



October 1, 2020

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

**Re: Proposal for Stearns Lane Lift Station – Task Order No. 4**

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present this Task Order to provide the City of Sunset Valley with preliminary engineering services in connection with the Stearn's Lane lift station.

**Background**

The City operates one lift station located off Stearns Lane and it is approximately 30 years old. The quality of the receiving wastewater has changed over the years and the sewage flows will increase as future development occurs. The lift station also needs general upgrading improve operational efficiency and reduce maintenance costs. For these reasons, the City wishes to pursue the rehabilitation of the lift station and requires preliminary engineering to determine the scope of work, cost of the improvements and an implementation plan to advance the project.

**Scope of Work**

FTEG suggests the following scope of work for the lift station rehabilitation:

1. Conduct project kick-off meeting / design workshop.
2. Collect data pertinent to the project.
3. Conduct site visit(s) with Utilities Superintendent to discuss current operational conditions and issues.
4. Conduct a facility condition assessment of the lift station and identify operations, maintenance and regulatory compliance issues.
5. Conduct a flow analysis to determine current and projected flows at the lift station.
6. Prepare a preliminary rehabilitation program for the lift station addressing all facets of the facility including the site, receiving wet well/structure, mechanical/pumps, valves, piping, motors, controls, alarms, odor control, ventilation, power supply, etc.
7. Identify environmental, permitting and right-of-way requirements.
8. Prepare a schematic of the planned improvements.
9. Prepare an opinion of probable cost for the recommended rehabilitation project.
10. Prepare a project implementation plan.

11. Prepare a preliminary engineering report and submit to the City for review and comment.
12. Attend meetings with the Public Works Committee and the City Council, make presentations and solicit feedback.
13. Finalize and provide the Preliminary Engineering Report.
14. Conduct periodic progress meetings to report progress, identify and discuss project issues and facilitate decision making.
15. Prepare brief monthly project status reports.

**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, desired 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 upon receiving Notice to Proceed:

Kick-off Meeting / Design Workshop	1 Week
Data Collection and Field Visits	1 Week
Flow Analysis and Development of LS Rehab Program	4 Weeks
Submit Draft PER & City Review and Comment	2 Weeks
Public Works Committee and City Council Presentations	2 Weeks
Provide Final Preliminary Engineering Report	1 Week
<b>Total Schedule Duration</b>	<b>11 Weeks</b>

**Compensation**

The Engineer shall be compensated based on hourly Rates plus reimbursable expenses for an amount of \$18,000, not to be exceeded without authorization from the City of Sunset Valley.

**Additional Services**

The scope of services in this task order are for preliminary engineering only. Any services not specifically listed are considered additional services, requiring an adjustment in compensation. Future design, permitting, bidding, construction and other services will be required to complete the LS rehabilitation project.

**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.

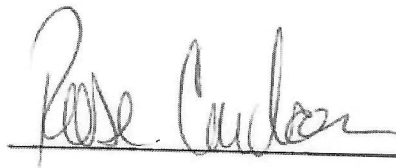
Should you have any questions or comments regarding this proposed task order, please do not hesitate to contact us.

Sincerely,



Thomas N. Turk, P.E.  
Principal

Authorization:

 10-06-20

City of Sunset Valley

Date