



October 28, 2020

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

**Re: Proposal for Jones Road and Sunset Trail – Task Order No. 3**

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 engineering services in connection with street, drainage and water line improvements on Jones Road and Sunset Trail.

**Background**

Localized flooding has been observed in and around the intersection of Jones Road and Sunset Trail. This adverse condition is known to directly affect four lots (2905 & 2907 Jones Road and 2 & 4 Sunset Trail). The City of Sunset Valley wants to pursue drainage improvements to mitigate the local flooding in this area and construct street improvements and water line replacements on Jones Road and Sunset Trail from Jones Road to Reese Drive.

**Scope of Work**

***Project Management***

- Conduct project kick-off meeting.
- Conduct periodic progress meetings to report progress, identify and discuss project issues and facilitate decision making.

***Data Collection and Surveying***

- Prepare brief monthly project status reports.
- Collect data pertinent to the project.
- Augment the design survey provided by the City of Sunset Valley.
- Map existing utilities (SUE QL-C) in Jones Road (between Reese and Sunset Trail).

***Drainage***

- Conduct an initial meeting with affected property owners to help document conditions and solicit input.
- Perform hydrologic and hydraulic analysis for the 25 & 100-year storm events in the project area.
- Prepare preliminary layouts of storm sewer system improvements along Jones Road and Sunset Trail (to Sunset Valley Tributary) to mitigate the local flooding of the 4 referenced properties.
- Conduct a 2<sup>nd</sup> meeting with affected property owners to solicit input on the preliminary designs.

### **Water Line**

- Prepare preliminary layouts of the water line improvements to replace the existing 4” and 6” water mains on Sunset Trail (between Jones Rd and Reece) and the existing 4” main on Jones Road (between Reece and Sunset Trail).

### **Streets**

- Prepare preliminary layout for the recommended street improvements for Jones Road (cut and patch or full reconstruction)
- Prepare a preliminary layouts for the recommended street improvements on Sunset Trail between Jones Road and Reece (HMAC overlay or full reconstruction).

### **Overall**

- Provide limited utility coordination to identify potential utility conflicts and recommend the most appropriate means of resolution.
- Prepare opinions on the probable cost on feasible alternatives and recommended approaches.
- Identify environmental, permitting and right-of-way requirements including assessing the viability of an EAPP Exception request.
- Prepare a preliminary engineering report and submit for review.
- Attend meetings with the Public Works Committee and the City Council, make presentations as requested to solicit feedback.
- Finalize and provide the Preliminary Engineering Report (PER).

### **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, video, project objectives, desires outcomes, contact information and other material documentation and knowledge useful to the Engineer.
- Provide the survey and CAD on Jones Road / Sunset Trail prepared by Surveying and Mapping.
- Provide one point of contact for coordination and decision making.
- Respond to inquiries and make decisions within a reasonable period.

### **Schedule**

FTEG will provide the services describe herein based on the schedule provided below.

Kick-off, Data Collection and Surveying	4 Weeks
Hydrologic and Hydraulic Analysis	4 Weeks
Preliminary Layouts (drainage, water line and streets)	4 Weeks
Prepare and submit the Preliminary Engineering Report	2 Weeks
City review and finalize the PER	4 Weeks

**Compensation**

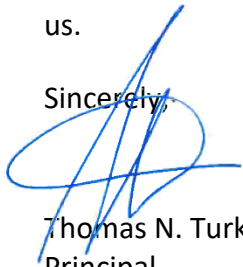
The Engineer shall be compensated based on hourly Rates plus reimbursable expenses based on FTEG’s 2020 Rate Schedule for an amount of \$25,000, not be exceeded without authorization from the City of Sunset Valley.

**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:

  
Marc Bruner, Mayor (Nov 19, 2020 13:09 CST)

2020.11.19

City of Sunset Valley

Date






# FETG - Jones Road and Sunset Trail - Task Order No. 3 10-28-20

Final Audit Report

2020-11-19

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