessions will be conducted between the planning and design team, your user groups, partners, staff and officials. We recommend the inclusion of your important customer base, the residents of Bryan. Together, through staff and user engagement, we will conduct a problem seeking processes to evaluate and program the vision for the Park using facts, goals, concepts, needs, function, form, and economy as the basis for design and implementation.

Our firm's credentials include parks and sports complex projects in a variety of successfully executed multi-million dollar park planning and design assignments across the state. Having served dozens of municipalities and county government entities over the past 30 years, we are confident our team of architects, planners, parks and recreation experts, and landscape architects offer the highest level of qualifications and expertise expected by the City of Bryan to execute this critical endeavor. Our proximity, knowledge relating to the City of Bryan's mission and operations, and integrated firm disciplines enable this team to lead our peers in innovation, design, project execution, stakeholder engagement, and client services.

Respectfully,

A handwritten signature in blue ink that reads "Charles Burditt".

Charles Burditt
President
cburditt@burditt.com

A handwritten signature in blue ink that reads "Eric J. Geppelt, AIA".

Eric J. Geppelt, AIA
Director of Architecture
egeppelt@burditt.com

A handwritten signature in blue ink that reads "J. Shane Howard".

J. Shane Howard
VP - Strategy & Development
jshanehoward@burditt.com

A handwritten signature in blue ink that reads "Diana L. Wilson".

Diana L. Wilson, RLA, LEED, AP, ASLA, AICP
Director Planning/Landscape Architecture
dwilson@burditt.com

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Firm Introduction

A

A FIRM INTRODUCTION



Burditt Land | Place Offices - 310 Longmire Road



Name: Burditt Consultants, LLC

Address: 310 Longmire Road
Conroe, Texas 77304

Telephone: 936.756.3041 Conroe
281.447.2111 Houston
936.539.3240 Fax

Email: cburditt@burditt.com

Web: www.burditt.com

Year Established: Original Consultancy 1979
LLC in 2006

Principal Owner:

Charles Burditt, President, APA, ULI, ACF

Vice Presidents:

J. Shane Howard, Sr.-Vice President; Strategy & Development
Ronnie J. Bane, Vice-President & Director of Operations

Director of Architecture:

Eric Geppelt, AIA

Project Managers:

Courtney Brinegar, AIA
Leroy Collins, RLA, LI, CPSI
Claudia Tellez Walker, RLA, LI, ASLA, CPSI
Diana Wilson, LEED, ASLA, RLA, AICP
Paul Howard, Planner, GIS

Firm Mission

The consistent mission at Burditt is to assist municipal and institutional clients in connecting urban, social, and natural systems through community and design-based planning processes that engage its citizens. The resulting declarations respect historic context while addressing the modern challenges of balancing the natural and built environment to provide the highest level of Quality of Life to citizens.

Burditt Consultants, LLC is a multidisciplinary firm assisting people, their lands, and their places; the firm performs parks and recreation, master planning and design, feasibility studies, architecture, landscape architecture, community development, natural and built asset inventories and audits, economic impact studies, Geographic Information Systems (GIS) databases and archival data management, wildlife studies, urban and community forestry and environmental assessments. For over 35 years, Burditt's team in the Land|Place Studio has assisted clients that include municipalities, state, federal and county governments, non-profits, commercial and residential categories.

By working closely with clients and their stakeholders, we identify opportunities and goals and efficiently create cost-effective solutions that enhance the quality of the built and natural environments. Burditt is committed to balanced design solutions considering the long-term viability of land, places and the people that enjoy them.



FIRM INTRODUCTION A

Certifications / Licenses / Active Professional Memberships Held by Staff

Texas and CLARB Registered Landscape Architect
Texas Licensed Architects
American Society of Landscape Architects
American Institute of Certified Planners
American Planning Association
Certified Park and Recreation Professional
National Recreation and Park Association
Member Texas Recreation and Park Society
Member Texas Municipal Park and Recreation Assoc.
Member Texas Municipal League
Southwest Park and Recreation Training Institute
State Licensed Irrigators
Certified Wetland Delineators (USCE)
Certified Wildlife Biologist
Certified Arborists (ISA)
Certified Foresters (SAF)
Certified Tree Farm Inspectors (AMTFS)
Society of American Foresters
International Society of Arboriculture
Association of Consulting Foresters
Texas Urban Forest Council
Houston Area Urban Forest Council
Lone Star Irrigation Association (LSIA)

Honors and Awards

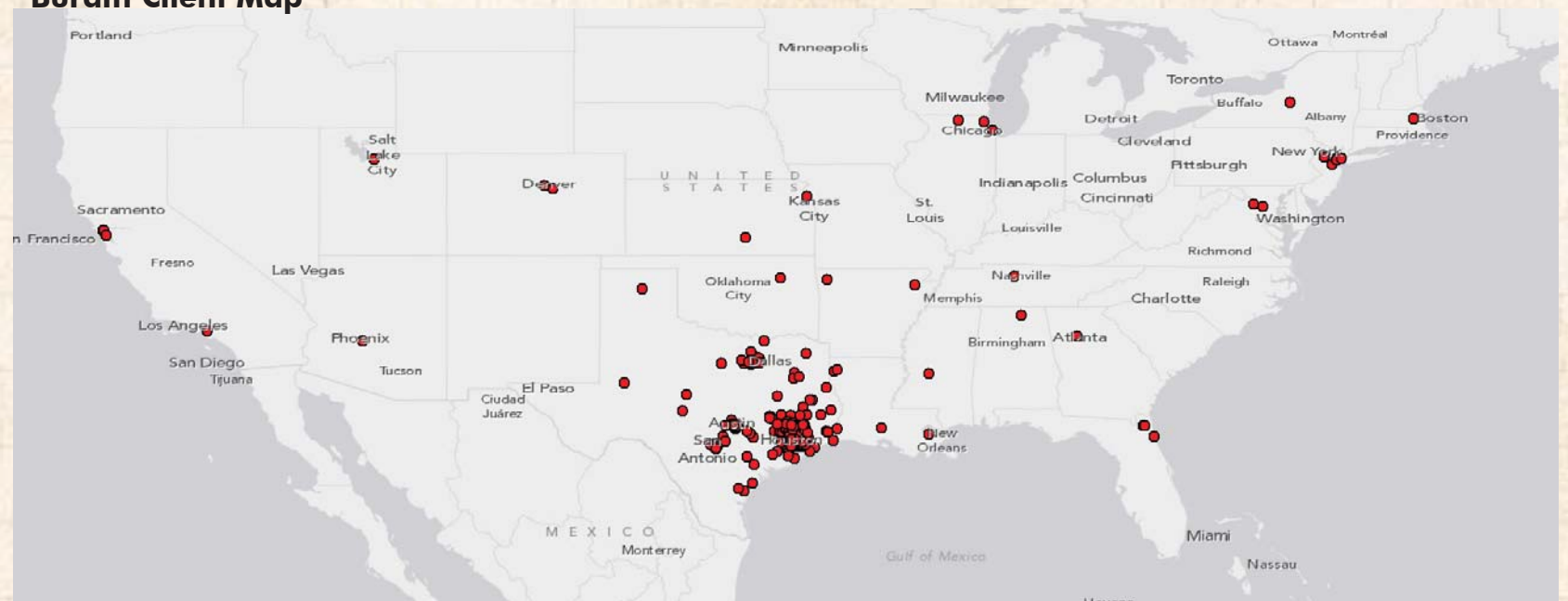
TRAPS 2018 Award for Excellence in Planning - Baytown - Gene & Loretta Russell Park
Society (TRAPS) 2012 Recreational Facility Excellence Award
C.K. Ray Recreational Center - NRPA Southwest Award
"Outstanding Park/Facility Design Award—Class 1" Award by the National Recreation and Park Association in 2012
HGAC-Planning Award - Deer Park Parks, Recreation and Open Space Master Plan
Participated in many award winning urban forest projects throughout the Southern and Eastern United States, including both the Texas Urban Forestry and National Arbor Day Project Awards
President's Award for Outstanding Field Forester, Society of American Foresters
Society of American Foresters – Awarded 'Fellow' - 2010
Texas SAF Laurence C. Walker Award for Contribution to Forestry 2012
Outstanding Tree Far Area Inspector 2003-2011
Lawrence Walker Distinguished Service to Forestry Award, (2005) - Texas Society of American Foresters



Burditt Staff listed in Multiple Categories

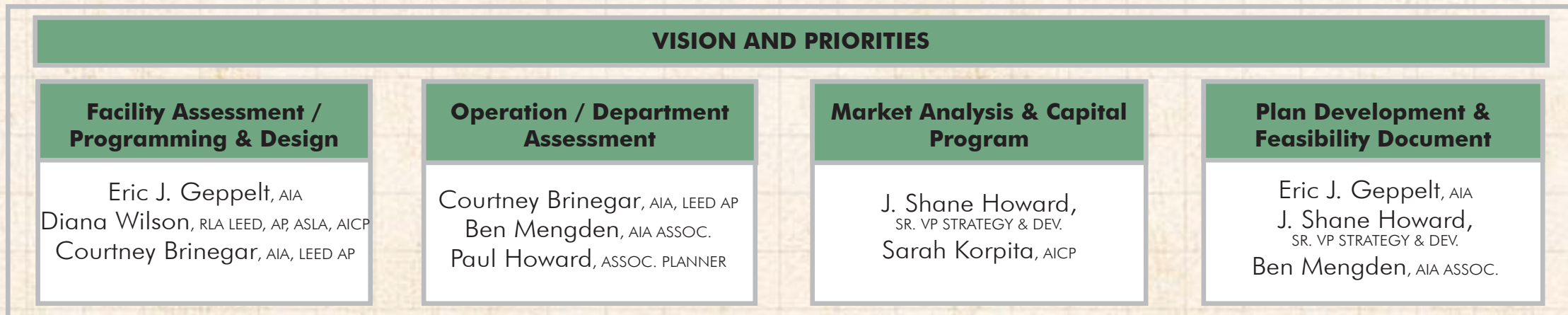
Registered Architects: 2
Architecture Project Designers: 3
Registered Landscape Architects: 3
Landscape Architecture Planner: 1
Certified Playground Safety Insp: 2
Urban Planners: 3
GIS Analysts: 1
Resource Planners: 3
Urban Foresters: 3
Certified Arborist: 1
Wildlife Biologist: 1
Licensed Irrigators: 2

Burditt Client Map

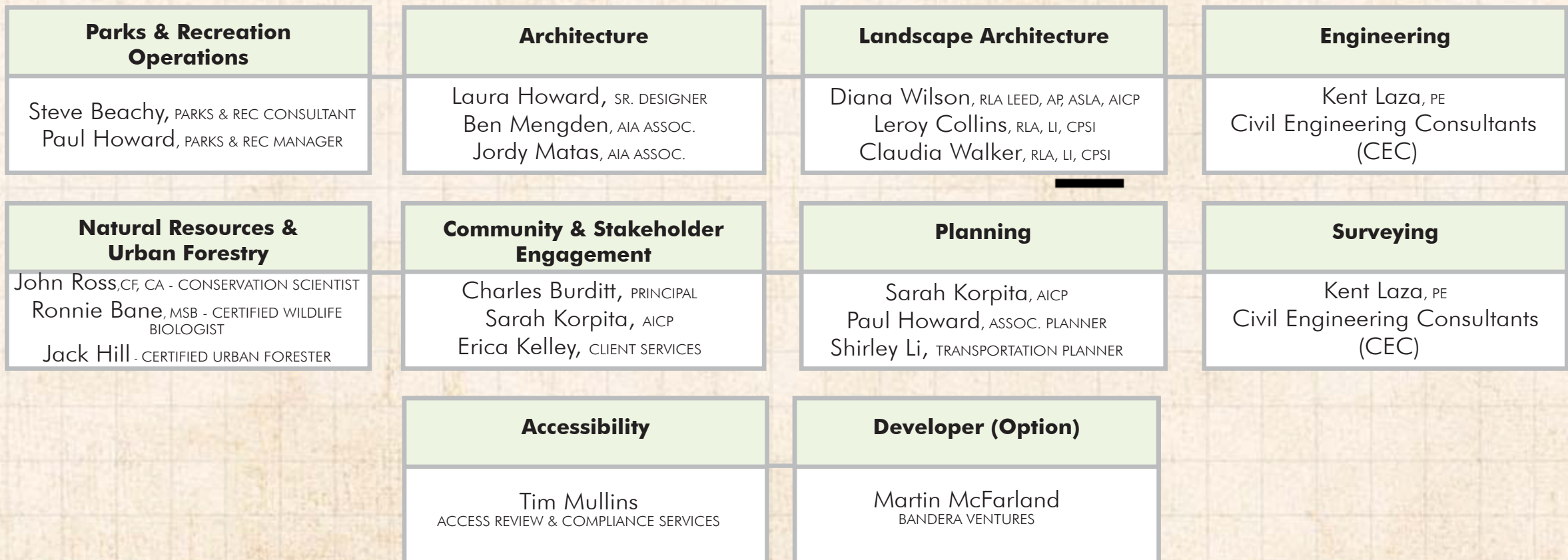


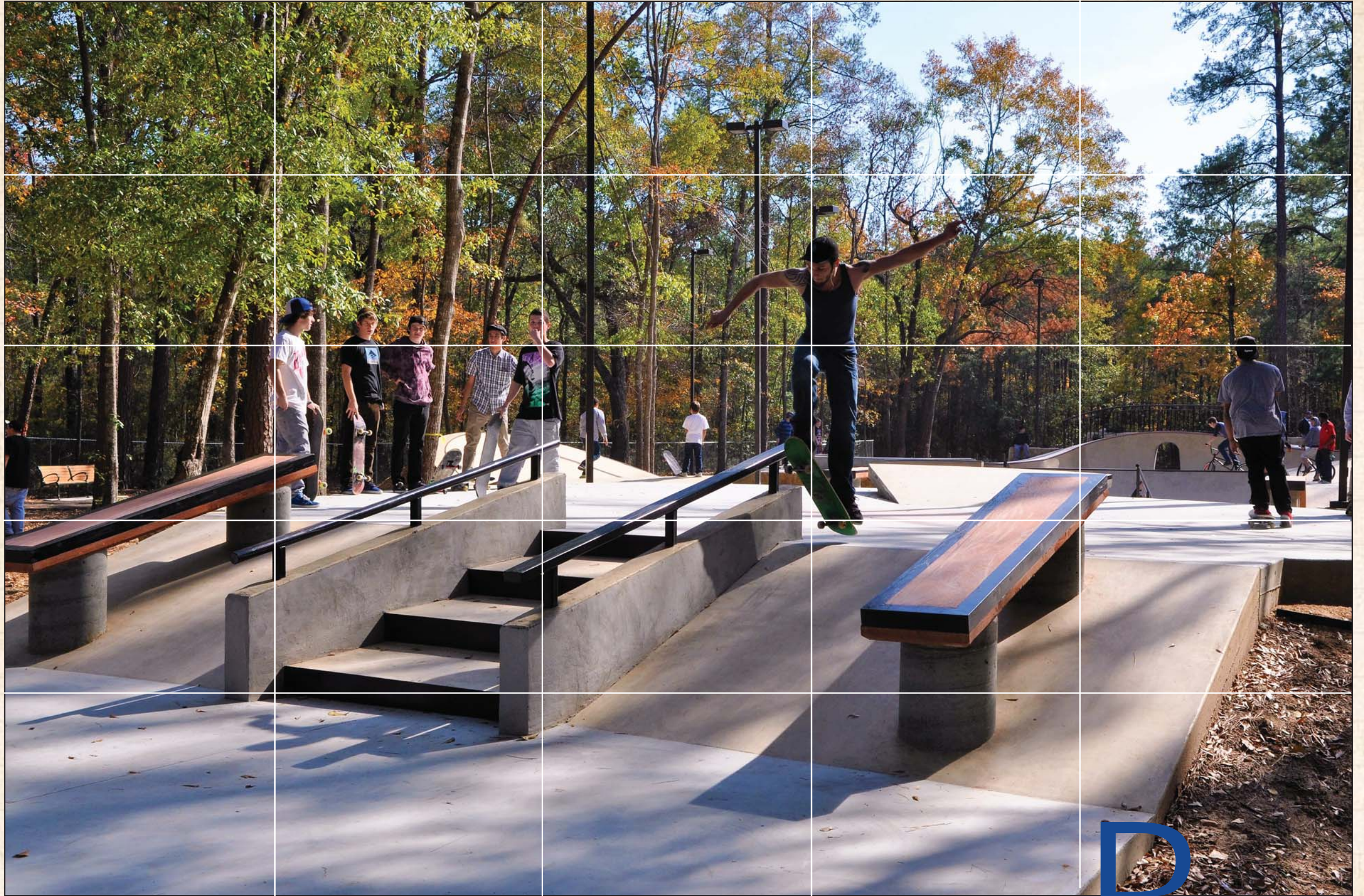


FIRM INTRODUCTION A



PLAN COMPONENTS AND DESIGN





Project Manager

B



PROJECT MANAGER B



ERIC GEPELT, AIA
Architect / Director of Architecture

Eric is an advocate for strengthening relationships between people and natural/built environments, in particular, exploring and celebrating the “in-between” of landscape and constructed places. Eric’s responsibilities have included project leadership, programming, client representation, conceptual design, project scheduling, consultant management, project cost tracking, and quality control. Eric provides not only a distinct design focus, as a licensed and trained architect, but a perspective that is grounded in the realities of construction, project costs and timeliness. His expertise in facility assessment and adaptive re-use will prove invaluable in this project.

EDUCATION

Texas A&M University - Bachelor of Environmental Design, 2000
University of Texas - Master of Architecture, 2004

REGISTRATION

Registered Architect - Texas #21283

AWARDS

C.K. Ray Recreational Center
Texas Recreation and Parks Society (TRAPS) 2012 Recreational Facility Excellence Award

C.K. Ray Recreational Center
NRPA Southwest Award

Organizations

American Institute of Architects
Texas Society of Architects
Leadership Montgomery County (LMC)

PROJECT EXPERIENCE

Municipal

Multi-Event Center Feasibility Study, Pleasanton, TX
Multi-Event Complex, Stephenville, TX
Mexia Commons Multi-Purpose Complex, Mexia, TX
LTC Care Facility Alternate Use Facility Study, Giddings, TX
Multi-Use Complex and Airport Corridor - Stephenville, TX
Harris County ESD#20 Fire Station, Houston, TX
Carnegie Library Renovation – Franklin, Texas
Pearland Feasibility Study Fire Station #4 – Pearland, Texas
North Montgomery County Fire Station #94
Knox Building Feasibility Study – Conroe, Texas
Fort Bend County ESD#2 Fire Station #2 – Katy, Texas
Orange Central Fire Station – Orange, Texas
Port Arthur Fire Station #4 – Port Arthur, Texas
Sugar Land Fire Station #7 – Sugar Land, Texas
College Station Fire Station #6 - College Station, Texas
Willowfork Fire Station #2 - Katy, Texas
Fulshear Simonton Fire Station #3-Fulshear, Texas
Horizon City Fire Station #1, Horizon City, Texas

Local Government

Nueces County Courthouse – Corpus Christi, Texas
San Patricio County Courthouse – Sinton, Texas

Healthcare

Dignity Health- SPC-1 Decommissioning for Glendale Memorial Hospital – Glendale, California
Dignity Health- SPC-1 Decommissioning for St. Bernardino Medical Center – St. Bernardino, California
Dignity Health- SPC-1 Decommissioning for St. Mary Medical Center – Long Beach, California
Memorial Medical Center: Nurse Station – Corpus Christi, Texas
St. Rose Dominican Hospital – Henderson, Nevada
Intermountain Healthcare: Women and Newborn Center – Logan, Utah

Recreation

Bear Branch Park - Phase I & III, The Woodlands, TX
Russel Park Recreation Center & Multi-Use Community Center, Baytown, TX
Candy Cane Park Recreation Center – Conroe, Texas
Candy Cane Park Activity Center – Conroe, Texas
City Indoor Tennis Center Complex, Beaumont, TX
Northshore Park, The Woodlands, TX
The Woodlands Row House Facility, The Woodlands, TX
50th St. Park, Galveston, TX
Sandhill Crane Park, Galveston, TX

Commercial

EF 90 Terminal Site Buildings – Corpus Christi, Texas
STBC Greenhouse – Corpus Christi, Texas
Cedar City Auditorium – Cedar City, Utah
Redstone Village – Park City, Utah
Conroe Retail Development Study – Conroe, Texas

Liturgical

LDS Church: Nottingham Chapel Roof Replacement Study – Katy, Texas
LDS Church: Maplewood Chapel Parking Lot Replacement Study – Houston, Texas
LDS Church: Institute Renovation Study – College Station, Texas
LDS Church: Fayette Chapel (Standard Plans) – Salt Lake City, Utah





Project Team



PROJECT TEAM C



CHARLES BURDITT – PRINCIPAL

Principal-in-Charge

Charles Burditt is responsible for all operations including planning, design studio, and land management. An active participant in all company projects, Mr. Burditt coordinates and leads public participation and client relations.

As an active member of Texas Parks and Recreation Society (TRAPS), Charles works closely with parks professionals throughout the state to research and identify best practices to be further developed and shared with Burditt clients and other professionals.

EDUCATION

Bachelor of Science in Natural Resource Management, Texas A&M University - 1976

EXPERIENCE

Texas A&M University Development Foundation Real Estate Committee
Texas A&M University Ecosystem Services Advisory Board Chairman
Texas Urban Forest Council Advisory Board
Keep Montgomery County Beautiful Past Board Member
Conroe Beautification Association Past Board Member
Rotary Club Environmental Past Committee Chair
Course Instructor, Stephen F. Austin University
Guest Lecturer, Texas A&M University Dept. of Ecosystem Sciences

PROJECT EXPERIENCE

Parks Master Plan, Huntsville, TX
Hondo Master Plan - Hondo, TX
Manvel Master Parks Plan, Manvel, TX
Pleasanton Parks, Recreation, and Open Space Master Plan, Pleasanton, TX
Mont Belvieu City Park Master Plan - Mt. Belvieu, TX
Seabrook Carothers Coastal Garden Master Plan - Seabrook, TX
Deer Park Parks Master Plan - Deer Park, TX
Magnolia Unity Park Master Plan, Magnolia, TX
Navasota August Horst Park Master Plan - Navasota, TX
El Campo Community Athletic Complex Master Plan - El Campo, TX
Deison Technology Park Master Plan - Conroe, TX
Navasota Comprehensive Plan - Navasota, TX
Hondo Master Plan - Hondo, TX
Sandhill Crane Soccer Complex - Galveston, TX
5301 Avenue S Park - Galveston, TX
Downtown Stroll, Magnolia, TX
Downtown Streetscape, Montgomery, TX
Multi-Use Complex and Airport Corridor - Stephenville, TX
Conroe MLK Sports Park Renovation - Conroe, TX
Conroe Kasmiersky Park Renovation - Conroe, TX
Streetscape Enhancement, Panorama, TX



DIANA L. WILSON, RLA, LEED AP, ASLA, AICP

Director of Planning / Landscape Architect

With more than 25 years experience as a registered Landscape Architect and 5 as a Certified Planner, Diana Wilson is a dedicated proponent for sustainable development, resource protection, preservation and management. Diana has extensive experience in park planning, site design and planting design. She has executed all phases of development for projects from local and regional planning to large-scale capital projects involving budgets exceeding \$9 million. Her exposure to public agencies has varied widely from city and county planning agencies to public hearings and large

federal agencies such as the National Archives and Records Administration (NARA).

