

May 21, 2025

Hon. Tano Tijerina
c/o: Leeroy Medford, Executive Administrator
Webb County Judge
1000 Houston St.
Laredo, Texas 78040

RE: Countywide Roadway Specification Development, Comprehensive Update to Subdivision and Building Rules and Regulations, and the Development of a Countywide Master Thoroughfare Plan Proposal Work Authorization #5

Dear Judge Tijerina,

As discussed, attached for your review and approval is our proposal to provide Work Authorization #5 for development of Webb County Roadway Design Specifications, Comprehensive Update to Subdivision Rules and Regulations, and the Development of a Countywide Master Thoroughfare Plan Project.

This Work Authorization proposal is in the amount of **\$743,329.00**.

Attached you will find the following documents in support of the proposal:

1. Exhibit A "Scope of Services By Owner"
2. Exhibit B "Scope of Services By Engineer"
3. Exhibit C "Project Schedule"
4. Exhibit D "Fee Estimate"
5. Project Location Map

If this proposal is acceptable to you, I can assist in the preparation of the contract and work authorization documents for submittal to the Commissioner's Court as you see fit. Thank you for this opportunity to assist Webb County in their transportation needs and should you have any questions regarding this submittal, do not hesitate to call me at (956) 603-2025.

Sincerely,



Robert Macheska, P.E., CFM
Executive VP/COO
GDJ Engineering, LLC

EXHIBIT “A”
SCOPE OF 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 Countywide Roadway Specification Development, Comprehensive Update to Subdivision and Building Rules and Regulations, and the Development of a Countywide Master Thoroughfare Plan, hereinafter denoted as the **Project**.

GENERAL:

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

- 1) Provide the authorization to proceed with services through coordination with the **Engineer**.
- 2) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with the Agreement.
- 3) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies the **Engineer** cannot easily obtain.
- 4) **Owner** will provide electronic copies, in editable format (i.e., Word, Excel, AutoCad, Microstation), of the current Specifications, Building Code, and Subdivision Regulations which Consultant is tasked to review, update and/or replace.
- 5) **Owner** will provide available Comprehensive Plans from cities in the County.
- 6) **Owner's** Project manager will review comments from its staff and third-party stakeholders, resolve inconsistencies, and provide resultant comments as a single set of coordinate comments to with clear direction for action by the **Engineer**.
- 7) **Owner** will provide staff and arrange venues for stakeholder and public meetings, and provide all notifications and mailouts which may be needed for these stakeholder and public meetings.
- 8) **Engineer** will provide electronic files of updated Subdivision Regulations. **Owner** will print and/or reproduce hardcopies as necessary.
- 9) 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 prepared in accordance with Exhibit “C” attached to this Work Authorization.
- 10) Attend and participate in progress meetings as required and as coordinated and conducted by **Engineer**.

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

PROJECT DESCRIPTION

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

COUNTY/CITY: Webb County

CONTROL: TBD

PROJECT/DESCRIPTION: Countywide Roadway Specification Development,
Comprehensive Update to Subdivision and Building
Rules and Regulations, and the Development of a
Countywide Master Thoroughfare Plan

LENGTH: N/A

HIGHWAY: Countywide

LIMITS: Countywide

PROJECT CLASSIFICATION

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

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

ENGINEER shall mean GDJ Engineering.

LPA shall mean Webb County.

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

MISCELLANEOUS ROADWAY

(Function Code 110)

DEVELOPMENT OF COUNTYWIDE ROADWAY SPECIFICATIONS

The ENGINEER shall develop a Countywide roadway specifications manual to be used in conjunction with the updated Webb County Subdivision Rules and Regulations (Subdivision Regulations). The Engineer shall coordinate with the Owner’s staff on all Project related items.

The services will include:

- 1) Development of standard roadway specifications and guidelines
- 2) Development of various roadway typical sections
- 3) Incorporate and standardize legal covenants
- 4) Development of roadway design checklists
- 5) Development of roadway design certifications
- 6) Development of standard construction estimate templates

SUBDIVISION REGULATION GENERAL UPDATE

The ENGINEER shall provide an update to the current Webb County Subdivision Rules and Regulations (Subdivision Regulations) as well as an assessment of the countywide drainage detention standards. The Engineer shall coordinate with the Owner’s staff on all Project related items.

