



AGENDA
DRAINAGE DISTRICT
BOARD OF DIRECTORS
June 7, 2016
9:00 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Drainage District #1 Board of Directors 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**
2. **Prayer**
3. **Open Forum**
4. **Approval of Consent Agenda**
5. Discussion on Hidalgo County Drainage District No. 1 Drainage projects, maintenance and operations
6. **AI -54846** A.) Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A)(4) for a Professional Service.

B.) Presentation of scoring grid (for the purposes of ranking by HCDD1 Board of Directors) of the firms graded and evaluated through the District's approved "Pool" of Surveying Firms for the provision of "Professional Surveying Services" for RMA Outfalls Project.

FIRM NAME:	SCORE:	RANK:
Quintanilla, Headley & Associates, Inc.	98	
R.O.W. Surveying Services	95	
Ambiotec Civil Engineers	93	

C.) Requesting authority for the Drainage District to negotiate a Professional Agreement for Survey Services with the number one ranked firm of _____ as it relates to Survey Services for RMA Outfalls Project.

7. **AI -54863** A.) Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A)(4) for a Professional Service.

B.) Presentation of scoring grid (for the purposes of ranking by HCDD1 Board of Directors) of the firms graded & evaluated through the District's approved "Pool" of Surveying Firms for the provision of "Professional Surveying Services" for Mercedes Lateral Project.

FIRM NAME:	SCORE:	RANK:
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Quintanilla Headley & Associates, Inc.	98	
Siegler, Winston, Greenwood & Associates	97	
Guzman & Munoz Eng. & Surveying, Inc.	96	

C.) Requesting authority for Drainage District to negotiate a Professional Agreement for Survey Services with the number one ranked firm of _____, as it relates to Survey Services for Mercedes Lateral Project.

8. **AI -54845** Requesting approval of Work Authorization No. 10 to La Joya Watershed Improvement Project Agreement with L&G Engineering in the amount of \$37,410.16. (Subject to HB1295)

9. **AI -54887** A. Requesting approval to accept bids and approval to award Construction Contract to lowest bidder meeting all specified requirements for RFB No. HCDD1-16-026-06-01 "Tex-Mex Drain Ditch Improvements (Road Crossings)" to RDH Site & Concrete, Base Bid and Alternate 1 in the total amount of \$293,297.46.

B. Pursuant to TXLGC 262.031 and in the interest of expediting a project's progress, requesting authority/approval for Drainage District General Manager, Raul Sesin, P.E., CFM, to execute change orders that involve ...'an increase or decrease in cost of \$50,000.00 or LESS and in no event to exceed the Change Order's statutory limits...'. The original contract price may not be decreased by 18 % or more without the consent of the contractor".

10. **AI -54920** Requesting approval to reclassify one (1) regular full-time position as follows:

Slot #	Position Title	Current BudgetSalary	Proposed Position title	Proposed Budgeted Salary
13	GIS Operator II	\$56,795.00	Engineering Tech IV	\$56,795.00

11. **Closed Session:**
Board of Directors may go into Closed Session pursuant to Chapter 551, Texas Government Code, Sections 551.071 & 551.072 to discuss the following:

A. **Real Estate Acquisition**

B. **Pending and/or Potential Litigation**

12. **Open Session:**

A. **Real Estate Acquisition**

B. **Pending and/or Potential Litigation**

13. **Closed Session:**
Board of Directors may reconvene into Closed Session for the discussion regarding the agenda items listed

14. **Open Session:**
Board of Directors may reconvene into Open Session for the discussion regarding the agenda items listed

15. **Adjourn**

AI -54846

6.

DRAINAGE DISTRICT

Meeting Date: 06/07/2016

Submitted For: Jaime Salazar

Submitted By: Jaime Salazar, DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

A.) Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A)(4) for a Professional Service.

B.) Presentation of scoring grid (for the purposes of ranking by HCDD1 Board of Directors) of the firms graded and evaluated through the District's approved "Pool" of Surveying Firms for the provision of "Professional Surveying Services" for RMA Outfalls Project.

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C.) Requesting authority for the Drainage District to negotiate a Professional Agreement for Survey Services with the number one ranked firm of _____ as it relates to Survey Services for RMA Outfalls Project.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	06/01/2016 11:46 AM
Final Approval	Monica Badillo	06/03/2016 05:01 PM

Form Started By: Jaime Salazar
Final Approval Date: 06/03/2016

Started On: 06/01/2016 11:08 AM

AI -54863

7.

DRAINAGE DISTRICT

Meeting Date: 06/07/2016

Submitted For: Jaime Salazar

Submitted By: Jaime Salazar, DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

A.) Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A)(4) for a Professional Service.

B.) Presentation of scoring grid (for the purposes of ranking by HCDD1 Board of Directors) of the firms graded & evaluated through the District's approved "Pool" of Surveying Firms for the provision of "Professional Surveying Services" for Mercedes Lateral Project.

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C.) Requesting authority for Drainage District to negotiate a Professional Agreement for Survey Services with the number one ranked firm of _____, as it relates to Survey Services for Mercedes Lateral Project.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Review

Inbox

Budget & Management

Reviewed By

Veronica Ortiz

Date

06/01/2016 03:03 PM

Final Approval

Monica Badillo

06/03/2016 05:01 PM

Form Started By: Jaime Salazar

Started On: 06/01/2016 02:20 PM

Final Approval Date: 06/03/2016

AI -54845

8.

DRAINAGE DISTRICT

Meeting Date: 06/07/2016

Submitted For: Jaime Salazar

Submitted By: Jaime Salazar, DRAINAGE
DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

Requesting approval of Work Authorization No. 10 to La Joya Watershed Improvement Project Agreement with L&G Engineering in the amount of \$37,410.16. (Subject to HB1295)

BACKGROUND

Fiscal Impact

Attachments

WA No. 10 L&G

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	06/01/2016 11:13 AM
Final Approval	Monica Badillo	06/03/2016 05:01 PM
Form Started By: Jaime Salazar		Started On: 06/01/2016 10:50 AM
Final Approval Date: 06/03/2016		

PROFESSIONAL ENGINEERING SERVICES CONTRACT DATED FEBRUARY 5, 2013, FOR THE LA JOYA WATERSHED IMPROVEMENT PROJECT FOR HIDALGO COUNTY PRECINCT 3 (THE “AGREEMENT”)

WORK AUTHORIZATION FORM

WORK AUTHORIZATION NO. 10

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between Hidalgo County Drainage District No. 1 hereinafter called the “Owner”, and L&G Engineering, professional Engineers hereinafter called “Engineer”.

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is to provide ROW Mapping, Design Survey, ROW Acquisition and a Conceptual Site Plan for the Outfall at Mile 3 within the La Joya Watershed Improvement Project.

The scope of work for said services is better defined in the following and attached hereto:

EXHIBIT “A” – Services to be provided by the Owner

EXHIBIT “B” – Services to be provided by the Engineer

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$37,410.16. 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/Part/Section 5 of the Agreement.

PART 4. FUNDING

This Work Authorization No. 10 shall be funded through funding source:

Account No. _____

Requisition Number _____

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 the scopes of this work authorization.

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 Mr. Jaime Salazar of HCDD#1 as to content and detail of this Work Authorization No. 10.

BY: _____

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by the Hidalgo County Drainage District No. 1 and L&G Engineering as indicated below and effective as of ___ day of _____, 2016.

THE ENGINEER:

THE OWNER:

Mr. Jacinto Garza, P.E.
President – L&G Engineering

Chairman of the Board
Hidalgo County Drainage District No. 1

**APPROVED AS TO FORM:
ATLAS, HALL, & RODRIGUEZ, LLP**

Exhibits:
Location Map
Exhibit "A" – Services to be provided by HCDD#1 (Owner)
Exhibit "B" – Services to be provided by L&G Engineering (Engineer)
Exhibit "C" – Work Schedule
Exhibit "D" – Fee Schedule (Estimated Man-Hour Breakdown)

EXHIBIT “A”

Services to be Provided by the Owner

The following provides an outline of the services to be provided by the **Owner** in the development of the La Joya Watershed Improvement Project in Hidalgo County, TX, hereinafter denoted as the **Project**.

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

- (1) Authorization to the **Engineer** to begin work in accordance with Article 3 of the Agreement.
- (2) Payment for work performed by the **Engineer**, and accepted by the **Owner** in accordance with Article 6 of the Agreement.
- (3) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **Engineer** cannot easily obtain.
- (4) Provide any available relevant data the **Owner** may have on file concerning the **Project**.
- (5) Provide timely review and decisions in response to the **Engineer**'s request for information and/or required submittals and deliverables, in order for the **Engineer** to maintain the agreed-upon work schedule.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.
- (7) Review and approve the **Project** design criteria.
- (8) Review and approve change orders as required and prepared by the **Engineer**.

EXHIBIT “B”
Services to be provided by the Engineer

GENERAL SCOPE OF WORK:

The work to be performed by the **Engineer** under this Work Authorization shall consist of providing the needed Engineering and Surveying Services required for the Outfall at Mile 3 within the La Joya Watershed Improvement Project.

The scope of work incorporated into this Work Authorization shall include in general terms; the preparation of a Design Survey, ROW Survey (Parcel Sketches and Field Notes), ROW Acquisition Services (Administrative Services) and Conceptual Site Plans.

The **Engineer** will furnish all equipment, materials, supplies, and incidentals as needed to perform the services required by this Work Authorization, except as otherwise specified in Exhibit A, “Services to be Provided by the Owner”.

GENERAL SCOPE OF WORK:

1) ROW Mapping & Design Survey

See Exhibit B-1 for services to be provided by Surveyor

2) Right of Way Acquisition Services (Administrative Services)

Services

Provided By:

ENGINEER COUNTY

<u>YES</u>	<u>YES</u>	1) PROJECT ADMINISTRATION
		a) Negotiation of Scope of Services for Work Authorization
		i) Acquisition Provider will visit project site with COUNTY personnel if necessary.
<u>YES</u>	<u>NO</u>	b) Project Presence at L&G Consultant Office Headquarters
		i) Full Project Office
		(1) No Joint Use of COUNTY facilities
		(2) Open during normal COUNTY 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.
<u>YES</u>	<u>NO</u>	c) Overhead Costs
		(i) Administrative costs
<u>YES</u>	<u>NO</u>	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.

Services
 Provided By:
ENGINEER COUNTY

<u>YES</u>	<u>NO</u>	
		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
YES	NO	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 and paid as a separate item.
YES	NO	b) Secure title commitment updates in accordance 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 and paid as a separate item.
YES	NO	c) Secure title insurance for all parcels acquired, insuring acceptable title to COUNTY OF HIDALGO. Written approval by the COUNTY required for any exception.
		1) APPRAISAL
YES	NO	a) Appraiser may be selected from City’s list of state approved fee appraisers.
YES	NO	b) Secure written permission (if necessary) from the owner to enter the property from which land is to be acquired. If the Acquisition Provider and/or the fee appraiser, 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. Maintain permission letters with appraisal reports.
YES	NO	c) Prepare (if necessary) pre-appraisal contact with interest owner(s) for each parcel using acceptable COUNTY forms.
YES	NO	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.
YES	NO	e) Prepare complete appraisal report for each parcel to be acquired utilizing the appropriate forms. These reports shall conform to COUNTY policies and procedures along with the Uniform Standards of Professional Appraisal Practices.

Services
 Provided By:
ENGINEER COUNTY

- YES NO f) As necessary, prepare written notification to COUNTY of any environmental concerns associated with the right of way to be acquired which could require environmental remediation.
- YES NO g) All completed appraisals will be administratively reviewed by L&G Engineering ROW Office and recommended for approval by COUNTY.
- YES NO h) As necessary, the appraiser will appear and or testify as an Expert Witness in eminent domain proceedings and be available for pre-hearing /pre-trial meetings as directed by L&G Engineering and/or COUNTY.
- YES NO i) As necessary, the appraiser will coordinate with review appraiser regarding revisions, comments, or additional information that may be required.
- YES NO 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 not part of this contract, and shall be paid by the COUNTY.

2) APPRAISAL REVIEW

- YES NO a) Review Appraiser may be selected from COUNTY’s list of approved fee appraisers.
- YES NO b) Review all appraisal reports for each parcel to determine consistency of values, supporting documentation related to the conclusion reached and compliance with COUNTY policies and procedures and the Uniform Standards of Professional Appraisal Practices.
- YES NO c) Prepare and submit the appropriate forms, for each appraisal.
- YES NO 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.

