

## **ATTACHMENT A – BASIC SCOPE OF SERVICES**

### **TASK 1 - GENERAL**

#### **A. Federal Funding Requirements**

FNI will schedule a meeting with the City's Disaster Relief TxCDBG administrator prior to the start of work to review current FNI forms for reporting and invoicing. If appropriate, FNI will customize existing forms and processes to meet CDBG-DR requirements. FNI will be available for additional meetings or phone conferences that may be required to ensure continued compliance with U S Department of Housing and Urban Development (HUD) and Texas Department of Agriculture (TDA) regulations throughout the project duration. FNI will perform tasks as outlined in the City's Action Plan and will clarify with the City any change orders to ensure the change does not impact compliance with regulations. We understand that contractors must comply with requirements which includes addressing Davis-Bacon wage requirements and other labor guidelines. FNI will utilize forms provided by TDA as appropriate.

Additionally, FNI will provide access to all records regarding the project to HUD, Inspector General, Comptroller General of the United States, TDA, the City or any authorized representatives for the purpose of audits, examination, excerpts, and transcripts to facilitate closeout of the City's TxCDBG. Records can include documents, papers or other records as appropriate. Toward that end, FNI will retain all required records for three years after the City makes its final payment and all pending matters are closed.

TxDOT Coordination (only for IH 35 interface) – FNI will follow the Local Government Project Procedures (LGPP) as outlined by TxDOT. Included as needed will be coordination meetings and involvement in any public outreach required for environmental compliance.

### **TASK 2 PRELIMINARY PHASE (30%)**

#### **A. Meetings**

##### **i. Project Meetings**

Attend one (1) kickoff meeting after FNI receives NTP to discuss path forward and approved schedule. Confirm all Federal Requirements are being met and discuss design direction. FNI will prepare and submit a baseline project schedule using Microsoft Project.

Conduct one (1) phone meeting after the PER Submittal to discuss major planning/preliminary design elements that require changing and respond to City Comments.

Attend 1 (one) meeting with Jail representatives to discuss coordination of project schedules and designs (support for up to 3 staff members).

##### **ii. Prepare Exhibits**

FNI will prepare up to three (3) 22-inch by 34-inch colored exhibits, prepare presentation materials in Powerpoint format, respond to questions in the meeting as

needed, and prepare meeting minutes for the Public Meeting in Item iii for City to make decisions regarding the design path with FNI input.

FNI will prepare one (1) roll plot of the project area for the utility coordination meeting. All available utility and survey information will be shown along with initial County Road and Uhland Road design to illustrate potential conflicts.

iii. Public Meetings

Plan, participate in, and assist the City with one (1) Public Meeting during the PER phase. The City will schedule, host, and be responsible for conducting the meetings. FNI will meet in-person with City staff at least two weeks prior to the public meeting to discuss the preferred presentation process and go over mockups of presentation materials.

iv. Utility Coordination Meetings

Prepare for and attend 1 (one) utility coordination meeting at the end of the PER phase with all identified utility companies within the project limits. Discuss current design path and schedule and receive input from utilities.

**B. Data Collection/Review**

i. Review Reports/Studies/Drawings

- Review and summarize previously prepared analyses and design such as the University Heights drainage report and the feasibility study.
- Review provided as-builts for Uhland Road, County Road, and River Road, as available.
- Review development plans for existing developments along the corridor including the current jail plans.
- Review City GIS data.
- Review previous reports, as provided by City.
- Review traffic count data, as provided by City.

ii. Site Visits: Perform one (1) site visits to take photographs, investigate possible design issues, and determine local project issues. One site visit will be performed at the kick off meeting while the second will be performed after the PER phase.

iii. Staff Meetings: FNI will meet with City staff one (1) times to review and discuss existing, available data and to coordinate field investigations, if needed.

