

October 29, 2020

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

**Re: Homestead Tract Conceptual Design and Public Facilitation – Task Order No. 7**

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 consulting services in connection with developing a concept plan for open space improvements within the Homestead Tract.

**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.
- Manage all sub-consultants.

*Community Engagement*

- Organize and conduct a public project workshop / charrette to solicit input from elected officials, city staff and the community on open space improvements within the Homestead Tract.
- Develop and conduct an online survey of City residents to solicit input.
- Organize and conduct a second public project workshop / charrette to present the draft conceptual plan and solicit additional input from elected officials, city staff and the community.
- Consolidate notes from both workshops and input from the survey and make available for posting on the City’s website.

*Site Investigation and Analysis*

- Collect and review site information.
- Conduct site visit(s) and photo documentation.
- Conduct a Phase 1 Environmental Site Assessment including a site visit to identify and map potentially environmentally sensitive features.

- Prepare a project base plan that includes pertinent information for the Homestead Tract and surrounding areas.
- Assess existing conditions for future development of open space features.

### *Conceptual Design*

- Prepare conceptual plan scenarios for potential site development based on workshop input, online survey feedback and site analysis.
- Present and use conceptual plan scenarios during the public workshops to solicit feedback and refine into a single draft conceptual design.
- Prepare cost estimates for the proposed improvements.
- Identify environmental, permitting and right-of-way requirements.
- Develop an action item matrix and timeline to implement the development of the Homestead Tract.
- Prepare a draft conceptual design including the appropriate chapters, graphic, exhibits and illustrations.
- Present the draft to staff and City Council (as requested) to solicit feedback, make changes, finalize the conceptual design and assist in gaining approval.

### **Clients 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, GIS data, utility mapping, 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.
- Provide facility for public workshops.
- Post project announcements and documents on the City's website and other social media as required.

### **Additional Services**

Any work not specifically listed under the scope of work is considered additional services and will require additional compensation.

### **Compensation**

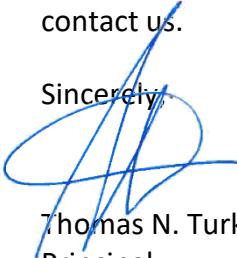
The Engineer shall be compensated based on hourly Rates plus reimbursable expenses based on FTEG's 2020 Rate Schedule for an amount of \$30,000, not be exceeded without authorization from the City of Sunset Valley.

**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 13:12 CST) 2020.11.19

City of Sunset Valley

Date








# FTEG - Homestead Tract - Task Order 7

Final Audit Report

2020-11-19

Created:	2020-11-19
By:	Suzanna Fleegal (sfleegal@sunsetvalley.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs8cwygEFBHiGFWYAfZpWwBHKJEAFHxkC

## "FTEG - Homestead Tract - Task Order 7" History

-  Document created by Suzanna Fleegal (sfleegal@sunsetvalley.org)  
2020-11-19 - 4:57:20 PM GMT- IP address: 12.70.103.42
-  Document emailed to Marc Bruner, Mayor (mbruner@sunsetvalley.org) for signature  
2020-11-19 - 4:58:45 PM GMT
-  Email viewed by Marc Bruner, Mayor (mbruner@sunsetvalley.org)  
2020-11-19 - 7:10:45 PM GMT- IP address: 70.112.9.20
-  Document e-signed by Marc Bruner, Mayor (mbruner@sunsetvalley.org)  
Signature Date: 2020-11-19 - 7:12:41 PM GMT - Time Source: server- IP address: 70.112.9.20- Signature captured from device with phone number XXXXXXX2420
-  Agreement completed.  
2020-11-19 - 7:12:41 PM GMT