



700 Highlander Blvd.
Suite 210
Arlington, TX 76015

T 817.522.1000
TRCcompanies.com

April 10, 2025

Michael Garza, P.E.
Director of Public Works
City of Coppell
265 E. Parkway Blvd.
Coppell, TX 75019

Subject: 12-inch and 8-inch Water Line Replacement (From Denton Tap Road, along North Lake Drive, and then back onto Denton Tap Road)
Engineering Services Proposal

Dear Mr. Garza:

TRC Engineers, Inc. (TRC) is pleased to provide this proposal to The City of Coppell (City) for the design of approximately 1,838 linear feet of 12-inch water line located along Denton Tap Road and 2,205 linear feet of 8-inch water line along North Lake Drive. This proposal outlines TRC's understanding of the project and provides a detailed scope of services, deliverables, proposed schedule, and budget.

1. Project Understanding

1.1. Background

The City of Coppell has requested TRC Engineers, Inc. to provide an engineering proposal for design services for a project involving the installation of water lines. The project includes approximately 1,838 linear feet of 12-inch water line along Denton Tap Road and Belt Line Road, and 2,205 linear feet of 8-inch water line along North Lake Drive and the south side of the Fort Worth and Western Railroad to Denton Tap Road. A preliminary construction cost estimate is also provided for the City's use.

1.2. Project Objectives

TRC's proposal was developed to accomplish the following City of Coppell objective(s):

- A. Support development of design of approximately 1,838 linear feet of 12-inch water line and approximately 2,205 linear feet of 8-inch water line.
- B. Evaluate the existing water line and its appurtenances along with the existing easements.
- C. Provide construction plans for the installation of the proposed water lines and appurtenances.
- D. Provide bidding and construction administration services to achieve a reliable water system.

2. Scope of Services

TRC has identified the following tasks that we believe will be important in accomplishing the project objectives.

2.1. Task 1 – Topographic Survey

TRC will provide topographical data as required to complete the preliminary engineering design and contours in 1-foot intervals. Survey data will be provided in AutoCAD format and include an existing basemap showing locations of street ROW, property lines, easements, trees, fences, culverts and other pertinent existing features within the project area. Surveyor will contact utility locating service prior to fieldwork for marking of underground utility lines and provide deed research of adjacent property ownership within the proposed project area. The data collected is used to create a detailed topographic map that represents the three-dimensional characteristics of the terrain. This information is crucial for planning and designing construction projects, infrastructure development, environmental management, and land use planning. The survey ensures that all relevant physical features and elevation changes are accurately documented to support informed decision-making and project execution. The survey will provide control points for use during construction. The survey will have a width of 50-feet centered on the proposed waterline alignment.

2.2. Task 2 – Easement Exhibits

After the City approves the water line preliminary layouts, TRC will provide exhibits for the City's use in acquiring additional easements from property owners for the proposed water if needed. TRC will provide existing easement information and coordinate with the City to confirm future easement and right-of-way limits to ensure the proposed water line will not conflict with future expansions. All easement exhibits will be signed and sealed by a professional land surveyor registered in the State of Texas and will include a legal description of the individual tracts.

2.3. Task 3 – Design Services

Upon City approval of the preliminary layout, TRC will prepare detailed plans and specifications for the proposed water line, similar to the routing shown in the attached exhibits.

TRC shall prepare construction plans including the following sheets (22" x 34", unless other sizes are requested):

- A. **Cover Sheet:** This sheet will contain essential construction plan information such as contact information, title, sheet index, vicinity map, and various other elements. It is assumed that TRC's Cover Sheet and Titleblock will be utilized for the construction plans in this project.
- B. **General Construction Notes:** These sheets will contain TRC's general notes relevant to this specific project. Additional sheets will be provided for the standard notes required by the City, if necessary and applicable to this project.
- C. **Waterline Plan and Profile Sheets:** These sheets will be prepared to display the waterline plan and profile. They will typically include details such as the existing ground, proposed grade, pipe size, slope, structure callouts and locations, utility crossing information, and other relevant data as required for the specific project. The design will adhere to City criteria and/or standard practice.
- D. **Erosion Control Plan:** This plan will be prepared in accordance with City guidelines. A formal SWPPP is not included in this scope, as it is assumed that the contractor will provide this document. However, we can offer this document as an additional service if requested. The plan will include the necessary information for managing erosion during construction, utilizing silt fences, stabilized construction entrances, check dams, and other control structures. This effort assumes that a catch basin will not be required for this project.
- E. **Construction Detail Sheets:** These sheets will be prepared to include project specific construction details. These details will include elements of the project for water and erosion control.