**C. Field Investigations**

i. Topographic Surveying

The survey limits will include right-of-way to right-of-way along: County Road from Uhland Road to the private property line; Uhland Road from IH-35 Northbound Frontage Road to 150 feet northeast of the intersection with River Road; River Road from the intersection with Uhland Road to 500 feet south of Aquarena Springs Drive; and Aquarena Springs Drive from intersection with River Road to 200 feet west of the intersection with River Road. Additional survey 20 feet outside of right-of-way along

the entirety of the project limits previously described. Survey limits will also include a new outfall to the Blanco River from River Road along W Uhland Road to the river confluence.

The survey will include horizontal and vertical control adequately documented on the construction plans and all points necessary to establish project construction in the field. Horizontal controls shall be North American Datum 1983 on the Texas State Grid Coordinate System South Central Zone Grid Coordinates, with values in U.S. Survey feet, carried to second-order accuracy to permit construction staking to third order accuracy. The vertical control for the survey shall be based on the U.S. Geological Survey North American Vertical Datum 1988 (NAVD 88) datum; benchmarks shall be established with a maximum separation of 1,000 feet and shall be accurate to 0.01 feet.

All surveys must meet or exceed the standards set in the Professional Land Surveying Practices Act, the General Rules of Procedures and Practices promulgated by the Texas Board of Professional Land Surveying (TBPLS), and the Texas Department of Transportation (TxDOT) TxDOT Survey Manual, latest edition, and shall be accomplished in an organized and professional manner.

Surveyor shall provide FNI one signed and sealed hard copy of the survey drawings and one digital AutoCAD copy with an ASCII file of points collected on CD-ROM or other acceptable delivery method.

The design survey will:

- Obtain or collect data to create cross-sections and digital terrain.
- Locate depths of existing utilities such as clean outs, manholes, inlets.
- Locate visible topographical features and existing improvements utilities and appurtenances, roadways, structures, trees, and other features within the limits of the survey.
- Provide details of existing drainage features (e.g., culverts, manholes, ditches, etc.).
- Locate environmental features flagged in the field by the environmental team.
- Establish additional and verify existing control points (City of San Marcos and TxDOT). Horizontal and Vertical control ties must be made and tabulated, to other control points in the vicinity, which were established by other sources such as, the National Geodetic Survey (NGS), and the Federal Emergency Management Agency (FEMA), and any other local entities as directed by City.
- Locate boreholes and SUE potholes (if performed)
- Update existing control data and prepare survey control data sheets, as directed by FNI for inclusion into a construction plan set.

A TIN-file including the full project information and one-foot contours will be provided.

- ii. Boundary Surveying (Tie into City Survey Monuments): A boundary survey will be provided within the limits of the project previously described and will include right-of-

way research for all parcels within the project limits tied to existing right-of-way as surveyed on the ground including right-of-way monumentation found.

- iii. Identify all Utilities: SUE Level C/D will be included for verification of the underground utility locations. SUE level B will be performed by coordinating surveyed utility features with record and City GIS data. Tickets and calls to One Call or Texas 811 will be submitted by the survey team.
- iv. Tree Survey: Significant existing trees (all trees with trunk diameter >6-inches) within or adjacent to the project area will be located and tagged per the City standards (size, tag number, species) to facilitate the tree mitigation plan.
- v. Subsurface Utility Locate (SUE Level A): See Additional Services
- vi. Geotechnical Borings: See Additional Services
- vii. Geologic Assessment: Not Included
- viii. Environmental Clearance: FNI will coordinate with and support Cox McLain Environmental Consulting to develop the environmental documentation for the improvements in accordance with 24 CFR part 58 Environmental Review Procedure for Entities Assuming HUD Environmental Responsibilities – Subpart E (Environmental Assessment) along with the Statutory Worksheet and Checklist for the 58.5 authorities and 24 CFR 58.6 as described in the attached, detailed scope.
- ix. Archeological: Coordination with the Texas Historical Commission will occur under task C viii above; however, if field investigations/archeological digging or mitigation is required it will be an additional service.

#### **D. Water/Sanitary Sewer Utilities**

- i. Determine preliminary alignments and potential conflicts.

