



Meeting Date: October 17, 2024

Submitted By: Daniel Brooks
Title: Assistant Superintendent

Agenda Item: Discussion and possible action regarding approval of the selection for engineering and design services for the Converse ES - Site and Civil Upgrades project.

DISCUSSION/ACTION ITEM

RECOMMENDATION:

It is recommended that the Board of Trustees approve the selection for engineering and design services for the Converse ES – Site and Civil Upgrades project and that the Board delegate the authority to the Superintendent or their designee to execute all contracts and related documents necessary to complete this project. The scope of work will include survey services, onsite civil design services and infrastructure services as detailed in the attachments. Expenditures will be made from Bond 2022 funds at a total estimated cost of \$1,105,869.72.

IMPACT/RATIONALE:

Allows the district to purchase goods and services in accordance with Section 44.031 of the Texas Education Code. Expenditures will be made from Bond 2022 funds at a total estimated cost of \$1,105,869.72. The scope of work will include survey services, onsite civil design services and infrastructure services as detailed in the attachments. The contract will be for a specific project and will expire upon completion of all related services.

BOARD ACTION REQUESTED:

Approval/Disapproval



Date: October 17, 2024

To: Lynnette Trevino, Director of Purchasing

From: Benjamin S. Mora, Executive Director of Facilities Planning

Project: Converse ES – Site and Civil Upgrades Project

The Department of Facilities Planning has found Moy Tarin Ramirez (MTR) Engineers, LLC to be a highly qualified firm to provide engineering and design services for the Converse ES – Site and Civil Upgrades project.

The scope of work includes but is not limited to survey services (underfloor topographic survey, subsurface utility engineering), onsite civil design services (construction documents, construction specifications etc.) and infrastructure services (storm water management plan, site drainage, storm water pollution prevention plan etc.).

The estimated cost to procure these engineering and design services is \$1,105,869.72.

Expenditures will be made from Bond 2022 funds.

Moy Tarin Ramirez (MTR) Engineers, LLC was selected from a pool of engineering firms that submitted to RFQ 23-18 Engineering Services.

The terms of RFQ 23-18 Engineering Services were to commence on or about August 15, 2024, for an initial period of three (3) years with the option, at the district's discretion, for one (1) additional (2) year extension.

The Board of Trustees had previously approved all respondents to RFQ 23-18 Engineering Services, as being qualified on August 15, 2024.

CC: Cecilia Davis, Deputy Superintendent of Operations
Daniel Brooks, Assistant Superintendent of Operations


Tabulation

Converse ES - Site and Civil Upgrades Project

Vendor	Ranking
SUMMARY	
Moy Tarin Ramirez, LLC	1

DEPARTMENT RECOMMENDATION

I have reviewed the submittals for this offering and recommend the following vendor(s) for award:



Benjamin S. Mora
Executive Director of Facilities Planning



Lynnette Trevino
Director of Purchasing

September 27, 2024



Judson Independent School District
Attn: Mr. Benjamin Mora, CTSBS – Executive Director, Facilities & Planning
8205 Palisades Drive
Live Oak, Texas 78233

Re: **Judson Independent School District
Converse Elementary School – Site Reconstruction**

Mr. Mora,

Moy Tarin Ramirez (MTR) Engineers, LLC is pleased to provide a proposal for Prime Consultant Services for the referenced project. Our understanding of the proposed scope of work and associated fees are:

Survey Services:

- 1) Underfloor Topographic Survey:
Field data collection and survey plan preparation of topography and improvements under the existing elementary school building. Survey data collection assumes all portions of the underfloor area are accessible with a minimum of 24” of clearance, no standing water is visible under the building, and no locating of existing utilities. Final deliverables will be a three-dimensional point cloud for use by the design team, and a two-dimensional plan showing topographic and above grade utilities.
- 2) Subsurface Utility Engineering (subconsultant, fee budget):
The proposed services and associated fees are as follows: Reference Attached Professional Services Agreement from Underground Services Inc.

The area of the SUE locates/designates, and test holes is as shown on the attached exhibit. Limitations and exclusions as listed in the attached proposal from Underground Services Inc are hereby incorporated.

MTR will supplement the scope of services provided by Underground Services to provide survey to locate the markings provided by SUE and test holes to provide a digital survey file in dwg format. In addition, survey will include the location of utilities visible on the surface of the ground including sanitary, storm, water, telecommunications, natural gas, electric lines. Survey will locate center of pipe where determined based on SUE work where obtainable and will identify pipe sizes, material, rim elevation, invert elevations and all pipe types/sizes where accessible and visible. Manholes, cleanouts and one upstream and downstream manhole/cleanout will be located outside the project limits. All information will be provided in plan view with no profile sections being provided. It is assumed that the test hole locations will be limited to the area of the proposed project site. Fee is based on a total of 6 potholes. Fee does not include locating of existing irrigation lines.

MTR scope includes incorporation of the utility information on a final survey plan and associated digital files (.dwg format).

On-Site Design Services:

1. Construction Documents:
 - Preparation of Civil Plans, Landscape Plans, Architectural Plans, Structural Plans, and MEP Plans to show all necessary demolition and design for new parking and drive lanes, hardscape, canopies, amphitheater, stoops, playground surfacing, chiller yard improvements, underfloor grading and ventilation, building sewer reconstruction and site fencing for the existing elementary school site.

2. Construction Specifications:
 - Preparation of construction specifications for the civil, landscape, architectural, structural, and MEP portion of construction.

3. Construction Administration Services:
 - Assistance answering questions during the bidding process. Upon receipt of the construction bids, we will provide assistance in analyzing the construction bid items.

 - Assistance with any ASI, PR, CO, etc. documents related to the work as required during the construction phase of the project.

