



County of Hidalgo Pct. 4

Commissioner Joseph Palacios
1051 N. Doolittle Road
Edinburg Texas 78542-0337

MEMO

DATE: JANUARY 04, 2012
TO: PURCHASING DEPARTMENT
C/O LETICIA "LETTY" SAENZ CPPB/CONTRACTS MANAGER
FROM: HIDALGO COUNTY PCT. #4
REF: INV. 11324012: CONTRACT #C-11-234-09-13

HIDALGO COUNTY PRECINCT #4 IS HEREBY REQUESTING THE FOLLOWING INVOICE #11324012 IN THE AMOUNT OF \$42,825.00 FOR L & G CONSULTING ENGINEERS INC., BE PLACED ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

FUNDING FOR THIS INVOICE WILL BE FROM PURCHASE ORDER #663995,
ACCOUNT: 1-1336-431-00-124-076-0-731

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE, THANK YOU.

RUMALDO MUNOZ JR
ACCOUNTS PAYABLE SPECIALIST III

CC: COUNTY FILES

ATTACHMENTS: Inv. # 11324012
P.O. 663995

L & G Consulting Engineers Inc
2100 W. Expressway 83
Mercedes, TX 78570
(956) 565-9813 Fax (956) 565-9018

INVOICE #: 11324012
INVOICE DATE: 12/31/11



BILL TO: 84

Hidalgo County Pct #4
 c/o Commission Joseph Palacios
 1051 N. Doolittle Rd.
 Edinburg, TX 78541

JOB: 110601
 FM 1925 Project
 Limits:Kenyon Rd to FM 907
 PO#663995

DESCRIPTION	CONTRACT	PREVIOUS APPLICATIONS	CURRENT COMPLETED	TOTAL COMPLETED	% COMPL	BALANCE TO FINISH
11006-Design Schem	57,600.00	28,800.00	14,400.00	43,200.00	75.0	14,400.00
11007-Prelim ROW Req	20,000.00	10,000.00	5,000.00	15,000.00	75.0	5,000.00
12001-EA Reports	35,000.00	12,250.00	3,500.00	15,750.00	45.0	19,250.00
12002-Pub Involment	20,000.00	5,000.00	2,000.00	7,000.00	35.0	13,000.00
13002-ROW Mapping	4,500.00	2,250.00	1,125.00	3,375.00	75.0	1,125.00
13020-ROW Map/Sub	48,000.00				0.0	48,000.00
16101-Hydro Map	30,000.00	15,000.00	7,500.00	22,500.00	75.0	7,500.00
16307-Utilities	22,500.00	11,250.00	5,625.00	16,875.00	75.0	5,625.00
60000-Row Acq. Admin	73,500.00	22,050.00	3,675.00	25,725.00	35.0	47,775.00
60100-Title Services	9,000.00				0.0	9,000.00
60200-Appraisal Srv	10,500.00				0.0	10,500.00
60220-Appraisal/Sub	30,000.00				0.0	30,000.00
60300-Appraisal Rvw	6,375.00				0.0	6,375.00
60330-Appr. Rev/Sub	5,625.00				0.0	5,625.00
60400-Parcel Negtion	52,500.00				0.0	52,500.00
60500-Clsng Srvs Fee	3,000.00				0.0	3,000.00
60600-Aprsal Update	1,500.00				0.0	1,500.00
TOTALS:	429,600.00	106,600.00	42,825.00	149,425.00	34.8	280,175.00

ORIGINAL CONTRACT SUM \$ 429,600.00
 CHANGE BY CHANGE ORDER \$ 0.00
 CONTRACT SUM TO DATE \$ 429,600.00
 TOTAL COMPLETED TO DATE \$ 149,425.00
 LESS PREVIOUS INVOICES \$ 106,600.00

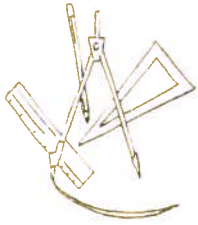
PROJECT MANAGER'S SIGNATURE

CURRENT PAYMENT DUE \$ 42,825.00

076
 Pct. # 1-1206 431-00-124-007-0-731
 Pur. Req. # 1365
 P.O. # 263051
663995

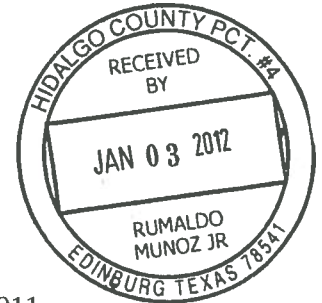
INVOICE RECEIVED BY: [Signature] on 1-3-12
 GOODS/SERVICES RECEIVED BY: [Signature] on 1-3-12

m



January 1, 2012

Commissioner Joseph Palacios
 Hidalgo County Precinct 4
 1051 N. Doolittle Rd
 Edinburg, TX 78542



**RE: FM 1925 - Work Authorization No. 1 - Limits: Kenyon Road to FM 907
 PO#663995 - L&G Project#110601**

Dear Commissioner Palacios:

Attached for your approval is our invoice for services rendered for the month of December 2011.

- L & G's Invoice (and sub consultant invoice, if applicable)
- Exhibit C – Work Schedule

This work authorization consists of engineering services required for the preparation of roadway schematic, hydrological map, and schematic surveys, coordinate environmental assessment with TxDOT limited public involvement for environmental assessment, compensable utilities management oversight, and right-of-way acquisition services for the FM 1925 project (Phase I) from Kenyon Road to FM 907. The following is a narrative of the progress report for this work authorization.

		% Complete
FC 11006 – DESIGN SCHEMATIC		
L&G has met with TxDOT to discuss the alignment options and we have placed the preliminary roadway alignment and profile on the schematic overlayed on the latest aerials. We have determined that the North option is preferred and continue to finalize the schematic.	L&G	75%
FC 11007 – PRELIMINARY ROW INFO		
L&G has obtained Preliminary Tax Rolls and has mapped Preliminary ownership for limits of the project. L&G has met with TxDOT, HCDD #1 and the utility companies for ROW information. We have overlayed all of the existing ROW lines and property ownership on the schematic.	L&G	75%
FC 12001 – ENVIRONMENTAL REPORTS		
L&G has coordinated with TxDOT to determine that a re-evaluation will be needed and Meetings with Affected Property Owners will be conducted. We discussed a plan of action with the Commissioner for the FM 907 intersection realignment and it was determined by TxDOT that this work can be part of the re-evaluation.	L&G	45%
FC 12002 – PUBLIC INVOLEMENT		
L&G has met with various property owners, Hidalgo County Drainage District No. 1, TxDOT and the Irrigation District to inform them of the upcoming project. L&G has prepared a list of affected Property Owners in preparation for the individual property ownership meetings.	L&G	35%
FC 13002 – RIGHT OF WAY MAPPING		
L&G has completed all work tasks associated to sub out surveyor to complete Right-of-Way Map and will be transferring the Preliminary proposed Right-of-Way files to the surveyor. We have provided all relevant ROW data to RODS and continue to update the surveyor.	L&G	75%
FC 13020 – ROW MAP/SUB		
This task has not begun	RODS	0%

my

FC 16101 – HYDROLOGICAL MAP		
L&G has established the watershed boundaries contributing to the roadway and placed them on the map. We have identified all of the outfalls for the project and are beginning to calculate the runoffs and will check them against the needed capacities of the outfalls. We have also met with HCDD#1 to coordinate the discharging into their ditches. We continue to finalize the analysis of each outfall.	L&G	75%
FC 16307 – UTILITIES		
Preliminary investigation has begun. L&G has met with Tennessee Pipeline, CPN Pipeline, & North Alamo Water Supply and has located their lines and plotted them on the preliminary schematic. We have met with TxDOT regarding the 16" High-Pressure gas line and have identified that it is a compensable utility.	L&G	75%
FC 60000 – ROW ACQUISITION ADMINISTRATION		
The negotiation for the scope of services for WA has been completed and the project site has been visited & inspected on several occasions. Utility investigations are ongoing with CPN & ownership data has been requested from Sierra Title to determine their property interest and we continually request new information due to changes in ownership. We have established a project presence at L&G Engineering Consulting Engineers ROW office at 900 S. Stewart Rd, Mission, Texas 78572. We are open during normal County & State working hours with available personnel to answer questions. At least one staff member is a current commissioned notary public. Personnel are available for meeting as determined by the County. Meetings continue to be held with TxDOT to discuss the utility issues.	L&G	35%
FC 60100 – TITLE SERVICES		
This task has not begun.	L&G	0%
FC 60200 – APPRAISAL SERVICES		
This task has not begun.	L&G	0%
FC 60220 – APPRAISAL SERVICES/SUB		
This task has not begun.	Leonel	0%
FC 60300 – APPRAISAL REVIEW		
This task has not begun.	L&G	0%
FC 60330 – APPRAISAL REVIEW/SUB		
This task has not begun.	HLH	0%
FC 60400 – PARCEL NEGOTIATION		
This task has not begun.	L&G	0%
FC 60500 – CLOSING SERVICES		
This task has not begun.	L&G	0%
FC 60600 – APPRAISAL UPDATE		
This task has not begun.	L&G	0%

Should you have any questions or require additional information, please do not hesitate to give me a call at (956) 585-1909.

Sincerely,


 Robert Macheska, P.E.
 Project Manager



HIDALGO COUNTY
Professional Engineering Services
Contract # C- 11-234-09-13
Work Authorization Form
WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1 of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **L & G Consulting Engineers, Inc. d/b/a L & G Engineering**, professional engineers of Mercedes, Texas hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide Engineering Services required for the preparation of Roadway Schematic, Hydrologic Map, Schematic Surveys, Coordinate Environmental Assessment with TxDOT, Limited Public Involvement for Environmental Assessment, Compensable Utilities Management Oversight, ROW Map, Right-of-Way Acquisition Services for the FM 1925 Project (Phase I) from Kenyon Road to FM 907 (Old Alamo Road).

The scope of services to be provided by the **Owner** is identified in **EXHIBIT "A" - Scope of Services to be provided by the Owner** attached hereto.

The scope of services to be provided by the **Engineer** is identified in **EXHIBIT "B" - Scope of Services to be provided by the Engineer** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is **\$429,600.00**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D" - Fee Schedule**.

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with **Article 6** of the Agreement.

PART 4. FUNDING

This Work Authorization No. 1 shall be funded through funding source:

Account No. _____

Requisition Number _____ **(MUST BE INCLUDED AFTER CC APPROVAL)**

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization, as identified on *EXHIBIT "C" - Work Schedule*.

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County Precinct No. 4, Commissioner Joseph Palacios as to the content and detail of this Work Authorization No. 1.

HIDALGO COUNTY
COMMISSIONER PRECINCT NO. 4

BY: Joseph Palacios

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on August 9, 2011 as indicated below.