EDUCATION

Texas A&M University
BS Landscape Architecture, 1982
Strausbourg, France
Selected participant in Foreign Studies Program, 1982
Tau Sigma Delta
Honor Society in Architecture and Allied Arts
Alpha Lambda Delta
Freshman Honor Society

REGISTRATION

Registered Landscape Architect - Texas. #1903

EXPERIENCE

Burditt Consultant's- Director of Landscape Architecture, Conroe, Texas
HOK, Washington D.C.
CRSS, Houston, Texas

PROJECT EXPERIENCE

Arts & Cultural Walk - Bastrop, TX
Seabrook Carothers Coastal Garden Master Plan - Seabrook, TX
Deison Technology Park Master Plan - Conroe, TX
Park Master Plan - Conroe, TX
Deer Park Parks Master Plan - Deer Park, TX
Navasota August Horst Park - Navasota, TX
Cleveland City Park - Cleveland, TX
Magnolia Unity Park - Magnolia, TX
Mont Belvieu City Park - Mt. Belvieu, TX
Deison Technology Park Master Plan & Design Guidelines - Conroe, TX
Private Property Master Planning and Basic Renderings - Montgomery, TX
Panorama Village Master Plan - Panorama Village, TX
Corporation Olympic Development Association (CODA)
Eagle Drive Streetscape, Mont Belvieu, TX
Streetscape Enhancement, Panorama, TX

C PROJECT TEAM



J. SHANE HOWARD, CIC, CRM
Sr. Vice President – Strategy and Development

Shane is an experienced project manager with a proven record in a variety of organizations from small entrepreneurial firms to political and non-profit entities to large corporate companies. He excels with practical application of multiple knowledge areas across industry segments and communities. Shane's primary expertise lies in public policy, operations, risk management, strategic planning, process innovation, and organizational financial management. He has developed a widely respected brand as a problem solver focused on mediated consensus building grounded in data and policy.

Shane serves Burditt in a strategic and operational management role. His work with clients is centered in planning, public input, economic development, and project management for a variety of projects across the range of disciplines offered by the firm.

EDUCATION

Masters in Business Administration – Financial Management, 2009 - Lamar University
Bachelor of Arts – Political Science, 2002 - University of Missouri-St. Louis
United States Air Force Academy, 1992-1996
Community College of the Air Force, 1989-1992

EXPERIENCE

Burditt Consultants, LLC - Sr. Vice-President Strategy & Development, 2015 to Present
eNGAGE, LLC – Principal, 2009 to Present
Jefferson County, Texas – Tax Assessor-Collector (elected office), 2010-2014
LEAP Engineering, LLC – Director of Business & Finance, 2005-2009
Community Insurance – Executive Vice President, 2003-2005
Sentry Insurance – Sales Representative, 1996-1998; Sales Team Leader, 1998-2003

PROJECT EXPERIENCE

Multi-Event Center Feasibility Study, Pleasanton, TX
Multi-Event Complex, Stephenville, TX
Mexia Commons Multi-Purpose Complex, Mexia, TX
LTC Care Facility Alternate Use Facility Study, Giddings, TX
Multi-Use Complex and Airport Corridor - Stephenville, TX
SH 105 Access Management and Beautification, Conroe, TX
Port of Sabine Pass 20 Year Master Plan, Sabine Pass, TX
Navasota Comprehensive Plan, Navasota, TX
Lufkin Comprehensive Plan, Lufkin, TX
Boerne Master Plan, Boerne, TX
Hondo Master Plan - Hondo, TX
Manvel Master Parks Plan, Manvel, TX
Pleasanton Parks, Recreation, and Open Space Master Plan, Pleasanton, TX
Houston Innovation Initiative - Co-founder and Facilitator.
Hurricane Ike Disaster Recovery Round II Housing Program Management
\$45 million HOPE VI Grant Management - Beaumont Housing Authority



COURTNEY BRINEGAR, AIA
Project Architect

Courtney is a licensed architect in the state of Texas with experience coordinating project work for interior renovations in complex facilities such as airports, occupied office spaces, and new retail build-outs. She has worked in all phases of design from Schematic Design to Construction Administration while fulfilling various roles ranging from team member to team leader. This experience enables her to be an effective Project Manager with direct insight on project workflow and how to work around unexpected conditions in the field. Courtney is motivated to

guide the project team on effective projects that create positive relationships with team members and client representatives.

EDUCATION

Master of Architecture, University of Michigan - 2009
Bachelor of Environmental Design, Texas A&M University - 2007

REGISTRATION

Registered Architect - Texas #23293
LEED AP BD+C

EXPERIENCE

Burditt Consultants, Conroe, TX
Jacobs Engineering, Houston, TX
Gensler, Houston, TX

PROJECT EXPERIENCE

Bear Branch Park – Pool Facilities - Woodlands, TX
Harris County ESD#20 Fire Station, Houston, TX
The Woodlands Row House Facility, The Woodlands, TX
Jacobs Fitness Center - Houston, TX
IBM Office Renovation - Houston, TX
Gate D6, D7, TL Restroom Renovations - Houston, TX
Gate D9 & Restroom Renovations - Houston, TX
SWA Admin Office Renovation - Chicago, IL
LEED for University of Texas 2018 Residence Hall - Denton, TX
5050 Westheimer Helistop - Houston, TX
Chevron Phillips Chemical – Capital Projects Shops - Houston, TX
Black Walnut - Houston, TX; Austin, TX; Alpharetta, GA
Kona Grill - San Antonio, TX
Pei Wei - Various Locations
Consolidated Maintenance - Houston, TX
JP Morgan Chase High Performance Workplace - Newark, DE
El Paso/Ysleta ISD school assessments - El Paso, TX
Terminal D, Shared Lounge - Houston, TX
HAS Restrooms Standards Guideline - Houston, TX

PROJECT TEAM C



R. LEROY COLLINS, RLA, LI, CPSI
Landscape Architect / Design Studio Leader

Leroy Collins began his professional work with the City of San Angelo as Planning Assistant in 1975 and remained until 1981. While at the City, Leroy participated in the master planning for the Rio Concho River Park Redevelopment and Land Use Study for the City of San Angelo. As part of the City Planning Department, Leroy designed the San Angelo Downtown Revitalization Project, East Side Sports Fields Complex and Entry Boulevard into Mathis Airfield. He is a planning and design professional with more than

three decades of design/build and consulting experience. Leroy places a strong emphasis in designing visionary yet pragmatic land plans and park master plans that complement nature.

EDUCATION

Bachelor of Science, Landscape Architecture,
Texas A&M University, 1975

Seminar on Nature Grounds - The value of incorporating nature into play, 2010
Seminar on Inclusive Play - The 7 Principles of Inclusive Playgrounds Design, 2014
Course in Accessibility Issues in Designing Recreational Facilities, 2007
Sustainable Landscape Seminars, 2012-2013

REGISTRATION

Registered Landscape Architect, 1985 - Texas. #1284
Licensed Irrigator, TX LI# 17460

EXPERIENCE

Burditt Consultants – Registered Landscape Architect (2008-present)
Collins Landscape Services – Owner, RLA (1986-2008)
Wakefield Horticulture Services, RLA and Landscape Designer (1982-1986)
City of San Angelo – Assistant Planner – (1975 – 1981)

PROJECT EXPERIENCE

Woodson Road Sidewalk Improvement, Oak Ridge North, TX
Eagle Drive Streetscape, Mont Belvieu, Texas
SH-105 Access Management, City of Conroe, Conroe, Texas
Deison Technology Park Master Plan & Design Guidelines - Conroe, TX
City of Conroe Ordinance - Landscape Architecture and Irrigation Permit Plan Design Services for Various Engineering Firms
The Woodlands Township Northshore Park
Katy Arboretum
Navasota August Horst Park
Cleveland City Park
El Campo Little League Park
El Campo City Park
Magnolia Unity Park
Mont Belvieu City Park - LA
Conroe Kasmiersky Park
Conroe Carl Barton Jr Park Amenity Center



STEPHEN C. BEACHY "STEVE"
Parks and Recreation Consultant

Since Steve Beachy created the College Station Parks and Recreation Dept. in 1971, it has expanded to 52 parks at a total of 1,327.91 acres, providing athletic fields and facilities, playgrounds, ponds, pools, conference center, recreation center, teen center, nature trails, an outdoor amphitheater and rental facilities. It offers over 200 programs with an operating budget of over \$6,000,000. Number of staff increased from 3 to 75 benefited positions, 200 seasonal / temporary employees, and approximately 100

Kids Klub staff. Steve's contribution to not only the City of College Station, but the parks and recreation field in Texas is a statement of excellence in a career that continues today. We're pleased to have relied on Steve for his consulting expertise in park design and administrative management.

EDUCATION

Bachelor of Science Recreation & Parks, Texas A&M University, College Station, Texas (1965-1970)

EXPERIENCE

Under Steve's leadership, The Parks and Recreation Department was the recipient of numerous local and National awards such as:
Tree City USA (For 20 years)
TAAF Silver City of College Station (2005)
The Daniel Whitworth Fellow Award Presented to Steve Beachy, Director (2005)
TRAPS Promotional Award (2006)
Platinum Award for the National Pool and Waterpark Lifeguard Training (2006)
Gold Award for the National Pool and Waterpark Lifeguard Training (2006)
International Excellence Community Award (Presented to Steve Beachy, Director)
Nationally accredited by the commission for Accreditation of Parks and Recreation Agencies and the National Recreation and Park Association (2007)
Amateur Softball Association James Farrell Award of Excellence (Presented to the Athletic Division for achieving a rating of 90 or above from the participants and the player representatives for the ASA U18 Girls Fast Pitch National Softball Tournament. Our tournament score achieved a perfect "100" rating! 2008)
Aquatic Agency of the Year Award (The City of College Station has been awarded the 2009 Texas Public Pool Council (TPPC) Agency of the Year Class 2 Award. The Texas Public Pool Council has a long history of recognizing excellence in the aquatics industry. "College Station Parks and Recreation has set the standard by which others look to in teaching swimming lessons, providing excellent aquatic facilities and creative programming," said Charles Logan, Past President and Chair of the Awards Committee for TPPC 2009)

C PROJECT TEAM



CLAUDIA T. WALKER, RLA, LI, ASLA, CPSI
Landscape Architect / Licensed Irrigator / Graphic Designer

Claudia has designed and assisted in the design of several prominent projects, including Master Plans and Design Guidelines, Signage and Wayfinding and Site Designs. Her experience in graphic design makes her a valuable asset to the visual communications of a project. She is passionate about sustainable design and incorporates the process in her designs. Park Master Plans are a particular area of design interest as exemplified by her numerous park plans.

EDUCATION

Bachelor of Science in Landscape Architecture, Louisiana State University, 2006

REGISTRATIONS

Registered Landscape Architect, 2015, TX #2987
Licensed Irrigator, 2009, TX LI#17476
Certified Playground Safety Inspector

EXPERIENCE

Burditt Consultants – Landscape Planner (2007– present)
Glen R. Mitchell and Associates – Landscape Designer, (2005 – 2008)

PROJECT EXPERIENCE

Baytown Gene & Loretta Russell Park Master Plan
Northshore Park Renovations - Woodlands, TX
Rockwell Square Park - Woodlands, TX
Galveston 53rd Park - Galveston, TX
El Campo Little League Park - El Campo, TX
El Campo City Park - El Campo, TX
Magnolia Unity Park – Magnolia, TX
Mont Belvieu City Park – Mt. Belvieu, TX
Conroe Kasmiersky Park – Conroe, TX
Port of Sabine Pass 20 Year Master Plan - Sabine Pass, TX
Navasota Comprehensive Plan – Navasota, TX
Parks Master Plan, Huntsville, TX
Master Plan - Hondo, TX
Parks Master Plan, Manvel, TX
Parks, Recreation, and Open Space Master Plan, Pleasanton, TX
Parks Master Plan - Deer Park, TX
Navasota August Horst Park - Navasota, TX
Cleveland City Park – Cleveland, TX
Tomball Soccer Ranch – Tomball, TX
Deison Technology Park Master Plan & Design Guidelines - Conroe, TX
Katy Arboretum Master Plan - Katy, TX
Industrial Park Corridor Enhancements, Conroe, TX
SH 105 Access Management and Beautification, Conroe, TX



LAURA HOWARD
Senior Project Designer

Laura has provided Architectural Program Development and Design for over 15 years. With initial design and program management duties in Texas A&M University's Physical Plant, Laura has worked on large scale projects managing and directing additional University staff while bringing her own critical eye to each project. Laura is a proponent of site sustainability, adaptive re-use and water conservation. Her most recent contribution to the project team is the programming and design of the City of Beaumont's new Tennis Complex, a \$2.2M state of the art addition to the community's Athletic Fields Complex. She is a talented architectural designer who also has outstanding interior design and finishes experience.

EDUCATION

Texas A&M University,
Bachelor of Environmental Design, 1989

EXPERIENCE

Burditt Consultants, Conroe, TX
LaBiche Architectural Group, Beaumont, TX
Arcon Architects, LLC, Beaumont, TX
LEAP Engineering, LLC, Beaumont, TX
Texas A&M University Physical Plant, College Station, TX

PROJECT EXPERIENCE

Bear Branch Park – Pool Facilities - Woodlands, TX
The Woodlands Row House Facility, The Woodlands, TX
Harris County ESD#20 Fire Station, Houston, TX
Mt. Belvieu City Park– Mt. Belvieu, TX
Magnolia Unity Park – Magnolia, TX
Shadow Lakes Park - Conroe, TX
Montgomery Summit Business Park - Montgomery, TX
Dahlman Residence - Montgomery, TX
Ogorchock Residence - Montgomery, TX
Private Property Master Planning and Basic Renderings - Montgomery, TX

PROJECT TEAM C



SARAH W. KORPITA, AICP

Planner & Community Investment

Sarah Korpita brings a depth of municipality experience to her role in Burditt's Community Investment and Engagement. As a former Parks and Recreation & Parks Director as well as Community Development Director, Sarah spent her career working with non-profit boards, community organizations, and City officials and staff. She acted also has been Executive Director for the Navasota EDC working a liaison between Council and EDC Board members. She is passionate for connecting the community and its citizenry to outdoor environments, outdoor learning, and the role that city

government has in fulfilling Quality of Life expectations to users.

EDUCATION

Bachelor of Arts – Political Science, 2003

Certified Public Manager - University of Houston

Masters Business Administration, Texas Southern University, 2017

EXPERIENCE

Burditt Consultants, LLC - Community Investment and Engagement, 2017 to Present

City of Navasota – Community Development Director, 2012 to 2017

City of Navasota - Parks & Recreation Director, 2005-2012

CIVIC/PROFESSIONAL INVOLVEMENT

Vice President, Navasota Kiwanis Club

Member, Texas City Management Association

Member, International Council of Shopping Centers

City of Navasota Liaison, Grimes County Chamber of Commerce

Chairperson, Grimes County Economic Development Steering Committee

Vice President, For the Love of Grimes County (Nonprofit)

PROJECT EXPERIENCE

Parks Master Plan - Lockhart, TX

Comprehensive Master Plan - Lufkin, TX

Master Plan - Hondo, TX

Unified Development Code - Hondo, TX

Comprehensive Master Plan - Navasota, TX

Arts & Cultural Walk - Bastrop, TX

Parks Master Plan - Boerne, TX

Gene & Loretta Park Master Plan, Baytown, TX

Park Master Plan, Manvel, TX

Park Master Plan, Huntsville, TX

Northshore Park - Woodlands Township

Bear Branch Park - Woodlands Township

Navasota August Horst Park - Navasota, TX

Grace Park, Navasota, TX



PAUL HOWARD

Park & Recreation Planner, Needs & Facilities Assessment

Paul Howard joined Burditt in 2002 serving as Project Manager for parks master plans and comprehensive planning. He also serves clients as GIS Analyst and cartographer. Paul has worked on a variety of projects in the communities such as San Antonio, Corpus Christi, Bellaire, Shenandoah, College Station, Fayetteville, AR, Jonesboro, AR, Conroe, Houston, and West University Place. He has contributed extensively in the writing of community tree and landscape ordinances, technical specifications manuals, and tree preservation protocol. Paul has also conducted numerous seminars for institution, professional, and community organizations.

EDUCATION

Texas A&M University, Bachelor of Science, 2002

EXPERIENCE

Burditt Consultants – Planner, Urban Forester/Projects Mgr. (2002-2005, 2006 - present)

Flour Bluff ISD– Teacher; GIS/Biology (2005-2006)

Hamman Scout Camp -Assistant Camp Director – 2002

Texas Agriculture Experiment Station Forest Science Laboratory – Soil Lab Technician (2002)

Classic Tree Care – Tree climber (2001)

United States Navy USS Curts FFG-38 – Gas Turbine Systems Technician E-3 (1995)

PROJECT EXPERIENCE

Port of Sabine Pass 20 Year Master Plan - Sabine Pass, TX

Navasota Comprehensive Plan – Navasota, TX

Master Plan, Hondo, TX

Parks Master Plan, Huntsville, TX

Master Parks Plan, Manvel, TX

Parks, Recreation, and Open Space Master Plan - Pleasanton, TX

Multi-Use Rodeo Complex Feasibility Study - Pleasanton, TX

Multi-Use Complex and Airport Corridor - Stephenville, TX

Northshore Park Redevelopment, Woodlands, TX

Parks, Recreation & Open Space Master Plan - Deer Park, TX

Conroe Parks Master Plan - Conroe, TX

Parks Urban Forest Management Plan & Urban Ecosystem Analysis - Katy, TX

Lake Management Plan - Woodlands, TX

Public Space Master Plan - Oak Ridge North, TX

Parks and Wildlife Trail Grant – El Campo, TX

Soccer Ranch Parks and Wildlife Grant - Tomball, TX

Tree Inventory using GIS Data for the Memorial Park Demonstration , Harris Co., TX

On-Demand Analyses and Routine Updates , Navasota, TX

C PROJECT TEAM



JOHN ROSS

Senior Resource Consultant, Certified Arborist, Certified Forester

John Ross joined Burditt in 2003 following 13 years heading the Texas Forest Service offices in Conroe. During that time, John worked extensively in the urban forest arena with municipalities, developers and public service departments. He is recognized as a strong natural resource advocate and a highly regarded public speaker on ways to optimize natural resources as they contribute to the overall economic and site value of the community.

EDUCATION

Bachelor of Science – Southern Illinois University, 1979
Post-graduate studies towards MBA – Sam Houston State, 1986
Graduate, National Urban Forestry Institute, 1994
Society of American Foresters Leadership Academy, 1997
Wetlands Training Institute, 2005

PROJECT EXPERIENCE

Twinwood Properties – resource planning on 19,000 acres in Brazoria and Waller county. Analysis of River bottoms, hardwood forests, pine forests, turf farms, tree nurseries, grazing land and wildlife habitat.

Andrews Property – 500 acres in Walker county – analysis of bottomland, highly erosive drains and creeks, upland forestland, special ecological sites, endangered species habitat assessment, nursery sites.

The Woodlands Township – Aquatic assessment of all waterways and ponds including recommendations on water quality, engineering and wetland enhancements.

The Woodlands Township - Forest management plan which included assessment and recommendations for over 28,000 acres including urban forest restoration, invasive species control, hazard tree monitoring and removal, and unique area awareness and management.

Exxon-Mobil Campus – Ecological site analysis of multiple habitats in preparation for construction of new headquarters. Analysis of upland forests, bottomland hardwood forest, wetlands, river bank and lacustrine ecosystems. Included complete plant identification and analysis of all ecotypes. Selected ecologically unique areas for set aside, recommended specific hardwoods for removal at lake sites, developed plan for creating historical ecosystems around the complex.

Wetland Creation and Enhancement Project, Texas - Eastern Pipeline Company (TEPPCO) - Lead Wetland Consultant, Project management of grading, plant materials selection, planting and placement for site and screening.

City of Mont Belvieu – Wetland and Resource Analyst, Inspected and performed resource analysis of pre-development site for the City Park.



RONNIE BANE

VP & Director of Operations; Certified Wildlife Biologist

Ronnie Bane received a B. S. in Forestry in 1988 and a M. S. in Forest Game Management in 1992 from Stephen F. Austin State University. He has extensive education in the life history, ecology and management needs of wildlife species indigenous to Texas. He is certified as a wildlife biologist from The Wildlife Society. Ronnie joined Burditt in 1995 a wildlife biologist and forester consultant. He has extensive experience in writing and implementing natural resource, wildlife, and fisheries management plans.

EDUCATION

Masters of Science in Forest Game Management, SFASU -1992
Bachelor of Science in Forestry, SFASU - 1988
Firewise Workshop – Wildland/Urban Interface - 1999
Pond Construction and Management - 2000
Texas Best Management Practices (BMP) Training - 1996
GIS Training - 1999
Urban Wildlife Management National Conference - 2001

PROJECT EXPERIENCE

The Museum of Fine Arts, Houston, - Wildlife Biologist, Wildlife Management recommendations were designed to preserve and enhance the habitat for maintaining healthy and breeding populations of native wildlife on the 2,700 Acres property in Grimes County, Texas.

Deer Foot Youth Camp – Wildlife Planner, Prepared Forest and Wildlife Management Plan for 260 acres, Montgomery, TX

Bahr Capital Interests LTD – Wildlife Planner, Prepare Wildlife Management Plan for 1,026 acres in Montgomery County, Texas.

Huntsman International, LLC – Forest/Wildlife Planner, Inventoried and prepared Forest/Wildlife Management Plan for 312 acres, Conroe, TX.

