

**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 **CH2M Hill Engineers, Inc.**, a Delaware Corporation, 555 N. Carancahua, Suite 310, Corpus Christi, Nueces County, Texas 78401, (**Architect/Engineer – A/E**), hereby agree as follows:

1. SCOPE OF PROJECT

**Old Robstown Road from State Highway 44 to Leopard Street (Project No. E13098) BOND 2014**

– Project limits include Old Robstown Road from State Highway 44 to Leopard Street. These limits involve the existing right-of-way plus acquired parcels of right-of-way to facilitate the proposed improvements. The anticipated construction consists of reconstruction of the roadway, replacement of water lines, wastewater lines, storm water lines, curb and gutter, sidewalks and ADA ramps. 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 Executive Director of Public Works.

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 Executive Director of Public Works. 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 Executive Director of Public Works. 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 Executive Director of Public Works.

The Executive Director of Public Works 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 \$554,390.00, (Five Hundred Fifty Four Thousand Three Hundred Ninety 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 Executive Director of Public Works. 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**

**CH2M HILL ENGINEERS, INC.**

\_\_\_\_\_  
 Natasha Fudge, P. E.,                      Date  
 Acting Director of Capital Programs

\_\_\_\_\_  
 Sidney A. Faas, P. E.,                      Date  
 Vice President  
 555 N. Carancahua, Suite 310  
 Corpus Christi, TX 78401  
 (361) 888-8100 Office  
 (361) 888-8600 Fax

**RECOMMENDED**

\_\_\_\_\_  
 Valerie Gray, P. E.,                      Date  
 Director of Street Services

**APPROVED**

\_\_\_\_\_  
 Office of Management                      Date  
 and Budget

**ATTEST**

\_\_\_\_\_  
 City Secretary

| Department                  | Fund Source No.          | Amount              |
|-----------------------------|--------------------------|---------------------|
| Street 2013 TN              | 550950-3550-00000-E13098 | \$299,310.00        |
| Wastewater Capital Reserves | 550950-4510-00000-E13098 | 66,320.80           |
| Storm Water 2012 Rev Bonds  | 550950-3494-00000-E13098 | 127,540.00          |
| Water 2010 Rev Bonds        | 550950-4479-00000-E13098 | 61,219.20           |
|                             |                          |                     |
| <b>Total</b>                |                          | <b>\$554,390.00</b> |

Encumbrance \_\_\_\_\_

**EXHIBIT "A"**  
**CITY OF CORPUS CHRISTI, TEXAS**

**Old Robstown Road (State Highway 44 to Leopard Street)**  
**Project Number: E13098**  
**Bond Issue 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 Consultant contract award recommendation PowerPoint presentation in City format for City Council Meeting.
  - b) Hold Project Kick-off Meeting. Prepare meeting agenda and distribute meeting minutes 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. Prepare conceptual life-cycle cost estimate with recommended pavement sections using Federal Highway Administration (FHWA) Real Cost Program.
  - g) Identify potential 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 preliminary hydraulic analysis to quantify the storm sewer design of existing and proposed systems.
  - k) Identify electric and communication utility companies and private pipeline companies that may have existing facilities that 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

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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 existing site photos.
  3. Provide opinion of probable construction costs.
  4. 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.
  5. Provide anticipated index of drawings and specifications.
  6. Provide a summary table of potential ROW parcels
  7. Provide list of potentially contaminated soil sites based on TCEQ's Leaking Petroleum Storage Tank (LPST) database.
- q) Submit one (1) copy in an approved electronic format, and one (1) paper copy of the Draft Engineering Letter Report.
- r) 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.
- s) 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.
- t) 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 Departments).
- 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 that 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) Develop drainage area boundary map for existing and proposed drainage areas served. Conduct the hydraulic analysis to quantify the storm sewer design of existing and proposed systems. Include the analysis of inlet capacity.
  - d) 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.
  - e) 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.
    3. Include summary output tables from the Hydrologic and Hydraulic analyses.
  - f) 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. The computer model used to assess drainage shall also be submitted.
    2. **Attend** 60% submittal meeting with City Staff to assist staff in review of 60% submittal.
  - g) Hold Project 60% review meeting. Prepare meeting agenda and distribute meeting minutes to attendees within five working days of the meeting. Assimilate all review comments, as appropriate, and begin final plans and bid documents upon Notice to Proceed.
  - h) ~~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. Include a plan executive summary, project checklist and plan checklist with the submittal.~~
  - i) ~~Hold Project 90% review meeting. Prepare meeting agenda and distribute meeting minutes 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. Begin final plans and specifications upon Notice to Proceed.~~
  - j) 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.