It is anticipated that TRC will submit a 60%, 90% and 100% set of construction plans for the City to review. TRC will attend design progress meetings and provide updated engineer's opinion of probable construction costs with each submittal.

3. Deliverables

TRC will provide the City of Coppell with the following deliverables:

- A. **Cover Sheet:** This page will contain essential construction plan details such as contact information, title, sheet index, vicinity map, and other elements as per TRC's template. The project presumes the use of TRC's Cover Sheet and Titleblock for the construction plans.
- B. **General Notes:** This page will feature TRC's best practices general notes relevant to this specific project. Additional pages will be provided for the standard notes required by the City, if necessary and applicable to the project.
- C. **Water Plan and Profile Sheets:** These sheets will be prepared in accordance with TRC's best practices approach, and the City's requirements. These sheets will show the existing ground, pipe size, slope, valves, bends, vaults, fire hydrants, connections and utility crossings.
- D. **Erosion Control Plan Sheets:** These sheets will be prepared in accordance with the City's guidelines. This plan will include approximate location of silt fence, inlet protection, and construction entrance(s).
- E. **Construction Details:** These details will be included in the construction plans and will be project specific. These details will include elements of the project for water and erosion control.

4. Task 4 – Construction Administration

Bidding and Construction Administration - TRC will assist the City in the bid process including preparation of bid advertisement document, attendance at a pre-bid meeting if necessary, respond to contractor questions, preparation of addenda, assist the City in the opening and tabulation of bids, prepare award recommendation letter and prepare construction contract documents. After the bidding is completed, TRC will provide updated construction plans and specifications to include the bid addenda for use during construction.

Throughout construction, TRC will assist the City with contractor correspondence, materials submittal review, respond to contractor requests for information (RFI), contractor pay request reviews, attendance at one preconstruction meeting, attendance at monthly progress meetings (maximum of three) with the contractor, periodic site visits (maximum of two), final inspection with the contractor and City staff, preparation of punch list and record drawing preparation based on the contractor's as-built plans.

5. Schedule

TRC can begin work on the project immediately after receiving your notice to proceed.

	# days	Start	Finish	Comments
Survey	5	5/5/2025	5/9/2025	
Concept Plans	10	5/12/2025	5/22/2025	
60% Design	20	6/2/2025	6/22/2025	
City Review	7	6/22/2025	6/29/2025	
90% Design	28	6/29/2025	7/27/2025	
City Review	14	7/27/2025	8/10/2025	
Final Plans	21	8/10/2025	8/31/2025	Bid plans
Bidding	21	8/31/2025	9/21/2025	21 day ad run
Bid Review	17	9/21/2025	10/8/2025	
Council Award	6	10/8/2025	10/14/2025	
Construction NTP	21	10/14/2025	11/4/2025	
Substantial Completion	180	11/4/2025	5/3/2026	
Final Completion	30	5/3/2026	6/2/2026	
Record Drawings	30	6/2/2026	7/2/2026	

6. Budget

The following table presents TRC's proposed budget for this project. TRC proposes to perform the Scope of Services on a lump sum basis in accordance with the below Project Budget table. The total project budget is \$152,350.00. Should the City request TRC to make changes in the services or to perform additional services, TRC will prepare a Change Order for City's acceptance prior to execution of the work.

Project Budget	
Task	Budget
Task 1 – Topographic Survey	\$16,500
Task 2 – Easement Exhibits (Assumed 10 Exhibits) [\$2,000 per Exhibit]	\$20,000
Task 3 – Design Services	\$98,350
Task 4 – Construction Administration	\$22,500
Total	\$157,350

6.1. Budget Assumptions

TRC developed a budget for this project based on the following assumptions.

