



4400 State Highway 121
Suite 800
Lewisville, TX 75056
972. 436. 9712

ATTACHMENT B

LEW24008

March 11, 2025

Stacie Anaya, Director of Parks and Recreation
City of Lewisville, Parks and Recreation Department
191 Civic Circle
Lewisville, Texas 75067

**RE: Castle Hills Trails Corridor Phase I
Lewisville, Texas
LEW24008**

Dear Ms. Anaya,

We are pleased to offer this proposal for surveying and landscape architecture services for the proposed Castle Hills Trails Corridor Phase I Schematic Design, a public site in Lewisville, Texas.

Project Understanding

Site

The site of the proposed improvements is Phase I of the Castle Hills Trial Development for the southernmost portion of the corridor running from Windhaven Parkway east to the utility easement, then north along the easement to the sports fields. The project will include a 12-foot trail, wayfinding signage, trailhead(s), park furniture and shade where possible.

Proposed Schematic Design

Basis of Design

The proposed schematic design will be based on follow guidelines as set forth in the City Lewisville 2024 bond election proposed projects document and the Lewisville Healthy Infrastructure Plan, specifically the Chapter 6- More Connections and Appendix F: Trail Feasibility Corridor Assessment- Corridor 3: Castle Hills. These documents will give the starting framework to apply the specific site and site analysis of topography, drainage, vegetation, easements and easement restriction.

Schematic Design Methodology

McAdams will review all relevant existing documents from the basis of design and consult regularly with the Parks Department. Then we start our two-prong site analysis approach. Our geomatics team will fly the projected route with our LIDAR drone and gather site conditions to 1" accuracy and at the same time will look up all easements through Denton County records and review any constraints placed on the easement. Our GIS team will bring in all relevant GIS data from the State Railroad Commission, Denton County and City of Lewisville GIS data banks. The second prong is to walk the site for specific opportunities and constraints and look at connectivity and amenity potentials. Upon completion of a robust site analysis, McAdams will draft a preliminary schematic design for review by the city. Upon receipt of comments and addressing the comments, we will deliver the final document for staff comments and for Park Board and stakeholder review.

Assumptions

This proposal is based on the following assumptions:

- | Environmental reports for the property (concurrence documents, Phase 1, Phase 2, or similar) will be provided by the Client.
- | Wetland delineation and concurrence by federal, state and local authorities is not required and existing concurrence documents will be provided.
- | A traffic impact analysis (TIA) will not be required.
- | Project identified in scope outline will be designed to a schematic level and submitted in a single phase.

Proposed Services + Fees

We propose the following services (Alphanumeric task numbers are for internal coding purposes):

Technical Services

B2.80 UAS FLIGHT AND DATA SERVICES:

FEE:	\$10,500
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McAdams UAS flight crews will perform all flights under Part 107 regulations and will acquire if necessary the FAA airspace authorizations to perform such tasks. Once any necessary authorization has been granted flight plans will be prepared to complete the project mission. LIDAR and Aerial Photography will be collected within the project limits. Ground Control points and Photo Identification points will be established for the project site, recording the northings, eastings, and elevations for each on NAD83 and NAVD88 datum. The data collected from the UAS will be validated with the collected points. Aerial data will be processed in accordance to ASPRS Accuracy Standards for Digital Geospatial Data, as well as any regulation required by the Texas Board of Professional Engineers and Land Surveyors. Ground classification will be extracted from the LIDAR data and used to develop a digital terrain model to define the existing topography.

B2.40 EASEMENT VERIFICATION:

FEE:	\$3,500
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Conduct an easement verification check for the affected tracts utilizing the Denton County Records office. Review all easements as to the effect the easement will have on future development on the trial and amenities. Existing easements will be evaluated with the schematic design to determine if additional easements will be required. All existing and proposed easements will be incorporated in the CAD base file and a spreadsheet with holder information and identity.

