Hidalgo County

Precinct No. 2

HECTOR "TITO" PALACIOS
COUNTY COMMISSIONER

To: Diana R. Serna, Director- Hidalgo County Urban County Program

From: Hector "TITO" Palacios, Commissioner Hidalgo County Precinct # 2

Subject: Request to present the following item at Commissioner's Court Meeting
"El Charro 2 Subdivision-Inca Street Project
Date: April 21, 2010

Diana, please allow this to be notification of our intention to proceed to use UCP funding for El Charro # 2 Subdivision, INCA Street Project.

I understand that the highest ranked professional engineers' service, R. Gutierrez Engineering Cooperation has completed it's job scope narrative and the cost estimates for this project. Therefore, I ask that you accept this letter as our concurrence to the material information provided by them.
I am also respectfully requesting that you include this on next weeks agenda for Commissioner's Court Meeting to be held on April 27, 2010 for approval.

Thank you in advance for your assistance and the attention given this matter. Should you have any questions or require additional information please do not hesitate to contact Mr. Eralio Palacios of my staff at 956-787-1891.

Sincerely,

Commissioner Hector "TITO" Palacios
Hidalgo County, Precinct No. 2

Cc: Tony Barco, UCP Compliance Division Manager
Monica Leal, UCP C. D. Coordinator
Agapito Vargas, Jr., CAP Executive Director
Eralio Palacios, BCAP Coordinator
Project Files

APR 21 2010

4/21/2010 3:00 PM by ep

301 EAST STATE STREET◊PHARR, TEXAS 78577◊TEL. 956.787.1891◊FAX 956.787.4683

R. Gutierrez Engineering Corporation – Firm 486

April 20, 2010

Monica Leal
Urban County Program
1916 Tesoro Boulevard
Pharr, TX 78577

RE: Inca Drive Project – Best and Final Offer

Dear Ms. Leal:

The best and final offer for performing the engineering services for the Inca Drive project is $26,696.00. This fee is based on 10½ percent of the estimated construction cost.

If you require additional information, please do not hesitate to call me. I can be reached at my office at 956-782-2557 or on my cell phone at 956-227-2154.

Sincerely,

Ramiro Gutierrez, P.E.
President

cc: Files

130 E Park – Pharr, TX 78577 – Tel: 956-782-2557 – Fax: 956-782-2558 – E-mail: rgutierrez@rgutierrezengineering.com

HIDALGO COUNTY
Professional Engineering Services
Contract # _____

ATTACHMENT A
Services to be Provided by the Owner

The following provides an outline of the services to be provided by the **Owner** in the development of the **Project**.

General
The **Owner** will provide to the **Engineer** the following:

(1) Payment for work performed by the **Engineer** and accepted by the **Owner**.

(2) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, **State** and Federal agencies that the **Engineer** cannot easily obtain.

(3) Provide any available relevant data the **Owner** may have on file concerning the project.

(4) Provide timely review and decisions in response to the **Engineer**'s request for information and/or required submittals and deliverables.

(5) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.

HIDALGO COUNTY
Professional Engineering Services
Contract # _____
Work Authorization Form

ATTACHMENT B
Services to be Provided by the Engineer

The following provides an outline of the services to be provided by the **Engineer** in the development of the **Project.**

The **Engineer** will provide to the **Owner** the following:

The **Engineer** will provide services for the development of plans, specifications and estimate for the reconstruction and upgrading of an existing rural type street, with open roadside ditches, to a street with curb & gutter and a storm sewer system typical of an urban environment. The work is in the El Charro Subdivision and includes work in this subdivision that did not receive funding under the Border Colonia Access Program (BCAP). The street included in this work is Inca Drive. However, approximately 200 LF of Toupi Drive will be included as incidental to the work and to complete the street improvements in the subdivision.

More specifically, the Engineer shall render specific management and engineering services for the development of the Project and fulfillment of this Agreement as follows:

I. **PRELIMINARY PHASE** - GENERAL PROJECT MANAGEMENT AND ADMINISTRATION

II. **DESIGN PHASE** – FINAL DESIGN AND PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E)

III. **CONSTRUCTION PHASE** – CONSTRUCTION MANAGEMENT, & SUPPORT & INSPECTIONS

I. PRELIMINARY PHASE SERVICES

General Project Management

Services for General Project Management by the Engineer will include the following:

1. Project/Program Schedule.

2. Coordination/Meetings. The Owner may require the Engineer to attend local public hearings, policy meetings and upon request attend Owner staff meetings. The Engineer shall assist the Owner, as requested, at meetings with other necessary entities.

