
R. Gutierrez Engineering Corporation – Firm 486

August 16, 2011

Tony Barco
Compliance Division Manager
Urban County Program
1916 Tesoro Boulevard
Pharr, TX 78577

RE: Minnesota Drain Project - Best and Final Offer

Dear Mr. Barco:

The best and final offer for performing the engineering services for the Minnesota Drain Project is \$122,490.00. This fee is based on a scope of work as described in the enclosed "Attachment A – Scope of Services". Please note that the fee is also based on an estimated 16 R.O.W. parcels to be acquired. If the number of parcels is increased or decreased, then the proposed fee will be adjusted up or down in accordance with the costs per parcel indicated in the enclosed "Project Cost Estimate".

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

attach



ATTACHMENT "A"

SCOPE OF SERVICES

General

The project consists of data collection, utility coordination, right-of-way map and parcels preparation, geotechnical investigations, preliminary engineering analysis, engineering design, bidding assistance, and construction administration services for the proposed improvements to an existing undersized drainage channel and for modifications to an existing storm sewer system.

The existing channel begins at Minnesota Road approximately 0.25 miles east of Raul Longoria Road and runs north approximately 0.25 miles. It then runs east a distance of approximately 1.0 miles at which point it converges with an existing Hidalgo County Irrigation District No. 2 drain ditch.

The existing storm sewer system to be modified is located at the Primavera No. 2 Subdivision. It will be modified by connecting to an existing manhole located approximately 0.25 miles south of Minnesota Road and running the storm sewer pipe northward approximately 0.50 miles to discharge into the improved drainage channel.

The **Engineer** will provide the following:

- Project Start-up & Coordination, Data Collection & Design Criteria, Topographical Survey & Right-of-Way Mapping, and Preliminary Engineering services to develop a Preliminary Engineering Schematic and an Engineer's Statement of Probable Cost for review with Hidalgo County Urban County Program to determine the proposed final course of action to take in providing drainage relief.
- Final Design & Plan Preparation services to develop improvements to an existing undersized drain ditch in accordance with the approved Preliminary Engineering Schematic and Engineer's Statement of Probable Cost.

Task I. Project Start-Up and Coordination

The Engineer will coordinate the proposed project with Hidalgo County Urban County Program, Hidalgo County Precinct No. 2, the City of San Juan, Hidalgo County Drainage District No. 1, and Hidalgo County Irrigation District No. 2 to determine the initial project requirements, to discuss goals and objectives of the project and facilitate the development of the necessary agreements for the development of the proposed drainage improvement project. The Engineer will obtain right-of-entry for properties to be surveyed. (Hidalgo County Pct 2 will assist the Engineer in obtaining written authorization from property owners to enter onto private property for the purposes of performing surveying and geotechnical investigation activities.)



Task II. Data Collection and Design Criteria

The Engineer will collect and review existing data pertinent to the proposed drainage improvement project. The Engineer will coordinate the project survey needs and prepare a project location map for use in developing the project. The Engineer will review the preliminary drainage discharge data with the Hidalgo County Drainage District No. 1 and other affected entities and develop the proposed project design criteria and objectives. The Engineer will meet with the City of San Juan, Hidalgo County Irrigation District No. 2, owners of any existing utilities, and other entities as needed to complete the work required for this phase.

Task III. Topographical Survey and R.O.W. Mapping

The Engineer will obtain cross-sections @ approximately 200-foot intervals along the existing undersized drain ditch to be improved (approximately 6,600-feet in length). Cross-sections shall extend approximately 100-feet either side of the existing ditch alignment where practical.

The Engineer will obtain cross-sections @ approximately 200-foot intervals along an approximately 1,200-foot section (600-feet upstream and downstream) of the existing Hidalgo County Irrigation District No. 2 drain ditch that will serve as the outfall for the proposed drainage improvements. Cross-sections shall extend approximately 100-feet either side of existing ditch centerline where practical.

The Engineer will also obtain topographic information along the proposed alignment of the proposed storm sewer modifications.

The Engineer will provide for a geotechnical engineering firm to perform a geotechnical investigation of the proposed drain ditch improvements site to obtain subsurface data for use in development of the project. Soil engineering properties and characteristics will be identified and subsurface water elevations will be obtained.

The Engineer will provide for a Registered Public Land Surveyor to provide surveying services for the development of the project right-of-way map. The Surveyor will develop a map of the existing property boundaries for use in the development of the project. The Surveyor will develop the required right-of-way parcels for acquisition by Hidalgo County Pct 2.

The Surveyor will collect topographical survey data to create a base map for use in the development of plans and specifications for the construction project. The topographical base map will include all identified features including: existing drain ditch top of banks and flow line, existing culverts with flow line elevations, existing sanitary sewer facilities with flow line elevations, water lines, underground telephone, electrical, or gas lines, electrical poles, irrigation lines or wells with elevations, etc. The detailed topography will be developed only for an area covering the existing and proposed right-of-way. Other significant features in the immediate vicinity may be included.

Task IV. Preliminary Engineering

The Engineer will develop a project layout map for use in designing the proposed improvements to the existing undersized channel. The proposed channel improvements will be determined in coordination with Hidalgo County Urban County Program taking into account the input of Hidalgo County Pct 2 and City of San Juan officials as well as those of the Hidalgo County Drainage District No. 1 and Hidalgo County Irrigation District No. 2. A Preliminary Schematic of the proposed improvements to the existing outfall channel and storm sewer modifications will be developed and will include existing and proposed typical channel sections, locations and sizes of existing and proposed drainage structures. The Engineer will develop an Engineer's Statement of Probable Cost for the project and for review with Hidalgo County Urban County Program to determine the final course of action to take.

Task V. Final Design and Plans Preparation

The Engineer will develop detailed design drawings of the proposed improvements. The design drawings will be developed utilizing the approved Preliminary Engineering Schematic developed during the preliminary engineering phase of the project. The construction plans will include a Title Sheet, Existing and Proposed Channel Typical Sections, Plan & Profile Sheets, Culvert Crossing Details and Estimate & Quantity Sheets. The Engineer will prepare a Statement of Probable Costs for the proposed improvements. The construction documents will be submitted to Hidalgo County Urban County Program and other entities for review and approval. The final plans will be developed on 11"x17" bond paper.

Task VI. Bidding and Construction Phase Services

The Engineer will prepare bid packages for distribution of plans and specifications to prospective bidders and plan rooms. The Engineer will attend pre-bid conference and address contractor concerns regarding the plans and specifications. The Engineer will issue addenda as necessary to address comments and concerns by contractors. The Engineer will assist Hidalgo County Urban County Program in receiving and opening of bids. The Engineer will prepare a bid tabulation and make a recommendation for award of the project to the lowest responsive bidder.

The Engineer will prepare four (4) sets of construction contracts for signature by Hidalgo County Urban County Program and the Contractor. The Engineer will conduct a pre-construction conference with Hidalgo County Urban County Program and the Contractor. The Engineer will issue a notice to proceed on behalf of Hidalgo County Urban County Program. The Engineer will provide one set of construction stakes for the Contractor's use in construction of the project. The Engineer will provide random weekly construction observation during construction of the project, for review of progress for Contractor payment requests. The Engineer will review monthly payment requests and change orders and provide recommendations. The Engineer will review submittals and provide approvals, as necessary. The Engineer will review final payment request and provide final walk-through with Contractor. The Engineer will issue and approve final contract close-out document and issue record drawings based on Contractor's mark-ups.