

EXHIBIT "A" SCOPE OF SERVICES

HEMISFAIR HISTORIC HOMES RESTORATION PROJECT PROJECT NO. 40-00357-03

Background

Hemisfair Park Area Redevelopment Corporation (HPARC) is tasked with redevelopment of Hemisfair. The City of San Antonio's (hereafter referred to as "City") 2012 - 2017 Bond Program provides funding for the design and rehabilitation of historic homes in Hemisfair Park.

Quimby McCoy Preservation Architecture, LLP (hereafter referred to as "QMC") conducted a condition assessment for ten historic homes within Hemisfair. The current state of each home was reviewed, including the site, ADA accessibility, architectural exteriors, architectural interiors, structural, mechanical, electrical and plumbing. The condition of each element reviewed was classified as good, fair or poor and a recommendation was provided for each element, based on the following priorities:

Stabilization: Issues that require immediate attention, to prevent further deterioration of the building or address life safety.

Exterior Rehabilitation: Issues associated with the rehabilitation of the exterior of the building.

Interior Rehabilitation: Issues associated with the rehabilitation of the interior of the building and if the building is ready for occupancy or use, although such occupancy or use may not be immediate.

Based on field investigations, *Guidelines for Restoration and Adaptive Use Historic Building On the Hemisfair Park Site* and HPARC's future development needs, QMC prepared the *Condition Assessment and Cost Estimates for Historic Homes at Hemisfair Park*, which is the starting point for the services delivered under this agreement.

Scope of Services

HPARC and City's Transportation and Capital Improvements Department (hereafter referred to as "TCI") have developed a design and construction scope of work which shall include **stabilization and exterior rehabilitation** (as detailed in the condition assessment report) of five (5) historic homes. The five (5) historic homes are Amaya, Espinoza, Kampmann/Solomon, Koehler and Pereida.

In addition, the scope of this Project shall include **stabilization only** (as detailed in the conditions assessment report) of the other five (5) remaining historic homes in the Park. Those five (5) homes designated for stabilization only are Acosta/Halff, Mayer/Halff, Schultze, Smith and Sweeney.

All buildings within the scope of the Project are located within the Hemisfair Park Historic District, as established by the Texas Historic Commission (hereafter referred to as "THC"), and are designated as State Antiquities Landmarks (hereafter referred to as "SAL") by THC. As designated SAL landmarks, the design of the homes is to conform with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, as it relates to the Project. In

addition, all the homes are considered local landmarks within the Hemisfair Historic District, established by City. Fisher Heck Inc., Architects (hereafter referred to as “Consultant”) shall act as City’s and HPARC’s liaison to the state and local design review agencies and shall be responsible for design submission and coordination with the City Office of Historic Preservation (hereafter referred to as “OHP”), the Historic Design and Review Commission (hereafter referred to as “HDRC”) and THC.

Services provided by Consultant shall include complete architectural and structural design and limited mechanical, electrical and plumbing design, based per the recommendations within the condition assessment report. Consultant is not responsible for landscape or civil design; however Consultant shall coordinate with the Hemisfair Play Escape design team, Moore Iacofano Goltsman (hereafter referred to as “MIG”), to finalize ADA accessibility, landscaping and grading elements for the Amaya, Espinoza, Kampmann/Solomon, Koehler and Pereida homes.

In addition, Consultant shall provide the services described in the following sections herein. The design shall be in accordance with applicable building codes, HPARC sustainability guidelines, historic guidelines, design and development guidelines, environmental reports and both state and local Hemisfair Historical District requirements. Consultant shall apply for and assist TCI and HPARC in obtaining building permits from all governmental authorities having jurisdiction over the Project, as well as any and all approvals and consent from others as may be necessary for the completion of the Project.

Task 1: Pre-Design Services

1.1 Information Assembly

Review existing planning reports, studies and projects underway related to the Project, as well as all maps, aerial photographs, utility surveys, environmental reports and topographic surveys. Research and familiarize itself with all applicable codes and other regulatory requirements.

1.2 Review of Condition Assessment Report

Review the *Condition Assessment and Cost Estimates for Historic Homes at Hemisfair Park* report, all information assembled and provide comments and recommendations addressing project scope, overall design concept and individual elements, budget and construction phasing. In collaboration with City and HPARC, identify and resolve constraints and competing requirements and further define the Project.