1) APPRAISAL UPDATES

- YES NO a) Prepare complete appraisal update for the parcel to be acquired utilizing the appropriate forms. These reports shall conform to COUNTY policies and procedures along with the Uniform Standards of Professional Appraisal Practices.
- YES NO b) As necessary, prepare written notification to COUNTY 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 COUNTY.
- YES NO 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.

La Joya Watershed Improvement Project – WA#10

Services
 Provided By:
ENGINEER COUNTY

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| YES | NO | 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. |
| YES | NO | e) As necessary, the appraiser will coordinate with the review appraiser regarding corrections and/or additional information that may be required. |
| 2) <i>NEGOTIATION, TASKS AND FEES</i> | | |
| YES | NO | a) Analyze appraisal and appraisal review reports and confirm the COUNTY’s approved value prior to making offer for each parcel. |
| YES | NO | b) Analyze preliminary title report to determine potential title problems, propose methods to cure title deficiencies. |
| YES | NO | c) Prepare the initial offer letter, instruments of conveyance, and any other documents required or requested by COUNTY on applicable COUNTY forms. |
| YES | NO | d) Mail (Certified Mail Return Receipt Requested) initial offer letter, draft deed, Bill of Rights Brochures and Appraisal Reports to address confirmed with the Appraisal District of Hidalgo County. Maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing. |
| YES | NO | e) Provide a copy of the appraisal report for the subject property exclusively to the property owner or authorized representative at mailing of initial offer. Maintain original signed Receipt of Appraisal. (unless property owner refuses to sign it). |
| YES | NO | f) Respond to property owner inquiries verbally and in writing within two business days. |
| YES | NO | g) Prepare a separate negotiator contact report for each parcel per contact. |
| YES | NO | h) Maintain parcel files of original documentation related to the purchase of the real property or property interests. |
| YES | NO | 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 policy and procedures. |
| YES | NO | j) Prepare final offer letter, documents of conveyance as necessary. |
| YES | NO | k) Appear and provide Expert Witness testimony as an Acquisition Provider when requested. |
| YES | NO | 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. |
| YES | NO | m) Provide a monthly progress report per parcel by the 25th of the month with invoice. |

Services
 Provided By:
ENGINEER COUNTY

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| YES | NO | n) The consultant shall, as part of this proposal, estimates 20% of the parcels identified on Page 13-1 may end up in condemnation. The consultant shall be available for any meeting/hearings as requested by the COUNTY Attorney. |
| 3) CLOSING SERVICE FEES | | |
| YES | NO | 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. |
| YES | NO | b) Acquisition Provider shall attend closings and provide closing services in conjunction with Title Company. |
| 4) RELOCATION ASSISTANCE SERVICES – N/A | | |
| N/A | N/A | a) The amount of relocations or displacements is identified on Page 13-1. L&G will provide relocation advisory services. L&G will compute replacement housing supplements (owner occupant and/or tenants) |
| N/A | N/A | b) L&G will provide advisory services to business displacements and relocate them effectively. |
| N/A | N/A | c) COUNTY will review, approve and pay for all relocation costs as per the Agreement. |
| 5) CONDEMNATION SUPPORT | | |
| YES | YES | <ul style="list-style-type: none"> 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. <u>Spouses of owners must also be joined.</u> iv) Upon completion of the necessary forms, prepare a packet containing <u>2 copies</u> each of the following documents: Title Commitment, Negotiator’s Reports, Appraisal Acknowledgment, Preappraisal 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 COUNTY Attorney shall file the Order Appointing Commissioners with the judge retaining a copy of the Order for the files. |

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ENGINEER COUNTY

YES YES

- 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.
- b) Post Hearing Support (by COUNTY Attorney)
 - i) For the hearing, prepare the necessary forms and Special Commissioners time sheets and submit forms to the 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.

6) COMPENSABLE UTILITIES – N/A

Utility Accommodation is an integral factor in road construction and design. Coordination of utility adjustments is a necessary function within planning, design,

Services
 Provided By:
ENGINEER COUNTY

acquisition and construction and requires the administration of property rights issues, utility policy, and reimbursement of eligible utility adjustments. It includes the following tasks:

- | | | |
|-----|-----|---|
| N/A | N/A | <ul style="list-style-type: none"> a) Preliminary Design Consultations i) Conduct Field Investigation and review Certificate of Convenience and Necessity boundaries to identify utility providers within the project area. Communications through letter, phone calls and email to establish a contact list. Coordinate data gathering by surveyors and design team. Introduce project to utility providers. |
| N/A | N/A | <ul style="list-style-type: none"> b) Field Observations and Verifications i) Provide maps to Utility providers to “redline” and identify conflicts. Coordinate exposures and data collection by surveyor. Provide and confirm utility data on project maps. Order Utility Location Service. |
| N/A | N/A | <ul style="list-style-type: none"> c) Exchange of Information with Utility Providers i) Provide project schedule. ii) Request schedules for utility adjustments. iii) Identify who is responsible for utility process. |
| N/A | N/A | <ul style="list-style-type: none"> d) Confirmation of Property Interests i) Request Documents. ii) Coordination of data on maps and citation of property interest documents. iii) Confirm utilities are within easements. |
| N/A | N/A | <ul style="list-style-type: none"> e) Coordination of Agreements i) Identify utilities that are compensable. ii) Determine parties and agreements necessary to complete compensable process. iii) Coordinate execution and processing of Standard Utility Agreements. |
| N/A | N/A | <ul style="list-style-type: none"> f) Utility Meetings throughout project development i) Set up and coordinate utility meetings during planning, design, acquisition and construction phases. ii) Attend and participate in meetings by other parties. |

7) PAYMENT SCHEDULE

- | | | |
|-----|-----|--|
| YES | YES | <ul style="list-style-type: none"> a) Project Administration <ul style="list-style-type: none"> a) Payment and Milestones <ul style="list-style-type: none"> i) Full Project Office <ul style="list-style-type: none"> (1) Lump Sum Basis (assume 8 year project presence) (2) Initial payment of 25% upon establishment of a project office. (3) Remainder paid out in equal monthly installments of 15% starting the following month. (4) Monthly billing to HIDALGO COUNTY DRAINAGE DISTRICT #1 will be required. b) Title Services <ul style="list-style-type: none"> i) Payment <ul style="list-style-type: none"> (a) Per Parcel basis. ii) Milestones <ul style="list-style-type: none"> (a) 100% upon securing initial title commitment. |
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La Joya Watershed Improvement Project – WA#10

- c) Appraisal Services
 - i) Payment
 - (a) Per Parcel Basis
 - ii) Milestones
 - (a) 100% paid upon delivery of complete and acceptable appraisal report
- d) Appraisal Review
 - i) Payment
 - (a) Per Parcel Basis
 - ii) Milestones
 - (a) 100% upon submission of ROW-A-10
- e) Appraisal Update
 - i) Payment
 - (a) Per Parcel Basis
 - ii) Milestones
 - (a) 100% upon delivery of complete and acceptable appraisal update.
- f) Negotiation, Task, and Fees
 - i) Payment
 - (a) Per Parcel Basis
 - ii) Milestones
 - (a) 80% upon presentation of initial offer.
 - (b) 20% upon successful negotiation and all instruments are recorded.
- g) Closing Service Fees
 - i) Payment
 - (a) Per Parcel Basis
 - ii) Milestones
 - (a) 100% upon recordation of instrument of conveyance.
- h) Relocation Assistance (N/A)
 - i) Payment
 - (a) Per Relocation
 - ii) Milestones
 - (a) 100% upon issuance of 90-day vacancy letter.
- i) Compensable Utilities (N/A)
 - i) Payment
 - (a) By percent complete

ADDITIONAL RESPONSIBILITIES

Meetings

Meetings will be held with the FHWA, State Officials, local governments, property owners, utility owners, railroad companies, other consulting firms, etc., as needed or required by the COUNTY. The ENGINEER shall coordinate through the COUNTY for the development of this project with any local entity having jurisdiction or interest in the project (i.e., city, county, etc).

Project Manager/Engineer Communication

The ENGINEER shall designate one Texas Registered Professional Engineer and one Right-of-Way Acquisition Manager to be responsible throughout the project for project management and all communications, including billing, with the COUNTY’s Director. Any replacements to the ENGINEER’s designated Project Manager/Engineer must be approved by the COUNTY.

Office Location

The ENGINEER will perform the services to be provided under this agreement out of their office or offices listed here:

<u>Service</u>	<u>Office Location</u>
Administration	Mercedes Office
ROW Acquisition Services	Mission Office

The work effort will be managed out of the _____ Mercedes _____
 (City)
 office located at _____ 2100 West Expressway 83 _____,
 (Address)
 _____ Mercedes _____, _____ Texas _____.
 (City) (State)

3) Conceptual Site Plan

The **Engineer** will develop an exhibit (3D Rendering) identifying a conceptual multi-use (drainage/recreational) facility. The detail of this exhibit will be sufficient to convey general intent for use by an Architect to develop construction documents. This conceptual exhibit will be used for coordination with both HCDD#1 and Hidalgo County Precinct 3 to obtain concurrence on the overall intent.

SECTION 1-PROJECT DESCRIPTION

The services designated herein as "Services provided by the SURVEYOR" shall include the performance of all surveying services for the following described facility:

COUNTY/CITY: Hidalgo County

CONTROL: _____

PROJECT/DESCRIPTION: Abram Road & 3 Mile Road Project

LENGTH: +/- 50 Acre Tract

HIGHWAY: _____

LIMITS: Caliche Pit Northwest Quadrant Abram and 3 Mile

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
- Design Survey

ENGINEER shall mean L&G Engineering.

SURVEYOR shall mean ROW Surveying Services

COUNTY shall mean Hidalgo County

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

SECTION 5 - RIGHT-OF-WAY DATA
(Function Code 130)

Services
Provided By:

SURVEYOR CITY/COUNTY

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

A. RIGHT-OF-WAY MAPPING:

1. PURPOSE:

The purpose of right-of-way mapping is to prepare documents suitable for the acquisition of real property interests and the probable issuance of a title policy.

2. DEFINITIONS:

For purposes of this Contract, the following definitions shall apply:

- 2.1. Abstract Map – A drawing to scale prepared from record documents depicting proposed right-of-way lines, existing right-of-way lines, easement lines, and private property lines with relevant grantee names, recording data, and recording dates.
- 2.2. Closure/Area Calculation Sheet – A computer generated print-out of the area and the perimeter bearings, distances, curve data, and coordinates of an individual parcel of land to be acquired.
- 2.3. Access Denial Line – A line which indicates specific location where access to the roadway is denied.
- 2.4. Property Descriptions – A written metes and bounds description delineating the area and the boundary and describing the location of an individual parcel of land unique to all other parcels of land.
- 2.5. Owner – The most current title holder of record as determined by a study of the Real Property Records.
- 2.6. Parcel Plat – An 8 ½ inch by 11 inch drawing to scale depicting all the information shown on the right-of-way map regarding an individual parcel of land to be acquired.
- 2.7. Parent Tract – A unit or contiguous units of land under one ownership, comprising a single marketable tract of land consistent with the principle of highest and best use. A parent tract may be described by a single instrument or several instruments. A single parent tract cannot be severed by a public right-of-way, easement, or separate ownership which destroys unity of use.
- 2.8. Parent Tract Inset – A small line drawing, to an appropriate scale, of the parent tract perimeter placed upon the right-of-way map in the proximity of the respective parcel. Parent tract insets are used in cases where the parent tract cannot be shown to the same scale as the right-of-way map. Since parent tract insets are used to identify the limits and location of parent tracts, they should include public right-of-ways, utility easements and fee strips, and identifiable water courses which bound the parent tract.
- 2.9. Point of Beginning (P.O.B.) – A corner of the parcel of land to be acquired, located on the proposed right-of-way line and being the beginning terminus of the first course of the property description.
- 2.10. Point of Commencing (P.O.C.) – A monumented property corner which can be identified in the Real Property Records and is located outside the proposed right-of-way corridor. For title purposes, the point of commencing should be a monumented back corner of the parent tract. In the event a monumented back corner of the parent tract cannot be recovered, the nearest identifiable monumented property corner located outside the proposed right-of-way corridor may be used.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

