

ATTACHMENT 1  
CITY OF SAN MARCOS  
FM 110 Connection Drive at San Marcos Airport  
SCOPE OF SERVICES

**Project Understanding**

The work to be performed by Garver, LLC (Garver or the Consultant) under this contract will consist of providing Design Phase (Revised 100% Documents to include historical air traffic control tower) Bid and Construction Phase Services for the FM 110 Connection Drive at San Marcos Airport. The project consists of the following improvements:

- General Description – Proposed roadway connection from future FM 110 to Airport Drive, including a roundabout, drainage improvements and utility adjustments/relocations.

**Basic Scope of Services**

Design Phase (Revised 100%)

1. Project Management and QA/QC: This task consists of effort associated with project administration, coordination with City staff, coordination and supervision of the project team, and quality management so that project milestones and deliverables meet schedule and budget constraints.
2. Meetings
  - a. Project Coordination Meetings: Two (2) coordination/comment review meetings have been budgeted for revisions to the 100% Design Phase. Garver will attend meetings with City of San Marcos Staff to determine project constraints and needs as well as discuss design considerations.
3. Tasks
  - a. Roadway Design: Consultant will update the 3D model and develop proposed terrain files for selected contractor's use.
4. Deliverables:
  - a. Revised Final 100% Drawings: Consultant will provide one (1) unsealed DRAFT pdf electronic copy and one (1) unsealed copy of specifications. Upon approval by the City, one (1) pdf copy and one (1) CAD copy of the sealed plans and sealed copy of specifications will be provided. The following items are to be updated:
    - i. Index of sheets
    - ii. General Notes
    - iii. Project Layout
    - iv. Summary of Quantities
    - v. Typical Sections
    - vi. Traffic Control Plan Sheets
    - vii. Roadway Plan and Profile Sheets

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- viii. Signing and Pavement Marking Layouts
- ix. Erosion Control Sheets
  - 1. SW3P Narrative and Plans
- x. Project Specific/Special Specifications
- xi. Construction Project Schedule
- xii. Engineer's Opinion of Probable Construction Cost (OPCC)
- xiii. GIS plan review checklist. Complete when providing CAD and pdf of 100% design.
- xiv. Bid Form: Consultant will provide the Bid Form in Excel format provided by city.
- xv. Construction Check List: fill out checklist provided by city and return
- b. Historical Air Traffic Control Tower Relocation: Consultant will incorporate the following related to the relocation of the Historical Air Traffic Control Tower from its existing location to the center of the proposed roundabout:
  - i. Internal design team coordination meetings
  - ii. Structural foundation design and drawings
  - iii. Develop recommendations for repair and restoration of existing structure
  - iv. Develop recommendations for tower disassembly & relocation
  - v. Develop lighting and power design and drawings for relocated beacon tower
  - vi. Coordinate new electrical service with service provider
  - vii. Tabulate quantities and develop OPCC for Historical Air Traffic Control Tower relocation efforts.

**Supplemental Scope of Services**

Geotechnical Investigation will be performed by subconsultant (Kleinfelder). Scope of services includes:

- Conducting one (1) soil boring at the proposed tower relocation footprint with a depth of 65'
- Performing laboratory testing in conformance with ASTM standards
- Evaluating field and laboratory data to provide design recommendations for appropriate foundation types
- Amending previous Geotechnical report to include recent findings and recommendations

Record drawing survey consisting of collecting above ground appurtenances including 3 hydrants, 3 valves, and 18 storm sewer culverts will be performed by subconsultant (Byrn & Associates Inc.).

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Bid Phase

1. Project Management: This task consists of routine (email) communication with the City and other activities associated with managing the project.
2. Attend Pre-Bid Meeting: Consultant will assist the City in conducting Virtual pre-bid meeting, providing brief project outline and answering questions.
3. Answer Questions: Consultant will coordinate with the City for issuing responses for contractor technical questions and requests for additional information from potential bidders. City will issue formal addendum.
4. Addenda: Consultant will prepare responses to pre-bid questions and submit to City before deadline. City to develop and issue formal addenda required to clarify, correct or change the bid documents.
5. Bid Tabulation and Recommendation of Award: Consultant will prepare bid tabulation of all bids and check references, by telephone, of the low bidder and second low bidder. Consultant will prepare a one-page letter summarizing the review and evaluation and include recommendations for award of the contract for construction, or other action as may be appropriate. The City will make the final decision on the award of the contract for construction and the acceptance or rejection of all bids.
6. Deliverables: Consultant will incorporate addenda items in the Construction Plans; include addenda in the bound Project Manual; and issue a "Conformed" set of plans for construction. One 11x17 bound print.
  - a. Conformed Plans: Consultant will provide one (1) electronic copy of Construction Plans in pdf, one (1) CAD copy, one (1) 11" x 17" plan sets.

Construction Phase

1. Project Management: This task consists of routine communication with the City.
2. Attend Pre-Construction Conference: Consultant will attend a Pre-Construction Conference prior to commencement of work.
3. Submittal Review: Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which the Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs. Ten (10) submittals have been assumed.
4. Response to Requests for Information/Modifications: Consultant will respond to reasonable and appropriate Contractor requests for information (RFI's) and issue necessary clarifications and interpretations of the Contract Documents to the City as appropriate to the orderly completion of Contractor's work. Five (5) RFI's have been assumed.
5. Consultant will attend monthly site meetings/progress meetings for duration of construction with City (run by City). Assume twelve (12) meetings.
6. Pay Application Review: City will review and approve quantities with contractor for payment. City will provide pay request to Consultant for review and signature based on observations, review of

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applications for payment and accompanying supporting documentation. Review of twelve (12) Pay Applications has been assumed.

7. Review of Change Orders: Consultant may recommend Change Orders to Client and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
8. Substantial Completion: Consultant will, promptly after notice from Contractor that it considers the entire Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of Client, Consultant considers the Work substantially complete, Consultant will notify Client and Contractor.
9. Final Notice of Acceptability of the Work: Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Consultant will also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant upon which it is entitled to rely.
10. Deliverables:
  - a. Submittal Log: Consultant will prepare a spreadsheet for identifying required submittals that the Contractor must provide as well as tracking to-date submittals and RFI's provided by the Contractor. An updated Submittal Log will be submitted to the City on a monthly basis.

**Record Drawings**

1. Record Drawings: Consultant will review the Contractor's redline as-built drawings and incorporate deviations from the construction drawings as appropriate. Record drawing information will be based solely on the provided marked-up drawings and appropriate field documentation received from the City. Consultant will deliver one (1) set of half size 11" x 17" plan set pdf for review.
2. Deliverables: After review, Consultant will deliver one (1) pdf electronic copy and one (1) CAD copy, GIS file and certifications

**Schedule**

The following project milestones are estimated and may require modification pending preliminary engineering results and construction timeframe constraints:

- Revised 100% Design Documents Submittal for review (60 days following NTP)
- Final Signed and Sealed Design Documents Submittal (April 2026)

The estimated timeframes identified do not include time for City review of submittals.