The services will include:

- 1) Phase I – Assessment / Corrections
 - i) The purpose of this phase is to provide uniformity of the current regulations.
 - (a) This phase will address sections that are contradictory, incorrect, or not within the legal abilities of the County.
- 2) Phase II – Updates
 - i) The purpose of this phase is to update the existing County requirements to current industry standards. The following items are to be addressed in this phase:
 - (a) Standard details
 - (b) Drainage requirements
 - (c) Define and clarify vague or incomplete requirements or processes
- 3) Phase III – Additions
 - i) The purpose of this phase is to add requirements, standards, and guidelines.
 - (a) New items will be proposed that were not previously addressed elsewhere in the regulations.
- 4) Phase IV – Summary & Guidance
 - i) The purpose of this phase is to develop a guidebook as a preface that summarizes and references County requirements and process in a concise and easy to understand way.

PROJECT MANAGEMENT

The services will include:

- 1) Project Manager will attend client meetings to be held on average once a month at the County offices.
- 2) The project team will coordinate with County departments to get input and inform them of progress.
- 3) Provide general project management and administration including but not limited to maintaining project budget, schedule, QA/QC and coordination.
- 4) Updates to the different sections of the Subdivision Regulations will be developed in parallel. Work sessions with County staff will be coordinated so that all relevant County staff are present in the same session.
- 5) Subdivision Regulations will be formatted to be in letter size (8.5” x 11”) pages. Standard construction details will be formatted to be in letter size (8.5” x 11”) pages. Final versions of the documents to be provided in PDF (for general distribution) and source working files.
- 6) There will be no more than 2 rounds of comments in each phase of work, described in detail in the

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

following paragraphs, before the manual is finalized. These comments will be coordinated between County departments before going to the project team so that guidance is clear.

- 7) The project schedule will be approximately 12 months, based on approximately 2 months per phase (approx. 1 month/phase for Engineer, approx. 1 month/phase for review/comment by Owner), plus time needed for public involvement, hearings, and special meetings. A schedule will be produced for Owner approval upon Notice to Proceed.

PUBLIC INVOLVEMENT

The services will include:

- 1) Assist Owner with the development of a public involvement plan suited to the proposed work products and the external stakeholders interested in these deliverables.
- 2) Project Manager and Public Involvement Lead will attend four (4) Commissioner’s Court sessions, one for each phase of work, and present if required.
- 3) Assist Owner staff during the process of developing new standards to identify potential issues, reflect the variety of needs across the County, and increase awareness of the standards among key stakeholders in advance of adoption.
- 4) Engineer will provide two staff members to attend public meetings.
- 5) Engineer will assist Owner with the preparation of presentations, and exhibits for each public meeting.
- 6) County will advertise the public meetings.
- 7) Engineer will assist Owner with the preparation of the public meeting summary for each public meeting and consult with the Owner to respond to any project-specific input received.

PHASE I – ASSESSMENT / CORRECTIONS

The services will include:

- 1) Provide uniformity of the current regulations.
- 2) Address sections that are contradictory, incorrect, or not within the legal abilities of the County.
- 3) Based on current knowledge of content and to provide direction to the Consultant, County staff will provide comments (i.e., redlines, markups, and/or written comments) of the current Subdivision Regulations, noting known conflicts, items that need to be updated, and items that need to be added, associated with stated objectives. These comments will be coordinated between County departments before going to the Consultant so that guidance is clear.
- 4) Work with County staff to review the comments and state of the existing Subdivision Regulations. Attend one meeting for this task as necessary.
- 5) Review plans provided by County, if available, showing examples of contradictory, incorrect, and/or legally challenging projects, associated with above objective, to identify the current local practice.
- 6) Identify opportunities and/or gaps in policy and provide recommendations to County for best practices and overall policy objectives for review/comment.
- 7) County will review and approve recommendations in a timely manner as necessary to maintain the schedule.
- 8) Produce a draft of the Subdivision Regulations, with the corrections and approved recommendations, for County review/comment.
- 9) Work with County staff to address comments. It is anticipated that up to two rounds of review/comment cycles may be required. Attend one meeting for this task as necessary.
- 10) Produce the final version of the Subdivision Regulations document with the corrections and approved recommendations. This phase will then be considered complete.

