

#15,049(a)

SCOPE OF SERVICES
Hunt County - Amendment #1 to Work Authorization #1

Project Task 1.5 FM 2642 (FM 35 to SH 66)

Professional Engineering Services

FILED FOR RECORD
at 11:19 o'clock a M
APR 10 2018
JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By [Signature]

The amendments to the scope of services set forth herein represent a reduction in the scope of services to be performed by the ENGINEER (Freese and Nichols, Inc.). **Individual Tasks have been identified below under "WORK TO BE PERFORMED" to be removed and void from the previously authorized services under Work Authorization #1 - Project Task 1.5 FM 2642 (FM 35 to SH 66).**

OBJECTIVE

The ENGINEER will develop the FM 2642 (FM 35 to SH 66) Roadway Improvement Project to a 30% level of completion to include: Project Management, Schematic and 30% Plans Development, Surveying, Drainage Analysis, Subsurface Utility Investigation (SUE Level B), Environmental Services and Documentation, and Roundabout Intersection Alternatives Analysis. The objective of this amendment is to identify each Task to be removed from the previously approved scope of services. It is generally understood that tasks voided from this scope of services are to be performed by TxDOT and in conjunction with the ENGINEER via separate agreement.

WORK TO BE PERFORMED

A. DESIGN SERVICES:

- Task 1.5.A.1 - Project / Program Management
- Task 1.5.A.2 - Design Development (Conceptual)(including Roundabout Analysis)
- Task 1.5.A.3 - Surveying
- Task 1.5.A.4 - Drainage Analysis
- Task 1.5.A.5 - Structural Analysis Services - Voided from WA#1 (Project t Task 1.5) and included in TxDOT Contract with FNI.
- Task 1.5.A.6 - Environmental Services
- Task 1.5.A.7 - Geotechnical and Pavement Design Services - Voided from WA#1 (Project Task 1.5) and included in TxDOT Contract with FNI.
- Task 1.5.A.8 - Subsurface Utility Investigations
- Task 1.5.A.9 - Preliminary Engineering Design (60%) Services - Voided from WA#1 (Project Task 1.5) and included in TxDOT Contract with FNI.
- Task 1.5.A.10 - Final Engineering Design (100%) Services -Voided from WA#1 (Project Task 1.5) and included in TxDOT Contract with FNI.

B. RIGHT-OF-WAY SERVICES:

- Task 1.5.B.1 - Right-Of-Way Maps and Documents Services -Voided from WA#1 (project Task 1.5) and to be provided by TxDOT.
- Task 1.5.B.2 - Right-Of-Way Agent / Acquisition Services - Voided from WA#1 (project Task 1.5) and to be provided by TxDOT.
- Task 1.5.B.3 - Right-Of-Way Legal Services - Voided from WA#1 (project Task 1.5) and to be provided by TxDOT.

A. DESIGN SERVICES

Task 1.5.A.1 - Project / Program Management

Project / Program Management Services are described in Article I.B of the AGREEMENT.

Deliverables: Project / Program Management Plans and updates to include project schedules, budgets, quality control (QA/QC) plans, progress reports, stakeholder meeting, coordination, and decision documentation.

Task 1.5.A.2 - 30% Design Development (Conceptual)

Conceptual Design Development Services are described in Article I.C of the AGREEMENT. Develop preliminary design concepts in coordination with TxDOT-Paris District to include:

- a. Typical section development and alternatives analysis
- b. Preliminary alignment development and alternatives analysis (Roundabout Intersection).
- c. Preliminary environmental clearance analysis and coordination
- d. TxDOT and stakeholder coordination
- e. Preliminary ROW impact evaluation
- f. Cost estimate updates

Deliverables:

- a. Typical Cross Sections – Depict main lanes, auxiliary (turn) lanes, lane and median widths, curb and/or curb and gutter type, sidewalk location and width, existing and proposed right of way.
- b. Roll Plots – Provide aerial image background with proposed roadway alignment footprint including horizontal and vertical geometry, turn lanes, driveway and side street connections, culvert locations sizes, proposed right-of-way requirements.
- c. Cost estimates – Provide updated cost estimates for construction, right-of-way, and utilities relocation.

Task 1.5.A.3 - Surveying

Establish horizontal and vertical survey control. Perform topographic survey utilizing mobile LiDAR. Provide supplemental surveys as required to establish base maps depicting existing topographic features, right-of-way limits, drainage/hydrologic features within the existing FM 2642 Right-of-Way for the limits of the described project (13,200 LF)

Deliverables: Electronic files in accordance with TxDOT requirements and in format(s) to support engineering design deliverables.

Task 1.5.A.4 - Drainage Analysis and Design

FNI will prepare a drainage study to document the proposed cross drainage across the roadway.

