

This is Task Order  
No. 10, consisting of     
6 pages.

## Task Order

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated October 17, 2019 ("Agreement"), Owner and Engineer agree as follows:

### 1. BACKGROUND DATA

- a. Effective Date of Task Order: TBD
- b. Owner: City of Schertz
- c. Engineer: Halff Associates, Inc.
- d. Traffic Signal Design (Intersection of Lookout Road and Schertz Parkway)
- e. Specific Project (description):
  - Provide a boundary (right-of-way) survey at the intersection of Lookout Road and Schertz Parkway, a topographic survey of the intersection and 25 feet outside of the rights of way, and the location of any visible utilities in the area of the topographic survey.
  - Design a Traffic Signal at the intersection of Lookout Road and Schertz Parkway.

### 2. SERVICES OF ENGINEER

A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

**A. TASK A – PROJECT MANAGEMENT AND COORDINATION** - Halff project management activities shall include task leadership and direction, telephone and written communication, project status reports, project progress meetings, project invoicing, and personnel and data management among other general project management activities. Specific meetings beyond staff management coordination and regular communication include the following:

#### i. Project Coordination and Correspondence

- Tasks include resource allocation, schedule tracking, budget tracking, client communication, quality control and team coordination.
- Monthly project status reports shall be provided to the City with the monthly invoice. Progress shall include notes regarding work completed in the preceding billing cycle, work

expected to be completed in the next cycle, and any outstanding questions or issues for discussion. Meetings may be by MS Teams or other City required electronic means.

ii. **Project Meeting and Collaboration**

- Attend one (1) project kickoff meeting with staff from the City. The meeting will be coordinated by the City's PM with the Halff Project Manager and is intended to discuss key items such as project schedule, budget, and any specific directives. Halff will provide a preliminary schedule of tasks.
- Conduct up to three (3) meetings or conference calls with the City as needed to discuss the signal design plans at the design levels.
- Meeting minutes shall be submitted to the City Project Manager within two (2) working days after each meeting.

iii. **Quality Assurance / Control**

- Quality Assurance: Halff will implement a quality assurance program for the project that focuses on the completeness, quality, and timeliness of deliverables.
- Quality Control: Technical data and analysis will be reviewed for accuracy, with appropriate comments and responses documented and submitted to the City at each relevant milestone.
- Each task will be subjected to internal QC by one of Halff's Traffic or Public Works Professional Engineers. Associated documentation will be provided with the final report. The QA/QC program will include a multi-level approach to ensure that senior members review, comment, and approve the completed work. A checklist shall be created for all deliverables.
- Each checklist shall include milestone review events that describe the items to be reviewed and include documentation of the comments by the reviewer and responses from the Project Manager. All project materials presented to the City as draft or final products will be accompanied by QA/QC certification.
- The experienced reviewers will often have comments not covered by the checklists. The reviewers will make comments on the plans that will allow the contractor to better understand what is intended to be constructed.
- QC milestones:
  1. Task 2 – Data Collection
  2. Task 3 – 90% & 100% Construction Plans and Documents

**B. TASK B – SURVEYING SERVICES** - Halff will perform field survey required to establish apparent right-of-way (R.O.W.) or easement boundaries (but not right-of-way acquisition surveys) and site topography required of the Lookout Road and Schertz Parkway intersection and 25 feet outside of the R.O.W. to collect information needed in the design within the job site in accordance with sound engineering practices; establish or locate at least two Benchmarks set to U.S. Coast and Geodetic Survey Datum within the job site in accordance with sound engineering practices. Establish or locate at least two additional Benchmarks set to U.S. Coast and Geodetic Survey Datum for the job site outside the limits of construction in accordance with sound engineering

practices. Topographic survey will be collected at 100-foot cross sections to develop existing planimetric and contours. No Right-of-Entry (R.O.E.) agreements are anticipated for this project since all improvements are to remain within the R.O.W. Show on the preliminary plan existing topographical features including improvements within and outside the R.O.W. necessary for the design of the Project. Survey must include all visible utilities and tying of utility-locate paint markings by 811 within the survey area for underground utilities. Provide the necessary number of control points/benchmarks on the ground for the Project and ensuring the horizontal and vertical control correspond with the design plans.