THE ENGINEER:
L&G ENGINEERING

Jacinto Garza
By: Jacinto Garza, P.E.
President

THE OWNER:
HIDALGO COUNTY

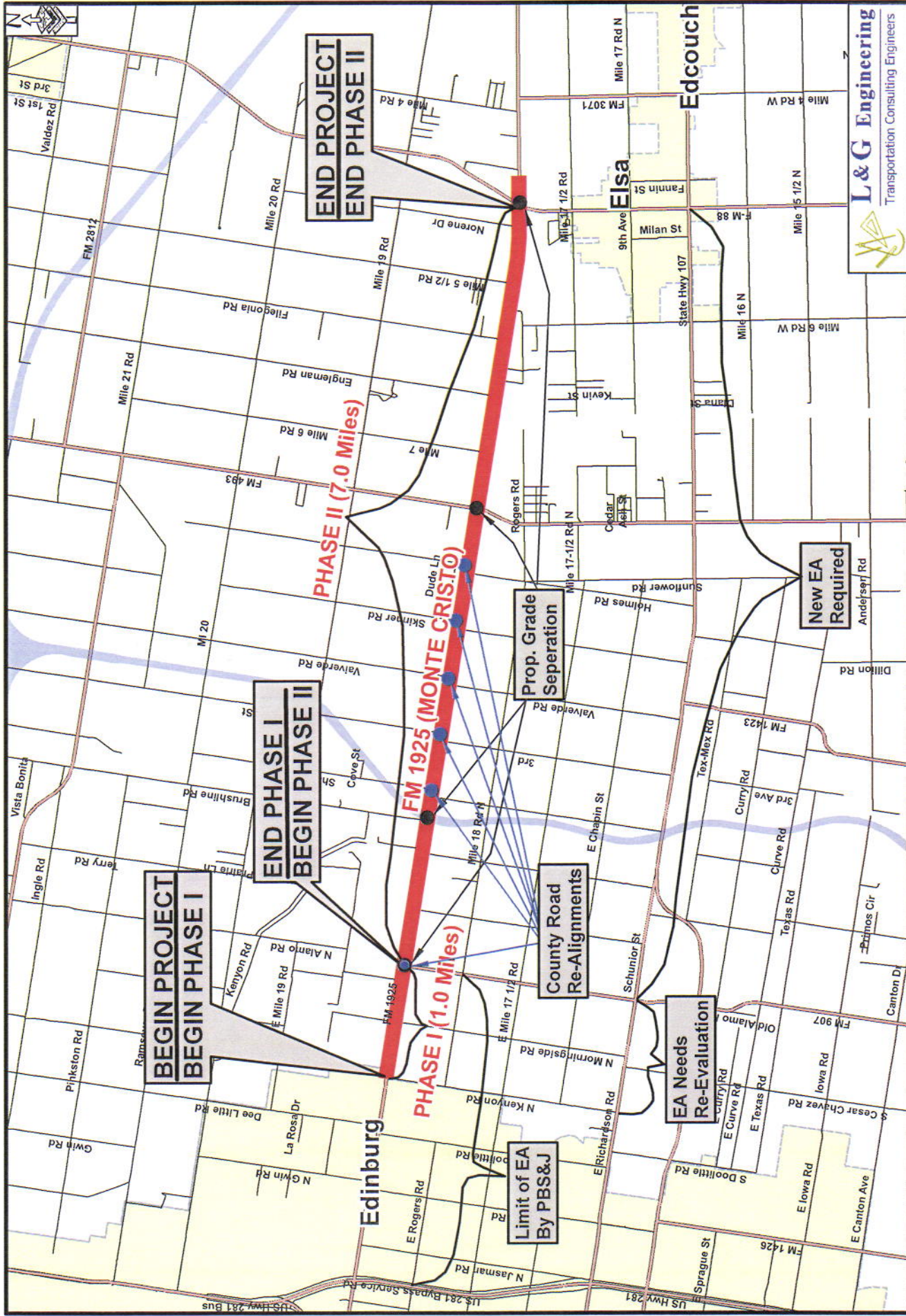
Ramon Garcia
By: Ramon Garcia,
County Judge

ATTEST: Arturo Guajardo Jr.
By: Arturo Guajardo, Jr., County Clerk

Approved by Commissioners' Court
on 9/13/11 RW

LIST OF ATTACHMENTS

- Location Map
- Exhibit A - Services to be provided by Owner
- Exhibit B - Services to be provided by Engineer
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule



FM 1925

LOCATION MAP

APPROX. PROJECT LENGTH 8.0 MILES

LEGEND

- FM 1925
- CITY LIMITS
- STATE ROADS
- STREETS
- HIDALGO COUNTY RMA
- FUTURE HIDALGO LOOP PROJECT

L & G Engineering
Transportation Consulting Engineers

6,000 3,000 0 6,000
Feet

1 inch = 6,000 feet

EXHIBIT "A"
Services to be provided by the Owner

1. The County will issue work authorization to initiate all required services and designate the authorized representative of the coordination of each work authorization.
2. The County will provide copies of all subdivision plats of record and/or in the subdivision process.
3. The County will provide the Engineer with on-going guidance, timely reviews, and decisions necessary to complete services required by the work authorization in order to permit the Engineer to maintain an agreed upon project schedule.
4. The County will process all acceptable requests for payment in a timely manner.

GENERAL INSTRUCTIONS

ENGINEER shall mean L&G Engineering.

STATE shall mean Texas Department of Transportation.

COUNTY shall mean Hidalgo County.

PROJECT DESCRIPTION

The services designated herein as "Services provided by the Engineer" shall include the estimated general performance of all engineering services for the following described facility:

County: Hidalgo County

Control: 1803-02-028

Project/Description: Schematic Design, Right-of-Way Mapping, Acquisition Services for the FM 1925 Project

Length: 1.0 Mile

Highway: FM 1925

Limits: from Kenyon Road to FM 907 (Old Alamo Road) - (1.0 Mile)

Existing Facility

Project Classification

(Place an "X" in only one Project Classification)

- Surface Treatment
- Overlay
- Rehabilitation Existing Road (Scarify & Reshape)
- Convert Non-Freeway to Freeway
- Widen Freeway
- Widen Non-Freeway
- New Location Toll Freeway
- New Location Non-Freeway
- Interchange (New or Reconstruct)
- Bridge Widening or Rehabilitation
- Bridge Replacement
- Upgrade to Standards - Freeway
- Upgrade to Standards - Non-Freeway
- Miscellaneous Studies (Use Function Code 110 for All Tasks)

NOTES

ROUTE AND DESIGN STUDIES
(Function Code 110)

Services
Provided By:
Engineer County

- | | | |
|------------|-----------|--|
| <u>NO</u> | <u>NO</u> | 1. Route Location Studies* |
| <u>NO</u> | <u>NO</u> | 2. Level of Service Analysis |
| <u>NO</u> | <u>NO</u> | 3. Traffic Evaluations and Projections |
| <u>YES</u> | <u>NO</u> | 4. Develop Roadway Design Criteria |
| <u>YES</u> | <u>NO</u> | 5. Preliminary Cost Estimates |
| <u>YES</u> | <u>NO</u> | 6. Design Schematic |
| <u>YES</u> | <u>NO</u> | 7. Preliminary Right-of-Way Requirements |
| <u>YES</u> | <u>NO</u> | 8. Design Concept Conference |
| <u>YES</u> | <u>NO</u> | 9. Soil Core Hole Drilling |
| <u>NO</u> | <u>NO</u> | a. Pavement |
| <u>NO</u> | <u>NO</u> | b. Retaining Walls |
| <u>NO</u> | <u>NO</u> | c. Miscellaneous Structures |
| <u>NO</u> | <u>NO</u> | d. Bridges |

* The Phase I or better survey for hazardous material should be included as a determining factor of route selection. Projects which do not require additional right of way should be considered separately from an expansion or new location.

NOTES
SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES AND PUBLIC INVOLVEMENT
 (Function Code 120)

Services
 Provided By:
 Engineer COUNTY

1. Environmental Reports
 All Environmental Reports shall be in accordance with 43 Texas Administrative Code (TAC) 2.40-2.51, Code of Federal Regulations, Title 23, Part 771 and Highway Design Operations and Procedures Manual, Part II-B.
 - a. Environmental Assessments
 - (1) An Environmental Assessment shall be prepared, anticipating a Categorical Exclusion. NO NO
 - (2) An Environmental Assessment anticipating a Finding of No Significant Impact will be coordinated with TxDOT on the prior EA completed 9 years ago. YES NO
 - (3) An Environmental Assessment shall be prepared, anticipating the need for a Draft Environmental Impact Statement. NO NO
 - b. Environmental Impact Statement
 - (1) A Draft Environmental Impact Statement shall be prepared. After appropriate interagency and public reviews within time limits prescribed by the Code of Federal Regulations, Title 23, Part 771 and 43 Texas Administrative Code 2.40-2.51, a Final Environmental Impact Statement shall be prepared. NO NO
 - (2) A Section 4(f) Statement (Department of Transportation Act) shall be provided by the Engineer. The format and content of the statement is found in FHWA Technical Advisory T6640.8A. NO NO

2. Public Involvement
 All public involvement procedures shall be in accordance with 43 Texas Administrative Code (TAC) 2.40-2.51, Code of Federal Regulations Title 23, Part 771 and Highway Design Operations and Procedures Manual, Part II-B.
 - a. Limited public involvement shall be scheduled, coordinated and conducted with affected Property Owners as required. YES NO
 - b. Technical assistance, meeting(s)/hearing(s) preparation, maintenance of contacts lists, minutes of meeting(s), exhibit preparation, and other tasks outlined by TxDOT, shall be provided. NO NO

3. Cultural Resources
 Formal consultation with the State Historic Preservation Office (SHPO) and the Texas Historical Commission (THC) will be conducted by the ENGINEER.
 - a. Historic Structure Studies
 A records search and reconnaissance survey shall be performed, and documentation prepared regarding identification efforts, National Register eligibility and potential impacts to historic properties in accordance with the state's historic structure requirements. NO NO
 - b. Archeological Studies
 - (1) Files searches shall be conducted to determine if known archeological sites are present; to identify whether these sites have been listed or determined eligible for the National Register of Historic Places or have been designated State Archeological Landmarks; and to identify the need (if any) to perform additional archeological investigations. NO NO
 - (2) Archeological reconnaissance will be performed under a Texas Antiquities Permit (13 TAC 26) signed for the Sponsor by a professional archeologist with the STATE. NO NO

Services
 Provided By:
Engineer COUNTY

- | | | |
|--|-----------|--|
| <u>NO</u> | <u>NO</u> | (3) Archeological survey shall be performed under a Texas Antiquities Permit (13 TAC 26) signed for the Sponsor by a professional archeologist with the STATE. |
| 4. Noise and Air Quality Analyses | | |
| <u>NO</u> | <u>NO</u> | <p>a. Noise Analysis
 A noise analysis shall be prepared, including predicted noise levels and the consideration and evaluation of noise mitigation, in accordance with the STATE'S Noise Guidelines. The noise analysis or a summary of the noise analysis shall be included in the environmental document for the project.</p> |
| <u>NO</u> | <u>NO</u> | <p>b. Air Quality Analysis
 An air quality analysis shall be prepared in accordance with the STATE'S Air Quality Guidelines. The air quality analysis or a summary of the air quality shall be included in the environmental document for the project.</p> |
| 5. Ecological Investigations | | |
| <u>NO</u> | <u>NO</u> | <p>A wetland survey and if necessary, a wetland delineation shall be conducted and a "wetland finding" shall be provided if necessary. As part of the environmental phase of the project, the consultant should notify the District if it is believed that a Section 404 or Section 9 permit is required, and provide the technical data to the District for application to the U.S. Army Corps of Engineers and/or the U.S. Coast Guard.</p> <p>A determination should be made if there are potential federally listed endangered or threatened species that could be impacted. The District will be notified as soon as possible that Section 7 or 10 consultation may be required. Supporting data will be furnished to the district when consultation with the U.S. Fish and Wildlife Service is undertaken.</p> |
| 6. Hazardous Materials | | |
| <u>NO</u> | <u>NO</u> | <p>The consultant shall perform an Environmental Site Assessment for hazardous materials impact in accordance with the American Society for Testing and Materials (ASTM) 1528.93 (Transaction Screen Process).</p> |
| 7. General Guidelines for Preparation of Environmental Documents | | |
| <u>NO</u> | <u>NO</u> | <p>a. The environmental document prepared shall be provided on paper and on a formatted diskette that is compatible with the word processor program and equipment of the district office.</p> <p>b. Three draft copies and twelve final copies of the Environmental Assessment shall be provided.</p> <p>c. Ten draft copies and thirty final copies of the Draft and Final Environmental Impact Statements shall be provided.</p> <p>d. The environmental document shall be prepared in accordance with the content and format of FHWA Technical Advisory T6640.8A.</p> <p>e. Exhibits in the environmental document shall be limited to 297 millimeters by 420.5 millimeters (11 inches by 17 inches) where possible.</p> |

RIGHT-OF-WAY DATA
(Function Code 130)

Services
Provided By:
Surveyor County

NOTE: No work involving right-of-way (ROW) data is to be performed until the County has given the engineer written approval of the final location of the proposed ROW lines as approved by TxDOT.

- YES NO 1. Ownership Data in a .dgn file
 - a. The entire project limits.
 - b. Compensable utility ownership who have property rights on ROW shall be researched and provided.
 - c. For each drainage outfall property
 - d. For each irrigation structure pipe.

- YES NO 2. Parcel plats & Right-of-Way Map
 - a. A ROW map, parcel plats and field notes shall be prepared and furnished.
 - b. All plats and field notes must be signed and sealed by a Registered Professional Land Surveyor (RPLS).
 - c. ROW map must depict all improvements affecting ROW.

- YES NO 3. Utilities (Compensable)
 - a. Property ownership with recording information shall be shown on ROW Map and Parcel Plats with distance ties to property corners in an effort to locate utility.

- YES NO 4. Field Notes
 - a. Field notes and plats, signed and sealed by a Registered Professional Land Surveyor, for all parcels on the ROW Map
 - b. Computation Sheets for Survey Closure and Area for Each Parcel.
 - c. Ground surveys and preparation of parcel maps, legal descriptions, and right of way maps.