Twinwood Properties – resource planning on 19,000 acres in Brazoria and Waller county. Analysis of River bottoms, hardwood forests, pine forests, turf farms, tree nurseries, grazing land and wildlife habitat.

Andrews Property – 500 acres in Walker county – analysis of bottomland, highly erosive drains and creeks, upland forestland, special ecological sites, endangered species habitat assessment, nursery sites.

Exxon-Mobil Campus – Ecological site analysis of multiple habitats in preparation for construction of new headquarters. Analysis of upland forests, bottomland hardwood forest, wetlands, river bank and lacustrine ecosystems. Included complete plant identification and analysis of all ecotypes. Selected ecologically unique areas for set aside, recommended specific hardwoods for removal at lake sites, developed plan for creating historical ecosystems around the complex.

PROJECT TEAM C



BEN MENGDEN

Project Designer

Ben Mengden has designed, managed and coordinated all phases of building types within Planning, Design and Technical Production Teams. His architectural experience is supported by additional planning, cartography and geographic information systems background. An advocate for Green Infrastructure and Low Impact Development, Ben provided planning and design services for Austin's Watershed Protection Department through analysis and data visualization of complex watershed systems. His LEED GA credentials represent his commitment to U.S.

Green Building Council principles and sustainable design. He is a member of AIA Houston Urban Design Committee and Rice Design Alliance.

EDUCATION

Master of Architecture, University of Texas - 2011
Bachelor of Arts Geography, Texas State University, 1992

EXPERIENCE

Burditt Consultants, Conroe TX
HOK, Houston TX
City of Austin Watershed Protection Department, Austin TX
BBITT, Austin TX
University of Texas Networking Department, Austin TX
University of Texas School of Architecture Computer Lab, Austin TX
Doucet & Associates, Austin TX

PROJECT EXPERIENCE

Harris County ESD#20 Fire Station, Houston, TX
Bear Branch Park – Pool Facilities - Woodlands, TX
The Woodlands Row House Facility, The Woodlands, TX
Corporate Campus, Sugarland TX
Mining Facility Worker Camp, AB Canada
Refinery Master Plan, MT
Chemical Plant Master Plan, LA
Drilling Facility Master Plan, CA
Corporate and Research Master Plans, Saudi Arabia
Strategic Corporate Real Estate Evaluation Tool
University of Business & Technology Oman, Samail Oman
Watershed Protection Ordinance, Austin TX
University of Texas Austin Wi-Fi Device Management System, Austin TX
Doucet & Associates GIS Initiative - Implementation and Management, Austin TX



KENT LAZA, PE

CEC

Mr. Laza has over 30 years of experience in the civil engineering field and has served in both public and private sector roles. As the Project Manager, Mr. Laza determines the project scope, design approach, staff resources & project schedule. He provides direction & oversight of design, analysis and construction management and is responsible for communication with the client, city staff, utility providers and other outside parties.

EDUCATION

Master of Engineering, Civil Engineering, Texas A&M University, 1985
Bachelor of Science, Civil Engineering, Texas A&M University, 1983
Bachelor of Science, Agricultural Engineering, Texas A&M University, 1981

REGISTRATIONS

Licensed Professional Engineer, Texas No. 65923 (3/31/2018)

PUBLIC SECTOR

City Engineer for College Station and Baytown

PRIVATE SECTOR

BP
Phillips Eng.
Civil Development
McClure Eng.

PROFESSIONAL EXPERIENCE

Georgie K. Fitch Park Trail, College Station, Texas
Central Park Sidewalk Improvements, College Station, Texas
Tower Point Phases 9A & 9B, College Station, Texas
Bryan City Cemetery Expansion, Bryan, Texas
2014-18 Street Improvement Programs, Navasota, Texas
2016 & 2014 CDBG Sidewalk Program, City of College Station
17th Street Sidewalk Project, City of Bryan
Pedestrian Intersection Improvements, City of College Station
Johnson Elementary Sidewalk Project, City of Bryan
Wolf Pen Creek Upper Trail System, City of College Station

C PROJECT TEAM



TIMOTHY MULLINS - B.S. / R.A.S.

President / CEO of ARC Services, LP

Administration of accessibility compliance services including; consultation, plan reviews, surveys & site inspections for compliance requirements with the Americans with Disabilities Act (ADA) and/or the performance of Texas State required (TAS) plan reviews & inspections for compliance with the Texas Accessibility Standards (TAS).

ARC's specific role for each of the projects listed below included closely working with design team professionals and project / property management staff through project lifecycle, i.e., from project beginning at programming phase to preliminary & final construction documents and plan reviews during the design phase, as well as, on-site pre-inspections, assessments and the final Texas State (TDLR) required (TAS) inspection upon project completion.

EDUCATION

Texas Accessibility Academy, 1998

University of Phoenix - Bachelor of Science in Business Marketing., 2003

REGISTRATIONS

Registered Accessibility Specialist (RAS)#167 - Year: 1998

Accessibility/Usability Specialist - International Conference of Building Officials (ICBO), 1994

Texas Department of Licensing and Regulation (TDLR) Architectural Barriers

PROFESSIONAL EXPERIENCE

Candy Cane Park Parking Expansion, Conroe, TX

Martin Luther King (MLK) Park, Conroe, TX

City of Conroe Shadow Lakes Park, Conroe, TX

Texian Memorial Park, Conroe, TX

Cleveland Municipal Park Phase One, Conroe, TX

New Family Restroom for Carl Barton Jr. Park, Conroe, TX

Restroom Remodel Edgar T Bear Parks, Oak Ridge North, TX

Unity Park, Magnolia, TX

Downtown Improvements, Magnolia, TX

Carothers Coastal Gardens, Seabrook, TX

New Signature Park, Mt. Belvieu, TX

Port Aransas Skatepark, Port Aransas, TX

Port Aransas Nature Preserve, Port Aransas, TX

Eagle Lake Airport Hanger, Eagle Lake, TX

A New Pavilion, Panorama Village, TX

Trophy Club Splash Park, Trophy Club, TX

Wharton County Annex D Renovation, Wharton Co.



MARTIN L. MCFARLAND

Bandera Ventures

Martin "Marty" McFarland joined Bandera Ventures in September 2016. The Partners have over 90 years' experience in commercial real estate encompassing in excess of 50 million square feet of development and acquisitions throughout the United States. Bandera's business strategy is centered around a focus on industrial development and acquisitions, office development and acquisitions, and long-term lease opportunities. In addition to real estate development and investment, Bandera actively invests in Oil and Gas and private equity transactions.

Marty combines extensive knowledge of the legal and financial realities of development deals with deep expertise in real estate asset strategies. His experience with real estate development and investment across the sunbelt—from Washington DC to California—is unparalleled. His architectural training, real estate law experience, and financial fluency make him a valuable ally in transactions across all product types.

He spent years as regional managing director at Trammell Crow, along with the other Bandera Ventures Partners, before becoming a partner in the real estate group at the investment bank, Alvarez & Marsal, where he used his legal and financial expertise to consult on real estate asset strategies and restructuring. He went on to serve as vice president and general manager at Opus South, then became a founding partner at Weeks Robinson Properties. It was there that he put together a highly successful \$400 million opportunity fund to develop industrial assets throughout the southeast. He is known for successful third party development opportunities he creates and for his facility in securing institutional capital.

EDUCATION

Darden Graduate School, University of Virginia - M.B.A.

Georgia State University College of Law - J.D., Cum Laude

Georgia Institute of Technology - B.S. Degree in Architecture, Cum Laude

LICENSE & AFFILIATIONS

Licensed Real Estate Broker

Attorney - State Bar of Georgia

Georgia State University Real Estate Council & Guest Lecturer

PROJECT TEAM C



JACK HILL

Urban Forester

Jack L. Hill received a B. S. in Forestry from Stephen F. Austin State University in 1974. He began his professional work with the City of Houston as Assistant City Forester in 1975 and remained until 1979. Between 1979 and 1981 he served as Production Manager for Stacy Environmental before joining Steve Clark and Associates, a leader in the urban forest consulting field, as the Houston Area Manager and Senior Consultant. He became Manager of the Houston Office for Forestry Associates in 1992

and joined the staff of Burditt in 1996 as Senior Urban Forester.

EDUCATION

Bachelor of Science in Forestry (1974)
Stephen F. Austin State University
Building with Trees Workshop (1991 and 1998)
Wetland Institute Workshop (1992)
Trees, People and the Law Seminar (2001)

PROFESSIONAL ORGANIZATIONS

Houston Area Urban Forestry Council
Charter member of the Texas International Society of Arboriculture
Society of American Foresters
The National Arbor Day Foundation

EXPERIENCE

Burditt Consultants – Senior Urban Forester 1996 to present
Forestry Associates - Manager of the Houston Office. (1992-1996)
Steve Clark and Associates - Houston Area Manager and Senior Consultant. (1981-1992)
Stacy Environmental - Production Manager (1979 – 1981)
City of Houston - Assistant City Forester (1975 – 1979)

PROJECT EXPERIENCE

Comprehensive Urban Forest Management Plan, College Station, TX
Tree Inventory and Delineation - Hargreaves
Preservation Evaluation of Street Trees - Homestead Grade Separation - Dannenbaum Engineering - City of Houston
Tree Preservation - Yale Street Paving Improvements - AECOM - City of Houston
Preservation Evaluation of Street Trees - Water Line Replacement - Nathelyne A. Kennedy & Assoc. - City of Houston
Preservation Planning - Copperfield Surface Water Transmission Lines - Turner, Collie & Braden, West Harris Co.
Site Inspection and Report - Ley Road Improvements - OBC Consulting Engineers - City of Houston
Site Inspection and Report - Clinton Drive Reconstruction Project - Transystems - City of Houston
Preservation of Street Trees - Water Main Replacement - ISANI Consultants - City of Houston
Tree Analysis and Site Observations, Landscape Plan Review and Tree Ordinance Review and Amendments, Conroe, TX



SHIRLEY LI

Associate Planner - Transportation

Shirley brings her passion for public mobility to projects for Burditt as an Associate Planner. She holds a Masters Degree in Community and Regional Planning from the University of Texas. Her role is provide advocacy and perspective to planning projects related to pedestrian and bikeability in communities. She has participated as a team member in multiple planning projects.

EDUCATION

University of Texas at Austin, United States | School of Architecture
Master of Science in Community and Regional Planning
Sichuan International Studies University, Chongqing, China | School of Communication
Bachelor of Arts in International Journalism

EXPERIENCE

Burditt Consultants
USDOT Tier 1 University Transportation Center
Adisa Communications, Austin, Texas, United States
Bojorquez Law Firm, Austin, Texas, United States
School of Architecture, University of Texas at Austin
Postal Savings Bank of China Corp. (PSBC), Beijing, China | International Business Department
Postal Savings Bank of China Corp. (PSBC), Beijing, China | Executive Office of Headquarters

PROJECT EXPERIENCE

Unified Development Code - Hondo, TX
Comprehensive Master Plan - Lufkin, TX
Gene & Loretta Park Master Plan, Baytown, TX
Exhibition of China-America Planning & Design Workshops
Bike Master Plan for City of Georgetown, TX
Public Outreach for the Austin Aquatics Master Plan
Training Workshops for Scenic Hill Country Members
TOD (Transit Oriented Development) plan for City of Leander, TX
Austin Activity Travel Survey Study
Future and Cities Study of Jakarta, Indonesia
Cooperative Mobility for Competitive Mega-regions project
HSR (High-Speed Rail) Stations in Global Megacities Impact Study
Austin TNC (Transportation Network Company) issue Analysis
Comprehensive Plan evaluation Boulder, Colorado



Project Experience

D

PROJECT EXPERIENCE D

GENE AND LORETTA RUSSELL PARK - BAYTOWN, TEXAS



The Gene and Loretta Russell Park Master Plan represents Baytown's newest planned outdoor public space. Through a generous gift for land acquisition, Gene and Loretta Russell worked closely with City staff to set the project vision and design intent. This multi-purpose and family oriented park will be situated on a 50+ acre parcel and expand upon Baytown's other existing 45 community park facilities.

The master plan design responds to project goals with welcoming entries graced by tree line boulevards, separate phases for family recreation, active sports recreation, and community and recreation centers. The park is envisioned to be self-sustaining, supporting cultural diversity, and leading in innovation and sustainability.

The master plan was developed under the creative direction of Burditt Land|Place, an integrated planning and design firm grounded in the principles of community planning, architecture, landscape architecture and natural systems.

Team Leader:	Claudia T. Walker
Firm's Role:	Prime
Project Budget:	\$38 Million
Project Date:	2017
Timeline:	On-time & Within Budget
Contact Person:	Scott Johnson, Parks and Recreation Dir.
Phone:	281.420.6597



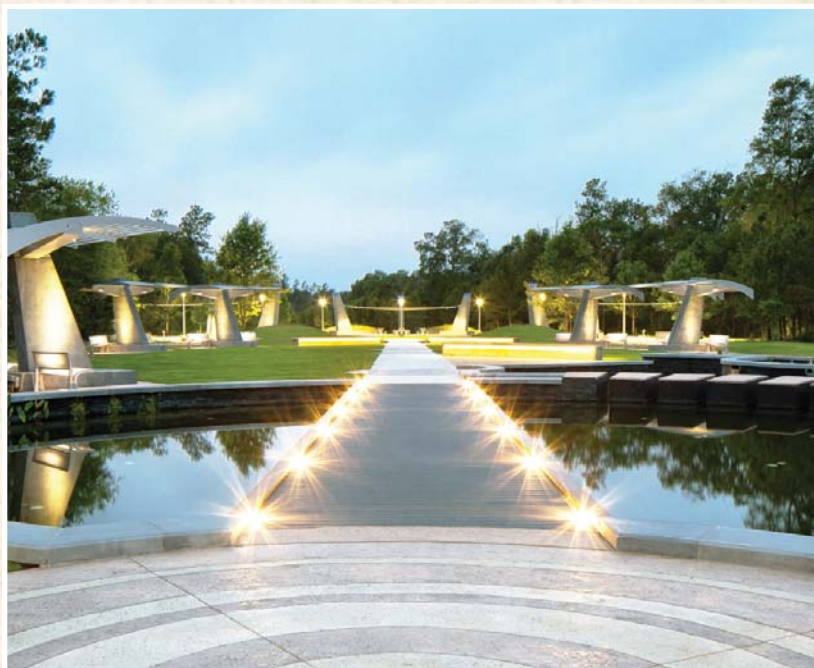
D PROJECT EXPERIENCE

DEISON TECHNOLOGY PARK - MASTER PLAN & PH. 1 - CONROE, TEXAS



In 2011, Burditt began the Master Planning and Design Guidelines for a Technology Park to be located in close proximity to the Montgomery County Airport. Burditt's team of planners, architects and natural resource professionals extensively analyzed the 248 acre site, and a natural resource assessment of existing conditions was generated using several land cover maps which delineated existing trees, soils analysis, and wildlife habitat. Utilizing this information, opportunities for restoration, preservation of wildlife corridors, significant tree groupings, and a stream management zone were identified. These findings were critical in the layout and design of the final Master Plan Document. The \$18 million site was planned to preserve 40% of the existing tree canopy with natural landscape. Design Guidelines were established to ensure the design intentions of stewardship, sustainable design strategies, and habitat preservation were carried out.

Team Leaders:	Justin Howard, Matt Long
Firm's Role:	Prime
Project Budget:	1,25 Million (phase 01)
Project Date:	2013
Timeline:	On time & Within Budget
Contact Person:	R. A. 'Mickey' Deison, Chair Conroe Industrial Development Corp.
Phone:	936.756.1813



PROJECT EXPERIENCE D

ARTS & CULTURAL WALK- FEASIBILITY STUDY- BOB BRYANT PARK - BASTROP, TEXAS



The City of Bastrop contracted Burditt Consultants to plan a culture walk as an extension of an existing sports park. The Culture walk is an outdoor trail at the north end of the park that will highlight the history and ecology of Bastrop County and Central Texas using art and design.

The preliminary master plan for the project shows a Nature Center, wildflower meadow, amphitheater, graffiti wall, interactive sculptures and parking.

An existing concrete walkway that lines the north end of the park, will be the main circulation throughout the walk. It will be dotted with permanent art exhibits and pieces rotated on a regular basis. There are plans for a nature and learning center, an amphitheater to host poetry readings and other cultural events and areas where kids can run and play games. ~~Open~~ groves, shade trees, grasslands and wildflower fields will turn nature into art.

The master plan addresses the entirety of Bob Bryant Park, not just the culture walk. It recommends cleaning the area, pruning trees, upgrading facilities, adding signage and possibly appointing a park police officer to monitor safety.

Team Leader:	Diana Wilson
Firm's Role:	Prime
Project Budget:	\$3.8 Million
Project Date:	2017
Contact Person:	Trey Job, Public Works Director
Phone:	512.332.8920



THE PARK AT LEGACY FIELDS - EL CAMPO, TEXAS



The City of El Campo presented Burditt with a unique opportunity to not only create a master plan for a state of the art Little League Complex, but also to design an adjoining facility for the El Campo School District. Working together with both a 22 Member Little League Board and School District Coaches, Superintendent and Board, staff participated in public input and numerous smaller advocate meetings to design a master plan for the \$8 million dollar complex. The City's park consists of 6 Little League Fields, two story air conditioned concession and meeting facility, covered pavilion, batting cages, and 2 restrooms. An additional challenge was to design a "park inside the park" that adjoined the ball fields. In this facility, Burditt designers created an amphitheater with gently sloping bermed seating, a playground facility, restrooms and trail system. Both parks are currently in construction.

Team Leader:	Leroy Collins
Firm's Role:	Prime
Project Budget:	\$4,456,000
Project Date:	2015
Timeline:	On-Time & Within Budget
Contact Person:	Chris Barbee, Director of Community Dev.
Phone:	979.541.5000



PROJECT EXPERIENCE D

SIGNATURE PARK - MONT BELVIEU, TEXAS

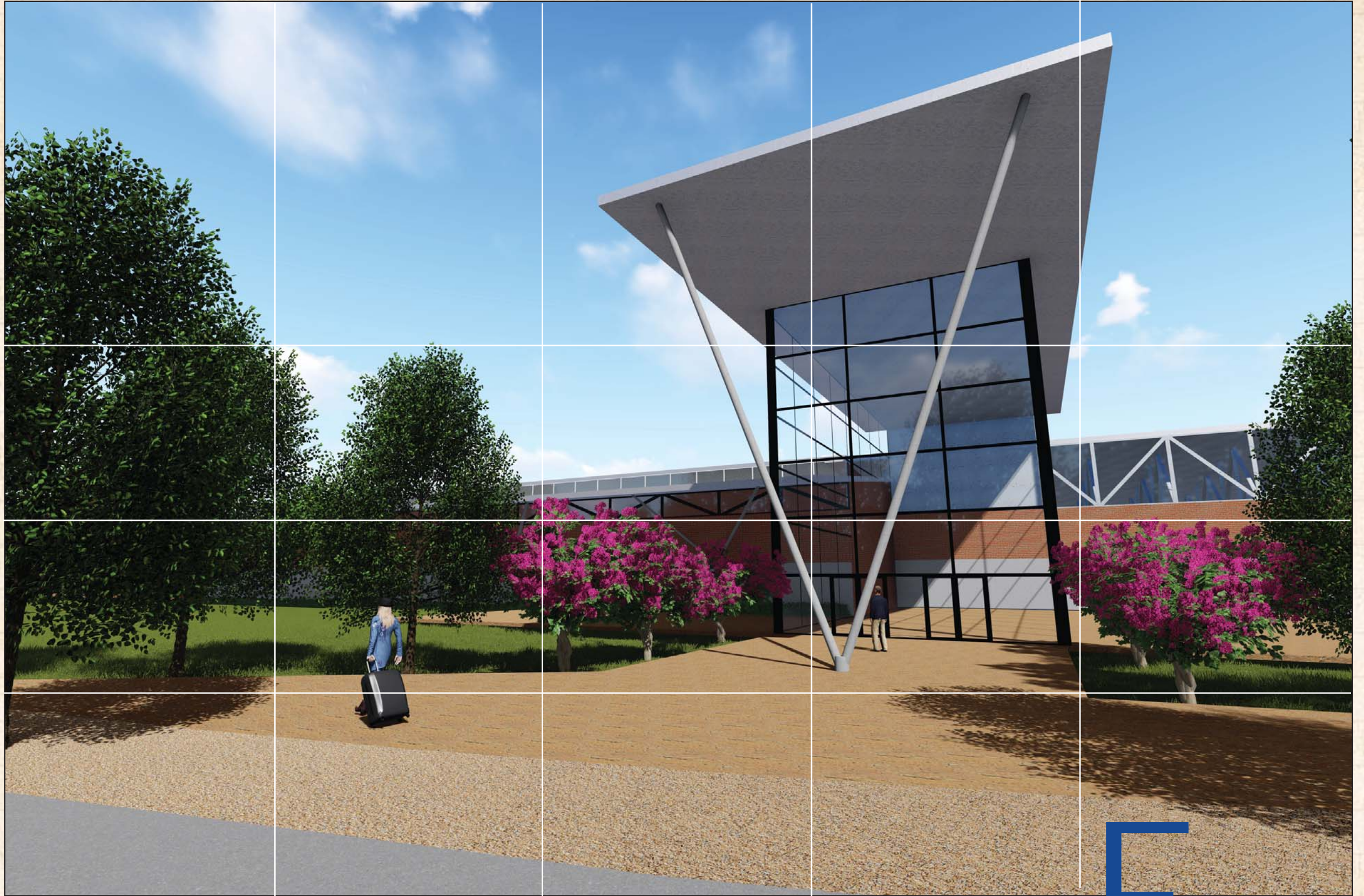


Burditt Consultants' team master planned and designed the City's \$12 Million new Signature Park. This ambitious project creatively integrates storm water management systems within the park's multitude of program areas. What once was a flooded, under used agricultural site, has now become a hub for outdoor recreation. Punctuated by a winding boulevard entry, graceful pedestrian bridges over constructed ponds and gently sloping grades, the park provides Mont Belvieu's citizens with an array of new baseball/ softball fields, multi use fields, amphitheatre, community pavilion, concessions, restrooms, and exciting play structures. The baseball/ softball fields are arranged in "pods", characterized by terraced seating built into landscaped berms. Arranged along a strong pedestrian axis, the "pods" create comfortably walkable promenades, with play areas, and the concession, restroom, pavilion structures at their cores. The structures are designed to be durable yet attractive, with an emphasis on natural ventilation and sheltering roofs and shading trellises. The structures create shaded courtyards and comfortable places for park users to gather.