B11.40 GIS SERVICES:

FEE:	\$3,000
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Perform necessary research work in order to collect topographic and GIS data of the specified area and prepare a digital terrain model (DTM) which will be utilized in the analyzation of the existing conditions. Additional planimetric information and current aerial will also be collected within the survey limits identified above.

A13.10 CIVIL ENGINEERING DUE DILIGENCE:

FEE:	\$1,500
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Provide civil engineering due diligence input on the proposed conceptual plan. Including analysis on existing water, sanitary sewer, and roadway infrastructure based on municipality utility records and GIS data, as well as coordination with the Client and team on revisions to the layout that may be required.

L11.00 CONSTRUCTION COST ESTIMATING ADVANCED PLANNING:

FEE:	\$2,500
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Cost estimating services will be provided by McAdams Construction Services. Cost estimating scope 50% schematic plan phase costs associated with (2) initial concept plans and 100% schematic plan phase cost associated with final master plan.

Landscape Architectural Schematic Design:

FEE:	\$38,500
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Based upon the drawings provided by the Owner, the Firm will provide Landscape Architectural Construction Documentation. Coordination with the Client and Professional Design Team will be conducted during this task to integrate site elements necessary for a functional design. The LA Construction Documents shall set forth, in detail, the requirements of construction for the Hardscape and Landscape elements and include the following:

- A11.04 PROJECT MANAGEMENT AND COORDINATION MEETINGS** – Managing a design team on a complex project across multiple disciplines requires a great deal of coordination between team members, subconsultants, and City of Lewisville staff. This task includes email and phone coordination with involved parties, project updates and internal coordination with team members (scheduling, etc.), and design coordination and technical meetings with internal team members and subconsultants. The design process is best undertaken with a collaborative and iterative approach. To initiate the project, the design team and City of Lewisville representatives will meet for a project kick-off meeting. The objective of the kick-off meeting is to set expectations, establish lines of communication, review the project schedule, discuss and collectively analyze the preliminary site program, anticipate the use capacity of the site and answer design questions. Per direction from client, team will attend design coordination meetings with city staff to review project progress and next steps and include the following:
- | (1) Initial kick off meeting and site walk through visit with city staff
 - | (3) In-person meetings with city staff at key milestones to review staff input, project progress and review remaining schedule
 - | (3) Virtual progress meetings per direction of client to discuss items between key milestone meetings
 - | (1) Park Board meeting
 - | (1) City Council meeting

- A11.03 **COMMUNITY ENGAGEMENT**- The project team will facilitate, in partnership with City of Lewisville staff, Park Board, stakeholder and public meetings to solicit general feedback on community values, user preferences and desired experiences, residents needs and wants, and perceived quality of service. Community engagement meetings may include the following:
- | project visioning/programming and initial stakeholder input meetings
 - | stake holder meetings to present two (2) schematic design concepts and gather feedback
- A11.01 **SITE INVENTORY** – The preparation of the site inventory and analysis report that will include, but not limited to, graphic and written description of the physical and environmental components of the property along with opportunities and constraints related to the proposed development. As the basis for this report a Design Professional will visit and assess the property, along with coordinating with the City of Lewisville staff, as needed to verify program standards and processes for project implementation. Data set will be gathered through aerial survey and desktop survey utilizing GIS, aerial photography and on site observations. Specific items to be addressed in the report include:
- | Topographic Analysis with respect to future development opportunities;
 - | Vegetative cover (general assessment of existing vegetation);
 - | Local development ordinances; including municipal regulations and approval process;
 - | Existing utilities to serve the proposed project;
 - | Existing roads and trails to serve the proposed project and potential future points of vehicular ingress and egress;
 - | Floodplain identification and storm management regulations; and
 - | Impact of adjacent properties with required setbacks and landscape buffers.
- A11.02 **PROJECT PROGRAMMING AND SPATIAL ANALYSIS** – Prepare visioning and programing document which includes desired trail/linear park elements based upon the City’s Trail Master Plan and the Lewisville Healthy Infrastructure Plan. Task also includes Spatial and Functional Diagram to show recommendations and options on how the trail/linear park could provide be aligned and other recreational opportunities and locations for the community locations within the site.
- A11.06 **SCHEMATIC TRAIL/LINEAR PARK MASTER PLANNING AND DESIGN** –Following the completion of the site evaluation and project programming, the design team will collectively evaluate the program, define priorities, understand relationships between uses, and formulate conceptual design ideas. Using the results of the charrette, the design team will develop a schematic trail/linear park site design using initial desired program elements to reveal design opportunities, challenges and illustrate variations to the site layout. Following completion of the concept, the design team will meet with City of Lewisville representatives to review, discuss and determine final direction for conceptual refinement. Using the meeting as a guide, the design team will refine the design to develop a single final master plan concept.
- The final, approved concept will serve as the basis for future construction documentation.

