



September 30, 2021

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

Re: Valley Creek Trail – FY 22 CIP

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present this Task Order #12 for the development of the Valley Creek Trail.

Scope of Work

- Make field visits to determine the alignment of the trail as per the CIP sketch (see attachment)
- Provide stakes every 100' (or as needed) to mark the approximate centerline for construction.
- Prepare construction documents for clearing and trail construction.
- Assist the City in obtaining quotes from contractors.
- Assist the City in administering the construction.

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 in accordance with the schedule below upon receiving Notice to Proceed:

Alignment determination and staking	1 Month
Solicitation of Quotes	1 Months
Construction	2 Months
Total Schedule Duration	4 Months

Compensation

FTEG proposes to complete the scope of work described herein based hourly rates plus reimbursable expenses for an amount of \$5,000 not to be exceeded without the consent of the City of Sunset Valley.

Additional Services

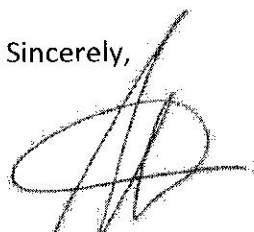
Any services not specifically listed are considered additional services, requiring an adjustment in compensation.

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

Authorization:

 2021-10-22

City of Sunset Valley

Date

Attachment: CIP Sketch