

San Juanita Sanchez
MAYOR

Armando Garza, Jr.
MAYOR PRO-TEM

Roberto "Bob" Garza
COMMISSIONER

Luis Ramos
COMMISSIONER

Eddie Suarez
COMMISSIONER

April 9, 2013

Candace J Armenta
Program Coordinator
Hidalgo County Urban County Program
3304 West Alberta Road
Edinburg, Texas 78539

RE: San Juan – 2012 Sewer Line Improvements

Dear Ms. Armenta:

This correspondence is to advise you that the City of San Juan has reviewed and concurs with the best and final offer for professional services as submitted by Cruz-Hogan Consultants for the above project. The City respectfully requests that the Urban County Program proceed with a recommendation to the County Commissioners' Court to award the design contract to Cruz-Hogan Consultants in the amount of \$22,430.

Should you have any questions, you may call me at (956)223-2206. I will be glad to assist you.

Sincerely,

Juan J. Rodriguez
City Manager

CRUZ-HOGAN *Consultants, Inc.*

Engineers • Planners • Consultants

McAllen • Harlingen
TBPE Firm Reg. No. F-4860

April 8, 2013

J.J. Rodriguez
City Manager
City of San Juan
709 S. Nebraska
San Juan, Texas 78589

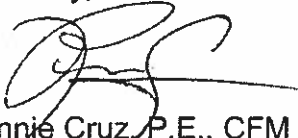
Re: Revised Best & Final Offer for Engineering Services
2012 Sewer Line Improvements (8th Street to 12th Street)
Hidalgo County Urban County Program
City of San Juan, Texas

Dear Mr. Rodriguez:

I have revised our fees on the enclosed "Exhibit A: Scope of Services", based on the hourly breakdown. Our best and final offer for the above-referenced project fees is a fixed sum of \$22,430.00. The total fee was established by adding an Engineering fee of \$19,430.00 and a Surveying fee of \$3,000.00.

I would like to thank you and the City of San Juan for the opportunity in assisting the City in this project. If you have any questions, please feel free to contact me at 956-682-5022.

Sincerely,



Ronnie Cruz, P.E., CFM
Vice-President

RC/lg

Enclosure

STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

Professional Services Agreement

This Agreement, entered into this 23rd day of April, 2013 by and between **Urban County Program**, (hereinafter called the "Party") and **Cruz-Hogan Consultants, Inc.**, duly authorized Engineer, herein acting by **Ronnie Cruz, Owner** (hereinafter called the "Engineer").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Engineering Services; and

WHEREAS, the Engineer, duly licensed and registered to practice engineer in the State of Texas, has the professional abilities to undertake the study, evaluation, analysis and recommendations in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the Project (as hereinafter defined) area; and

WHEREAS, the Party desires to engage the Engineer to render certain services in connection therewith;

NOW, THEREFORE, the participants do mutually agree as follows:

**SECTION I
EMPLOYMENT OF THE ENGINEER**

The Party agrees to employ the Engineer to furnish and provide the engineering services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Engineer as stated in the sections to follow.

**SECTION II
BASIC SERVICES OF THE ENGINEER**

The Engineer shall perform the following Basic Services in connection with the proposed **Water/Sewer Improvements** Account(s) **5012-75-0310-5000-7500** (the "Project") as more particularly described in Exhibit A attached hereto.

2.1 Preliminary Phase

- a. Attend preliminary conferences with the Party and, if requested, with the funding agency and other government agencies or interested parties regarding the project.
- b. As may be required, comply and receive from the Party and the funding agencies approval on all work.
- c. Prepare preliminary engineering plans on the Project in sufficient detail to indicate clearly the problems involved and solutions recommended with the cost estimates.
- d. Obtain the Party's written approval of the work of this Preliminary Phase before proceeding with the next phase.