Deliverables:

- | Prepare a color schematic trail/linear park site plan based on existing park inventory and analysis, programming and feasibility studies. Plan may include variations if needed.
- | Prepare a final schematic trail/linear park master plan based upon city staff input.
- | Final Schematic Trail/Linear Park Master Plan Rendering based upon final city approval to serve as the basis for final construction documentation.

Optional Services

When requested by the Client and confirmed by the Client and/or Firm in writing, the Firm shall perform services in addition to those described above in this Agreement and the Client shall compensate the Firm by hourly charges in accordance with the attached Rate Schedule.

A11.07 CONCEPT PERSPECTIVE ILLUSTRATIONS:

FEE:	\$7,500
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Prepare Perspective Illustrations based upon CAD Architectural elevations or architectural model of the proposed architecture and programmed elements of the parks. Firm will prepare perspective renderings of three (3) views based upon 3-D model of proposed site. Perspective views shall be agreed upon with the owner/client. Said illustrations will be prepared to assist in public engagement meetings, Parks Board and Council presentation meetings. Amendments to the perspective renderings or additional views will be billed at hourly rates.

- | Prepare (3) rendered park design concept plans based on existing park inventory and analysis, programming and final schematic design. Prepare design documents needed to facilitate community input.

B2.41 TREE LOCATE:

FEE:	\$40/tree (minimum \$2,500)
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Perform necessary field work to locate trees on the City’s approved tree list, having a DBH of 6 caliper inches or greater. Trees will be tagged and numbered, measured, identified, and located and referenced to the Texas Coordinate System, North Central Zone (4202), NAD '83.

D4.20 WATER QUALITY AND LOW IMPACT DEVELOPMENT PLANNING:

FEE:	\$7,500
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Water Resources shall provide guidance on available low impact development (LID) alternatives. If the LID option is selected, McAdams will prepare design plans as required by the City of Lewisville. Task deliverables include LID calculations and construction details for review and submittal to the City of Lewisville.

J. ADDITIONAL SERVICES:

When requested by the Client and confirmed by the Client and/or Firm in writing, the Firm shall perform services in addition to those described above in this Agreement and the Client shall compensate the Firm by hourly charges in accordance with the attached Rate Schedule.

Project Schedule

The Firm's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the project. The following is the expected schedule for completion of work on this project:

Schedule to be mutually agreed upon between Client and Firm. Reference appendix for Project Schedule.

Client Responsibilities

Client shall be responsible for the following:

- | Notification to proceed;
- | Timely approval of sketches presented for Client approval;
- | Timely providing of information from other professional services (architect, geotechnical engineer, etc.), as described hereinabove;
- | Payment of all application, permit and filing fees, as well as any other required fees incurred;
- | Payment of invoices in accordance with Item 1 of Terms and Conditions; and
- | Notification to Firm of any problems, in accordance with Item 2 of Terms and Conditions.

