

June 12, 2025

Julio Gomez, MBA
Director of Public Works
108 Cibolo Dr
Cibolo, TX 78108

Via Email: jgomez@cibolotx.gov

Re: Exhibit B - City of Cibolo – Veterans and Niemietz Park Master Planning Services

Dear Mr. Gomez:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to The City of Cibolo (“Client” or “City”) for providing a Master Plan for Improvements at Veterans and Niemietz Park.

Project Understanding

The City intends to enter an Agreement with Kimley-Horn to provide a master plan for improvements at Veterans and Niemietz Park located in Cibolo, Texas. Veterans Park is approximately 3.5 acres, located at 3864 Cibolo Valley Drive and Niemietz Park is approximately 13 acres located at 618 FM 78. Improvements for each park will be identified through public input and stakeholder engagement via in-person interviews, online surveys and public input meetings. Improvements may include new playgrounds, sport courts, trails, site lighting, restroom locations, shade pavilions, landscaping and parking.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 Coordination and Design Management

The Consultant will serve as the lead design consultants and project design team manager. The Consultant will perform the following tasks:

- A) Review of the survey work.
- B) Assignment of design team responsibilities.
- C) Invoicing and Project Reports
- D) Perform initial due diligence to determine utility services and Owner requirements.
- E) Review applicable development and design requirements applicable to the project.
- F) Direct the Consultants design team during the design phase.

Task 2 Data Collection

Prior to beginning this task, the City will furnish the Consultant any existing information on the site including topographic/boundary surveys, geotechnical reports, as-built plans, data and maps from prior projects including the overall Parks and Recreation Master Plan and plat with utility easements and locations shown. This task includes a one-day in-person visit from the Consultant and the City.

A project meeting will be held between the Consultant and the City to determine needs and goals for the project site. Information from both the site visit and meeting will be documented.

A site inventory analysis map will be created based on information gathered during the site visit. A visual inspection of the following items will be documented:

- a. Topography
- b. Access to the Site and Circulation
- c. Surrounding land use
- d. Vegetation
- e. Existing land uses

An Opportunity and Constraints Map will be developed using the data collected to help guide future planning discussions with the City and stakeholder groups.

*Meetings: One (1) In-Person meeting and One (1) Site Visit (per site)
One (1) Internet meeting (if needed)*

*Deliverables: One (1) 24"x36" Site Inventory Map (electronic document);
One (1) 24"x36" Opportunity and Constraints Map (electronic document)*

Task 3 Public Meetings and Programming

The Consultant will lead a community workshop in conjunction with Parks Board meeting, attend two public events and hold separate stakeholder meetings (youth athletic groups, City maintenance staff, parks staff), if necessary, to analyze needs and determine objectives. The Consultant will provide a presentation that will include images and/or video presentations with commentary on the existing park features and other park features that could be considered for this project; and an open-forum question-and-answer session to discuss concerns and needs of those individuals and groups attending the meeting.

Additionally, an online survey will be developed to gather input from the community.

A matrix of programming priorities will be developed and discussed to prioritize programming and facility features. The Consultant will use the results of the interviews, public workshop, and survey to develop programming options and a needs profile.

*Meetings: One (1) Community Input Meeting;
Two (2) Public Event Input Meetings;
Up to Four (4) Hours of Stakeholder Meetings;
One (1) Internet Meeting with City Staff to Discuss Findings*

Deliverables: One (1) Prioritized Programming Matrix

Task 4 Conceptual Master Plan

The Consultant will provide one conceptual master plan per site overlaid on an aerial indicating improvements that were identified from the Task 3 meeting with the Client and public/stakeholder groups. Each plan will illustrate ways to organize the spaces in a functional arrangement. Based on results of the meeting and programming session – the conceptual plans that will be developed could address the following:

- A. Playground.
- B. Sport Courts
- C. Pedestrian/Sidewalk Improvements and Alignments
- D. Lighting
- E. Shade Structures/Pavilions
- F. Restroom Facility Locations
- G. Vehicular Access and Parking

The conceptual plans will be color rendered and photos and/or sketches will be provided to illustrate the proposed features and layout.