 - Review of material submittals to ensure conformance with the plans and specifications.

4. Construction Observations:
 - Provide on-site construction observations at intervals appropriate to the stage of the Contractor's operations for the Work to 1) become generally familiar with and to keep the Owner informed about the progress and quality of the Work, 2) to endeavor to guard the Owner against defects and deficiencies in the Work, and 3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in general conformance with the contract documents. However, we shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the Work nor shall we be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the contract documents.

Infrastructure Services:

1. Storm Water Management Plan / Site Drainage Study:
Preparation of a Storm Water Management Plan (Drainage Study) for the project site in accordance with the requirements of the City of San Antonio Unified Development Code (UDC). Scope of services includes on-site hydrologic and hydraulic calculations and to provide on-site detention as required for permitting and plat approval.
2. Storm Water Detention Analysis:
Calculations and plan preparation for modifications to the existing storm water detention facility to mitigate increase runoff from the project site. This scope assumes an earthen pond section and the existing outlet structure is adequately sized for the required discharge. Breach and/or downstream inundation analysis is excluded.
3. Traffic Impact Analysis Threshold Worksheet:
Preparation of a Traffic Impact Analysis Threshold Sheet in accordance with the requirements of the City of Converse for permitting.
4. Storm Water Pollution Prevention Plan Maintenance Manual:
Preparation of Maintenance Manual as required by TCEQ SWPPP Permitting.
5. Public Water Main Flow Test (if required):
Conduct an on-site field flow test on existing water main in private and/or public property as required for design on new on-site utility improvements.
6. City of Converse Permitting:
Preparation and submittal of separate site work and building permit packages as required by the City of Converse for permitting.
7. Texas Department of Licensing & Regulation (TDLR) Registration, Plan Review and Construction Review:
Submittal of the project plans for review by the Texas Department of Licensing and Regulations (TDLR). Fees associated with this scope of work are the review and inspection fees from TDLR. Work includes TDLR review of the project documents prior to construction and then following construction, site observations to confirm general conformance of the project with the requirements for ADA accessibility.

FEE SUMMARY:**Survey Services:**

1. Underfloor Topographic Survey:	\$ 28,500
2. Subsurface Utility Engineering:	\$ 38,500
Sub-Total:	\$ 67,000

Design Services:

Items 1 thru 4: MTR will provide the scope of work identified herein for a per the attached fee schedule as a percentage of the of the project cost based on all items delineated and called for on the final construction documents.

Overall Estimated Construction Cost:	\$ 13,356,478
Prime Consultant Fee Percentage:	7.466%
Estimated Prime Consultant Design Fee:	(\$ 13,356,478)(.07466) = \$ 997,194.72

***Final fee shall be based on Contractor's Final Pay Application**

Infrastructure Services:

	Fee:
1. Storm Water Management Plan / Site Drainage Study:	\$ 14,500
2. Storm Water Detention Analysis:	\$ 13,500
3. Traffic Impact Analysis (sub-consulted work):	\$ 825
4. Storm Water Pollution Prevention Plan Maintenance Manual:	\$ 2,750
5. Public Water Main Flow Test (if required):	\$ 825
6. City of Converse Permitting:	\$ 6,500
7. Texas Department of Licensing & Regulation (TDLR) Registration, Plan Review and Construction Review:	\$ 2,775
Sub-Total:	\$ 41,675

TOTAL FEE (Design & Infrastructure): **\$ 1,105,869.72**

Excluded from this proposal are the following items:

1. Construction Phase Staking.
2. Subdivision Plat and/or Plat Processing.
3. Concrete retaining wall design (greater than 4' high).
4. Subsurface Utility Engineering (SUE).
5. Geotechnical Engineering.
6. Asphalt and/or concrete pavement design recommendations.
7. Construction Materials Observation and Testing.
8. Global Stability Analysis.
9. Habitat Study.
10. Archaeological Study.
11. Offsite Utility design.
12. Fire flow calculations.
13. Traffic Control Plan.
14. Public Roadway Improvements.
15. Wetlands determination and/or US Army Corps of Engineers submissions.
16. Environmental studies.
17. Water quality treatment facilities design.
18. LEED or CHPS Certification design or analysis services.
19. Zoning services.

- 20. City, County and/or State Fees.
- 21. Revisions to construction plans, or the site plan after calculations are complete due to a redirection by the client, shall be considered an additional service.
- 22. Any other item not specifically stated to be included as part of the scope of services.

The attached MTR Terms and Conditions are hereby incorporated. Additional services performed for the client which are not outlined in the above description shall be compensated for on an hourly basis in accordance with the attached schedule of hourly rates or through a lump sum fee negotiated with the client. The costs of permits, fees, and construction required by utility companies, City, County and/or State regulatory agencies or departments shall be paid by client. Travel expenses, delivery charges and other incidental costs will be billed separately as reimbursable expenses. Reimbursable expenses are in addition to the above fee arrangement.

Timeline: We will proceed with the design and infrastructure work immediately upon approval.

If this proposal/agreement meets with your approval, please acknowledge such by signing below and returning (by fax, scan or courier) a copy back to our office.

Thank you for the opportunity to submit this proposal/agreement for survey & engineering services. If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,



Rolando Ramirez, P.E., Principal

- Attachments (5):
- MTR Schedule of Hourly Rates
 - MTR Terms and Conditions
 - Exhibit A Fee Schedule
 - Preliminary Site Plan
 - Underground Services Inc. Professional Services Agreement
 - Preliminary Opinion of Probable Construction Cost

Accepted By:

Signature: _____ Title: _____
Owner / Representative

Printed Name: _____ Date: _____