2.2 Design Phase

- a. Attend the respective Party's meetings as requested for the purpose of explaining completed design work activities.
- b. Advise the Party of any soil investigations or tests which, in the opinion of the Engineer, may be required for the proper execution of the Project.
- c. Provide all field information and surveys required for the design of the Project.
- d. Plot field data and other survey information for the design of the Project.
- e. Prepare detailed plans, specifications and contract documents and drawings (reproducible tracings) for construction authorized by the Party.
- f. Furnish, if requested, the engineering data necessary for the Party to obtain permits required by local, state, and federal authorities.
- g. Prepare cost estimates of authorized construction, based on prices for work. If such estimated costs exceed the monies available, the Party shall be consulted so that revisions can be made to reduce the cost as required.
- h. Prepare all documents required for the advertisement and bidding of the Project in cooperation with the Party's staff.
- i. Preparation of property or easement descriptions.

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Engineer's written approval of final payment to the Contractor(s). During the Construction Phase, the Engineer

will:

- a. Assist the Party in opening and tabulating bids for the construction of the Project, and advise the Party in establishing the procedure for entering into construction phase.
- b. Prepare the formal Contract Documents for the Contractor.
- c. Make periodic visits to the site as required pursuant to the standards of Professional Engineers on projects of this nature, provide project construction supervision, to observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the contract documents.
- d. Consult with and advise the Party and issue all instructions and Change Orders to the Contractor selected by the Party.
- e. During the progress of actual construction, Engineer will keep continually the Owner informed with brief and concise information. A monthly progress report will be prepared and delivered to the Party including but limited to monies spent, construction time elapsed, percent of Project completed, a brief narrative of problems encountered and the anticipated completion date.
- f. Review shop and working drawings furnished by Contractor(s) for general compliance with design concept and with information given in contract documents.
- g. Review and provide a recommendation concerning samples, catalog data, schedules, shop drawings, laboratory, shape and mill tests of material and equipment and other data which the Contractor is required to submit, in compliance with the Contract Documents.
- h. Prepare monthly and final estimates for payments to Contractor(s).
- i. Engineer shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.
- j. Prior to the Party's dispersal of any retainage of funds, render a written opinion to the Party that the construction has been completed according to the Contract Documents and provide the Party with a certificate of completion and release of liens documents from subcontractors.
- k. Provide the Party with sepia copies of as-built drawings of the constructed improvements, within sixty (60) days of issuance of certificate of completion.
- l. The Engineer will be responsible for interim and final inspection.
- m. Furnish to the Party six (6) sets of plans and six (6) sets of specifications and contract documents.

**SECTION III
ADDITIONAL SERVICES OF THE ENGINEER**

If authorized in writing by the Party, the Engineer will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

- 3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3 herein.
- 3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.
- 3.3 Major revision of Contract drawings as distinguished from modifications due to change orders, modifications to reduce the cost of the project or modifications requested to meet federal, state, or local regulations.

**SECTION IV
REIMBURSABLE EXPENSES**

- 4.1 Travel and subsistence required for the Engineer and authorized by the Party to points other than within Hidalgo County and Project site.
- 4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.
- 4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Engineer on the basis of 1.1 times the Engineers actual cost.

**SECTION V
THE PARTY'S RESPONSIBILITIES**

The Party will:

- 5.1 Provide full information as to requirements for the Project.
- 5.2 Assist the Engineer by providing all available information pertinent to the Project including reports and any other data relative to design and construction of the Project.
- 5.3 Furnish the services or data as required such as appropriate professional interpretations of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all of which the Engineer may rely upon in performing his services under this agreement.
- 5.4 Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.
- 5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

- 5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.
- 5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what purpose any Contractor has used the monies paid to him under the construction contract.
- 5.8 Give prompt written notice to the Engineer whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI PAYMENTS TO THE ENGINEER

The Party agrees to pay the Engineer for completed services as identified by the Party:

- 6.1 The Engineer shall be paid a total fixed amount of \$22,430.00 for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Engineer's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.
- 6.2 At Engineer's completion and Party's approval of the Engineer's services under the Preliminary Phase, Section 2.1 of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above.
- 6.3 At Engineer's completion and Party's approval of the Engineer's services under the Design Phase, Section 2.2 of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above.
- 6.4 At Engineer's completion and Party's approval of the Engineer's services under the Construction Phase, Section 2.3 of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Engineer's reports.
- 6.5 For Additional Services as provided in Section III herein the Engineer shall be paid a sum of 1.1 times the Engineer's actual cost for such services.