- YES NO 5. Survey and Stake Right-of-Way

- YES NO 6. Records as Required by the County and State
 - a. Records used to establish ownership

- YES NO 7. General Guidelines for Preparation of Right-of-Way Maps (Sample ROW Maps and Parcel Plats and field notes attached)

General Specifications

- a. All data submitted by the surveyor will be legible, organized and well documented.
- b. The surveyor shall provide temporary signs and shall control traffic near surveying operations adequately to comply with provisions of the MUTCD; a copy of which the Surveyor acknowledges has been furnished to him. All signs, flags, and safety equipment are to be provided by the surveyor.
- c. Permission to enter private property for surveying (Right-Of-Entry) shall be the sole responsibility of the surveyor.
- d. The surveyor will be held responsible for the correctness of his services. The surveyor will be responsible for the completion of his services.
- e. The surveyor will be required to complete the attached "Right-of-Way Map Checklist" and submit along with the completed R.O.W. map. All requirements of attached R.O.W. map

checklist must be complete, accurate and also considered to be essential and is a part of this contract.

Project specific scope of services

FC 130 – Right of Way Data – Abstract analysis, development of ROW Map sheets including parcel plats and field notes with Metes & Bounds field descriptions, and Title Commitments.

FC 150 – Field Surveying for Parcel Mapping – Recover horizontal & vertical control, locate and field tie existing ROW and boundary corners. Update topography, and reestablish corners for ROW map revisions.

SURVEYING SCOPE OF SERVICES FOR PARCEL MAPPING

RIGHT-OF-WAY DATA

Right-of-Way Documents - The Surveyor will utilize State examples and provide the following:

General

- a. Abstracting: The Surveyor will determine Ownership Data.
- b. Prepare individual parcel maps and field notes as needed to properly describe the right-of-way the State is to acquire.
- c. All procedures involving right-of-way maps will be in accordance with the State's Right-of-Way Book I and Book II, the State's local operating procedures and according to the Texas Board of Professional Land Surveying Practices Act.
- d. All required documents will be in English units.
- e. The Surveyor will monument all corners with a 5/8 inch iron rod with a Surveyor's plastic cap on all parcel boundary corners.
- f. The Surveyor will provide to the State a copy of Instruments of Record.
- g. The Surveyor will attach graphics files compatible with the latest version of Micro-Station graphics software.
- h. The Surveyor will attach documents or text files compatible with the latest version of Word software.

Parcel Plats

- a. A parcel plat will be prepared for each parcel of land to be acquired. The State has developed standard formats for parcel plats, copies of which the Surveyor will request and secure for all purposes
- b. Parcel boundary lines will be delineated with appropriate bearings, distances, and curve data.
- c. Private property lines will be delineated with appropriate bearings, distances, and curve data to the extent necessary to describe the individual parcels of land to be acquired.
- d. League lines and survey lines will be shown and identified by name and abstract number.
- e. A north arrow will be shown on each sheet and, if possible, in the upper right hand corner.
- f. Monumentation set or found will be shown and described as to material and size.
- g. A station and offset will be shown for each PC, PT, and angle point in the proposed right-of-way lines and the existing right-of-way lines in areas of no proposed acquisition.
- h. Intersecting streets will be shown and identified by name and right-of-way width.
- i. A parent tract inset will be shown for each parent tract.
- j. A note will be included on each map sheet stating the basis of bearings, coordinates, and datum used.
- k. Appropriate notes will be included on the title sheet stating the following:
 - a. Month(s) and year abstracting was performed upon which the map is based.
 - b. Month(s) and year field surveys were conducted upon which the map is based.
 - c. Month and year map was completed by the Surveyor.
- l. The right-of-way account number and R.O.W. CSJ if available will be shown on each parcel map sheet.
- m. All parcel maps should be 8-1/2" x 11" signed and sealed by a Registered Professional Land Surveyor and note referencing legal description.
- n. The acreage of the part taken should be shown to three decimal places, rounded.

Field Note Descriptions - A field note description will be prepared for each parcel of land to be acquired. Field note descriptions will include, but need not be limited to, the following:

- a. The field note description will begin with a general description that will include, as a minimum:
 - a. State, county, and city within which the proposed parcel of land to be acquired is located.
 - b. A reference to unrecorded and recorded subdivisions by name, lot, block, and recording data to the extent applicable.
 - c. A reference, by name, to the grantor and grantee, date, and recording data of the most current instrument(s) of conveyance describing the parent tract.
- b. The field note description will continue with a metes and bounds description that will include, as a minimum:
 - a. A point of commencing (outside property corner).
 - b. A point of beginning on proposed R.O.W. line.
 - c. A series of courses, identified by number and proceeding in a clockwise direction, describing the perimeter of the parcel of land to be acquired, and delineated with appropriate bearings, distances, and curve data.
 - d. A description (8-1/2" x 11") of all monumentation set or found to include, as a minimum, size and material.
 - e. All field note descriptions will be signed and sealed by a Registered Professional Land Surveyor.
 - f. Note referencing parcel plat.

- ___ Monumentation i.e. P.C., P.T., Break Points
- ___ North arrow
- ___ Scale
- ___ Property lines
- ___ Property descriptions i.e., lot, block, tract, subdivision, etc...
- ___ Identify existing and proposed access denial locations (if applicable)

Proposed information:

- ___ Type II Monumentation i.e. P.C., P.T., Break Points and 1500' intervals
- ___ Survey and R.O.W. lines
- ___ Basis of bearings
- ___ Parcel bearings and distances correspond with traverse sheet
- ___ Outside ties (P.O.C.) corresponds with field notes
- ___ Point of beginning (P.O.B.) established on proposed R.O.W. line
- ___ Parcel tied to baseline
- ___ Baseline information shown i.e. Stationing, bearings, curve data, etc...
- ___ Conveyance information shown in tables i.e. parcel number, grantors name, amount of take, remainder etc...
- ___ Math checked on remainder

Improvements:

- ___ Improvements bisected or within 25' of proposed R.O.W. line are shown on map with stationing and distance from proposed R.O.W. line. Buildings are labeled and dimensioned.
- ___ Off-premise outdoor advertising signs within proposed R.O.W. are shown and labeled.

Utilities:

- ___ All utilities within or crossing existing and proposed right of way are shown and labeled as to size, easement or fee width, and recording data of instrument.
- ___ Location of underground storage tanks and/or filler caps are shown and labeled

* DO NOT SEAL MAP

FIELD NOTES

Heading

- ___ County
- ___ Highway
- ___ Parcel number
- ___ R.O.W. CSJ
- ___ Construction CSJ

General Description or "preamble"

- ___ Area of parcel to be acquired is shown in acreage (0.000) for rural land and/or square feet (to nearest whole sq. ft.) for urban land or smaller parcels

Parent tract data is shown:

- ___ Size of parent tract
- ___ Survey data or lot, block, and subdivision
- ___ Name of last recorded seller and buyer
- ___ Date, volume and page or document number of last recorded conveyance
- ___ Records and county of last recorded conveyance

Beginning Description

- ___ Point of commencement is on outside tie and is described accurately by bearings and distances as it leads to the point of beginning.
- ___ Point of beginning is on proposed R.O.W. line

Particular Description

- ___ Traverse calls are clockwise sequence

- Bearings and distances correspond exactly with map, parcel sketch, and traverse sheet
- Bearings are to nearest whole second and distances are to the nearest one-hundredth of a foot
- Calls are numbered
- Denial of access shall be described from beginning to end (*if applicable*)

Closing Description

- Last call leads back to P.O.B.
- Restates area of parcel
- Establishes taking in existing road R.O.W. if applicable
- Legal description is referenced to Plat
- Sealed and signed
- Include an access clause whether access is permitted or denied (*if applicable*)

PARCEL SKETCH

- Shows P.O.B. and P.O.C.
- All data corresponds exactly with Map and Field Notes
- Sheet size is no larger than 8 1/2" x 11"
- Plat closely matches example provided
- Plat referenced to legal description
- Sealed and signed
- Include an access clause whether access is permitted or denied (*if applicable*)
- Existing utility lines and easements (deed reference, if available);

TRAVERSE SHEET

- Computations show area to be acquired in sq. ft. or acres, whichever is applicable
- Computations show area that is existing road R.O.W. if applicable
- Traverse calls are in clockwise sequence
- Error of closure meets the following:

Secondary rural	.0003
Primary rural - secondary urban	.0002
Urban or industrial	.00013

FIELD SURVEYING AND PHOTOGRAMMETRY
(Function Code 150)

Services
Provided By:
Engineer County

1. Field Surveying
- NO NO a. Primary Project Control - 3 to 5 miles spacing
Precision shall be 1 part in 20,000 or better, unless otherwise directed by the district engineer.
(1) Establish horizontal control points
(2) Establish vertical control points
- NOTE: ALL BEARING AND DISTANCE SHALL BE BASED ON THE STATE PLANE COORDINATE SYSTEM NAD 1983, SOUTH ZONE.
- ALL DISTANCES AND COORDINATES SHALL BE SURFACE AND MAY BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999960
- NO NO b. Secondary Project Control (Surveyor shall recover and/or reset H&V Control Points as provided by the Engineer and create Survey Data Sheets for inclusion in the Project Plans.
- No traverse should exceed 25 angle points. Planimetrics shall be 20 ft Lt & Rt from the proposed ROW as per the schematic provided by the Engineer.
 - The unadjusted angular error should not exceed 2 seconds per angle, plus 14 seconds.
 - The unadjusted ratio of precision should be one part in 10,000 or better. (The ratio of precision is the total length of the traverse divided by the total error.)
 - The unadjusted vertical error should not exceed 0.03 foot per mile of traverse.
- (1) Project control base lines
- NO (2) Photogrammetric ground control
- NO (a) Establish horizontal control
- NO (b) Establish vertical control points
- NO (c) Place and maintain control point targets
- NO NO c. Other Field Surveying
- (1) The limit of the Design surveys shall be 500-ft before and after the limits of the project as identified by the Project Engineer on the schematic. Establish horizontal and vertical control. Set benchmarks at 1000-ft intervals along the project proposed right-of-way. Provide x,y,z for each Benchmak. Provide a BM along each outfall identified on the Hydrologic Map. The BM's shall be #5 I.R. 2-ft in depth set in concrete. The surveyor shall provide A H&V Book (a Sample shall be provided by the Engineer to the Surveyor). The Surveyor will provide a 3-pt reference sketch with ties to the BMs for inclusion in the H&V Control Book. Establish benchmark circuit throughout the project with a tolerance of 0.03'/ft per mile error vertically.
 - (2) Complete topographic and cross section survey, data processing, and CADD mapping (2D & 3D) for the limits of the project.
 - (3) Locate all visible utilities, data processing and CADD mapping (2D & 3D) including irrigation lines. Follow sample provided by the Engineer.
 - (4) Field locate cross culverts, driveway culverts, inlets, irrigation lines, within the project limits, data processing and CADD mapping (2D & 3D).
 - (5) Right of Entry, Right of Way Research, and Appraisal District Records is the responsibility of the Surveyor.
 - (6) The Surveyor shall also paint the proposed centerline on the existing pavement as approved by Engineer. (500-ft stations and a tick mark at 100-ft. stations –12 inches long with approved paint by Engineer) before construction for the purpose of utility adjustments and project location.