- 2.11. Preliminary Right-of-Way Layout/Abstract Map – A drawing to scale depicting proposed right-of-way lines, existing right-of-way lines, proposed pavement, access denial lines, the proposed centerline alignment, private property lines, easement lines, visible improvements, visible utilities, the station and offset from the centerline alignment to each Point of Curvature (PC), Point of Tangency (PT), and angle point in the proposed right-of-way lines and to each PC, PT, and angle point in the existing right-of-way lines in areas of no proposed acquisition. *(Reference Sample Attached)*
- 2.12. Right-of-Way Maps/Property Description/Parcel Plats – A series of 22 inch by 34 inch and 11 inch by 17 inch drawings to scale depicting the results of relevant elements of records research, field work, analysis, computation, and map making required to determine title, delineate areas and boundaries, locate and describe utilities and improvements to the extent necessary to appraise the value and negotiate the acquisition of individual parcels of private land for a proposed right-of-way project. *(Reference Sample To Be Provided)*

3. WORK TO BE PERFORMED:

YES N/A

3.1. Preliminary Right-of-Way Layout/Abstract Map:

An abstract map shall be prepared sufficient to determine the following:

- 3.1.1. Any and all interests of public record held in the land to be acquired.
- 3.1.2. The total record holdings of an owner contiguous to land to be acquired from that owner.
- 3.1.3. Any and all interests in land to be acquired held in common (shopping mall parking lots, subdivision reserves, etc.)
- 3.1.4. Any and all improvements proposed by other agencies which may have a bearing on project development.
- 3.1.5. All called monuments, bearings, and distances as per recorded information.
- 3.1.6. Preliminary Parcel numbering system.
- 3.1.7. Any and all utilities (permitted or of record)
- 3.1.8. Reference Sample provided.

YES N/A

3.2. Right-of-Way Map:

The SURVEYOR shall field locate property corners, existing right-of-way markers, improvements, visible utilities, verify and update the planimetric file, if provided, and as directed by the ENGINEER.

A right-of-way map shall be prepared for each proposed right-of-way project. A right-of-way map shall include a title sheet, an index sheet, a survey control index sheet, a horizontal and vertical control data sheet, and sufficient plan sheets to cover the proposed project, or as directed by the ENGINEER. The STATE has developed standard title sheets, index sheets, and plan sheets, copies of which the SURVEYOR shall request and secure for all purposes of this Contract. Plan sheets shall include, but need not be limited to, the following items of information. By mutual agreement between the Texas Board of Professional Land Surveying and the TxDOT, right-of-way maps need not be signed and sealed by a Registered Professional Land Surveyor.

- 3.2.1. Proposed right-of-way lines shall be delineated with appropriate bearings, distances, and curve data. Curve data shall include the radius, delta angle, arc length, and long chord bearing and distance.
- 3.2.2. Existing right-of-way lines shall be delineated with appropriate bearings, distances, and curve data to the extent necessary to describe the individual parcels of land to be acquired. Curve data shall include the radius, delta angle, arc length, and long chord bearing and distance.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY
YES N/A

3.2 *Right-of-Way Map Continued (continued)*

- 3.2.3. The proposed project baseline alignment shall be delineated with appropriate bearings, distances, and curve data. Curve data shall include the station of the curve Point of Intersection (PI), radius, delta angle, arc length, tangent length, long chord bearing and distance, and the N and E coordinates of the curve PI. All alignment PCs, PTs, and even 500 foot stations shall be labeled as to station.
- 3.2.4. Proposed paving lines combined with relevant existing paving lines shall be shown to the extent necessary to compile a complete picture of proposed traffic movements. Proposed paving on the final mylars submitted to the ENGINEER shall be shaded with a dot pattern or highlighted by some other means acceptable to the ENGINEER.
- 3.2.5. Access denial lines shall be shown sufficiently to indicate areas where access is to be denied and where access is to be permitted if required by the ENGINEER.
- 3.2.6. Private property lines shall be delineated with appropriate bearings, distances, and curve data to the extent necessary to describe the individual parcels of land to be acquired. Curve data shall include the radius, delta angle, arc length, and long chord bearing and distance.
- 3.2.7. Porción lines, subdivision lines and survey lines shall be shown and identified by name and Porción number.
- 3.2.8. County lines and city limit lines shall be located and identified by name.
- 3.2.9. A north arrow shall be shown on each sheet, and, if possible, located in the upper right corner of the sheet.
- 3.2.10. Monumentation set or found shall be shown and described as to material and size.
- 3.2.11. A station and offset shall be shown for each PC, PT, and angle point in the proposed right-of-way lines. Stations and offsets shall be with respect to the proposed centerline alignment.
- 3.2.12. Intersecting and adjoining public right-of-ways shall be shown and identified by name, right-of-way width, and recording data.
- 3.2.13. Railroads shall be shown and identified by name, right-of-way width, and recording data.
- 3.2.14. Utility corridors shall be identified as to easement or fee and recording information shall be identified.
- 3.2.15. Easements and fee strips shall be shown and identified by width, owner, distance of easement to a property corner of the parent track, and recording data.
- 3.2.16. Building lines or set-back lines shall be shown and identified.
- 3.2.17. Visible improvements located within the proposed right-of-way corridor or within 50 feet of a proposed right-of-way line shall be shown and identified.
- 3.2.18. Structures shall be identified as commercial or residential, by number of stories, and as to type (brick, wood frame, etc.).
- 3.2.19. Structures which are severed by a proposed right-of-way line shall be dimensioned to the extent necessary to completely delineate the severed parts.
- 3.2.20. Parking areas, billboards, and other on-premise signs which are severed by a proposed right-of-way line shall be dimensioned to the extent necessary to delineate that portion of the parking area, billboard, or sign which is located within the proposed right-of-way corridor.

EXHIBIT "B"
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY
YES N/A

3.2 Right-of-Way Map Continued (continued)

- 3.2.21. In cases where structures are located outside the proposed right-of-way corridor and within 25 feet of a proposed right-of-way line, the shortest distance between the structure and the proposed right-of-way line shall be shown and field verified.
- 3.2.22. Visible utilities located within the proposed right-of-way corridor or within 50 feet of a proposed right-of-way line shall be shown and identified.
- 3.2.23. The location of underground utilities and fuel storage tanks situated within the proposed right-of-way corridor or within 50 feet of a proposed right-of-way line shall be determined and shown as required by the ENGINEER. The visible location of stand pipes, vents and filler caps in conjunction with available design and as-built drawings may be used to determine a most probable location and size in the event an actual location is indeterminable.
- 3.2.24. Points of commencing and points of beginning shall be shown and labeled. Points of beginning shall be shown with their respective N and E surface coordinates. As an exception, a point of commencing will not be required in the case of a total taking without a remainder.
- 3.2.25. Each parcel of land to be acquired shall be identified by a parcel number which shall appear in the ownership tabulation and on the right-of-way map in the proximity of the respective parcel. If the SURVEYOR is unfamiliar with the criteria used by the STATE to assign parcel numbers, he shall seek the assistance of the ENGINEER at the time the abstract map is complete. THE SURVEYOR SHALL SEEK ASSISTANCE FROM THE ENGINEER IN DEVELOPING AN OWNERSHIP TABULATION TABLE.
- ~~3.2.26.~~ An ownership tabulation shall be shown which shall include the parcel number, existing area of the parent tract, lot(s) and block(s) constituting the parent tract when applicable, owner's name, type of conveyance, film code, county clerk's file number, taking area, and remaining area of the parent tract located left and/or right of the centerline alignment. ~~Types of conveyance, film code and file numbers refer to conveyances into the STATE and will be added to the right of way map by the STATE at a later date. Several blank lines shall be provided in the tabulation block to facilitate future map additions.~~
- 3.2.27. A parent tract inset shall be shown for each parent tract which cannot be shown to scale on the right-of-way map. The use of broken scale lines should be avoided. When parent tract insets are used, the point of commencing with the appropriate bearing and distance to the point of beginning may be shown on the parent tract inset.
- 3.2.28. A note shall be included on the title sheet and each map sheet stating the source of bearings, coordinates, and datum used.
- 3.2.29. Appropriate notes shall be included on the title sheet and each map sheet stating the following:
- a. Month(s) and year abstracting 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 the map was completed by the SURVEYOR.
- 3.2.30. The right-of-way CSJ number, if available, shall be shown on each right-of-way map sheet.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

3.3. Exhibits:

An Exhibit shall be prepared for each parcel or tract consisting of a property description and a parcel plat.

YES

N/A

3.3.1. Property Description:

A property description shall be prepared for each parcel of land to be acquired. Standard formats for property descriptions, copies of which the SURVEYOR shall request to the ENGINEER and secure for all purposes of this Contract. Property descriptions shall include, but need not be limited to, the following items of information.

All property descriptions shall be signed and sealed by a Registered Professional Land Surveyor. The property description shall begin with a general description which shall include as a minimum:

- a. State, County, and Survey 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. Use execution dates in deed references as opposed to recording or filing dates. In any case, the property description shall make clear which date is being used.

The property description shall continue with a metes and bounds description which shall include as a minimum:

- d. A point of commencing.
- e. A point of beginning with the appropriate N and E surface coordinates.
- f. 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.

Curve data shall include the radius, delta angle, arc length, and long chord bearing and distance. Each course shall be identified either as a proposed right-of-way line, and existing right-of-way line, or a property line of the parent tract. Each property line of the parent tract shall be described with an appropriate adjoiner call.

- g. A description of all monumentation set or found shall include, as a minimum, size and material.
- h. A reference to the source of bearings, coordinates, and datum used.

YES

NO

3.3.2. Parcel Plat:

A parcel plat shall be prepared for each parcel of land to be acquired. The STATE has developed standard formats for parcel plats, copies of which the SURVEYOR shall request from the ENGINEER and secure for all purposes in this Contract. Parcel plats shall include each and every item of information shown on the right-of-way map which concerns the individual parcel. All parcel plats shall be signed and sealed by a Registered Professional Land Surveyor.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

4. DELIVERABLES:

In preparing right-of-way maps, the following is an outline of the work to be submitted (records should be delivered in a binder):

- | | | |
|------------|------------|--|
| <u>YES</u> | <u>N/A</u> | 4.1. An Abstract Map of the current record title holders included in the Preliminary Map showing the proposed schematic and existing right-of-way as per General Specifications defined in 2.11. |
| <u>YES</u> | <u>N/A</u> | 4.2. A Right-of-Way map for the project limits under cover of Title Sheet, Index Sheet, Control Data Sheet, and Exhibits of the property descriptions and parcel plats as per General Specifications defined in 2.12, 3.2 and 3.3.
<u>ROW Map Submittal Requirements:</u>
4.2.1. Two (2) paper sets of half-size ROW maps (11"x 17")
4.2.2. One (1) paper set of the full-size ROW maps (22"x 34")
4.2.3. Four (4) sets of original metes & bounds descriptions (field notes) with parcel plats (signed & sealed by the surveyor). <i>Do not include traverse sheet.</i>
4.2.4. COUNTY requires one (1) electronic copy of the ROW Map on a CD, and One (1) copy of the DGN electronic file on a CD from the surveyor- Both the electronic copy of the ROW Map and the DGN file can be on one CD.
IF Roadway is ON SYSTEM and after Administrative Approval of the ROW Maps by Division (REVISIONS) Submittal Requirements:
4.2.5. Two (2) paper sets of the half size of the affected ROW map sheets (11"x17"), detailing the revision
4.2.6. One (1) paper set of the full size of the affected ROW map sheets (22"x 34"), detailing the revision
4.2.7. Four (4) sets of any revised original metes & bounds descriptions (field notes) with parcel plats (signed & sealed by the surveyor). Do not include traverse sheet.
4.2.8. Division needs one (1) electronic copy of the revised ROW Map sheets on a CD, and
4.2.9. One (1) copy of the DGN electronic file on a CD from the surveyor detailing the revision Both the electronic copy of the revised ROW Map sheets and the DGN file can be on one CD. |
| <u>YES</u> | <u>N/A</u> | 4.3. Appropriate monuments on the proposed right-of-way lines at intersecting property lines, and at all PCs, PTs, angle points, intersecting right-of-way lines of side streets, and at 1,000 foot stations of the proposed centerline alignment. |
| <u>YES</u> | <u>N/A</u> | 4.4. Appropriate monuments on the existing right-of-way lines in areas of no acquisition at all PCs, PTs, angle points, and 1,000 foot stations, and as directed by the ENGINEER of the proposed centerline. |
| <u>YES</u> | <u>N/A</u> | 4.5. A SURVEYOR’s report, outlining the approach, reasons or basis for the existing right-of-way determination, and conclusions made. |
| <u>YES</u> | <u>N/A</u> | 4.6. Records used to establish ownership. |
| <u>YES</u> | <u>N/A</u> | 4.7. ROW and parcel field notes signed and sealed by a RPLS. |
| <u>YES</u> | <u>N/A</u> | 4.8. Computation sheets of survey closures, ground surveys, etc. used to develop plats and meets and bound information. |
| <u>YES</u> | <u>N/A</u> | 4.9. Items indicated under the Automation Requirements Section 6. |
| <u>YES</u> | <u>N/A</u> | 4.10. Completed (Attached) Checklist with submittal of ROW Map etc. |