PHASE II – UPDATES

The services will include:

- 1) The following items are to be addressed in this phase:
- 2) Standard details
- 3) Drainage requirements
- 4) Define and clarify vague or incomplete requirements or processes

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

- 5) Update code based House Bill 3167 as necessary
- 6) Based on current knowledge of content and to provide direction to the Consultant, County staff will provide comments (i.e., redlines, markups, and/or written comments) of the current Subdivision Regulations associated with stated objectives. These comments will be coordinated between County departments before going to the Consultant so that guidance is clear.
- 7) Work with GDJ and County staff to review the current state of the Subdivision Regulations as they relate to the subject objectives for this phase. Attend one meeting for this task as necessary.
- 8) Review plans provided by GDJ/County showing examples related to the stated objectives of this phase, if available.
- 9) With regards to drainage, it is understood that the County wishes to change the design storm requirements from the 25-year storm event to the 50-year storm event, as well as address stormwater detention requirements. The
- 10) National Oceanic and Atmospheric Administration (NOAA) Atlas 14, Volume 11 Precipitation- Frequency Atlas study for Texas will be referenced for affected areas of the County (currently it appears only the Brownsville area is affected).
- 11) Available Comprehensive Plans from cities within the County will be reviewed during this phase to identify how they envision interfacing with the County as they grow and to identify any areas within the Subdivision Regulations that may need to be updated.
- 12) The implications of House Bill 3167, which went into effect on September 1, 2019, will be reviewed against the current Subdivision Regulations and processes.
- 13) Identify opportunities and/or gaps in policy and provide recommendations for best practices and overall policy objectives. With regards to drainage, and being a coastal county, this may include storm surge analysis and sea level change criteria for applicable areas.
- 14) County will review and approve recommendations in a timely manner as necessary to maintain the schedule.
- 15) Produce a draft of the Subdivision Regulations, with the updates and approved recommendations, for County review/comment.
- 16) Work with GDJ and County staff to address comments. It is anticipated that up to two rounds of review/comment cycles may be required. Attend one meeting for this task as necessary.
- 17) Produce the final version of the Subdivision Regulations document with the updates and approved recommendations. This phase will then be considered complete.

PHASE III – ADDITIONS

The services will include:

- 1) Based on current knowledge of content and to provide direction to the Consultant, County staff will provide comments (i.e., redlines, markups, and/or written comments) of the current Subdivision Regulations associated with stated objectives. These comments will be coordinated between County departments before going to the Consultant so that guidance is clear.
- 2) Work with County staff to review the current state of the Subdivision Regulations as they relate to the subject objectives for this phase. Attend one meeting for this task as necessary.
- 3) Review plans provided by County showing examples related to the stated objectives of this phase, if available.
- 4) Identify opportunities and/or gaps in policy and provide recommendations to County for best practices and overall policy objectives for review/comment.
- 5) County will review and approve recommendations in a timely manner as necessary to maintain the schedule.
- 6) Produce a draft of the Subdivision Regulations, with the additions and approved recommendations, for County review/comment.
- 7) Work with County staff to address comments. It is anticipated that up to two rounds of review/comment cycles may be required. Attend one meeting for this task as necessary.
- 8) Produce the final version of the Subdivision Regulations document with the additions and approved recommendations. This phase will then be considered complete.

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

PHASE IV – SUMMARY & GUIDANCE

The services will include:

- 1) Based on current knowledge of content and to provide direction to the Consultant, County staff will provide comments (i.e., redlines, markups, and/or written comments) or other forms of input guidance as to the desired content of the summary and guidebook associated with stated objectives. These comments will be coordinated between County departments before going to the Consultant so that guidance is clear.
- 2) Based on the comments provided, produce a draft guidebook. Provide to GDJ/County for review and comment.
- 3) Work with GDJ and County staff to address comments. It is anticipated that up to two rounds of review/comment cycles may be required. Attend one meeting for this task as necessary.
- 4) Produce final guidebook.