#### **E. Streets**

- i. Traffic Counts: to be provided by the City.
- ii. Cross-Section Alternatives: FNI will develop 2 (two) cross-section alternatives based on City Staff, local stakeholder, and public input. Additionally, if traffic counts are performed, FNI will develop lane configurations matching existing and 20-year traffic counts.
- iii. Complete Street Alternatives: A complete streets analysis will be performed on the Uhland Road corridor. Based on City Staff, local stakeholder, and public input, FNI will develop alternatives balancing, pedestrian facilities (standard-width sidewalk, shared-use path), bicycle facilities (shared lane, bike lane, shared-use path), landscape and LID elements, and vehicular lane configuration as determine in Item E ii. Additionally, existing bus routes and bus stops will be considered.

iv. Traffic Signals: Not Included

v. Sidewalks: Existing sidewalks will remain, as possible, and FNI will determine completion of sidewalk along the remaining corridor as determined by the complete street analysis.

vi. Intersection with River Road Alternatives: FNI will evaluate 2 intersection alternatives for the intersection of Uhland Road and River Road to improve safety and the operational efficiency of the intersection.

**F. San Marcos Electric (SMEU)**

i. Underground Conduit: Not Included

ii. Photometric for Street Lighting: Not Included

iii. Coordination: FNI will evaluate impacts on the SMEU and will coordinate design improvements with SMEU.

**G. Drainage**

i. Watershed Analysis: Not included in this contract. FNI will obtain the latest available HEC-RAS model of the Blanco River from the City and use this model to evaluate tailwater conditions as described below.

ii. Determine Alignments: FNI will evaluate installing a storm drainage system that outfalls to the Blanco River and will evaluate up to two alternatives (one potential new alignment) that will improve local drainage and avoid adverse downstream impacts per criteria outlined in the City of San Marcos drainage criteria. This will include preparation of up to two alternative preliminary plan-view alignments and supporting rational method calculations, to be summarized in a preliminary engineering report.

iii. Preliminary Hydraulics/Modeling: FNI will determine if the University Heights system can handle the existing and additional flows from the roadway improvements while meeting City drainage criteria. Because portions of the project are in the Blanco River floodplain, and because the Blanco River basin is much larger than the local system's drainage area, FNI will analyze the local system based on the expected coinciding tailwater. FNI will estimate the coincident tailwater using the latest available HEC-RAS model of the Blanco River, and compare with coincidental occurrence guidance from the TxDOT Hydraulic Design Manual.

iv. Water Quality: FNI will evaluate opportunities to incorporate pretreatment manufactured devices prior to discharge to the Blanco River.

**H. Determine Easement/Land Acquisition Requirements**

i. Prepare Exhibits: Easement and right-of-way documents will include exhibit and metes and bounds description for up to 10 parcels (assuming each less than 0.25 acre/parcel).

Task does not include ROW acquisitions, title search and reporting, and boundary conflict resolution.

ii. Field Notes

iii. Negotiations of Easements: Not Included

**I. Determine Project Permitting/Design Requirements**

Based on the alternatives developed and potential environmental constraints identified via site visits and desktop survey, determine potential permitting and design requirements that may be imposed by regulatory agencies other than the City such as TxDOT, County, TCEQ, USACE.

Prepare a section of the preliminary engineering report summarizing the permitting and design requirements for the alternatives.

**J. Identify Utility Providers**

Surveyor shall submit tickets to utility providers through Texas 811, One Call, or other service in order to identify franchise utility providers in the project area.

**K. Identify Utility Conflicts**

FNI will identify known or potential utility conflicts based on the preliminary design alternative(s).

**L. Develop Construction Cost Estimates**

FNI will develop opinion of probable construction costs for the proposed improvements and, with assistance of the City, will prepare opinions of total probable project costs.

