



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.