EXCLUSIONS/ASUMPTIONS:

The exclusions/assumptions to this scope are:

- 1) It is understood that Owner led public involvement, hearings, and special meetings will be a part of all or most of the phases noted above.
- 2) It is understood that the County will involve key staff needed to make decisions to move the project forward in a timely manner through each phase of work to completion.
- 3) County will provide comments (i.e., redlines, markups) of current Subdivision Regulations associated with the above objectives. This is to include any conflicts with requirements from cities within the County.
- 4) It is understood that the County will provide electronic copies, in editable format (i.e., Word, Excel, AutoCad, Microstation), of the current Subdivision Regulations which Consultant is tasked to review, update and/or replace.

ADDITIONAL RESPONSIBILITIES

BUILDING REGULATION GENERAL UPDATE

The ENGINEER shall provide an update to the current Webb County Building Rules and Regulations (Building Regulations). The Engineer shall coordinate with the Owner’s staff on all Project related items.

Services will include:

- 1) Phase I – Assessment / Corrections
 - a) The purpose of this phase is to provide uniformity of the current regulations and update the fee structure.
 - i) This phase will address sections that are contradictory, incorrect, or not within the legal abilities of the County. The goal is for the regulations to focus upon On-Site Sewage Facility, and Floodplain related items.
 - ii) Update fee structure according to current industry standards.
- 2) Phase II – Updates
 - i) The purpose of this phase is to update and/or reduce the overall scope of the existing
- 3) County requirements to current industry standards. The following items are to be addressed in this phase:
 - a) Define and clarify vague or incomplete requirements or processes
 - b) Reduce overall scope of regulations, if possible.
- 4) Phase III – Summary & Guidance
- 5) The purpose of this phase is to develop a guidebook as a preface that summarizes and references County requirements and process in a concise and easy to understand way.

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

PHASE I – ASSESSMENT / CORRECTIONS

Objective: The purpose of this phase is to provide uniformity of the current regulations and update the fee structure. The following items are to be addressed in this phase:

- i) This phase will address sections that are contradictory, incorrect, or not within the legal abilities of the County. The goal is for the regulations to focus upon, On-Site Sewage Facility, and Floodplain related items.
- ii) Update fee structure according to current industry standards.

County will provide comments (i.e., redlines, markups) of current Subdivision Regulations associated with the above objectives. This is to include any conflicts with requirements from cities within the County.

PHASE II – UPDATES

Objective: The purpose of this phase is to update and/or reduce the overall scope of the existing County requirements to current industry standards. The following items are to be addressed in this phase:

- i) Define and clarify vague or incomplete requirements or processes
- ii) Reduce overall scope of regulations, if possible.

County will provide comments (i.e., redlines, markups, and/or written comments) of current Building Regulations associated with the above objectives.

PHASE III – SUMMARY & GUIDANCE

Objective: The purpose of this phase is to develop a guidebook as a preface that summarizes and references County requirements and process in a concise and easy to understand way.

County will provide input and guidance as to the desired content of the summary and guidebook.

Tasks:

- 1) Based on current knowledge of content and to provide direction to the Consultant, County staff will provide comments (i.e., redlines, markups, and/or written comments) or other forms of input guidance as to the desired content of the summary and guidebook associated with stated objectives. These comments will be coordinated between County departments before going to the Consultant so that guidance is clear.
- 2) Based on the comments provided, produce a draft guidebook. Provide to County for review and comment.
- 3) Work with County staff to address comments. It is anticipated that up to two rounds of review/comment cycles may be required. Attend one meeting for this task as necessary.
- 4) Produce final guidebook.

COUNTY RESPONSIBILITIES (ALL PHASES OF WORK):

- 1) Provide electronic copies, in editable format (i.e., Word, Excel, etc.), of the current Subdivision Regulations which Consultant is tasked to review, update and/or replace.
- 2) The County’s project manager will review comments from its staff and third party stakeholders, resolve inconsistencies, and provide resultant comments as a single set of coordinate comments to with clear direction for action by the Consultant.
- 3) It is understood that the County will perform all public involvement, including public meetings, hearings, special meetings, etc, which will be a part of all or most of the phases noted above with support from GDJ.
- 4) GDJ will provide electronic files of updated Subdivision Regulations. County will print and/or reproduce hardcopies as necessary.

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

DEVELOPMENT OF COUNTYWIDE MASTER THOROUGHFARE PLAN

The ENGINEER shall develop a Countywide roadway specifications manual to be used in conjunction with the updated Webb County Subdivision Rules and Regulations (Subdivision Regulations). The Engineer shall coordinate with the Owner’s staff on all Project related items.