**M. Deliverables**

- i. Monthly Status Report: A brief one page monthly status report summary will be developed and submitted to the City Project Manager. The status report shall summarize work completed; percent complete to date for the schedule and budget; work scheduled to be completed for the upcoming month; and any outstanding issues or decisions that must be resolved by City staff or the project team. Updates to the project schedule will be provided, as needed and determined by project status.
- ii. Preliminary Engineering Report Draft: FNI will prepare a report summarizing the efforts outlined above that will include final design recommendations, preliminary project cost, land needs, typical section alternatives. FNI will solicit the City's feedback on the report and will incorporate review comments as necessary.

Submittal includes:

- 3 (three) hardcopies
- 1 (one) electronic copy (PDF)

- iii. Final Preliminary Engineering Report: FNI will incorporate City comments and public comments from the public meeting (as directed by City) to develop the final PER. This will provide final direction for the continuation of the design phase.

Submittal includes:

- 3 (three) hardcopies
- 1 (one) electronic copy (PDF)
- 1 (one) CAD (DWG/DGN) files

### **TASK 3 DESIGN PHASE (60%, 90%, 100%)**

#### **A. Meetings**

- i. Project Meetings: Conduct and attend two (2) review workshops
  - 60% design review workshop. After the 60% submittal, meet with the City to discuss major design elements that require changing and respond to City Comments.
  - Once the 60% design has been updated per the client comments and prior the 90% design submittal, any design changes will be locked.
  - 90% design, after the 90% submittal, meet with the City to discuss and identify project conflicts and respond to City comments.

Attend 2 (two) meetings with Jail representatives to discuss coordination of project schedules and designs (support for up to 3 staff members).

- ii. Prepare Exhibits: FNI will prepare up to three (3) 22-inch by 34-inch colored exhibits per public meeting, prepare presentation materials in Powerpoint format, respond to questions in the meeting as needed, and prepare meeting minutes for the Public Meeting in Item iii for City to make decisions regarding the design path with FNI input.
- iii. Public Meetings: Plan, participate in, and assist the City with one (1) Public Meeting. The City will schedule, host, and be responsible for conducting the meeting. FNI will participate in a phone meeting with City staff at least two weeks prior to the public meeting to discuss the preferred presentation process and go over mockups of presentation materials.
- iv. Utility Coordination Meetings: FNI will attend up to one (1) utility coordination meetings arranged by the City and if requested by the City to attend.

#### **B. Design Sheet Categories**

- i. Index: FNI will develop and maintain the sheet index including all sheets included in the plan set. As the plan set progresses, FNI will designate which sheets are not included in the submittal.
- ii. Quantity Table: FNI will develop total quantities for the project to be used for the development of the OPCC and bid form. Sheet quantities will be provided in the 90% deliverable.

- iii. General Notes: General notes sheets will be developed using general notes provided by City and incorporated, as necessary per the FNI design team.
- iv. Typical Sections: One (1) existing typical sections will be developed for County Road and up to three (3) will be developed for Uhland Road. Typical sections will: demonstrate existing pavement widths and sections based on survey and as-builts of the area, include existing right-of-way, include existing sidewalks and ditches.

Proposed typical sections will be developed for County Road and Uhland Road which will include the proposed pavement section, curb & gutter, sidewalk, lane configurations, parkway width, proposed right-of-way, and other aspects of the roadway design.

- v. Construction Phasing: FNI will prepare a construction phasing matrix identifying three options to manage traffic during construction listing the advantages and disadvantages of each option. The matrix will be in the form of a memo describing the traffic control options, anticipated costs and construction time impacts for each phase, and a recommended option.
  - 1. Traffic Control Sheets: TCP developed per TMUTCD guidelines and utilizing City/TxDOT standard details. Provide typical roadway sections per phase and plan view layouts including phase limits, joint bid utility construction, storm drain construction, construction signage, construction pavement markings, and construction detour plans. The TCP will also be designed to work around the jail construction.
  - 2. Provide written sequence of construction on plan sheet(s) detailing the items of work to be accomplished per phase.
- vi. Road Design
  - 1. Development of horizontal and vertical alignment of County Road and Uhland Road including additional side street profiles to tie-in proposed alignment
  - 2. Development of base files including roadway plan view.
  - 3. Project layout sheets showing existing/proposed right-of-way lines, property lines, proposed permanent and temporary easement lines. Proposed right-of-way and permanent/temporary easements shall provide sufficient space for construction of all proposed work.
  - 4. Plan and profile sheets showing:
    - a) proposed horizontal roadway alignments;
    - b) plan view existing and proposed ROW;
    - c) plan view existing and proposed edges of pavement, curb, sidewalks, driveways, and curb ramps;
    - d) plan view proposed elevations at tie-in points for vertical intersections;
    - e) plan view limits of cross slope transitions;
    - f) plan view proposed lane dimensions and lane arrows,
    - g) plan view existing and proposed drainage structures,