		(7) Profile and cross section intersecting streets for ties into project (500-ft. beyond the proposed ROW per schematic and 20-ft wider than the existing ROW of intersecting street).
		(8) Cross section irrigation crossings for a distance of 20-ft beyond the proposed ROW at 100-ft intervals in a DTM file. Provide a complete description of irrigation appurtenances as identified by the engineer sample layout.
		(9) Tie Horizontally and Vertically any existing storm drain system that lies within the existing proposed ROW including the pipe inverts/flow lines and elevation of the outfall of said recovered existing storm drain systems.
<u>NO</u>	<u>NO</u>	(10) Tie to existing underground and overhead utilities (location, elevation and direction) <u>Horizontally</u> – the surveyor shall call the 1-800 number for the utilities to be marked on the ground as well as any city water and sewer lines. He shall tie all visible utility crossings with name, address and Phone #'s of utility companies. The engineer will coordinate with the utility companies and jointly the Surveyor and the Engineer will identify which utilities were missed and need to be tied down. <u>Vertically</u> – The engineer shall identify all utilities that are potential conflicts and that need to be tied vertically. The engineer will advise the surveyor in writing of the needed vertical ties and the surveyor will tie the lines vertically once the surveyor has coordinated the exposure and provide the information to the engineer.
<u>NO</u>	<u>NO</u>	(11) Additional Field Surveying as shown below: (A) <u>IRRIGATION LINES</u> – The surveyor will meet with the engineer before he ties down any irrigation lines. The Engineer will provide him the existing Irrigation District Maps and the A&M Data of existing irrigation lines that are identified of record. He will follow the sample given to him by the engineer and tie the structures horizontally and vertically and provide a Field Book to the engineer. (B) <u>OUTFALLS</u> – The surveyor will provide a complete 2D & 3D File including utilities along the outfalls identified on the Hydrologic Map. <u>Driveways and Turnouts</u> (a) Inventory commercial entrances, public roads and side streets separately. (b) Obtain centerline station. (Width at ROW, PAV'T and existing radius. (c) Inventory by type (dirt, caliche, gravel or paved). If paved, indicate condition in terms of no patches, has patches or has potholes. (d) Obtain elevations at both edges of the driveway or turnout in line with the side drain.
<u>NO</u>	<u>NO</u>	(12) ROW staking (Existing and Proposed @ 1,000 ft. stations PC's PT's and Angle points as per ROW Map)
<u>NO</u>	<u>NO</u>	(13) Soil core hole staking -
<u>NO</u>	<u>NO</u>	(14) Determine changes in topography from voids and outdated maps due to development, erosion, etc.
<u>NO</u>	<u>NO</u>	(15) Profiles of existing drainage facilities
<u>NO</u>	<u>NO</u>	(16) Measurement of hydraulic opening under existing bridges
<u>NO</u>	<u>NO</u>	(17) Obtain elevations of manholes and valves of utilities
<u>NO</u>	<u>NO</u>	(18) Provide temporary signs, traffic control, flags, safety equipment, etc.
<u>NO</u>	<u>NO</u>	(19) Ties to existing bridges or culverts that may conflict with new construction.
<u>N/A</u>	<u>N/A</u>	(20) Bridge widening top of deck and/or top of cap elevations at the Profile Grade Line (PGL) and the edges of slab at bent locations.
<u>NO</u>	<u>NO</u>	(21) Inventory signs, mailboxes, and driveways
<u>NO</u>	<u>NO</u>	(22) Survey controlled data sheets per TxDOT guidelines.
<u>N/A</u>	<u>N/A</u>	2. Photogrammetric Products a. Uncontrolled Photography (1) Contact Prints (2) Mosaics (3) Digital ortho plots b. Mapping (1) Planimetric Maps (2) Contour Maps (3) Cross Sections (4) Profiles (5) Digital Terrain Models (DTM)

ROADWAY DESIGN CONTROLS
(Function Code 160)

Services
 Provided By:
Engineer County

1. Geometric Design

- | | | |
|------------|-----------|--------------------------------------|
| <u>YES</u> | <u>NO</u> | a. Horizontal and Vertical Alignment |
| <u>YES</u> | <u>NO</u> | b. Schematic Layout |
- (1) The location of interchanges, main lanes, grade separations, frontage roads and ramps.
 - (2) Develop vertical and horizontal alignment of main lanes, ramps and cross roads at proposed interchanges or grade separations. Frontage road alignment data need not be shown on the schematic; however, it should be developed in sufficient detail to determine ROW needs. The degree of horizontal curves and vertical curve data, including "K" values, shall also be shown for ease of checking.
 - (3) For freeways, show the location and text of the proposed main lane guide signs. Lane lines and/or arrows indicating the number of lanes shall also be shown.
 - (4) The tentative ROW limits.
 - (a) Provide a roadway Microstation file of the preliminary earthwork to verify ROW requirements.
 - (b) Provide a graphics file containing the approved schematic.
 - (5) The geometric (pavement cross slopes, lane and shoulder widths, slope rates for fills and cuts) of the typical sections of proposed highway lanes, ramps, frontage roads, and cross roads.
 - (6) The current and projected traffic volumes as provided by TxDOT (20 year traffic projection, unless otherwise determined by the District Engineer).
 - (7) The control of access lines if Interstate or designated under House Bill 179.
 - (8) Direction of traffic flow on all roadways.
 - (9) Location and width of median openings for highway without access control.
 - (10) The geometric of speed change (acceleration, deceleration, climbing) lanes.
 - (11) Complete & provide the TxDOT Schematic Checklist.

Services
 Provided By:
 Engineer County

- YES NO 2. General Guidelines for Project Development (Completed)
- a. Prior to preparing detailed plans for a proposed project, a preliminary schematic layout shall be prepared which indicates the general geometric features and location requirements peculiar to the project. Four copies of the schematic layout shall be submitted through the district to the Design Division for approval and subsequent coordination with the Federal Highway Administration (FHWA) where applicable.
- The layout shall be submitted for two-lane highway projects on new locations and for all multi-lane highway projects. **No geometric design is to be performed until the COUNTY and TxDOT have given the engineer written approval of the preliminary schematic layout.**
- b. All geometric design shall be in conformance with the State's Design Division, Operations and Procedures Manual, except where variances are permitted in writing by the STATE.
- c. The schematic layout shall include basic information which is necessary for the proper review and evaluation including the items listed above in the checklist for schematic layout.
- d. Handling of traffic during construction shall be a consideration in the development of preliminary designs.
- e. Upon approval of the schematic layout by Design Division (FHWA on Federal-aid projects), it shall be the basis for an exhibit at any required public hearing prior to final development of the project. If there are any changes to the schematic after the Design Division and FHWA approval and before the public hearing, four copies of the revised schematic, as displayed at the hearing, shall be submitted either prior to or accompanying the public hearing data. If there are no changes in the schematic as displayed at the hearing, only photographs of the schematic and other displays shall be submitted with the public hearing data.
- f. For all freeway construction projects, these schematics shall show the location and text of the proposed main lane guide signs. A schematic layout shall be submitted through the district to the Traffic Operations Division, Traffic Safety Section for approval and subsequent coordination with the FHWA. All signing shall be in conformance with the Texas MUTCD.
- g. On complex projects, informal contact through the district with the Design Division and FHWA personnel is encouraged with regard to development of preliminary design prior to official schematic submission.
- h. The engineer shall furnish project files that are compatible with the STATE's computer system, a project listing, and a cross section plot showing the original design sections containing the earthwork input and original cross sections for the project. **Accuracy of the earthwork design is of utmost importance since it is the basis for contractor payments and construction staking.**
- NO NO 3. Exhibit for Airway/Highway Clearance Permits

Services
 Provided By:
 Engineer County

4. Grading Design

- | | | |
|------------|------------|---|
| <u>NO</u> | <u>NO</u> | a. Refine the horizontal and vertical alignment of main lanes, frontage roads, ramps, cross roads and direct connectors based upon the approved schematic layout. Determine vertical clearances at grade separations and overpasses, taking into account the appropriate superelevation rate. |
| <u>YES</u> | <u>NO</u> | b. Typical Sections |
| <u>NO</u> | <u>NO</u> | c. Design Cross Sections |
| <u>NO</u> | <u>NO</u> | d. Determine Cut and Fill Quantities |
| <u>N/A</u> | <u>N/A</u> | e. Slope Stability Analysis |
| <u>N/A</u> | <u>N/A</u> | f. Embankment Foundation Stability Analysis |
| <u>N/A</u> | <u>N/A</u> | g. Embankment Settlement Analysis |

5. Pavement Design

- | | | |
|-----------|-----------|--|
| <u>NO</u> | <u>NO</u> | a. Prior to initiating detailed plan preparations for a project, a preliminary investigation shall be made to determine the approximate section and pavement type to be used for the pavement structure. |
| <u>NO</u> | <u>NO</u> | b. The typical section shall also reflect proposed geometric including pavement cross slopes, lane and shoulder widths, and slope rates whenever this data have not been previously shown on a schematic submission. |
| | | c. Embankment and Subgrade |
| | | (1) Soil Core Holes |
| <u>NO</u> | <u>NO</u> | (a) Along center line |
| <u>NO</u> | <u>NO</u> | (b) Along center line of each roadway |
| | | The location and minimum number of soil core holes required for this project are as follows: (To be determined when schematic is being completed) |
| <u>NO</u> | <u>NO</u> | (2) Identify, interpret and summarize geologic features that affect engineering design (PI, Sulfate content, % of lime) |
| <u>NO</u> | <u>NO</u> | d. Traffic Data for Pavement Design by STATE |
| <u>NO</u> | <u>NO</u> | e. Basic Design Criteria |
| <u>NO</u> | <u>NO</u> | f. Life Cycle Cost Analysis (es) |
| <u>NO</u> | <u>NO</u> | g. Cost Data |
| <u>NO</u> | <u>NO</u> | h. Pavement Material Properties |
| <u>NO</u> | <u>NO</u> | i. Rehabilitation Investigations |
| <u>NO</u> | <u>NO</u> | (1) Core Hole Survey (Show cost estimate with Function Code 110) |
| | | (a) Determine type and depth of existing material, pavement, etc. The Engineer will determine whether to salvage ACP and FLEXBASE as well as their properties and provide this information to TxDOT. |

DRAINAGE
(Function Code 161)

Services
Provided By:
Engineer County

All hydraulic design shall be in accordance with the TxDOT's Hydraulic Manual, except where variances are permitted in writing by the **COUNTY & STATE**.

1. Hydrologic Studies, Discharges

- | | | |
|------------|-----------|--|
| <u>YES</u> | <u>NO</u> | a. Drainage area maps showing existing conditions and proposed improvements. |
| <u>YES</u> | <u>NO</u> | b. Hydrologic data/discharge determination |

2. Hydraulic Drainage Study and Documentation

- | | | |
|------------|------------|---|
| <u>N/A</u> | <u>N/A</u> | a. Hydraulic computations |
| <u>NO</u> | <u>NO</u> | (1) Storm water detention available within the ROW (linear ft. along side drain ditch). |
| <u>NO</u> | <u>NO</u> | (2) Storm water detention required outside the ROW (as per HCDD#1) |
| <u>NO</u> | <u>NO</u> | (3) Culverts |
| <u>NO</u> | <u>NO</u> | (4) Bridge waterways |
| <u>NO</u> | <u>NO</u> | (5) Channels |
| <u>NO</u> | <u>NO</u> | (6) Storm sewers/inlets |
| <u>NO</u> | <u>NO</u> | (7) Pump stations |
| <u>NO</u> | <u>NO</u> | (8) Storm Water Management facilities |
| <u>NO</u> | <u>N/A</u> | (9) Other |
| | | (a) Irrigation Canals/Siphons |
| <u>NO</u> | <u>NO</u> | b. Hydraulic report(s) |
| <u>NO</u> | <u>NO</u> | c. Federal Emergency Management Agency (FEMA) floodway requirements |
| <u>NO</u> | <u>NO</u> | d. Determine impact of proposed drainage plan on the following receiving stream(s) |
| | | (1) Hidalgo County Drainage District Outfalls |
| | | (2) All Irrigation District Outfalls impacted |

Services
 Provided By:
Engineer County

- 3. Layout, Structural Design and Detailing of Drainage Features
 - a. Culverts
 - NO NO (1) New culverts
 - NO NO (2) Culvert widening and/or lengthening
 - NO NO (3) Culvert replacements
 - b. Storm sewers
 - NO NO (1) New storm sewers
 - NO NO (2) Modify existing storm sewers
 - NO NO (3) Inlets
 - NO NO (4) Manholes
 - NO NO (5) Trunk lines
 - c. Pump stations
 - d. Subsurface drainage at retaining walls
 - NO N/A e. Outfall channel(s) within the ROW
 - NO NO f. Outfall channel(s) outside the ROW
 - NO NO g. Detention Pond(s) within the ROW
 - NO NO h. Detention Pond(s) outside the ROW
 - NO NO i. Summary of Quantities
 - NO NO j. Storm Water Management facilities
- NO NO 4. Storm Water Pollution Prevention Plan (SW3P)
- NO NO 5. Scour Evaluation - Waterway Structures only (to be completed by Bridge Engineer under FC 170).

