

February 16, 2022

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

Re: Stearns Lane Lift Station - Task Order No. 4 Amendment No.2

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present Amendment No. 2 to Task Order #4 to provide bid and construction phase services for the Stearns Lane Lift Station Project.

## **Scope of Work**

- 1. Provide bidding phase services,
  - a. Assist the City of Sunset Valley with advertising for bids.
  - 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.
- 2. 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

## Compensation

The Engineer shall be compensated based on hourly rates plus reimbursable expenses for an additional \$15,000, not to exceed without authorization from the City of Sunset Valley. I am providing a summary of the engineering compensation for this task order below.

Preliminary Engineering Report (Original Task Order #4)=	\$18,000
Design, Bid, and Construction Admin (Amend. No. 1) =	\$44,000
Bid and Construction Phase Services (Amend. No. 2) =	\$15,000
Total =	\$77,000

## **Terms and Conditions**

Execution of this amendment to Task Order #4 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 amendment, please do not hesitate to contact us.

Should you have any questions	or	comments	regarding
contact us.			
Sincerely			
Thomas N. Turk, P.E.			
Principal			
Authorization:			
City of Sunset Valley		Dat	te