Team Leader:	Diana Wilson
Firm's Role:	Prime
Project Budget:	\$12 Million
Project Date:	April 2007 – October 2011
Timeline:	On-Time, 3 Change Orders
Contact Person:	Jef Farrel, Parks Director
Phone:	281.576.2213





Performance Record

E

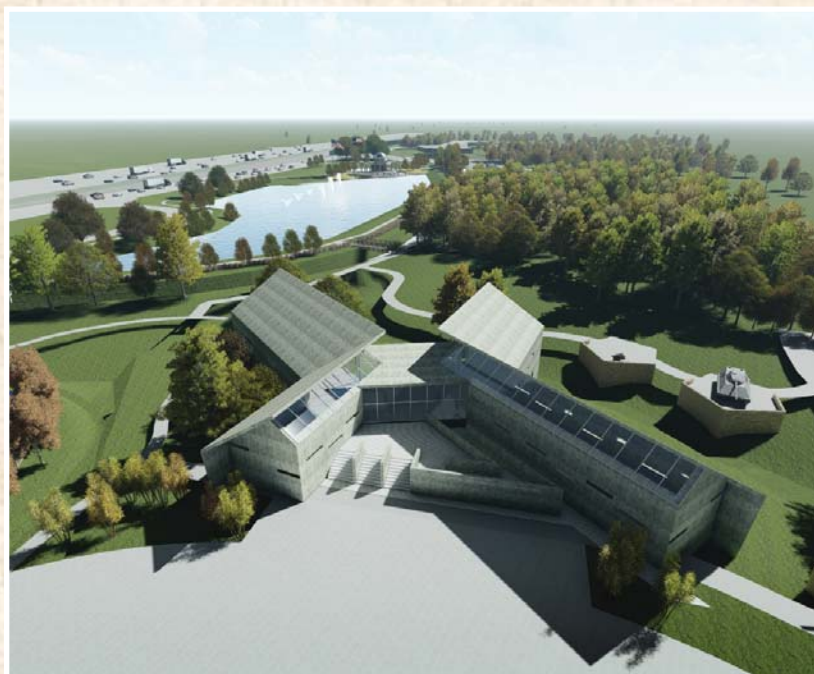
PERFORMANCE RECORD E

VETERAN'S WAR MEMORIAL & MUSEUM - CONROE, TEXAS



The Veterans Memorial Visitor Center and Museum is a place of solemnity and reflection. It represents the gravity of individual sacrifice. "Greater love hath no man than this, that a man lay down his life for his friends." The exterior of 8,500 SF facility would be a concrete shell with slotted windows representative of the bunker and pillbox construction. It is representative of body of the warrior who is effected from the rigors and experiences of war and battle. The glass interior walls have multiple meaning and purpose. They allow natural light into the building to view exhibits and for patrons to experience the park and engage/connect with one another from different vantage points. It is also evocative of the delicateness of human life and the immeasurable worth of the individual and singular light that in each service man and woman.

The facility will provide a visitor kiosk, meeting room for 50-75 people, exhibit spaces, restrooms, and support spaces. The visitor center and museum would also serve as an initial start point for the access to the memorial park, pathways, and associated structures.

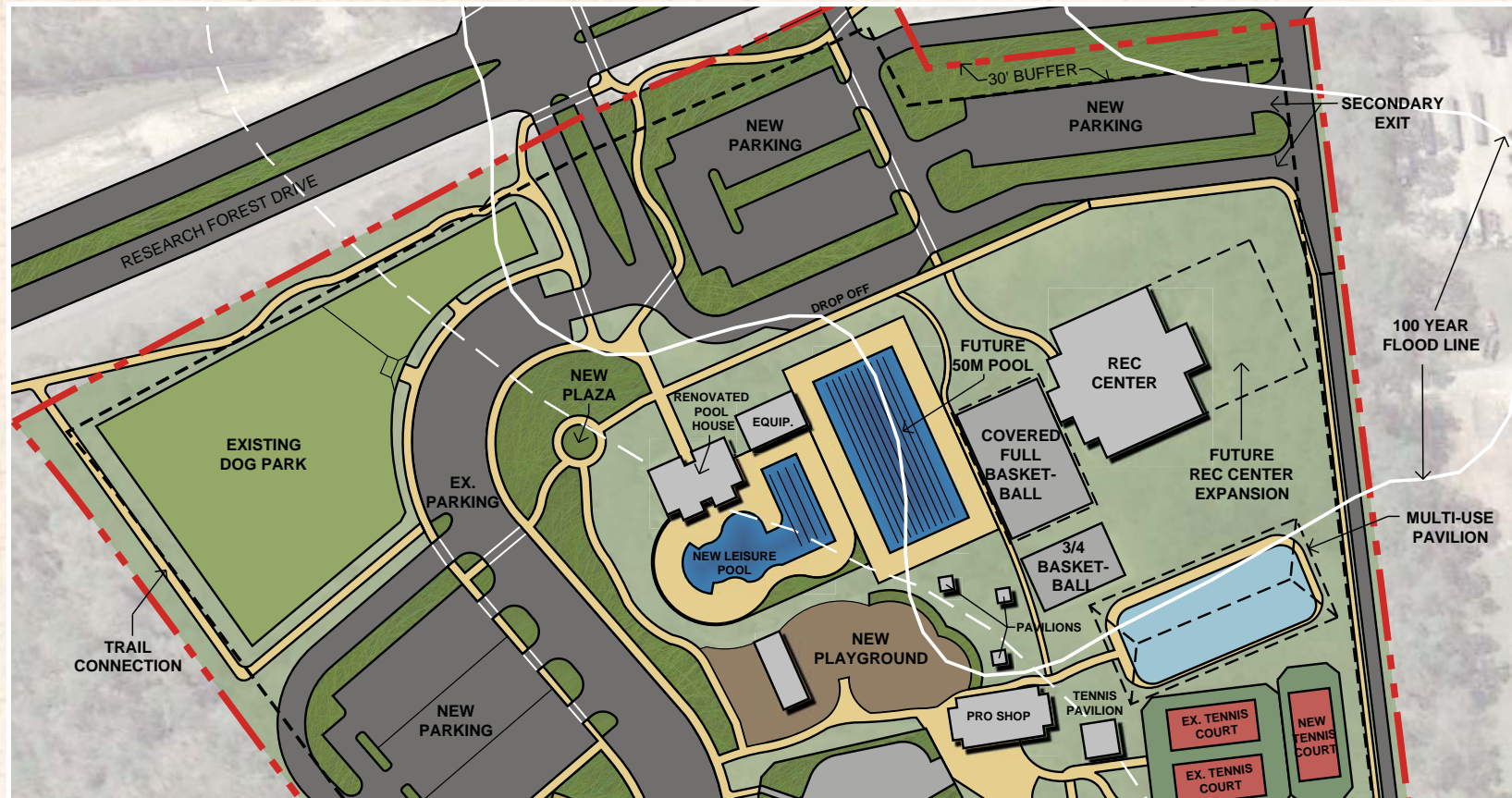


Team Leaders:	Claudia T. Walker
Firm's Role:	Prime
Contact Person:	Jimmie Edwards
Phone:	936.232.2901
Change Orders:	N/A
Innovative Solutions:	Effective use of existing detention pond to create an amenity and educational opportunities for people of all abilities.
Timeline:	On-Time



E PERFORMANCE RECORD

BEAR BRANCH MASTER PLAN & PHASE I & III - THE WOODLANDS, TEXAS



The Woodlands Township approached Burditt to conduct a Master Plan for Bear Branch Park, one of the most highly utilized and strategic parks in its system. The park was built at time when the Township's population was at least 30% smaller than its current level. Population trends and high expectations will continue to pressure the parks system in maintaining a modern and robust inventory.

Burditt's task was to craft a plan that addressed facility and programming needs consistent with public demand but within the constraints of budget and site constraint realities. The opportunity for a re-visioned aquatics program and facility required careful coordination and a comprehensive understanding of recreational water and skilled swimming needs and their impact on other facilities. Using substantial public input and specific user-group input coupled with standards-based analysis, Burditt developed a master plan that phased in both infrastructure and amenity improvements/additions directly relevant to both park users and the operational needs of the Township.

As part of Phase I & III of the Master Plan, Burditt's task was to renovate the existing pool facilities to accommodate the growth in patron use, a new pump/maintenance facility, a 4-lane 25 m recreational pool, and increased parking that addressed facility and programming needs consistent with public demand but within the constraints of budget and site constraint realities.



Team Leaders:	Eric Geppelt
Firm's Role:	Prime
Contact Person:	Chris Nunes, Parks and Recreation Dir.
Phone:	281.210.3800
Change Orders:	3 (1 credit; 2 adds)
Innovative Solutions:	As part of the task to renovate existing pool facilities, pool restrooms were structurally modified to increase water closet count and showers. It required additional framing as well as modifications to the roof structure to correct water intrusion issues. Also, to manage storm water, LID initiatives were implemented to minimize detention requirements and manage project costs.
Timeline:	In Bidding Phase

PERFORMANCE RECORD E

CROCKETT PARK - GALVESTON, TEXAS



The City of Galveston retained Burditt Consultants in the fall of 2015 to renovate and expand Crockett Park. The renovation includes a complete redesign of the two existing baseball fields and playground to incorporate competition level fields, modernized and expanded spectator seating, improved warmup areas, plus new and accessible playground amenities.

An additional playing field has been added along with increased parking, restrooms, concessions, and trails throughout the park connecting to new trails around the Burnet Elementary field on 57th St. The project has involved neighborhood stakeholders, Island Little League, Moody Methodist Church, and the Galveston Independent School District all working in collaboration with the City and Burditt to shape a true year-round community park with a modernized and robust little league baseball mission. Construction costs for the new park are approximately \$4.25 million.

Team Leaders:	Leroy Collins
Firm's Role:	Prime
Contact Person:	Barbara Sanderson, Dir. of Parks & Recreation
Phone:	409-797-3500
Change Orders:	2
Innovative Solutions:	Collaboration between City, Church, School, Little League and Residents, to create a park for all within a small block of the City of Galveston. Site Layout was key to create a space for all amenities desired by the community.
Timeline:	Aug 2017 to May 2018



WOODFOREST BOATHOUSE @ NORTH SHORE PARK - THE WOODLANDS, TEXAS



The Woodlands Township engaged Burditt Consultants to provide architectural services for the design and construction of a row house facility at Northshore Park. The 8,000 SF facility incorporates a 60 ft open span structure to accommodate a variety of activities associated with the local rowing clubs and Township. The exterior façade relates to other park amenities and ties the project structures to a contiguous relationship. A vented clerestory, resistant to rain intrusion, was incorporated to utilize passive air circulation to manage indoor air temperatures and sensible comfort. As part of the design, a grass paver system was incorporated along the shoreline for laydown space, training, and other activities to mitigate water run off while preserving ground cover. Site constraints informed the final building design and minimized development impact while maximizing stakeholder use and accommodation.

The design process was facilitated by a committee of the design team, Township staff and rowing club representatives. The committee had a critical role in successfully balancing design solutions, program requirements, and budget costs. Financing for the facility was accomplished through a public/private partnership, involving the Township, row clubs, and private donations. Burditt Consultants successfully delivered the project in a manner that allows for convenient and ready access to shoreline and adjacent docks as well as substantial space for boat storage, equipment and training. The row house will remain an integral part of Northshore Park, while supporting the Woodlands Township's ongoing effort to facilitate community health and responsibly enable active outdoor lifestyles.



Team Leaders:	Eric Geppelt
Firm's Role:	Prime
Contact Person:	Chris Nunes, Parks and Recreation Dir.
Phone:	281.210.3800
Change Orders:	9 (2 credits; 7 adds)
Innovative Solutions:	Integrating the project into existing site conditions required additional emphasis and coordination. Our team was successful in coordinating restrictive site constraints and integrating the facility into the site while accommodating accessibility, elevation needs and patron access.
Timeline:	On-Time & Within Budget

PERFORMANCE RECORD E

C.K. RAY RECREATION CENTER - CONROE, TEXAS

(Project of Eric Geppelt, while in employment of others)



With a project budget of \$4 million dollars, the Parks and Recreation Department of the City of Conroe commissioned the renovation and addition to the Conroe Recreation Center. During two phases of construction, to maintain facility operation, an original 22,580 square feet was renovated, which opened interior spaces and included new restroom facilities, aerobic/dance rooms, teen activity areas, and child care. An additional 7,400 square feet was added for administration, greeting/reception, and a new weight/fitness center. One of the signature features of the renovated facility is the expansive glass façade. It invites natural daylighting and provides patrons visual access the City of Conroe's Candy Cane Park. Through the new Rec Center, the Parks and Recreation Department continues to serve the City and assist in promoting community interaction, well-being and healthy lifestyles.

Team Leaders:

Firm's Role:

Contact Person:

Phone:

Change Orders:

Innovative Solutions:

Eric Geppelt*

Eric Geppelt lead a team to provide full architectural/engineering services including planning, design, cost estimating, bidding/contract negotiation, and construction administration.

Rob Hamilton, Recreation Manager

936.522.3842

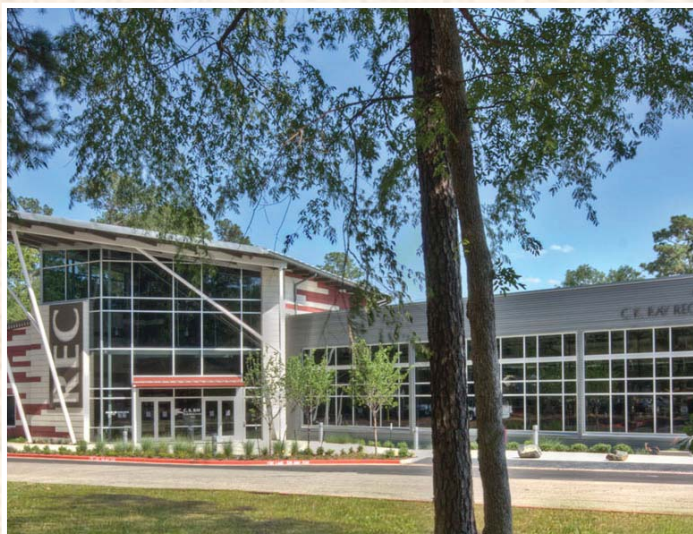
4 Change Orders

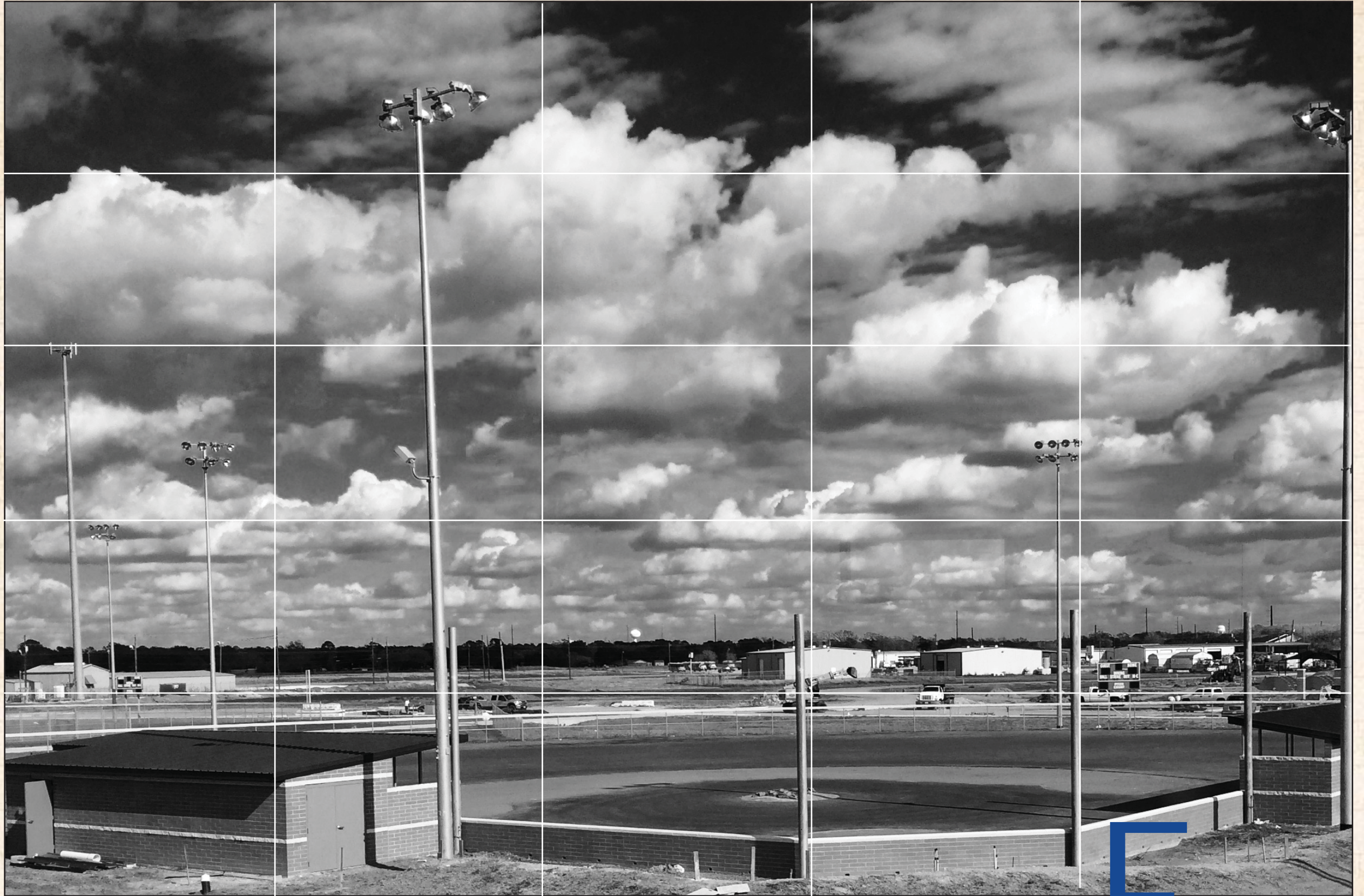
Facility operations. Our team successfully coordinated with our client to maintain operation of the facility during construction. It required developing intricate phasing plans and coordinating with the contractor throughout construction. Access plans, temporary partition walls, dust/noise control were many issues that were addressed and managed as a team during the project.

Timeline:

On-Time & Within Budget

**while in the employment of others*





Cost & Budget Management

F

F COST & BUDGET MANAGEMENT

Client: The Woodlands Township
Project Name: Woodforest Boathouse @ North Shore Park
Budget: \$744,355.80 (Opinion of Probable Cost)
Cost Estimates: \$ 744,355.80 (Opinion of Probable Cost)
Project Cost: \$646,773.07
Bid Ranges: \$ 527,200.00 - \$ 697,500.00
Summary of Budgeting Measures: Budgeting efforts included selection of pre-engineered structure to respond the client's request for long open-spans while minimizing investment. Simple, yet durable finishes were selected to mitigate initial and maintenance costs.



Client: City of Galveston
Project Name: Crockett Park
Budget: \$3,721,044
Cost Estimates: #3,721,044
Project Cost: \$3,705,000
Bid Ranges: \$3,532,000 to \$4,916,000
Summary of Budgeting Measures: Summary of Budgeting Measures: Owner purchased items through Buy board in lieu of Contractor purchase



Client: City of Conroe - Conroe Industrial Development Corporation
Project Name: Deison Technology Park – Phase 1
Budget: \$19.2 Million (\$18M – Master Plan - \$1.2M – Landscape Architecture)
Project Cost: Landscape & Hardscape features: \$1,343,996
Bid Ranges: Landscape & Hardscapes: \$1,222,285 to 1,545,220
Summary of Budgeting Measures: Phase 1- Bid came in under budget. Upgrades to the project were provided which increased the costs.



Client: The Woodlands Township
Project Name: Bear Branch – Phase I & III
Budget: \$3.58 M (Opinion of Probable Cost)
Cost Estimates: \$3.58 M (Opinion of Probable Cost)
Project Cost: \$ 3,217,612.06
Bid Ranges: \$3.28M - \$3.74M
Summary of Budgeting Measures: Budgeting efforts included reusing existing structure and building footprint with creative restroom layout to maximize use. Optional parking layout configurations were also introduced during bidding to evaluate design alternatives that met Client expectations and utilized existing infrastructure to minimize initial costs.



COST & BUDGET MANAGEMENT F

Client: City of Mont Belvieu
Project Name: Mont Belvieu City Park
Budget: \$11,000,000
Cost Estimates: \$12,000,000
Project Cost: \$9,700,000
Bid Ranges: \$ 11,971,000 - \$14,500,000
Summary of Budgeting Measures: As a common internal strategy, probable costs are run from conceptual design through final construction documents to ensure that all projects remain within the designated budget. Burditt consultants is also a member of RS Means and will periodically contact local general contractors to get the up to date costs per the current economy. Self performed, Purchased items and VE.



Client: City of El Campo
Project Name: El Campo City Park
Budget: \$985,788
Cost Estimates: \$985,788
Project Cost: \$929,988
Bid Ranges: CMAR/City Purchased
Summary of Budgeting Measures: As a common internal strategy, probable costs are run from conceptual design through final construction documents to ensure that all projects remain within the designated budget. Burditt consultants is also a member of RS Means and will periodically contact local general contractors to get the up to date costs per the current economy. Self performed, Bi-Board items, Playground vendor bidding, explored alternate detention opportunities.



Client: City of Bastrop
Project Name: Arts & Cultural Walks Feasibility Study
Budget: \$3.8 Million
Cost Estimates: \$3.8 Million
Project Cost: N/A
Bid Ranges: N/A
Summary of Budgeting Measures: Prioritized master plan study to allow for maximum impact within budget.

Client: ██████████
Project Name: City of Baytown
Budget: Gene and Loretta Russell Park Master Plan
Cost Estimates: N/A ██████████
Project Cost: \$38 Million
Bid Ranges: N/A ██████████
Summary of Budgeting Measures: 153 acre master plan was broken down into several phases for a short and long term building plan, proposed phase one included a variety of amenities as well as infrastructure.





Workload Capacity



G WORKLOAD CAPACITY

Availability and Commitment

Burditt is well positioned to provide ample and appropriate production and support resources to this project. Our current project workload is such that we can easily and efficiently accomplish this project.

We have a credible history of managing large and multiple projects simultaneously. Our entire design studio meets on a weekly basis to review time budgets and labor needs for every project. Careful attention is paid to deadlines and submittal schedules and shared across the studio as well as others involved in specific projects.