Coordination with any subconsultants related to this Agreement will be provided by Firm as additional services based on subconsultant fee(s) plus 12.5%.

Exclusions

The following services are not included in this Agreement:

- | Off-site utility extensions or roadway improvements (will be quoted if required);
- | Off-site stormwater management facilities, revisions to the existing stormwater infrastructure or analysis of “downstream” stormwater system (will be quoted if required);
- | Subsurface Utility Location;
- | Wetlands delineation and permitting (will be quoted if required);
- | MEP and structural Engineering design services;
- | Traffic Impact Analysis;
- | Color graphics for meetings or marketing purposes (will be quoted if required);
- | Permit application, plans review or re-review fees;
- | Detailed landscape, hardscape, irrigation or lighting design (can be quoted separately);
- | Revised directives from Client after design has begun;
- | Acquisition of easements; preparation of off-site easements;
- | Flood study;
- | Court appearances for litigation, or preparation for same;
- | Legal advertisements for construction contracts;
- | Soils investigations, borings, or compaction tests;
- | Environmental investigations, wetlands permitting, wetlands surveying; and
- | Any costs incurred by Client or Contractor due to changes required by the approving authority or their inspectors after construction drawings have been approved.
- | Any land planning, landscape architecture, engineering, transportation, environmental, surveying or construction observations service or scope not specifically enumerated in the tasks specified above.

General Conditions

- | The attached “Terms and Conditions” shall apply to this Agreement.
- | This proposal is valid for 30 days from the above date.
- | Reimbursable expenses will be billed in accordance with the attached Rate Schedule.
- | Client is responsible for all application and permit fees.

Conclusion

We appreciate this opportunity to propose our services. We are eager to pursue this project further and thank you for your consideration.

Sincerely,
McAdams



Jameson Pinson, RLA | Director, Landscape Architecture
jpinson@mcadamsco.com | 580. 465. 8203