Task 1, Literature Review: GDJ will collect information on ongoing studies, recent Laredo/MPO MTP, development information and known issues and other relevant information

Task 2, Data Collection: GDJ will collect the following data for MTP development. The data collection task includes:

2.1 Traffic Data

- a) Conduct traffic volume studies at key intersections and road segments to understand current usage.*
- b) Collect historical traffic data to identify trends and seasonal variations.*
- c) Gather and analyze crash data to pinpoint high-risk areas and propose potential safety improvements.*
- d) Study traffic patterns, including peak-hour congestion, freight movement, and commuter flow.*
- e) Assess multimodal transportation patterns, including pedestrian, bicycle, and transit usage.*

2.2 Land Use Data

- a) Compile existing land use data, including residential, commercial, industrial, and agricultural zones.*
- b) Conduct site visits and stakeholder interviews to validate land use assumptions and potential growth areas.*
- c) Project future land use changes based on zoning ordinances, development trends, and comprehensive plans.*
- d) Analyze the relationship between land use and transportation demand to inform corridor planning.*

2.3 Environmental Data

- a) Identify environmental constraints such as floodplains, wetlands, air quality zones, and protected natural areas.*
- b) Conduct topographic analysis to evaluate terrain-related challenges in roadway planning and construction.*
- c) Assess potential environmental impacts of proposed transportation improvements and identify mitigation strategies.*
- d) Document existing stormwater drainage infrastructure and assess flood risk related to thoroughfare improvements.*

2.4 Inventory

- a) Conduct a comprehensive inventory of the existing roadway network, including lane configurations, pavement conditions, and traffic control devices.*
- b) Document and evaluate the structural integrity of bridges, culverts, and other critical transportation infrastructure.*
- c) Assess the capacity and performance of existing roadways to accommodate future growth and development.*
- d) Identify existing and planned utility corridors that may impact thoroughfare improvements.*
- e) Evaluate access management strategies to improve traffic flow and safety along key corridors.*

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

Task 3, Stakeholder Coordination: GDJ will facilitate stakeholder coordination activities. This task includes:

3.1 Meetings

- a) *Conduct initial stakeholder meetings to introduce the project, outline objectives, and gather preliminary input.*
- b) *Establish a technical advisory committee comprising local government officials, transportation agencies, and community representatives.*
- c) *Hold six (6) coordination meetings to review project progress, discuss findings, and address emerging concerns.*
- d) *Engage with economic development organizations, business associations, and freight operators to align transportation planning with economic growth.*

3.2 Surveys

- a) *Distribute online and in-person surveys to stakeholders and the general public to gather input on transportation challenges and priorities.*
- b) *Analyze survey responses to identify common themes, recurring issues, and location-specific concerns.*
- c) *Use survey findings to refine project goals and develop targeted improvement strategies.*

Task 4, Public Engagement: GDJ will facilitate public engagement activities. This task includes:

4.1 Workshops

- a) *Organize two (2) interactive public workshops to present findings and solicit community feedback.*
- b) *Utilize mapping exercises, scenario planning tools, and visualizations to facilitate discussions on transportation needs.*
- c) *Provide multilingual resources and outreach efforts for community participation.*

4.2 Open Houses

- a) *Host three (3) open house events at various locations to reach a diverse cross-section of Webb County residents.*
- b) *Present project progress, display maps and proposed improvements, and gather public comments.*
- c) *Offer virtual participation options for stakeholders unable to attend in person.*

Task 5, Plan Development: Based on the information collected from Task t thru 4, GDJ will develop analysis in support MTP development. This task includes:

5.1 Needs Assessment

- a) *Analyze collected data to determine critical transportation deficiencies and future needs.*
- b) *Analyze impacts using Travel Demand Model (SAM) or local MPO model.*
- c) *Identify key focus areas such as congestion relief, safety enhancements, connectivity improvements, and multimodal accessibility.*
- d) *Develop a prioritization framework to rank projects based on need, feasibility, and community benefit.*

5.2 Alternative Analysis

- a) *Develop multiple transportation improvement scenarios, considering cost, technical feasibility, and social impact.*
- b) *Evaluate trade-offs between different roadway configurations, access management strategies, and multimodal enhancements.*
- c) *Incorporate resilience planning to address climate change, extreme weather events, and long-term infrastructure sustainability.*