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
Provided By:
SURVEYOR CITY/COUNTY

5. GENERAL REQUIREMENTS:

For purposes of this Contract, the following general requirements shall apply:

YES N/A

- 5.1. Copies of instruments of record submitted to the ENGINEER shall be indexed by parcel number.
- 5.2. Coordinates appearing on right-of-way maps, on parcel plats, and in property descriptions shall be surface coordinates based on the Texas State Plane Coordinate System. The combined adjustment factors (sea level factor x scale factor) which have been developed by the STATE for its use are as follows:
 - 5.2.1. In (List Applicable Counties): Hidalgo (4205 Zone), grid coordinates are multiplied by a combined adjustment factor of 1.00004 to obtain surface coordinates. For work in Counties other than those listed, the ENGINEER will provide the combine adjustment factor.
- 5.3. Line and curve tables may be used when necessary.
- 5.4. The number of centerline alignment stations to be shown on a single plan sheet shall be restricted to the extent necessary to allow approximately 4 inches between match lines and sheet borders for future details and notes.
- 5.5. A minimum 4 inch by 4 inch space shall be reserved at the bottom right corner of each map sheet for future revision notes.

6. AUTOMATION REQUIREMENTS:

In addition to standard hard copy plots and mylar copies, the following will be required electronically:

YES N/A

- 6.1. Right-of-way maps and parcel plats shall be prepared using a *Micro Station* software graphics system capable of producing graphics files that can be plotted and viewed without further modification or conversion using the State’s *Micro Station V8* graphics system.
- 6.2. It is the intent of the ENGINEER to secure graphics files which have elements of equal integrity, singularity, and attributes as elements prepared using the State’s *Micro Station V8* graphics system.
- 6.3. For purposes of clarity, consistency, and ease of utilization, the SURVEYOR shall request and secure standards relevant to right-of-way mapping to the extent necessary to ensure that the needs of the ENGINEER are met. This includes, but may not be limited to, TxDOT seed file and corresponding units.def file, TxDOT font resource file, TxDOT GEOPAK SMD file, TxDOT DGNLIB, associated cell libraries and custom line styles, and other files as deemed appropriate for the project.
- 6.4. Graphics files furnished to the ENGINEER by the SURVEYOR shall be submitted on a Compact Disk CD, DVD or USB, in a format compatible with the STATE’s computer system. The SURVEYOR shall confer with the ENGINEER regarding acceptable media and formats before making submissions. The SURVEYOR shall request and secure a Consultant File Index form provided by the ENGINEER, to be completed by the SURVEYOR, and to be submitted to the ENGINEER along with the graphics files.
- 6.5. Property descriptions shall be prepared using a computer word processing system capable of producing data files readable using *Microsoft Office Word Version 2007* word processing software.
- 6.6. Data files furnished to the ENGINEER by the SURVEYOR shall be submitted in ACSII format on a CD, DVD or USB.
- 6.7. Provide to the ENGINEER electronic copies of all instruments of record acquired pursuant to a work authorization.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

7. GENERAL SPECIFICATIONS:

For purposes of this Contract, the following general specifications for right-of-way mapping shall apply:

YES N/A

- 7.1. Completed right-of-way maps shall be submitted to the ENGINEER on ~~single or double matte mylar~~, 22 inches by 34 inches in size with a 21 inch by 32 inch printed border positioned ½ inch from the top, bottom, and right edge of the sheet. Two copies on 11 inch by 17 inch paper will also be supplied to the ENGINEER.
- 7.2. Parcel plats shall be submitted to the ENGINEER on 8 ½ inch by 11 inch bond paper with respective borders of 7 ½ inches by 10 inches, positioned ½ inch from the top, bottom, and right edge of the sheet. Match lines shall be used where more than one sheet is required.
- 7.3. Right-of-way maps shall be drawn to a scale of 1 inch = 50 feet. An appropriate scale other than 1 inch = 50 feet may be used on some proposed right-of-way projects upon prior approval by the ENGINEER.
- 7.4. Since right-of-way maps are reduced in size by one-half for archiving purposes, the smallest size lettering acceptable on a right-of-way map shall be 1/10 of one inch (Leroy #100). A right-of-way map which contains any lettering smaller than 1/10 of one inch will not be accepted by the ENGINEER.
- 7.5. Parcel plats shall be drawn to a preferred scale of 1 inch = 50 feet. An appropriate scale other than 1 inch = 50 feet may be used on some proposed right-of-way projects upon prior approval by the ENGINEER. In the case of a very large parcel which would be difficult to show with clarity on a single 8 ½ inch by 11 inch sheet, the SURVEYOR shall use multiple 8 ½ inch by 11 inch sheets with matching lines.
- 7.6. The smallest size lettering acceptable on a parcel plat shall be 0.06 of an inch (Leroy #60).
- 7.7. Property descriptions shall be submitted on 8 ½ inch by 11 inch bond paper.
- ~~7.8. The ENGINEER has encountered a number of mylar products which are considered unacceptable. The SURVEYOR shall confer with the ENGINEER regarding mylar products he intends to use which have not been previously used on State projects.~~
- 7.9. Zip-A-Tone or other similar stick-on products shall not be used on right-of-way maps or parcel plats.

8. ADHERENCE TO STANDARDS:

For purposes of clarity, consistency, and ease of understanding, the COUNTY, as an acquiring agency of private property for public use, has adopted the STATE standards and formats for right-of-way mapping which have proven to facilitate the processes of negotiation, appraisal, relocation assistance, and condemnation. It shall be the responsibility of the SURVEYOR to adhere to these standards and formats to every extent possible to ensure that the needs of the acquiring agency are met.

SAMPLES ATTACHED FC 130:

- PRELIMINARY Right-of-Way Layout / Abstract Map
- Right-of-Way Map, Field Notes, Parcel Sketches and Area Computation Sheets

EXHIBIT "B"
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

ROW MAP CHECKLIST

Consultant: _____
Contract/WA# _____
Responsible Office: _____
Project Manager: _____
County: _____
Highway: _____
RCSJ: _____
CCSJ: _____

As the responsible consultant project manager, I hereby certify that the attached ROW Map has undergone a QA/QC review, with the following applicable items specifically checked for accuracy, completeness and constructability (as noted by Checkmarks)

Signature Date

Printed Name

(This Checklist must be signed by the RPLS and turned in with all proposed ROW Projects.)

MAP:

General

- ___ All documents have been proofread and are accurate.
- ___ Title Commitments for each individual parcel.
- ___ Graphics files compatible with Micro station and Word software are provided.
- ___ Photos of proposed ROW staking included.
- ___ Field notes and Parcel Plats are numbered continuous.
- ___ Scale shall be 1"=50' or 1"=100".

Title Sheet Requirements

- ___ Title and description of project including county, limits, etc....
- ___ Vicinity map with beginning and ending station
- ___ Equations and Exceptions
- ___ Index
- ___ Legend
- ___ Title block completely filled out with Construction and R.O.W. CSJs'
- ___ List all Major Utilities from Station to Station

Individual Map Sheet Requirements

- ___ Sheet size 34" X 22"
- ___ Text legible when reduced to half-scale.
- ___ Title block completely filled out with R.O.W. CSJ
- ___ Matchlines
- ___ Project layout sheet
- ___ Existing utility lines and easements, deed reference, as shown on Schedule "B" of the Title Commitment, and defined on parcel plats

Existing information:

- ___ R.O.W. lines
- ___ Whole property or whole property inset
- ___ Roadways
- ___ Survey, county, and city limit lines shown and labeled
- ___ Improvements shown and labeled (*see below*)
- ___ Monumentation i.e. P.C., P.T., Break Points
- ___ North arrow
- ___ Scale
- ___ Property lines

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SUREVEYOR

- Property descriptions i.e., lot, block, tract, subdivision, etc...
- Identify existing and proposed access denial locations (*if applicable*)

Proposed information:

- #5- 2-ft iron road set monumentation i.e. P.C., P.T., Break Points and 1000' stations at proposed ROW lines and where existing ROW line is the proposed ROW.
- 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

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

EXHIBIT "B"
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

- 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

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

SECTION 6 - FIELD SURVEYING AND PHOTOGRAMMETRY
 (Function Code 150)

Services
 Provided By:
SURVEYOR CITY/COUNTY

DESIGN AND CONSTRUCTION SURVEYS:

PURPOSE:

The purpose of a “design survey” is to provide field information in support of transportation systems design.

The purpose of a “construction survey” is to provide field data in support of highway construction.

DEFINITIONS:

A “design survey” is defined as the combined performance of research, field work, analysis, computation, and documentation necessary to provide detailed topographic (3-dimensional) mapping of a project site. A design survey may include, but need not be limited to, cross-sections or data to create cross-sections and Digital Terrain Models (DTM), horizontal and vertical location of utilities and improvements, detailing of bridges and other structures, review of right-of-way maps, establishing control points, etc.

A “construction survey” is defined as the combined performance of reconnaissance, field work, analysis, computation, and documentation necessary to provide the horizontal and vertical position of specific ground points to be used by the construction contractor for determining lines and grades.

1. Design Surveying

YES N/A

a. **Primary Project Control –Hold 3 Mile Road Project Secondary Control**

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

YES N/A

b. **Secondary Project Control – Surveyor shall recover and/or reset H&V Control Points as provided by the Engineer and create Survey Control Data Sheets for inclusion in the Construction Project Plans signed and sealed by an R.P.L.S.**

- (1) 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.
- (2) The unadjusted angular error should not exceed 2 seconds per angle, plus 14 seconds.
- (3) 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.)
- (4) The unadjusted vertical error should not exceed 0.03 foot per mile of traverse.
- (5) Project control base lines

N/A N/A

- (6) Photogrammetric ground control
 - (a) Establish horizontal control
 - (b) Establish vertical control points
 - (c) Place and maintain control point targets

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

YES N/A

c. Other Design Surveying

- (1) **The limit of the Design surveys shall be 100-ft before and after the limits of the project as identified by the Project Engineer on the schematic. Establish horizontal and vertical control.** Set H&V Control at 1000-ft intervals along the project proposed right-of-way. Provide x, y, z for each H&V Control. Provide an H&V Control along each outfall identified on the Hydrologic Map. The H&V Control shall be #5 I.R. 2-ft in depth set in concrete. **The surveyor shall provide an H&V Control 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 the existing 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, inverts, 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 stake the proposed centerline on the existing fields as approved by Engineer before construction for the purpose of utility adjustments and project location.
- (7) Profile and cross section intersecting streets for ties into project (100-ft. beyond the proposed ROW per schematic and 20-ft wider than the existing ROW of intersecting street). Reference missing voids as per CD provided by the Engineer.
- (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 appurtances as identified by the engineer sample layout “EXHIBIT E”. The SURVEYOR will meet with the ENGINEER before he ties down any irrigation lines. Jointly the SURVEYOR and the ENGINEER will identify from records such as the Irrigation District Maps and the A&M Data of existing irrigation lines that will need to be tied down. The SURVEYOR will follow the sample given to him by the ENGINEER and tie the structures horizontally and vertically and include in the field books to be submitted.
- (9) Tie Horizontally and Vertically the existing storm drain system that lies within the existing proposed ROW including the elevation of the outfall of said recovered existing storm drain systems.
- (10) Tie to existing underground and overhead utilities (location, elevation and direction)

Horizontally – 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.