JP/kg

Acceptance

By: _____ Date: _____

Name: _____

Title: _____

Accounting Information

Billing Contact: _____

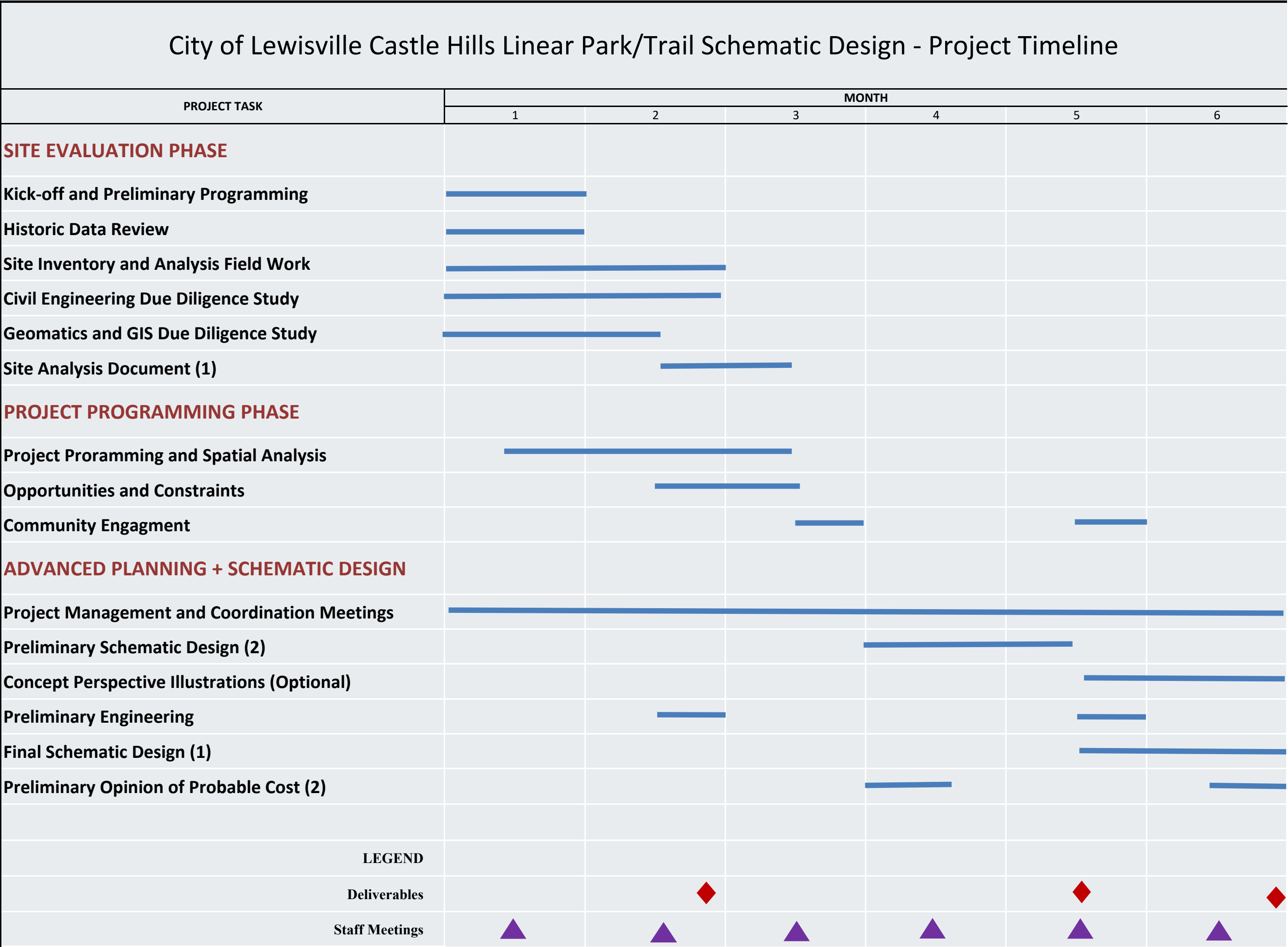
Billing Contact Email Address: _____

Billing Contact Phone Number: _____

Billing Address: _____

Date 11-Mar-25

Project #	LEW24008			
Task ID	Description	Fee	Fee Basis	Notes
TECHNICAL SERVICES				
B2.80	UAS Flight and Data Services	\$10,500	Fixed Fee	
B2.40	Easement Verification	\$3,500	Fixed Fee	
B11.40	GIS Services	\$3,000	Fixed Fee	
A13.10	Civil Engineering Due Diligence	\$1,500	Fixed Fee	
L11.00	Construction Cost Estimating Advanced Planning	\$2,500	Fixed Fee	
Technical Services TOTAL		\$21,000		
LANDSCAPE ARCHITECTURAL SCHEMATIC DESIGN				
	LA Schematic Design	\$38,500	Fixed Fee	
A11.04	Project Management and Coordination Meetings			
A11.03	Community Engagement			
A11.01	Site Inventory			
A11.02	Project Programming and Spatial Analysis			
A11.06	Schematic Trail/Linear Park Master Planning and Design			
Landscape Architectural Schematic Design TOTAL		\$38,500		
OPTIONAL SERVICES (NOT INCLUDED IN TOTAL)				
A11.07	Concept Perspective Illustrations	\$7,500	Fixed Fee	
B2.41	Tree Locate	\$40	Fixed Fee	<i>Per Tree (\$2,500 minimum)</i>
D4.20	Water Quality and Low Impact Development Planning	\$7,500	Fixed Fee	
Optional Services TOTAL		\$15,040		
Current Contract Total		\$59,500		