SIGNING, MARKINGS AND SIGNALIZATION

(Function Code 162)

Services
 Provided By:
Engineer County

- NO NO 1. Signing and Markings Layout
- a. Requirements (Separate Layout)
- (1) Roadway layout
 - (2) Center line with station numbering
 - (3) ROW lines
 - (4) Culverts and other structures that present a hazard to traffic
 - (5) Location of utilities, if not shown on plan and profile
 - (6) Existing signs to remain, to be removed, to be relocated
 - (7) Proposed signs (illustrated and numbered)
 - (8) Existing overhead sign bridges to remain, to be revised, removed or relocated
 - (9) Proposed overhead sign bridges indicating location by plan layout (electrical details need not be shown on this layout)
 - (10) Proposed markings (illustrated and quantified) which include pavement markings, object markings and delineation
 - (11) Quantities of existing pavement markings to be removed
 - (12) Proposed delineators and object markers
- b. For projects involving freeway to freeway or other types of directional interchanges, projects including left-hand ramps or connections, the following information must be provided:
- (1) The location of interchanges, main lanes, grade separations, frontage roads and ramps
 - (2) complete explanation of the sequence and methods of stage construction, where applicable, which would include the initial and ultimate proposed treatment of crossovers and ramps
 - (3) The number of lanes in each section of proposed highway and the location of changes in numbers of lanes
 - (4) The projected traffic volumes as provided by the **STATE** (20 year traffic projection, unless otherwise determined by the District Engineer)
 - (5) Tentative ROW limits
 - (6) Direction of traffic flow on all roadways
 - (7) Main lane, ramp, frontage road, and necessary cross road profiles at proposed interchanges or grade separations
- NO NO 2. Summary of Small Signs Tabulation
- NO NO 3. Summary of Large Signs Tabulation including all Guide Signs
- NO NO 4. Sign Detail Sheets
- a. All signs except route markers
 - b. Design details for large guide signs
 - c. Dimensions of letters, shields, borders, corner radii etc.
 - d. Designation of shields attached to guide signs
 - e. Designation of arrow used on exit direction signs

Services
 Provided By:
Engineer County

5. Traffic Signals

- | | |
|---|--|
| <p><u>NO</u> <u>NO</u></p> <p><u>NO</u> <u>NO</u></p> <p><u>NO</u> <u>NO</u></p> <p><u>NO</u> <u>NO</u></p> <p><u>NO</u> <u>NO</u></p> <p><u>NO</u> <u>NO</u></p> <p><u>NO</u> <u>NO</u></p> | <p>a. Development of Justification (Warrant) Data</p> <p>(1) Location Map
 Relationship of proposed installation to other traffic signals, highways, business areas and traffic generators</p> <p>(2) Photographs as appropriate</p> <p>(3) Accident data as appropriate</p> <p>(4) Vehicle volumes (provided by TxDOT)</p> <p style="padding-left: 20px;">(a) Existing</p> <p style="padding-left: 20px;">(b) Estimated</p> <p style="padding-left: 20px;">(c) Projected</p> <p style="padding-left: 20px;">(d) Pedestrian</p> <p>(5) Traffic Survey - Count Analysis</p> <p>(6) Recommendation based on above data</p> <p>b. Layout</p> <p>(1) Title Sheet (when applicable)</p> <p style="padding-left: 20px;">(a) Describe the location</p> <p style="padding-left: 20px;">(b) Type of installation</p> <p style="padding-left: 20px;">(c) Area map with project limits for each location</p> <p style="padding-left: 20px;">(d) Index of sheets</p> <p style="padding-left: 20px;">(e) Space for official signatures</p> <p>(2) Estimate and quantity sheet (when applicable)</p> <p style="padding-left: 20px;">(a) List of all bid items</p> <p style="padding-left: 20px;">(b) Bid item quantities</p> <p style="padding-left: 20px;">(c) Specification item number</p> <p style="padding-left: 20px;">(d) Paid item description and unit of measure</p> <p>(3) Basis of estimate sheet (list of materials)</p> <p>(4) General notes and specification data sheet</p> <p>(5) Condition diagram</p> <p style="padding-left: 20px;">(a) Highway and intersection design features</p> <p style="padding-left: 20px;">(b) Roadside development</p> <p style="padding-left: 20px;">(c) Traffic control including illumination</p> <p>(6) Plan sheet(s)</p> <p style="padding-left: 20px;">(a) Existing traffic control that will remain (signs and markings)</p> <p style="padding-left: 20px;">(b) Existing utilities</p> <p style="padding-left: 20px;">(c) Proposed highway improvements</p> <p style="padding-left: 20px;">(d) Proposed installation</p> <p style="padding-left: 20px;">(e) Proposed additional traffic controls</p> <p style="padding-left: 20px;">(f) When applicable, proposed conduit for Railroad interconnect with standard details for runs under tracks.</p> <p style="padding-left: 20px;">(g) Proposed illumination attached to signal poles.</p> <p>(7) Notes for plan layout</p> <p>(8) Elevation sheet(s) (span wire design)</p> |
|---|--|

Services
Provided By:
Engineer County

5. Traffic Signals (Continued)

(9) Phase sequence diagram(s)

- (a) Signal locations
- (b) Signal indications
- (c) Phase diagram
- (d) Signal sequence table
- (e) Flashing operation (normal and emergency)
- (f) Preemption operation (when applicable)
- (g) Interval timing, cycle length and offset

(10) Construction detail sheets(s)

- (a) Poles (TxDOT standard sheets)
- (b) Detectors
- (c) Pull Box and conduit layout
- (d) Controller Foundation standard sheet

(11) Marking details (when applicable)

(12) Barricade and warning sign standard sheet and any special details for work zone traffic control for special conditions

(13) Aerial or underground interconnect details (when applicable)

c. General Requirements

(1) Contact local utility company

- NO NO (a) Confirm power source
- NO NO (b) Discuss route of aerial or underground interconnect cable (when applicable)
- NO NO (c) Adjustment of overhead utility lines
- NO NO (2) Prepare governing specifications and special provisions list
- NO NO (3) Prepare project estimate

NO NO d. Summary of Quantities

MISCELLANEOUS (ROADWAY)
(Function Code 163)

Services
Provided By:
Engineer County

- | | | |
|-----------|-----------|---|
| | | 1. Retaining Walls |
| | | a. Structural Details |
| <u>NO</u> | <u>NO</u> | (1) Cast-in-Place Cantilever at _____ locations. (TxDOT Standard Retaining Wall)* |
| <u>NO</u> | <u>NO</u> | (2) Tiedback Retaining Wall at _____ location. (TxDOT standard retaining wall) |
| <u>NO</u> | <u>NO</u> | (3) Specialized Retaining Wall at _____ locations (Unique Design).* |
| | | b. Alternate Patented Retaining Walls at <u>all</u> locations. (Layouts Only)** |
| <u>NO</u> | <u>NO</u> | (1) Mechanically Stabilized Earth |
| <u>NO</u> | <u>NO</u> | (2) Concrete Block Wall Systems |
| <u>NO</u> | <u>NO</u> | (3) |
| | | c. Retaining Wall Layout (PLAN) |
| | | (1) Designation of reference line |
| | | (2) Beginning and ending retaining wall stations |
| | | (3) Station of each retaining wall joint*** |
| | | (4) Offset from reference line |
| | | (5) Horizontal curve data |
| | | (6) Number of retaining wall panels and lengths*** |
| | | (7) Total length of wall |
| | | (8) Indicate face of wall |
| | | (9) All wall dimensions and alignment relations (alignment data as necessary) |
| | | (10) Soil core hole locations |
| <u>NO</u> | <u>NO</u> | d. Retaining Wall Layout (ELEVATION) |
| | | (1) Top of wall elevations at each joint***
or intervals**** |
| | | (2) Existing and finished ground line elevations |
| | | (3) Height of stem at each joint*** |
| | | (4) Wall panel designations*** |
| | | (5) Top of footing elevations*** |
| | | (6) Limits of measurement for payment**** |
| | | (7) Type, limits and anchorage details of railing (If applicable) |
| | | (8) Top and bottom of wall profiles and soil core hole data plotted at correct station and
elevation. The plot shall be at the same scale as the wall profile. Ground water
elevations and the observation date shall be shown. |
| <u>NO</u> | <u>NO</u> | e. Foundation Studies (Show cost estimate with Function Code 110) |
| <u>NO</u> | <u>NO</u> | The soil core holes shall be obtained at approximately 200 foot intervals along
retaining wall alignments. The core holes shall extend 25 feet below the footing
elevation. |
| <u>NO</u> | <u>NO</u> | f. Stability Analysis (the Engineer shall estimate this task as part of his bid to complete the
work). |
| <u>NO</u> | <u>NO</u> | g. Estimate |
| <u>NO</u> | <u>NO</u> | h. Summary of Quantities |
| <u>NO</u> | <u>NO</u> | i. Typical X-section. |

Services
Provided By:
Engineer County

1. Retaining Walls (continued)

NO

j. General Guidelines for Retaining Walls

- (1) The **engineer** shall make final design calculations and final detail drawings in accordance with standard requirements of the Texas Department of Transportation. **The designer and checker shall check all calculations and initial each page.**
- (2) The ground water level should be observed at the water strike.
- (3) For purposes of uniformity statewide, soil core hole data shall be shown on layouts as illustrated in the Bridges and Structures Foundation Exploration and Design Manual.
- (4) Foundation exploration shall conform to the requirements set forth in Administrative Circular No. 25-84, Administrative Circular 33-87 and Administrative Circular No. 25-92.

NO

NO 2. Traffic Control Plan, Detours and Sequence of Construction

Traffic Control Plans (TCP) are required for all projects. A detailed TCP shall be developed when traffic handling during construction involves complications for which a feasible solution is not covered by the Texas MUTCD or the current Barricade and Construction (BC) Standards. The following items are required on all Traffic Control Plan Layouts:

- a. The sequence of construction and method of handling traffic during each phase.
- b. The existing and proposed traffic control devices that will be used to handle traffic during each construction sequence. Include signals, regulatory signs, warning signs, construction warning signs, guide signs, route markers, construction pavement markings, channelizing devices, portable changeable message signs, flashing arrow boards, barricades, barriers, etc.
- c. The proposed traffic control devices (stop signs, signals, flagperson, etc.) at grade intersections during each construction sequence.
- d. Where detours are provided, typical cross sections shall be shown.
- e. Road construction work hours shall be developed after an investigation of the traffic volumes has been performed.

Services
 Provided By:
Engineer County

3. Illumination
- NO N/A a. Preliminary Roadway Illumination Layout and Circuit Layout
- (1) For projects involving freeway to freeway or other types of directional interchanges and projects including left-hand ramps or connections, provide the following:
 - (a) The location of interchanges, main lanes, grade separations, frontage roads and ramps
 - (b) A complete explanation of the sequence and methods of stage construction, where applicable, which would include the initial and ultimate proposed treatment of crossovers and ramps
 - (c) The number of lanes in each section of proposed highway and the location of changes in the number of lanes
 - (d) The projected traffic volumes as provided by the STATE (20 year traffic projection unless otherwise determined by the district engineer)
 - (e) Tentative ROW limits
 - (f) Direction of traffic flow on all roadways
 - (g) Main lane, ramp, frontage road, and necessary cross road profiles at proposed interchanges or grade separations
- NO NO b. Final Roadway Illumination and Electrical Circuit Layouts
- (1) Roadway layout showing pavement edges and shoulders, curbs, retaining walls, etc.
 - (2) Center line with station numbering.
 - (3) ROW lines.
 - (4) Symbol legend. Use department standard symbols for lighting and electrical.
 - (5) Culverts and other structures that present a hazard to traffic.
 - (6) Location of underground utilities, if not shown on plan profile.
 - (7) Location of overhead electrical lines, both crossing and parallel to ROW.
 - (8) Existing sign lighting circuits and roadway illumination to remain, to be removed, to be relocated.
 - (9) Existing service poles, electrical circuits, ground boxes, etc.
 - (10) Contact electric utility for service pole locations, voltage characteristics.
 - (11) Location of proposed sign lighting circuits and roadway illumination.
 - (12) Proposed electrical circuits.
 - (13) Tabulation of all quantities including proposed, existing to be relocated, existing to be removed. The layout sheet quantities and lighting summary shall be shown. Tabulations to include estimated quantity with a column for final quantities.
- NO NO c. General Guidelines for Illumination (If applicable)
- The **Engineer** shall submit to the **COUNTY**, well in advance of PS&E due date, the roadway illumination and electrical circuit layout sheets for review by the **STATE**. Two copies of the layout sheets are to be submitted. One copy will be returned to the **Engineer** showing corrections that are to be made by the **Engineer**. When final plan submission is made, the **Engineer** shall provide a written statement regarding completion of the corrections.