SECTION VII OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and as base material for possible future projects.

SECTION VIII TERMINATION

The Party may terminate this Agreement without cause at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Engineer a sum of money equal to the reasonable value of the professional engineer services rendered by the Engineer to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Engineer on work performed and expenses incurred by Engineer under the provisions of this Agreement. Copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Engineer shall not be relieved of liability to the Party for damages sustained by the Party arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION IX COUNTY AND CITY OFFICIALS

Engineer agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION X SUCCESSORS AND ASSIGNS

Party and Engineer each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Engineer shall assign or transfer any interest in this Agreement without the written consent of the other.

SECTION XI TIME OF PERFORMANCE

The Engineer contracts and agrees to commence work within ten (10) days from the date of written authorization to proceed and will complete the preparation of the preliminary phase and estimates by

90 days and will proceed upon authorization with final drawings, specifications, and contracts documents and complete same within the earliest practical time from such notice to proceed.

SECTION XII VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII AMENDMENT

This Agreement may be amended only by a written document executed by the parties hereto.

SECTION XIV COMPLIANCE WITH LOCAL LAWS

The Engineer shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Engineer shall save the Party harmless with respect to any damages arising from any negligence of the engineer in performing any of the work embraced by this Contract.

SECTION XV ASSIGNABILITY

The Engineer shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Engineer from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI GENERAL

- 16.1 Audit. The Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to the Project for the purpose of making the audit, examination, excerpts, and transcriptions.
- 16.2 The Engineer agrees to comply with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.
- a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.
 - b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.
 - c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide

employment, training, and business opportunities to low income families and/or residents of the project area.

- d. The Engineer shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Engineer pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Engineer. Engineer agrees to maintain such records in an accessible location for a period of three (3) years.
- e. Executive Order 11246 (paragraph a-c for contracts under \$10,000; paragraphs a-g for contracts over \$10,000) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Engineer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

- 16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.
- 16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Engineer shall incorporate or cause to be incorporated in all

such documents in the paragraph in this Section.

SECTION XVII INSURANCE

The Engineer shall obtain and keep in force during the term of its engagement on the Project, insurance as follows:

- 17.1 A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Engineer shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Engineers commence operations under this Agreement, in the sum of \$300,000 for bodily injury and \$100,000 for property damages.
- 17.2 Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
- 17.3 A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability Insurance Policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;
- 17.4 Workers Compensation Insurance in amount established by Texas law, unless the engineer is specifically exempted from the Texas Worker's Compensation Act, Texas Labor Code Chapter 401, et. seq.
- 17.5 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII WARRANTY

- 18.1 Engineer represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Engineering Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Engineers.

SECTION XIX EFFECTIVE DATE

The effective date of this contract shall be 23rd day of April, 2013. Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

This Agreement is hereby approved this _____ day of _____, 20_____.

Signature: _____
Ronnie Cruz, Cruz-Hogan Consultants, Inc.

Firm Name: Cruz-Hogan Consultants, Inc.
Address: 1221 East Tyler, Suite A
City/ST/ZIP: Harlingen, TX 78550

FED ID #/SS #: 75-2441784

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the ____ day of _____, 20 ____,
by _____ of and on behalf of _____,
title) (a corporation)(a partnership)(a sole proprietorship).

(seal)

Notary - Signature

County of Hidalgo Urban County Program:

Witness

Diana R. Serna, UCP Director

Revised as to Form:
Atlas, Hall, & Rodriguez
By Stephen L. Crain
on April 26, 2012

Exhibit “A”
(Scope of Services)

See Attached

Exhibit "A"

SCOPE OF SERVICES:

2012 Sewer Line Improvements (8th to 12th Street)
Hidalgo County Urban County Program
City of San Juan, Texas

A. Preliminary Phase

1. Attend preliminary conferences with the City of San Juan staff acquire available and relevant background data in respect to the project.
2. Establish the scope of topographic surveys for the design of the project.
3. Prepare a preliminary engineering report and submit to the City for review.

