



November 10, 2021

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

Re: Task Order No. 13 - US 290 Sanitary Sewer Main Repair Project

Dear Ms. Carrillo:

Freeland Turk Engineering Group, LLC (FTEG) is pleased to present Task Order #13 for the design, bid, and construction administration services for the US 290 Sanitary Sewer Repair Project.

Scope of Work

FTEG suggests the following scope of work:

1. Collect data pertinent to the project.
2. Obtain design surveying needed to complete the design of the project.
3. Design and prepare final plans, specifications, and bid documents to replace approximately 800' of existing sewer main.
4. Prepare an opinion of probable cost for the project.
5. Assist the CoSV in obtaining an EAPP/SCS permit, including application/ document preparation, geologic assessment, and agency coordination.
6. Assist the CoSV in obtaining approvals and permits from TxDOT.
7. Participate in meetings with the Public Works Committee and the City Council and assist the City in obtaining a Watershed Development Permit.
8. Provide bidding phase services, including
 - a. Assist the City of Sunset Valley with advertising for bids using CivCast.
 - 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 and notice of award.
9. Provide construction administration services.
 - a. Assist the City of Sunset in 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 for information.

- f. Visit the construction site and provide construction observations two 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.
10. Conduct periodic progress meetings to report progress, identify and discuss project issues and facilitate decision making.
11. Prepare brief monthly project status reports.

Client’s Responsibilities

- The 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 helpful to the Engineer.
- Provide one point of contact for coordination and decision-making.
- Respond to inquiries and make decisions within a reasonable period.
- Acquire all ROW/easements needed for the project.
- Pay all TCEQ application and review fees associated with the EAPP.
- Acquire Right-of-Entry for surveying.

Schedule

FTEG offers to complete the scope of work described herein in accordance with the schedule below upon receiving Notice to Proceed:

Design	2 Months
CoSV Review and TCEQ Permitting	5 Months
Bid and Award	2 Months
Construction	6 Months
Total Schedule Duration	15 Months

Compensation

The Client shall compensate the Engineer an amount of \$45,000 based on hourly Rates plus reimbursable expenses. FTEG’s invoices shall not exceed the compensation amount without authorization from the City of Sunset Valley. A breakdown for each phase of work is summarized below.

Preliminary Engineering=	\$ 5,000
Surveying =	\$ 5,000
Design Phase =	\$14,000
TCEQ EAPP/SCS =	\$15,000
Bidding Phase=	\$ 2,000
Construction Phase =	\$ 4,000
Total	\$45,000

Additional Services

Any services not specifically listed are considered additional services, requiring an adjustment in compensation. The scope of work does not include the following:

- Subsurface Utility Engineering (Potholing) to locate existing utilities.
- Adjustments to existing sanitary sewer mains to resolve utility conflicts and/or achieve TCEQ water main / sewer main separation requirements.
- Construction materials testing.
- Construction inspection
- Public involvement

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 this reference incorporates. Engineer is authorized to begin performance upon receiving 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

Attachments: CIP Project Layouts

Authorization:

Marc Bruner

Marc Bruner (Feb 23, 2022 11:50 CST)

City of Sunset Valley

Date



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Final Audit Report

2022-02-23

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