**C. TASK C – TRAFFIC SIGNAL DESIGN** - The traffic signal design will be performed for the intersection of Lookout Road and Schertz Parkway. The mast arms and traffic signals will be designed based on TxDOT Standards. If site or soil conditions require an alternate design, additional structural analysis will be required as an additional service to be provided by others.

As part of the design, Engineer will:

- i. Signal design plans will be produced for the intersection and will be submitted to the City for review and comment at the following design levels:
  - o 90 percent plans
  - o 100 percent final plans
- Meet with City staff to discuss signal design requirements;
- Design will include pedestrian signalization;
- Prepare PDF files of the signal plans for each design level listed above and submit them electronically to the City;
- Provide PDF and CAD files of final plans and one set of original signed and sealed plans.
- ii. Coordinate with electrical utility company.
- iii. Prepare a quantities summary, bid item spreadsheet and estimate of construction cost for the traffic signal design and submit this information to the City;
- iv. Produce a bid package or spec documents for bidding the traffic signal construction;
- v. Conduct up to three (3) meetings or conference calls with the City as needed to discuss the signal design plans at the design levels.

**D. TASK D – INTERSECTION SIGNAL TIMING** – Develop signal timing plans for signal coordination during three (3) peak hours: AM, PM, and Off Peak Periods. As part of the design, Engineer will:

- i. Conduct Scoping meeting with agency operating and maintaining signals.
- ii. Conduct Traffic Counts and travel runs during AM, PM and Off Peak periods. Traffic counts will be turning movement counts at the intersection for 24-hours.
- iii. Develop and prepare signal timings plans and coordinate with the City staff in implementation and field adjustments.

**E. TASK E - CONSTRUCTION PHASE SERVICES**

- i. Review contractor submittals for traffic signal equipment.
- ii. Respond to contractor requests for information (RFI) during traffic signal construction.
- iii. Attend up to three (3) meetings at the construction site during traffic signal construction.

**TASK A-E DELIVERABLES:**

- Traffic Signal Plans ready for construction;

- Signal Timing Plans;
- Construction Administration.

**3. CITY RESPONSIBILITIES**

In addition to the below stated, Owner shall have those responsibilities set forth in Article 2 of the Agreement:

- Payment of any and all impact, review, and permitting fees;
- Provide Engineer with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.

**4. ITEMS EXCLUDED FROM THE SCOPE OF SERVICE**

- Environmental/Biological Services;
- Geotechnical, Architectural, Structural, Foundation Design, Mechanical, or Electrical Services;
- Parts and equipment installation and replacement;
- Utility Coordination;
- Permitting;
- Construction materials testing – Halff will not conduct any material testing;
- Consultant shall not at any time direct, control, or have any authority over any Contractor’s work, nor shall Consultant have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, or the safety precautions and programs incident thereto, for security or safety at the project site, nor for any failure of a Contractor to comply with laws and regulations applicable to such Contractor’s furnishing and performing of its work.

Any additional services required beyond those specifically identified in this proposal are beyond the scope of services to be provided. Additional services, if requested, will be separately identified and negotiated and such additional scope and commensurate fee will be authorized under a Supplemental agreement to this proposal/contract.

**5. TASK ORDER SCHEDULE**

Design schedule is provided in Exhibit A.

**6. PAYMENT TO ENGINEER**

- A. Owner shall pay Engineer for services rendered under this Task Order as follows: Fees are on a Lump Sum basis and will be billed monthly. Amount will not be exceeded without authorization from the City. Direct costs (copies, mileage, etc.) are included in this fee and are charged at actual invoice cost times a multiplier of 1.1. The billing rates are inclusive of mileage and will be the actual rates shown on invoice.

The estimated fee for construction inspections under this agreement will be a lump sum fee of **\$54,610.00** and will not be exceeded without prior approval from City of Schertz.