Vertically – 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.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

- | | |
|-----------------------------------|---|
| <p><u>YES</u> <u>N/A</u></p> | <p>(11) Cross section and profile all outfall channels identified on the Hydrologic Map for a distance of 200-ft beyond the proposed ROW upstream and downstream at 100-ft intervals. The SURVEYOR will provide a complete 2D/3D File including utilities of the outfalls identified.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(12) Driveways and Turnouts
 (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 width at R.O.W. line.
 (e) Obtain elevations at both edges of the driveway or turnout in line with the side drain.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(13) ROW staking (Existing and Proposed @ 1,000 ft. stations PC's PT's and Angle points as per ROW Map)</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(14) Soil core hole staking at bridge class structures.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(15) Determine changes in topography from voids and outdated maps due to development, erosion, etc.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(16) Profiles of existing drainage facilities.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(17) Measurement of hydraulic opening under existing bridges.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(18) Obtain elevations of manholes and valves of utilities</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(19) Provide temporary signs, traffic control, flags, safety equipment, etc.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(20) Ties to existing bridges railroad rail elevations or culverts that may conflict with new construction.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(21) 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.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(22) Inventory signs, mailboxes, and driveways</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(23) Locate wetlands.</p> |
| <p><u>YES</u> <u>N/A</u></p> | <p>(24) Locate existing right-of-ways.</p> |

d. Construction Surveys:

In performing construction surveys, the following will be requested by the ENGINEER on an as needed basis, but need not be limited to:

- | | |
|-----------------------------------|---|
| <p><u>N/A</u> <u>N/A</u></p> | <p>(1) Stake existing and/or proposed right-of-ways.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(2) Stake existing and/or proposed baseline/centerline.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(3) Stake proposed bridge structures.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(4) Stake proposed drainage structures, such as manholes, culverts, etc.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(5) Set grade stakes.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(6) Recover and check existing control points.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(7) Establish additional control points.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(8) Check elevations and locations of structures.</p> |
| <p><u>N/A</u> <u>N/A</u></p> | <p>(9) Determine and resolve conflicts associated with survey data.</p> |

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

- | | | |
|---|------------|--|
| <u>YES</u> | <u>N/A</u> | <p>2. Photogrammetric Products</p> <p>a. Uncontrolled Photography</p> <p style="padding-left: 20px;">(1) Digital ortho plots</p>
<p>b. Mapping</p> <p style="padding-left: 20px;">(1) Planimetric Maps</p> <p style="padding-left: 20px;">(2) Contour Maps</p> <p style="padding-left: 20px;">(3) Cross Sections</p> <p style="padding-left: 20px;">(4) Digital Terrain Models (DTM)</p> |
| <p>3. <u>UTILITY SUBSURFACE INVESTIGATION:</u>
 <u>Utility Quality Levels</u> are in cumulative order (least to greatest) as follows</p> | | |
| <u>YES</u> | <u>N/A</u> | <p>3.1. Quality Level C - Existing Records: Utilities are plotted from review of available existing records that will be generated by the Engineer on the schematic and provided to the surveyor for his further creation of a Utility Map which will be turned in as a deliverable as part of this work order.</p> |
| <u>YES</u> | <u>N/A</u> | <p>3.2. Quality Level B - Surface Visible Feature Survey: The Surveyor shall gather the field tied Utility Information and compare it to the existing records (if any) as provided by the Engineer and correlate with surveyed surface-visible features. The surveyor shall create a Utility Layout Map or plan layout 2D, showing the limits of the proposed project and limits of the work area required for this work authorization; including highway stations, limits within existing or proposed right of way. Correlate utility owner records with designating data and resolve discrepancies using professional judgment. A color-coded composite utility facility plan with utility owner names, quality levels, line sizes and subsurface utility locate (test hole) locations. The Layout Map will include all utilities that have been field tied – 2D Horizontal Utilities. This Layout will be provided to the Engineer and a meeting held with Engineer to identify which utilities will need to be tied down vertically. A note must be placed on the designate deliverable only that states "lines sizes are from best available records". All above ground appurtenance locations must be included in the deliverable to the Engineer. This information will be provided in the latest version of Micro Station or Geopak used by the State. The electronic file will be delivered on C.D. or DVD. A hard copy is required and must be signed, sealed, and dated by the Surveyor. Note: Determine and inform the Engineer of the approximate utility depths at critical locations. This depth indication is understood by the Engineer to be approximate only and is not intended to be used for preparing the construction plans.</p> |
| <u>N/A</u> | <u>N/A</u> | <p>3.3. Subsurface Utility Locate (Test Hole) Service (Quality Level A). THE SURVEYOR SHALL ESTIMATE LOCATING VERICALLY 25 UTILITES PER MILE OR AS IDENTIFIED BY THE ENGINEER. Locate shall mean to obtain precise horizontal and vertical position, material type, condition, size and other data that may be obtainable about the utility facility and its surrounding environment through exposure by non-destructive excavation techniques that ensures the integrity of the utility facility. Subsurface Utility Locate (Test Hole) Services (Quality Level A) are inclusive of Quality Levels B and C. The Surveyor shall:</p> <p style="padding-left: 20px;">3.3.1 Review the requested test hole locations that have been identified by the Engineer and Coordinate with utility owner inspectors as may be required by law or utility owner policy.</p> |

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

3. *Utility Subsurface (continued)*

- ~~3.3.2 Measure and record the following data on an appropriately formatted test hole data sheet that has been sealed and dated by the Engineer:

 - Elevation of top and/or bottom of utility tied to the datum of the furnished plan.
 - Identify a minimum of two benchmarks utilized. Elevations shall be within an accuracy of 15mm (.591 inches) of utilized benchmarks.
 - Elevation of existing grade over utility at test hole location.
 - Horizontal location referenced to project coordinate datum.
 - Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems.
 - Utility facility material(s).
 - Utility facility condition.
 - Coating/Wrapping information and condition.
 - Unusual circumstances or field conditions.~~
- ~~3.3.3 Excavate test holes in such a manner as to prevent any damage to wrappings, coatings, cathodic protection or other protective coverings and features. Water excavation can only be utilized with written approval from the appropriate State District Office.~~
- ~~3.3.4 Back fill all excavations with appropriate material, compact backfill by mechanical means, and restore pavement and surface material. The Engineer shall be responsible for the integrity of the backfill and surface restoration for a period of three years. Install a marker ribbon throughout the backfill.~~
- ~~3.3.5 Provide complete restoration of work site and landscape to equal or better condition than before excavation.~~
- ~~3.3.6 Plot utility location position information on the Utility Layout sheet and identify the vertical elevation and sealed by the responsible Surveyor. This information will be provided in the latest version of Micro Station or Geopak format used by the State. The electronic file will be delivered on C.D or DVD.~~

4. **DELIVERABLES:**

The deliverables to be specified in individual work authorizations for design surveys and construction surveys may be any combination of the following:

- | | |
|---|--|
| <p><u>YES</u> <u>N/A</u></p> <p><u>YES</u> <u>N/A</u></p>
<p><u>YES</u> <u>N/A</u></p> <p><u>YES</u> <u>N/A</u></p> <p><u>YES</u> <u>N/A</u></p>
<p><u>YES</u> <u>N/A</u></p> <p><u>YES</u> <u>N/A</u></p> | <ul style="list-style-type: none"> 4.1. Digital Terrain Models (DTM) in a format acceptable by the ENGINEER. 4.2. Final H&V Field Book Binder with all pertinent information obtained in the field for Design Surveys. Maps, plans, or sketches prepared by the SURVEYOR showing the results of field surveys. 4.3. Computer printouts or other tabulations summarizing the results of field surveys. 4.4. Digital files or media acceptable by the ENGINEER containing field survey data. 4.5. Maps, plats, plans, sketches, or other documents acquired from utility companies, private corporations, or other public agencies, the contents of which are relevant to the survey. 4.6. Field survey notes, as electronic and/or hard copies. 4.7. A H&V Control Book identifying the basis of the Primary and Secondary Control and an 8 ½ inch by 11 inch survey control data sheet for each construction control point which shall include, but need not be limited to, a location sketch, a physical description of the point including a minimum of two reference ties, surface coordinates, a surface adjustment factor, elevation, and the horizontal and vertical datums used. Survey control data sheets shall be signed and sealed by the supervising Registered Professional Land Surveyor. |
|---|--|

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
 Provided By:
SURVEYOR CITY/COUNTY

4. *Deliverables (continued)*

<u>YES</u>	<u>N/A</u>	4.8. Final mylar set of 11 inch by 17 inch Survey Control data sheets sign and seal by the RPLS per TxDOT guidelines.
<u>YES</u>	<u>N/A</u>	4.9. A digital and/or hard copy of all computer printouts of horizontal and vertical conventional traverses, GPS analysis and results, data including property descriptions with field notes and plats, right-of-way maps, and survey control data sheets to include in the H&V Field Book Binder.
<u>YES</u>	<u>N/A</u>	4.10. Survey reports in a format requested by the ENGINEER.
<u>YES</u>	<u>N/A</u>	4.11. Items indicated under the Automation Requirements Section 6.

5. **GENERAL REQUIREMENTS:**

- 5.1. Design surveys and construction surveys shall be performed under the supervision of a Registered Professional Land Surveyor currently registered with the Texas Board of Professional Land Surveying.
- 5.2. Horizontal ground control used for design surveys and construction surveys, furnished to the SURVEYOR by the ENGINEER or based on acceptable methods conducted by the SURVEYOR, shall meet the standards of accuracy required by the STATE.
- 5.3. Reference may be made to standards of accuracy for horizontal control traverses, as described in the FGCS Standards and Specifications for Geodetic Control Networks, latest edition, the TxDOT Survey Manual, latest edition, the TxDOT GPS Manual of Practice, latest edition, or the TSPS Manual of Practice for Land Surveying in the State of Texas, as may be applicable.
- 5.4. Vertical ground control used for design surveys and construction surveys, furnished to the SURVEYOR by the ENGINEER or based on acceptable methods conducted by the SURVEYOR, shall meet the standards of accuracy required by the ENGINEER.
- 5.5. Reference may be made to standards of accuracy for vertical control traverses, as described in the FGCS Standards and Specifications for Geodetic Control Networks, latest edition, the TxDOT Survey Manual, latest edition, the TxDOT GPS Manual of Practice, latest edition, or the TSPS Manual of Practice for Land Surveying in the State of Texas, as may be applicable.
- 5.6. Side shots or short traverse procedures used to determine horizontal and vertical locations shall meet the following criteria:
 - Side shots or short traverses shall begin and end on horizontal and vertical ground control as described above.
 - Standards, procedures, and equipment used shall be such that horizontal locations relative to the control may be reported within the following limits:
 - Bridges and other roadway structures: less than 0.1 of one foot.
 - Utilities and improvements: less than 0.2 of one foot.
 - Cross-sections and profiles: less than 1 foot.
 - Bore holes: less than 3 feet.
 - Standards, procedures, and equipment used shall be such that vertical locations relative to the control may be reported within the following limits:
 - Bridges and other roadway structures: less than 0.02 of one foot.
 - Utilities and improvements: less than 0.1 of one foot.
 - Cross-sections and profiles: less than 0.2 of one foot.
 - Bore holes: less than 0.5 of one foot.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

Services
Provided By:
SURVEYOR CITY/COUNTY

- 5. **AUTOMATION REQUIREMENTS:**
 - 6.1 Planimetric design files (DGN) shall be fully compatible with the State’s *Micro Station V8* graphics program without further modification or conversion.
 - 6.2 Electronically collected and processed field survey data files shall be fully compatible with the State’s *CADD* systems without further modification or conversion. All files shall incorporate only those feature codes currently being used by the STATE.
 - 6.3 Digital Terrain Models (DTM) shall be fully compatible with the STATE’s *GEOPAK* system without further modification or conversion. All DTM files shall be fully edited and rectified to provide a complete digital terrain model with all necessary break lines.