Planning & Assessment

The Engineer will provide the following:

1) Review, verify and gather data necessary to proceed with design of the project.

2) Obtain geotechnical data for pavement designs; determine subsurface conditions.

4) Engineer will utilize Hidalgo County established Standards and only if necessary and authorized by Owner, develop pavement designs, including cost data, pavement material properties, and pavement drainage.

5) Develop alignments; develop typical sections.

6) Develop hydraulic design criteria in accordance with Hidalgo County/Local Municipal or TXDOT guidelines.

7) Verify FEMA FIRM zones and requirements.

Right of Way Data

The Engineer shall provide utility and right of way data for each approved individual project as follows:

Utility Coordination/Inventory

1) The Engineer will develop utility layout sheets from schematics and incorporate utility information provided by the utility owners or obtained by field investigation; identify all existing overhead and above ground utilities; identify existing underground utilities for which utility information has been obtained; document information obtained on utility layout sheets; identify potential conflicts. The layout sheets will be reproducible drawings (11" X17") with the following information:

   a) Existing and/or proposed right of way lines
   b) Benchmark data
   c) Existing and proposed drainage system(s)
   d) Location and size of utility (plan/profile view)
   e) Limits of existing casing pipe
   f) Name of the owner/company

2) The Engineer will coordinate utility adjustments with Owner and all identified affected utility owners as necessary.

Field Survey

The Engineer will provide the following:

1) Vertical and Horizontal Control. Establish and stake the Project control centerline (baselines) and offset for the Project or portions of the Project. Establish vertical control by looping all benchmark (BM) circuits and tie to monument permanent BM elevation. BM's are to be set at approximately 1,000 ft. intervals, or at intervals appropriate to suit field conditions, using Global Positioning System (GPS) survey, and in a location that will be undisturbed by future construction.

2) Topography. Obtain topographic information surveyed for the length of the control centerline, as required; provide location (station and offset), size, height, and depth and/or length and description of topographic features; to include, but not limited to the following: driveways, signs, light poles, mail boxes, all fences (including metal beam guard fence and turndowns), utilities (type, owner, location, and depth), riprap, existing right of way lines, private property lines, county and/or city limits, etc.. Drainage elements to include: flow lines and/or top of structures for drain pipes, inlets, manholes, other miscellaneous structures and ditches.

3) Design Centerline. Establish and stake the design centerline.

II. DESIGN PHASE SERVICES

Final Design and Plans, Specifications & Estimates

The Engineer will develop the final design and prepare contract drawings, specifications and estimates for construction of the Project or portions of the Project as authorized by the Owner. These documents will be submitted to the applicable city, county, state, and/or federal agencies for approval.

All final plan sheets will be developed by the Engineer on 11" X 17" white paper.

The Engineer shall prepare graphic files that can be reviewed and plotted utilizing Microstation/AutoCAD, software.

Plan Sheets. Plan sheets developed by the Engineer will include, but not limited to, title sheet, typical sections, sequence of construction, estimates and quantity, plan-profile, utility-drainage details, roadway details, culvert details, and standards.

Specifications. The Engineer shall use the 2004 Texas Department of Transportation Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges. Other specifications may be developed by the Engineer, but must incorporate, references to standard TXDOT requirements of design & testing procedures and Hidalgo County Subdivision Required Standards.

Estimates. The Engineer will prepare detailed cost estimates and proposals of authorized construction, which will include summaries of bid items and quantities based on the unit price system of bidding.

Services for FINAL DESIGN AND PLANS, SPECIFICATIONS AND ESTIMATES by the Engineer will include the following:

Roadway Design Controls

The Engineer will prepare the roadway design for the Project or portions of the Project as authorized by the Owner. The roadway design will be submitted to the applicable city, county, state, and/or federal agencies for approval.

Roadway design controls will include:

1) Geometric design – horizontal and vertical alignments, intersection geometrics; to be incorporated onto plan and profile sheets.
2) Geometric and grading design – development of typical roadway sections through horizontal and vertical alignment determination and roadway cross sections.
3) Grading design – existing and design cross sections, cut/fill quantities, slope stability analysis, embankment foundation stability and settlement analysis.
4) Earthwork Quantities – obtained from grading design.
5) Miscellaneous supplemental plan details.

Drainage

The Engineer will perform final hydrologic/hydraulic analysis and design for the proposed improvements of the Project or portions of the Project as authorized by the Owner.

Signing

The Engineer will determine location and type of warning, regulatory and guide signs as required by the Hidalgo County Subdivision Standards or local Municipal standards as applicable. All signing design will be based on the final proposed roadway design.

Permanent Pavement Markings

The Engineer with the Owner will evaluate the need for pavement markings and design all permanent pavement markings in accordance with the Hidalgo County Subdivision Standard or Local Municipal Standards as applicable. All such design will be based on the final proposed roadway design.

Miscellaneous

If required for the Project or portion of the Project approved by the Owner, the Engineer will provide the following miscellaneous roadway items:

Miscellaneous Drafting, Standards, and Details

1) The Engineer will prepare a title sheet indicating, at a minimum, project limits, project location map, name of owner and owner acknowledgement/acceptance, facility identification, specification reference, Engineer's seal, signature and date.

2) The Engineer will determine appropriate standard drawings to be incorporated into the plans, and sign/seal any modifications to any agency or industry approved standards.

3) The Engineer will develop any details to clarify any construction requirements of the plan drawings.

PS&E Supporting Documents

4) Specifications List and general Notes. The Engineer will prepare an applicable specification list, in TXDOT format, as well as any general notes that may be applicable to each PS&E submission.

5) Estimates. The Engineer will prepare detailed cost estimates and proposals of authorized construction, which will include summaries of bid items and quantities based, insofar as practicable, on the unit price system of bidding.

6) Contract Time Determination Statement. The Engineer will determine the time required for construction of the project, outlining phases of construction and appropriate rates of production and construction for bid items determined to be in the critical path for construction of the PS&E submittal.

III. CONSTRUCTION PHASE SERVICES

Construction Management and Support

The Engineer will provide engineering and support services for and during the construction of the Project or portions of the Project approved by the Owner. Specific services for Construction Management and Support by the Engineer will include the following:

Construction Bidding

1) The Engineer will furnish to the Owner the necessary copies of approved plans, specifications, notices to bidders, and proposals as prepared under PS&E.

2) The Engineer will coordinate and conduct a Pre-Bid Conference for prospective bidders.

3) The Engineer will assist Owner the tabulation of bids, recommendations to the Owner as to the proper action on all bid proposals received, and the preparation of formal contract documents for the award of each construction contract.

Construction Contract Administration

4) In general, the Engineer will provide the management and engineering support/data required for consultation and advisement to the Owner and act as the Owners representative as provided in the General Condition of the Construction Contract.

5) The Engineer will coordinate and conduct a pre-construction conference.

6) Defects and Deficiencies. The Engineer will use his best efforts to protect the Owner against defects and deficiencies in the work of the Contractor. The Engineer will promptly notify the Owner of any such defect or deficiency, and take all steps possible to require the Contractor to correct the defect or deficiency.

7) Contractor Payment. The Engineer will take measurements and calculate quantities, in accordance with the construction contract specifications, of those items of work accepted and conforming to the construction contract specifications, for the preparation of the monthly and final estimates for payment to the Contractor.

8) The Engineer will provide Project site inspection of the authorized construction contract(s) as follows:

a) Project Engineer. The Engineer will provide visits by the Project Engineer or a competent representative of the Engineer to the site of construction for the purpose of monitoring the Contractor's progress and conformance to the construction contract plans and specifications.

b) Resident Engineer and/or Construction Inspector(s). If requested and authorized by Owner, the Engineer will furnish the services of a Resident Engineer and/or Construction Inspector(s) for continuous on the site inspection of construction to monitor/inspect the Contractor's daily progress and conformance to PS&E specifications. Such services will be negotiated as an Additional Service.

Miscellaneous Technical Activities

9) Shop Drawings. The Engineer will review and check all shop or working drawings furnished by the Contractor.

10) Control of Materials & Equipment. The Engineer will provide inspection of all materials and equipment furnished/used by the Contractor as follows:

a) Review and record all laboratory, shop and mill tests of materials and equipment for compliance with the construction contract specifications.

b) Observe and/or perform Project record testing and/or independent assurance testing as outlined in the construction contract specifications.

11) Change Orders. When applicable the Engineer will prepare the engineering data, including plan sheet drawings, specifications, and estimates, for the preparation of construction contract change orders, which may be required due to actual field conditions encountered or new requirements directed by the Owner.

12) As Built Drawings. The Engineer will develop as built drawings to depict the work as actually constructed. The Owner will be furnished three (3) set of prints.

ATTACHMENT "C"

WORK SCHEDULE

	2010									2011		
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
El Charro Subdivision - Inca Street												
Topographic Survey, Preliminary & Final Design												
Construction Bid Documents & Advertise for Bid												
Construction												

Contract # _____

TASK	ESTIMATED CONSTRUCTION COST	PROFESSIONAL SERVICES FEE (10.5%)
EL CHARRO SUBDIVISION - INCA STREET		
El Charro Subdivision Paving & Drainage (add'l work)	$254,248	$26,696
TOTAL * **	**$254,248**	**$26,696**
Preliminary Phase Services Fee (15% of Total)		**$4,004**
Design Phase Services Fee (60% of Total)		**$16,018**
Construction Services Fee (25% of Total)		**$6,674**
Total Fee Estimate		**$26,696**

*** Total Est. Construction Cost includes approx. 200 LF of adjacent Toupi Street

Contract # _____

ENGINEER'S ESTIMATE FOR CONSTRUCTION

PROJECT:	EL CHARRO SUBDIVISION (INCA DRIVE)
PROJECT NUMBER:	Eng05.012K
CLIENT:	Urban County
GENERAL DESCRIPTION:	Roadway Construction
DATE:	4/7/2010
BY:	R. G.

ITEM NO.	ROADWAY ITEM DESCRIPTION	ESTIMATED QUANTITIES	UNIT	UNIT PRICE	ITEM TOTAL
110	Excavation	7,109.00	CY	$ 7.00	$49,763.00
132	Embankment	219.00	CY	$ 7.00	$1,533.00
247	Flexible Base (6")	1,280.00	CY	$ 18.00	$23,040.00
260	Lime Treated Base (6")	8,751.00	SY	$ 1.90	$16,626.90
260	Lime for Base (Ty A or B)	22.00	TON	$ 190.00	$4,180.00
310	Prime Coat (MC-30)	1,491.00	GAL	$ 5.95	$8,871.45
340	Asph. Conc. Pav. TY"D"	603.00	TON	$ 65.00	$39,195.00
502	Barricades, Signs & Traffic Handling	2.00	MO	$ 3,500.00	$7,000.00
506	Construction Exits (Ty 2)(INSTALL)	84.00	SY	$ 25.00	$2,100.00
506	Construction Exits (Ty 2)(Remove)	84.00	SY	$ 25.00	$2,100.00
506	Temp Sed. Control Fence (Install)	172.00	LF	$ 7.00	$1,204.00
560	Mailboxes (Single)	2.00	EA	$ 75.00	$150.00
560	Mailboxes (Double)	3.00	EA	$ 125.00	$375.00
560	Mailboxes (Multiple)	10.00	EA	$ 175.00	$1,750.00
644	Small Rdsd Sgn Assm (Ty A)	8.00	EA	$ 350.00	$2,800.00
	Roadway Amount:				*$160,688.35*

ITEM NO.	DRAINAGE ITEM DESCRIPTION	ESTIMATED QUANTITIES	UNIT	UNIT PRICE	ITEM TOTAL
402	Trench Excavation Protection	421.00	LF	$ 10.00	$4,210.00
432	Concrete Riprap (CL C)	-	CY	$ 250.00	$0.00
464	RCP (CL III) (18")	75.00	LF	$ 30.00	$2,250.00
464	RCP (CL III) (24")	421.00	LF	$ 36.00	$15,156.00
464	RCP (CL III) (30")	-	LF	$ 44.00	$0.00
465	Inlet (Ty A)	2.00	EA	$ 2,600.00	$5,200.00
465	Inlet (Ty C)	-	EA	$ 2,800.00	$0.00
465	Inlet (Ty F2)	-	EA	$ 3,000.00	$0.00
467	Safety End Treatment (6:1)	2.00	EA	$ 950.00	$1,900.00
529	Concrete Curb & Gutter (Ty A)(Barrier)	4,492.00	LF	$ 9.00	$40,428.00
529	Concrete Valley Gutter	308.00	LF	$ 16.00	$4,928.00
530	Driveway (Ty PRB-1) Flexbase (4")	72.00	CY	$ 40.00	$2,880.00
530	Driveway (Ty PRB-1) MC-30	129.00	GAL	$ 5.75	$741.75
530	Driveway (Ty PRB-1) ACP (Surf)	55.00	TON	$ 80.00	$4,400.00
530	Driveways (CONCRETE)	273.00	SY	$ 42.00	$11,466.00
	Drainage Amount				*$93,559.75*
	Total Roadway Construction				**$254,248.10**