

EXHIBIT A
SCOPE OF SERVICES
HIDALGO COUNTY PRECINCT #3 PAVING IMPROVEMENTS
MILE 8 NORTH – WESTERN ROAD TO IOWA ROAD
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Hidalgo County Precinct 3 proposes to construct paving improvements for Mile 8 North Road from Western Road to Iowa Road. The improvements will consist of **1.2 miles** new construction consisting of 28' wide of caliche base and 24' wide asphalt.

Contract Amount: \$28,600.00

Project Tasks

TASK I – PROJECT ORIENTATION AND STARTUP

We propose that an initial project orientation meeting be scheduled so that both the Precinct and our firm may have a clear understanding of the design and construction process, parameters to be used and the final product desired.

TASK II – SURVEY

Necessary field information will be developed by field surveys. Record plans will be used as a guide for the survey work and for the analysis of design alternatives.

TASK III – DESIGN ALTERNATIVES

Various design alternatives will be developed using information secured from ongoing field surveys. The existing record plans of the Precinct will be used as a guide for design evaluations. Each alternative will be evaluated with regard to the Project's goals being met. Cost estimates will be developed for the various alternatives.

TASK IV – DESIGN

This task will assure that the streets designed and incorporated in the plans are adequate for the area.

TASK V – PRELIMINARY PLANS AND ESTIMATES

The preliminary set of plans which will result from Task IV along with cost estimates will be reviewed with Precinct staff for input and guidance.

TASK VI – FINAL PLANS AND SPECIFICATIONS

Final plans, specifications and estimates will be prepared during this task. The output of this task will be the documents necessary for bidding and constructing the project.

TASK VII – BIDDING AND AWARD

VII a. Bidding Process

A pre-bid meeting will be scheduled if necessary in order to brief potential bidders and suppliers on the project. Necessary clarifications or addendum will be issued. We will attend the bid opening and assist as the Precinct desires.

VII b. Bid Recommendations

After receipt of bids by the Precinct, we will tabulate the bids and make recommendations in consultation with Precinct staff.

VII c. Award

We will prepare necessary contract documents for execution after award by the Precinct.

TASK VIII – CONSTRUCTION

During this stage we will observe ongoing work, provide construction staking of the contractor and certify periodic payment requests. Upon completion, a final inspection will be scheduled with the contractor and Precinct staff. The outcome of this final inspection will be a certificate of completion or a punch list of items for the contractor to complete.

TASK IX – AS BUILTS

We will provide the Precinct with reproducible “as-builts” of the project along with a diskette on Auto-Cadd.