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

5.3 Draft Plan

- a) *Prepare a comprehensive draft Master Thoroughfare Plan, including detailed maps, recommendations, and implementation strategies.*
- b) *Integrate multimodal transportation recommendations, including transit, pedestrian, and bicycle improvements.*
- c) *Present the draft plan to stakeholders, agencies, and the public for review and feedback.*

5.4 Final Plan

- a) *Incorporate stakeholder and public feedback to refine and finalize the plan.*
- b) *Confirm that the final plan aligns with regional and state transportation planning efforts.*
- c) *Develop a phased implementation strategy, including funding sources and potential policy changes to support plan adoption.*

Task 6, Deliverables: During this project, GDJ will provide the following deliverables to the Client as for stakeholder meetings and engagement activities as needed. They include:

6.1 Reports

- a) *Prepare interim reports documenting the planning process, data collection efforts, and preliminary findings.*
- b) *Develop a comprehensive final report summarizing plan recommendations, implementation strategies, funding options, and supporting data.*
- c) *Provide GIS-based mapping and visualization tools for the final plan.*

6.2 Presentations

- a) *Create presentations for stakeholder and public meetings to communicate key findings, alternatives, and recommendations.*
- b) *Utilize visual aids, such as maps, charts, and infographics, to enhance understanding and engagement.*
- c) *Develop executive summaries and briefing materials for elected officials and decision-makers to facilitate informed discussions and plan adoption.*

ADDITIONAL SCOPE OF SERVICES

Additional analysis, meetings, and/or traffic data collection resulting from requests for additional information will be considered as additional services. Significant re-analysis or additional analysis will be considered additional services. Additional services may include:

- Attendance at additional meetings beyond those described above (public meetings, neighborhood meetings, team meetings, public hearings, planning commission meetings, town hall meetings);
- Additional field data collections, observations, and special studies; and
- Other transportation services not listed above.

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

PROJECT MANAGER/ENGINEER COMMUNICATION:

The ENGINEER shall designate one Texas Registered Professional Engineer 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.

Engineering documents produced for the department's engineering projects shall be signed, sealed and dated or CADD sealed in accordance with Administrative Order No. 5-89 and Administrative Circular No. 26-91.

DESIGN RESPONSIBILITIES:

The ENGINEER is responsible for design errors and/or omissions that become evident before, during or after construction of the project. The ENGINEER's responsibility for all questions arising from design errors and/or omissions will be determined by the COUNTY and all decisions shall be final and binding. This would include, but not necessarily be limited to:

1. All design errors and/or omissions resulting in additional design work to correct the errors and/or omissions.
2. Preparation of design documents and detail drawings necessary for a field change due to design errors and/or omissions.
3. Revision of original tracings to the extent required for a field change due to design errors and/or omissions.

The ENGINEER shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of the work by the COUNTY will not relieve the ENGINEER of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities.

EXHIBIT “B”

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

DOCUMENT AND INFORMATION EXCHANGE:

Data, Plan Sheets, General Notes and/or Specifications provided to the COUNTY shall be furnished on 8GB USB flash drives. Each 8 GB flash drive shall have a file titled Table of Contents. The Table of Contents shall indicate the locations of files within the directory structure of the documentation.

General Notes and specifications shall be provided in MS Office 2007 format. Plan sheets shall be provided in Microstation DGN or GEOPAK GPK format. PDF copies of plan sheets shall also be provided.

Two copies of the documentation shall be provided to the COUNTY.

If required, the ENGINEER shall provide to the COUNTY, a CD that contains all the permitting documents and plan sheets for the project. The graphics tape shall be compatible with the COUNTY’s computer system.

CD Tape Required (YES or NO): YES

PROPOSAL TIME:

The time indicated in the proposal and the contract schedule shall include time necessary for reviews, approval, etc.

EXCLUSIONS:

The exclusions to this scope are:

1. Utility Coordination
2. Subsurface Utility Engineering (SUE)
3. Geotechnical Services
4. Changes to the survey as a result of changing conditions
5. Changes to legislative requirements during the project development.

