



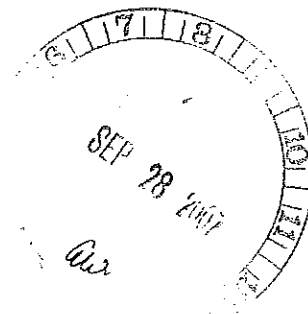
EXHIBIT A
SCOPE OF SERVICES
CITY OF ELSA
SEWER PLANT IMPROVEMENTS

The City of Elsa proposes to construct improvements to Sewer Plant.

Contract Amount: \$44,000.00

PROJECT TASKS

- Design of plans and specifications for upgrading of valve system in the City to improve function during water breaks.
- Project will consist of upgrading valves to isolate water breaks without shutting down the whole City and Water Plant Improvements.
- Prepare preliminary plans and estimates for guidance and review and input from city staff.
- Final plans & specifications: Final plans & specifications will be prepared for proper bidding and construction.
- Bidding and award:
 - 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 City desires.
 - Bid Recommendations: After receipt of bids by the City, we will tabulate the bids and make recommendations in consultation with City Staff.
 - Award: We will prepare necessary contract documents for execution after award by the City.
- Construction will be under observation on an on-going basis. We will provide construction staking for the contractor and certify request for payments. Upon completion, a final inspection will be scheduled with the contractor and City staff. The outcome of the inspection will determine a certificate of completion of a punch list of items to be completed.
- As Builts: We will provide the City and UCP with the "as builts".





CITY OF ELSA

November 30, 2007

Linda Sandoval
Urban County
Coordinator

Re Water & Sewer Improvements Project

Ms. Sandoval,

Attached is a certified excerpt from the minutes of November 19, 2007, a Special Meeting of the City Council of the City of Elsa.

Item F. DISCUSSION AND ACTION ON APPROVAL OF NEGOTIATED CONTRACT WITH ENGINEER FOR WATER AND SEWER IMPROVEMENTS.


Recommendation by City Manager, Oscar Cuellar → to submit revised scope of services on Waste Water Plant improvements and contract fee for Noe Garza Engineers for \$ 44,000.00 to Commissioners Court for approval.

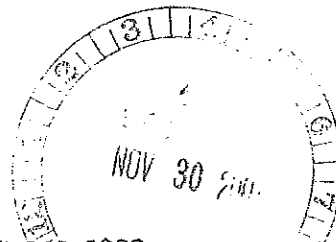
Motion by Com. Caceres , to submit revised scope of services on Waste Water Plant improvements and contract fee for Noe Garza Engineers for \$ 44,000.00 to Commissioners Court for approval. Second by Com. Escobar

Vote Taken/Motion Carried

If you have any questions feel free to contact me at (956) 262-2127.

Thank you,


Nancy Sanchez
City Secretary



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