

#### 5.4.16

Mr. Mike Garza, P.E.  
Assistant Director of Public Works  
City of Coppell  
816 Couth Coppell Road  
Coppell, Texas 75019

**RE:** Engineering Services Proposal for  
Town Center Boulevard Improvements

Dear Mr. Garza:

JQ Infrastructure LLC (ENGINEER) is pleased express our interest in providing professional engineering and survey services for the City of Coppell (OWNER) for the above referenced project.

#### **SCOPE OF PROJECT**

We understand the scope of the project to be:

1. The topographic survey and detailed design of approximately 800 linear feet (LF) of roadway and drainage design improvements for Town Center Boulevard starting south from the public right-of-way at the Town Center Shopping Center, to north of the intersection with Town Center Drive.
2. Improvements will include replacement of the storm sewer system.
3. Point repairs to sidewalk located in the east and west parkways.
4. Topographic survey and design of approximately 300 LF of sidewalk located in the south parkway parallel to Town Center Drive from the intersection of Town Center Boulevard, west to the intersection of North Denton Tap Road.
5. Design of approximately 150 LF of Infill sidewalk to tie in Town Center Blvd and Town Center Drive (located in west parkway) including easement work, prep work.
6. Point Repair to Paving on Town Center Drive (between Town Center Blvd. & Denton Tap) and Town Center Blvd. ( from Parkway to Town Center Dr.).
7. Design the change out of all brick pavers at intersections (Town Center Dr./Town Center Blvd & Town Center Dr./Denton Tap) to stamped, colored concrete pavement.
8. Design replacement of all sanitary sewer manholes.

#### **Task 1 – General Requirements**

ENGINEER shall perform all general administrative duties associate with the project, including progress monitoring, scheduling, general correspondence, office administration and invoicing. These duties include maintaining day to day contact and liaison with the OWNER, ensuring the needs of the OWNER are met in a timely manner and ensuring that the work is executed in accordance with the work plan, budget and schedule.

ENGINEER will attend one (1) Project Kickoff Meeting and will attend up to three (3) Project Progress Meetings during the design phase of the project.

ENGINEER will prepare notes, minutes, memorandums and reports and provide copies of these documents as required by the OWNER as required for completion of tasks outlined this Scope of Work.

### **Task 2 – Survey**

ENGINEER will provide services of a State of Texas Registered Professional Land Surveyor to provide boundary, right-of-way, and topography survey of Town Center Boulevard, approximately 800 linear feet from Town Center Shopping Center to south of Town Center Drive and 300 linear feet from the south right-of-way to the road centerline along Town Center Drive from Town Center Boulevard to North Denton Tap Road for the design of road pavement, sidewalk, and storm sewer reconstruction. Scope of Work includes the following:

1. Coordination with the City of Coppell to provide survey notification and/or right-of-entry letters to adjacent property owners.
2. Horizontal and vertical survey control will be based on the City of Coppell Geodetic Control Network.
3. As a minimum, provide a temporary benchmark every 1,000 feet. Temporary benchmarks will not be placed on curbs, sidewalks, or in pavements subject to reconstruction.
4. Research Dallas County Appraisal District records for property owner names and property addresses.
5. Research Deed Records of Dallas County, Texas, for right-of-way lines, sidewalk easements along Town Center Boulevard and Town Center Drive, and adjacent lot boundary or parcel boundary information.
6. Locate and measure property boundary monuments to verify the right-of-way location.
7. The topography survey will include the entire street right-of-way width. Cross sections will be measured every 50 feet from right-of-way line to right-of-way line, including all grade breaks and visible improvements inside the right-of-way and a minimum of 10 feet outside of the right-of-way.
8. The topography survey will extend 100 feet in all directions at every street intersection and at every alley intersection.
9. Map the location of improvements including, but not limited to the following:
  - a. Curbs, curb gutters, sidewalks, driveways, driveway approaches, and pavements
  - b. Esplanades or medians
  - c. Curb inlets and/or storm drains with flowline elevations
  - d. Storm drain manholes with flowline elevations and pipe sizes
  - e. Water meters and water valves. Provide top of nut elevations of water valves.
  - f. Fire hydrants
  - g. Wastewater manholes with flowline elevations and pipe sizes

- h. Wastewater clean outs
  - i. Irrigation control valves
  - j. Gas meters and valves
  - k. Light poles, power poles, and down guy wires
  - l. Electric transformers and boxes
  - m. Telephone pedestals and boxes
  - n. Traffic signal control boxes
  - o. Traffic signs and utility signs
  - p. Mailboxes
  - q. Privacy walls and retaining walls with height and type of material identified
  - r. Fences with height and type of material identified
  - s. Trees with their sizes and types identified
  - t. Shrubs and landscape areas
10. Submit underground utility lines location request to Texas 811. Map the locations of paint marks and/or pin flags left by utility locators.