Burditt ensures staff are proactively educated and developed to ensure redundancy in the case of unforeseen loss of key personnel. The vast majority of our design studio are licensed professionals who can easily fill the roles of any key member we may lose. We also maintain sound relationships with peer firms that can serve as faithful partners should there be a catastrophic event affecting the firm.

Unique Qualifications

The team assembled for this project represents a powerful combination of highly trained experts each with specialized strengths and a history of collaborative endeavours. Together we are a uniquely qualified Project Team of parks and recreation specialists, sports/park/recreation focused landscape architects, public facilities architects, and additional staff well versed in public finance and operations, economic and market analysis, and economic development. Our Project Team consists of seasoned architects, facility planners, landscape architects, designers, and others well positioned to provide a diverse but integrated group of professionals dedicated to responding to this project's unique needs.

Burditt's history and experience Bryan and the surrounding region will be essential to ensuring an open environment of mutual communication between stakeholders and the design team. The Burditt landscape and architecture team will be the architect of record developing construction drawings and providing intimate construction administration services all the way to occupancy and beyond.

Depth of Experience

Burditt Consultants has extensive experience in large parks and sports complex planning and design. Our team members are experts in cost management, site planning and design, programming, and building design. Together, our collective expertise ensures project delivery which not only will meet Bryan's needs, but will remain in-budget while also mindful of long term maintenance and operation costs. We are well-positioned to serve Bryan and the dynamic needs anticipated for this park.

Public Stewardship

Because of our depth of experience in parks and sports complex design and planning, we understand the responsibilities of public stewardship. From townhall meetings and stakeholder engagement, to cost accountability and operations/maintenance, our Project Team provides a delivery process which includes immediate responsiveness in communication, adaptability/efficiency in decision making, and understanding/accuracy in navigating evidence-based choices within cost constraints.

Assessment

The Assessment of site, program, and design viability and utility is a fairly objective and scientific, data-driven process. However, we all know that decision-making generally, much less on behalf of taxpayers, is far more complex and nuanced than a statistical or financial analysis exercise. The art of good, consensus-driven decision-making starts with credible information, articulation of that information in the language of your stakeholders, and crafting an environment that increases the probability of consensus and clarity. Burditt brings a unique and well-respected history of helping our clients navigate complex and often tedious processes ultimately landing on solid ground. We know that Bryan has a lot on the line for this project. As a result, we know the goal is to find opportunities to amplify the credibility of the City's investment in this park. Burditt will conduct Assessment with an eye towards supporting City efforts to manage life cycle costs and utility well into the future.

WORKLOAD CAPACITY G

Operations/Programming

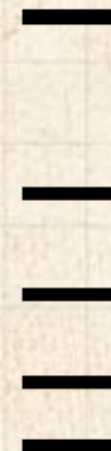
Many firms specialize in specific niche areas of industry knowledge. Burditt has chosen to specialize in processes and ways of thinking that are universally applicable across many industries. Ironically, these skills and values originate out of our firm's passionate and experienced commitment to parks and sports complexes. As a result, we believe our approach of working hand in hand with City management to evaluate the operational impacts and needs of the City regarding these facilities which will result in unique but highly relevant recommendations that treat the public's money and the City's choices with deep care and respect while solving key challenges. Our team's breadth of experience involves hundreds of projects including parks, sports complexes, municipal facilities, and a broad spectrum of unique special use spaces. Each of these projects' success hinged on our ability to understand, and then translate into design, purposeful and relevant uses of space. Between organizational and operational management expertise blended with space planning and design expertise, Burditt is very special in its ability to program and plan almost any people-driven community space or facility.

Cost Estimating

Reliable cost data is an absolutely essential element in projects such as this. Our responsibility to Bryan is to place the City on a strong decision-making footing as relates the design choices of this park. This is highly dependent on the accuracy of the cost information we present with our designs. Our cost estimating team members provide up-to-date and accurate cost information to design teams and decision-makers throughout. They are an essential integrated part of our team. Burditt will be a valuable partner to City financial managers as we move through the process of Assessment, to actual design of the recommendations. Burditt brings staff with a public budgeting and financial management background which can serve as a force-multiplier to City staff by pre-checking assumptions made by the design team. Likewise, our long history with publicly financed projects means we've seen almost every method of project funding imaginable. We have a very proud history of helping public entities communicate project cost and financial information to stakeholders and the public in the most relevant and coherent way possible. We strongly believe that transparency, accuracy, sincerity, and clarity are key values that can be the difference maker in public support for projects. This starts with viewing our clients as partners.

Project Leadership

Quality control is maintained through oversight by the assigned project manager. In-house peer review is employed at regular intervals at internal Project Managers Meetings to measure work progress, RFIs, review upcoming milestones, and resolve issues to ensure that work exceeds requirement and expectations of the client. Critical issues are escalated immediately, reviewed by the project team members to establish a logical and precise course of action.



G WORKLOAD CAPACITY

Burditt Consultants is committed to quality and utilizes a detailed quality assurance program. This program builds quality into a project by combining the work of our staff, adding value through effective teamwork and further enhancing quality through independent, external reviews. We also continuously train employees and review internal processes. Our method of providing quality is founded in a seven point approach as follows:

Contingency Plan: Risk management on both a business and project basis is conducted in a holistic manner of understanding and approach. Managing hazards or occurrences which could harm our business' reputation, financial standing, employee health, or physical safety of property and persons takes the highest priority internally within the firm. Our employee handbook, field safety guidelines, and design/ construction QA/QC process ensures that dignity and integrity, safety, data and asset retention/protection, quality, and service are a key priority in all that we do. Our insurance program reflects this key value as we recognize insurance as a financing mechanism for risk, not a risk management program in and of itself.

This value system includes an approach to contingencies for unforeseen challenges that can potentially affect delivery of a project. Our firm has sufficient capacity internally to successfully navigate loss of key production personnel. In the event of the loss of a key person, our resources extend to a wide variety of partners who can effectively fill gaps left by key professionals in the unlikely event they should occur.

Scope/Budget/Schedule: Scope, Budget, and Schedules are reviewed weekly and updated to guarantee on-time delivery within designated parameters. Critical path issues, including work phasing, long lead times, and unforeseen conditions are immediately reviewed by the project team to determine a course of action to maintain timelines and accomplish milestones as feasible.

Communication: We value frequent direct lines of communication to our clients, including face to face discussions with key stakeholders, as well as weekly project reports to update all parties of project progress, milestones, and critical tasks.

Progress Meetings: Formal project follow-up is scheduled at regular intervals throughout the duration of each project and coincides periodic observations. Meeting minutes are reviewed, as well as, project schedules, submittals, coordination items, as-builts, delegated tasks, and so forth. RFI and Submittal logs is kept and reviewed to assure that related items are being addressed and accomplished to in a timely manner.

Site Observations: Periodic site visits are scheduled to observe compliance with contract documents and the intended quality of the project. Associated observation reports are issued to communicate observed conditions and address concerns to be resolved. Final reviews include a room-by-room punch-list walks with project team and key stakeholders to observe quality of work and finalize project completion

Final Documentation/Training: Project documents, including record drawings, specifications, submittals, and warranties, and O&M manuals are delivered as requested by clients for project archival. Training, as requested, is organized for systems operations, utilization, and maintenance.

Project Audit: Ongoing solicitation of team performance is made throughout the project. Completed projects are audited at conclusion to determine client satisfaction and to gain insight into how the project accomplishes its original goal.

CURRENT WORKLOAD

PROJECT NAME	TYPE OF PROJECT	LOCATION	FIRM'S ROLE	FEE AMOUNT	% COMPLETE
Harris Co. Fire Station 20	Architecture Design	Houston, TX	Primary	\$ 700,000.00	In CA
The Woodlands Township - Bear Branch Park	Architecture Design	The Woodlands, TX	Primary	\$ 285,000.00	In CA
City of Lufkin - Comprehensive Plan	City Comprehensive Plan	Lufkin, TX	Primary	\$ 254,750.00	95%
Brazoria County - San Luis Pass Improvements	County Park	San Luis Pass, TX	Primary	\$ 40,000.00	80%
Montgomery County Veterans Memorial	Master Planning & Concept Design	Montgomery Co., TX	Primary	Pro Bono	85%
City of Bastrop - Fisherman's Park	Wheeled Sports Plaza	Bastrop, TX	Primary	\$65,000	10%
City of Boerne - Parks Master Plan	City Parks Master Plan	Boerne, TX	Primary	\$ 28,500.00	95%
City of Conroe - 105 Corridor Improvements	Streetscape Design	Conroe, TX	Sub-Consultant	\$ 135,920.00	CA - 95%
City of Conroe - Carl Barton Park Design Improvements	Park Improvements	Conroe, TX	Primary	\$ 140,000.00	80%
City of Galveston - 5301 Avenue S. Park	Design of Sports Complex	Galveston, TX	Primary	\$ 322,146.60	CA - 85%
City of LaPorte - Five Points Park Improvements	Pavilion & Restrooms	LaPorte, TX	Primary	In Negotiation	
City of Lockhart, TX - Parks Master Plan	Parks Master Plan	Lockhart, TX	Primary	\$ 38,500.00	85%
City of Pleasanton - River Park Design	Design & Renovation	Pleasanton, TX	Primary	\$ 170,000.00	50% DD
City of Conroe - OJJCC Community Center	Feasibility Study & Master Plan	Conroe, TX	Primary	\$ 75,000.00	In Project Scoping



Project Approach



H PROJECT APPROACH

OVERVIEW

Planning, designing, and building parks and public spaces represent the greatest love we have as planners and designers as well as architects, landscape architects and natural resource planners. Through our past experiences, we are privileged to work closely with cities to design and build public spaces to enhance a resident's sense of place while strengthening community identity, pride and opportunity for prosperity.

The former Travis B. Bryan Municipal Golf Course and current Astin Recreation Area and Williamson Park have been mainstays of the parks system for the City of Bryan, for many decades. The property has been an important part of the lives of thousands of citizens offering a place for public golf, public recreation, sportsmanship, and congregation among friends. We are excited that the City leadership desires to redevelop the property in a way which not only enhances the park system, but compliments and adds value to the growth and development of Bryan's West Area and serves as another catalyst project for continued redevelopment along the Villa Maria and South College corridor.

Much as in your city departments, at Burditt Consultants, our strength is our people. We come with a "learned eye and ear". As a professional design and planning firm, our knowledge, training, and experience have been advantageous to new and returning clients directly as a result of our multi-disciplined approach to projects. As requested by your RFQ, the following further summarizes and demonstrates our design philosophy and work at Burditt Consultants.

KNOWLEDGE

Within the disciplines of architecture, urban design, landscape architecture, planning, and natural resource science, our team approaches each project with a broad spectrum and depth of professional knowledge. Burditt Consultants staff includes registered landscape architects, registered architects, AICP planners, park and recreation professionals, and certified resource planners. Each brings a unique set of park design skillsets that range from structures and field layout to wayfinding, trail development and community outreach. These include:

- Park and Recreation Planning and Design*
- Master Planning*
- Landscape Architecture*
- Architecture*
- GIS (Geographic Information Systems)*
- Irrigation Design*
- Urban and Community Forestry*
- Environmental Assessments*
- Building Information Modeling (BIM)*
- Community Development*
- Strategic Planning*
- Sports Tourism, Economic Impact and Feasibility Studies*

EXPERIENCE

At Burditt Consultants, we've planned and designed well over 100 parks, municipal complexes and public space projects over the past 15 years. These facilities include everything from pocket and linear parks to mega-sports complexes and recreation centers. Each one has been a remarkable experience as we've met and made new friends and worked together to serve the institutions and municipalities. As mentioned previously in this submittal, park planning is at our core. With this passion and successful history in public park design, we endeavor alongside our Clients throughout the phases of each project with a methodology that provides the basis for each individual Client's success.

Enriched input from Staff, from those that administer programs and facilities as well as those who provide maintenance and operations. Engaged community and stakeholder involvement contributing to input from a multitude of boards and committees all serve in providing the foundation for a shared vision and a great project. We base this input within the framework of a programming process that focuses participants on key issues, and has them engaged in the thinking and ideas they bring to the table. The input is also guided by our approach that uniquely integrates all the disciplines available, further enhancing collaborative vision and relationships.

PROJECT APPROACH H

The **Planning and Feasibility Phase** identifies Opportunities and Constraints, then establishes the primary Goals, Facts, Concepts and Needs which form the Guiding Intentions of the project. This phase fully evaluates the entire site and long term view, as well as its place in the regional context and culture of the City of Bryan. Together, we will look for opportunities to leverage the investment toward a project respectful of the budget but also supporting the function of a healthy, content community. We find ways to layer land uses to allow program areas to function for more than one purpose. We understand the constraints that public spaces operate under and believe relativity and passion are the keys to elegant, affordable solutions.

The **Preliminary Design Phase** builds on the opportunities and earlier identified constraints and gives distinct form to the new spaces within the property. Such aspects will make this project uniquely genuine to Bryan and its community. It also digs deeply into the realities of park and recreation operations, and the impact that plays on the design. The quality of the experience for park users will be established in this phase, and it will guide the intentions of the entire team.

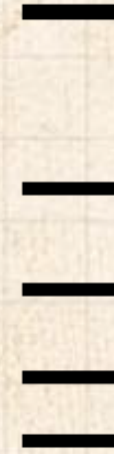
These intentions will be the basis by which the decisions are judged and provide accountability. It is where the priorities for Form, Function, Economy, and Time are established.

The **Construction Phase** demands rigorous attention to the execution of the work. Construction Administration is performed by senior level team members that have been involved with the planning and design phases, and have a deep love for seeing the design intentions fully realized. Each member has expertise in the specific areas of work they are observing. Burditt applies detailed attention to submittals, pay applications, and RFI. We are prompt in replying to inquiries with contractors, and endeavor to facilitate resolution to complications that arise during construction.

The **Final Design Phase** requires laser like focus on the scope, budget and quality of the project. All attention is placed on the thoughtful execution of the approved designs. Issues of Form, Materials, Operations, and Procurement are considered relative to the budget available. Designs that do not meet the budget are refined and honed to maximize the value of the improvements and to meet the allocated resources.

The **Procurement Phase** establishes the tone and quality of the construction phase and project. It is critical to the success of the project and will determine the quality of what is constructed, and the feeling users have towards the final product. Our team is well versed in a diverse array of procurement methods including traditional hard bids, CMAR, and selection of a construction manager.

AGENCY	PROJECT	DESCRIPTION
Black Heritage Society	MLK Cultural Center Park Master Plan	Master Planning, Opinion of Probable Costs (OPC)
City of Cleveland	Municipal Park and Little League Complex	Public Input, master Planning, Phase One Construction
City of Conroe	Candy Cane Park Expansion	Parking and Landscape Design
City of Conroe	Candy Cane Park Master Plan	Master Planning
City of Conroe	Carl Barton Park, Jr. Amenity Center	Master Planning, Opinion of Probable Costs, Phase One Construction
City of Conroe	CK Ray Recreation Center	(Burditt Staff Architect Eric Geppelt while at BRW)
City of Conroe	Flag Park	Historical Flag Park Design and Construction
City of Conroe	Founders Park	Design and Construction
City of Conroe	Industrial Park Corridor Enhancements	Monument Signs and Landscape
City of Conroe	Kasmierky Park	Public Input, Park Renovation Design and Construction
City of Conroe	Lone Star Monument Gateway Park	Design and Construction
City of Conroe	McDade Park	Park Renovation Design and Construction
City of Conroe	MLK Park	Public Input, Park Renovation Design and Construction
City of Conroe	Parks Master Plan	Public Input, Master Planning
City of Conroe	Shadow Lakes Park	Park Design and Construction
City of Conroe	Wheeled Sports Park	Skate Park Design and Construction Admin
Conroe IDC	Deason Technology Park	Master Planning, Design Guidelines, Phase one design and Construction
City of Deer Park	Parks, Recreation and Open Space Master Plan	public input, Master Planning
City of Deer Park	Wetlands Nature Preserve	master Plan, Grant Application Aide, OPC
City of Deer Park	Minchen Athletic Complex and Youth Sports Complex	Master Plan, OPC
City of Deer Park	Dow Park Pool and Aquatics Center Renovation	Master Plan, OPC
City of Deer Park	East Blvd. Youth Sports Complex	Master Plan, OPC
City of El Campo	City Park	Master Plan, Phase One Design and Construction
City of El Campo	El Campo High School Baseball and Softball Complex	Master Plan, OPC
City of El Campo	Legacy Fields Sports Complex	Master Plan, Phase One Design and Construction
City of El Campo	2016 Trail Grant	Grant applications, Trails Master Plan
City of Magnolia	City Stroll and Market Park	Master Plan, Design and Construction
City of Magnolia	Depot Park and Community Center Renovation	Design and Construction
City of Magnolia	Unity Park	Master Plan, Design and Construction, Grant Admin
City of Mt. Belvieu	Signature Park	Public Input, Master Plan, Design and Construction
City of Navasota	August Horst Park	Public Input, Master Plan, OPC
City of Navasota	Navasota Athletic Complex	Public Input, Master Plan, OPC
City of Oak Ridge North	Marilyn Edgar and Teddy Bear Parks Restroom Remodel	Restroom Renovation and Construction
City of Oak Ridge North	City Park Pool Renovation	Conceptual Analysis, OPC
City of Oak Ridge North	Teddy Bear Park Renovation	Conceptual Analysis, OPC
City of Oak Ridge North	Woodson Road Linear Park	Master Plan
City of Oak Ridge North	Marilyn Edgar Park Renovation	Conceptual Analysis, OPC
City of Panorama Village	Thunderbird Park	Conceptual Design
City of Pleasanton	River Park and Skate Plaza	Master Plan and Opinion of Probable Costs
City of Pleasanton	Longhorn Multi-Sport Center, Rodeo and Soccer Complex	Feasibility Study, Master Plan and OPC
City of Pleasanton	Longhorn Museum Renovation	Feasibility Study, Master Plan and OPC
City of Rosenberg	Seabone Creek Nature Center	Master Plan, Phase One Design and Construction
City of Rosenberg	Seabone Creek Park	Master Plan
City of Seabrook	Carother's Coastal Garden Park	Master Plan, Design guidelines, OPC, Park Renovation Design and Construction
City of Seabrook	Pine Gulley Park Addition	Master Plan
City of Stephenville	Rodeo and Park Master Plan	Feasibility Study, Master Plan and OPC
City of Tomball	Tomball Soccer Ranch	Master Plan, Grant Application Aide, OPC
Montgomery County	Gene Campbell Park	Design and Construction
Montgomery County	Veteran's War Memorial Park	Design and Construction
New Danville Community	Master Plan	Master Plan
Port Authority of Sabine Pass	Comprehensive Master Plan	Master Plan, Feasibility Studies, OPC
Stylecraft Builders	Edgewater Park Concepts	Master Plan
The Woodlands Dev. Co.	Pondera Park	Design and Construction
The Woodlands Dev. Co.	Rockwell Park	Design and Construction
The Woodlands Dev. Co.	The Way Home Memorial	Design and Construction
City of Waller	Waller Downtown Park	Conceptual Design
Walden CIA	Raintree Park Master Plan	Public Input, Conceptual Design
Walden CIA	Tennis Center Master Plan	Public Input, Conceptual Design
West End Pride	Grace Park	Public Input, Master Plan, Phase One Design, OPC



H PROJECT APPROACH

PLANNING PHILOSOPHY

At Burditt Land | Place, we believe that every community is unique and; therefore, every project and master plan is unique. We believe in helping communities become thriving, resilient places for people to call home. Using a community engagement process tailored to the needs of each community we work with, we create plans that are responsive to market trends and forces, grounded in fiscal reality, and focused on action and implementation. As collaborators with our Clients we create processes that allow the community to take ownership of the process and final document. We listen, facilitate conversations and discussions, then fold everything we have heard into goals, recommendations, and policies resulting in a plan that is based in **COMMUNITY, PLACE, MARKET,** and **ACTION**.

This philosophy is summed up in 4 tenets that are the foundation of our team philosophy:

Community: PEOPLE FIRST. We practice everyday democracy by providing opportunities for people to engage in different ways and in different places. It is one thing to say a planning process provides opportunity for people to be involved. It is another thing altogether to reach beyond the usual players to include many more members of the community and do so with tools and techniques that will make the process and the participation meaningful and effective. We aim to meet people where they are and encourage diverse voices and ideas. While doing so; however, we respect the need to complete engagement in a timely way, understanding that timing is critical and this process must be completed in a time-frame suitable to project implementation.

Place: We believe in creating places with authentic character and identity - a brand, tied to its unique place in the region. In this age of big box stores and highway sprawl it is easy to get lost among the visual clutter. Often mixed-use and the desire for creative urban design can end up creating the opposite of intentions. Inherent to our planning philosophy is developing **PLACE-BASED COMMUNITY CHARACTER** that carves out a distinctive place and identity for our clients. This place-based approach to planning results in a master plan that includes specific design standards and guidelines to direct the future park and facility development. In park design, we know that cramming every program you can into a park does not represent good park design at all.

Market: We work with our clients to develop plans that are grounded in **FISCAL REALITY** and **ACTION-ORIENTED**, driven by the wants and needs of the market (citizens) and the fiscal and economic realities of the community. Evaluating current market conditions and forecasting trends to allow the City to plan for capital improvements and land use decisions must be action-oriented and measurable to ensure that the right work is getting done at the right time for the right expenditure of resources.

Action: In order for the Master Plan to be effective, **IMPLEMENTATION** must be an integral component of decision-making for staff and elected officials. As part of developing an action based plan, the Implementation Program defines and provides a schedule of actions necessary to implements the Goals, Objectives, and Policies of each element of the Plan and also makes recommendations for regular review and update of the plan.

The Master Plan provides the data and information necessary for community leaders to make informed decisions. As outlined in our Planning Philosophy, Burditt Land | Place not believe in top-down prescriptive planning. We believe in providing resources, data, and information alongside ideas and images to help communities envision what could be, understand what it will take to realize that vision (including cost), and make suggestions about how to get there and measure success.



PROJECT APPROACH H

FEASIBILITY STUDY AND PROJECT MANAGEMENT

It is imperative that the City be provided tools in a timely manner that effectively communicate the need for the envisioned new park project. The intention of City leaders is to capitalize on athletic trends that can lead to expanded tax revenues through hotel taxes while also serving the community at large with a first class regional sports and outdoor recreation park. Additional consideration is to be given the potential for indoor facilities that further add to the overall goals of this mission. Burditt strives to make its project documents relevant and usable in both decision making and policy for Clients. This means they must communicate not only to policy makers and leaders but to community stakeholders, including residents and potential partners.