EXHIBIT “B”
SCOPE OF SERVICES TO BE PROVIDED BY THE SURVEYOR

ADDITIONAL RESPONSIBILITIES

A. TRAFFIC CONTROL:

The SURVEYOR shall control traffic in and near surveying operations adequately to comply with provisions of the latest edition of the TxDOT Manual on Uniform Traffic Control Devices – Part VI and the latest edition of the Occupational Safety Manual both of which can be found on the TxDOT internet site.

In the event field crew personnel must divert traffic or close traveled lanes, a Traffic Control Plan based upon principles outlined in the latest edition of the TxDOT Manual on Uniform Traffic Control Devices – Part VI shall be prepared by the SURVEYOR and approved by the ENGINEER prior to commencement of field work. A copy of the approved plan shall be in the possession of field crew personnel on the job site at all times and shall be made available to the ENGINEER for inspection upon request.

B. INVOICING:

Payment requests shall include a SURVEYOR’s invoice. With each payment request, the SURVEYOR shall submit a project status report which will, as a minimum, include the percentage of total work complete as of the date of the payment request and a description of current work activity. The percentage of total work complete shall not be based simply on the percentage of funds expended, but shall be based on the best judgment of the SURVEYOR as to the percentage of actual work complete.

C. EASEMENTS, LETTERS OF PERMISSION, ETC.

The SURVEYOR shall be responsible for delineating easements. The SURVEYOR will be responsible for securing the necessary legal instruments and obtaining all Right-of-Entries (ROEs).

D. MEETINGS:

The ENGINEER shall setup the necessary meetings with the SURVEYOR in order to assure all field information is provided on-time and products are delivered in accordance with TxDOT’s specifications. SURVEYOR must attend all meetings involving data provided if requested by ENGINEER.

E. PROJECT MANAGER/SURVEYOR COMMUNICATION:

The SURVEYOR shall designate one Texas Registered Professional Land Surveyor (RPLS) to be responsible throughout the project for project surveying coordination and all communications, including billing, with the ENGINEER.

F. OFFICE LOCATION:

The SURVEYOR will perform the services to be provided under this agreement out of a local office and have a crew available to perform requested tasks within 24 hours of request. The coordinating SURVEYOR’s Project Manager (RPLS) shall be accessible at all times and working from the local office.

Exhibit "C"
Work Schedule
La Joya Watershed Improvement Project
Work Authorization #10

TASK AND DESCRIPTION	FIRM	2016							
		May	June	July	Aug	Sept	Oct	Nov	Dec
Coordination & Managment of ROW Map & Design Survey	L&G								
ROW Map & Design Survey	R.O.W. SS								
Acquisition of ROW	L&G								
Conceptual Site Plan (w/ 3D Rendering)	L&G								

**EXHIBIT D
FEE SCHEDULE**

LA JOYA WATERSHED IMPROVEMENT PROJECT
Work Authorization #10

	MANHOURS												Sub-Contract Amounts / ROW COST	TOTAL LINE ITEM COST
	Senior Project Manager	Senior Engineer	Senior Environmental Scientist /Specialist	Project Engineer	Design Engineer	ROW Administrator	Environment al Scientist /Specialist	Senior Engineer Tech	Engineer Tech	CADD Operator / GISAnalyst	Admin / Clerical	TOTAL HOURS		
CONTRACT RATE	212.59	175.07	134.43	121.92	112.55	106.29	78.16	78.16	75.03	65.65	56.27			
WORK AUTHORIZATION NO. 10														
1 Coordination & Management of ROW Map and Design Survey	4	4									4	12		\$ 1,775.72
1a SUB: Field and Design Survey - #1														\$ 14,005.00
1b SUB: ROW Map, Parcel Sketches, & Field Notes - #1														\$ 3,000.00
2 Acquisition of ROW for Proposed Facility; Negotiation with Land Owner(s) - #2 (L&G ROW)														\$ 8,500.00
3 Conceptual Site (w/ 3D Rendering)	12				32			48			4	96		\$ 10,129.44
Sub-Total Hours	16	4	0	0	32	0	0	48	0	0	8	108		
Subtotals:														\$ 25,505.00
														\$ 11,905.16

Project Team Cost Proposals - Sub Consultants

- 1). R.O.W. Surveying Services, LLC
- 2). Right of Way Acquisition (By L&G Engineering - ROW Group)

Cost Proposal

- \$17,005.00 (See detailed break-down on Exhibit D-1)
\$8,500.00 (See detailed break-down on Exhibit D-2)

Total Project Fee:	\$ 37,410.16
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Exhibit "D-1"
BUDGET
LUMP SUM RATE BASIS OF PAYMENT

Work Authorization No. _____

	A	B	C	D	E	F	G	H	I	J
1	Highway: Abram Road & 3 Mile Road Outfall Project					R.O.W. Surveying Services, LLC				
2	County: Hidalgo County, Texas									
3	From: +/- 50 acre Tract									
4	Description of Work: ROW Map and Design Survey									
5										
6	TASK AND DESCRIPTION	Survey		Survey	4-man	3-man	2-man	Admin/	Total	Cost
7	Function Code 130 & 150	PM	RPLS	Technician	Survey Crew	Survey Crew	Survey Crew	Clerical	Hours	
8	HOURLY RATE	\$124.00	\$125.00	\$82.00	\$175.00	\$155.00	\$130.00	\$50.00		
9	PHASE 1 - FC 130 (ROW MAP) Lump Sum per Parcel									
10	A. ROW Map, Parcel Description, Metes and Bounds Description, and Title Reports (1 parcels @ \$3,000/parcel)									\$ 3,000.00
	Sub-Total FC130									
11	PHASE 1 - FC 150 Field Surveying (Control Hz & Vt)									
12	A. Primary Project Control Recover and Re-establish									
13	a. Establish Primary Control	0	1	1	0	2	0	0	4	\$ 517.00
14	B. Secondary Project Control									
15	a. Set additional secondary control points as needed	0	1	1	0	2	0	0	4	\$ 517.00
16	b. Horizontal values established with RTK or VRS	0	0	0	0	2	0	0	2	\$ 310.00
17	c. Vertical values established with digital level	0	0	0	0	2	0	0	2	\$ 310.00
18	C. Setting Benchmarks									
19	a. Setting Benchmarks	0	0	0	0	2	0	0	2	\$ 310.00
20	Subtotal Hours	0	2	2	0	10	0	0	14	
21	Subtotal Cost - Phase 1	\$0.00	\$250.00	\$164.00	\$0.00	\$1,550.00	\$0.00	\$0.00		\$ 1,964.00
22	PHASE 2 - DTM Topography and Cross sections									
23	A. Topographic & Cross Sections	0	0	10	0	5	0	0	15	\$ 1,595.00
24	B. Locate Visible Utilities	1	1	5	0	5	0	0	12	\$ 1,434.00
25	C. Utilities	0	0	0	0	0	0	0	0	\$ -
26	D. Proposed centerline on Existing Pavement	0	0	0	0	0	0	0	0	\$ -
27	E. Profile and Cross Sections Intersecting streets	0	0	4	0	2	0	0	6	\$ 638.00
28	F. Irrigaion Crossings	0	0	1	0	1	0	0	2	\$ 237.00
29	G. Existing Storm Drains	0	0	1	0	1	0	0	2	\$ 237.00
30	H. Cross Culverts, Driveway Culverts, Inverts	0	0	1	0	1	0	0	2	\$ 237.00
31	I. Outfalls	0	0	3	0	4	0	0	7	\$ 866.00
32	J. Driveways and Turnouts	0	0	1	0	1	0	0	2	\$ 237.00
33	K. Profiles of Existing Drainage Facilities	0	0	4	0	4	0	0	8	\$ 948.00
34	L. Obtain Elevations of Manholes and Valves of Utilities	0	0	1	0	1	0	0	2	\$ 237.00
35	M. Provide temp. signs, traffic control, flags, safety equip. etc.	0	0	0	0	1	0	0	1	\$ 155.00
36	N. Ties to Existing Bridges or Culverts that may be in conflict with new construction	0	0	6	0	4	0	0	10	\$ 1,112.00
37	O. Inventory Signs, mailboxes, and driveways	0	0	0	0	0	0	0	0	\$ -
38	P. Survey Control Data Sheets per TxDOT	0	2	1	0	0	0	0	3	\$ 332.00
39	Q. Recover and Establish Existing CL and ROW	0	0	0	0	0	0	0	0	\$ -
40	R. Coordinate with the Engineer for Existing CL Stationing	0	0	0	0	0	0	0	0	\$ -
41	Subtotal Hours	1	3	38	0	30	0	0	72	
42	Subtotal Cost - Phase 2	\$124.00	\$375.00	\$3,116.00	\$0.00	\$4,650.00	\$0.00	\$0.00		\$ 8,265.00
43	PHASE 3 - FINAL REPORT & DELIVERABLES									
44	A. CADD file (2D & 3D) for limits of project	1	1	12	0	0	0	4	18	\$ 1,433.00
45	B. Final Report and Deliverables	1	1	0	0	0	0	8	10	\$ 649.00
46	Subtotal Hours	2	2	12	0	0	0	12	28	
47	Subtotal Cost - Phase 3	\$248.00	\$250.00	\$984.00	\$0.00	\$0.00	\$0.00	\$600.00		\$ 2,082.00
48	PROJECT MANAGEMENT & OVERSIGHT									
49	A. Meeting & Coordination w/ Engineers	2	2	0	0	0	0	2	6	\$ 598.00
50	B. QC/QA Survey	4	4	0	0	0	0	2	10	\$ 1,096.00
51	Subtotal Hours	6	6	0	0	0	0	4	10	
52	Subtotal Cost - PM & Oversight	\$744.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00		\$ 1,694.00
53	Sub-Total Fee FC 150	\$1,116.00	\$1,625.00	\$4,264.00	\$0.00	\$6,200.00	\$0.00	\$800.00	124	\$ 14,005.00
54	Grand Total FC 130 and FC 150									\$ 17,005.00

EXHIBIT "D-2"
ROW ACQUISITION FEE SCHEDULE

La Joya Watershed Improvement Project

The following is an estimated Parcel No. Cost for completing the subject project's Right-of-Way Acquisition Services as outlined in Exhibit B according to the Exhibit D-1 "Fee Schedule" of the contract. The parcels are estimated from the approved Schematic. **The work and payment for these services will be accomplished by L&G Engineering and approved and paid for by Hidalgo County Drainage District No. 1- on a percent complete basis as approved by the Hidalgo County Drainage District No. 1.** L&G Engineering will be completing the work on the approximate schedule provided in Exhibit C of this Work Order or as approved by the Hidalgo County Drainage District No. 1. The Parcels will be acquired either by completing the entire negotiation of the parcel or by modifying the approved schematic to acquire the parcels. This is a lump sum cost proposal.

RIGHT-OF-WAY ACQUISITION SERVICES

Estimated Number of Parcels	Project Admin	Title Services Per Parcel	Appraisal Services Per Parcel	Appraisal Review Per Parcel	* Appraisal Update	Negotiation Fees Per Parcel	Closing Services Per Parcel	**Relocation (Residential/ Business)	Grand Total of Task
1	\$5,950.00	\$600.00	\$0.00	\$0.00		\$1,750.00	\$200.00		
Sub Total of Tasks	\$5,950.00	\$600.00	\$0.00	\$0.00	*	\$1,750.00	\$200.00	\$0.00	\$8,500.00

(*) Appraisal update costs included in Project Administrative Costs.

•Any condemnation support required will be provided by L&G Engineering as part of the administrative costs.

AI -54887

9.

DRAINAGE DISTRICT

Meeting Date: 06/07/2016

Submitted For: Jaime Salazar

Submitted By: Jaime Salazar, DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

A. Requesting approval to accept bids and approval to award Construction Contract to lowest bidder meeting all specified requirements for RFB No.

HCDD1-16-026-06-01 "Tex-Mex Drain Ditch Improvements (Road Crossings)" to RDH Site & Concrete, Base Bid and Alternate 1 in the total amount of \$293,297.46.

B. Pursuant to TXLGC 262.031 and in the interest of expediting a project's progress, requesting authority/approval for Drainage District General Manager, Raul Sesin, P.E., CFM, to execute change orders that involve ...'an increase or decrease in cost of \$50,000.00 or LESS and in no event to exceed the Change Order's statutory limits...'. The original contract price may not be decreased by 18 % or more without the consent of the contractor".