- A. Plan and bid documents will be per TRC's and the City's standards.
- B. City will be responsible for arranging ROW, easement, and/or property access (including Right-of-Entry letters signed by landowners) prior to commencement of fieldwork.
- C. Water line alignment will be similar as shown in the attached exhibit.
- D. Existing water utilities can accommodate the proposed improvements.
- E. In the event that TxDOT has any roadways and/or facilities, the City will coordinate with TxDOT for any utility permits that may be necessary.

6.2. Budget Exemptions

The following items are excluded from the Scope of Work:

- A. Street lighting, landscape and/or irrigation design.
- B. Analysis of the City's existing water system.
- C. Traffic control plan.
- D. Construction staking.
- E. Continuous construction inspection or services other than those listed above.
- F. Franchise utility relocation coordination.
- G. Detailed title search or title policy.
- H. Landowner contact or easement negotiations.
- I. Attendance at or preparation for condemnation hearings.
- J. Environmental or permitting services.
- K. Fees required by any regulatory agencies such as TxDOT, USACE, Collin County, etc.
- L. Public outreach meetings.

6.3. Basis for Payment

TRC will submit invoices monthly, based on TRC's determination of the percent completed of the project at the time the invoice is prepared.

6.4. Terms of Contract

TRC proposes to perform the Scope of Services under the terms and conditions of the Proposal, the Work Authorization (Attachment A) (collectively the "Agreement"). If this Agreement is satisfactory to the City, please sign in the required spaces on the Work Authorization and return a fully executed copy to my attention and retain a signed copy of the Work Authorization for your records. If the City requires a Purchase Order for payment purposes, please submit the Purchase Order referencing and incorporating this Agreement, including TRC's Proposal and Proposal Number in addition to the signed Work Authorization.

The opportunity to provide these services is greatly appreciated. If you have any questions regarding this information, please feel free to contact this office.

Sincerely,

Justin Thomas
Area Director
Civil, Municipal, and Facilities

CC:
Attachment A – Work Authorization

Attachment A - Work Authorization

Acceptance of TRC Proposal No. [581983.9990.0000]

The signature below, or an email reply accepting this Proposal, or any order of services pursuant to this Proposal, will constitute acceptance of this Proposal without exception. Acceptance is limited to the terms stated in this Agreement, and any additional or different terms are rejected unless expressly agreed to in writing by TRC.

Unless TRC is instructed to begin on a certain date, acceptance of this Proposal also constitutes authorization to proceed with the services set forth in this Proposal.

Upon acceptance of this Proposal, TRC will have the right to invoice and be paid in accordance with the pricing in this Proposal, with or without a purchase order. If you require a purchase order for TRC to invoice, you agree to issue the purchase order within seven (7) days of accepting this Proposal or ordering any services pursuant to this Proposal.

Approved and accepted as of the date shown below

TRC

City of Coppell

By:

By:

Signature

Signature

Printed Name

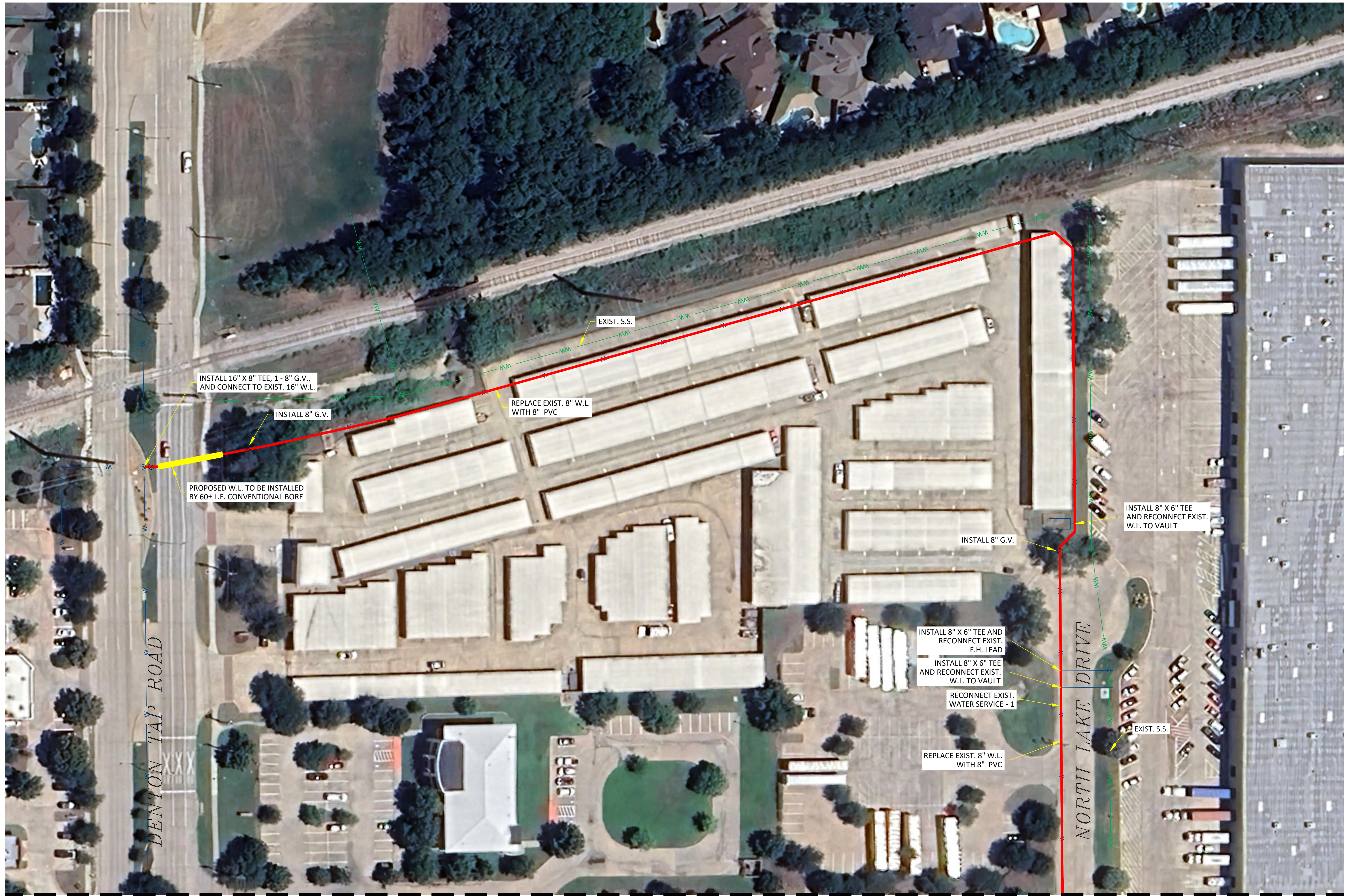
Printed Name

Title

Title

Date

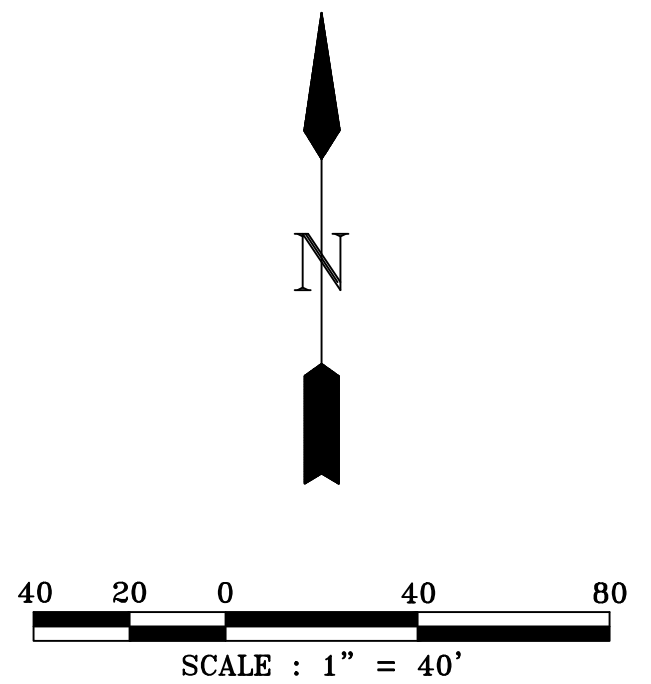
Date



DENTON TAP ROAD

NORTH LAKE DRIVE

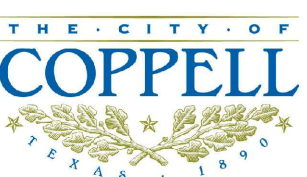
MATCHLINE (SEE SHEET 2 OF 3)



INTERIM REVIEW DOCUMENTS
 NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMITTING PURPOSES
 TIM WALLACE, P.E.
 TX LIC. # 113369
 1/10/24

TRC
 TRC ENGINEERS, INC.
 700 HIGHLANDER BLVD., SUITE 210, ARLINGTON, TEXAS 76010
 T.S.P.E. FIRM REGISTRATION # F-8632