**EXCLUDED FROM BASIC SERVICES SURVEY SCOPE**

- 1. Subsurface utility engineering level "A" and level "B" investigation.
- 2. Subdivision platting.
- 3. Preparation of parcel plat with metes and bounds description for new easement exhibits.
- 4. Construction staking.
- 5. As-Built Survey

**Task 3 – Detailed Design**

ENGINEER will prepare detailed design drawings, specifications and bid documents for the reconstruction of road pavement, sidewalk, and storm sewer, for the design. Scope of Work includes the following:

- 1. Preparation of detailed plans and specifications, incorporating the OWNERS most current design standards and details. Design plans will be prepared using AutoCadd Version 2014. Digital files of all design plans will be delivered to the OWNER at the completion of the project.
- 2. Plan reviews will be conducted at the 60%, 90% and 100% design stages. Comments from OWNER will be addressed and incorporated into each subsequent review set and into the final signed and sealed bid documents.
- 3. Each set for OWNER review will be submitted in hardcopy format. Review plans and

- specifications will be bound. Four (4) complete hardcopies of each review set comprised of two (2) full size 22 x 34 drawings and two (2) half size 11 x 17 drawings and two (2) sets of specifications including bid documents, will be delivered to the OWNER. One electronic copy of the complete review submittal set including drawings and bid documents in a \*.PDF format shall be delivered to the OWNER. A single copy of electronic CADD drawing files formatted in AutoCadd Version 2014 shall be delivered with each progress review submittal at OWNERS request.
4. Design shall include the following:
    - a. Pavement removal and reconstruction within the limits of the project. Horizontal, vertical profile and cross sections at 50 ft. intervals, and all driveway, intersections, and alley crossings that do not fall at the 50 ft. interval location.
    - b. Grading plans shall include the design of retaining walls as necessary to achieve the proposed grades within the limits of the project.
    - c. Removal and replacement of sidewalks and design of sidewalk repair as agreed upon by the OWNER and ENGINEER, within the limits of the project.
    - d. Removal and replacement of drive approached and drives up to the right-of-way or to a point as determined by the ENGINEER and approved by the OWNER.
    - e. On and off-site drainage analysis and evaluation of existing storm water conveyance capacity, both surface and storm sewer, for each roadway segment included in this scope of work.
    - f. Removal and replacement of storm sewer system and extension/expansion of the storm sewer system within the limits of the project, as agreed upon by OWNER and ENGINEER.
    - g. Signage and striping plan.
    - h. Preparation of traffic control notes and specifications.
  5. ENGINEER shall deliver four (4) sets of bidding documents to the OWNER that consist of two (2) full size 22 x 34 drawings and two (2) half size 11 x 17 drawings and four ( 4) sets of specifications that include standard bid tab, bid forms, etc., and technical specifications. A single copy of electronic CADD drawing files formatted in AutoCadd Version 2014 shall be delivered with the bid document submittal at OWNERS request.

#### **Task 4 – Bidding Assistance**

ENGINEER shall assist the OWNER during the construction phase and provide the following services:

1. Attend one (1) pre-bid meeting for construction project.
2. Respond in writing to all Contractor submitted questions, requests for clarification, and requests for information (RFIs).
3. Publish all bid addenda including revisions to bid documents, specifications and engineering plans.
4. ENGINEER shall reproduce, and distribute bid documents to prospective bidders in either full

- size or half-size hardcopy format as requested by the prospective bidder. ENGINEER shall maintain a current list of plan holders during the bidding period.
5. Review all bid tabulations and assist the OWNER in recommendation of award to qualified contractor.
  6. Combine all written addenda into a conformed set. Deliver up to fifteen (15) sets of plans and specifications to OWNER that consist of ten (10) full size 22 x 34 drawings and five (5) half size 11 x 17 drawings and fifteen (15) sets of specifications that include completed bid tab, bid forms, etc., and technical specifications. A single copy of electronic CADD drawing files in formatted in AutoCadd Version 2010 and a \*.PDF file shall be delivered with conformed set submittal at OWNERS request.

#### **Task 5 - Construction Phase Services**

ENGINEER shall assist the OWNER during the construction phase and provide the following services:

1. Attend one (1) public review/informational meeting per street at OWNERS request.
2. Attend pre-construction coordination meeting.
3. Attend a minimum of four (4) construction progress meetings to coordinate portions of the work related to the ENGINEER's design.
4. Attend up to four (4) site visits to observe construction of portions of the work related to the ENGINEER's design.
5. Perform review of submittals for work related to the ENGINEER's design.
6. Provide written responses to RFI submittals for work related to the ENGINEER's design.
7. Provide review and written responses for Contractor Change Order Requests and Requests for Information.
8. Attend one (1) walk-through to perform substantial completion review and generate a written punch list of items for Contractor to complete.
9. Attend one (1) final walk-through to review the completed punch list.
10. Provide full-size original mylars, one (1) black line hardcopy, electronic PDF and CADD formatted Record Documents that reflect the As-Built conditions. A single copy of electronic CADD drawing files formatted in AutoCadd Version 2014 shall be delivered with as-built submittal.