- h) plan view existing and proposed utilities including water and sanitary sewer;
  - i) existing and proposed roadway vertical profiles, including crossing utilities, existing ground at the roadway centerline and ROW, and proposed vertical curve information for the centerline of the roadway only. If required, separate top of curb elevation profiles will be provided as an additional service.
- 5. Roadway cross sections at 100' intervals and centerline of proposed driveways.
- 6. Intersection plan view layouts at each cross street with elevations and offsets at points of vertical intersections.
- 7. Standard detail sheets for the roadway plans: City/City of Austin standards will be used primarily with TxDOT standards as supplement.
- vii. Drainage: Preliminary drainage sheets including drainage area maps, plan and profiles, and hydraulic computations including:
  - 1. Drainage area maps;
  - 2. Complete and final hydrologic and hydraulic analyses, catch basin analyses, and all other calculations (on hard copy and in digital format) conducted for design of the proposed drainage system. The analyses shall use the design survey data and final system profiles.
  - 3. Preliminary plan view layouts of the storm drainage system showing drainage areas boundaries, outfall locations, cross culvert locations, cross culvert sizes, inlet locations, inlet sizes, junction box locations, junction box sizes, storm conduit [pipe or box] sizes, slopes and hydraulic grade lines.
  - 4. Preliminary cross culvert profiles showing culvert locations, skew, size, elevations, slope, end treatments, and grading requirements. Cross culvert plan and profiles will be provided for all bridge class culverts showing culvert locations, skew, size, elevations, slope, end treatments, headwater and tail water elevations, end treatments and grading requirements.
- viii. Tree Mitigation: Tree Protection/Mitigation Sheets, including tree table, will show preserved and removed trees. FNI will endeavor to save protected trees within the project area to the extent practicable and, if needed, will propose locations for planting replacement trees within the project limits. Irrigation systems will not be needed, and watering requirements will be specified for the contractor during the warranty period.
- ix. Erosion Control: Prepare erosion control and sedimentation control (EC&S) sheets, including the SWPPP narrative, EPIC and standard details. EC&S sheets will follow the same sequence for the traffic control plan.
- x. Removal: Removal sheets will be prepared to designate all items to be removed as part of this contract.
- xi. Signing and Pavement Markings: Plan sheets will be developed showing proposed signing and pavement markings for the project. Sheets will be at a scale of 1-inch = 40-feet.
- xii. Electrical – Underground: See Additional Services.

- xiii. Utility Layout: FNI will provide color coded layout sheets of the existing utilities.
- xiv. Utility Coordination: FNI will identify conflicts with a utility conflict exhibit(s). The City will initiate discussions with utility owners, and FNI will support as requested by the City (e.g. attendance at meetings).
- xv. Utility Design: Improvements to the City utilities will include the following:
  - 1. Water: Design plan and profile layout of proposed pipeline, appurtenances and tie-in locations for approximately 1,800 LF of water main (12 inches in diameter).
  - 2. Wastewater: Design plan and profile of proposed pipeline, appurtenances, and tie-in locations for up to 1,000 LF of wastewater main.