DELIVERABLES:

The items to be provided are:

1. Countywide Roadway Specifications Manual
2. Revised Webb County Subdivision and Building Requirements
3. Countywide Master Thoroughfare Plan Documentation
4. All Public Involvement and Stakeholder Documentation
5. All project deliverables in working file format.

PROJECT MANAGEMENT

(Function Code 164)

MEETINGS, COORDINATION & SUPPORT FOR PROJECT MANAGEMENT:

The ENGINEER shall meet and coordinate with all relevant entities (i.e. County, Regional Mobility Authority, Texas Department of Transportation, Rio Grande Valley Metropolitan Planning Organization, etc...) and all other affected parties. The Engineer shall serve as representative for the Owner in coordination items. The Engineer shall coordinate with the Owner’s staff on all Project related items.

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

ADDITIONAL RESPONSIBILITIES

EASEMENTS, LETTERS OF PERMISSION, ETC.:

The ENGINEER shall be responsible for delineating easements. The ENGINEER will be responsible for securing the necessary legal instruments.

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 LPA. The ENGINEER shall coordinate through the LPA for the development of this project with any local entity having jurisdiction or interest in the project (i.e., city, county, etc).

SPECIFICATIONS, SPECIAL PROVISIONS, SPECIAL SPECIFICATIONS:

Use the State's standard specifications or previously approved special provisions and/or special specifications. If a special provision and/or special specification is developed for this project, it shall be in the State's format and incorporate references to approved State test procedures.

PROJECT MANAGER/ENGINEER COMMUNICATION:

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

Engineering documents produced for the department's engineering projects shall be signed, sealed and dated or CADD sealed in accordance with Administrative Order No. 5-89 and Administrative Circular No. 26- 91.

DESIGN RESPONSIBILITIES:

The ENGINEER is responsible for design errors and/or omissions that become evident before, during or after construction of the project. The ENGINEER's responsibility for all questions arising from design errors and/or omissions will be determined by the LPA and all decisions shall be final and binding. This would include, but not necessarily be limited to:

1. All design errors and/or omissions resulting in additional design work to correct the errors and/or omissions.
2. Preparation of design documents and detail drawings necessary for a field change due to design errors and/or omissions.
3. Revision of original tracings to the extent required for a field change due to design errors and/or omissions.

The ENGINEER shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of the work by the LPA will not relieve the ENGINEER of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities.

DOCUMENT AND INFORMATION EXCHANGE:

Data, Plan Sheets, General Notes and/or Specifications provided to the LPA shall be furnished via file share links complete with a table of contents on what is transmitted. The Table of Contents shall indicate the locations of files within the directory structure of the documentation.

General Notes and specifications shall be provided in the latest Office 365 file formats (.docx, .xlsx, etc...). Plan sheets shall be provided in Microstation Open Roads Designer (ORD)/Power GEOPAK format. PDF copies of plan sheets shall also be provided.

Two copies of the documentation shall be provided to the LPA.

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

If required, the ENGINEER shall provide to the LPA, a CD that contains all the plan sheets for the project. The graphics tape shall be compatible with the LPA's computer system.

CD Tape Required (YES or NO): YES

PROPOSAL TIME:

The time indicated in the proposal and the contract shall include time necessary for reviews, approval, etc.

OFFICE LOCATION:

The ENGINEER will perform all services to be provided under this agreement out of their office located at: 2805 Fountain Plaza Blvd., Suite B, Edinburg, Texas 78539

ATTACHMENT "C"
PROJECT SCHEDULE

Webb County Countywide Roadway Specs, Update to
Subdivision and Building Rules and Regs, and Development
of a Countywide Master Thoroughfare Plan

	2025							2026					
TASK AND DESCRIPTION	June	July	August	September	October	November	December	January	February	March	April	May	June
Engineering Services													
Notice to Proceed / PO													
Project Management (Invoice Prep / Contract Services - 12 Months)													
Countywide Roadway Specification Development													
Countywide Roadway Specification Development													
Update to Subdivision and Building Rules and Regulations													
Phase I – Assessment / Corrections													
Phase I - Public Involvement Activities													
Phase I - Implementation by WC Engineering Department													
Phase II – Updates													
Phase II - Public Involvement Activities													
Phase II - Implementation by WC Engineering Department													
Phase III – Additions													
Phase III – Public Involvement													
Phase III - Implementation by WC Engineering Department													
Phase IV – Summary & Guidance													
Phase IV – Public Involvement													
Submit Complete Comprehensive Project Documents to Webb County													
Development of a Countywide Master Thoroughfare Plan													
Development of a Countywide Master Thoroughfare Plan													
GDJ Engineering Team Work Webb County Work Public Involment Meeting													