BACKGROUND

Fiscal Impact

Attachments

Bid Tabulation Sheet

Bid Award Recommendation Letter

Vendor Participation Log

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	06/03/2016 01:56 PM
Final Approval	Monica Badillo	06/03/2016 05:01 PM
Form Started By: Moises Salazar		Started On: 06/02/2016 01:27 PM
Final Approval Date: 06/03/2016		

BID COMPARISON
HIDALGO COUNTY DRAINAGE DISTRICT NO. 1
PROJECT No. 2016-026-06-01
TEX MEX DRAINAGE DITCH IMPROVEMENTS (ROAD CROSSING)

BASE BID		RDH SITE & CONCRETE		VESNER CONTRACTOR		TEXAS CORDIA CONST		HECTOR BALDERAS, LLC		SAENZ UTILITY		ICE		IOC COMPANY		RHYNER CONSTR. SERV.		PEGA JPS		VANGUARD EGN		MOR-WILL		H2O			
Item No.	Item Description	Estimated Quantity	Unit	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL		
1	TRAFFIC CONTROL	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 2,800.00	\$ 2,800.00	\$ 7,000.00	\$ 7,000.00	\$ 5,928.00	\$ 5,928.00	\$ 15,000.00	\$ 15,000.00	\$ 8,000.00	\$ 8,000.00	\$ 26,215.45	\$ 26,215.45	\$ 15,800.00	\$ 15,800.00	\$ 10,000.00	\$ 10,000.00	\$ 28,500.00	\$ 28,500.00	\$ 22,500.00	\$ 22,500.00	\$ 15,000.00	\$ 15,000.00
2	EROSION & SEDIMENT CONTROL STRUCTURE PRACTICES TO COMPLY WITH COUNTY & TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 15,700.00	\$ 15,700.00	\$ 4,332.00	\$ 4,332.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 14,715.14	\$ 14,715.14	\$ 19,000.00	\$ 19,000.00	\$ 3,500.00	\$ 3,500.00	\$ 25,500.00	\$ 25,500.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00
3	JUNCTION BOX	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 16,000.00	\$ 32,000.00	\$ 4,500.00	\$ 9,000.00	\$ 20,160.90	\$ 40,321.80	\$ 40,250.25	\$ 80,500.50	\$ 24,000.00	\$ 48,000.00	\$ 13,099.00	\$ 26,198.00	\$ 10,000.00	\$ 20,000.00	\$ 7,500.00	\$ 15,000.00	\$ 26,500.00	\$ 53,000.00	\$ 30,250.00	\$ 60,500.00	\$ 22,000.00	\$ 44,000.00
4	CONCRETE COLLAR FOR 24" PIPE	1	EA	\$ 600.00	\$ 600.00	\$ 250.00	\$ 250.00	\$ 4,400.00	\$ 4,400.00	\$ 969.00	\$ 969.00	\$ 650.25	\$ 650.25	\$ 1,200.00	\$ 1,200.00	\$ 10,352.87	\$ 10,352.87	\$ 350.00	\$ 350.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00	\$ 1,000.00	\$ 1,000.00
5	TYPE "C" INLET WITH CONCRETE APRON	3	EA	\$ 2,500.00	\$ 7,500.00	\$ 2,800.00	\$ 8,400.00	\$ 3,000.00	\$ 9,000.00	\$ 2,451.00	\$ 7,353.00	\$ 2,500.00	\$ 7,500.00	\$ 9,500.00	\$ 28,500.00	\$ 6,205.97	\$ 18,617.91	\$ 2,700.00	\$ 8,100.00	\$ 4,950.00	\$ 14,850.00	\$ 5,500.00	\$ 16,500.00	\$ 6,500.00	\$ 19,500.00	\$ 8,000.00	\$ 24,000.00
6	SAFETY END TREATMENT FOR 18" STORM DRAIN PIPE	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,475.00	\$ 1,475.00	\$ 1,197.00	\$ 1,197.00	\$ 325.75	\$ 325.75	\$ 950.00	\$ 950.00	\$ 3,075.17	\$ 3,075.17	\$ 720.00	\$ 720.00	\$ 1,900.00	\$ 1,900.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
7	REINFORCED CONCRETE RIP-RAP	188	CY	\$ 200.00	\$ 37,600.00	\$ 280.00	\$ 52,640.00	\$ 315.00	\$ 59,220.00	\$ 279.30	\$ 52,508.40	\$ 178.50	\$ 33,558.00	\$ 380.00	\$ 71,440.00	\$ 360.89	\$ 67,847.32	\$ 500.00	\$ 94,000.00	\$ 425.00	\$ 79,900.00	\$ 205.00	\$ 38,540.00	\$ 345.74	\$ 64,999.12	\$ 400.00	\$ 75,200.00
8	PAVEMENT REPAIR/CURB REPAIR	188	SY	\$ 64.00	\$ 12,032.00	\$ 45.00	\$ 8,460.00	\$ 123.00	\$ 23,124.00	\$ 19.38	\$ 3,643.44	\$ 75.25	\$ 14,147.00	\$ 45.00	\$ 8,460.00	\$ 61.63	\$ 11,586.44	\$ 80.00	\$ 15,040.00	\$ 75.00	\$ 14,100.00	\$ 55.50	\$ 10,434.00	\$ 132.97	\$ 24,998.36	\$ 57.00	\$ 10,716.00
9	TRENCH PROTECTION	1,582	LF	\$ 1.00	\$ 1,582.00	\$ 8.00	\$ 12,656.00	\$ 8.00	\$ 12,656.00	\$ 23.37	\$ 36,971.34	\$ 2.00	\$ 3,164.00	\$ 6.00	\$ 9,492.00	\$ 1.78	\$ 2,815.96	\$ 10.00	\$ 15,820.00	\$ 10.00	\$ 15,820.00	\$ 3.00	\$ 4,746.00	\$ 2.50	\$ 3,955.00	\$ 6.00	\$ 9,492.00
10	COMPACTED DIDRT FILL (LABOR ONLY)	543	CY	\$ 4.00	\$ 2,172.00	\$ 5.00	\$ 2,715.00	\$ 7.00	\$ 3,801.00	\$ 5.64	\$ 3,062.52	\$ 7.25	\$ 3,936.75	\$ 4.00	\$ 2,172.00	\$ 28.50	\$ 15,475.50	\$ 12.00	\$ 6,516.00	\$ 15.00	\$ 8,145.00	\$ 30.00	\$ 16,290.00	\$ 10.00	\$ 5,430.00	\$ 15.00	\$ 8,145.00
11	REMOVE EXIST. STORM SYSTEMS AS NOTED IN PLANS	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 3,800.00	\$ 3,800.00	\$ 8,500.00	\$ 8,500.00	\$ 3,477.00	\$ 3,477.00	\$ 6,570.25	\$ 6,570.25	\$ 5,000.00	\$ 5,000.00	\$ 9,891.65	\$ 9,891.65	\$ 20,000.00	\$ 20,000.00	\$ 55,000.00	\$ 55,000.00	\$ 30,000.00	\$ 30,000.00	\$ 22,500.00	\$ 22,500.00	\$ 45,000.00	\$ 45,000.00
BASE BID TOTAL					\$ 80,486.00		\$ 127,221.00		\$ 153,876.00		\$ 159,763.50		\$ 166,852.50		\$ 188,214.00		\$ 206,791.41		\$ 215,346.00		\$ 221,715.00		\$ 230,010.00		\$ 236,882.48		\$ 254,053.00
ADD ALTERNATE #1 BID																											
1	18" RUBBER GASKET RCP CL III STORM DRAIN PIPE	61	LF	\$ 60.00	\$ 3,660.00	\$ 30.00	\$ 1,830.00	\$ 85.00	\$ 5,185.00	\$ 51.36	\$ 3,132.96	\$ 91.25	\$ 5,566.25	\$ 52.00	\$ 3,172.00	\$ 101.51	\$ 6,192.11	\$ 40.00	\$ 2,440.00	\$ 85.00	\$ 5,185.00	\$ 40.00	\$ 2,440.00	\$ 81.96	\$ 4,999.56	\$ 50.00	\$ 3,050.00
2	24" RUBBER GASKET RCP CL III STORM DRAIN PIPE	159	LF	\$ 91.00	\$ 14,469.00	\$ 40.88	\$ 6,499.92	\$ 80.00	\$ 12,720.00	\$ 70.34	\$ 11,184.06	\$ 95.25	\$ 15,144.75	\$ 67.00	\$ 10,653.00	\$ 94.35	\$ 15,001.65	\$ 50.00	\$ 7,950.00	\$ 95.00	\$ 15,105.00	\$ 50.00	\$ 7,950.00	\$ 94.34	\$ 15,000.06	\$ 58.00	\$ 9,222.00
3	48" RUBBER GASKET RCP CL III STORM DRAIN PIPE	1,362	LF	\$ 140.00	\$ 190,680.00	\$ 115.00	\$ 156,630.00	\$ 160.00	\$ 217,920.00	\$ 180.12	\$ 245,323.44	\$ 150.25	\$ 204,640.50	\$ 190.00	\$ 258,780.00	\$ 147.58	\$ 201,003.96	\$ 150.00	\$ 204,300.00	\$ 250.00	\$ 340,500.00	\$ 150.00	\$ 204,300.00	\$ 135.00	\$ 183,870.00	\$ 130.00	\$ 177,060.00
4	STORM TRENCH BEDDING & BACKFILL AS PER DETAIL	1,582	LF	\$ 2.53	\$ 4,002.46	\$ 41.50	\$ 65,653.00	\$ 20.00	\$ 31,640.00	\$ 22.69	\$ 35,895.58	\$ 1.00	\$ 1,582.00	\$ 8.00	\$ 12,656.00	\$ 59.69	\$ 94,429.58	\$ 10.00	\$ 15,820.00	\$ 35.00	\$ 55,370.00	\$ 32.50	\$ 51,415.00	\$ 31.85	\$ 50,386.70	\$ 19.00	\$ 30,058.00
ALTERNATE NO. 1 TOTAL					\$ 212,811.46		\$ 230,612.92		\$ 267,465.00		\$ 295,536.04		\$ 226,933.50		\$ 285,261.00		\$ 316,627.30		\$ 230,510.00		\$ 416,160.00		\$ 266,105.00		\$ 254,256.32		\$ 219,390.00
BASE BID +ALTERNATE NO. 1 TOTAL					\$ 293,297.46		\$ 357,833.92		\$ 421,341.00		\$ 455,299.54		\$ 393,786.00		\$ 473,475.00		\$ 523,418.71		\$ 445,856.00		\$ 637,875.00		\$ 496,115.00		\$ 491,138.80		\$ 473,443.00



**HIDALGO COUNTY
DRAINAGE
DISTRICT No. 1**

RAUL E. SESIN, PE, CFM
General Manager
Floodplain Administrator

902 N. Doolittle Road
Edinburg, Texas 78542
Off 956 292.7080
Fax 956 292.7089

BOARD OF DIRECTORS

RAMON GARCIA
Chairman of the Board

A.C. CUELLAR, JR.
Board Member

EDUARDO "EDDIE" CANTU
Board Member

JOE M. FLORES
Board Member

JOSEPH PALACIOS
Board Member

June 3, 2016

Honorable Commissioner Joseph Palacios
Hidalgo County Precinct No. 4
1051 N. Doolittle Rd
Edinburg, Texas 78542

RE: Hidalgo County Drainage District No. 1
Pct. 4 – Tex-Mex Drain Ditch Improvements (Road Crossing)
RFB No.: HCDD1-16-026-06-01

Dear Commissioner Palacios;

Bids were received and opened for Hidalgo County Drainage District No. 1 – Pct. 4 - Tex-Mex Drain Ditch Improvements (Road Crossing); RFB No: HCDD1-16-026-06-01 on June 01, 2016. A total of twelve (12) bids were received with RDH SITE & CONCRETE, LLC being the low bidder with the selected alternate for the project. Attached is a copy of the bid tabulation for your review.

This project consists of the construction and installation of new drainage crossings and systems including inlets, storm drain pipe ranging from 18" – 48", junction boxes, culvert pipe, and concrete rip-rap. RDH SITE & CONCRETE, LLC has performed satisfactory work within Hidalgo County. We recommend awarding the project to RDH SITE & CONCRETE, LLC for Base Bid and Alternate No. 1 (Reinforced Concrete Pipe) for a total amount of \$293,297.46.