- k) Hold Project 100% review meeting. Prepare meeting agenda and distribute meeting minutes 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. Begin bid plans and specifications upon Notice to Proceed.
- l) Provide one (1) set of the **bid 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.
- m) 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.
- n) 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.
- o) 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 of 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 impacting the project.
- c) Assist the City in solicitation of bids by identification of prospective bidders.
- 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 Contractor bid award recommendation 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 construction administration to include the following:

- a) Participate in pre-construction meeting conference and provide a recommended agenda for critical construction activities and elements impacting 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 that 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.
  - 1. The presence or duties of Engineer's personnel at a construction site, whether as onsite representatives or otherwise, do not make Engineer or Engineer's personnel in any way responsible for those duties that belong to Owner and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.
  - 2. Engineer and Engineer's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and are not contractually obligated under this Agreement to inspect a city construction contractor, its subcontractors, or the personnel of any or either of them, for health and safety concerns.
  - 3. The presence of Engineer's personnel at a construction site is for the Engineer to provide the Owner with review and input regarding whether the completed construction work will conform generally to the construction documents and whether the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the



construction contractor(s). Engineer neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

- f) 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.
- c) Provide Consultant the construction "red-line" drawings.

## 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. TPDES Permit/Amendments (including SSC, NOI NOT) Consultant will prepare NOI for signature by City's responsible party.
  - 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)~~

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- ~~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) Identification 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.
  - 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.
  
3. **Topographic Survey.** 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 Engineer'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.

4. **ROW Acquisition and Parcel Maps. (TO BE DETERMINED)**  
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) 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.
  - b) 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.
  - c) 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.
  - d) 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.
5. **Environmental Issues.** To Be Determined.
6. **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 (may require a contract amendment if revisions required after the project construction meeting). Prepare notices, handouts and exhibits for public information meetings.
7. **Subsurface Utility Investigation. (AUTHORIZATION REQUIRED)**
- a) Provide subsurface utility engineering in accordance with ASCE Standard "ASCE C-I, 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.
  - c) In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total Project cost and/or execution. These conditions and cost/execution effects are not the responsibility of Engineer.

**8. Closed Circuit Television (CCTV) Inspection – Waste Water. (To Be Determined)**

**9. Structural and H&H Analysis of Existing Storm Water Concrete Box. (To Be Determined)**

- a) A/E will analyze cost savings and constructability of a parallel, supplemental storm line as an alternative to replacing existing storm system in its entirety.
- b) Forensic testing of existing 8.25'x7.5' box culvert to determine structural integrity of the box.
- c) Clean and televise existing storm water lines. Actual length will be determined by the engineer and authorized by the City.

**10. Construction Observation Services. To Be Determined**

- 11. 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 improvements 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.

**12. Geotechnical Investigation.**

- a) Obtain pavement cores and sample, identify and measure the pavement constituents at twenty locations. In addition to the pavement cores, borings will be performed at ten core locations. Perform five borings to termination depths of 25-feet and five

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borings to termination depths of 5-feet within the roadway (Total Number of Borings: 10; Total Linear Feet of Drilling: 150 LF).