An Opinion of Probable Cost will be developed for the concept plan. Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost.

The Consultant will present the conceptual master plans to the City for review and receive comments.

*Deliverables: Two (2) 24"x36" Rendered Conceptual Master Plans (.pdf)
One (1) Opinion of Probable Cost per Master Plan (two total)*

*Meetings: One (1) In-Person Meeting with City Staff
One (1) internet meeting (if needed)*

Task 5 Boundary, Improvements, Topographic and Trees Survey

The Consultant will prepare a boundary, improvements, topographic and Tree survey for Veterans and Niemietz Park to be used for site planning and civil engineering design purposes. The survey is to be used in-house and will not be issued as a stand-alone survey document. The survey will consist of:

- A) Locating existing monumentation, property lines, platted lot lines, street rights-of-way, easements, and any encroachments or protrusions of visible improvements.
- B) Setting missing property corners.

- C) All existing substantial features and improvements will be located. This includes buildings, parking areas, driveways, sidewalks, top of curb and gutter, islands, light poles, and drainage structures.
- D) Observed locations of existing utilities including electric and communications lines, water, wastewater, storm drains, gas, and franchise utility facility appurtenances as well as inverts, flow lines, and pipe sizes where accessible. Texas 811 markings of subsurface utilities that are in place at the time our field work will also be located. This part of the proposal does not include subsurface utility engineering such as designation by electronic means, potholing or excavating.
- E) Topographic information at an even grid will be provided with details of features and contour lines representing the surface of the existing ground at one-foot intervals. Benchmarks will be set on site and tied to the North American Vertical Datum of 1988.
- F) Tree survey of the properties showing all Significant Trees per the City of San Antonio's Tree Survey guidelines. The tree species shown on the survey will reflect field identifications made by survey crew personnel. This fee does not reflect effort by an arborist or other expert consultant should make the final determination of tree types and conditions.

TBPLS Firm Number: San Antonio: 10193973

Task 6 Parks Interactive Map

The Consultant will create an interactive map highlighting planned parks and recreation summer activities and descriptions, an overall park map with indicating individual park amenities and rental information.

The City will provide the Consultant a list of activities and information to include in the map.

Meetings: Up to three (3) internet meetings (if needed)

Deliverables: One (1) Interactive Parks Map (electronic document);

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Franchise Utility Coordination
- Traffic Impact Studies or Signal Design
- Preparation of Traffic control plans
- Revisions due to changes in regulations
- Construction Documents, of any kind
- Archaeological Survey
- Off-Site Easement Descriptions, other than noted
- Detailed Labor/Materials Cost Estimates (As Prepared by an Estimating Service)
- Record Drawing Survey
- Wetlands Permitting / Delineation
- Environmental Impact Statement
- Specialty Audio/Visual or Food Service Consultant Services

Information Provided By City

We shall be entitled to rely on the completeness and accuracy of all information as requested in the scope of services above provided by the City or the City's consultants or representatives. Requested information may include:

- Record Construction Drawings and As-Built Drawings showing location of existing buried utilities
- Copies of Title Reports, if available
- Right of entry and access to all properties

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

Task 1-6	Data Collection, Public Meetings, Master Planning	5 Months
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Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-6 for the total lump sum fee below (inclusive of expenses).

Task 1	Coordination and Design Management	\$2,500
Task 2	Data Collection	\$9,500
Task 3	Public Input and Programming	\$17,500
Task 4	Conceptual Master Plan	\$17,500
Task 5	Topographic and Boundary Survey	\$31,000
Task 6	Parks Interactive Map	\$ 5,500

Total Lump Sum Fee (Tasks 1-6)	\$ 83,500
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Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the Standard Form of Agreement Master Professional Services Contract #23-160-09-F dated July 31, 2023 and executed by the City on 8/1/2023.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to be 'AP' with a long horizontal stroke extending to the right.

Austin Powers

Associate

City of Cibolo, Texas

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

A handwritten signature in blue ink, appearing to be 'Sean Mason'.

Sean Mason, P.E.

Associate