#### **SERVICES EXCLUDED FROM BASIC SERVICES:**

1. Any scope of work not specifically stated above.
2. Any upgrades, new design or construction inspection services of public or private off-site facilities required to support the proposed site improvements or performance of a traffic impact analysis, except those specifically noted above.

3. Preparation of a BIM model produced with Autodesk Civil 3D. This model is only for the purposes of A/E coordination, generation of construction documents and clash detection with major structural elements, and/or below grade utilities, with the exception that the model may not be suitable for the creation of shop drawings.
4. Preparation of design and /or relocation, specifications and details of underground fuel storage tanks, electrical, lighting, fiber optic, telephone, cable, natural gas, landscape irrigation systems and structural engineered systems, such as structural equipment pads, light pole bases and MEP systems. Except as shown on site plans for routing and clash detection from documents provided by others.
5. Design of sanitary sewer and/or storm drainage lift stations or sumps, including pumps and appurtenances.
6. Performance of fire flow or sanitary capacity testing or hydraulic analysis of water services.
7. Storm water detention design or analysis. Stream hydrologic and hydraulic studies with computations for analyzing and determination of flood plains and channel improvements.
8. Preparation of design and details for site retaining walls.
9. Platting, topographic, boundary, ALTA, deed and utility research, easement documents, tree survey or as-built survey for the site including Subsurface Utility Engineering (SUE) to determine the location of existing utilities. Update of survey of improvements after initial survey has been performed. It is our understanding that this information will be provided to JQ by others.
10. Geotechnical investigations and material testing.
11. Fast track production of any portion of the Contract Documents released for pricing/bid/fabrication, or submitted for building permit prior to such issuance of full design team documents.
12. Additional site visits beyond the number listed above.
13. LEED certification support.
14. Changes to the design documents required as a result of damage done to existing (utilities, pavement, flatwork, storm water management BMPs, etc.) by the Contractor is not included.
15. Preparation of reports, permit applications and processing of permits for obtaining approvals. This includes permitting through local City and/or County agencies, State agencies (TCEQ), and federal agencies [i.e., FEMA-Flood Plain Letter of Map Amendment (LOMA)].

16. Payment of any and all platting and plan review fees imposed by the City of Coppell or County of Dallas, Texas.

### **SPECIAL SERVICES**

Special Services are defined as any service not expressly included in the Basic Services. Special Services shall be authorized in writing by the OWNER prior execution by the ENGINEER. Special Services for this project include:

1. Preparation of easement documents for expansion of parkway for 150 LF of sidewalk.
2. Other services currently undefined but authorized by OWNER and not included in the Basic Services. Fee for these services will be based on ENGINEER'S hourly rates plus cost for reimbursable expenses as defined below.

### **FEES**

We propose to provide additional services for the following lump sum fees plus reimbursable expenses with payment to be made in accordance with the current contract.

Task 1 - General Requirements	\$7,530
Task 2 – Survey (Control)	\$9,000
Task 3 – Complete Design	\$43,370
Task 4 – Bid Phase Services	\$3780
Task 5 – Construction Phase Services	\$5,910
<b>Total Lump Sum Fee</b>	<b>\$69,590</b>
<b><u>Special Services Fee (Time and Materials)</u></b>	<b><u>\$2,300</u></b>
<b>Total Fee = \$71,890</b>	

Professional Services Proposal  
Town Center Blvd.  
Coppell, Texas  
05.04.16

Authorized Special Services will be billed at the rates listed for basic services plus reimbursable expenses.

Partner	\$240.00 / hour
Principal	\$210.00 / hour
Engineering Technical Lead	\$190.00 / hour
Senior Project Manager	\$175.00 / hour
Project Manager	\$155.00 / hour
Senior Project Engineer	\$135.00 / hour
Project Engineer	\$120.00 / hour
Senior Technician	\$110.00 / hour
Technician	\$90.00 / hour
Administrative	\$75.00 / hour
Senior Registered Professional Land Surveyor	\$165.00 / hour
Registered Professional Land Surveyor	\$125.00 / hour
Survey Crew	\$160.00 / hour

Thank you for your consideration of JQ Infrastructure for this project. Should you have any questions or comments regarding this proposal, please contact me at your convenience at 972-392-7340 (office) or 972-603-6653 (mobile). We look forward to working with the City of Coppell.

If this proposal is acceptable, please sign below and return one copy to our office. Signature of this proposal also acknowledges and accepts the terms and conditions set forth in this proposal and in the current Contract for Consulting Engineering Services. We appreciate your consideration and look forward to working with you.

Sincerely,  
JQ Infrastructure LLC



C. Raajan Mehta, PE  
Partner

Accepted by:

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City of Coppell

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Date

File copy