- b) A geotechnical engineering report will be prepared that includes a description of the field exploration and laboratory tests, boring logs, a discussion of the engineering properties of the subsurface materials encountered, trench excavation design parameters, OSHA soil type classification, utility trench recommendations and pavement recommendations for the proposed project

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

The contract schedule is based upon the anticipated Notice to Proceed (NTP). All schedule dates will be adjusted based on the actual NTP; each task will be adjusted by the number of days differential between the anticipated and actual NTP.

| Date                              | Activity                            |
|-----------------------------------|-------------------------------------|
| Monday, January 27, 2014          | City provided Traffic assessment    |
| Friday, April 18, 2014            | NTP                                 |
| <b>Friday, June 6, 2014</b>       | <b>Draft ELR Submittal</b>          |
| Wednesday, June 25, 2014          | City Draft ELR Review Meeting       |
| <b>Wednesday, July 9, 2014</b>    | <b>Final ELR Submittal</b>          |
| <b>Wednesday, October 8, 2014</b> | <b>60% Design Submittal Meeting</b> |
| Wednesday, October 29, 2014       | City 60% Review Meeting             |
| -                                 | <b>90% Design Submittal</b>         |
| -                                 | City 90% Review Meeting             |
| <b>Wednesday, March 4, 2015</b>   | <b>100% Final Submittal</b>         |
| Wednesday, March 25, 2015         | City 100% Review Meeting            |
| <b>Friday, April 24, 2015</b>     | <b>Bid Set Submittal</b>            |
| Monday, May 4, 2015               | Advertise for Bids                  |
| Wednesday, May 13, 2015           | Pre-Bid Conference                  |
| Wednesday, May 20, 2015           | Receive Bids                        |
| Tuesday, June 23, 2015            | Contract Award                      |
| July, 2015                        | Begin Construction                  |
| December, 2016                    | Complete Construction               |
| <b>October, 2017</b>              | <b>Warranty Phase Report</b>        |

**EXHIBIT "A"**

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**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**

| <b>Basic Services Fees</b>  |                      |
|---|----------------------|
| 1. Preliminary Phase  | \$ 89,990.00         |
| 2. Design Phase   | \$ 272,515.00        |
| 3. Bid Phase  | \$ 12,630.00         |
| 4. Construction Administration Phase                                | \$ 25,355.00         |
| <b>Subtotal Basic Services Fees</b>                                 | <b>\$ 400,490.00</b> |
| <b>Additional Services Fees (Allowance)</b>                         |                      |
| 1. Permit Preparation   | \$ 3,910.00          |
| 2. ROW Identification Survey  | \$ 23,482.00         |
| 3. Topographic Survey   | \$ 44,748.00         |
| 4. ROW Acquisition and Parcel Maps                                  | To Be Determined     |
| 5. Environmental Issues   | To Be Determined     |
| 6. Public Involvement   | \$ 8,620.00          |
| 7. Subsurface Utility Investigation (Authorization Required)        | \$ 29,220.00         |
| 8. Closed Circuit Television (CCTV) Inspection – Waste Water        | To Be Determined     |
| 9. Structural and H&H Analysis of Existing Storm Water Concrete Box | To Be Determined     |
| 10. Construction Observation Services                               | To Be Determined     |
| 11. Warranty Phase  | \$ 3,600.00          |
| 12. Geotechnical Investigation                                      | \$ 40,320.00         |
| <b>Sub-Total Additional Services Fees</b>                           | <b>\$ 153,900.00</b> |
| <b>Total Fee (Basic + Additional Services)</b>                      | <b>\$ 554,390.00</b> |