Task A: Project Management \$ 6,210.00

Task B: Surveying Services	\$ 7,715.00
Task C: 90% - 100% Design Phase Services	\$ 28,810.00
Task D: Intersection Signal Timing	\$ 10,000.00
Task E: Construction Phase Services	\$ 1,875.00
<b>TOTAL</b>	<b>\$ 54,610.00</b>

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

**7. TERMS AND CONDITIONS**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is to be determined and will commence no later than the notice to proceed given to the contractor.

OWNER: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_ 

Print Name: \_\_\_\_\_

Print Name: Marcos Díaz, PE

Title: \_\_\_\_\_

Title: Public Works Team Leader

Engineer License or Firm's: F-312

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

# EXHIBIT A - FEE SCHEDULE

## Lookout Road and Schertz Parkway Traffic Signal - City of Schertz Estimated Level of Effort for Intermediate and Final Design, and Construction Phase Services

POSITION DESCRIPTION	Project Principal	Sr. Project Manager/QAQC	Project Manager/ Sr. Lands Arch	Mid Project Engineer	Engineer EIT/ Lands Arch	Admin Assistant	RPLS Manager	Senior Survey Tech (SIT)	SUE/Survey Crew 2-man	SubConsultant Fee	Total Labor hrs.	Cost
<b>BILLABLE LABOR RATES</b>	\$290.00	\$265.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00	Lump Sum		
<b>INTERMEDIATE/FINAL DESIGN PHASE SERVICES (90%-100%)</b>												
<b>A) Project Management and Coordination</b>												
<b>Task A: Project Management and Coordination</b>												
i. Project Coordination and Correspondence		2	8								10	\$2,330.00
ii. Project Meetings and Collaboration			3	3							6	\$1,125.00
iii. Quality Assurance Program and Coordination (QC shown in phases below)		2	2	2							6	\$1,280.00
iv. Prepare Monthly Invoices and Progress Reports (Assumes 5 Invoices)			5			5					10	\$1,475.00
<b>Total Hours</b>	0	4	18	5	0	5	0	0	0		32	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	0	4	18	5	0	5	0	0	0		32	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$265.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Project Management and Coordination Services</b>	\$0.00	\$1,060.00	\$4,050.00	\$750.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,210.00
<b>B) Surveying Services</b>												
<b>Task B: Surveying Services</b>												
i. Boundary Survey (Right-of-Way)							3	5	10		18	\$3,130.00
ii. Topographic Survey							1	4	10		15	\$2,535.00
iii. Utilities							1	3	8		12	\$2,050.00
<b>Total Hours</b>	0	0	0	0	0	0	5	12	28		45	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	0	0	0	0	0	0	5	12	28		45	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$290.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Surveying Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,175.00	\$1,500.00	\$5,040.00	\$0.00		\$7,715.00
<b>C) Traffic Signal Design</b>												
<b>Task C: Traffic Signal Design</b>												
i. 90 percent plans Submittal and QA/QC			6	32	50						88	\$12,400.00
90 percent plans QA/QC	4		8								12	\$2,960.00
100 percent final plans Submittal and QA/QC				8	20						28	\$3,700.00
100 Percent Plans QA/QC	2		4								6	\$1,480.00
ii. Coordination with electrical company			6	6	6						18	\$3,000.00
iii. Prepare a quantities summary, bid item spreadsheet and estimate of construction cost for the traffic signal design and submit this information to the City.			1	2	8						11	\$1,525.00
iv. Produce a bid package or spec documents for bidding the traffic signal construction.				8	8						16	\$2,200.00
v. Conduct up to three (3) meetings or conference calls with the City as needed to discuss the signal design plans at the design levels.	3		3								6	\$1,545.00
<b>Total Hours</b>	9	0	28	56	92	0	0	0	0		185	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	9	0	28	56	92	0	0	0	0		185	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$290.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Traffic Signal Design Services</b>	\$2,610.00	\$0.00	\$6,300.00	\$8,400.00	\$11,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$28,810.00
<b>D) Intersection Signal Timing</b>												
<b>Task C: Intersection Signal Timing</b>												
i. Scoping meeting with Operations and Maintenance Department	2		2								4	\$1,030.00
ii. Traffic Counts & Movement (AM, PM & Off Peak)	2									\$800.00	802	\$1,380.00
iii. Develop Traffic Signal Plans	1		4	16	32						53	\$7,590.00
<b>Total Hours</b>	5	0	6	16	32	0	0	0	0		859	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	5	0	6	16	32	0	0	0	0		59	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$290.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Surveying Services</b>	\$1,450.00	\$0.00	\$1,350.00	\$2,400.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00		\$10,000.00
<b>CONSTRUCTION PHASE SERVICES</b>												
<b>E) Construction Phase Services</b>												
<b>Task E: Construction Services</b>												
i. Review contractor submittals for traffic signal equipment.				4							4	\$600.00
ii. Respond to contractor requests for information (RFI) during traffic signal construction.				4							4	\$600.00
iii. Attend up to three (3) meetings at the construction site during traffic signal construction.			3								3	\$675.00
<b>Total Hours</b>	0	0	3	8	0	0	0	0	0		11	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	0	0	3	8	0	0	0	0	0		11	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$290.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Construction Phase Services</b>	\$0.00	\$0.00	\$675.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,875.00

