

**PROPOSAL FOR PROFESSIONAL SERVICES  
FOR  
GOAR PARK (CENTENNIAL PARK) MASTER PLAN  
AND PAVILION CONCEPT  
University Park, Texas  
August 21, 2023**

**I. PROJECT DESCRIPTION**

Dunaway Associates L.P. ("Dunaway") will perform professional services for the City of University Park ("City") for preparing a Master Plan and concept for a New Pavilion at Goar Park (Centennial Park). The purpose of this study is to create an overall Master Plan for the potential redevelopment of the park, with particular focus on enhancements or replacement of the existing gazebo. The Master Plan will serve as a guide for future design and will allow City officials and City staff to plan for potential development.

Dunaway has prepared this Scope of Services based upon a site review and discussion with City representatives on August 3, 2023. GHLA will be part of the Dunaway team for this project for developing the architectural concept for a new pavilion. The Dunaway team will work closely with City staff during each step in the planning process. This Scope of Services is for a Master Plan and conceptual development of the pavilion, and does not include schematic design, design development, or construction documents related to actual development of any site improvements.

**I. SCOPE OF SERVICES**

**A. DATA GATHERING & PROGRAM CONFIRMATION**

1. The City will provide Dunaway existing information for the current on-site and off-site conditions including, but not limited to the following: Previous studies/maps/exhibits/reports; GIS files; aerial photographs; topographic surveys; easements; boundary surveys; property lines; roadways and parking; utility locations; trees and vegetation; environmental reports; creek hydrology and drainage information, and old drawings/photos of Goar Park.
2. Based upon the information provided by the City, Dunaway will prepare an existing conditions base map in digital format for use in the overall planning process.

3. Key members of the Dunaway team will attend one (1) kick-off meeting with the City to review the project goals, schedule, and desired programed elements for the park and pavilion.

**Deliverables:** Kick-off meeting notes, base map for existing site, and initial programming considerations

## B. SITE REVIEW

1. While in town for item A-3, Dunaway team members will conduct one (1) site review with City representatives to visually evaluate the existing site and potential location for the new pavilion.
2. Based upon the site review, Dunaway will prepare one (1) Site Analysis exhibit that addresses opportunities & constraints within the overall site.
3. Dunaway team members will attend one (1) meeting with City staff to review the Site Analysis exhibit. During the meeting, the group will discuss the final programming items desired for the overall park.

**Deliverables:** Site Analysis exhibit in large color format, and final program list

## C. CONCEPTUAL DEVELOPMENT

1. Based upon City approval of the final program list, Dunaway will prepare a Conceptual Plan for the park redevelopment areas. GHLA will prepare two (2) architectural design concepts for a new or renovated pavilion. The Conceptual Plan and architectural design concepts will include color graphics & photographic imagery to communicate the range of ideas.
2. Dunaway and GHLA will attend one (1) meeting with City representatives to present the Concept Plan and architectural design concepts. During this meeting, a consensus for the concepts will be agreed upon.

**Deliverables:** Concept Plan in large color format, and ppt presentation

## D. FINAL MASTER PLAN, COST ESTIMATE & 3D ANIMATION

1. Based upon the input received from City staff, Dunaway & GHLA will prepare a Final Master Plan and Architectural Concept (Pavilion) graphics.

2. Dunaway will prepare a preliminary cost estimate for the primary program elements depicted within the Final Master Plan exhibit, and the Architectural Concept.
3. Based on the approved Concept Design package, Dunaway will create a 3D model showing the layout of the entire park with specific focus on the relationship of the pavilion and associated gathering spaces. 3D model will be coordinated with the architect.
  - Dunaway will provide two (2) rounds of updates to the model based on comments from the Client and design team.
  - Images for fund raising and marketing efforts can be exported from this model.
4. Dunaway will attend one (1) meeting with City representatives to present the Final Master Plan and architectural design concepts.
5. Dunaway will assist City staff in one (1) presentation to the Park Board and/or City Council.

**Deliverables:** Final Master Plan, preliminary cost estimate, and digital 3D model

## II. BASIS OF COMPENSATION

Dunaway Associates, L.P. proposes to provide the above-described Scope of Services for a lump sum fee of \$58,800. This is broken down by the following tasks:

|   |                  |
|---|------------------|
| A. Data Gathering & Program Confirmation        | \$ 7,900         |
| B. Site Review                                  | \$ 11,900        |
| C. Conceptual Development                       | \$ 13,500        |
| D. Final Master Plan, Cost Estimate, & 3D Model | \$ 25,500        |
| <b>Total Professional Services</b>              | <b>\$ 58,800</b> |

\* Customary in-house expenses incurred by Dunaway related to performing this Scope of Services are included in the lump sum fee listed above (e.g., in-house copies, mileage, tolls, computer plotting, photography, meals, etc.). Special request expenses for out-of-house services are not included in the lump sum fee listed above and will be billed as a reimbursable expense. These may include, but are not limited to: couriers/deliveries, repro services, multiple print copies, binding, dry mounting, etc.

### **III. ADDITIONAL SERVICES**

Additional services, not included in this Scope of Services, will be negotiated with the City as necessary. Compensation will be based upon either a mutually agreed lump sum fee or on an hourly basis. Additional services must receive written authorization from the City before being performed.

### **IV. ASSUMPTIONS**

- A. The City will provide, as expeditiously as possible, all existing data and base information currently in its possession and as necessary to complete the Scope of Services described herein. All information provided by the City is assumed to be accurate and complete, unless otherwise indicated by the City. Any information required to complete this Scope of Services that cannot be readily provided by the City will remain the responsibility of the City.
- B. This Scope of Services does not include any topographic surveys or boundary surveys.
- C. This Scope of Services does not include any town hall/community meetings. This type of meeting can be facilitated as an additional service if desired.
- D. This Scope of Services does not include and online community survey/engagement. This type of meeting can be facilitated as an additional service if desired.
- E. This Scope of Services does not include any environmental engineering services such as preparing an Environmental Assessment (EA), Environmental Impact Statement (EIS), or Cultural Resource Survey.
- F. This Scope of Services does not include any hydraulic or hydrology engineering modeling or design services for any streams, tributaries, etc.
- G. This Scope of Services does not include any water agency reviews, coordination, or regulatory permitting with such agencies as the U.S. Army Corps of Engineers, FEMA, TCEQ, or others.

- H. This Scope of Services does not include any services for geotechnical engineering evaluations or soils testing.
- I. This Scope of Services does not include any services for traffic studies or transportation engineering/planning studies.
- J. Dunaway team members will attend the six (6) meetings as noted (A.3, B.1, B.3, C.2, and D.4, D.5) within this Scope of Services. Additional in-person meetings, Community meetings, work sessions, presentations, etc. requested by the City will be considered as additional services as authorized by the City.
- K. This Scope of Services does not include design or production of any marketing materials to be utilized by the City for such items as press releases, web postings, brochures, flyers, posters, videos, etc.
- L. This Scope of Services does not include any grant writing or grant application submittals to such agencies as the Texas Parks & Wildlife Department.
- M. This Scope of Services does not include any schematic design, design development, construction documents, specifications or bid documents.