**EXHIBIT “A”**  
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|                                      |  | Original Contract |             |             |             |            |
|--------------------------------------|--|-------------------|-------------|-------------|-------------|------------|
|                                      |  | Street            | Wastewater  | Storm Water | Water       | Total      |
| Basic Services Fees                  |  |                   |             |             |             |            |
| 1                                    | Preliminary Phase  | \$44,995.00       | \$11,698.70 | \$22,497.50 | \$10,798.80 | 89,990.00  |
| 2                                    | Design Phase   | 136,257.50        | 35,426.95   | 68,128.75   | 32,701.80   | 272,515.00 |
| 3                                    | Bid Phase  | 6,315.00          | 1,641.90    | 3,157.50    | 1,515.60    | 12,630.00  |
| 4                                    | Construction Administration Phase                                | 12,677.50         | 3,296.15    | 6,338.75    | 3,042.60    | 25,355.00  |
| Subtotal Basic Services Fees         |  | 200,245.00        | 52,063.70   | 100,122.50  | 48,058.80   | 400,490.00 |
| Additional Services Fees (Allowance) |  |                   |             |             |             |            |
| 1                                    | P permit Preparation   | 3,910.00          | 0.00        | 0.00        | 0.00        | 3,910.00   |
| 2                                    | ROW Identificaion Survey   | 11,741.00         | 3,052.66    | 5,870.50    | 2,817.84    | 23,482.00  |
| 3                                    | Topographic Survey   | 22,374.00         | 5,817.24    | 11,187.00   | 5,369.76    | 44,748.00  |
| 4                                    | ROW Acquistion and Pacel Maps                                    | 0.00              | 0.00        | 0.00        | 0.00        | TBD        |
| 5                                    | Environmental Issues   | 0.00              | 0.00        | 0.00        | 0.00        | TBD        |
| 6                                    | Public Involvement   | 4,310.00          | 1,120.60    | 2,155.00    | 1,034.40    | 8,620.00   |
| 7                                    | Subsurface Utility Investigation (Authorization Required)        | 14,610.00         | 3,798.60    | 7,305.00    | 3,506.40    | 29,220.00  |
| 8                                    | Closed Circuit Television (CCTV) Inspection - Wastewater         | 0.00              | TBD         | 0.00        | 0.00        | TBD        |
| 9                                    | Structural and H&H Analysis of Existing Storm Water Concrete Box | 0.00              | 0.00        | TBD         | 0.00        | TBD        |
| 10                                   | Construction Observation Services                                | 0.00              | 0.00        | 0.00        | 0.00        | TBD        |
| 11                                   | Warranty Phase   | 1,800.00          | 468.00      | 900.00      | 432.00      | 3,600.00   |
| 12                                   | Geotechnical Investigation                                       | 40,320.00         | 0.00        | 0.00        | 0.00        | 40,320.00  |
| Subtotal Additional Services Fees    |  | 99,065.00         | 14,257.10   | 27,417.50   | 13,160.40   | 153,900.00 |
| Total Authorized Fee                 |  | 299,310.00        | 66,320.80   | 127,540.00  | 61,219.20   | 554,390.00 |

**EXHIBIT "A"**  
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**EXHIBIT “A-1”**  
**TASK LIST**  
**CITY OF CORPUS CHRISTI, TEXAS**  
**Bond Issue 2014**  
**Old Robstown Road (State Highway 44 to Leopard Street)**  
**(Project Number: E13098)**

**I. SCOPE OF SERVICES**

**Project Limits**

Project limits include Old Robstown Road between the north right-of-way of the Tex-Mex Railroad (excludes the Tex-Mex Railroad and SH 44 right-of-way) and the south right-of-way of Leopard Street (excludes Leopard Street right-of-way). The main portion of the project is approximately 4,600 linear feet in length and will exclude the approximately 850 linear feet of parallel, residential access road. Surface improvements include reconstruction of collector roadway consisting of one travel lane in each direction, as well as ADA compliant sidewalks. Utility improvements include rehabilitation or construction of new water, wastewater, and storm water system lines and appurtenances. Improvements do not include proposed Storm Water Master Plan improvements or traffic signalization.