Services
 Provided By:
Engineer County

- | | | |
|------------|------------|--|
| | | 4. Miscellaneous Drafting/Standards |
| <u>NO</u> | <u>NO</u> | a. Erosion Control |
| <u>NO</u> | <u>NO</u> | b. Landscape Development |
| <u>NO</u> | <u>NO</u> | 5. Compute and Tabulate Quantities |
| <u>NO</u> | <u>NO</u> | 6. Special Utility Details (Irrigation lines) |
| | | 7. Miscellaneous Structures |
| | | a. Type of Structure* |
| | | (1) Overhead Sign Bridges (O.S.B.) |
| | | Modifications or special O.S.B. designs shall be prepared using the same design assumptions that are used for the standard O.S.B structures. |
| <u>NO</u> | <u>NO</u> | (a) New O.S.B. structure(s) |
| <u>NO</u> | <u>NO</u> | (b) Structural evaluation of existing O.S.B. structure(s) that are to remain in place or to be relocated. |
| <u>NO</u> | <u>NO</u> | (2) High Mast Illumination Poles (HMIP) |
| <u>NO</u> | <u>NO</u> | (3) Traffic Signal Supports |
| <u>NO</u> | <u>NO</u> | (4) Conventional Illumination Poles |
| <u>NO</u> | <u>NO</u> | (5) Sound Barrier Walls |
| <u>NO</u> | <u>NO</u> | b. Checklist for Layouts |
| | | (1) Reference appropriate O.S.B. standard |
| | | (2) Drilled shaft size and length |
| | | (3) Soil strength used for design {indicate basis and boring(s) used} |
| | | (4) Design height |
| | | (5) Tower heights |
| | | (6) Leg spacings |
| | | (7) Design wind speed |
| <u>NO</u> | <u>NO</u> | c. Foundation Studies |
| | | The soils exploration requirements for miscellaneous structures on this project are as follows: (To be provided by the Engineer on an as-needed basis) |
| | | 8. Agreements |
| <u>NO</u> | <u>NO</u> | a. Utility Agreements |
| <u>NO</u> | <u>NO</u> | b. Exhibits for Utility Agreements |
| <u>N/A</u> | <u>NO</u> | c. Railroad Agreements |
| | | d. Railroad Exhibits |
| <u>N/A</u> | <u>N/A</u> | (1) Railroad Underpasses |
| <u>N/A</u> | <u>N/A</u> | (2) Railroad Overpasses |
| <u>N/A</u> | <u>N/A</u> | (3) Railroad Grade Crossing (Replanking) |
| <u>N/A</u> | <u>N/A</u> | (4) Railroad Grade Crossing Warning Systems (Signals) |
| <u>N/A</u> | <u>N/A</u> | (5) Other Miscellaneous Sketches for Railroads |
| <u>NO</u> | <u>NO</u> | e. Traffic Signal Agreements |
| <u>NO</u> | <u>NO</u> | f. Exhibits for Traffic Signal Agreements |
| <u>NO</u> | <u>NO</u> | 9. Estimate |
| <u>NO</u> | <u>NO</u> | 10. Specifications and General Notes |

BRIDGE DESIGN
(Function Code 170)

Services
Provided By:
Engineer County

			<u>NUMBER REQUIRED</u>
		1. Preparation of Structural Details	
		a. New Structure(s)	
<u>NO</u>	<u>NO</u>	(1) Underpass(es)	_____
<u>NO</u>	<u>NO</u>	(2) Overpass(es)	_____
<u>N/A</u>	<u>N/A</u>	(3) Main Lanes	_____
<u>N/A</u>	<u>NA</u>	(4) Direct Connector(s)	_____
<u>N/A</u>	<u>N/A</u>	(5) Ramp Bridge(s)	_____
<u>NO</u>	<u>N/A</u>	(6) Waterway Structure(s)**	_____
<u>N/A</u>	<u>N/A</u>	(7) Pedestrian Structure(s)	_____
<u>N/A</u>	<u>N/A</u>	(8) Utility Structure(s)	_____
<u>N/A</u>	<u>N/A</u>	(9) Railroad Underpass(es)	_____
<u>N/A</u>	<u>N/A</u>	(10) Railroad Overpass(es)	_____
<u>N/A</u>	<u>N/A</u>	11) Bridge Classification Culvert(s)**	_____
<u>N/A</u>	<u>N/A</u>	(11) Alternate Structural Designs	_____
<u>N/A</u>	<u>N/A</u>	(12) Alternate Foundation Design	_____
		Total New Structures =	_____
		b. Existing Structure(s)	
<u>NO</u>	<u>NO</u>	(1) Bridge Widening, Rehabilitation and/or Modification of Existing Structure(s)	_____
<u>NO</u>	<u>NO</u>	(2) Bridge Replacement	_____
<u>NO</u>	<u>NO</u>	(3) Raising Bridge Elevation	_____
<u>NO</u>	<u>NO</u>	(4) Bridge Classification Culvert(s) Widening and/or Modification of Existing Structures(s)	_____
<u>N/A</u>	<u>N/A</u>	(5) Railroad Overpass(es)	_____
<u>N/A</u>	<u>N/A</u>	(6) Railroad Underpass(es)	_____
<u>N/A</u>	<u>N/A</u>	(7)	_____
		Total Existing Structures =	<u>0</u>

* Contour plots of bridge gores are required for projects involving ramps within the main bridge in order to ensure project transition. The Template data and vertical alignment necessary to generate the contour plots are also required.

** In the early stages of a project, it sometimes cannot be determined whether a Waterway Bridge Structure or a Bridge Classification Culvert (20' minimum length) will be required. Therefore, the **engineer** should be aware that either of these two types of bridges may be reclassified later in the project for the other type when more information is known that would dictate a change in structure classification.

Services
Provided By:
Engineer County

- NO NO 2. Preparation of Bridge Layouts (each bridge)
- a. Bridge Layouts (PLAN)
- (1) Horizontal curve information or bearing of centerline.
 - (2) Including horizontal, vertical, and template information of all roadways or railroads crossed.
 - (3) Bearing of center line or reference line.
 - (4) Skew angle(s).
 - (5) Slope for header banks and approach fills.
 - (6) Control stations at beginning and ending of bridge (with deck elevation), intersections, etc.
 - (7) Approach pavement and crown width.
 - (8) Bridge roadway width and curbs, face of rail, shoulders, or sidewalks.
 - (9) Approach slab and curb returns.
 - (10) Limits and type of riprap.
 - (11) Proposed features under structure.
 - (12) Location of profile grade line.
 - (13) North arrow.
 - (14) Typical bridge roadway section including preliminary proposed beam types and spacings.
 - (15) Cross slope and superelevation data.
 - (16) Minimum horizontal clearances when applicable.
 - (a) Dimensions to features that control clearances. (Calculate and indicate points of minimum vertical and horizontal clearances.
 - (17) Location of soil core holes (station and offset), shown on layout.
 - (18) Bent stations and bearings.
 - (19) Retaining wall locations.
 - (20) Traffic flow directional arrows.
 - (21) Railing types shown.
 - (22) Joint types and seal size, if used.
 - (23) Beam line numbers consistent with span details.
 - (24) Critical horizontal clearances (location of railroad tracks, nearby structures and utilities).
 - (25) Bearings of utilities.

Services
 Provided By:
Engineer County

2. Preparation of Bridge Layouts (each bridge) (Continued)
 - b. Bridge Layouts (ELEVATION)
 - (1) Type of foundation.
 - (2) Finished grade elevations at beginning and end of bridge.
 - (3) Overall length of structure.
 - (4) Length, type of spans and units.
 - (5) Type of railing.
 - (6) Minimum calculated vertical clearance(s).
 - (7) Existing and proposed ground lines clearly marked.
 - (8) Grid elevations and stations.
 - (9) Bent numbers encircled.
 - (10) Stationing of bridge compatible with grid stations.
 - (11) Standard title.
 - (12) Profile grade data.
 - (13) Type of riprap.
 - (14) Soil Core Hole information with penetrometer test data shall be shown on the bridge layout at correct station, elevation and scale.
 - (15) Fixed/expansion condition of all bents.
 - (16) Column "H" heights.
 - (17) Number, size and length of foundations.
 - c. Additional layout requirements for waterway structures and bridge classification culverts.
 - (1) Design and 100-year peak discharges.
 - (2) Design and 100-year high water (HW). (Recorded HW and date if available.)
 - (3) Natural and through-bridge velocities for design and 100-year floods.
 - (4) Calculated backwater for design and 100-year floods.
 - (5) Direction of flow for waterway crossings.
 - (6) Contours for water crossing.
- NO NO 3. Bridge Classification Culvert, Estimate, Quantities, and Specifications (each bridge)
- NO NO 4. Foundation Studies (Show cost estimate with Function Code 110)
 The minimum number of soil core holes shall be obtained in accordance with Section 1-301 of the Bridges and Structures Foundation Exploration and Design Manual. Soil core holes shall be obtained at approximately (300 foot) intervals along bridge alignments. Texas cone penetrometer (TCP) tests shall be conducted in all soil types encountered at a maximum of (10 foot) intervals. If single column bents with single drilled shafts are planned, TCP values should be taken at close intervals in the upper (15 feet).
- NO NO 5. Bridge Total Quantities and Cost Estimates (each bridge)
- NO NO 6. Bridge Special Provisions and Specifications (each bridge)
- NO NO 7. Bearing seat elevations for each beam or girder. Top of cap elevations for non-beam type structures.

Services
Provided By:
Engineer County

NO 8. General Guidelines for Bridge Design

- a. The **engineer** shall prepare a bridge layout of each bridge structure for Company's review and approval. The bridge layout shall be in conformance with the Bridges and Structures, Operation and Planning Manual and the Bridges and Structures, Detailing Manual. Soil core hole data is not required for submission of the preliminary bridge layout. **No bridge design work is to be performed until the COUNTY has given the engineer written approval of the preliminary bridge layout.**

Several months may be required, after the preliminary bridge layout is submitted, for the district to obtain approval and/or permits from the following:

- TxDOT Design Division, when applicable:
 - Railroad Companies
 - FHWA
 - U.S. Army Corps of Engineers
 - U.S. Coast Guard
 - Bureau of Reclamation
 - Texas Parks and Wildlife
 - Others

Therefore, the bridge layout should be submitted at the earliest possible date and the **engineer's** design schedule should reflect this.

- b. All bridge superstructure and substructure design will be reviewed by the Design Division for purposes of verifying structural integrity and optimization of design.
- c. The final bridge layout shall be in conformance with the Bridges and Structures, Operation and Planning Manual and the Bridges and Structures Detailing Manual.

Services
Provided By:
Engineer County

8. General Guidelines for Bridge Design (Continued)

- d. The **engineer** shall make final design calculations and final detail drawings in accordance with standard requirements of the Texas Department of Transportation. All bridge design shall be in conformance with the Texas Department of Transportation Bridges and Structures Operation and Planning Manual, the current American Association of State Highway and Transportation Officials or American Railway Engineers Association Specifications for railway structures, Standard Specifications for Highway Bridges, including applicable interim specifications, and the Bridges and Structures, Foundation Exploration and Design Manual. The **engineer** shall furnish design calculations to the Design Division. **The designer and checker shall check all calculations and initial each page.**
- e. Structural steel or prestressed concrete shop drawings, form work drawings and false work drawings are not part of the design requirements. However, contract plans shall be in sufficient detail to permit the preparation of complete shop details for fabrication and erection.
- f. Elements of the bridge (abutments, bents, slabs, etc.) shall be detailed to a metric scale of 1:20 (1/2 inch equals one foot architect scale) or 1:50 (1/4 inch equals one foot architect scale) to provide clear legible drawings when the drawings are reduced. Lettering shall be a minimum size of 4 millimeters (5/32 inch) height for hand lettering and 140 for lettering by computer-aided design and drafting (CADD).
- g. Standard drawings for beams, diaframs, railings, armor joints, riprap, etc., shall be furnished to the **engineer** upon request. These standards shall not be redrawn by the **engineer** nor shall his title block be transferred to the standard drawings. Modifications to the standards, if necessary, shall be clearly identified and designated by "MOD" in the standard title. Specific special drawings prepared by the **engineer** shall not be identified as standards.
- h. Bridge layout sheets shall have the same vertical and horizontal scale. Usually a metric scale of 1:100 (1 inch = 10 feet) or 1:200 (1 inch = 20 feet) is used. Sections of existing and proposed structures usually have a metric scale of 1:50 (1 inch = 5 feet). Soil core holes shall be positioned and labeled on the bridge layout plan view. The core hole data shall be plotted at the correct station, at the same vertical scale, and at the proper elevation unless otherwise approved by the Design Division.
- i. APPENDIX C, "GENERAL PLAN CHECKLIST", on pages C-1 thru C-5, more specifically relates various sheet types, details, summaries, standards, etc.
- j. For purposes of uniformity statewide, soil core hole data shall be shown on layouts as illustrated in the Bridges and Structures Foundation Exploration and Design Manual.
- k. Geometry and structural design errors found after acceptance of bridge plans shall be promptly corrected by the consultant at no cost to the Company.