Deliverables: Provide review comments and recommendations

1.3 Project Startup and Project Plan

Develop a Project plan, to include specific tasks, responsibilities, deliverables and schedule. This task includes a discussion of process, timing, approvals, preferred communication methods, information flow and other Project matters.

To ensure efficient and effective management of the Project, have regular telephone and e-mail communication with TCI and the HPARC project manager throughout the Project. Provide a monthly comprehensive status report outlining job tasks completed.

Deliverables: Project plan and monthly status reports.

Task 2: Design Services

2.1 Schematic Design Phase

2.1.1 Prepare schematic design documents, to include floor plans, elevations, site plans, utility requirements, preliminary specifications and a construction cost estimate;. Coordination with utilities and service providers.

2.1.2 Identify all issues requiring resolution by TCI or HPARC for execution of the design concept. If the cost estimate exceeds the Project budget, provide alternatives to return the Project to budget.

2.1.3 Present schematic design to TCI and HPARC.

2.1.4 Present schematic design to THC, OHP and HDRC.

Deliverables: schematic design documents, parametric construction cost estimate and memo of findings and actions related to design presentations to City, HPARC, THC, OHP and HDRC.

2.2 Design Development

2.2.1 Further develop the design to resolve remaining design issues and address the schematic design review comments. Prepare design development specifications. The design development documents shall include, but not be limited to, site plans, floor plans, elevations, sections, structural plans, MEP documents and utility plans.

2.2.2 Perform code review and ADA accessibility review for each building, in coordination with other ongoing Hemisfair projects that interface with this Project..

2.2.3 Design elements of the Project to achieve HPARC's Sustainability Guidelines.

2.2.4 Prepare an estimate of probable construction cost and update the construction phasing schedule.

2.2.5 Review the Hemisfair Utility Master Plan and coordinate with utility providers, to establish all necessary connections.

2.2.6 Identify any issues requiring resolution by TCI and/or HPARC related to completion of design development. If the cost estimate exceeds the Project budget, Consultant shall provide alternatives to return the Project to budget.

2.2.7 Present design development drawings to TCI and HPARC.

Deliverables: design development documents, estimate of probable construction costs and a memo of findings and actions related to presentations to TCI and HPARC.

2.3 Construction Documents

2.3.1 Prepare construction contract documents that address design development review comments and set forth in detail all construction requirements of the Project. Construction Documents shall include: 1) drawings that fully document the scope of the work for the Project; and 2) a Project manual with City's bidding requirements, General Conditions, special conditions and technical specifications. The grouping/packaging of the Construction Documents

for bidding and permitting mutually shall be agreed upon by TCI, HPARC and Consultant.

2.3.2 Consultant shall comply with and incorporate into the Construction Documents all requirements of the governmental authorities having jurisdiction over the Project including, but not limited to, the Texas Commission on Environmental Quality (hereafter referred to as "TCEQ"), San Antonio Water Systems (hereafter referred to as "SAWS"), City Public Service (hereafter referred to as "CPS") Energy and San Antonio Fire Department (hereafter referred to as "SAFD").

2.3.2 Identify any issues requiring resolution by TCI and/or HPARC related to completion of the construction contract documents. If the cost estimate exceeds the Project budget, Consultant shall provide alternatives to return the Project to budget.

2.3.3 Ensure the design of the project and requirements regarding methods of construction support achieving HPARC's Sustainability Guidelines.

2.3.4 Provide progress drawings for TCI and HPARC review at 50 percent and 95 percent completion. Address review comments as the construction documents are completed.

2.3.5 Prepare an estimate of probable construction cost based at the time of the 50 percent review documents.

2.3.6 Present 50 and 95 percent Construction Documents to TCI and HPARC.

2.3.7 Evaluate and respond to the 50 and 95 percent review comments.

2.3.8 Prepare the review application with all required documentation and submit 100 percent Construction Documents to THC, OHP and HDRC for review and approval. Following receipt of each agencies review, revise the Construction Documents to receive agency approval of the design.