 (817) 522 - 1000

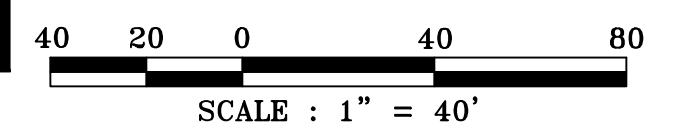
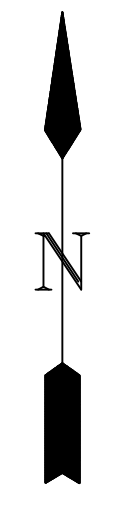
CITY OF COPPELL
 NORTH LAKE DRIVE
 PRELIMINARY WATER LINE
 REPLACEMENT EXHIBIT
 SHEET 1 OF 3



MATCHLINE (SEE SHEET 1 OF 3)



MATCHLINE (SEE SHEET 3 OF 3)



I:\INFRASTRUCTURE\PROPOSALS\2023\CITY OF COPPELL\NORTH LAKE DRIVE WATER LINE\WATER LINE EXHIBITS.DWG

INTERIM REVIEW
DOCUMENTS

NOT INTENDED FOR
CONSTRUCTION, BIDDING,
OR PERMITTING PURPOSES

TIM WALLACE, P.E.
TX LIC. # 113369

1/10/24

TRC
ENGINEERS, INC.