B. Design Phase

1. Receive electronic survey data from project surveyor and prepare background drawings for construction plans.
2. Prepare detailed construction drawings, technical specifications, and other pertinent documents for construction authorized by the City.
3. Submit plans and specifications to the appropriate agencies, other than the City, and coordinate approval process.
4. Furnish the City three (3) sets of copies of plans and specifications marked "Preliminary" for approval by the City. Upon final approval by the City, the Engineer will provide the City three (3) sets of the "Final" plans and specifications.

C. Construction Phase

1. Assist the City in conducting a pre-construction conference with City staff, Urban County staff and Construction Company.
2. Make periodic visits to the site to observe the overall progress and quality of work. Make recommendations to the City regarding materials and workmanship.
3. Conduct final inspection of the project.
4. Prepare revisions of construction drawings with the assistance of the City's personnel reflecting changes to the plans. These "As-Built" drawings shall be provided by the Engineer to the City. Three (3) sets will be provided.

Compensation

| | |
|--|--------------------|
| A. Preliminary Phase (15%) (To include surveying) | \$ 3,364.50 |
| B. Design Phase (60%) | \$13,458.00 |
| C. Construction Phase (25%) | <u>\$ 5,607.50</u> |
| Total | \$22,430.00 |

**ENGINEERING FEE
HOURLY BREAKDOWN**

HIDALGO COUNTY URBAN COUNTY PROGRAM

| | | | | | | |
|---------------------|--|------------------------|------------------------|-------------------------------|------------------------|----------|
| Engineer: | Cruz-Hogan Consultants, Inc. | | | | | |
| Project: | 2012 Sewer Line Improvements (8th Street to 12th Street) | | | | | |
| Owner: | City of San Juan, Texas | | | | | |
| Description: | This project consists of the purchase and installation of 8-inch sanitary sewer lines along Lincoln Ave between 8th St. and 12th St., including the alley between 11th St. and 12th St. (from Lincoln Ave to Standard Ave) to include but not limited to adjacent/abutting streets within the same general vicinity. | | | | | |
| TASK | DESCRIPTION | Design Engineer | Project Manager | Engineering Technician | Admin/ Clerical | |
| Task No. 1 | Attend preliminary conferences with the City of San Juan staff acquire available and relevant background data in respect to the project. | 4 | 1 | | 1 | |
| Task No. 2 | Establish the scope of topographic surveys for the design of the project. | 2 | 1 | | | |
| Task No. 3 | Prepare a preliminary engineering report and submit to the City for review. | 5 | | | 2 | |
| Task No. 4 | Receive electronic survey data from project surveyor and prepare background drawings for construction plans. | 2 | 2 | 6 | | |
| Task No. 5 | Prepare detailed construction drawings, technical specifications, and other pertinent documents for construction authorized by the City. | 40 | 4 | 70 | 8 | |
| Task No. 6 | Submit plans and specifications to the appropriate agencies, other than the City, and coordinate approval process. | | 2 | | 6 | |
| Task No. 7 | Furnish the City three (3) sets of copies of plans and specifications marked "Preliminary" for approval by the City. Upon final approval by the City, the Engineer will provide the City three (3) sets of the "Final" plans and specifications. | 1 | 2 | | 6 | |
| Task No. 8 | Assist the City in conducting a pre-construction conference with City staff, Urban County staff and Construction Company. | 1 | 1 | | | |
| Task No. 9 | Make periodic visits to the site to observe the overall progress and quality of work. Make recommendations to the City regarding materials and workmanship. | 8 | 10 | | | |
| Task No. 10 | Conduct final inspection of the project. | 2 | 2 | | | |
| Task No. 11 | Prepare revisions of construction drawings with the assistance of the City's personnel reflecting changes to the plans. These "As-Built" drawings shall be provided by the Engineer to the City. Three (3) sets will be provided. | 1 | 1 | 3 | 4 | |
| | Hour (Sub-Total) | 66 | 26 | 79 | 27 | |
| | Contract Rates Per Hour | \$175.00 | \$120.00 | \$50.00 | | \$30.00 |
| | Sub-Total Labor Cost | \$11,550.00 | \$3,120.00 | \$3,950.00 | | \$810.00 |

