



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 General Engineering Services – Task Order No. 1 – 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 general consulting engineering services on an as-needed basis.

**Scope of Work**

1. Provide services for assignments identified by the Client that are short term, require quick responses and/or are not sufficient in size or importance to warrant a separate task order.
2. Consult and advise the Client on matters related to the City of Sunset Valley’s operations.
3. Respond the requests for information, attend meetings, participate in conferences/telephone conversations, and give briefings.
4. Make field visits, conduct evaluate site conditions, document observations, make assessments, provide recommendations, prepare reports, coordinate activities and provide other miscellaneous services necessary to address issues identified by the Client.

**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, easements, photographs, project objectives, desires outcomes, contact information and other material documentation and knowledge useful to the Engineer.

**Schedule**

The services of the Engineer will be provided on an on-call/as-needed basis. The Engineer shall respond promptly to meet the time requirements of given assignments, as stipulated by the Client. Whenever possible and appropriate, the Client shall identify specific response times and deadlines.



**Compensation**

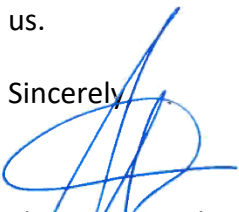
The Engineer shall be compensated based on hourly Rates plus reimbursable expenses based on FTEG's 2020 Rate Schedule for an amount of \$25,000, not be exceeded without authorization from the City of Sunset Valley.

**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,



Thomas N. Turk, P.E.  
Principal

Authorization:

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City of Sunset Valley

Date