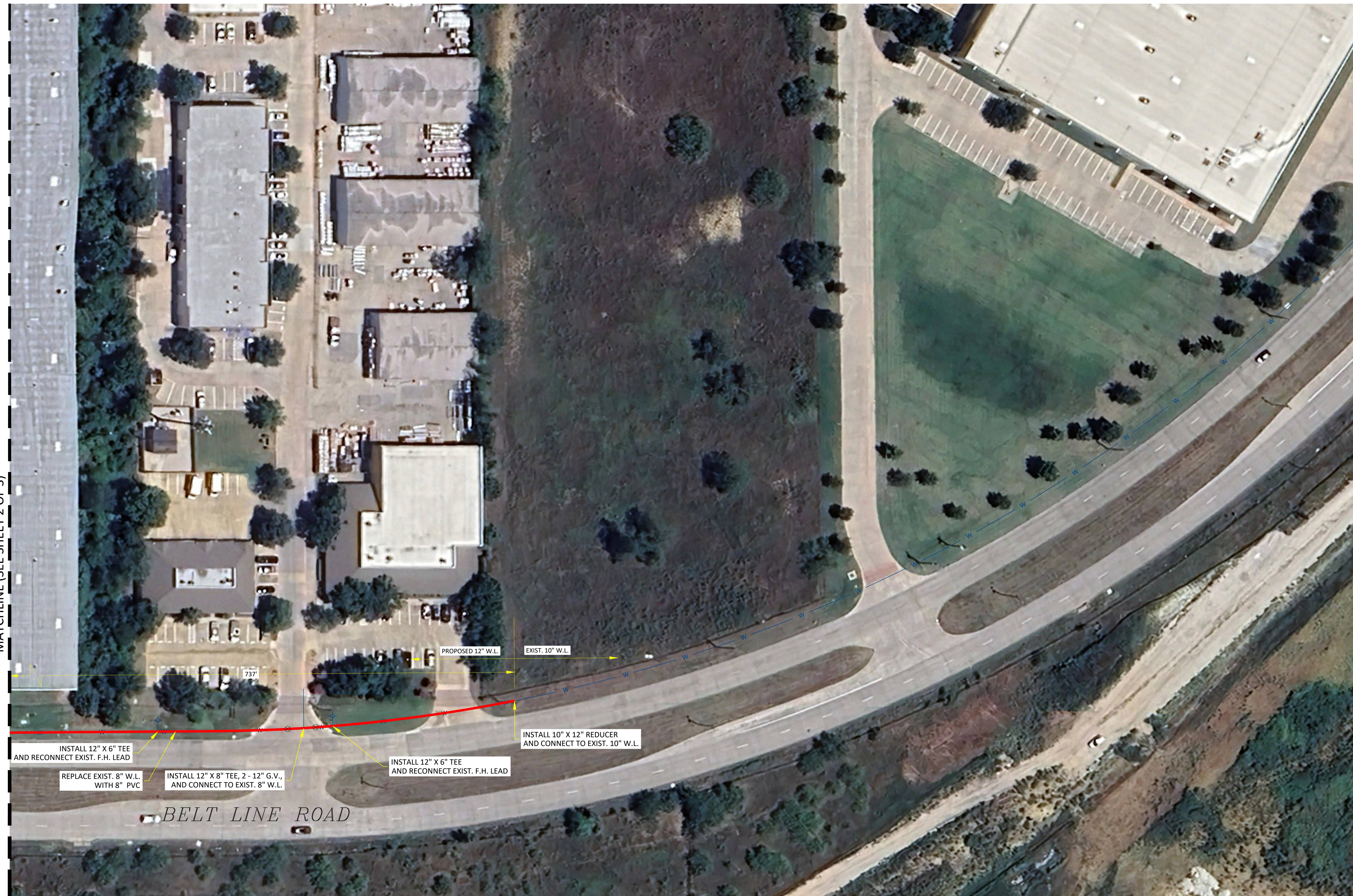
700 HIGHLANDER BLVD., SUITE 210, ARLINGTON, TEXAS 76015
T.B.P.E. FIRM REGISTRATION # F-8632
(817) 522 - 1000

CITY OF COPPELL
NORTH LAKE DRIVE
PRELIMINARY WATER LINE
REPLACEMENT EXHIBIT
SHEET 2 OF 3

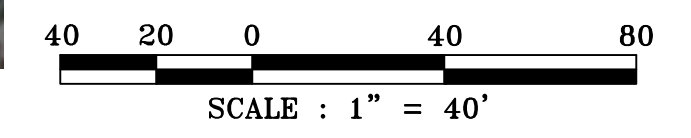
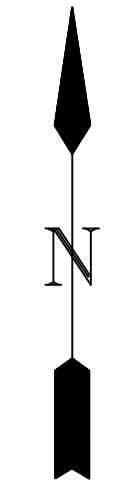


I:\INFRASTRUCTURE\PROPOSALS\2023\CITY OF COPPELL\NORTH LAKE DRIVE WATER LINE\WATER LINE EXHIBITS.DWG

MATCHLINE (SEE SHEET 2 OF 3)



BELT LINE ROAD



INTERIM REVIEW
DOCUMENTS

NOT INTENDED FOR
CONSTRUCTION, BIDDING,
OR PERMITTING PURPOSES

TIM WALLACE, P.E.
TX LIC. # 113369

1/10/24

TRC

TRC ENGINEERS, INC.
700 HIGHLANDER BLVD., SUITE 210, ARLINGTON, TEXAS 76015
T.S.P.E. FIRM REGISTRATION # F-8632
(817) 522 - 1000

CITY OF COPPELL
NORTH LAKE DRIVE
PRELIMINARY WATER LINE
REPLACEMENT EXHIBIT
SHEET 3 OF 3