# EXHIBIT A - FEE SCHEDULE

## Lookout Road and Schertz Parkway Traffic Signal - City of Schertz Estimated Level of Effort for Intermediate and Final Design, and Construction Phase Services

POSITION DESCRIPTION	Project Principal	Sr. Project Manager/QAQC	Project Manager/ Sr. Lands Arch	Mid Project Engineer	Engineer EIT/ Lands Arch	Admin Assistant	RPLS Manager	Senior Survey Tech (SIT)	SUE/Survey Crew 2-man	SubConsultant Fee	Total Labor hrs.	Cost
<b>BILLABLE LABOR RATES</b>	\$290.00	\$265.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00	Lump Sum		
<b>INTERMEDIATE/FINAL DESIGN PHASE SERVICES (90%-100%)</b>												
<b>A) Project Management and Coordination</b>												
<b>Task A: Project Management and Coordination</b>												
i. Project Coordination and Correspondence		2	8								10	\$2,330.00
ii. Project Meetings and Collaboration			3	3							6	\$1,125.00
iii. Quality Assurance Program and Coordination (QC shown in phases below)		2	2	2							6	\$1,280.00
iv. Prepare Monthly Invoices and Progress Reports (Assumes 5 Invoices)			5			5					10	\$1,475.00
<b>Total Hours</b>	0	4	18	5	0	5	0	0	0		32	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	0	4	18	5	0	5	0	0	0		32	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$265.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Project Management and Coordination Services</b>	\$0.00	\$1,060.00	\$4,050.00	\$750.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,210.00
<b>B) Surveying Services</b>												
<b>Task B: Surveying Services</b>												
i. Boundary Survey (Right-of-Way)							3	5	10		18	\$3,130.00
ii. Topographic Survey							1	4	10		15	\$2,535.00
iii. Utilities							1	3	8		12	\$2,050.00
<b>Total Hours</b>	0	0	0	0	0	0	5	12	28		45	
<b>SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	0	0	0	0	0	0	5	12	28		45	-
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$290.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00			-
<b>TOTAL - Surveying Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,175.00	\$1,500.00	\$5,040.00	\$0.00		\$7,715.00
<b>TOTAL PROJECT SUMMARY</b>												
<b>HOURS SUB-TOTALS</b>	9	0	31	64	92	0	5	12	28		241	\$54,610.00
<b>BILLABLE RATE PER HOUR</b>	\$290.00	\$290.00	\$225.00	\$150.00	\$125.00	\$70.00	\$235.00	\$125.00	\$180.00		241	
<b>TOTAL PROJECT SUMMARY</b>	\$4,060.00	\$1,060.00	\$12,375.00	\$12,750.00	\$15,500.00	\$350.00	\$1,175.00	\$1,500.00	\$5,040.00	\$800.00		\$54,610.00