Our focus in addressing feasibility of this project will first include examination of every layer that will affect, and be affected by, the potential of a new regional facility (bringing with it expanded O&M along with potential staffing increases). As such, we believe strongly in the power of research, empathetic and active public engagement, relevant programming, and sustainable and market-driven design. Our program recommendations are based in client purpose, market conditions, and stakeholder engagement.

Burditt is extremely conscious of project schedules and budgets. We will maintain frequent and regular communication with the City as relates progress and milestone accomplishments. The deadlines we commit to are an important part of our reputation and we ensure that every aspect of a project in our control is disciplined to those commitments. From senior leadership and project managers to production staff, Burditt's team is highly integrated and engaged internally as to our status on all projects, individually and holistically. This helps ensure we meet or exceed expectations of ourselves, and most importantly, our clients.

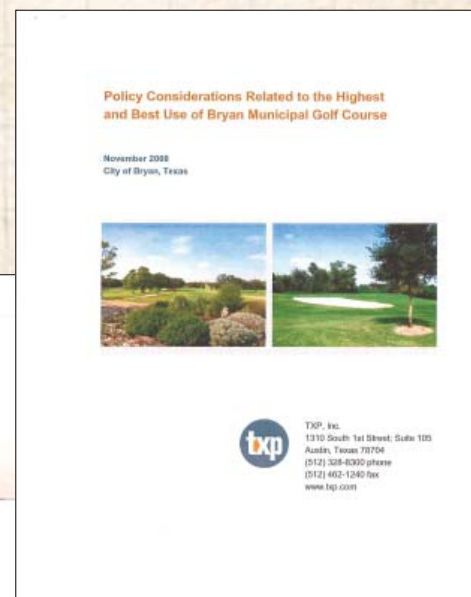
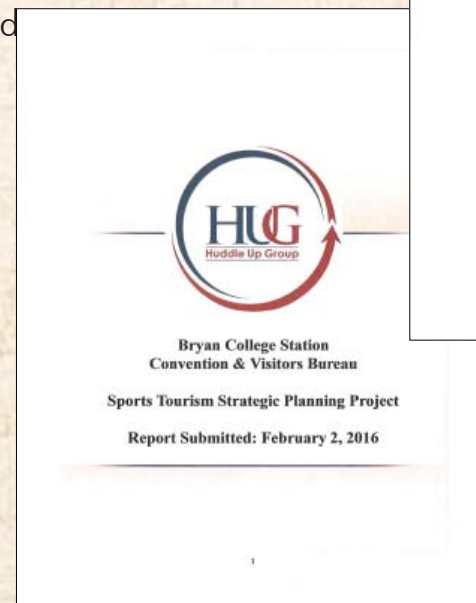
Critical path milestones will be detailed early-on in order to meet the schedule the City has outlined in achieving public involvement, master planning and preliminary design completion by August 2018.

MARKET ANALYSIS

Far too many studies fill numerous pages with demographic data devoid of any real contextual or meaningful interpretation related to the proposed project or the people who must decide to pursue or support the project. Burditt instead approaches market analysis with a highly focused eye towards finding relevant data, interpreting its meaning to the specific project, and documenting recommendations in an easily digestible manner for all stakeholder audiences.

Our preliminary assessment of the market illustrates some of the techniques and Burditt's way of thinking in how we approach integrating information on existing capacity with demand and need in the community. We will evaluate data for the entire region as relates to growth within not only Bryan but also the B-CS area and Brazos County. We will look also at the 5-mile radius around the proposed new park, considering additional population and household growth anticipated in the next 4-5 years. We will also assess data to determine the 10-mile radius, population expectations in the same period.

Additionally, we will evaluate sports tourism initiatives and data provided by City of College Station and TAMU to determine opportunities and gaps in current sports tourism within the region. Understanding this information will inform early park programming and provide options for discussion and further analysis for site development.



H PROJECT APPROACH

PROGRAMMING

There are a multitude of programming questions that will be addressed and effectively answered in the early research, programming exercises, and resulting feasibility document and Opinion of Probable Costs. City staff have informed us that all possibilities are on the table. Any and all potential site programs should be investigated early-on to test against demand and other market factors. Outdoor recreation and competition elements should be heavily investigated both for current and anticipated demand and growth potential. As no formal recreation center is currently available to citizens, indoor facilities should be another major component of engagement staff, users and stakeholders. Training space, event rooms, volleyball courts, basketball courts, space for cheerleading competitions, etc., must all be programmed so that staff and elected officials can evaluate not only what will become a part of the new Travis B. Bryan Park, but also how much those investments will require and phasing options relating to finance.

With regards to indoor facility programming, we will carefully align each of the preferences and considerations which will then result in a relationship diagram that visually illustrates how each program area "fits" in conjunction with other competing program areas as a whole. We also engage programs staff to evaluate how staff interacts public users. From this point, we will develop corresponding conceptual designs and floorplans that fit the total program with cohesion and purpose.

CONCEPTUAL LAYOUTS

As referenced in Programming, we believe as referenced in Programming, we believe conceptual layouts are as much a function of what the land gives us and what the people using the space need. Meaning that conceptual designs are a by-products of programming. Rather than fitting a program into preconceived layouts, good architectural design and site utilization follows the classic adage of form following function. Finding that balance between competing interests while exponentially expanding value with co-located interests in the programming phase results in design concepts which are sustainable and relevant. Travis B. Bryan Municipal Golf Course was established in the WWI years as Bryan Country Club and was in the 100 year old vintage. The new park facility may serve the community, once again, for the next 50-100 years.

Our design concepts are richly rendered and premised on site constraints and opportunity; they relate to what is possible while avoiding not the improbable, but the impossible. Likewise, we are careful to avoid proposing monuments to egos; rather, our concepts are driven by program considerations, cost concerns, performance throughout the life cycle, and are meant to respond to the important people and target users who will experience the site on a day-to-day basis and as a *destination venue*. Design must serve communities and the people who make up a community. This includes not only those who come as customers but also the City staff and others who must operate and service the facility.

CAPITAL COST ESTIMATES

Estimating Opinions of Probable Costs (OPC) for the development of a 150 +/- acre site with multiple programs served, including indoor facilities and the option of adjacent mixed use development, etc., is an involved task and requires utilization of a variety of disciplines. Fortunately, Burditt's staff is made up of all disciplines other than the engineering component and we are acutely aware of the necessity for sound capital cost estimates broken down into key design areas. Choices will have to be made and we will ensure that decision makers have ample information specifically tied to program, building, and site elements which can help empower effective choice making.

Burditt makes use of real-time cost estimating data which build capital budgets by site and building systems block by block. We also backcheck this data with expert construction program management partners who verify and modify the underlying assumptions. Our process is careful, complete, and presented in a coherent format for powerful use by our clients, including creating multiple options for phased development scenarios.

OPERATION AND MAINTENANCE COST ESTIMATION

A key component of any feasibility study is the A key component of any new capital project where the precise program is not yet know, is to address the impact of different development improvements by evaluating accurately the estimated costs for initial capital investment as well as the long-term operation and maintenance needs. Often, at planning phases, the focus of studies is primarily on the capital costs when decisions are made regarding program elements, materials choices, and other considerations.

PROJECT APPROACH H

Burditt Consultants believes that consideration of each component of a project should weigh the costs of operation and maintenance with as much attention to ensure that adequate resources are budgeted for the coming years with regards to equipment replacement cycles, program staff, and maintenance staff.

To inform the Owner during each phase of planning, Opinions of Probable Costs (OPCs) are provided for consideration under the following categories:

1. Capital Investment
2. Program Personnel
3. Maintenance Personnel
4. Equipment Life Cycles

In addition to in-house personnel, it's equally important to evaluate the available resources from partner organizations that may provide program staff as well as funding. These resources should be considered in budgets with the understanding that their availability may change over time, thereby increasing or decreasing the availability of programs in the future.

Needs-based fee structures will be considered as will a careful analysis of existing complementary facilities within the Parks System and BISD. Assessing potential additional fee opportunities that will come from reaching a more economically diverse market will be key parts of the study document as well. Burditt will ensure our team assesses all potential opportunities for cost efficiencies through the programming exercise and resulting conceptual design.

PARTNERSHIP ANALYSIS

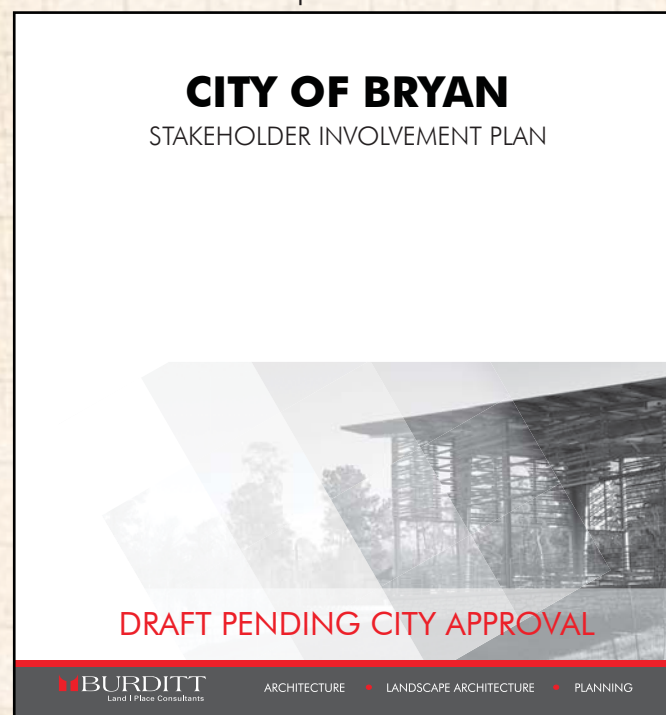
Partnerships are probably one of the most important Partnerships are important components of any parks operation and probably one of the most influential elements affecting the existing and the planned improvements. As mentioned above, BISD has the potential to partner in looking at programs and facilities that may serve a mutual benefit to the community. In some communities, this relationship is strained or non-existent, while in others there is a mutual respect and belief that these entities can be vital partners without duplicating services. Our team is highly sensitive to this reality and will seek to fully engage the District in the long-term vision of the project.

Finally, transportation and mobility issues have a significant impact on the viability of any major public project. We believe considerations to current and future transportation/mobility interests as relate to the new facilities and park will be very important to crafting a sound plan that can not only succeed at start-up and transition phases, but actually thrive from the moment it opens its doors.

FINAL FEASIBILITY & MASTER PLAN REPORT

Just as the parts of the whole must effectively address their specific areas of focus, Burditt knows the entirety of the master plan document component of the assignment must work as a whole. We take great pride in the usability of our documents in the manner in which they communicate at a technical level, inspire and touch sensibilities in the visual spectrum, and provide practical cost information that is easily tied to the program design. Our internal procedure is to challenge staff on how well the document addresses every potential audience and influencer's interests.

Burditt will provide the Feasibility Study/Master Plan along with the Preliminary Engineering Report that incorporates and documents all aspects of community and stakeholder engagement, establishes the premises used for program recommendations, illustrates site and building concepts with rich detail in plan view, elevations, and 3D renderings, and finally, is linked to cost information easily understood and dissected by decision-makers.



H PROJECT APPROACH

Every quality of life project has a story; including the simplest improvement intended to address a perceived need within the community. What is particularly worthy of understanding and remembering in this particular assignment, is the remarkable story of not only the founding of a legendary golf course in Bryan, but also the historic connection to the founding of the City itself. The official incorporation of the City of Bryan occurred by act of legislature in 1871, but the story of Bryan began earlier. In this day and age, few Brazos Valley residents know that the namesake of Bryan comes from a direct descendent of Stephen F. Austin; his nephew, William Joel Bryan. While the land around the future site of Bryan was settled by members of Austin's Colony in the 1820's and 1830's, William Joel Bryan donated land to the Houston and Texas Central Railroad for a townsite to the railroad company. In his honor, the townsite was named "Bryan".

At the time, just east of Bryan, Boonville was the county seat. Millican to the south also saw prominence. As with most communities that lost the opportunity to be located along the newest form of transportation - a railroad. Bryan ultimately became the county seat of Brazos County as prosperity came then just as it continues today. Opportunity has always found its way to this community. The city voted to incorporate in 1867; however, it was not formally adopted until 1871.

As we see the continued redevelopment of Downtown Bryan that began in the 1980s, it began again 100 years following the earliest downtown success as businesses elected to build and develop the less expensive property to the west side of the railroad rather than on the east adjacent to the Courthouse. The communities' resilience and determination has always shaped its future as the optimism and determination of its citizens continue to prove.



The significance now of the Travis B. Bryan Municipal Golf Course is the legacy left by the family namesake who began the First National Bank of Bryan, the same bank that funded the original purchase of the land and construction of what was then known as the Bryan Country Club. The clubhouse was not the one we remember from the 1950's and 1960's through today. It was truly a country club as seen in the images shown. Unique for the time, as it was built in the WWI era approximately in 1918. Mr. Bryan was also instrumental in the location of the Bryan Air Base for the United States Air Force.

During the depression, the country club members were unable to meet their payments and the bank was forced to take the property back. However, as told to me by Tim Bryan, grandson of Travis B. Bryan, "The Banker" (as he was known around town), donated the entire facilities to the City of Bryan in 1939 for a municipal golf course open to all.



The City of Bryan will reach its 150th Anniversary in 2021. We see this as a great time to continue to celebrate the history of Bryan and the "story" of the grounds on which this park will be brought back to life, by creating historic markers about the community, milestones of the life and times of the citizens of Bryan. Writing this portion in the first person, I am Charles Burditt. I say this because those who grew up in Bryan, will remember the significance of those who came before and continue to honor them through stories and education.

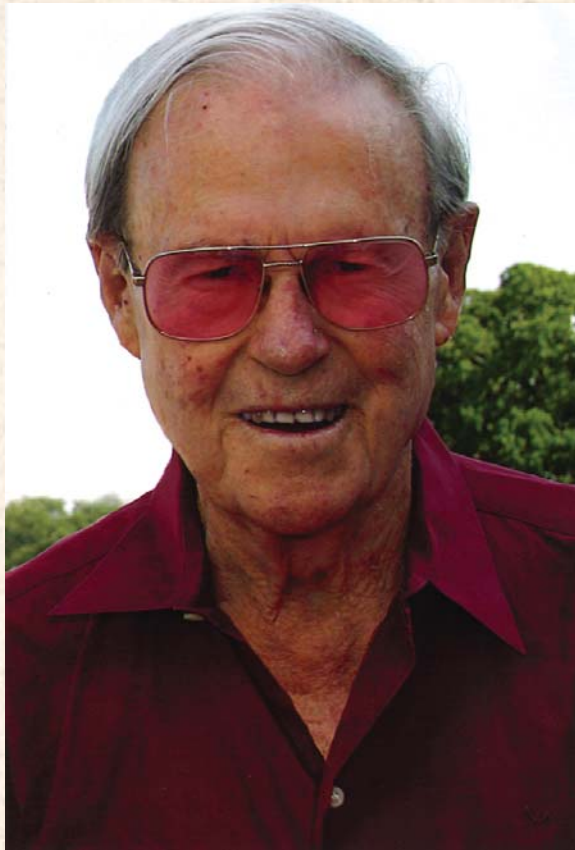


PROJECT APPROACH H

One early recommendation we have, that was actually suggested by our team member former Parks & Recreation Department Director Steve Beachy, is to create a time capsule that can be laid in the park on the anniversary of the City in 2021. Much as in Veteran's Park in College Station, where they created a historic mile walk around the soccer fields with every year since the mid 1800's being celebrated by verbiage of significant local and national events etched in the pavers. Travis B. Bryan, III and Timothy N. Bryan, The Banker's two grandsons, have expressed their hopes and wishes that the new park serve all the public and that it have a new lifespan for the next 100 years.

One hundred years in the making and now the grounds will go peacefully fallow until it serves a new and grander purpose to entertain, restore, and accommodate users from throughout the area and beyond.

Stories are important, even in infrastructure and parks and recreation programming/design. We hope to keep the legacy of the community relevant to future citizens who may ask themselves, *"I wonder what happened here?"*



Travis Bryan's favorite "target tree" for shag balls

H PROJECT APPROACH

SITE EVALUATION FOR CANOPY & WILDLIFE

SITE INSPECTION OVERVIEW

With prospective projects involving planning, programming, or design our staff makes multiple site visits to understand the land from which the project would call its foundation or canvas. Whether covered by a forest canopy or denuded of vegetation, rural or urban, flat or well sloped, there is no substitute for extensive site evaluation when attempting to understand the client's vision and proposed objectives. Such is the case for the Bryan Super Park.

Following receipt of the City of Bryan RFQ, the site was evaluated to make general observations and opportunity analysis, natural resource survey and site conditions. We look forward to sharing those extensive observations as conducted and found by Managing Principal, Charles Burditt.



The BRAC Project was eventually tabled by Council and abandoned; however, in our preliminary efforts completed internally between selection and cancellation, we developed a conceptual master plan that instead of denuding the incredible stand of post oak in the watershed, we were able to get all program elements into the design without such devastation. The watersheds and tree canopy are doing major drainage and site absorption that are essential to this project to retain as much as possible. Engineering devices can be built to accommodate storm water; however, for as much as possible the canopy is providing overtime benefits to the community in its present state. A soft and creative touch is needed in the design process.

While much more visionary that the BRAC Project that we responded to in 2016 (and were awarded by the interview team), it is very similar in many ways. One important way is that we will use our natural resource experience and background to fully understand how the site can be developed with the least impact on the urban forest canopy represented by the mature post oak forests on-site. It is said by many that these trees cannot be preserved in the development process; however, this simply is not the case when you apply the proper urban forest preservation techniques and make it a priority. The site is replete with opportunities for education, trial development, and outstanding shade – a component every park can use to the fullest.



PROJECT APPROACH H

BRAC Conceptual Master Plan 2016



H PROJECT APPROACH

LOCAL CONTEXT

The City of Bryan has many great amenities that create a live, work, play destination. These quality of life features include:

Recreation

- Lake Bryan, located seven miles northwest of Downtown Bryan. The lake is host to water sports, fishing, skiing, sailing, boating, and bird watching.
- 52 City parks, feature combinations of picnic area, playgrounds, basketball, football and soccer fields, in-line hockey and tennis courts, jogging/walking trails with exercise stations, barbecue area, swimming pools and skate parks.

Culture/Entertainment

- The Bryan area hosts a wide variety of traditional and unique festivals including the Texas Bluebonnet Wine Trail and Texas Reds Festival;
- Historic Downtown, eclectic shops; restaurants and art galleries;
- Queen Theater;
- Museums and Art Fairs

Education

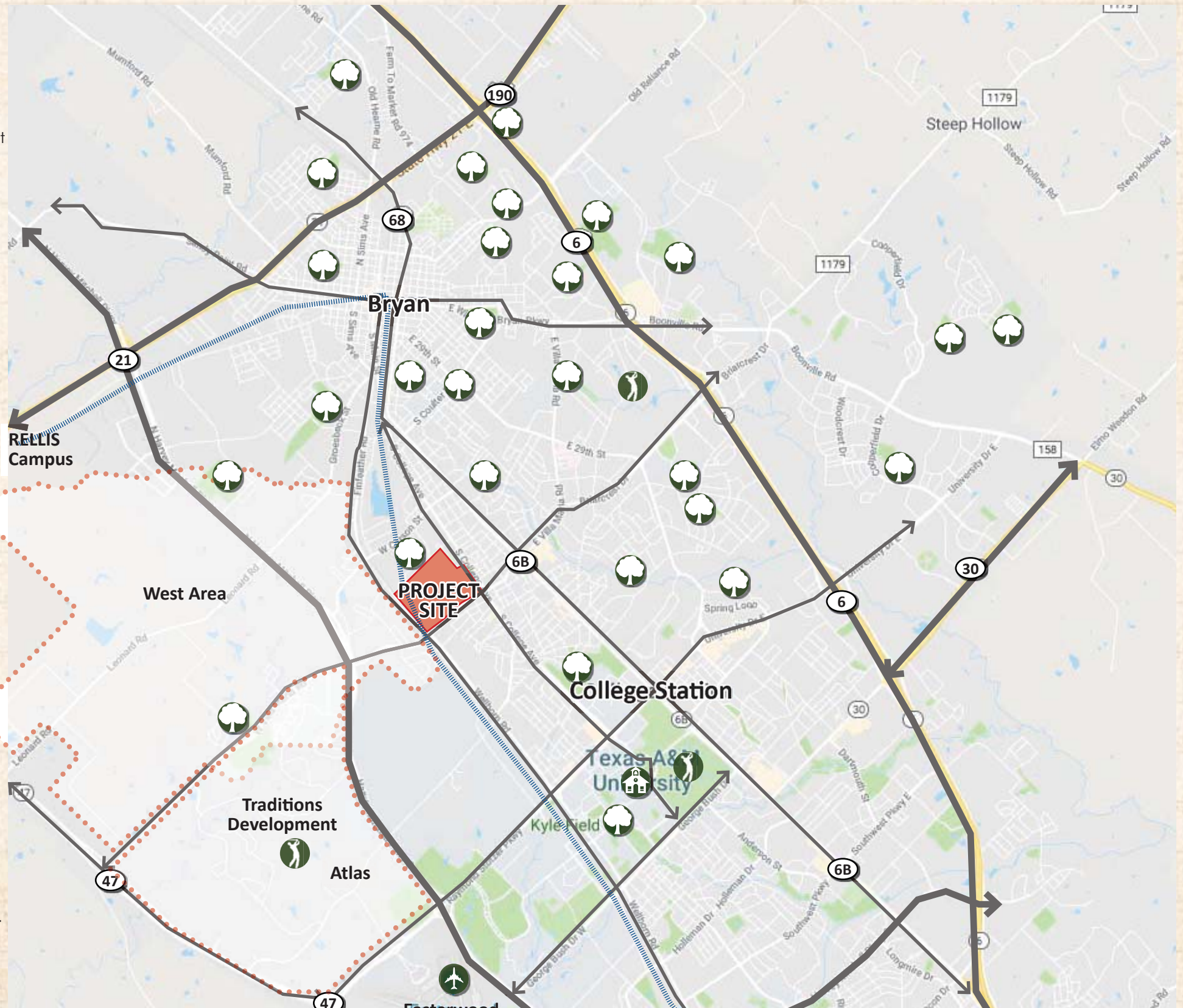
- Exceptional Public School System
- Excellent private schools and academies are also available
- Blinn College
- Texas A&M University (1876)
- Allen Academy (1901)

Transportation

- Brazos Transit District affordable transportation within the City of Bryan and College Station to a variety of high traveled locations.
- Easterwood Airport.