"Exhibit D"
Fee Estimate

Webb County: Countywide Roadway Specification Development, Comprehensive Update to Subdivision and Building Rules and Regulations, and the Development of a Countywide Master Thoroughfare Plan Proposal

Assumed 18 Month Schedule

Countywide Roadway Specification Development, Comprehensive Update to Subdivision and Building Rules and Regulations, and the Development of a Countywide Master Thoroughfare Plan Project			MANHOURS									
			Principal/Senior Project Manager	Project Manager	Agency Coordination/ Utility Manager	Project/Design Engineer	Environ. Specialist	EIT	Engineering Tech	Admin/Clerical	Total Hours	Total Line Item Cost
TASK												
Task I -Subdivision R&R Development and Building Code Update												
	1	Project Management	10	74	35	110	40	24	24	14	331	\$ 40,618.00
	2	Public Involvement	8	16	16	16	70	24	16	12	178	\$ 19,142.00
	3	Phase I - Assesment / Corrections	SUBCONSULTANT COST									\$ 89,737.50
	4	Phase II - Updates	SUBCONSULTANT COST									\$ 95,200.00
	5	Phase III - Additions	SUBCONSULTANT COST									\$ 39,306.00
	6	Phase IV - Summary and Guidance	SUBCONSULTANT COST									\$ 37,437.50
		Subtotal (TASK I)	18	90	51	126	110	48	40	26	509	\$ 321,441.00
Task II - Develop Roadway Design Specifications and Standards												
	7	Development of Standard Roadway Specification & Guidelines	36	80	40	165	24	178	24	32	579	\$ 67,899.00
	8	Development of Various Roadway Typical Sections	4	12	12	34		38	40		140	\$ 15,240.00
	9	Incorporate and Standardize Legal Covenants	12	30	36	44	10	50			182	\$ 22,580.00
	10	Development of Roadway Deisgn Checklists	4	12	12	34	8	38		20	128	\$ 13,852.00
	11	Development of Roadway Design Certifications	2	8	8	16		20		10	64	\$ 7,060.00
	12	Development of Standard Construction Estimate Templates	4	16	12	36		60			128	\$ 14,940.00
		Subtotal (Task II)	62	158	120	329	42	384	64	62	1221	\$ 141,571.00
Task III - Development of a Countywide Master Thoroughfare Plan												
	13	Literature Review		24	35	60	56	155	40	40	410	\$ 41,289.00
	14	Traffic / Land Use / Environmental/ Roadway Inventory Data Collection	SUBCONSULTANT COST									\$ 28,348.20
	15	Stakeholder Coordination		8	16	8	40	24	16	24	136	\$ 13,072.00
	16	Public Involvement		8	12	16	36	16	8	24	120	\$ 11,780.00
	17	Needs Assesment	SUBCONSULTANT COST									\$ 18,898.80
i	18	Alternative Analysis		8	16	12	56	24	16	24	156	\$ 15,156.00
	19	Draft Plan	SUBCONSULTANT COST									\$ 113,392.80
	20	Final Plan	SUBCONSULTANT COST									\$ 28,348.20
	21	Legislative Coordination		40	12				16	16	84	\$ 10,032.00
		Subtotal (Task III)	0	88	91	96	188	219	96	128	906	\$ 280,317.00
Total Labor Hours			80	336	262	551	340	651	200	216	2636	
Contract Rate			\$ 185.00	\$ 160.00	\$ 120.00	\$ 125.00	\$ 99.00	\$ 95.00	\$ 82.00	\$ 55.00		
Total Labor Costs			\$ 14,800.00	\$ 53,760.00	\$ 31,440.00	\$ 68,875.00	\$ 33,660.00	\$ 61,845.00	\$ 16,400.00	\$ 11,880.00		\$ 743,329.00

LINE ITEM EXPENSES

N/A

\$ -

Total Expenses

\$ -

GDJ Engineering Total Cost

\$ 743,329.00