



November 3, 2021

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

**Re: Proposal for Development Review Services – Task Order No. 2 – FY 22**

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present this Task Order to provide the City of Sunset Valley (“Client”) with Development Review Services on an as-needed basis.

**Scope of Work**

1. Receive proposed development submittals and review them for conformity with the current City of Sunset Valley’s Code of Ordinances and other applicable regulations.
2. Provide review comments to the City of Sunset Valley for distribution to developers and developer’s architect/engineer.
3. Assist the City of Sunset Valley and developers in resolving issues and mitigating review comments.
4. Participate in pre-development conferences.
5. Attend meetings and participate in video/telephone conference calls.
6. Consult and advise the City of Sunset Valley on development matters.

**Client’s Responsibilities**

The 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, easements, photographs, project objectives, desired outcomes, contact information, and other material documentation and knowledge helpful to the Engineer.

Client shall provide any pertinent information on the development activity in the proximity of a proposed development for which a submittal has been made.

Client shall provide any pertinent information on key understandings, informal agreements, firm/contractual commitments, and/or City Council actions related to a proposed development for which a submittal has been made.



Client shall provide any pertinent information on a proposed development's impact on the City of Sunset Valley's infrastructure, including any plans on mitigation.

### **Schedule**

The Engineer shall provide initial review comments on development submittals within 10 working days of receipt from the City of Sunset Valley. The Client shall specifically notify the Engineer if a shorter response time is required.

Review of re-submittals/interim documents and requests for other scopes of services listed herein will be completed in a reasonable period unless specific response times are requested by the City of Sunset Valley.

### **Compensation**

The Engineer shall be compensated based on hourly Rates plus reimbursable expenses based on FTEG's 2020 Rate Schedule for an amount of \$29,250, not be exceeded without authorization from the City of Sunset Valley.

### **Terms and Conditions**

Execution of this task order 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 task order, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to be 'T. Turk', is written over the word 'Sincerely'.

Thomas N. Turk, P.E.  
Principal

Authorization:

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City of Sunset Valley

Date