Community

- Many denominations of churches exist throughout the City of Bryan;
- Service group organizations;
- A strong real estate market supports a variety of single and multi-family housing.
- A healthy network of senior services and senior living facilities spread throughout the city.



PROJECT APPROACH H

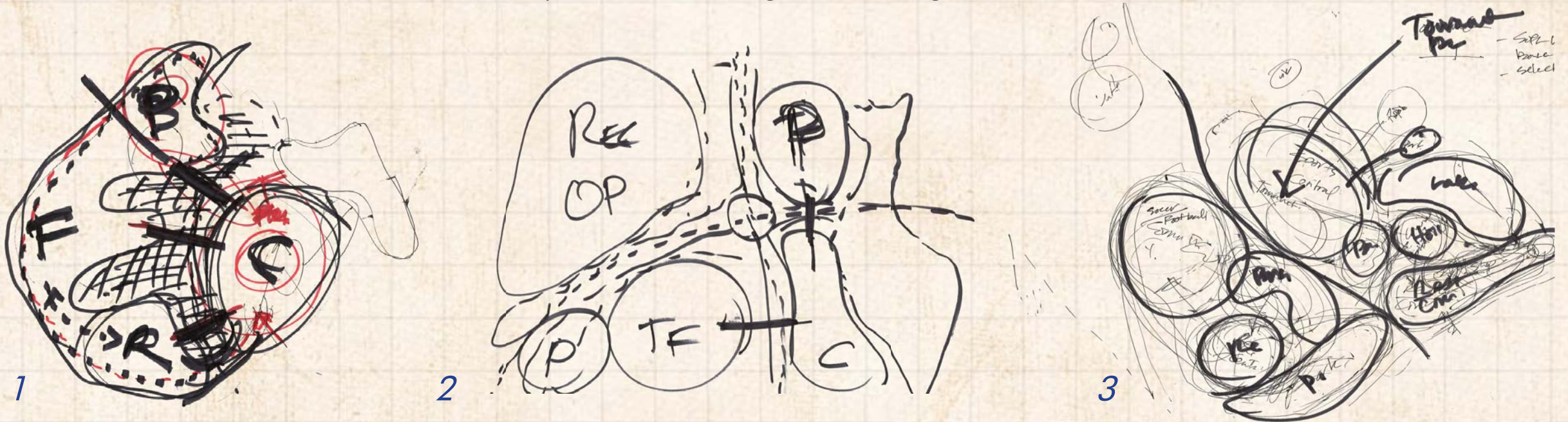
OPPORTUNITY ANALYSIS

A brief overview of the site shows opportunities for connections within the park and to the by linking spaces with common uses and intensities. The Following site diagrams go into further breakdown of these spaces. There are many opportunities based on the project goals that will be revealed as the program progresses.

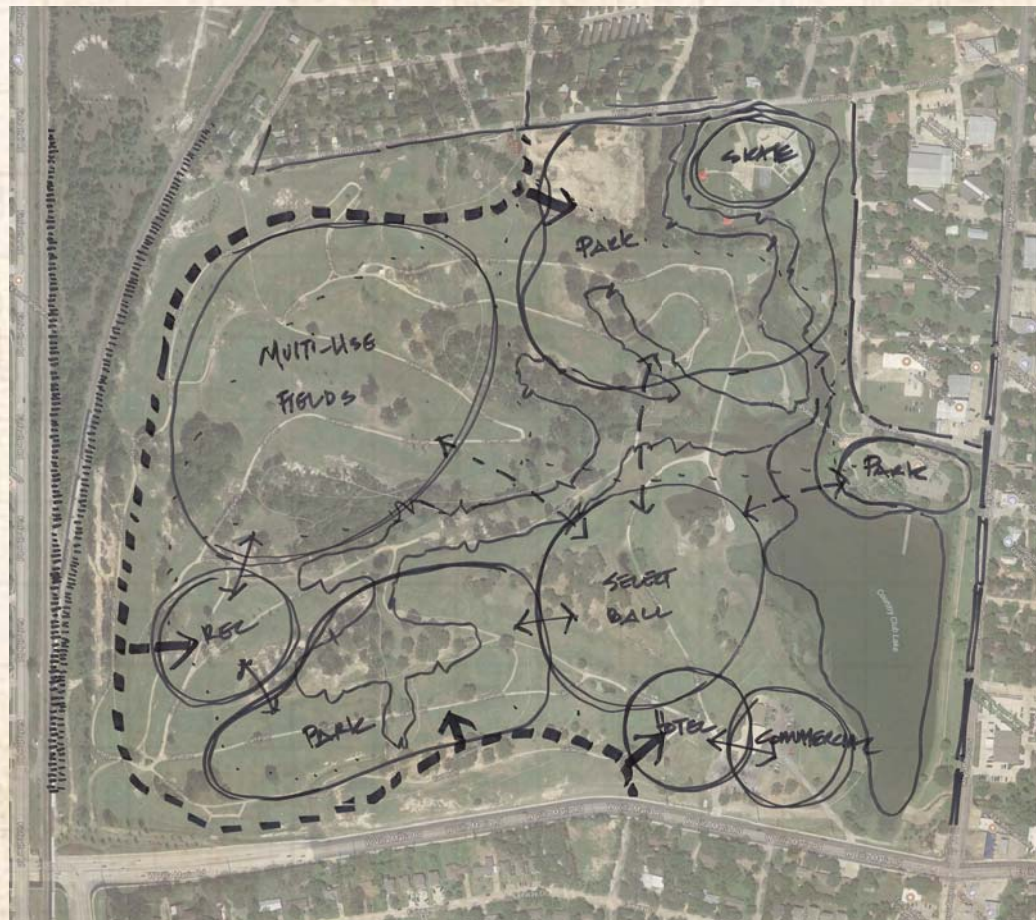


H PROJECT APPROACH

PARK DEVELOPMENT SCENARIOS - Following examples show an early way of thinking about site programming and circulation; the iterative process that will bring to inform design.



Scenario 1 focuses on a theme of a decentralized park plan. Hotel/Select Ball Fields would be sited on the southeast corner of the site. Egress/ingress of site would start at Villa Maria and loop to the west, eventually connecting with Williamson Drive and to adjacent neighborhoods. This would be planned as well as a naturalized green belt following the existing drainage patterns of the site. Multi-use fields and a possible Recreation Center would be situated to the west with connected parks at the southwest and northeast portions of the park.



PROJECT APPROACH H



Scenario 2 continues on a theme of a decentralized park plan. A hotel would maintain a prominent location adjacent to Country Club Lake. Select Ball Fields would be to the west. Egress/ingress of site would link and cross with reduced traffic flows from Green St, Wellborn Rd, and Rountree Dr. Trail connections to adjacent neighborhoods would be maintained with naturalized green buffers along the roadways. Multi-use fields and a possible Recreation Center would be sited to the northwest with connected parks at the southwest and northeast portions of the park.

Scenario 3 proposes connecting Green St. and Bomber Dr. with a curving park roadway. Hotel, Select Ball Fields, and some commercial (i.e., restaurants, sports equipment, leased tenant spaces) would be sited to the east, adjacent to Country Club Lake. Trail connections to adjacent neighborhoods would be created, linking community parks at the southwest and northeast corners. Multi-use fields and a possible Recreation Center would be sited to the west with connections to trails and the entire site.



H PROJECT APPROACH

COMMUNITY INVOLVEMENT GUIDANCE

Public Involvement Principles and Goals

We submit the following principles representing a road map to guide government officials and staff in establishing consistent, effective and high quality community engagement across Bryan's many stakeholders. They are the core principles for the public input.

Partnership

Community members have a right to be involved in decisions that affect them. Participants can influence decision-making and receive feedback on how their input was used. The public has the opportunity to recommend design ideas and issues for consideration.

Early Involvement

Public involvement is an early and integral part of issue and opportunity identification, concept development, design, and implementation of park improvements.

Building Relationships and Community Capacity

Public involvement processes invest in and develop long-term, collaborative working relationships and learning opportunities with community partners and stakeholders.

Inclusiveness and Equity

Public dialogue and decision-making processes identify, reach out to, and encourage participation of the community in its full diversity. Processes respect a range of values and interests and the knowledge of those involved. Historically excluded individuals and groups are included authentically in processes, activities, and decision and policy making. Impacts, including costs and benefits, are identified and distributed fairly.

Good Quality Process Design and Implementation

Public involvement processes and techniques are well-designed to appropriately fit the scope, character, and impact of a policy or project. Processes adapt to changing needs and issues as they move forward.

Transparency

Public decision-making processes are accessible, open, honest, and understandable. Members of the public receive the information they need, and with enough lead time, to participate effectively.

Accountability

City leaders and staff are accountable for ensuring meaningful public involvement in the work of city government.

The City and project partners will strive to:

- Seek partner agency assistance with outreach and engagement.
- Build new and ongoing relationships with under-served and non-geographic issue-oriented groups, including cultural groups, faith communities, homeless communities, and single issue advocacy groups.
- Continue, and in some cases broaden, involvement with City boards, committees and commissions.
- Ensure there is adequate time between the public release of a draft concept plan and the corresponding public hearings and public comment period, while factoring in time for organizations to meet and coordinate an official response, as well as, avoiding the holidays for the public comment period.
- Draft plans released for public comment and other outreach material should be available in large print and html-friendly versions at the time of public release.
- Continue to coordinate more with venues to advertise events to those who use or visit various park facilities.
- Consider the date and time of hearings and workshops and verify that the scheduling does not conflict with the local organizations regularly scheduled meetings.
- Engage more people, especially non-geographic communities and first-timers.
- Demonstrate to participants how previous input is being incorporated into current materials and proposals.



PROJECT APPROACH H

KEY AUDIENCES

This Stakeholder Involvement Plan is designed to reach all audiences that may be affected or have an interest in the park design process. It will also be designed to reach out to other groups and individuals—those that may not yet have an interest or be compelled to participate—to encourage their awareness, understanding, and involvement in the process. Among potential target stakeholders the audiences that may be important to contact and engage:

- Community / General public: Interested people across the community;
- Neighborhood Associations and Coalitions;
- Interest-Based Groups: Non-profit organizations, community and faith-based groups;
- Local Businesses: Institutions, large employers and small businesses, business associations, Chamber of Commerce;
- and, of great importance, Local Sports Leagues



OPPORTUNITIES AND TOOLS

There will be a range of involvement opportunities and communication tools used to ensure that residents are able to find information and engage in the design process. The community involvement opportunities will be organized to allow people to engage across a spectrum of interest levels:

Inform: Some people are just learning of the project and want to track the process and stay up to date on the latest project news.

Consult: Other people want to be slightly more involved, making sure the plan for each facility broadly addresses the topics they are interested in and is generally going in the right direction.

Collaborate: Another group of people want to be deeply involved in the ongoing work of the concept plans our architects will develop, closely tracking the process and providing thoughtful and meaningful input into the outcomes. Opportunities and tools will be used throughout the process, offering ways to stay informed and affect the project outcomes that facilitate the range of interest levels and meet the needs of diverse audiences.

In addition to the opportunities and tools listed below, a variety of outreach materials will be produced for each phase. For the entry level audience, brochures and other summary information materials will be created; information boards, handouts and discussion materials will be developed for events, and information comprising the basis for decision-making (the “public record”) will be made available locally for public review at City offices and on the website as appropriate.

INVOLVEMENT OPPORTUNITIES

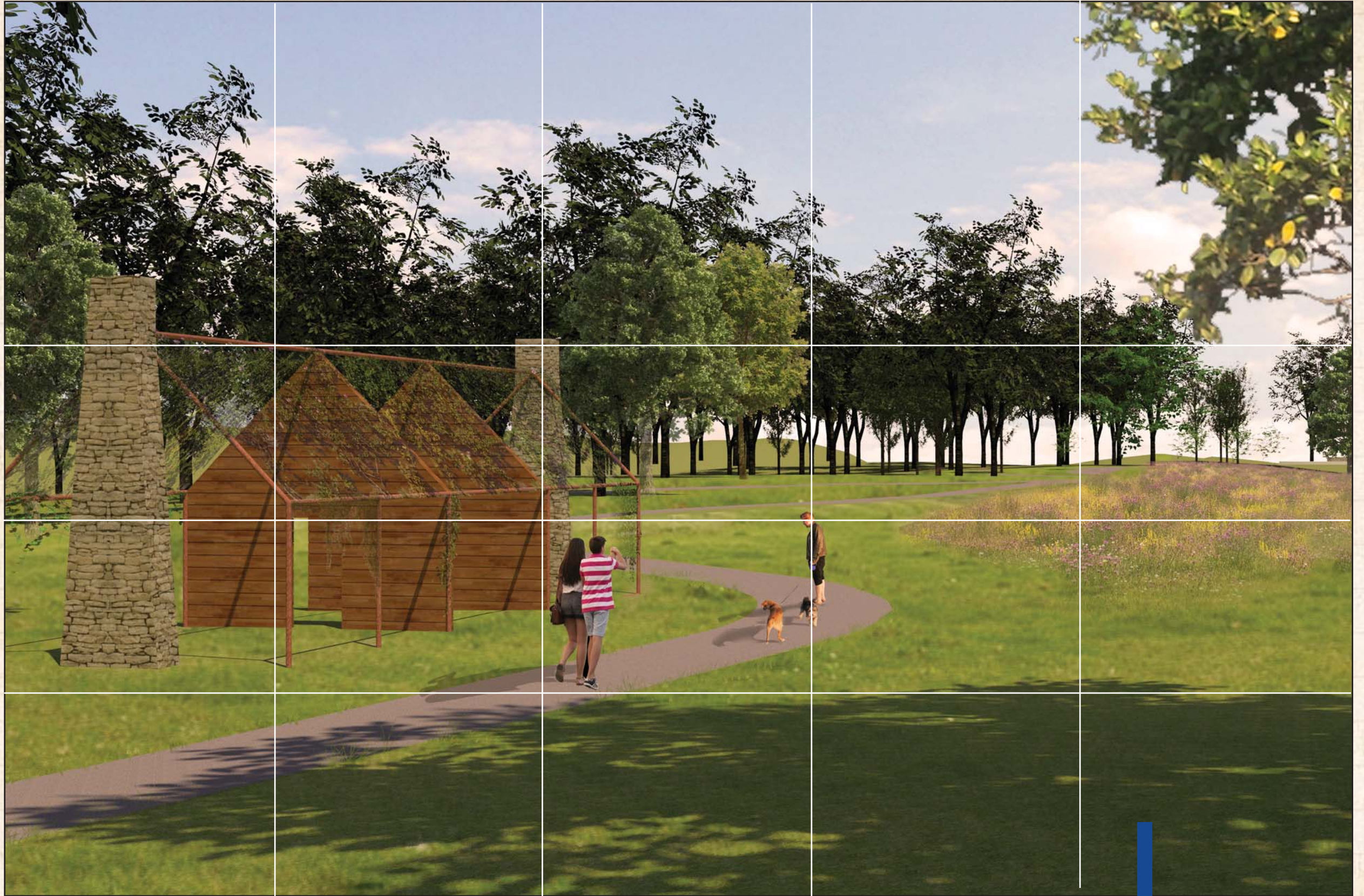
Key Stakeholder Meetings: A series of meetings will be held with key stakeholder groups in the community to gather targeted feedback regarding facility needs, programs and activities. The meetings will be held, in locations around San Marcos and will be designed to allow stakeholders and the public to engage directly in the planning process to learn about the project and provide input that will meaningfully shape project outcomes.

Suggested Focus Groups include:

- School District Representatives
- Elementary School Staff
- Experience BCS
- Church Administration
- Youth and Adult Soccer Leagues
- Youth Baseball League
- Youth and Adult Softball Leagues
- Neighborhood Associations
- Parks and Recreation Advisory Board

On-Site Public Charrette: Public meetings will be hosted on the park sites or staff preferred facilities to engage discussion about the opportunities and park needs for consideration during the development of the concept plans and subsequent design. The meetings will be organized as an interactive workshop rather than a hearing to encourage meaningful input from participants.





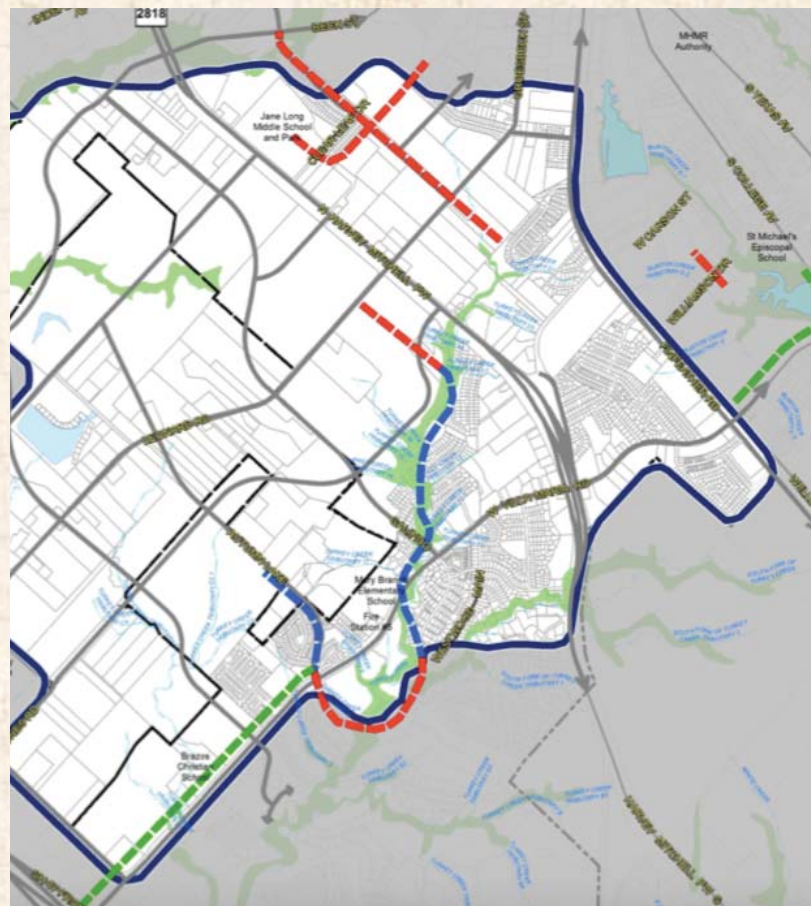
Local Knowledge

LOCAL KNOWLEDGE

SITE DESCRIPTION AND PHYSICAL ATTRIBUTES

The Super Park Site lies on a parcel of land in north Bryan and is serviced by Villa Maria to the south, South College Avenue to the east and Williamson/Rountree Drives to the north. Primary site access is available along the major arterial, Villa Maria and along South College Avenue, with neighborhood access occurring along Williamson and Rountree Drives.

In our evaluation of long range transportation plans for the City, we note that non-motorized trails are proposed to the north of the project site along Williamson Drive and sidewalk connections are proposed along South College Avenue from Villa Maria to Williamson Drive.



Blueprint 2040 West Area Trail Map

NEIGHBORHOOD ADJACENCY, CHARACTER, AND ROLE IN PROGRAMMING/PLANNING PHASES

The subject property is surrounded on three sides by established subdivisions, along Villa Maria, South College and Williamson/Rountree Drives. Additionally, there is an existing drilling pad site along Williamson Drive. The salient point in noting this is that the redevelopment of the project site will have dramatic impact and influence on the adjacent commercial and residential areas and consideration of appropriately scaled development, pedestrian and bicycle connections through trail and sidewalk development, and site access will be a critical component to the Master Planning process.

In the Blueprint 2040, West Area Plan, Bryan leadership crafted a vision for how the long range development of the West Area of Bryan will occur. The Blueprint outlines future trail connections, thoroughfare planning, land use, branding and district designs including streetscapes, signage gateway enhancements, intersection treatments and long term infrastructure development. The study area of this plan abuts the western property line of the proposed regional park site and Burditt understands the importance of connecting the Park Master Plan for the proposed super park, to the City's long range plans.



Pursue regional park and recreation opportunities
-Parks and Recreation Goal, Blueprint 2040

We recognize with the City's proposed capital investment at the Super Park Site, commercial and residential redevelopment of the adjacent areas are likely to occur. The neighborhoods south of the site, across Villa Maria have already experienced significant redevelopment and new development.



Opportunities for further commercial redevelopment will occur along South College with existing distressed commercial, religious and social service properties like the Twin City Missions property



LOCAL KNOWLEDGE |

Programs like the City's corridor redevelopment incentives can be coupled with future small area plans for these corridors, to realize targeted redevelopment to compliment the Super Park development. Additionally, the adjacent neighborhoods could benefit from residential redevelopment of distressed residential properties, creating another opportunity for enhancing the residential stock of the entire community.



Long term planning of these small areas to realize complimentary development and redevelopment, will ensure the Super Park investment is leveraged to further elevate the urban image and character of the City of Bryan.

Public input has been addressed in a cursory manner during the pre-submittal meeting and in the subsequent addendum responses. That said, we maintain a belief that major park projects and public space, should be envisioned with the involvement of citizens. Transparency is critical to the public trust and whether by open public comments or strategic committees formed from users and neighborhoods, a *project specific* Public Engagement Plan remains a critical component that Burditt will provide and execute. This involvement may also include scheduled meetings with neighborhood associations, on-site charrettes or planning workshops, or simply walking the neighborhood and the park itself to ask for citizen input.

PARKS BOARD, REGIONAL SPORTS TOURISM ORGANIZATIONS, PARD STAFF

While we consider the process of successful park programming and planning, it almost goes without saying that the inclusion of Parks Board members; Regional Sports Tourism Organizations (most likely at Texas A&M, Experience BCS and City of College Station), and sport league groups of all types should be consulted. Meetings should be scheduled with local sports organization representatives in an attempt to understand their overall program needs and these needs should be considered within the context of regional sport tourism opportunities for the Bryan/College Station area. We initiated previous early engagement of such groups for the BRAC Project in Spring 2016. We also met with and had discussions with PARD staff member Raymond Bradley, who has deep relations with many organizations.

The City has incredibly competent staff who understand the maintenance and operations needs essential to the current footprint. However, important inquiries remain to be understood and documented. These include an understanding of how users come and go, how they schedule their practice sessions and games, league participation and anticipated additional growth. A myriad of answers are available if users are properly engaged.

As we move through the programming phase of the project, it is important to garner any insight available from those who maintain and operate the facility. The existing maintenance facility needs will increase with the expansion of park grounds as will the overall operations assignments. Understanding how this park will impact O&M is just as essential to the planning phase as determining the placement of fields and number of parking spaces. We will provide a robust study of these costs and potential staffing positions.