**A. BASIC SERVICES**

**1. Preliminary Phase**

a) Presentations and Meetings

- (1) Prepare Consultant contract award PowerPoint presentation in City format for City Council Meeting, and attend City Council Meeting.
- (2) Hold Project Kick-off Meeting
- (3) Hold Project review meeting with City Staff and receive City comments on the Draft Engineering Letter Report (ELR)
- (4) Present summary of ELR findings to Bicycle and Pedestrian Subcommittee and the Transportation Advisory Committee (TAC). Prepare PowerPoint presentation, handouts, and exhibits. Provide follow-up and response to comments.

b) Deliverables

- (1) Draft Engineering Letter Report to include
  - (a) Basis of Engineering Design
  - (b) Geotechnical Testing Report



- (c) Analysis of Existing City Traffic Count Information/Recommendation for Additional Needs
    - (i) City to provide traffic data needed to assess capacity improvements
  - (d) Cross Section Recommendations
  - (e) Life Cycle Cost Estimate Using FHWA Real Cost Program
  - (f) Right-of-Way Requirements
  - (g) Preliminary Layout and Alignment
  - (h) Existing/Proposed Utilities – Coordination with operating departments and private utilities
    - (i) Coordinate with AEP and City Traffic Engineering for street lighting and traffic signalization power requirements.
  - (i) Identify requirements of governmental authorities having jurisdiction to approve design of the Project
  - (j) Coordination with Agencies (RTA, CDBG, USPS, CCISD, community groups, TLDR)
  - (k) Drainage Areas and Preliminary Hydraulic Analysis
  - (l) Conformance to Master Plans
  - (m) Identification of needed additional services
  - (n) Identification of needed permits and environmental consideration
    - (i) Research potentially contaminated soil sites based on the TCEQ database of Leaking Petroleum Storage Tanks.
  - (o) Recommended Public Outreach and Community Stakeholder Requirements
  - (p) Identification of Quality/Quantity of Materials of Construction
  - (q) Construction Sequencing
  - (r) Site Photos
  - (s) Anticipated Index of Drawings and Specifications
  - (t) Preliminary Opinion of Probable Construction Costs
- (2) Final Engineering Letter Report to incorporate review comments from City review meeting

## 2. Design Phase

- a) Coordinate with City Operating Departments, Private Utilities, and Agencies
- b) Hold Review Meetings (60% Submittal AND Review, and 100% Review).  
Prepare meeting agenda and meeting minutes.
- c) Deliverables
  - (1) 60% Submittal
    - (a) Plans – Anticipated sheets include the following
      - (i) Cover Sheet (1 Sheet)
      - (ii) General Notes and Abbreviations (1 Sheet)
      - (iii) Estimated Quantities (2 Sheets)
      - (iv) Overall Layout and Project Control (2 Sheets)
      - (v) Construction Sequencing and Testing Schedule (1 Sheet)
      - (vi) Demolition Plans (5 Sheets)
      - (vii) Existing Typical Sections (1 Sheet)
      - (viii) Proposed Typical Sections (1 Sheet)
      - (ix) Plan and Profile – Street and Storm (8 Sheets)
      - (x) Overall Drainage Area Map (1 Sheet)
      - (xi) Storm Drain Analysis (2 Sheets)
      - (xii) Miscellaneous Details (2 Sheets)
      - (xiii) City Standard Details (5 Sheets)
      - (xiv) Curb Ramp Details (5 Sheets)
      - (xv) Curb Ramp Layouts (5 Sheets)
      - (xvi) Plan and Profile – Water and Wastewater (10 Sheets)
      - (xvii) City Standard Details (10 Sheets)
      - (xviii) Permanent Pavement Marking Plans (5 Sheets)
      - (xix) TxDOT Standard Drawings (12 Sheets)
      - (xx) Construction Phasing Layout and General Notes (1 Sheet)
      - (xxi) Traffic Control (5 Sheets)

- (xxii) TxDOT Standard Drawings (14 Sheets)
- (xxiii) SWPPP Notes (1 Sheet)
- (xxiv) Curb Inlet Protection (1 Sheet)
- (xxv) SWPP Plan Sheets (5 Sheets)
- (b) Plan Executive Summary, Project Checklist, Drawing Checklist
- (c) Engineer's Opinion of Probable Cost
- (d) Summary Output from Hydraulic and Hydrologic Analyses
- (2) 100% Submittal
  - (a) Plans
  - (b) Bid Documents
  - (c) Engineer's Opinion of Probable Cost
- (3) Bid Set Submittal
  - (a) Plans
  - (b) Bid Documents
  - (c) Engineer's Opinion of Probable Cost
- d) Quality Assurance/Quality Control
- e) Monthly Status Reports

### **3. Bid Phase**

#### a) Pre-Bid

- (1) Prepare draft Authorization to Advertise (ATA)
- (2) Attend pre-bid conference
- (3) Review pre-bid questions and prepare addenda

#### b) Bid Tabulation and Recommendation

- (1) Attend bid opening
- (2) Analyze and evaluate bids, prepare bid tabulation, and make recommendation concerning award of the contract.
- (3) Prepare Contractor bid award recommendation PowerPoint presentation in City format for City Council Meeting

### **4. Construction Administration Phase**

#### a) Pre-Construction

- (1) Provide a recommended agenda for, and attend pre-construction meeting
- (2) Review contractor submittals for conformance to contract documents
- (3) Review, evaluate and recommend for City consideration a Contractor Value Engineering proposal.

#### b) Construction

- (1) Review and interpret field and laboratory tests
- (2) Provide interpretations and clarifications of the contract documents for contractor and authorized changes that do not affect contractor's price and are not contrary to the general interest of the City
- (3) Make regular visits (1 hour per week for 77 weeks) to project site to confer with City project inspector.

#### c) Post-Construction

- (1) Attend final inspection with City staff
- (2) Provide punch list items to City's construction engineers
- (3) Provide Certificate of Completion
- (4) Prepare Project record drawings in AutoCAD dwg format

## **B. ADDITIONAL SERVICES (ALLOWANCE)**

### **1. Permit Preparation**

- a) TPDES Permit
  - (1) Prepare Notice of Intent for City submittal
    - (a) City to pay Application Fee
- b) TDLR
  - (1) Register project with TDLR and pay registration fee
  - (2) Provide copy of contract documents to TDLR and pay plan review fee
  - (3) Prepare request for inspection on behalf of City
    - (a) City to coordinate and pay for RAS inspector directly

### **2. Right-Of-Way (ROW) Identification Survey**

- a) Perform plat map, deed, and easement document research of Subdivisions adjacent to the Old Robstown road right-of-way.
- b) Prepare working sketch of record information of the corner locations for use in locating boundary evidence.
- c) Recover and measure existing boundary evidence, i.e., fence corners, monuments and iron pins sufficient to determine the location of the existing right-of-way.
- d) Prepare a preliminary base map containing the apparent right-of-way, showing the lot lines, land ownership, and site addresses per appraisal district records.

### **3. Topographic Survey**

- a) Survey
  - (1) Establish primary horizontal and vertical control for the basis of survey and secondary control outside the limits of project construction disturbance.
  - (2) Control will conform to the City 's Global Positioning System control network State Plane Coordinate System (NAD 83), Texas South Zone, US Survey feet in grid, the North American Vertical Datum of 1988 (NAVD 88) and will be established using conventional methods.
  - (3) Provide detailed surface feature surveys within the project limits and 50 feet beyond the right-of-way of Old Robstown Road on cross streets.
  - (4) Required survey data will include x, y, z points at all existing ramps, sidewalks and above ground appurtenances such as existing curb and gutter,

power poles, traffic signal foundations, traffic signal controller boxes, electric junction boxes, utility valves, manholes, fences, fire hydrants, curb inlets, signs, trees, etc. which may affect the design and proposed construction.

- (5) Driveway and approach walk elevations will be surveyed beyond the right-of-way line in non-fenced areas a minimum of 25 feet inside the property.
  - (6) Locate 10 total proposed soil boring locations to be determined by the engineer.
  - (7) Surveys to include signs, fences, and other planimetric features at and near the vicinity of the ROW line.
  - (8) Points shall be adjusted as needed to reflect the center and diameter of utility poles, sign poles, etc.
  - (9) Square and rectangular features shall be located at each corner.
  - (10) Point descriptions shall be adequate to identify the item being located.
  - (11) All obstacles shall be tied in with as many points as needed to determine precise placement.
  - (12) Invert depths of storm drain inlets, storm water manholes, wastewater manholes and top elevations of water valves.
  - (13) Survey data will include breaks in grade, driveway edges and centerline elevations, edge of asphalt, flowline of curb, top of curb, edges of existing walk, ground at right of way, ground elevations 25 feet inside the adjacent property at approximately 50 foot intervals.
- b) Drawing Preparation
- (1) Process the survey data to generate line work and symbology.
  - (2) Add annotations of invert data, surface utility evidence and other surface feature annotation.
  - (3) Prepare a digital terrain model and include contour data at an interval of one-foot.

**4. ROW Acquisition and Parcel Maps (TBD)**

**5. Environmental Issues (TBD)**

**6. Public Involvement**

- a) Attend one public meeting after submittal of Final Engineering Letter Report.
  - (1) Prepare notices, PowerPoint presentations, handouts, and exhibits.

- (2) Provide follow-up and response to citizen comments.
- (3) Revise contract drawings to address citizen comments, as directed by the City.
- b) Attend one public meeting prior to start of project construction
  - (1) Prepare notices, PowerPoint presentations, handouts, and exhibits.
  - (2) Provide follow-up and response to citizen comments.
  - (3) Revisions to the contract drawings to address citizen comments, as directed by the City's preference (not design errors), will be addressed through a contract amendment.

**7. Subsurface Utility Investigation**

- a) Provide an estimated forty-five (10) spot locations for elevations of possible conflicts with existing utilities (no more than 10 feet of depth per test hole).
  - (1) Actual number of locations will be determined by the engineer and authorized by the City.

**8. Closed Circuit Television (CCTV) Investigation - Waste Water (TBD)**

**9. Structural and H&H Analysis of Existing Storm Water Concrete Box (TBD)**

**10. Construction Observation Services (TBD)**

**11. Warranty Phase**

- a) Conduct inspection of project toward the end of one-year period after acceptance of the project.
- b) Document defects of project and prepare report for City staff.
  - (1) Submit report no later than 60 days prior to end of maintenance guaranty period.

**12. Geotechnical Investigation**

- a) Obtain pavement cores and sample, identify and measure the pavement constituents at twenty locations. In addition to the pavement cores, borings will be performed at ten core locations. Perform five borings to termination depths of 25-feet and five borings to termination depths of 5-feet within the roadway (Total Number of Borings: 10; Total Linear Feet of Drilling: 150 LF).
- b) A geotechnical engineering report will be prepared that includes a description of the field exploration and laboratory tests, boring logs, a discussion of the engineering properties of the subsurface materials encountered, trench

excavation design parameters, OSHA soil type classification, utility trench recommendations and pavement recommendations for the proposed project

- (1) Evaluate the subsurface soils within the limits of the proposed roadway rehabilitation project by obtaining information on the in-situ soils and groundwater conditions and to provide flexible and rigid pavement sections suitable for 20 and 30-year pavement designs.
- (2) Provide recommendations on the suitability of recycling the existing asphalt roadway to be re-used as base material for either a flexible or rigid pavement section. If the material is suitable, provide recommendations suitable for 20 and 30-year pavement designs. If milling and reclaiming the existing pavement constituents is not suitable, also provide this recommendation in the final report.
- (3) Provide recommendations for the use of either reinforced concrete or non-reinforced concrete pavement and the suitability for each option.
- (4) Provide soil parameters, trench excavation design parameters, OSHA soil type classification and recommendations needed by the contractor/engineer to design braced excavations for installation of underground utilities. In addition, prospective contractors will utilize the information provided in this report during the bidding process.



**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   |
|---|--|
| <b>30-Day Written Notice of Cancellation, non-renewal or material change required on all certificates</b>   | <b>Bodily Injury &amp; Property Damage<br/>Per occurrence - aggregate</b>  |
| COMMERCIAL GENERAL LIABILITY including:<br>1. Broad Form<br>2. Premises - Operations<br>3. Products/ Completed Operations<br>4. Contractual Liability<br>5. Independent Contractors | \$1,000,000 COMBINED SINGLE LIMIT  |
| AUTOMOBILE LIABILITY to included<br>1. Owned vehicles<br>2.. Hired – Non-owned vehicles   | \$1,000,000 COMBINED SINGLE LIMIT  |
| PROFESSIONAL LIABILITY including:<br>Coverage provided shall cover all employees, officers, directors and agents<br>1. Errors and Omissions   | \$1,000,000 per claim / \$2,000,000 aggregate<br>(Defense costs not included in face value of the policy)<br>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:**

|                                     | <b>Contract</b> | <b>Amd No. 1</b> | <b>Amd No. 2</b> | <b>Total Contract</b> | <b>Amount Invoiced</b> | <b>Previous Invoice</b> | <b>Total Invoice</b> | <b>Percent Complete</b> |
|-------------------------------------|-----------------|------------------|------------------|-----------------------|------------------------|-------------------------|----------------------|-------------------------|
| <b>Basic Services:</b>              |                 |                  |                  |                       |                        |                         |                      |                         |
| 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%                      |
| <b>Subtotal Basic Services</b>      | <b>\$6,000</b>  | <b>\$1,000</b>   | <b>\$1,250</b>   | <b>\$8,250</b>        | <b>\$750</b>           | <b>\$1,500</b>          | <b>\$2,500</b>       | <b>30%</b>              |
| <b>Additional Services:</b>         |                 |                  |                  |                       |                        |                         |                      |                         |
| 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%                      |
| <b>Subtotal Additional Services</b> | <b>\$2,000</b>  | <b>\$1,120</b>   | <b>\$1,627</b>   | <b>\$4,747</b>        | <b>\$500</b>           | <b>\$0</b>              | <b>\$500</b>         | <b>11%</b>              |
| <b>Summary of Fees</b>              |                 |                  |                  |                       |                        |                         |                      |                         |
| <b>Basic Services Fees</b>          | <b>\$6,000</b>  | <b>\$1,000</b>   | <b>\$1,250</b>   | <b>\$8,250</b>        | <b>\$750</b>           | <b>\$1,500</b>          | <b>\$2,500</b>       | <b>30%</b>              |
| <b>Additional Services Fees</b>     | <b>2,000</b>    | <b>1,120</b>     | <b>1,627</b>     | <b>4,747</b>          | <b>500</b>             | <b>0</b>                | <b>500</b>           | <b>11%</b>              |
| <b>Total of Fees</b>                | <b>\$8,000</b>  | <b>\$2,120</b>   | <b>\$2,877</b>   | <b>\$12,997</b>       | <b>\$1,250</b>         | <b>\$1,500</b>          | <b>\$3,000</b>       | <b>23%</b>              |



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:** CH2M Hill Engineers, Inc.

**P. O. BOX:** N/A

**STREET ADDRESS:** 555 N. Carancahua, Suite 310      **CITY:** Corpus Christi      **ZIP:** 78401

**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  | Department (if known) | Job Title | and City |
|-------|-----------------------|-----------|----------|
| _____ | _____                 | _____     | _____    |
| _____ | _____                 | _____     | _____    |
| _____ | _____                 | _____     | _____    |

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 |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

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  | Committee | Board, Commission or |
|-------|-----------|----------------------|
| _____ | _____     | _____                |
| _____ | _____     | _____                |
| _____ | _____     | _____                |

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 |
|-------|------------|
| _____ | _____      |
| _____ | _____      |
| _____ | _____      |

### 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:** Sidney A. Faas, P.E. **Title:** Vice President  
(Type or Print)

**Signature of Certifying Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 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.