2.3.9 Consultant shall submit the Building Permit Application, signed and sealed Construction Document Drawings, Specifications, special inspection letter and copies of the site survey, geotechnical report, Environmental Clean Letter and any other documents required, to the City Planning and Development Services Department for the building permit. Consultant shall respond to questions from the Planning and Development Services Department in a timely manner and shall be responsible for receipt of a Building Permit for each building. Permit fees shall be paid by TCI. Any additional review fees required, due to improper submittal, shall be the responsibility of the Consultant.

Deliverables: progress review and final construction contract drawings and a project manual including City's General Conditions and special conditions and all technical specifications and, with the 50 and 95 percent review submittals, an estimate of probable construction cost, final design submittal for THC/HDRC approval, and building permits for each building,

2.4 Design Management

2.4.1 Communicate and coordinate with TCI and HPARC throughout the design phase of the Project, to ensure effective use of time and resources. Provide comprehensive monthly status reports outlining progress and issues.

2.4.2 Accommodate the requirements of both ongoing and future Hemisfair projects, including the Play Escape, the Civic Park at the northeast corner of Hemisfair, the South Alamo Street

projects and internal Hemisfair street projects.

2.4.3 Use project management software, as directed by TCI, for all design and construction administration documentation.

Deliverables: monthly status reports and meeting minutes

Task 3: Bidding and Construction Phase Services

3.1 Bidding

3.1.1 Organize and coordinate the bidding/proposal documents for reproduction and distribution.

3.1.2 Participate in the pre-bid conference and site visit, respond to questions from bidders and prepare addenda, as required.

3.1.3 Attend bid opening and assist in the evaluation of bids and proposals, including the evaluation of bid alternates and substitutions.

3.1.4 If the lowest bona fide bid exceeds the Construction Budget and TCI, at its option, so instructs Consultant, Consultant shall modify, without additional compensation, the construction documents as necessary to comply with the construction budget.

Deliverables: minutes of meetings, addenda and analysis of alternates and substitutions.

3.2 Construction Phase

3.2.1 Assist with preconstruction meeting and attend weekly construction meetings.

3.2.2 Visits the Project site to observe construction, at minimum, weekly. Provide written notification of observed non-conformances with contract documents or normal and acceptable construction practices.

3.2.3 If/When problems during construction of the Project arise, provide timely answers and direction and assist TCI, HPARC and the Contractor in the resolution of said problems.

3.2.4 Make changes to construction documents or provide additional drawings as follows:

- Changes in the project scope directed by TCI or required, to resolve unforeseen condition or issues created by the Contractor. These changes shall be treated as additional services.
- If changes are required due to Consultant's error(s), omission(s) or Consultant's failure to properly coordinate aspects of the Project, said required changes shall promptly be made at no additional cost to the Project.

3.2.5 Provide construction administration including:

- Log, review and respond to requests for information, shop drawings, submittals, etc
- Review test reports
- Review and make recommendations regarding Contractor's applications for payment
- Assist with the review and resolution of request for change proposals and change orders

3.2.6 Assist TCI, HPARC and Contractor with obtaining a Certificate of Occupancy, should the interior rehabilitation of any of the historic homes be designed and constructed concurrently with the scope of the Project.

Deliverables: notifications of non-conformances, responses to submittals and RFIs, certification of Contractor's pay applications

Task 4: Project Close-Out and Warranty Follow-Up Services

4.1 Project Close Out

4.1.1 Conduct Substantial Completion inspection and coordinate with TCI and HPARC to assist in creating a consolidated punch list, verify completion of punch list and assist TCI in preparation of the Substantial Completion Certificate.

4.1.2 Obtain and review for completeness, prior to transferring to TCI, close-out submittals from the contractor to include:

- As-Built drawings
- Warranty information
- Material Safety Data Sheets
- Operating Manuals (if applicable)
- Start up and testing reports (if applicable)

4.1.3 Assist City in the issuance of a final certificate of payment upon Contractor's compliance with all requirements of the contract documents.

Deliverables: punch list, Substantial Completion Certificate

4.2 Warranty period

4.2.1 Administer warranty period services.

4.2.2 Conduct a Project warranty inspection approximately two (2) weeks prior to the expiration of Contractor's warranty period.

Deliverables: warranty inspection report