FC 600 – ACQUISITION PROVIDER SERVICES

(Services to be provided by L&G Engineering)

1) Project Administration

- a) Negotiation of Scope of Services for Work Authorization
 - i) Acquisition Provider will visit project site with COUNTY personnel if necessary.

- b) Project Presence at L&G Consultant Office Headquarters
 - i) Full Project Office
 - (1) No Joint Use of County or TxDOT facilities
 - (2) Open during normal County and State work hours
 - (3) Personnel available to answer questions
 - (4) Availability of Project Files
 - (5) At least one office staff member is required to be a current commissioned notary public.

- c) Overhead Costs
 - i) Administrative costs

- d) Communication
 - i) Provide monthly progress reports with invoice.
 - ii) Participate in project review meetings as determined by the County.
 - iii) Prepare initial property owner contact list for use by the County in distribution of Acquisition Provider introduction letters.

- e) File Management
 - i) Project and parcel files will be kept in the County's Office, if necessary. Working files will be kept in the Acquisition Provider's project administrative office, but documents generated or received by the Acquisition Provider will be forwarded to the County office as they are generated or received by the Acquisition Provider, if necessary.
 - ii) Prepare payment transmittal request utilizing standard payment submissions forms with supporting documentation.
 - iii) Maintain records of all payments including check number, amount, and date paid, etc.
 - iv) Provide copies of all incoming and outgoing correspondence as generated if requested by County at provider conference.
 - v) Maintain copies of all correspondence and contacts with property owners.

2) Title Services

- a) Secure preliminary title commitments from the Title Company that will be providing title insurance. Cost of preliminary title commitments will be paid by the Acquisition Provider (if requested by the title company) and will be included in the Acquisition Provider's scope of work for payment.

- b) Secure title commitments updates in accord with insurance rules and requirements for parcel payment submissions. Cost of title commitment updates will be paid by the Acquisition Provider (if requested by the title company) and will be included in the Acquisition Provider's scope of work.

- c) Secure title insurance for all parcels acquired, insuring acceptable title to the County of Hidalgo. Written approval by the County required for any exception. Title Insurance shall be paid for by Hidalgo County.

3) Appraisal

- a) Appraiser may be selected from TxDOT's list of state approved fee appraisers. This list will be available for review at all District offices or at the Right of Way Division Office at 118 E. Riverside Drive, Austin, Texas, upon request.

- b) Secure written permission (if necessary) from the owner to enter the property from which land is to be acquired. If the Acquisition Provider, after diligent effort, is unable to secure the necessary letter of

permission from the property owner, a waiver must be obtained, in writing from the County/TxDOT. Maintain permission letters with appraisal reports.

- c) Prepare (if necessary) pre-appraisal contact with interest owner(s) for each parcel using acceptable County/TxDOT forms.
- d) Contact property owners or their designated representative to offer opportunity to accompany the appraiser on the appraiser's inspection of subject property. Maintain record of contact in file.
- e) Prepare complete appraisal report for each parcel to be acquired utilizing TxDOT Forms No. ROW-A-5 and ROW-A-6 as applicable. These reports shall conform to County policies and procedures along with the Uniform Standards of Professional Appraisal Practices.
- f) As necessary, prepare written notification to County/TxDOT of any environmental concerns associated with the right of way to be acquired which could require environmental remediation.
- g) All completed appraisals will be administratively reviewed by L&G Engineering ROW Office and recommended for approval by the County of Hidalgo.
- h) As necessary, the appraiser will appear and or testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by L&G Engineering and/or the County.
- i) As necessary, the appraiser will coordinate with review appraiser regarding revisions, comments, or additional information that may be required.
- j) The cost of the appraiser appearing as an expert witness for testimony at special commissioners hearing must be included in the proposed fee schedule for the appraiser. The cost of the appraiser's expert witness testimony for trial is part of this contract, and shall be paid by the County.

4) Appraisal Review

- a) Review Appraiser may be selected from TxDOT's list of state approved fee appraisers. This list is available for viewing at all District offices or the Right of Way Division office at 118 E. Riverside Drive, Austin, Texas upon request.
- b) Review all appraisal reports for each parcel to determine consistency of values, supporting documentation related to the conclusion reached and compliance with TxDOT/County policies and procedures and the Uniform Standards of Professional Appraisal Practices.
- c) Prepare and submit to the County the Form ROW-RTA-10 "Tabulation of Values", for each appraisal.
- d) The cost of the review appraiser appearing as an expert witness for testimony at special commissioners hearing must be included in the proposed fee schedule for the review appraiser. The cost of the appraiser's expert witness testimony for trial is not part of this contract, and shall be paid by the County.

5) Appraisal Updates

- a) Prepare complete appraisal update for the parcel to be acquired utilizing TxDOT Form No. ROW-A-5, which will be furnished to the provider by TxDOT. These reports shall conform to County/TxDOT policies and procedures along with the Uniform Standards of Professional Appraisal Practices.
- b) As necessary, prepare written notification to County/TxDOT of any environmental concerns associated with the right of way to be acquired which could require environmental remediation. All completed appraisals will be administratively reviewed by L&G Engineering Right of Way Office and recommended for approval by the County of Hidalgo.
- c) As necessary, the appraiser will appear or testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing or pre-trial meetings as directed by the County.

- d) The cost of the appraiser appearing as an expert witness for testimony at special commissioners hearing must be included in the proposed fee schedule for the appraiser. The cost of the appraiser's expert witness testimony for trial is not part of this contract, and shall be paid by the County.
 - e) As necessary, the appraiser will coordinate with the review appraiser regarding corrections and/or additional information that may be required.
- 6) Negotiation, Tasks, and Fees**
- a) Analyze appraisal and appraisal review reports and confirm the County's approved value prior to making offer for each parcel.
 - b) Analyze preliminary title report to determine potential title problems, propose methods to cure title deficiencies.
 - c) Prepare the initial offer letter, instruments of conveyance, and any other documents required or requested by County/TxDOT on applicable County/TxDOT forms.
 - d) Contact each property owner or owner's designated representative, to present the written offer in person where practical, and deliver appraisal report and required brochures. Maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing.
 - e) Provide a copy of the appraisal report for the subject property exclusively to the property owner or authorized representative at the time of the offer. Maintain original signed Receipt of Appraisal, (unless property owner refuses to sign it, it will be so noted) for billing purposes.
 - f) Respond to property owner inquiries verbally and in writing within two business days.
 - g) Prepare a separate negotiator contact report for each parcel per contact.
 - h) Maintain parcel files of original documentation related to the purchase of the real property or property interests.
 - i) Advise property owner on the Administrative Settlement process. Transmit to County any written counter offer from property owners including supporting documentation, and provider recommendation with regard to Administrative Settlements in accordance with County/TxDOT policy and procedures.
 - j) Prepare final offer letter, documents of conveyance as necessary.
 - k) Appear and provide Expert Witness testimony as an Acquisition Provider when requested.
 - l) Meet at the L&G Engineering ROW office in Mission once per week as agreed-upon with the Right of Way Acquisition Manager/Administrator.
 - m) Provide a monthly progress report per parcel by the 25th of the month with invoice.
 - n) The consultant shall, as part of this proposal, estimate 10% of the 55 parcels may end up in condemnation. The consultant shall be available for any meeting/hearings as requested by the County Attorney.
- 7) Closing Service Fees**
- a) Coordinate with County and Title Company to obtain an updated title commitment along with other Forms and certified copy of the instrument of conveyance necessary when requesting the Parcel Payment from the County.
 - b) Acquisition Provider shall attend closings and provide closing services in conjunction with Title Company.
 - c) Acquisition Provider shall record all original instruments immediately after closing at the respective County Clerk's Office, except for donations which must be forwarded to County for acceptance by the County Commissioners.

8) Relocation Assistance Services (N/A)

- 1) There are an estimated 0 relocations or displacements for this contract and L&G will provide relocation advisory services. L&G will compute replacement housing supplements (owner occupant and/or tenants)
- 2) L&G will provide advisory services to business displacements and relocate them effectively. (N/A)
- 3) TxDOT will review, approve and pay for all relocation costs as per ROW Agreement. (N/A)




9) Condemnation Support

- a) Pre-Hearing Support
 - i) Upon receipt of a copy of the final offer, request an updated title commitment for Eminent Domain from the Title Company.
 - ii) Prepare a Bisection Clause for the original set of Legal Descriptions supplied by Surveyor if applicable.
 - iii) Use the information from the Title Commitment to join all interested parties on the necessary forms. Spouses of owners must also be joined.
 - iv) Upon completion of the necessary forms, prepare a packet containing 2 copies each of the following documents: Title Commitment, Negotiator's Reports, Appraisal Acknowledgment, Pre-appraisal Contact Sheet, signed and sealed property description, and plat, Final Offer Letter, any correspondence from the land owner or representatives, along with one copy of the appraisal report. Submit packet to the County Office for submission to the County Attorney's office.
 - v) Upon receipt of concurrence for the Appraisal Witness, request the update of appraisal.
 - vi) Upon receipt of packet prepared by the County Attorney which will include Petition for Condemnation, Lis Pendens, Order Appointing Special Commissioners, Order Setting Hearing, Oath of Special Commissioner, and Notice of Hearings, developed by the County Attorney; the attorney shall file the original petition with the County Court at Law or other appropriate Court for a cause number to be assigned.
 - vii) The County attorney shall file the Lis Pendens including the cause number with the County Clerk's Office.
 - viii) Upon assignment of a court, the Court Attorney shall file the Order Appointing Commissioners with the judge retaining a copy of the Order for the files.
 - ix) Following appointment of Special Commissioners by the judge, the County shall secure the following documents: Oath of Commissioners signed by the Commissioners, Order Setting Hearing, 2 copies of the Notice of Hearing signed by the Commissioners.
 - x) The County shall file all originals with the court and send copies marked "copy" to L & G Engineering.
 - xi) The County Attorney shall send a copy of the petition to the Title Company so that the Title Company can make sure the appropriate parties were joined and that no changes in title have occurred.
 - xii) The County Attorney shall set the Special Commissioners Hearing after the updated appraisal has been submitted, if there is no change in value. If there is an increase in value, County will approve the new value and the County's provider will present a revised offer and a final offer letter and submit a copy of the final offer letter.
 - xiii) The County Attorney shall coordinate a pre-hearing conference prior to the hearing (the day before or earlier) to discuss facts of the case with the County, Appraiser, and Negotiator.
 - xiv) After the hearing is set, the County Attorney shall serve Notices of Hearing to the indicated parties at least 11 days prior to the Commissioner's hearing. If it is necessary to join the Federal Government, be advised that they have an additional 60 days to prepare for the Hearing.
 - xv) Once the notices have been served, the County Attorney shall file the original notices with the court and send copies stamped "copy" to L&G Engineering ROW Office.
 - xvi) The County's Attorney shall send a reminder letter 2-3 weeks in advance to the County Administration offices, Acquisition Provider, the three special commissioners and court reporter concerning Hearing dates.
- d) Post Hearing Support (by County Attorney)
 - i) For the hearing, prepare the necessary forms and Special Commissioners time sheets and submit forms to Hidalgo County clerk's office.
 - ii) Obtain the signatures of Special Commissioners on the Award of Commissioners and file with the court for the judge's signatures within 48 hours of the Hearing.
 - iii) Give timesheets to Judge. The amount paid to the Special Commissioners is determined by the Judge.

- iv) Obtain and distribute 3 certified copies of the award as follows: 1 certified copy to the title company with a request for a commitment, 1 certified copy to the County, 1 certified copy to L&G Engineering with the Commitment to request the warrant in the amount of the Special Commissioners Award.
- v) Send the Commitment and the Award to County, along with individual special commissioner's billing requesting the payment for their fees.
- vi) File County warrant in the registry of the court. File a Notice of Deposit with the court and send certified copies to each defendant notifying them of the date of the deposit. The Date of Deposit is the Date of Take.
- vii) Take photograph of the interest to be acquired (if necessary) on the day of deposit for relocation verification.
- viii) Send written notices of the date of deposit to the County Administration office and all interested parties.
- ix) Appear as Expert Witness as requested. Sub-contractors must also appear as Expert Witnesses as requested.
- x) All acquisition negotiations file indicating all "due diligence" provided by the Acquisition Provider will be directed to the County Attorney's office for his further handling in accordance to the Eminent Domain process by the County.