Both staff and Parks Board members understand the overall mission for the PARD. They also know the existing pain points and strategies developed in the past to solve problems or take advantage of opportunities. The fact that this facility is intended to be an economic development catalyst means that there is a *mission* outside of providing recreation to the community. That mission should be understood by all

project team designers and clearly stated at the beginning of the project. Our team will work with City staff and meet with Economic Development/Tourism Staff to develop a unified mission for the project. Our firm will review the mission statement over and over throughout the project to ensure that our designers and the City stay on track to deliver the project as envisioned.

When considering other advocacy groups, these may include local Master Naturalist organizations, Sierra Club or other wildlife/ecosystem advocacy organizations. In addition, if the City seeks funding from a Texas Parks & Wildlife grant, it would be beneficial to the application that those relationships be engaged in the process. Our foresters, wildlife biologist, and conservation scientist will add significant context and value to the grant evaluation as TPWD cares greatly that habitat is conserved. The intention is to gain their input and consider a small grant application for the upcoming grants for trail development. This may coincide nicely with the programming and planning work to be done in the initial phases of design and preliminary engineering.

PROJECT VISION AND MISSION OF PARD AND EDC - TIE-IN TO EXISTING DOCUMENTS

The importance of vision and mission tie-in cannot be underestimated. Existing Comprehensive Plans (City) including the existing Parks and Recreation Master Plan (PARD), each have specific goals and objectives. It's important early in the process to review and unify the understanding of each document in order to tie the vision and mission of the project into the good work already accomplished by staff, elected officials and stakeholders.

A review of each document will be conducted by the team so that thorough understanding of the written objectives are understood. These should remain as important guideposts throughout the project so the true mission of the project can fulfill its overall purpose and objectives of plan document visions already adopted by Council. Given that the economic development impact is critical to the project, it is essential that all strategies be dynamically connected to that overarching goal.



Prime Firm





Prior Community Experience

As discussed in many early interviews with users familiar with the park site, we've heard many passionate thoughts as we've listened to their viewpoints and opinions. One thing is clear, most everyone has a strong memory and experience at the "Muni". Members of our team also have powerful memories as well. I for one (Charles Burditt), spent every summer day at the golf course as my dad's office was across the street on the corner of Villa Maria and South College. He would drop my brother and I off in the morning and pick us up at supper time. Even at age 8-10, we were hunting golf balls in the lake. Getting cut by glass, harassed by cottonmouth snakes, and tolerating whatever level of arsenic a body can stand at that age. Most every weekend I would caddy for Travis Bryan, Jr., as my dad and he would play every Saturday with the gang. I learned all my swearing from those rounds of golf, etiquette also, and how to needle your opponent into submission. I also knew every corner of the course from playing, chasing shag balls for Mr. Bryan, and playing Little League baseball at Williamson Park. We drank root beer as a family across from Number 2 green, next to the Girl Scout house (which remains to this day). And the ultimate of life's experiences, while attending A&M in the '70's, I asked my wife to marry me on a concrete park bench just across the creek from that diabolical hole, Number 3 (she said yes).

Many members of our team have similar experiences; however, none so talented and recognizable as Steve Beachy, former Parks and Recreation Director of College Station. Steve has been an important member of Burditt's parks team on numerous projects since his department retirement in 2007. His expertise has been invaluable as a colleague and in passing along his advocacy for successful parks and recreation programs. While, he has not been a part of the municipal course design or renovations, his deep connection to improving parks and open space throughout Brazos County has been impressive. There is no way to overstate the impact that such a successful program has on all the community at large. Bryan citizens visit CS parks and vice versa. He has long standing history of working together across municipal boundaries to program for

facilities that served his constituency, yet also provided opportunities for neighbors in Bryan. This experience and working as a liaison with College Station will prove immensely valuable. Steve will assist in almost every area of our project execution and bring his extensive experience to the master plan and design process. The establishment of Veteran's Park, and its intentional design/construction as an economic development destination is a fascinating story. The success of this park is a best practice example of how we will approach much of the thinking as we work together with staff, elected officials and economic development professions in the City. Coupled with the relationship that exists between cities with a joint Experience BCS, Steve will continue to offer his exceptional professionalism throughout the project.

In the early 1990's, Stewart Kling, of CEC (formerly Kling Engineering), was commissioned to conduct a survey of the Bryan Municipal Golf Course by North Central Oil Company (now defunct) for the purpose of determining the City's mineral interest in multiple wells being planned in the area. The survey involved setting new property corners around the perimeter of the site which required extensive field work and deed research of the old neighborhoods surrounding the golf course. Deeds and records from that survey are still maintained by CEC (our civil engineers and survey team partners) in their Bryan office.

Developer Approach

With the City's recent investments in urban image, economic development and corridor revitalization along the Villa Maria and South College corridors and the West Area of Bryan, the project property may provide an opportunity for consideration of a mixed-use development component, delivery of which could occur through a public private partnership. The Burditt Land|Place team can provide a developer as part of the project team, an option which would add development feasibility analysis to the project scope.

During the master plan phase, the developer would evaluate the site for highest and best use, potentially a hotel and conference center with indoor recreation center component, a mixed use neighborhood center with a mix of housing, retail and office space, or another land use scenario. The developer evaluation could include a market demand study and a proposed development structure(s) that would potentially include a public private partnership with the City of Bryan.

Deliverables could include one or more of the following:

- A formal feasibility analysis report, with alternate land use development scenarios;
- A developer request for proposals which could be used to recruit a potential developer to develop the site;
- Developer recruitment appointments once the feasibility analysis is complete;
- Master planning and marketing services for developer recruitment.

The Blueprint 2040, West Area Plan evaluated a study area which abuts the project property. The opportunity to evaluate the project site within the context of the long -range plans to of this study area are imperative for long term, cohesive development of Bryan. By including a developer in the early stages of the project planning process, the project will not only enhance quality of life for the community, but could provide unique recreation destination for the City of Bryan.



References

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K REFERENCES

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www.huntsvilletx.gov
jwiggs@huntsvilletx.gov



Scott Swigert
 Assistant City Manager
 City of Mont Belvieu
 11607 Eagle Dr.
 Mont Belvieu, TX 77580
 281-330-5204
sswigert@montbelvieu.net



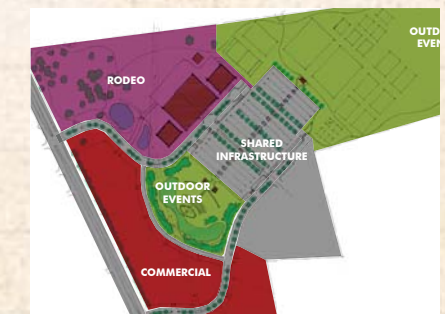
Jef Farrell
 Park Superintendent
 City of Mont Belvieu
 11607 Eagle Dr.
 Mont Belvieu, TX 77580
 281-330-5204
jfarrell@montbelvieu.net



Trey Job
 Director of Public Works and Parks & Recreation
 City of Bastrop
 1209 Linden Street
 Bastrop, TX 78602
 512.332.8800
tjob@cityofbastrop.org



Johnny Huizar
 City Manager
 City of Pleasanton
 108 Second St.
 Pleasanton, TX 78064
 832.569-3867
JHuizar@pleasantontx.gov



REFERENCES K



Trey Job / Managing Director of Public works & Leisure services
City of Bastrop
1209 Linden Street.
Bastrop, TX. 78602

May 11, 2017

To Whom It May Concern:

Charles Burditt and his team at have been outstanding to work with over the past several months. Just a few short months ago we issued a Request for Qualifications for engineering and architectural firm to assist my Bastrop Art In Public Places board develop a vision they had for a culture walk in one of our city parks. Burditt was selected, and has been instrumental in bringing to life the ideas and visions of the board. I have worked with several engineering, and architectural firms over the past 23 years I have been a municipal employee. However, what makes Charles, and his team stand apart is the absolute dedication to completing the job while still taking the time to get as much input from the community as possible. The Public engagement portion has been truly impressive; I witnessed Charles himself spend well over an hour talking to a 10-yr. old young man that lives near one of our parks simply because he was excited about sharing his thought about the parks system.

I hope this letter speaks to the personal attention, and professionalism you will receive if you choose Burditt Land/Place for the design of your future project.

Sincerely,

Trey Job / Managing Director of Public works & Leisure services
Title



City of Baytown

January 25, 2018

Dustin Schubert
City of Baytown
2407 Market Street
Baytown, TX 77520
281-420-6591

To Parks & Recreation Colleagues,

It is with much enthusiasm that I am writing to recommend the services of Burditt Land.

We worked with Burditt on the Gene & Loretta Russell Park Master Plan that was recently recommended for approval by our Mayor and City Council. The Master Plan dealt with an overall site plan as well as a feasibility study that will give us a road map to take this project to the next level. The Burditt team did an excellent job, was always thorough in their evaluations, and went beyond the scope of work to make sure our document was the best it could be.

The Gene and Loretta Russell Park Master Plan was also submitted for a Texas Recreation and Park Society Award as well as a Texas Municipal League Award. The Russell Park Master Plan was also featured in the Texas Municipal League January magazine.

I'm happy to recommend the services of Burditt Land. If you have any questions, please feel free to contact me.

Sincerely,

Dustin Schubert
Park Superintendent

2401 Market Street P.O. Box 424 Baytown, Texas 77522-0424 (281) 422-8281 Fax (281) 420-6586 baytown@baytown.org

K REFERENCES



CITY OF
Huntsville
Incorporated in 1845 under the Republic of Texas

May 11, 2017

To Whom It May Concern:

It is with great pleasure that I am recommending Burditt Land /Place consultants to you. I am the Director of Parks and Leisure for the City of Huntsville. Burditt and it's staff worked with myself , city staff and advisory boards to complete our new Parks Master Plan.

Mr. Burditt and his staff worked diligently on the Parks Master Plan and met all deadlines and submitted all required documents. The city council has adopted the master plan and it was submitted and accepted by Texas Parks and Wildlife. On behalf of the City of Huntsville , I can honestly say Mr. Burditt and his team exceeded all expectations in preparing this document which will help the city make better decisions for our future. If you have any questions, contact me at (936)294-5721 or send an email to jwiggs@huntsvilletx.gov. I will be glad to answer any questions you may have.

Sincerely,

Joseph Wiggs

Director of Parks and Leisure

PARKS AND RECREATION

448 State Hwy. 75 North • Huntsville, TX 77320-1118 • 936.294.5708 • 936.294.5701 fax • www.huntsvilletx.gov

Our vision for the City of Huntsville is a community that is beautiful, historic, culturally diverse, affordable, safe, and well planned with great opportunity for our citizens.



May 11, 2017

To Colleagues and Parks Directors:

I'm pleased to take this opportunity to recommend Burditt Consultants as a planning and design firm I've come to know very well over the past 13 years. As former City Administrator at the City of Montgomery, and currently serving as City Manager for Oak Ridge North, I've had the opportunity to work extensively with the Burditt team on a number of projects. I've relied upon them for park design leadership in a range of circumstances that required interactions with City Council, our Economic Development Corporation and in representing the city before the community at large. They have also performed well in dealings with general contractors and project Opinions of Probable Costs information.

Burditt Consultants has prepared conceptual designs and well-documented construction drawings that reflect not only the vision of staff and community members but are also authentic to the community of Oak Ridge North. Their willingness to interact, listen to all parties, and work collaboratively has benefited our citizens while also serving to enhance our public spaces.

I would recommend the Burditt design team without hesitation for any assignment you may be considering. You will undoubtedly find them to be professional, creative, caring, and respectful of project budgets. If you have any questions regarding the firm's qualifications, please do not hesitate to contact me.

Sincerely,

Vicky Rudy PCED
City Manager

The City of Oak Ridge North
27424 Robinson Road
Oak Ridge North, Texas 77385
Telephone: 281-292-4648
Metro: 281-367-0727
Fax: 281-367-7729
www.oakridgenorth.com



Send all mail to:
P.O. Box 910
Navasota, TX 77868

www.NavasotaTX.gov

January 20, 2016

Subject: Burditt Recommendation

Fellow Community Leaders,

Through the course of my tenure as mayor of the City of Navasota, we have worked with Burditt for a number of projects including a park master plan, the creation of a GIS database for the City, and most recently a Comprehensive Plan. With each project, Burditt's staff worked closely with council, city staff and the community to understand the unique dynamics that influenced each project and tailored the work product to meet the needs of the organization. Their staff prides themselves on creating an open and collaborative environment where everyone's contribution to the process was welcomed and included and each time, the City of Navasota was given a user friendly product that paved the way for city leaders to successfully implement the plan. I would choose to work again with Burditt for a number of projects as their staff's expertise is vast and their ability to adapt to both public and private client's needs is impressive. I recommend Burditt for your next project.

Please let me know if you have any questions.

Sincerely,

Bert Miller
Mayor, City of Navasota

City Hall is located at 200 East McAlpine Street, Navasota, Texas.

City Hall: (936) 825-6475 | Economic Development Corporation: (936) 825-2961 | Communications: (936) 825-7055 | Fire Department: (936) 825-7388
Library: (936) 825-6744 | Parks & Recreation/Navasota Center: (936) 825-2241 | Police Department: (936) 825-6124 | Public Works: (936) 825-6450



Parks and Recreation

CITY OF CONROE

Est. 1904

May 10, 2017

To Whom It May Concern,

I understand Burditt was invited to submit on one of your upcoming projects. I have used the services of Charles and his team for multiple projects over the last ten years and found them to be creative, great communicators, timely, cognizant of budgets and future maintenance costs, great listeners, and in tune with trends in the industry.

Example projects with the city included: development of the Parks and Recreation Master Plan, Founders Plaza in downtown Conroe, improvements to Kasmiersky Park, improvements to Dr. Martin Luther King, Jr. Sports Park (now named Booker T. Washington Park), improvements to McDade Park, John Burge Park at Shadow Lakes, Improvements to Candy Cane Park, the Lone Star Monument and Historical Flag Park, and improvements to Carl Barton, Jr. Park.

Feel free to contact me if you have any questions about the projects listed above or Charles and his team.

Sincerely,

Mike Riggins
Director of Parks and Recreation

300 W. Davis | P.O. Box 3066 | Conroe, TX 77305 | T: 936.522.3000 | www.CityofConroe.org



Required Documents



REQUIRED DOCUMENTS



PURCHASING DEPARTMENT

January 03, 2018

ADDENDUM NO. 1

Addendum to City of Bryan Request for Bid No. 18-014
Architectural / Engineering Services for Park Design

Please be advised of the following clarifications, additions, deletions and/or changes to RFB No. 18-014 are hereby made a part of the bid documents for the above referenced project as full and as completely as though the same were included therein.

Clarification from the Pre-SOQ:

- Oil Pad Site – Environmental Issues, Future Plans: **The City is researching the possibility of removing the oil pad site and incorporating that property into the park design. At this time, the research continues and a definitive response may not be available until after contract negotiations. If information becomes available during contract negotiations, those details will be part of contract discussions.**
- Any Wells? **The City does not have water wells on site. The oil pad site has not had an active well in approximately thirty (30) years.**
- Additional Conceptual Plans: **While additional conceptual plans exist, the footprint is the same. The other conceptual plans include retail activity (e.g., hotel, restaurant(s)) on the lake front near the existing site of the Pro Shop. Of note, the conceptual plan attached to RFQ # 18-014 is for reference purposes only. The expectation is the selected firm will use its expertise to research and provide suggested amenities. Research should include extensive public input, discussions with the Parks and Recreation Advisory Board and City Council, and involvement of other stakeholders.**
- Lake Environmental Testing: **The City of Bryan has not conducted environmental testing of the lake. However, the Texas Commission on Environmental Quality (TCEQ) and a third party (on behalf of the responsible party) has tested and monitored the lake water since the 1980's. Attached is information associated with the water quality, and the May 15, 2012, TCEQ correspondence states, "Based on TCEQ review of the subject RACR, Texas Risk Reduction Program (TRRP) Remedy Standard A Residential Protective Concentration Levels (PCLs) have been achieved such that no institutional control or post-response action care is required." "No further action is required under 30 Texas Administrative Code (TAC) 350 for the above-referenced areas."**

Additional information is included in this addendum as an attachment.

1309 E. Martin Luther King St. • Bryan, TX 77803
(979) 209-5500 • Fax: (979) 209-5507
<http://www.bryantx.gov/departments/?name=purchasing>

END OF ADDENDUM

This addendum shall be signed and included with your response package as acknowledgement of the addendum. Failure to acknowledge and submit any addenda may be cause for the bid to be rejected. The City's decision to accept or reject a bid due to a failure to acknowledge and submit addenda shall be final.

Vendor Acknowledgement Signature

Karen Sonley, Buyer
City of Bryan - Purchasing

Purchasing Department
1309 E. Martin Luther King St. • Bryan, TX 77803
(979) 209-5500 • Fax: (979) 209-5507

REQUIRED DOCUMENTS



PURCHASING DEPARTMENT

January 05, 2018

ADDENDUM NO. 2

Addendum to City of Bryan Request for Qualification No. 18-014
Architectural / Engineering Services for Park Design

Please be advised of the following clarifications, additions, deletions and/or changes to RFQ No. 18-014 are hereby made a part of the bid documents for the above referenced project as full and as completely as though the same were included therein.

Q & A:

Q: Will the City be interested in a public / private partnership with a club soccer or club baseball organization?

A: *The City is willing to consider a public-private partnership (P3) or other partnerships.*

Q: Has the City considered an active adult complex (pickleball, horseshoes, bocce ball) at this proposed park?

A: *Yes, in particular, pickleball has been considered.*

Q: Would the city be interested in a partnership with Blinn College?

A: *See response #1.*

Q: Has the City considered a partnership with the Texas A&M Turfgrass Department for long term research at this proposed project?

A: *See response #1.*

Q: Has the City considered a partnership with the Texas A&M Recreation, Park and Tourism Department during this master plan?

A: *The City has not considered a specific partnership with the Texas A&M Recreation, Park and Tourism Department during this master plan but is willing to consider the possibility of such a partnership.*

Q: Will a traffic impact analysis be included as a part of this project?

A: *A traffic impact analysis may be included depending on the recommendation of the selected firm, and other considerations.*

1309 E. Martin Luther King St. • Bryan, TX 77803
(979) 209-5500 • Fax: (979) 209-5507
<http://www.bryantx.gov/departments/?name=purchasing>

Q: Is there a perceived side benefit from this project to help revitalize this section of town and bring in new restaurants, hotels and support facilities? If so, does this need to be a sub-focus of this master plan?

A: *A quality regional park can provide a "side benefit" to a neighborhood or area, and as such bring in new development, including restaurants, hotels, and other facilities. While not the main focus of the master plan, the plan can address side benefits of the regional park.*

Q: Just for clarification: Item (e) this is referring to this SOQ not the Construction Bid Documents? "Item (e) of Tab E represents a firm's ability to express to the committee its ability to clearly communicate a response to the Request for Qualifications. That is, the City expects firms to submit Statements of Qualification that are of a high quality, are clear in the response, and sufficiently thorough such that the Committee can evaluate a firm's potential."

A: *While the Committee expects responses to include quality, clarity, and thoroughness, Tab E addresses a firm's ability to do the same with bid documents. Select pages from bid documents could provide some insight, as could a project's contract amendments, change orders, schedule deviations, and budget deviations. A firm should determine the best way to demonstrate to the Committee a solid record of performance for similar projects.*

- **Attached to this Addendum is the pre-qualification sign-in sheet.**

END OF ADDENDUM

This addendum shall be signed and included with your response package as acknowledgement of the addendum. Failure to acknowledge and submit any addenda may be cause for the bid to be rejected. The City's decision to accept or reject a bid due to a failure to acknowledge and submit addenda shall be final.

Vendor Acknowledgement Signature

Karen Sonley, Buyer
City of Bryan - Purchasing

Purchasing Department
1309 E. Martin Luther King St. • Bryan, TX 77803
(979) 209-5500 • Fax: (979) 209-5507

REQUIRED DOCUMENTS

CERTIFICATION AND AUTHORIZATION

CERTIFICATION and AUTHORIZATION:

The undersigned certifies that he or she has fully read RFQ #18-014 and understands this "Request for Qualifications" and has full knowledge of the scope, quantity, and quality of the services to be furnished including the Texas Ethics Commission Certificate of Interested Parties Form I295 and intends to adhere to the provisions described herein. The undersigned also affirms that he or she is duly authorized to submit this SOQ, that this SOQ has not been prepared in collusion with any other respondent, and that the contents of this SOQ have not been communicated to any other respondent prior to the official opening of this SOQ.

By submitting a SOQ, the vendor certifies that neither he or she, nor any co-owner of the organization submitting this proposal, is related to a member of the City Council of the City of Bryan within the first, second, or third degree of consanguinity (blood) or affinity (marriage).

Signed By: Charles Burditt Title: Principal

Typed Name: Charles Burditt Company Name: Burditt Consultants, LLC

Phone No.: 936-756-3041 Fax No.: 936-539-3240

Email: cburditt@burditt.com

Bid Address: 310 Longmire Road Conroe Texas 77304
P.O. Box or Street City State Zip

Order Address: P.O. Box 1424 Conroe Texas 77306
P.O. Box or Street City State Zip

Remit Address: _____
P.O. Box or Street City State Zip

Federal Tax ID No.: 36-4604937

Date: January 25, 2018

RFQ # 18-014 - Page 19 of 27

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Risk Specialty Group 4801 Woodway Drive Suite 300 East Houston TX 77056 Ph: 713.552.1900 Fx: 713.513.5411	CONTACT NAME: <u>Travis Landers / Candi Carpenter / Deanna Dyer</u> PHONE (A/C No, Ext): _____ FAX (A/C No): _____ E-MAIL ADDRESS: _____
INSURED <u>Burditt Consultants, LLC</u> <u>310 Longmire Road</u> <u>Conroe TX 77304</u>	INSURER(S) AFFORDING COVERAGE INSURER A: <u>RLI Insurance Company</u> NAIC # <u>13056</u> INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			██████████	03/13/2017	03/13/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			██████████	03/13/2017	03/13/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			██████████	03/13/2017	03/13/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			██████████	03/13/2017	03/13/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability "claims made"			██████████	09/19/2017	09/19/2018	Per Claim Limit 1,000,000 Aggregate Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Architectural / Engineering Services for Park Design

CERTIFICATE HOLDER CANCELLATION

City of Bryan 1309 E. Martin Luther King Jr. St. Bryan, TX 77803	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <u>Travis Landers</u> <DD>
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