Hourly Rate Schedule / 2025

1. SPECIFICATIONS FOR CONTRACT BY HOURLY CHARGE, THE FOLLOWING RATES APPLY

Role	Rate
Chairman / President / Vice President	\$290 - 400 /hour
Advisor	\$325 - 250 /hour
Director / Practice Lead	\$165 - 310 /hour
Technical Manager	\$140 - 250 /hour
Project Manager	\$150 - 235 /hour
Assistant Project Manager	\$120 - 185 /hour
Landscape Architect	\$140 - 230 /hour
Planner	\$110 - 205 /hour
Project Engineer	\$145 - 240 /hour
Graphics + Visualization	\$125 - 140 /hour
Designer / Analyst	\$110 - 170 /hour
Intern	\$55 - 100 /hour
Administrative Services	\$80 - 120 /hour
Construction Administration	\$115 - 205 /hour
Survey Technician	\$95 - 125 /hour
2 Man Survey Crew	\$165 - 185 /hour
3 Man Survey Crew	\$200 - 225 /hour
UAS LiDAR Crew	\$285 /hour
SUE Crew Member	\$95 - 135 /hour

Hourly services are recorded and rounded to the nearest 1/4 hour.

2. THE FOLLOWING CHARGES APPLY ON ALL CONTRACTS, FOR COPIES OF PLANS AND SPECIFICATIONS SENT OUT OF THE ENGINEER'S OFFICE (TO CLIENT, CITY REGULATORY AGENCIES, BIDDERS, CONTRACTOR, OTHER CONSULTANTS, ETC.):

Item	Fee	Item	Fee
Oversize + Color Rep.	\$3.60 /each	Oversize Mylar Sepia	\$24.00 /each
Paper Reproductions	\$2.40 /each	Mylar Sepia	\$18.00 /each
Specifications	\$0.12 /each	Paper Sepia	\$6.00 /each

3. THE FOLLOWING RATES ARE CHARGED IN ADDITION TO THE ABOVE FEES:

Item	Fee
Fees Paid for Permits and Applications	Cost Plus 10%
Outside Photocopying, Travel, Overnight Delivery, Postage for Mass Mailings	Cost Plus 10%
Subcontractor Invoices	Cost Plus 12.5%

4. FEES ARE SUBJECT TO ADJUSTMENT AT THE BEGINNING OF EACH CALENDAR YEAR.

5. PROJECTS ARE BILLED ON A MONTHLY BASIS AND INVOICES ARE DUE UPON RECEIPT. INVOICES WHICH HAVE BEEN NOT BEEN PAID WITHIN 30 DAYS ARE PAST DUE AND SUBJECT TO FINANCE CHARGES OF 1.5% PER MONTH.

Client's Initials _____ Date _____



Collection Schedule

- | **Issuance** Client will be issued their invoice by McAdams within 30 days of the last day of the month in which the services were rendered.
- | **Net 30 Days** Invoices are due in full within 30 days after issuance. Exceptions to this policy must be discussed with and agreed upon by a McAdams representative **prior** to the due date of any issued invoice. Exceptions must be made in writing and acknowledged by both parties.
- | **Past 30 Days** Invoices that lapse 30 days without payment or notification are considered **past due**. McAdams will notify the client via email and confirm that invoices have been received, as well as advise that payment is due.
- | **Past 45 Days** Invoices that lapse 45 days without payment or notification are considered **overtly past due**. McAdams will notify the client via email and as well as make contact via phone.
- | **Past 60 Days** Invoices that lapse 60 days without payment or notification will have submittals for the project halted, and a formal letter issued to the client. This letter will:
 - Outline the services rendered and state the client's past due balance.
 - Notify a work hold for **all client projects** starting in 15-days (75 days from issuance).
 - State the procedures for payment to remove halts and ratify current account status.
- | **Past 75 Days** Invoices that lapse 75 days without payment or notification will result in the respective project AND all other projects placed on work hold on a case-by-case basis.
- | **Past 90 Days** Invoices that lapse 90 days from issuance without payment or notification will be pursued by McAdams on a case-by-case basis.

Client

Initials:

Date:
