

**"EXHIBIT A"**

**City of Edcouch - Hidalgo County Urban County Program  
Water Treatment Plant Improvement Project**

**PROFESSIONAL ENGINEERING SCOPE OF SERVICES**

Date: June 16, 2011

GMES shall render the following professional services necessary for the development of this project:

**SCOPE OF SERVICES**

**PRELIMINARY DESIGN**

1. Attend preliminary conferences with the Hidalgo County UC and Edcouch City staff regarding the requirements of the project.
2. Make any necessary surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project. Provide consultation and advice as to the necessity of the city providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations. The Engineer will review any tests required and act as the county representative in connection with any such services.
3. Prepare as additional services any permits that maybe required.
4. Prepare preliminary engineering design plans as necessary with cost estimates.
5. Submit detailed drawings and plans/specifications to appropriate regulatory agency (ies) and obtain clearance as additional services.

**FINAL DESIGN**

6. Prepare final engineering design plans with final cost estimate.

**CONSTRUCTION PHASE SERVICES**

7. Prepare bid packet/contract documents/advertisement for bids.
8. Conduct bid opening and prepare minutes.
9. Tabulate, analyze, and review bids for completeness and accuracy.

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10. Provide horizontal and vertical control for construction contractor. Contractor will provide his own construction staking.
11. Conduct pre-construction conference and prepare copy of report/minutes.
12. Issue Notice to Proceed to construction contractor.
13. Provide in all proposed construction contracts deductive alternatives where feasible, so that should the lowest responsive base bid for construction exceed the funds available, deductive alternatives can be taken to reduce the bid price.
14. Make periodic visits to the site to observe the progress and quality of the work, and to determine in general if the work is proceeding in accordance with the Contract. Provide a qualified inspector for daily construction inspection and oversight as additional services.
15. Consult with and advise the county during construction; issue to contractors all instructions requested by the city; and prepare routine change orders if required.
16. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
17. Based on the Engineer's on-site observations and review of the contractor's applications for payment, determine the amount owing to the contractor in such amounts; such approvals of payment to constitute a representation to the county, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
18. Require that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the locality and approval by Hidalgo County UCP.
19. Prepare Certificate of Construction Completion and Clean Lien Certificate.
20. Conduct interim/final inspections.
21. Revise contract drawings to show the work as actually constructed, and furnish the locality with a set of "as built" plans.