If you have any questions or require further information, please feel free to contact us at your convenience.

Respectfully,
HIDALGO COUNTY DRAINAGE DISTRICT No. 1

Noe Saldivar, P.E. [Signature]

Jose Noe Saldivar, P. E.
Hydraulic Engineer

C: Raul E. Sesin, PE, CFM, District General Manager

Attachments: Bid Comparison

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1
TEX-MEX DRAINAGE DITCH IMPROVEMENTS (ROAD CROSSING)

PLAN HOLDERS LIST

DATE	TIME	COMPANY NAME (PLEASE PRINT)	NAME OF PERSON PICKING UP PLANS (PLEASE PRINT)	PHONE NO.	EMAIL
5/17/16	1:06	Texas Cordia	✓ Isabel / DB	627-6181	isabel@texascordia.com
5/18/16	1:20	Vanguard Eng.	✓ Roberto Elissethe	684-4556	reutilitygroup@yahoo.com Jalanzo.vanguardeng@aol.com
5-19-16	9:28am	RDH Site + Concrete	✓ Dianaly de Hoyo / DB	784-1366	dianaly@rdhcompany.com
5-20-16	9:47am	Amtek	✓ John Rugh / DB	512-328-0508	john@amtelus39.com
5/20	11:04	GNH Company	✓ Janier Hernandez	(956) 509-5926	jhernandez@gnhcompany.com
		H2O			
5-23-16	9:50 AM	H2O	✓ J. Ballenger	956-367-5309	Tx slowpoodle@Aok.com
5-23-16	9:53 am	Bernal Paving & maintenance	✓ Adrian P. Bernal	956-463-7577	Pedrobernal70@yahoo.com
5/23/16	10:22	Mor-Wil, LLC	✓ Albert Garza	556-4560628	Albert.garza03@yahoo.com
5/23/16	4:00	Saenz Utility Contractors, LLC	✓ Raquel Saenz	956-262-8506 956-227-0904	Juan@saenzutility.com
5/23/16	11:02	Pega JPS	✓ Jose Saenz / DB	380-1509	jose@pegajps.com
5/23/16	9:05	David RHYNER Const.	✓ Toodie Purvis / DB	748-3100	toodie@rhynerinc.com
5/23/16	2:45	International Consulting Eng.	✓ Luis Nava / DB	361-826-5805	luis@iceengineers.net

AI -54920

10.

DRAINAGE DISTRICT

Meeting Date: 06/07/2016

Submitted For: Jaime Salazar

Submitted By: Jaime Salazar, DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

Requesting approval to reclassify one (1) regular full-time position as follows:

Slot #	Position Title	Current BudgetSalary	Proposed Position title	Proposed Budgeted Salary
13	GIS Operator II	\$56,795.00	Engineering Tech IV	\$56,795.00

BACKGROUND

Fiscal Impact

Attachments

PAR Form

Form Review

Inbox

Budget & Management

Final Approval

Form Started By: Jaime Salazar

Final Approval Date: 06/03/2016

Reviewed By

Veronica Ortiz

Monica Badillo

Date

06/03/2016 03:09 PM

06/03/2016 05:01 PM

Started On: 06/03/2016 02:32 PM



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HCDD No. 1/000

DATE: 05-25-16

CURRENT POSITION TITLE: GIS Operator II

CURRENT SLOT #: 13

REQUESTED POSITION TITLE: Engineering Tech IV

NOTE: PLEASE FILL OUT MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN(3) PERSONNEL ACTIONS.

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

* Civil Service Positions are submitted to the Civil Service Commission.

SALARY REQUEST: \$ 56,795.00 \$ 56,795.00 \$ 0.00
 Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE:

Full Time Regular Obj. 113 Part Time Regular Obj. 114
 Full Time Temporary Obj. 121 Part Time Temporary Obj. 122

CIVIL SERVICE:

Exempt
 Non-Exempt

FLSA:

Exempt
 Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
Temporary Position Hourly Rate: _____		Temporary Position Annual Salary: _____ 2,080 * Hourly Rate		

JUSTIFICATION/PRIORITY: Explain why this position or adjustment request is essential.

HCDD No. 1 needs have changed over the past year with the development of more in-house engineer design projects which requires this position's re-classification.

POSITION RECLASSIFICATION: Attach completed Reclassification Analysis Form.

COMMENTS: Any comments you wish to make regarding this request. Attach additional pages if needed.

CLASSIFICATION AND SALARY RECOMMENDATION

<p>Human Resources: <u>11</u> <u>-</u> GRADE STEP</p> <p>1. <u>[Signature]</u> <u>6/3/16</u> DEPARTMENT HEAD DATE</p> <p>2. <u>[Signature]</u> <u>6/03/2016</u> HUMAN RESOURCES DIRECTOR DATE</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Budget & Management:</p> <p> GRADE STEP</p> <p>3. <u>[Signature]</u> <u>6/3/2016</u> DEPARTMENT OF BUDGET & MANAGEMENT DATE</p> <p>BUDGET PROCEDURES COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
--	---



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: Drainage District

DATE: 06/03/2016

DEPARTMENT NUMBER:

PROGRAM No.:

CURRENT GRADE/TITLE:

CURRENT SLOT No.: 109

GIS Operator II

\$56,795.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE: Grade 11

Engineering Tech IV

\$56,795.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Classification/Position Title

Pay Grade/Salary

COMMENTS:

Position RECLASSIFIED according to Classification and Compensation Plan (GRADE/STEP)

SIGNATURES

[Handwritten Signature]

Human Resources Representative

6/03/2016

Date

[Handwritten Signature]

County Treasurer Representative

06/03/16

Date

[Handwritten Signature]

Budget & Management Representative

6/3/2016

Date



COUNTY OF HIDALGO

Human Resources Department



RECLASSIFICATION ANALYSIS FORM

Employee Name: Asael Pecina

Department: HC Drainage District No. 1

Current Job Title: GIS Operator II

Requested Title: Engineering Tech IV

Current Grade/Salary: \$56,795.00
G-10 -

Proposed Grade/Salary: \$56,795.00
G/11 -

Reclassification Definition - Policy Sections (3.23. and 6.28) Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade and until salary grades are established, a change in salary. (Amended March 6, 2008)

1. What increase in responsibility and what additional duties have been assigned to the employee? Please list the new responsibilities/duties in the section below:

Preparation of right-of-way maps, drainage area maps, roadway and drainage construction plans, details, specifications, quantity summaries and other related duties.

2. Explain the reason it became necessary to increase the level of responsibility and the need to assign additional responsibilities/duties to the employee. Please describe clearly and in detail the reason for these changes:

Hidalgo County Drainage District No. 1 has taken the initiative to increase the amount of in-house engineering design and construction for various projects County wide. This position is involved in the preparation of said in-house civil engineering plans under the supervision of a Licensed Professional Engineer.

3. For how long(weeks/months) has the employee been assigned these duties? Is this a permanent change to the employee's job? Please specify in detail below:

Employee has been performing these duties for approximately a year. This is a permanent change to the employee's job.

Supervisor's Signature: [Signature]

Date: 5/26/16

Department Head Signature: [Signature]

Office of Human Resources Only:

Findings:

THIS POSITION IS BEING APPROPRIATELY RECLASSIFIED TO ENG. TECH IV BASED ON ASSIGNED DUTIES AND TASKS.

Recommendations:

ENGINEERING TECHNICIAN IV - GRADE & STEP AS OF 6/01/2016 GRADE 11

Human Resources Director [Signature]

Date: 6/03/2016

HIDALGO COUNTY DRAINAGE DISTRICT No. 1

ENGINEERING TECHNICIAN IV

GENERAL DESCRIPTION

Performs highly complex (senior-level) paraprofessional civil engineering work; Work involves preparing engineering design plans, project inspections, review of subdivision plans; interpret engineering field data and incorporate such data into design plans; Coordinates and/or supervises the development, operation and maintenance of the Department's geographical information system (GIS) inventory and geo-databases. May train others. Works under minimum supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs calculations and drafting for design work including but not limited to production quantity summaries, hydraulic studies, roadway design plans, utility studies, right-of-way maps, traffic control, lighting/signal plans, and other related information as requested

Prepares and drafts engineering plans and profiles both manually or using computerized software such as AutoCAD Civil 3D; draws charts on statistical data, and update/revise storm water and various maps such as base maps, annexation maps, master atlas, address maps and FEMA maps.

May use Civil/Survey, Earthworks, Design, DTM, COGO, and other interactive graphic design programs

Assists in determining G.I.S. standards for the department, as well as any required modifications

Assists with collecting and/or incorporating field data using GPS and prepares construction staking plans, topographic maps and site plans using AutoCAD Civil 3D; may supervise these projects as well

Researches and analyzes land data records to incorporate as a data source for GIS related files; creates and enhances GIS based tools; and generates map compositions and responds to special GIS requests

Provides information and assistance to the general public regarding subdivision regulation requirements, utilities, easements, fences, right-of-way addresses and/or flood zones

Meets with developers, engineers, and/or other professional organizations to discuss proposed plats or other information related to development within Hidalgo County.

Responsible for maintaining and tracking the status of all plats through the required processes

Attends and coordinates Subdivision Advisory Board meetings and provides the departments review comments and findings; prepares correspondences regarding meeting findings to provide to interested parties and/or other organizations

Secures as-builts from engineers or pursues enforcement measures to acquire same

May attend specialized design schools to maintain abreast of the latest automated design tools and technologies; performs subdivision inspection of new and established developments

Gathers and researches information pertaining to utilities, right-of-way, structural, architectural, mechanical information, and other areas related to projects and developments within Hidalgo County

Conducts surveys and field work; inspecting, designing, and preparing maps for presentation

Responsible for overseeing and preparing write-up summaries on plats, etc. and presenting to the Subdivision Advisory Board and/or District Board of Director's Court, as necessary.

Maintains records and design plans; works on the reproduction of plans

Writes general notes, specifications, and special provisions following generally accepted practices to ensure applicable information is included

May schedule, coordinate and prepare plans and documents for public hearings

May review others work for drafting and/or calculation errors

Performs other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Associate's degree in related field

Minimum of five to six (5-6) years of experience in Computer Aided Drafting, surveying, subdivision design, review and planning, geographical information systems (GIS) technology, and/or related engineering work with at least two (2) years of experience in SRI GIS software and/or AutoCAD Civil 3D

Two (2) years of experience may substitute one (1) year of education

Certificates, Licenses & Registration

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the District's insurance carrier

Certification in computer aided drafting or related field

Knowledge, Skills, and Abilities

Proficient knowledge of surveying and engineering principles, techniques, and procedures; of mathematics; and of applicable safety requirements

Proficient knowledge and skill in the operation of AutoCAD Civil 3D software and other drafting related software/tools

Proficient knowledge on subdivision rules and regulations as well as preparation and review of subdivision plans

Ability to prepare and review engineering design plans

Skill in the operation and maintenance of applicable equipment including but not limited to the following: drafting printers and plotters, calculators, drafting tools, surveying and measuring instruments, and other related equipment

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the District

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use

hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY DRAINAGE DISTRICT No. 1

GIS OPERATOR II

GENERAL DESCRIPTION

Performs complex (journey-level) geographic information system work: Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data; May train others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Creates and modifies maps, graphs, or diagrams, using geographical information software and related equipment

Gathers and compiles geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps

Digitizes and maintains spatial databases of relevant information, documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information

Evaluates information and data from outside sources to determine the quality of the data

Translates data from outside sources and converts data to assist users

Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies

Writes programs and develops user interfaces, menus, and macro-level commands to meet user needs

Enters, corrects, and debugs database records

Assists in providing consulting services in fields such as resource development and management, environmental hazards, regional cultural history, and urban social planning

Assists in the development of geographic information systems that may link parcel maps or orthophotos with environmental data, historic data, transportation data, and health data to produce maps or quantify information about the impacts of features on parcel ownership

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in geographic information systems analysis and design work

Graduation from an accredited four (4) year college or university with major course work in computer science, computer information systems, geography, geographic information system technology, management information systems, or a related field

Two (2) years of experience may be substituted for one (1) year of education

Knowledge, Skills, and Abilities

Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues

Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; to communicate effectively; and to train others

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations