

**CITY OF CORPUS CHRISTI
CONTRACT FOR PROFESSIONAL SERVICES**

The City of Corpus Christi, a Texas home rule municipal corporation, P.O. Box 9277, Corpus Christi, Nueces County, Texas 78469-9277 (City) acting through its duly authorized City Manager or Designee (Executive Director of Public Works) and **Naismith Engineering, Inc.**, a Texas corporation, 4501 Gollihar Road, Corpus Christi, Nueces County, Texas 78411, (**Architect/Engineer – A/E**), hereby agree as follows:

1. SCOPE OF PROJECT

Gollihar from Staples to Weber (Project No. E13087) BOND ISSUE 2014 –Project limits include Gollihar Road from Staples Street (at the western curb return) to Weber Road (including the intersection, through to the western curb return). The anticipated construction work consists of reconstruction of the roadway, replacement of water lines, wastewater lines, storm water lines, traffic signal at Weber, reconstruction of curb and gutter, sidewalks/driveways and ADA accessible ramps. Requirements for right-of-way and recommended roadway cross section will be determined during preliminary project design.

2. SCOPE OF SERVICES

The A/E hereby agrees, at its own expense, to perform design services necessary to review and prepare plans, specifications, and bid and contract documents. In addition, A/E will provide monthly status updates (project progress or delays, gantt charts presented with monthly invoices) and provide contract administration services, as described in **Exhibit "A" and "A-1"**, to complete the Project. Work will not begin on Additional Services until requested by the A/E (provide breakdown of costs, schedules), **and** written authorization is provided by the Director of Engineering Services.

A/E services will be "Services for Construction Projects"- (Basic Services for Construction Projects") which are shown and are in accordance with "Professional Engineering Services- A Guide to the Selection and Negotiation Process, 1993" a joint publication of the Consulting Engineer's Council of Texas and Texas Society of Professional Engineers. For purposes of this contract, certain services listed in this publication as Additional Services will be considered as Basic Services.

3. ORDER OF SERVICES

The A/E agrees to begin work on those authorized Basic Services for this contract upon receipt of the Notice to Proceed from the Director of Engineering Services. Work will not begin on any phase or any Additional Services until requested in writing by the A/E and written authorization is provided by the Director of Engineering Services. The anticipated schedule of the preliminary phase, design phase, bid phase, and construction phase is shown on **Exhibit "A"**. This schedule is not to be inclusive of all additional time that may be required for review by the City staff and may be amended by or with the concurrence of the Director of Engineering Services.

The Director of Engineering Services may direct the A/E to undertake additional services or tasks provided that no increase in fee is required. Services or tasks requiring an increase of fee will be mutually agreed and evidenced in writing as an amendment to this contract. A/E shall notify the City of Corpus Christi within three (3) days of notice if tasks requested requires an additional fee.

4. INDEMNITY AND INSURANCE

A/E agrees to the mandatory contract indemnification and insurance requirements as set forth in **Exhibit "B"**.

5. FEE

The City will pay the A/E a fee, as described in **Exhibit "A"**, for providing services authorized, a total fee not to exceed \$1,192,395.00, (one million one hundred ninety two thousand three hundred ninety five dollars and zero cents). Monthly invoices will be submitted in accordance with **Exhibit "C"**.

6. TERMINATION OF CONTRACT

The City may, at any time, with or without cause, terminate this contract upon seven days written notice to the A/E at the address of record. In this event, the A/E will be compensated for its services on all stages authorized based upon A/E and City's estimate of the proportion of the total services actually completed at the time of termination.

7. LOCAL PARTICIPATION

The City Council's stated policy is that City expenditures on contracts for professional services be of maximum benefit to the local economy. The A/E agrees that at least 75% of the work described herein will be performed by a labor force residing within the Corpus Christi Metropolitan Statistical Area (MSA). Additionally, no more than 25% of the work described herein will be performed by a labor force residing outside the Corpus Christi Metropolitan Statistical Area (MSA.)

8. ASSIGNABILITY

The A/E will not assign, transfer or delegate any of its obligations or duties in this contract to any other person without the prior written consent of the City, except for routine duties delegated to personnel of the A/E staff. If the A/E is a partnership, then in the event of the termination of the partnership, this contract will inure to the individual benefit of such partner or partners as the City may designate. No part of the A/E fee may be assigned in advance of receipt by the A/E without written consent of the City.

The City will not pay the fees of expert or technical assistance and consultants unless such employment, including the rate of compensation, has been approved in writing by the City.

9. OWNERSHIP OF DOCUMENTS

All documents including contract documents (plans and specifications), record drawings, contractor's field data, and submittal data will be the sole property of the City, may not be used again by the A/E without the express written consent of the Director of Engineering Services. However, the A/E may use standard details that are not specific to this project. The City agrees that any modification of the plans will be evidenced on the plans, and be signed and sealed by a professional engineer prior to re-use of modified plans.

10. DISCLOSURE OF INTEREST

A/E further agrees, in compliance with City of Corpus Christi Ordinance No. 17112, to complete, as part of this contract, the *Disclosure of Interests* form.

CITY OF CORPUS CHRISTI

 Mark Van Vleck, P. E., Date
 Interim Assistant City Manager
 for Public Works & Utilities

NAISMITH ENGINEERING, INC.

Grant A. Jackson 01/13/2014

 Grant A. Jackson, P. E., Date
 Vice President
 4501 Gollihar Road
 Corpus Christi, TX 78411
 (361) 814-9900 Office
 (361) 814-4401 Fax

RECOMMENDED

 Daniel Biles, P. E., Date
 Executive Director of Public Works

 Operating Department Date

APPROVED

 Office of Management Date
 and Budget

ATTEST

 City Secretary

Gollihar from Staples to Weber (Project No. E13087) BOND ISSUE 2014

Department	Fund No.	Fund Name	Amount
Street	550950-3550-00000-E13087	Streets 2013 TN (Bd 2014 Dsgn)	\$544,998.15
Wastewater	550950-4510-00000-E13087	Wastewater Capital Reserves	82,064.93
Storm Water	550950-3494-00000-E13087	Storm Water 2012A CIP Fd Rv Bd	385,729.61
Water	550950-4088-00000-E13087	Water 2012 CIP Fd (Rv Bd)	148,723.56
Gas	550950-4555-00000-E13087	Gas 2012B CIP Fd (Rev Bds)	30,878.76
Total			\$1,192,395.00

Encumbrance No. _____

JAN 10 2014 VP

EXHIBIT "A"
CITY OF CORPUS CHRISTI, TEXAS

GOLLIHAR ROAD – SOUTH STAPLES STREET TO WEBER ROAD
PROJECT NO. #E13087
BOND 2014

I. SCOPE OF SERVICES

A. BASIC SERVICES

For the purpose of this contract, Preliminary Phase may include Schematic Design and Design Phase services may include Design Development as applicable to Architectural services.

1. **Preliminary Phase**. The Architect/Engineer-A/E (also referred to as Consultant) will:
 - a) Prepare PowerPoint presentation in City format for City Council Meeting.
 - b) Hold Project Kick-off Meeting. Prepare meeting agenda and distribute to attendees within five working days of the meeting.
 - c) Prepare geotechnical investigation findings (see additional services).
 - d) Request available reports, record drawings, utility maps and other information provided by the City pertaining to the project area.
 - e) Develop preliminary requirements for utility relocations replacements or upgrades. Coordinate with the City's Project Manager and identify operating departments potential project needs.
 - f) Develop preliminary street cross section recommendations to incorporate the geotechnical consultant's recommendations to be used in the Engineering Letter Report. Prepare conceptual life-cycle cost estimate with recommended pavement sections using Federal Highway Administration (FHWA) Real Cost Program.
 - g) Identify right-of-way acquisition requirements and illustrate on a schematic strip map.
 - h) Prepare preliminary opinions of probable construction costs for the recommended improvements.
 - i) Develop drainage area boundary map for existing and proposed drainage areas served.
 - j) Conduct the hydraulic analysis to quantify the storm sewer design of existing and proposed systems. Include the analysis of inlet capacity.
 - k) Identify electric and communication utility companies and private pipeline companies that may have existing facilities and must be relocated to accommodate the proposed improvements.
 - l) Coordinate with AEP and City Traffic Engineering to identify location of electrical power conduit for street lighting and traffic signalization.
 - m) Identify and analyze requirements of governmental authorities having jurisdiction to approve design of the Project including permitting, environmental, historical, construction, and geotechnical issues; upon request or concurrence of the Project Manager, meet and coordinate with agencies such as RTA, CDBG, USPS, affected school districts (CCISD, FBISD, etc.) community groups, TDLR, etc.
 - n) Identify and recommend public outreach and community stakeholder requirements.

- o) Review City provided preliminary Traffic impact assessment and provide recommendation for integration and/or additional requirements as appropriate.
- p) Prepare an Engineering Letter Report (20 – 25 page main-body text document with supporting appendices) that documents the analyses, approach, opinions of probable construction costs, and document the work with text, tables, schematic-level exhibits and computer models or other applicable supporting documents required per City Plan Preparation Standards Contract Format (CPPSCF). Engineering Letter Report to include:
 - 1. Provide a concise presentation of pertinent factors, sketches, designs, cross-sections, and parameters which will or may impact the design, including engineering design basis, preliminary layout sketches, construction sequencing, alignment, cross section, geotechnical testing report, right-of-way requirements, conformance to master plans, identification of needed additional services, identification of needed permits and environmental consideration, existing and proposed utilities, identification of quality and quantity of materials of construction, and other factors required for a professional design.
 - 2. Include summary output tables from Hydraulic and Hydrologic analyses.
 - 3. Include existing site photos.
 - 4. Provide opinion of probably construction costs.
 - 5. Identify and analyze requirements of governmental authorities having jurisdiction to approve design of the Project including permitting, environmental, historical, construction, and geotechnical issues; meet as City agent or with City participation and coordinate with agencies such as RTA, CDBG, USPS, CCISD, community groups, TDLR, etc.
 - 6. ~~Provide an analysis on project impacts towards “re-engineering” and effects on cost savings toward City operations, which this project will affect.~~
 - 7. Provide anticipated index of drawings and specifications.
 - 8. Provide a summary table & required ROW parcels
- q) Submit one (1) copy in an approved electronic format, and one (1) paper copy of the Draft Engineering Letter Report.
- r) Submit computer model file, results and calculations used to analyze drainage.
- s) Conduct Project review meeting with City staff to review and receive City comments on the Draft Engineering Letter Report as scheduled by City Project Manager.
- t) Assimilate all City review comments of the **Draft Engineering Letter Report** and provide one (1) set of the **Final Engineering Letter Report (ELR)** (electronic and hard copies using City Standards as applicable) suitable for reproduction.
- u) Assist City in presenting summary of ELR findings to the Bicycle and Pedestrian Subcommittee and the Transportation Advisory Committee (TAC). Prepare PowerPoint presentation, handouts and exhibits for meeting. Provide follow-up and response to comments.

City staff will provide one set only of the following information (as applicable):

- a) Electronic index and database of City's record drawing and record information.
- b) Requested record drawings, record information in electronic format as available from City Engineering files.
- b) The preliminary budget, specifying the funds available for construction.
- c) A copy of existing studies and plans (as available from City Engineering files).

- d) Field location of existing city utilities. (A/E to coordinate with City Operating Department)
- e) Applicable Master Plans and GIS mapping are available on the City's website.
- f) City Control survey Bench marks and coordinates.
- g) Preliminary Traffic impact assessment.

The records provided for A/E's use under this contract are proprietary, copyrighted, and authorized for use only by A/E, and only for the intended purpose of this project. Any unauthorized use or distribution of the records provided under this contract is strictly prohibited.

2. **Design Phase.** Upon approval of the preliminary phase, designated by receiving authorization to proceed, the A/E will:
- a) Provide coordination with electric and communication utility companies and private pipeline companies that may have existing facilities and must be relocated to accommodate the proposed improvements.
 - b) Provide assistance to identify testing, handling and disposal of any hazardous materials and/or contaminated soils that may be discovered during construction (to be included under additional services).
 - c) Prepare construction documents in City standard format for the work identified in the approved ELR. Construction plans to include improvements or modifications to the storm water, water and wastewater systems within the project limits. Include standard City of Corpus Christi detail sheets as appropriate.
 - d) Prepare construction plans in compliance with CPPSCF using English units on 11"x 17".
 - 1. Prepare Traffic Control and Construction Sequencing Plans. The TCP will include construction sequencing, typical cross section and construction phasing plan sheets, warning and barricades, as well as standards sheets for barricades, traffic control plan, work zone pavement markings and signage.
 - 2. Provide Storm Water Pollution Prevention Plan, including construction drawings.
 - e) Furnish one (1) set of the interim plans (60% submittal - electronic and hard copies using City Standards as applicable) to the City staff for review and approval purposes with estimates of probable construction costs. Identify distribution list for plans and bid documents to all affected franchise utilities.
 - 1. **Required** with the interim plans is a "Plan Executive Summary, project checklist & drawing checklist" which will identify and summarize the project by distinguishing key elements and opinion of probable project costs.
 - 2. **Attend** 60% submittal meeting with City Staff to assist staff in review of 60% submittal.
 - f) Hold Project 60% review meeting. Prepare meeting agenda and distribute to attendees within five working days of the meeting. Assimilate all review comments, as appropriate and, upon Notice to Proceed.
 - ~~g) Provide one (1) set of the **pre-final plans and bid documents** (90% submittal - electronic and hard copy using City Standards as applicable) to the City staff for review and approval purposes with revised estimates of probable costs. Plan execution summary, project checklist and plan checklist.~~
 - ~~h) Hold Project 90% review meeting. Prepare meeting agenda and distribute~~

~~meeting meetings to attendees within five working days of the meeting. Assimilate all review comments, and incorporate any requirements into the plans and specifications, and advise City of responding and non-responding participants as appropriate and, upon Notice to Proceed.~~

- i) Provide one (1) set of the final (100%) plans (unsealed and unstamped - electronic and full-size hard copy using City Standards as applicable) for City's final review.
- j) Assimilate all final review comments Upon approval by the Director of Engineering Services, provide one (1) set of the **final plans and contract documents** (electronic and full-size hard copy using City Standards as applicable) suitable for reproduction. Said bid documents henceforth become the shared intellectual property of the City of Corpus Christi and the Consultant. The City agrees that any modifications of the submitted final plans (for other uses by the City) will be evidenced on the plans and be signed and sealed by a professional engineer prior to re-use of modified plans.
- k) Provide Quality Assurance/Quality Control (QA/QC) measures to ensure that all submittals of the interim, pre-final (if required), and final complete plans and complete bid documents with specifications accurately reflect the percent completion designated and do not necessitate an excessive amount of revision and correction by City. Additional revisions or design submittals are required (and within the scope of Consultant's duties under this contract) if, in the opinion of the City Engineer or designee, Consultant has not adequately addressed City-provided review comments or provided submittals in accordance with City standards..
- l) Prepare and submit Monthly Status Reports to the Project Manager no later than the last Wednesday of each month with action items developed from monthly progress and review meetings. See Exhibit "A-2" for required form.
- m) Provide copy of contract documents along with appropriate fee to Texas Department of Licensing and Regulation (TDLR) for review and approval of accessibility requirements for pedestrian improvements (as authorized by Additional Services).

The City staff will:

- a) Designate an individual to have responsibility, authority, and control for coordinating activities for the construction contract awarded.
- b) Provide the budget for the Project specifying the funds available for the construction contract.
- c) Provide electronic copy the City's standard specifications, standard detail sheets, standard and special provisions, and forms for required bid documents.

3. **Bid Phase**. The A/E will:

- a) Prepare draft Authorization to Advertise (ATA).
- b) Participate in the pre-bid conference and provide a meeting agenda for critical construction activities and elements impacted the project.
- c) Assist the City in solicitation of bids by identification of prospective bidders, and review of bids by solicited interests.
- d) Review all pre-bid questions and submissions concerning the bid documents and prepare, in the City's format, for the Engineering Services' approval, any addenda or other revisions necessary to inform contractors of approved changes prior to bidding.

- e) Attend bid opening, analyze bids, evaluate, prepare bid tabulation, and make recommendation concerning award of the contract.
- f) In the event the lowest responsible bidder's bid exceeds the project budget as revised by the Engineering Services in accordance with the A/E's design phase estimate required above, the Engineer will, at its expense, confer with City staff and make such revisions to the bid documents as the City staff deems necessary to re-advertise that particular portion of the Project for bids.
- g) Prepare Agenda Memoranda and PowerPoint presentation in City format for City Council Meeting.

The City staff will:

- a) Arrange and pay for printing of all documents and addenda to be distributed to prospective bidders.
- b) Advertise the Project for bidding, maintain the list of prospective bidders, receive and process deposits for all bid documents, issue (with the assistance of the A/E) any addenda, prepare and supply bid tabulation forms, and conduct bid opening.
- c) Receive the Engineer's recommendation concerning bid evaluation and recommendation and prepare agenda materials for the City Council concerning bid awards.
- d) Prepare, review and provide copies of the contract for execution between the City and the contractor.

4. **Construction Administration Phase.** The A/E will perform contract administration to include the following:

- a) Participate in pre-construction meeting conference and provide a recommended agenda for critical construction activities and elements impacted the project.
- b) Review Contractor submittals and operating and maintenance manuals for conformance to contract documents.
- c) Review and interpret field and laboratory tests.
- d) Provide interpretations and clarifications of the contract documents for the contractor and authorize required changes, which do not affect the contractor's price and are not contrary to the general interest of the City under the contract.
- e) Make regular visits to the site of the Project to confer with the City project inspector and contractor to observe the general progress and quality of work, and to determine, in general, if the work is being done in accordance with the contract documents. This will not be confused with the project representative observation or continuous monitoring of the progress of construction.
- f) Prepare change orders as authorized by the City; provide interpretations and clarifications of the plans and specifications for the contractor and authorize minor changes which do not affect the contractor's price and are not contrary to the general interest of the City under the contract.
- g) Review, evaluate and recommend for City consideration Contractor Value Engineering proposal.
- h) Attend final inspection with City staff, provide punch list items to the City's Construction Engineers for contractor completion, and provide the City with a Certificate of Completion for the project upon successful completion of the project.
- i) Review Contractor-provided construction "red-line" drawings. Prepare Project record drawings and provide a reproducible set and electronic file (AutoCAD r.14 or later) within two (2) months of final acceptance of the project. All drawings

shall be CADD drawn using dwg format in AutoCAD, and graphics data will be in dxf format with each layer being provided in a separate file. Attribute data will be provided in ASCII format in tabular form. All electronic data will be compatible with the City GIS system.

The City staff will:

- a) Prepare applications/estimates for payments to contractor.
- b) Conduct the final acceptance inspection with the Engineer.

B. ADDITIONAL SERVICES

This section defines the scope of additional services that may only be included as part of this contract if authorized by the Director of Engineering Services. A/E may not begin work on any services under this section without specific written authorization by the Director of Engineering Services. Fees for Additional Services are an allowance for potential services to be provided and will be negotiated by the Director of Engineering Services as required. The A/E shall, with written authorization by the Director of Engineering Services, perform the following:

1. **Permit Preparation.** Furnish the City all engineering data and documentation necessary for all required permits. The A/E will prepare this documentation for all required signatures. The A/E will prepare and submit identified permits as **applicable** to the appropriate local, state, and federal authorities, including:
 - a. ~~Union Pacific Railroad, Missouri Pacific Railroad, or any other railroad operating in the area~~
 - b. ~~TxDOT utility and environmental permits, multiple use agreements~~
 - c. ~~Wetlands Delineation and Permit~~
 - d. ~~Temporary Discharge Permit~~
 - e. ~~NPDES Permit/Amendments (including SSC, NOI NOT)~~
 - f. ~~Texas Commission of Environmental Quality (TCEQ) Permits/Amendments~~
 - g. ~~Nueces County~~
 - h. ~~Texas Historical Commission (THC)~~
 - i. ~~U.S. Fish and Wildlife Service (USFWS)~~
 - j. ~~U.S. Army Corps of Engineers (USACE)~~
 - k. ~~United States Environmental Protection Agency (USEPA)~~
 - l. **Texas Department of Licensing and Regulation (TDLR)**
 - m. ~~Texas General Land Office (TGLO)~~
 - n. ~~Other agency project specific permits~~
2. **Right-of-Way (ROW) Acquisition Survey.** All work must comply with Category 1-A, Condition I specifications of the Texas Society of Professional Surveyors' Manual of Practice for Land Surveying in the State of Texas, Ninth Edition. All work must be tied to and in conformance with the City's Global Positioning System (GPS) control network. All work must comply with all TxDOT requirements as applicable.
 - a) Perform surveys to determine apparent right-of-way widths.
 - b) Research plats, ROW maps, deed, easements, and survey for fence corners, monuments, and iron pins within the existing ROW and analyze to establish existing apparent ROW. A/E must obtain Preliminary Title Reports from a local title company and provide copies of the title reports to the City. Preliminary Title

Report shall identify title ownership and any title encumbrances to all right-of-way to be acquired.

- c) Provide a preliminary base map containing apparent ROW, which will be used by the A/E to develop the proposed alignment and its position relative to the existing and proposed ROW. This preliminary base map must show lot or property lines, land ownership and addresses as per appraisal district records.
- d) Prepare Metes and Bound Instrument with supporting exhibits as required and agreed upon, subsequent to ELR acceptance for ROW parcels, utility easements and temporary construction easements.

3. **Topographic Survey and Parcel Descriptions** All work must be tied to and conform with the City's Global Positioning System (GPS) control network and comply with Category 6, Condition I specifications of the Texas Society of Professional Surveyors' Manual of Practice for Land Surveying in the State of Texas, Ninth Edition. Include reference to a minimum of two (2) found boundary monuments from the project area.

- a) Establish Horizontal and Vertical Control.
- b) Establish both primary and secondary horizontal/vertical control.
- c) Set project control points for Horizontal and Vertical Control outside the limits of project construction disturbance.
- d) Horizontal control will be based on NAD 83 State plane coordinates (South Zone), and the data will have no adjustment factor applied – i.e. – the coordinate data will remain in grid.
- e) Vertical control will be based on NAVD 88.
- f) All control work will be established using conventional (non-GPS) methods. Perform topographic surveys to gather existing condition information.
- g) Locate proposed soil/pavement core holes as drilled by the City's Geotechnical Engineering Consultant.
- h) Obtain x, y, and z coordinates of all accessible existing sanitary sewer, storm sewer, water and gas lines as well as any other lines owned by third-parties and locate all visible utilities, wells and signs within the apparent ROW width along project limits. No utility connections will be shown. Surveying services, related to subsurface engineering (SUE) shall be provided as part of the scope of work for SUE.
- i) Locate improvements within the apparent ROW.
- j) Locate and identify trees, at least five inches in diameter within the apparent ROW.
- k) Generate electronic planimetric base map for use in project design.
- l) Set property corners and prepare right of way strip parcel map depicting all parcels proposed for acquisition. Metes and bounds descriptions must indicate parent tract areas based on the most accurate information available. Strip map will show entire parent tracts at "not to scale" and for information only. All existing easements within the parcels to be acquired and those within adjacent parcels must be shown.
- m) Prepare individual signed and sealed parcel maps and legal descriptions for the required right of way acquisition for parcels and easements. A strip map showing all parcels required will be submitted along with parcel descriptions. Additional fees may be required in resolving boundary conflicts between Owners. A/E shall submit parcel maps and legal descriptions prior to the 60% submittal.

4. **Environmental Issues.** Identify and develop a scope of work for any testing, handling and disposal of hazardous materials and/or contaminated soils that may be discovered during construction.
5. **Public Involvement.** Participate in two public meetings. One public meeting shall be held after submittal of the Final Engineering Letter Report and one public meeting shall be held prior to start of project construction. Prepare notices, PowerPoint presentations, handouts and exhibits for meetings. Provide follow-up and response to citizen comments. Revise contract drawings to address citizen comments, as directed by the City. Prepare notices, handouts and exhibits for public information meetings.
6. **Subsurface Utility Investigation**
 - a) Provide subsurface utility engineering in accordance with ASCE Standard "ASCE C-1, 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" including, but not limited to, hydro-excavation. The proposed subsurface utility investigation will be as follows:
 - i) Excavation – The survey scope includes working with a subsurface utility excavator to perform Quality Level A investigation of underground utilities in specified areas through the project limit. (Quality Level A involves the use of nondestructive digging equipment at critical points to determine the horizontal and vertical position of underground utilities, as well as the type, size, condition, material, and other characteristics.) Utilities located at this quality level will be physically located and tied to the topographic survey control. The utility will be identified and an elevation will be obtained to the top of the utility.
 - ii) Utility Location – The survey scope includes locating certain utilities to Quality Level B (Quality Level B involves surveying visible above ground utility facilities, such as manholes, valve boxes, posts, etc., and correlating this information with existing utility records.) These utilities will be located by obtaining a One-Call Notice and measuring the marked locations.
 - iii) Storm Water – Storm water facilities within the project limits will be located to Quality Level C. Locations will be based on the surveyed locations of accessible storm water manholes and drainage inlets.
 - iv) Wastewater – Wastewater facilities within the project limits will be located to Quality Level C. Locations will be based on the surveyed locations of accessible wastewater manholes. Wastewater lines that are not to be replaced as part of this project and that fall within the footprint of construction-related excavation shall be located at Quality Level A.
 - v) Water – Water facilities within the project limits will be located to Quality Level C.
 - vi) Gas – Gas facilities within the project limits will be located to Quality Level C by the A/E. The City of Corpus Christi Gas Department will provide Quality Level A. The A/E will coordinate this activity.
 - b) Inform local franchises whose utilities fall within the footprint of construction-related excavation of the potential for encountering their utility lines during construction.
7. **Construction Observation Services.** To Be Determined.

8. **Warranty Phase.** Provide a maintenance guaranty inspection toward the end of the one-year period after acceptance of the Project. Note defects requiring contractor action to maintain, repair, fix, restore, patch, or replace improvement under the maintenance guaranty terms of the contract. Document the condition and prepare a report for the City staff of the locations and conditions requiring action, with its recommendation for the method or action to best correct defective conditions and submit to City Staff. Complete the inspection and prepare the report no later than sixty (60) days prior to the end of the maintenance guaranty period.

Provide the services above authorized in addition to those items shown on Exhibit "A-1" Task List, which provides supplemental description to Exhibit "A". Note: The Exhibit "A-1" Task List does not supersede Exhibit "A".

II. SCHEDULE

Day	Date	Activity
Friday	December 20, 2013	Engineering Contract Executed
Monday	March 3, 2014	Draft Engineering Letter Report (30% Submittal)
Wednesday	March 12, 2014	Meet with City Staff to go over Draft ELR
Wednesday	March 12, 2014	Present Draft ELR to City Appointed Committee (TAC)
Monday	March 24, 2014	Final Engineering Letter Report (100% Submittal)
Monday	April 7, 2014	Receive Authorization to begin Design
Monday	June 2, 2014	60% Interim Plan/Bid Document Submittal
Monday	June 16, 2014	Meet with City Staff to go over 60% Interim Submittal
Monday	August 4, 2014	100% Final Plan/Bid Document Submittal
Monday	To Be Determined	Meet with City Staff to go over 100% Final Submittal
Monday	To Be Determined	Submit Sealed Plan/Bid Documents for Bidding
Sunday	To Be Determined	Advertise for Bids
Tuesday	To Be Determined	Pre-Bid Meeting
Wednesday	To Be Determined	Receive Bids
Tuesday	To Be Determined	Contract Award
Monday	To Be Determined	Pre-Construction Meeting and Issue Notice to Proceed
Monday	To Be Determined	Begin Construction
Friday	To Be Determined	End Construction

III. FEES

- A. **Fee for Basic Services.** The City will pay the A/E a fixed fee for providing for all "Basic Services" authorized as per the table below. The fees for Basic Services will not exceed those identified and will be full and total compensation for all services outlined in Section I.A.1-4 above, and for all expenses incurred in performing these services. **The fee for this project is subject to the availability of funds. The Engineer may be directed to suspend work pending receipt and appropriation of funds.** For services provided, A/E will submit monthly statements for services rendered. The statement will be based upon A/E's estimate (and with City's concurrence) of the proportion of the total services actually completed at the time of billing. City will make prompt monthly payments in response to A/E's monthly statements.

B. Fee for Additional Services. For services authorized by the Director of Engineering Services under Section I.B. "Additional Services," the City will pay the A/E a not-to-exceed fee as per the table below:

Summary of Fees

		ORIGINAL CONTRACT					
		Street	Wastewater	Storm Water	Water	Gas	Total
Basic Services							
1	Preliminary Phase	\$38,161.48	\$2,807.97	\$24,972.99	\$8,580.73	\$156.83	\$74,680.00
2	Design Phase	279,166.97	20,541.44	182,687.74	62,771.59	1,147.26	546,315.00
3	Bid Phase	9,611.91	707.26	6,290.06	2,161.27	39.50	18,810.00
4	Construction Phase	122,272.08	8,996.93	80,015.23	27,493.27	502.49	239,280.00
Subtotal Basic Services		449,212.44	33,053.60	293,966.02	101,006.87	1,846.08	879,085.00
Additional Services							
1	Permitting	1,500.00	3,000.00	3,000.00	3,000.00	0.00	10,500.00
2	Environmental Issues	500.00	500.00	500.00	500.00	0.00	2,000.00
3	Topographic Survey & Parcel Description	29,638.00	2,180.80	19,395.20	6,664.20	121.80	58,000.00
4	Subsurface Utility Exploration (SUE)	0.00	28,750.00	28,750.00	28,750.00	28,750.00	115,000.00
5	CCTV Wastewater Lines	0.00	11,700.00	0.00	0.00	0.00	11,700.00
6	Public Outreach	34,237.00	2,519.20	22,404.80	7,698.30	140.70	67,000.00
7	Geotechnical Report	20,500.00	0.00	0.00	0.00	0.00	20,500.00
8	Geotechnical Pavement Section Analysis	4,500.00	0.00	0.00	0.00	0.00	4,500.00
9	Box Culvert Evaluation/Inspection	0.00	0.00	14,500.00	0.00	0.00	14,500.00
10	Public Meetings	3,888.71	286.14	2,544.78	874.39	15.98	7,610.00
11	Warranty Phase	1,022.00	75.20	668.80	229.80	4.20	2,000.00
Subtotal Additional Services		95,785.71	49,011.34	91,763.58	47,716.69	29,032.68	313,310.00
Total Authorized Fee		\$544,998.15	\$82,064.93	\$385,729.61	\$148,723.56	\$30,878.76	\$1,192,395.00

EXHIBIT A-1

(Provides supplemental description to Exhibit A. Task List does not supersede Exhibit A.)

CITY OF CORPUS CHRISTI GOLLIHAR ROAD – SOUTH STAPLES STREET TO WEBER ROAD (BOND 2014) COCC PROJECT NO. E13087

TASK LIST

Basic Services

- 1) Project Limits are from South Staples Street (western curb return of intersection) to Weber Road (through intersection to western curb return and including north\south curb returns). The following are guidelines and the direction given for addressing the proposed improvements as they relate to the new roadway reconstruction and city utilities on this project:

A. STREETS

- Provide services per Exhibit A.
- Existing Roadway is a five lane road in deteriorated condition. Intersections along this section of Gollihar Road are controlled by lights at the intersections of South Staples Street and Weber Road. The existing section of Gollihar Road is an A-1 Undivided Arterial (two travel lanes in each direction with a continuous left turn lane), sidewalks, and a 62' B-B pavement section. The right-of-way varies from 80 to 120 feet along this section of roadway; which includes a 32' B-B marginal access pavement section along southern portion of roadway between Marie Street and Whataburger Way. Typically A-1 Undivided Arterial section requires a minimum of 95' of R.O.W. Preliminary indications are that the existing R.O.W. is not wide enough between Marie Street and Weber Road. There is a large power transmission line that runs along the southern portion of this section of roadway; therefore no widening is recommended. The plan is to construct the pavement section within the existing R.O.W.
- The anticipated design is to reconstruct approximately 4900 LF of A-1 Undivided Arterial 68' B-B pavement section which includes two 11' travel lanes in each direction, a 12' continuous left turn lane, a 4' bike lane in each direction, and concrete curb\gutter. The pavement section would be jointed concrete pavement. There will also be a 5' concrete sidewalk along the north and southern sections of the roadway. Any changes to the pavement section selected for this project will be identified within the Draft Engineering Letter Report. The target design is for a 30 year pavement section.
- The 32' B-B marginal access pavement section located along the southern portion of the roadway between Marie Street and Whataburger Way; shall consist of asphalt pavement with concrete curb and gutters.
- The design process will also include a more permanent closure of the Whataburger Way Access Drive at Gollihar, which was recently temporarily closed through ordinance.

- Connect to existing pavement at all intersections between South Staples Street and Weber Road (extending improvements 40 linear feet in each direction), including commercial and residential driveways.
- Evaluate/Replace cross walk striping and stop bars at intersections.
- Install bus concrete pads and shelter pads at RTA bus stop locations within this section of Gollihar.
- Upgrade traffic signalization at Weber Road intersection.
- Coordination with other consultants working on behalf of the City on abutting projects will be necessary. This shall consist of establishing a common baseline from South Staples Street to Kostoryz Road (following completion of all topographic surveys), coordination of geotechnical reports and pavement analysis, and making sure all bid packages have similar form and content.

B. GAS

- Provide services per Exhibit A.
- Construction modifications of gas infrastructure to be completed by City Gas Department.
- Current city gas standards shall be utilized, defined at the time the Engineering Letter Report is submitted and approval issued by City to start design. If standards change following this milestone, a review of the design standards will be addressed.

C. WASTEWATER

- No hydraulic calculations are required for the wastewater system. Where required, lines will be replaced with new lines of similar size and hydraulic capacity or rehabilitated through a CIPP process (existing 8" and 15" VCP gravity lines located between Weber Road and Dody Street and two crossings near Dody Street and Calvin Drive). All existing brick manholes will also be rehabilitated or replaced, and existing commercial/residential services reconnected.
- Consultant is authorized to open city manholes without the presence of a city employee (Consultant takes full responsibility for safety of personnel).
- Current city wastewater standards shall be utilized, defined at the time the Engineering Letter Report is submitted and approval issued by City to start design. If standards change following this milestone, a review of the design standards will be addressed.

D. WATER

- Provide services per Exhibit A.
- Replace all AC, DI and CIP waterlines which may end up under the proposed pavement.

- Existing lines which are outside the proposed pavement shall be evaluated and a recommendation shall be provided on whether to replace them.
- Existing Fire Hydrants and Valves shall be replaced/salvaged as required.
- Re-connect commercial or residential service connections.
- Current city water standards shall be utilized, defined at the time the Engineering Letter Report is submitted and approval issued by City to start design. If standards change following this milestone, a review of the design standards will be addressed.

E. STORMWATER

- Provide services per Exhibit A.
 - Follow recommendations provided by RVE in their Drainage Analysis Report for design. Coordinate with consultant prior to submittal of Draft Engineering Letter Report to review hydrologic/hydraulic study of the Carmel Parkway Sub-Basin, calculations, and data.
 - The anticipated design is to replace the existing concrete box culvert from Weber road to the library with a 12'x12 concrete box culvert and install a junction box at Driftwood Place to allow for the diversion ditch as shown on the City's Drainage Masterplan. Any changes will be identified within the Draft Engineering Letter Report.
 - Additionally the drainage trunk line between the library and South Staples Street will be upgraded to meet City design standards (convey 25 YR storm), and all inlets/laterals will also be replaced within the project limits.
 - Run drainage models (Storm CAD) to evaluate existing conditions and changes to accommodate developed flows as per current City Drainage Plan for this localized drainage area between South Staples Street and Weber Road. Confirm outfall configurations and capacities of existing drainage system to verify hydraulic grade lines at 5, 25, and 100 year flood events.
 - Current city stormwater standards shall be utilized, defined at the time the Engineering Letter Report is submitted and approval issued by City to start design. If standards change following this milestone, a review of the design standards will be addressed.
- 2) Attend and participate in project meetings as outlined in Exhibit A. Additional planning meetings with City staff/departments (engineering, streets, water, wastewater, stormwater, & gas) will be needed to discuss planning and conceptual design.
 - 3) Contact Texas One-call system to locate existing utilities in the field and coordinate with appropriate City operating departments.
 - 4) Perform field investigation (surveys as authorized by Additional Services) as required to define specific areas of demolition and new work, equipment, locations, tie-in point, and other

applicable parameters required to complete the letter report, hydrologic/hydraulic analysis and construction drawings.

- 5) Develop preliminary street cross section based on geotechnical findings, and develop preliminary pavement evaluation and recommendations (one pavement section will be bid).
- 6) Once the Engineering Contract has been executed, the consultant would like to request any record drawings, record information of existing facilities, utilities, copies of existing studies and plans, traffic counts, and benchmark/coordinates as available from the City pertaining to the project area.
- 7) Prepare Engineering Letter Report (ELR) and Submit to City for review and approval (30% Draft and 100% Final submittal) as detailed in Exhibit A. Conceptual life-cycle cost estimate with pavement recommendations (both for flexible and rigid sections) will be submitted as part of the Draft ELR (**Listed under Additional Services for Geotechnical Pavement Section Analysis**). Following this review the Final ELR will be completed using one selected pavement design; and all plans/ bidding documents will reflect this selected section.
- 8) Develop construction drawings in English units in 11"x17" sheets. The plans shall be submitted to the City for review at the following key milestones: (The City shall provide current standard specifications, standard detail sheets, standard and special provisions, and forms for required bid documents as listed on Exhibit A). **Note that the 90% review submittal outlined in Exhibit A is eliminated.

60% Submittal for review

100% Submittal for review

Final Plans issued for bidding (signed and sealed)

- 9) Provide scope of geotechnical testing requirements including specific tests needed and data required to the Geotechnical Consultant.
- 10) Prepare Special Provisions, Specifications and Forms of Contracts and Bonds to include:
 - a. Title Page
 - b. Table of Contents
 - c. Notice to Bidders
 - d. Notice to Contractors – A
 - e. Notice to Contractors – B
 - f. Part A – Special Provisions
 - g. Part B – General Provisions
 - h. Part C – Federal Wage Rates and Requirements
 - i. Part R – RTA Contracting Requirements (if required)
 - j. Part S – Standard Specifications
 - k. Part T – Technical Specifications (if required)
 - l. List of Drawings
 - m. Geotechnical Report
 - n. Notice
 - o. Agreement

- p. Proposal/Disclosure Statement
- q. Performance Bond
- r. Payment Bond

- 11) Prepare powerpoint presentation in City format for City-appointed capital project oversight committee meeting following the 30% Draft ELR submittal. This also includes preparation of agenda, meeting minutes, and memos.
- 12) Address comments received from the City for the 60%, and 100% contract drawings and bid documents Submittal.
- 13) Provide Quality Assurance/Quality Control (QA/QC) review and submit one (1) hard copy and one (1) electronic copy of the 60%, 100%, and Final contract drawings and bid documents to the City.
- 14) Update the Opinion of Probable Costs at the 60% and 100% submittal, and provide comparison to City budget. Submit to the City and provide any revisions or modifications to the project scope if needed.
- 15) Develop a Construction Phasing and Traffic Control Plan for the selected pavement section to minimize the impact of the construction. Coordination with TxDOT and other consultants working on behalf of the City on abutting projects will be necessary.
- 16) Coordinate with electric, communication, private pipeline companies, and other franchise utilities that may have existing facilities that must be relocated to accommodate the proposed improvements as outlined in Exhibit A.

Additional Services

PERMITTING

- 1) Furnish to the City all engineering data and documentation necessary for the following governmental permits as needed to complete the project: Construction Stormwater Discharge Permit and Texas Department of Licensing and Regulation, (submit permits to TCEQ and TDLR; and coordinate work with RTA, TxDOT, CCISD, EMS Services, and Franchise utilities). No other permitting requirements are anticipated.
- 2) Prepare and submit the listed permit applications and associated fees to the appropriate authorities as required to complete the project.
- 3) Register project with TDLR and submit plans/specifications to RAS for review, secure approval for construction, and coordinate final inspection with Contractor/RAS and obtain certification letter.

ENVIRONMENTAL ISSUES

- 1) Perform a Regulatory Screening Assessment of the project area that includes a search of regulatory agencies databases for current or historic hydrocarbon releases in the vicinity, in

addition to reviewing historical business activities in and around the affected area (this screening assessment does not include any type of sampling or further field investigation to quantify potential contaminants).

- 2) Review/evaluate findings and provide recommendations to be used in Engineering Letter Report. A brief letter report or summary will be prepared to identify and develop a scope of work for any testing, handling, and disposal of hazardous materials and/or contaminated soils that may be discovered during construction.

TOPOGRAPHIC SURVEY

- 1) Research horizontal (NAD 83) and vertical (NAVD 88) controls as described in Exhibit A.
- 2) Pre-plan control survey.
- 3) Set control points in the field. Control points shall be set in well protected locations which can be easily located by the contractor during construction.
- 4) Establish vertical control points (bench marks) and perform level loops.
- 5) Establish horizontal control on control points by GPS.
- 6) Perform topographic survey within project limits.
- 7) Locate and tie-in tract boundaries.
- 8) Locate and tie-in any new R.O.W. boundaries.
- 9) Locate and tie-in known utility infrastructure and other miscellaneous structures within known R.O.W..
- 10) Download raw survey field data, copy field notes, reduce data and check results.
- 11) Set baseline control points for construction.

SUBSURFACE UTILITY EXPLORATION – SUE

- 1) Provide exploratory excavation to determine locations of existing utility and communication lines per Quality Level A as described in Exhibit A. Coordinate with City Gas Department to excavate and determine horizontal\vertical location of all existing gas lines per Quality Level C as described in Exhibit A.
- 2) Explorations would be completed using either a water lance probe or by hydroexcavation. All excavations will be performed within paved areas, which also require traffic control for each site.
- 3) Explorations would be completed at 500 feet intervals along the 5000 feet street centerline distance street alignment of Gollihar (approximately 45 locations).

- 4) Provide survey to tie excavated utilities vertically and horizontally.

CLOSED CIRCUIT TELEVISION INSPECTION – CCTV

- 1) All wastewater lines shall be evaluated by CCTV.
- 2) Inspect interior of each line segment and obtain detailed information.
- 3) This information shall consist of deviations in line and grade, abnormal conditions of pipe barrel and joints, locations of dropped or broken taps, and locations and quantities of any sources of infiltration or inflow.
- 4) A report log and DVD will be provided for review by the Wastewater Department.

PUBLIC OUTREACH AND CUMMUNICATION

The project will impact a number of residential areas in addition to the Parkdale Plaza shopping center and a Stripes convenience store and a small shopping center that includes a restaurant and car repair shop near the Gollihar Road and Weber Road intersection. The project will also impact businesses such as Braslau's Furniture, Souper! Salad! and others at the intersection of Gollihar Road and Staples Street Calk Elementary and the Neyland Public Library also are located near the project area. Some of these home and business owners may use Spanish as their primary language. Thus, a coordinated, bilingual and pro-active public outreach and information program is desirable for this project.

The scope presented below contains basic concepts with an eye to cost-sensitivity. Public outreach efforts require an interactive approach and often must be adapted as the project unfolds.

1) Ongoing Overall Project Coordination

General Communication/Coordination- For effective coordination, periodic meetings, emails, telephone calls and discussions will be held with representatives of the City, the consulting engineer and, once construction begins, the contractor's representatives. This will ensure prompt citizen notification of project and/or schedule changes. A log of contacts and one-on-one meetings will be kept and updated and will be included in the project notebook. One-on-one meetings, as discussed below, may also be set with certain of these groups.

2) Early Public Outreach and Communication

- **Project Database** – a limited database of adjacent residences, apartments, residences within one block of the project, businesses on or within one block, local officials, appropriate city departments (i.e. solid waste services, Fire and others), CCISD officials, and CCRTA will be developed and supplemented as the project continues. This will be used for any public or neighborhood meetings held before and during project development and construction. Persons attending these meetings will be added to the database. It will also be used to identify potential one-on-one interviewees or small groups that can be useful in assisting in public outreach and understanding for the project. This database along with other project communication will be included in a comprehensive public

information/public involvement notebook to be furnished at the conclusion of the project construction.

- **One-on-one Stakeholder meetings-** OA will organize ten (10) one-on-one stakeholder meetings with affected stakeholders and provide summaries of those meetings to the project team. A member of the Engineering Design team will attend these meetings. It is anticipated that six (6) meetings will be held during the design phase and four (4) meetings will be held during construction.
- **Spanish Translation –** Because of the nature of the businesses along this corridor and the patrons of these businesses, it is anticipated that some of the project information and updates will need to be translated, posted and distributed in Spanish. Some amount of time has been allowed for these services, though it is not anticipated that information developed will be fully translated. Rather, critical summary information will be developed in Spanish, including meeting notices. In addition, OA staff can answer inquiries or questions from the public in Spanish.

C. Open Houses/Public Meetings (Two meetings)

1. **The first meeting** will be as the project begins to discuss design and will be held in a location convenient for those in the project area to attend and which is handicapped accessible. It is assumed representatives from the City Engineering Department and the Engineering Consultant will conduct the meeting. The meeting will be scheduled on a weekday late afternoon/early evening. It will be in an Open House format with opportunity for one-on-one discussion followed by a presentation on the project with opportunity for community input. OA will arrange the meeting location; provide sign-in sheets, comment forms and agendas; and provide assistance at the meeting. OA will send notices to those persons/organizations in the project database, coordinate with City Public Information to issue media releases promoting the meeting, and publish one display ad in the *Corpus Christi Caller-Times* in advance of the meeting. If possible, the City will provide an electronic message board to further publicize the meeting. Summary notes of the meeting will be provided by OA to the City Engineering Department and the consultant following the meeting. Copies of all meeting information will be included in the project notebook. The budget includes expenses related to the two meetings, including possible charge for meeting rooms, advertising in the *Caller-Times*, mailing of notices of the meeting, and copying of materials to be distributed.
2. **The second meeting** will be held following bid acceptance and also will include representatives from the construction contractor. Arrangements will be as detailed above in the first meeting for this project with OA. Summary notes of the meeting will be provided by OA to the Engineering Department, the engineering consultant and the contractor following the meeting. Copies of all meeting information will be included in the project notebook.

D. Construction Communications

1. **A Facebook page/Twitter Account** will be developed to update the public on the project during construction as information is produced and/or traffic changes. These communication channels are not anticipated to begin until just prior to the pre-construction public meeting and will continue until project completion (28 months total). These pages will be developed so that they do not accept responses; however, appropriate contact information will be provided for those desiring additional information. Links to these pages will be provided to the City of Corpus Christi, the

Corpus Christi Regional Transportation Authority (CCRTA), and the Corpus Christi Metropolitan Planning Organization (CCMPO) for inclusion on their websites. Twice a month updates are anticipated in the budget to keep the public informed. In meetings with small groups or individuals, information on the Facebook address will be provided. If possible, City or Contractor changeable message signs in use along the project will provide Facebook contact information for those that use the route. **The Twitter Account** will be developed and can be used for scheduled monthly one-hour sessions with stakeholders to answer questions. Note that some of the materials and information will be developed in Spanish as discussed below.

2. **One-on-one Stakeholder meetings-** OA will organize four additional meetings with stakeholders as construction commences or during construction.
3. **Individual Communication with the Public During Construction-** OA will be a point of contact during construction for members of the public who have concerns or questions. OA will either respond to the concerns/questions or route the individuals to the appropriate persons. Based on past experience, this is an important part of enhanced outreach and communication for certain projects and is very effective in assuring a positive public perception of the project.

GEOTECHNICAL REPORT

- 1) The scope of work shall consist of field exploration, laboratory testing, and reporting of these results. The purpose of this investigation is to evaluate the soil and groundwater conditions at the site, and to recommend pavement sections suitable to reconstruct the roadway for a 30-year pavement design.
- 2) The field exploration shall consist of drilling soil borings along the project alignment to obtain samples for laboratory testing. Soil borings shall be completed every 500 feet and depths shall alternate between 5 feet and 15 feet; with two samples completed at a depth of 30 feet.
- 3) Pavement recommendations shall consist of five basic sections (all flexible sections shall incorporate a seal coat layer); various options shall be provided for each section:
 - Asphalt Pavement Section (with/without geogrid and using reclaimed materials)
 - Concrete Pavement Section (jointed)
 - Concrete Pavement Section (continuously reinforced)

GEOTECHNICAL PAVEMENT SECTION ANALYSIS

- 1) Identify service conditions and life-cycle projections (based on the Federal Highway Method) for proposed design.
- 2) Review copy of geotechnical report and supporting data, and identify preliminary alternative pavement design sections.
- 3) Prepare conceptual life-cycle analysis and estimates for each pavement section.
- 4) Develop recommended pavement sections.

BOX CULVERT EVALUATION\INSPECTION

- 1) Inspect the inside of the existing box culvert located in the Gollihar Road right-of-way (between South Staples Street and Weber Road); and document its condition through survey, photographs, and non-destructive testing.
- 2) NEI will prepare a report that documents all deficiencies noted during the inspection, and will make recommendations for appropriate rehabilitation measures.

PUBLIC INVOLVEMENT MEETINGS

- 1) If requested by City, participate with staff at public meetings as described in Exhibit A. City Staff will lead meeting and provide support; and the Consultant will be required to prepare exhibit boards and handouts to illustrate the scope of the proposed improvements, attend and participate in discussion, and provide minutes of the meetings.

WARRANTY PHASE (ALLOWANCE)

- 1) Upon receiving authorization from the City to proceed, conduct a maintenance guaranty inspection toward the end of the one-year period after acceptance of the project. Note defects requiring contractor action to maintain, repair, fix, restore, patch, correct or replace improvements under the maintenance guaranty terms of the construction contract. Document the condition and prepare a report for the City staff of the locations and conditions requiring action.

EXHIBIT "B"
MANDATORY INSURANCE REQUIREMENTS & INDEMNIFICATION
FOR A/E PROFESSIONAL SERVICES/CONSULTANT SERVICES
(Revised October 2010)

- A. Consultant must not commence work under this agreement until all insurance required herein has been obtained and such insurance has been approved by the City. The Consultant must not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.
- B. Consultant must furnish to the City's Risk Manager, two (2) copies of Certificates of Insurance, showing the following minimum coverages by insurance company(s) acceptable to the City's Risk Manager. The City must be named as an additional insured for all liability policies, and a blanket waiver of subrogation is required on all applicable policies.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
30-Day Written Notice of Cancellation, non-renewal or material change required on all certificates	Bodily Injury & Property Damage Per occurrence - aggregate
COMMERCIAL GENERAL LIABILITY including: 1. Broad Form 2. Premises - Operations 3. Products/ Completed Operations 4. Contractual Liability 5. Independent Contractors	\$1,000,000 COMBINED SINGLE LIMIT
AUTOMOBILE LIABILITY to included 1. Owned vehicles 2.. Hired – Non-owned vehicles	\$1,000,000 COMBINED SINGLE LIMIT
PROFESSIONAL LIABILITY including: Coverage provided shall cover all employees, officers, directors and agents 1. Errors and Omissions	\$1,000,000 per claim / \$2,000,000 aggregate (Defense costs not included in face value of the policy) If claims made policy, retro date must be prior to inception of agreement; have extended reporting period provisions and identify any limitations regarding who is an Insured
WORKERS' COMPENSATION	Which Complies with the Texas Workers Compensation Act
EMPLOYERS' LIABILITY	500,000/500,000/500,000

- C. In the event of accidents of any kind, Consultant must furnish the Risk Manager with copies of all reports within (10) ten days of accident.
- D. Consultant must obtain workers' compensation coverage through a licensed insurance company in accordance with Texas law. The contract for coverage must be written on a policy and endorsements approved by the Texas Department of Insurance. The coverage provided must be in amounts sufficient to assure that all workers' compensation obligations incurred will be promptly met.
- E. Consultant's financial integrity is of interest to the City; therefore, subject to Successful Consultant's right to maintain reasonable deductibles in such amounts as are approved by the City, Consultant shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Consultant's sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A-VII.
- F. The City shall be entitled, upon request and without expense, to receive copies of the policies, declarations page and all endorsements thereto as they apply to the limits required by the City, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Consultant shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Consultant shall pay any costs incurred resulting from said changes. All notices under this Article shall be given to City at the following address:

City of Corpus Christi
Attn: Risk Management
P.O. Box 9277
Corpus Christi, TX 78469-9277
Fax: (361) 826-4555

- G. Consultant agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:
- i. Name the City and its officers, officials, employees, volunteers, and elected representatives as additional insured by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
 - ii. Provide for an endorsement that the "other insurance" clause shall not apply to the City of Corpus Christi where the City is an additional insured shown on the policy;
 - iii. Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City; and
 - iv. Provide thirty (30) calendar days advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

- H. Within five (5) calendar days of a suspension, cancellation, or non-renewal of coverage, Successful Consultant shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Consultant's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.
- I. In addition to any other remedies the City may have upon Consultant's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Consultant to stop work hereunder, and/or withhold any payment(s) which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.
- J. Nothing herein contained shall be construed as limiting in any way the extent to which Successful Consultant may be held responsible for payments of damages to persons or property resulting from Consultant's or its subcontractors' performance of the work covered under this agreement.
- K. It is agreed that Consultant's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of Corpus Christi for liability arising out of operations under this contract.
- L. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this contract.

INDEMNIFICATION AND HOLD HARMLESS

Consultant shall indemnify, save harmless and defend the City of Corpus Christi, and its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen out of or in connection with the negligent performance of Consultant's services covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused by the sole or concurrent negligence of the City of Corpus Christi, its agents, servants, or employees or any other person indemnified hereunder.

COMPLETE PROJECT NAME
 Project No. XXXX
 Invoice No. 12345
 Invoice Date:

	Contract	Amd No. 1	Amd No. 2	Contract	Amount Invoiced	Previous Invoice	Total Invoice	Percent Complete
Basic Services:								
Preliminary Phase	\$1,000	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000	100%
Design Phase	2,000	1,000	0	3,000	1,000	500	1,500	50%
Bid Phase	500	0	250	750	0	0	0	0%
Construction Phase	2,500	0	1,000	3,500	0	0	0	0%
Subtotal Basic Services	\$6,000	\$1,000	\$1,250	\$8,250	\$750	\$1,500	\$2,500	30%
Additional Services:								
Permitting	\$2,000	\$0	\$0	\$2,000	\$500	\$0	\$500	25%
Warranty Phase	0	1,120	0	1,120	0	0	0	0%
Inspection	0	0	1,627	1,627	0	0	0	0%
Platting Survey	TBD	TBD	TBD	TBD	TBD	TBD	TBD	0%
O & M Manuals	TBD	TBD	TBD	TBD	TBD	TBD	TBD	0%
SCADA	TBD	TBD	TBD	TBD	TBD	TBD	TBD	0%
Subtotal Additional Services	\$2,000	\$1,120	\$1,627	\$4,747	\$500	\$0	\$500	11%
Summary of Fees								
Basic Services Fees	\$6,000	\$1,000	\$1,250	\$8,250	\$750	\$1,500	\$2,500	30%
Additional Services Fees	2,000	1,120	1,627	4,747	500	0	500	11%
Total of Fees	\$8,000	\$2,120	\$2,877	\$12,997	\$1,250	\$1,500	\$3,000	23%



City of
Corpus
Christi

SUPPLIER NUMBER _____
TO BE ASSIGNED BY CITY
PURCHASING DIVISION

CITY OF CORPUS CHRISTI DISCLOSURE OF INTEREST

City of Corpus Christi Ordinance 17112, as amended, requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA". See reverse side for Filing Requirements, Certifications and definitions.

COMPANY NAME: Naismith Engineering, Inc.

P. O. BOX: 3099

STREET ADDRESS: 4501 Gollihar Road CITY: Corpus Christi ZIP: 78411

FIRM IS: 1. Corporation 2. Partnership 3. Sole Owner
4. Association 5. Other

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each "employee" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Job Title and City Department (if known)
<u>None</u>	
_____	_____
_____	_____
_____	_____

2. State the names of each "official" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Title
<u>None</u>	
_____	_____
_____	_____
_____	_____

3. State the names of each "board member" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Board, Commission or Committee
<u>None</u>	
_____	_____
_____	_____
_____	_____

4. State the names of each employee or officer of a "consultant" for the City of Corpus Christi who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Consultant
<u>None</u>	
_____	_____
_____	_____
_____	_____

FILING REQUIREMENTS

If a person who requests official action on a matter knows that the requested action will confer an economic benefit on any City official or employee that is distinguishable from the effect that the action will have on members of the public in general or a substantial segment thereof, you shall disclose that fact in a signed writing to the City official, employee or body that has been requested to act in the matter, unless the interest of the City official or employee in the matter is apparent. The disclosure shall also be made in a signed writing filed with the City Secretary. [Ethics Ordinance Section 2-349 (d)]

CERTIFICATION

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Corpus Christi, Texas as changes occur.

Certifying Person: Grant A. Jackson, P. E. **Title:** Vice President

(Type or Print)

Signature of Certifying Person:



Date:

01/13/2014

DEFINITIONS

- a. "Board member." A member of any board, commission, or committee appointed by the City Council of the City of Corpus Christi, Texas.
- b. "Economic benefit". An action that is likely to affect an economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or a substantial segment thereof.
- c. "Employee." Any person employed by the City of Corpus Christi, Texas either on a full or part-time basis, but not as an independent contractor.
- d. "Firm." Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as non-profit organizations.
- e. "Official." The Mayor, members of the City Council, City Manager, Deputy City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judges of the City of Corpus Christi, Texas.
- f. "Ownership Interest." Legal or equitable interest, whether actually or constructively held, in a firm, including when such interest is held through an agent, trust, estate, or holding entity. "Constructively held" refers to holdings or control established through voting trusts, proxies, or special terms of venture or partnership agreements."
- g. "Consultant." Any person or firm, such as engineers and architects, hired by the City of Corpus Christi for the purpose of professional consultation and recommendation.