



March 4, 2021

Ms. Sylvia Carrillo, CPM, ICMA-CM
City Administrator
City of Sunset Valley
3205 Jones Road
Sunset Valley, TX 78745

Re: Stearns Lane Lift Station – Task Order No. 4 Amendment

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present this Amendment No. 1 to Task Order #4 for the design, bid and construction administration services to the Stearns Lane Lift Station Project. Task Order #4 was executed on 10-6-21.

Scope of Work

FTEG suggests expanding the scope of work for the lift station rehabilitation as per the Preliminary Engineering Report that was approved with by City Council. More Specifically:

1. Continue collecting data pertinent to the project.
2. Obtain additional design surveying needed to complete the design of the project.
3. Design and prepare final plans, specifications and bid documents for the lift station improvements.
4. Prepare an opinion of probable cost for the recommended rehabilitation project.
5. Assist the CoSV in obtaining a TxDOT Permit and an EAPP permit, including application/ document preparation and agency coordination.
6. Participate in meetings with the Public Works Committee and the City Council, make presentations and solicit feedback.
7. Provide bidding phase services including
 - a. Assist the City of Sunset Valley with advertising for bids.
 - b. Respond to RFI's from prospective bidders and issue addenda when required.
 - c. Conduct the bid opening and prepare a bid tabulation.
 - d. Assess the completeness of the bids received and investigate the qualifications of the apparent low bidder.
 - e. Prepare recommendation of award and a notice of award.
8. Provide construction administration services.
 - a. Assist the City of Sunset preparing and executing construction contract documents.
 - b. Conduct the pre-construction meeting.

- c. Provide administration of the construction contract.
 - d. Review submittals.
 - e. Respond to requests of information.
 - f. Visit the construction site and provide construction observations 2 times per month.
 - g. Prepare and issue minor change orders.
 - h. Review and approve pay applications.
 - i. Conduct substantial and final inspections.
 - j. Prepare as-built drawings
9. Conduct periodic progress meetings to report progress, identify and discuss project issues and facilitate decision making.
10. Prepare brief monthly project status reports.

Client’s Responsibilities

- Client shall promptly provide the Engineer with all pertinent information related to assignment(s). Such information may include background information, correspondence, documents, reports, construction documents, permits, applications, agreements, surveys, utility mapping, zoning/land use maps, easements, photographs, video, project objectives, desires outcomes, contact information and other material documentation and knowledge useful to the Engineer.
- Provide one point of contact for coordination and decision making.
- Respond to inquiries and make decisions within a reasonable period.

Schedule

FTEG offers to complete the scope of work described herein upon receiving Notice to Proceed:

Lift Station Design	8 Weeks
CoSV Review and Permitting	8 Weeks
Bid and Award	8 Weeks
Construction	16 Weeks
Total Schedule Duration	44 Weeks

Compensation

The Engineer shall be compensated based on hourly Rates plus reimbursable expenses for an amount of \$62,000, not be exceeded without authorization from the City of Sunset Valley.

Preliminary Engineering Report (Original Task Order #4) =	\$18,000
Design, Bidding and Construction Administration Services =	\$44,000
Total =	\$62,000

Additional Services

The scope of services in this task order are for preliminary engineering only. Any services not specifically listed are considered additional services, requiring an adjustment in compensation.

Terms and Conditions

Execution of this amendment to Task Order #4 by Client and Engineer shall make it subject to the terms and conditions of the GENERAL AGREEMENT FOR ENGINEERING SERVICES AND CONSULTING, dated September 11, 2020, which is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this task order signed by Client.

Should you have any questions or comments regarding this proposed task order, please do not hesitate to contact us.

Sincerely



Thomas N. Turk, P.E.
Principal

Authorization:



2021.09.06

City of Sunset Valley

Date