**C. TDLR Review – See Additional Services**

**D. Permitting Submittals – See Additional Services**

**E. Deliverables (Plans will be 11-inch by 17-inch)**

- i. Monthly Status Report: A monthly status report will be developed and submitted to the City Project Manager. The status report shall summarize work completed; percent complete to date for the schedule and budget; work scheduled to be completed for the upcoming month; and any outstanding issues or decisions that must be resolved by City staff or the project team. Updates to the project schedule will be provided, as needed and determined by project status. Anticipated to be brief, one-page reports to accompany invoices.
- ii. 60% Submittal
  - 1. Plan Set
    - a. Cover Sheet using City title block
    - b. Project Layout Sheet: scale of 1-inch = 100-feet
    - c. Roadway and Drainage Plan Sheets: Horizontal scale of 1-inch = 40-feet and a vertical scale of 1-inch = 10-feet
    - d. List of Standard Details
    - e. List of Standard Specifications
    - f. Project Specific/Special Specifications
    - g. Project Specific/Special Details
  - 2. Opinion of Probable Construction Cost
  - 3. Construction Schedule: Time determination schedule per traffic control phase based on the critical path scheduling method using locally published production rates for construction. The construction time determination schedule will be based on a five (5) day work week with a normal eight (8) hour work day. If required, additional time determination schedule alternatives will be developed as an additional service.
  - 4. Submittal includes:
    - 4 (four) copies – 11”x17” plans
    - 1 (one) copy – supporting documents

- 1 (one) electronic copy (PDF)

iii. 90% Submittal

1. Plan Set: Address review comments and include all items updated from 60% submittal and additionally:
  - a. Profile: Up to two (2) major modifications to the profile due to design comments
  - b. Details: Development and inclusion of any identified standard details or project-specific details, as necessary
  - c. Quantities (by page) including summary of small signs.
  - d. TCP Sheets based on option selected from 60% deliverable
  - e. Opinion of Probable Cost
  - f. Specifications: Detailed construction specifications using the City Standard Specifications and any necessary Special Specifications to cover those items of material, work and other conditions special to the project. The contract documents, technical specifications, geotechnical data report, and any permits (e.g., SWPPP) will be bound and submitted as the Project Manual for review. FNI will submit the bid form with quantities and estimate unit costs to the City's Project Manager for review;
2. Bid Form
3. Submittal includes:
  - 4 (four) copies – 11"x17" plans
  - 1 (one) copy – supporting documents
  - 1 (one) electronic copy (PDF)

iv. 100% Sealed Submittal

1. Plan Set: Address comments if any, from the City on the 90% plans and Project Manual. Perform QA/QC review on the 100% sealed plans.
2. Construction Check List
3. Bid Form: Develop the final bid form and Opinion of Probable Cost to the City's Project Manager.
4. Technical Specifications: Update specifications per received comments and develop final Project Manual.
5. Submittal includes:
  - 2 (two) copies – 11"x17" sealed plans
  - 1 (one) electronic copy (PDF)
  - 1 (one) Bid Form (Word Format)
  - CAD files

#### **TASK 4 - BIDDING PHASE ASSISTANCE**

FNI shall work with the City to prepare the Notice to Bidders for the City's use in advertising the project. FNI will assist the City during the bid phase as follows:

- A. Attend Pre-Bid Meeting: FNI will attend one (1) pre-bid meeting to answer questions related to the bid documents. FNI will prepare and issue meeting minutes to the City. If

needed, questions or clarifications discussed during the meeting shall be prepared as an addendum.

- B. Answer Questions:** Respond to questions and interpret bid documents related to perspective bidder's questions. Provide official responses responding to questions or clarifying the bid documents as addenda as needed.
- C. Assist with Addenda:** FNI will prepare addenda, when necessary, to update bid documents and shall provide to the City for issuance to plan holders.
- D. Bid Tabulation and Recommendation of Award:** Assist City in the opening, tabulating, and analyzing of the bids received.
- E. Reference Check for Bid Qualification**
  - i. Review the qualification information provided by the apparent low bidder. FNI will perform qualification review and background check on subsequent bidders, as necessary.
  - ii. Letter of Recommendation: Recommend award of contract or other actions as appropriate to be taken by the City.
  - iii. Provide copy of above information to the City: FNI will provide all backup documentation collected during bidder review.
  - iv. Cost incurred performing background checks will be invoiced back to City at cost.
- F. Conformed Plans**
  - i. Provide itemized bid tabulation, Division 1 and technical specifications and conformed plans.
  - ii. Provide four (4) sets of 11"x17" drawings, two (2) 22"x34" drawings, 1 PDF file, and 1 CAD file.

