



September 30, 2021

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

Re: Sunset Trial and Lone Oak Trail Improvements – FY 22 CIP

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present this Task Order #10 for the design, bid and construction administration services to the Sunset Trial and Lone Oak Trail Improvements.

Background

This project is a consolidation of multiple CIP projects approved by the City Council with a total project cost of \$1,032,000. Please refer to the project list and budget provided below.

Project	Total Project Costs
Sunset Trial Water Line	\$380,000
Sunset Trail Overlay	\$143,000
Lone Oak Trail Water Line	\$190,000
Lone Oak Trail Overlay	\$239,000
Lone Oak Trail Turnaround	\$80,000
Totals	\$1,032,000

Scope of Work

FTEG suggests the following scope of work for the for the Sunset Trial and Lone Oak Trail Improvements project:

1. Collect data pertinent to the project.
2. Obtain design surveying needed to complete the design of the project.

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3. Provide easement documents (survey plats and field note descriptions) for the acquisition of 4 parcels needed for the project (ST = 2 parcels, LOT = 2 parcels).
4. Design and prepare final plans, specifications and bid documents for the improvements.
5. Prepare an opinion of probable cost for the project.
6. Assist the CoSV in obtaining a EAPP permit for the Lone Oak Turnaround only including application/ document preparation and agency coordination. FTEG will submit the EAPP application to TCEQ within 60 days of authorization. This approach initiates the TCEQ review process (approximately 4 months) as soon as possible while the remaining project is under design.
7. Participate in meetings with the Public Works Committee and the City Council and assist the City in obtaining a Watershed Development Permit.
8. Provide bidding phase services including
 - a. Assist the City of Sunset Valley with advertising for bids using CivCast.
 - 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.
9. 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.
10. Conduct periodic progress meetings to report progress, identify and discuss project issues and facilitate decision making.
11. 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.
- Acquire all ROW / easements needed for the project.
- Pay all TCEQ application and review fees associated with the EAPP.
- Acquire Right of Entry for surveying.

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Schedule

FTEG offers to complete the scope of work described herein in accordance with the schedule below upon receiving Notice to Proceed:

Design	4 Months
CoSV Review and Permitting	2 Months
Bid and Award	2 Months
Construction	6 Months
Total Schedule Duration	14 Months

Compensation

The Engineer shall be compensated a lump sum amount of \$120,000 plus \$8,000 for preparation of easement documents. The invoice amounts for each phase of work is summarized below.

Design Phase =	\$ 96,000
Easement Documents =	\$ 8,000
Bidding Phase=	\$ 6,000
Construction Phase	\$ 18,000
Total =	\$128,000

Additional Services

Any services not specifically listed are considered additional services, requiring an adjustment in compensation. The scope of work does not included the following:

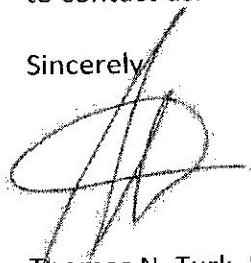
- Adjustments to existing sanitary sewer mains to resolve utility conflicts and/or achieve TCEQ water main / sewer main separation requirements.
- Construction materials testing.
- Construction inspection
- Public involvement

Terms and Conditions

This Task Order is 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.

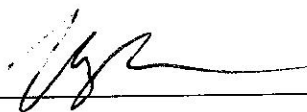
Sincerely,



Thomas N. Turk, P.E.
Principal

Attachments: CIP Project Layouts

Authorization:



2021-10-22

City of Sunset Valley

Date