EXHIBIT C
WORK SCHEDULE

TASK AND DESCRIPTION	FIRM	2012												2013														
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Work Authorization No. 1																												
Project Planning																												
Obtain Right of Entry (Surveying)	RODS																											
Existing Right-Of-Way Layout	RODS																											
Hydrologic Map	L&G																											
Utility Coordination	L&G																											
Coordination with Irrigation District	L&G																											
Schematic & Environmental Doc Development																												
Develop Schematic with Outfalls	L&G																											
Meet w/TxDOT & Revise Schematic as per Comments	L&G																											
TxDOT & County approves Schematic	TxDOT																											
Review Previously Completed EA	L&G																											
Meet with TxDOT regarding Environmental Document	L&G																											
Prepare Environmental Documental to District	L&G																											
Meet with affected Property Owners (MAPO)	L&G																											
Prepare summary of MAPO	TxDOT																											
Approval by TxDOT/FHWA	TxDOT																											
ROW Mapping (Approx. 15 Parcels)																												
Develop ROW Map, Parcel Sketches & Field Notes	L&G																											
TxDOT Review	TxDOT																											
Revisions as per TXDOT Comments	L&G																											
TxDOT Approve ROW Map	TxDOT																											
ROW Acquisition (Approx. 15 Parcels)																												
Project Administration	L&G																											
Coordination with County and TxDOT	L&G																											
Title Commitments	L&G																											
Appraisal Reports	L&G																											
Appraisal Review Reports	L&G																											
Appraisal Update Reports	L&G																											
Approved Values by TxDOT	TxDOT																											
Acquisition Negotiation Offers	L&G																											
Title Curative Process	L&G																											
Title Commitment Updates	L&G																											
Payments for Parcels	L&G																											
L&G Condemnation Support Process	L&G																											
Eminent Domain Proceedings by County	County																											
Title Insurance Policies	L&G																											
Consummation of Outstanding Cases	L&G																											

 L&G ENGINEERING TASK
 TxDOT TASK
 COUNTY TASK

NOTE: THIS SCHEDULE ASSUMES THAT A FULL RE-EVALUATION OF THE FONSI WILL NEED TO BE PERFORMED. IN ADDITION, THIS SCHEDULE ASSUMES THAT ROW ACQUISITION WILL NOT BEGIN UNTIL THE RE-EVALUATION IS COMPLETE DUE TO FUNDING.

EXHIBIT "D"
FEE SCHEDULE (Part I of Phase I Only)
FM 1925 Project

ROADWAY PROJECT:	FM 1925 PROJECT	
LIMITS: PHASE I	Kenyon East to FM 907	
LIMITS: PHASE II	FM 907 East to FM 88	
EXISTING ROADWAY SECTION:	40' -- Rural	
EXISTING ROW WIDTH:	80 Varies	
PROPOSED ROADWAY SECTION:	4-lane divided urban with Grade Separations (FM 907, Hid Loop, FM 493 & FM 88)	
PROPOSED ROW WIDTH:	Varies 120ft - 150ft	
ESTIMATED CONSTRUCTION COST PHASE I	\$4,000,000.00	
ESTIMATED CONSTRUCTION COST PHASE II ROADWAY FM1925	\$28,000,000.00	
ESTIMATED CONSTRUCTION COST PHASE II COUNTY ROAD CONNECTIONS	\$6,000,000.00	
ESTIMATED CONSTRUCTION COST PHASE II OVERPASSES (4 ESTIMATED)	\$35,000,000.00	
ESTIMATED CONSTRUCTION COST PHASE II	\$69,000,000.00	
LENGTH: PHASE I	1 Miles	
LENGTH: PHASE II	7 Miles	
ESTIMATED PROJECT COSTS	STATE/MPO	
	LOCAL	
WORK AUTHORIZATION NO. 1 (Part I of Phase I)		
PHASE I - PLANNING & PUBLIC INVOLVEMENT		
Schematic PHASE I		\$ 57,600.00
Hydrological Map		\$ 30,000.00
Surveys for Schematic (Preliminary ROW Mapping, H&V Control) PHASE I		\$ 20,000.00
Coordinate Environmental Assessment with TxDOT PHASE I		\$ 35,000.00
Limited Public Involvement for Environmental Assessment PHASE I		\$ 20,000.00
SUB-TOTAL BUDGET FY 2012	\$ -	\$ 162,600.00
PHASE I - DESIGN, ROW MAPPING & UTILITIES		
Compensible Utilities, Management Oversight	\$ -	\$ 22,500.00
ROW Map (ESTIMATED 15 PARCELS)		\$ 52,500.00
SUB-TOTAL BUDGET FY 2012	\$ -	\$ 75,000.00
PHASE I- ROW ACQUISITION		
Right-of-Way Costs - Acq.Services @ (est. 15 Parcels @ \$12,800/Parcel Avg.)		\$ 192,000.00
Roadway Right-of-Way Costs - (40 ft. for 1 mile @ \$3.00/sq ft)(STATE 98%)(LOCAL=2%) After "EDC"	\$ 620,928.00	\$ 12,672.00
Relocated Homes/Businesses	\$ -	\$ -
Transmission line Adjustments and High Pressure Gas lines (STATE 98%)(LOCAL=2%)	\$ -	\$ -
SUB-TOTAL BUDGET FY 2012	\$ 620,928.00	\$ 204,672.00
TOTAL PART I OF PHASE I		\$ 429,600.00

Work Authorization No. 1 (Part I of Phase I) FY 12 \$ 429,600.00

State Estimated Cost
 Local Estimated Cost

APPROVED

AI-28500

22. C. 2.

CC REGULAR

Meeting Date: 09/13/2011

Submitted For: Marcos Lopez, Pct 4 (Gloria)

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION



a. Approval of the final negotiated Engineering Services Contract with the No. 1 ranked firm of L & G Engineering for the provision of Engineering Services for the widening and reconstruction of the FM 1925 project in the general vicinity of Kenyon Road to the general vicinity of FM 907 in Hidalgo County Precinct No. 4;



b. Authorization and approval of Work Authorization No. 1 in the amount of \$429,600.00 from L & G Engineering in connection with Engineering Services for the widening and reconstruction of the FM 1925 project in the general vicinity of Kenyon Road to the general vicinity of FM 907 in Hidalgo County Precinct No. 4

BACKGROUND

Fiscal Impact

FISCAL YEAR:

ACCT. #:

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

DBM is going to address the funding source for this item.

Attachments

contract

WA

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	09/09/2011 03:08 PM
Budget & Management	Merlen P. Munoz	09/09/2011 03:22 PM
Purchasing Department	Marty Salazar	09/09/2011 03:08 PM
Budget & Management	Merlen P. Munoz	09/09/2011 03:22 PM
Manuel Chapa		
Auditor's Office		
Form Started By: Monica Badillo		Started On: 09/09/2011 10:23 AM

CC Approved on 9/13/2011



**AGENDA
CC REGULAR
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
September 13, 2011
9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held in the Commissioners' Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call** *All Present*
2. **Pledge of Allegiance** *All*
3. **Prayer** *Com. Quintanilla*
4. **Approval of Consent Agenda** *11--B2 11C, 11D, 11 k*
5. **Open Forum**
6. **AI-28498** Appointment of Judge to the Office of County Court at Law #7 *September 13, 2011*
7. **Executive Officer - Valde Guerra:**
 - A.
 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."
 2. Requesting engagement with the firm of _____ for the "Provision of Legal Services/Representation in connection with Litigation"
 - B. **AI-28437** Approval to accept a settlement check from Allstate Insurance Company in the amount of \$931.21 to settle auto accident with County vehicle. (HIDTA)
 - C. **AI-28435** Approval to accept a settlement check from State Farm Insurance Company in the amount of \$588.60 to settle auto accident with County vehicle. (Sheriff's Office)
 - D. **AI-28481** Texas Cooperative Extension:
Requesting permission for one (1) employee to travel to Austin, Texas on September 13-16, 2011 for Texas Obesity Awareness Week - 2011 Texas Health Champion Award (expenses to be paid by the Dell Center)
 - E. **AI-28485**
 1. Presentation by Texas Organ Sharing Alliance regarding the Hidalgo County's "Tree of Hope" Planting Ceremony on Friday, September 16, 2011
 2. Presentation by United Blood Services regarding Hidalgo County Employee Blood Drive on Tuesday, September 20, 2011
 - F. **AI-28491** Status update regarding Operation Clean Slate. *- advertising!!*
 - G. **AI-28488** Request from the Rio Grande Regional Water Authority for a Local Match Pledge in the amount of \$18,966.89 to fund an Alternative Regional Water Supply Feasibility Study
8. **Constables:**
 - A. **AI-28405** Constable Pct. #3 - Border Security Crime Reduction Operation Grant (1284):
Requesting approval to submit a request to the Office of the Governor to transfer all funds budgeted in the Bulletproof Vests (obj. codes 668 or 748) and Vehicle Operating Costs (obj. code 672) line items into the New Vehicle Purchase (obj. code 741) line item.
9. **County Judge's Office:**

no action

approved

approved

presentation only

presentation only

approved

*David Lopez
Marty Quintanilla*

CC Approved on 9/13/2011

CC Approved on 9/13/2011

0002	Registered Nurse IV	17	16
------	---------------------	----	----

b. Approval of revised salary schedule.

approved

22. Purchasing Department - Marty Salazar:

Notes:

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. Hidalgo County

approved

1. **Current inter-local(s) and/or contract(s) for the "Housing of Inmates"**

2. **Presentation for discussion, consideration and action**

Including, but not limited to, the following items in connection with New Adult Detention Center:

- a) Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage
- b) Construction of additional pod(s)
- c) Selection and engagement of an architect for the construction of additional pods

approved a-c

3. **Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:**

- a) Renovations of administration building
- b) Other ongoing county owned building construction, renovation repair projects
- c) Emergency situations occurring since last agenda meeting

approved a-c

B. Budget & Management

1. **AI-28364 DBM - Workers' Comp. Division:**

a. Authorization to purchase through Hidalgo County's membership and participation with TASB/Buyboard's awarded vendor, Philpott Motors-Contract No. 358-10), Two (2) New or newer 2011 Ford F-150 with Extended Cab upgrade in the amount of \$34,804.50 to include a one time administrative fee of \$400.00 for a total of \$35,204.50 -Project #2011-244-OGG);or in the alternative,

b. Authority to advertise sealed competitive procurement for the purchase of: Two (2) New or newer 2011 or newer Ford F-150 with Extended cab upgrade in the amount of \$34,804.50 to include pricing and delivery fees for -Project #2011-244-OGG); to include options as described on attached specifications or equivalent.

approved

no action

C. Pct. 4

1. **AI-28482** Discussion and action related to the selection/ranking of engineering services in connection with the Safe Routes to School (SRTS) grant project received by Hidalgo County and partnering with Edinburg ISD and the City of Edinburg.

no action

2. **AI-28500** a. Approval of the final negotiated Engineering Services Contract with the No. 1 ranked firm of L & G Engineering for the provision of Engineering Services for the widening and reconstruction of the FM 1925 project in the general vicinity of Kenyon Road to the general vicinity of FM 907 in Hidalgo County Precinct No. 4;

b. Authorization and approval of Work Authorization No. 1 in the amount of \$429,600.00 from L & G Engineering in connection with Engineering Services for the widening and reconstruction of the FM 1925 project in the general vicinity of Kenyon Road to the general vicinity of FM 907 in Hidalgo County Precinct No. 4

approved

approved

D. District Courts

1. **AI-28483** a. Approval to proceed to provide Hon. Noe Gonzalez, Presiding Judge, 370th State District Court the three nominated firms for the scoring/grading/evaluating of said firms for presentation to CC for ranking and thereafter proceed with negotiation process for engagement to: Seek funding sources for assistance and efficiency of the 370th State District Court as it pertains to Human Trafficking and Violence against Women;

approved

b. Recommendation by Hon. Noe Gonzalez for CC to assign/designate himself and his court staff to score/grade and evaluate the firms for presentation of grid to CC for ranking.

approved