#### **TASK 5 - CONSTRUCTION PHASE**

Upon completion of the bid phase services, proceed with the performance of construction phase services as described below. FNI will endeavor to protect Owner in providing these services however, it is understood that FNI does not guarantee the Contractor's performance, nor is FNI responsible for supervision of the Contractor's operation and employees. FNI shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. FNI shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

- A. Project Meetings (Every 2 Weeks for a total of 24 meetings):** Attend project meetings and provide input on any open issues. FNI will prepare and disseminate meeting minutes to the project team.
- B. Attend Pre-Construction Conference:** Assist in conducting pre-construction meeting and disseminate meeting minutes with project contact list.

- C. Submittal Review: FNI will review submittals (up to 40 submittals with 1 re-review) and provide responses to the City and Contractor.
- D. Respond to Requests for Information/Modifications: FNI will review RFIs and modification requests (up to 20). Updates to plans related to RFIs will be performed as an additional service unless due to error/omission by FNI or one of its agents.
- E. Construction Observations: Site visits will be made in conjunction with periodic meetings; however, no site observation reports will be required by the City.
- F. Construction Inspection: Not Included
- G. Final Pay Estimate Review: Review pay estimates for accuracy after City review (up to 12). Because FNI will not perform on-site inspection we will rely on City staff to confirm actual quantities.
- H. Review Change Orders: FNI will assist in the preparation and review of change orders for conformity to pay estimates, and contract documents.
- I. Finalize Driveway Plats: Not included. FNI to advise only on extent needed.
- J. TDLR Inspection: See Additional Services
- K. Project Startup: Not Included
- L. Substantial and Final Completion: FNI will participate with the City in a walk-through of the project once the project is substantially complete. FNI will prepare a punchlist of outstanding items and issues and will participate in final walkthrough with the City to assess conformance with project completion. FNI will provide notifications to jurisdictional agencies on completion.
- M. Deliverables
  - i. Site Visit Reports – Not Included
  - ii. Submittal Log

#### **TASK 6 - RECORD DRAWING PHASE**

Develop record drawings per inspector and contractor comments, red-lines, and approved field changes.

##### **A. Deliverables:**

- i. Draft Drawings: one (1) copy 22"x34" plans for inspector review; one (1) electronic copy of 11"x17" plans; associated CAD (DWG/DGN) files.
- ii. Final Drawings: two (2) copies 22"x34" plan sets with inspector comments incorporated; one (1) electronic copy of updated 11"x17" plans; associated CAD (DGN) files.
- iii. Surface to grid conversion factor provided

iv. GIS Shapefiles (as available)

**TASK 7 - PROJECT MANAGEMENT**

- A.** Perform project management to include overall project monitoring. FNI will engage and coordinate with subconsultants, prepare a project work plan, prepare communication plan, perform risk identification, incorporate a process and communication management plan, develop critical path, project setup and invoicing. This includes managing change; effective communication; internal and external coordination; and control of the project quality, progress and budget for design/construction for a scoped period of seventeen (17) months.
- B.** Prepare a QA/QC plan by major discipline and for the overall project. FNI will conduct Quality Assurance reviews after each major submittal and will include monthly quality assurance visits from a senior technical advisory. Perform quality control reviews in accordance with the approved QA-QC Work Plan and will include the initial work plan, all major submittals and a constructability review at the 60% and 90% phase.
- C.** Submit the project documents for compliance review with Texas Accessibility Standards and provide a copy of the review letter to the City for the City files. Upon completion of construction arrange for on-site inspection of the completed project and provide a copy of the letter to the City for the City files.