

May 17, 2023

Garry L. Ford, PE, PTOE
Transportation and Capital Improvements Director
Transportation & Capital Improvements
550 Landa St
New Braunfels, TX 78130

Re: City of New Braunfels – ADA Transition Plan Phase III
Project No. 19-119
Purchase Order No. 3

Dear Ford:

This letter is to outline a purchase order request to complete additional data collection and GIS deliverable for the subject project.

FIELD COLLECTIONS (TASK I)

Public Rights of Way (ROW)

Consultant will utilize field-ready electronic forms from Phase II to collect public ROW data. Multiple forms specific to the city's agreed upon collection criteria will be available for pedestrian facilities within the ROW. Consultant will utilize City-provided Field Data Collector personnel to perform linear sidewalk, pedestrian push buttons, and curb ramp collections within the ROW. Consultant will provide half-day training for up to 4 data collection personnel during a single engagement at location agreed to by City. Consultant will provide a field manager to oversee collections and perform QAQC sampling.

Consultant will provide inventory tools for linear sidewalk collection to be performed by City-provided Field Data Collection personnel.

Each survey report will identify compliance status of facility with the Public Rights of Way Accessibility Guidelines (July 26, 2011) (PROWAG) for evaluation. Evaluation will include the following processes and procedures:

- Review of ROW for accessibility to include sidewalks, signalized intersections, curb ramps and transit stops as identified in Exhibit B.
- Collection limits are dependent on availability and production of City-provided Field Data Collector personnel
- No specialized collection requests are included.
- Documentation by photo or video will be captured and attached to each ROW element record evaluated based on applicable equipment.
- Field data collection will be downloaded and posted to the project database developed by the Consultant.

- Consultant will allow use of data collection electronic devices; digital levels, measuring tape, and pressure gauges to City collection staff as necessary.
- City will provide all necessary personal protective equipment for field collection team members.
- Collected data will be represented in an ESRI-based GIS geo-database. Information will be stored on Consultants GIS servers and delivered to the City as a SQL bak file at the conclusion of field inventory for this phase. No post processing of data will be conducted as part of this engagement including but not limited to applicability of priority matrix.

Deliverables:


- ESRI-based SQL bak file with all attachments

Pape-Dawson requests an increase in budget as follows:

PROJECT SUPPORT SERVICES	\$ 4,200.00
FIELD COLLECTIONS (TASK I)	
I. Public Rights of Way (ROW)	
Prepare electronic forms for field data collectors – on going support	\$ 3,500.00
Oversight of field collections	\$ 29,500.00
Sidewalk collections	\$ -
Electronic processing delivery of GIS geo-database	\$ 2,400.00
Data processing and prioritization	\$ -
Total Fee	\$39,600.00

A lump sum budget increase of **\$39,600.00** is the estimated cost of Pape-Dawson's current understanding of the purchase order services identified above. We appreciate the opportunity to work with you on this project.

Sincerely,
Pape-Dawson Engineers, Inc.


John Tyler, P.E., RAS
Vice President