



# Halff Associates

ENGINEERS • ARCHITECTS • SCIENTISTS  
PLANNERS • SURVEYORS

1421 WELLS BRANCH PARKWAY, SUITE 104  
AUSTIN, TEXAS 78660  
(512) 252-8184  
FAX (512) 252-8141

April 19, 2005

Mr. David Simons, P.E.  
Capital Projects Manager  
City of Taylor  
400 Porter Street  
Taylor, TX 76574

Re: Professional Services Proposal for the Final Engineering Design and Construction  
Document Preparation for the Dickey Street Drainage Project

Dear Mr. Simons:

Halff Associates is pleased to present this contract for engineering services to prepare construction plans and specifications for the Dickey Street Drainage Project in Taylor, Texas.


The entire engineering effort described in this contract can be completed for a lump sum fee of \$123,300. In general, the scope of work to be completed will include design and construction phase services with certain defined special and other services. A detailed work plan is attached as Exhibit A and a breakdown of the engineering fee is included as Exhibit B. A schedule for completion is included as Exhibit C. Invoices will be submitted monthly and will be based on percent complete of the project tasks outlined in Exhibit B.

The basis of this project is the Dickey Street Preliminary Drainage Assessment Project; Phase 1 Alternative 3 dated March 2004 by Halff Associates, Inc. The engineers estimate of probable construction cost of this alternative is \$950,000, which includes contingencies.

Please call me or Kevin Shunk at 512-252-8184 if you have any questions. We look forward to assisting you and the City of Taylor in the design and construction of this project.

Sincerely,

**HALFF ASSOCIATES, INC.**



George Prall, P.E.  
Vice President

AUSTIN • DALLAS • FORT WORTH • HOUSTON • MCALLEN

---

TRANSPORTATION • WATER RESOURCES • LAND DEVELOPMENT • MUNICIPAL • ENVIRONMENTAL • STRUCTURAL  
MECHANICAL • ELECTRICAL • SURVEYING • GEOGRAPHIC INFORMATION SYSTEMS  
ARCHITECTURE • LANDSCAPE ARCHITECTURE • PLANNING



# Halff Associates

ENGINEERS • ARCHITECTS • SCIENTISTS  
PLANNERS • SURVEYORS

## EXHIBIT A

### HALFF ASSOCIATES WORK PLAN

#### I. BASIC SERVICES

##### A. Data Collection

1. Kickoff Meeting
2. Obtain Data From City
  - a. Drainage Ordinances And Design Criteria
  - b. Studies And Correspondence By Others
  - c. Water and Sanitary Sewer Plans
  - d. Existing Drainage Facility Plans
  - e. Proposed CIP Plans
  - f. Plans and Locater Maps from Other Utilities (Gas, Electric, Cable, etc.)
  - g. Base Map Preparation

##### B. Design Phase

1. Storm Sewer Design
  - a. Dimensional Control
  - b. General Alignment
  - c. Capacity Calculations
  - d. Inlet Locations, Types and Sizes
  - e. Detailed Alignment
  - f. Storm Sewer Plan and Profiles
2. Outfall Design
3. Pavement Design
4. Minor Utility Adjustments to City-owned utilities
5. Estimate of Probable Construction Cost
6. 50% Complete Submittal
  - a. Submit the plans to the Utility Companies
    - i. Mark the utilities on the plans
    - ii. Identify to the utility companies any facilities that may need to be relocated.
7. City Staff Review
8. Revisions Per Review Comments
9. Final Drainage Design
10. Drainage Details
11. Structural Design
12. Traffic Control Plan
13. Specifications (Standard TxDOT specifications will be used. City will provide general, up-front documentation such as insurance requirements, etc.)



# Halff Associates

ENGINEERS • ARCHITECTS • SCIENTISTS  
PLANNERS • SURVEYORS

14. Storm Water Pollution Prevention Plan
15. 95% Complete Submittal
16. City Staff Review
17. Final Revisions
  - a. Send a copy of Final plans and a tentative construction schedule to the Utility Companies with a notice to make adjustments to their facilities
  - b. Schedule an on the ground walk through with final plans with the City Project Manager to look at constructability, changes since the survey was done, possible problem areas for construction, large trees that need to be removed, trimmed, etc.
18. Final Engineers Estimate of Probable Construction Cost
19. Deliver Final Storm Drainage Construction Documents to City

## C. Bidding and Construction Phase

1. Assist With Bid Process (answer questions during bidding, prepare addendums, bid tabulation, letter of recommendation to award to contractor)
2. Pre-construction Conference
3. Submittal Reviews
4. Requests For Information
5. Change Orders
6. Miscellaneous Site Visits (six budgeted)
7. As-Built Plans (Revisions will be based on red-lined mark -ups from the contractor and does not include as-built survey.)

## II. SPECIAL SERVICES

### A. Survey

The design surveys shall typically be limited to features within and immediately adjacent to the City right of way and easements. The design survey effort will produce a topographic map along the project corridor within the right of way limits. In addition to the topographic information, improvements within this corridor will be surveyed. This survey data will supplement the digital mapping provided by the City.

1. Design Survey
  - a. Establish Control on City Datum System
  - b. Survey for Design
    - i. Cross Sections along Final Alignment
    - ii. Locate Visible Existing Drainage Features



# Halff Associates

ENGINEERS • ARCHITECTS • SCIENTISTS  
PLANNERS • SURVEYORS

- iii. Locate Visible Utilities
    - Utility Poles
    - Valve Boxes
    - Manholes
    - Fire Hydrants
    - Cleanouts
    - Inlets
  - iv. Coordinate with involved utility companies and arrange for field location and flagging of underground utilities within and adjacent to the right of way or easements. Field tie flagged underground utilities.
  - v. Other Visible Features (Trees, irrigation systems, etc.)
2. Construction Survey
    - a. Establish Survey Control for Construction (Control will be established one time).
    - b. The contractor or others shall be responsible for construction staking.
- B. Geotechnical Engineering
1. Geotechnical investigations to include foundation recommendations for junction boxes, structures, and pavement replacement recommendation.
- C. Other
1. Public Meeting (Present recommended plan)
  2. Subsurface Utility Engineering



# Halff Associates

ENGINEERS • ARCHITECTS • SCIENTISTS  
PLANNERS • SURVEYORS

## EXHIBIT B

### Dickey Street Drainage Project in Taylor, TX

Task	Halff Labor	Direct Cost	Total Task
Design Phase Services	\$76,000	\$3,800	\$79,800
Bidding and Construction Phase Services	\$10,950	\$550	\$11,500
Special Services	\$7,700	\$24,300	\$32,000
<b>Total Services Fee:</b>			<b>\$123,300</b>

## EXHIBIT C

### Schedule

### Dickey Street Drainage Project in Taylor, TX

<u>Task</u>	<u>Completion Date</u>
Notice to proceed	06/01/05
Basic Services	
Design Phase	
50% Complete Submittal	08/26/05
95% Complete Submittal	10/07/05
100% Complete Submittal	11/11/05
Special Services	
Design Surveys	06/24/05

#### Notes:

1. Schedule can be adjusted within reason to meet the needs of the city.
2. Schedule assumes 2-week review times by City.