SUB-TOTAL LABOR COST \$19,430.00
SURVEYING FEES \$3,000.00

TOTAL ENGINEERING FEES \$22,430.00

**ENGINEERING FEE
HOURLY BREAKDOWN**

HIDALGO COUNTY URBAN COUNTY PROGRAM

| | |
|---------------------|--|
| Engineer: | Cruz-Hogan Consultants, Inc. |
| Project: | 2012 Sewer Line Improvements (8th Street to 12th Street) |
| Owner: | City of San Juan, Texas |
| Description: | This project consists of the purchase and installation of 8-inch sanitary sewer lines along Lincoln Ave between 8th St. and 12th St., including the alley between 11th St. and 12th St. (from Lincoln Ave to Standard Ave) to include but not limited to adjacent/abutting streets within the same general vicinity. |

| TASK | DESCRIPTION | Design Engineer | Project Manager | Engineering Technician | Admin/ Clerical |
|---------------------------------|--|-----------------|-----------------|------------------------|-----------------|
| Task No. 1 | Attend preliminary conferences with the City of San Juan staff acquire available and relevant background data in respect to the project. | 2 (4) | 1 | | 1 |
| Task No. 2 | Establish the scope of topographic surveys for the design of the project. | 1 (2) | 1 | | |
| Task No. 3 | Prepare a preliminary engineering report and submit to the City for review. | 4 (6) | | | 2 |
| Task No. 4 | Receive electronic survey data from project surveyor and prepare background drawings for construction plans. | 2 (4) | 2 | 6 | |
| Task No. 5 | Prepare detailed construction drawings, technical specifications, and other pertinent documents for construction authorized by the City. | 2 (4) | 4 | 6 (70) | 8 |
| Task No. 6 | Submit plans and specifications to the appropriate agencies, other than the City, and coordinate approval process. | | 2 | | 4 |
| Task No. 7 | Furnish the City three (3) sets of copies of plans and specifications marked "Preliminary" for approval by the City. Upon final approval by the City, the Engineer will provide the City three (3) sets of the "Final" plans and specifications. | 1 | 2 | | 4 |
| Task No. 8 | Assist the City in conducting a pre-construction conference with City staff, Urban County staff and Construction Company. | 1 | 1 | | |
| Task No. 9 | Make periodic visits to the site to observe the overall progress and quality of work. Make recommendations to the City regarding materials and workmanship. | 8 | 10 | | |
| Task No. 10 | Conduct final inspection of the project. | 2 | 2 | | |
| Task No. 11 | Prepare revisions of construction drawings with the assistance of the City's personnel reflecting changes to the plans. These "As-Built" drawings shall be provided by the Engineer to the City. Three (3) sets will be provided. | 1 | 1 | 3 | 4 |
| Hour (Sub-Total) | | 56 (68) (4) | 26 | 179 (64) | 28 (25) |
| Contract Rates Per Hour: | | \$175.00 | \$120.00 | \$50.00 | \$30.00 |
| Sub-Total Labor Cost | | \$11,900.00 | \$3,120.00 | \$3,950.00 | \$870.00 |

SUB-TOTAL LABOR COST \$19,840.00
SURVEYING FEES \$3,000.00

PROJECT
7-1,500 +F N/S
7-500 4P E/W

9,800
7,750
ENG - \$14,610
SURVEYING - \$3,000

As per
No. 3/27/10
ENR \$17,060
Surveying \$ 3,000
T. Val \$20,060