1. Task Management and Meetings
 - a. Manage internal team and coordinate with transportation project team.
 - b. Attend up to two (2) meetings with TxDOT to discuss drainage study.
 - c. Identify preferred design criteria for culvert crossings and storm drain design, coordinate with project team and client, and document in a memorandum.
2. Data Collection and Field Survey

- a. In addition to data obtained from TxDOT, ENGINEER will research and make efforts to obtain pertinent information to aid in coordination of the proposed improvements with any planned future improvements that may influence the project. ENGINEER will also identify and seek to obtain data for existing conditions that may impact the project including; utilities, agencies, Local Government Master Plans, Local Government drainage complaint files, existing applicable drainage studies, FEMA floodplain and floodway maps, existing models of project area (if any) and property ownership as available from the Tax Assessor's office.
 - b. ENGINEER will make up to one (1) visit to the site to observe and document existing conditions and aid in the design of the drainage structures.
 - c. Survey data will be required at eleven (11) culvert locations and include two (2) cross sections upstream and downstream of crossings for a total of four (4) cross sections at each crossing.
3. Hydrology
- a. Delineate contributing drainage areas based on available topographic information and the proposed roadway profile.
 - b. Calculate peak discharges for culverts using rational method for up to eleven (11) culvert crossings with contributing drainage areas less than 200 acres.
 - c. Tabulate peak discharges for standard return events including 2, 5, 10, 25, 50, and 100-year events.
4. Hydraulics
- a. Develop proposed culvert sizes for up to eleven (11) culvert crossings using HY-8 software.
 - b. Make recommendations for FEMA coordination as appropriate.

Deliverables: Drainage Study in report format summarizing methodology and results, submitted to TxDOT for review and address comments.

TASK 1.5.A.5 - Structural Analysis and Design - Voided from WA#1 (Project t Task 1.5) and included in TxDOT Contract with FNI.

Task 1.5.A.6 - Environmental Services

Environmental documentation will be prepared to TxDOT environmental standards. This scope assumes that the project will not require an EA or EIS and can be authorized as a Categorical Exclusion (CE).

- 1. Prepare/submit draft scoping documents to TxDOT – FNI will prepare the required scoping documents such as the Workplan Development Tool and the Project Scope for CE's and submit to TxDOT for review.
- 2. Address TxDOT scoping comments – FNI will address comments to these scoping documents.
- 3. Internal kickoff meeting – Once the scoping documents have been approved and executed by TxDOT, FNI project team will conduct an internal kickoff meeting to discuss roles and responsibilities.
- 4. Field data collection – Once right of entry has been approved; FNI's environmental project team will conduct a site visit along the proposed ROW to collect field data for the required environmental resource reports.
- 5. Prepare/submit draft CE documents to TxDOT - FNI will submit the draft CE documents for review by the TxDOT Paris District. Documents that may be required for the CE include:
 - a. Biological Evaluation Form

- b. Noise Modeling & Impact Assessment
- c. Hazmat/Legacy Pollution Assessment
- d. Cultural Resources Assessment/THC Coordination
- e. Air Quality Impact Assessment (Qualitative MSAT)
- f. Section 404 JD Evaluation (NWP w/o PCN)
- g. SWPPP/EPIC Sheet Preparation

This scope assumes that a Water Resources Report will not be required. If one is required it can be provided at an additional cost. If other TxDOT environmental resource reports/documents are not listed above then it is assumed that they will not be required and are not included in this Scope of Services.

- 6. Address TxDOT comments to draft CE documents - Upon receipt of comments, FNI will make the required revisions.
- 7. Follow up site visit – FNI will conduct up to one follow up site visit to collect field data for any changes to the ROW.
- 8. CE document modifications to accommodate redesign – FNI will modify TxDOT forms/reports to address changes in ROW/design. Each TxDOT form or technical report will be modified up to two times due to design changes.
- 9. Prepare submit final CE documents to TxDOT – Once no additional ROW/design changes are anticipated; FNI will finalize the CE documents and submit to TxDOT.
- 10. Public Hearing, MAPO, other public involvement – FNI will assist in public hearings, MAPO's, and other public involvement as needed. FNI assumes costs associated with Public Involvement such as newspaper advertisements, court reporters and facility rentals will be paid for by client or reimbursed as an additional cost with mark up.

Deliverables: Environmental Document forms necessary for TxDOT/FHWA approval along with technical reports needed to support environmental determination.

Task 1.5.A.7 - Geotechnical Investigations and Pavement Design - Voided from WA#1 (Project Task 1.5) and included in TxDOT Contract with FNI.

Task 1.5.A.8 - Subsurface Utility Investigations

Utilizing geophysical methods (Quality Level B), locate all tonable underground utilities to include telecommunications, electric, lighting, and gas pipeline. For non-tonable underground utilities such as PVC and AC water lines, obtain existing utility records and compare to visible surface features (Quality Level C). Utilities will be investigated within the existing right-of-way for the described project length equal to 13,200 feet. The scope includes up to 30,000 LF of Level C/D SUE and up to 30,000 LF of Level B SUE.

Deliverables: Prepare Existing Utility Base Maps depicting the utility owner, type, location, and size of each existing utility with the corresponding Quality Level for each.

Task 1.5.A.9 – Preliminary Engineering Design (60%) - Voided from WA#1 (Project Task 1.5) and included in TxDOT Contract with FNI.

Task 1.5.A.10 – Final Engineering Design (90% and 100%) –Voided from WA#1 (Project Task 1.5) and included in TxDOT Contract with FNI.

B. RIGHT-OF-WAY SERVICES:

Task 1.5.B.1 - Right-Of-Way Maps and Documents - Voided from WA#1 (project Task 1.5) and to be provided by TxDOT.

Task 1.5.B.2 - Right-Of-Way Agent / Acquisition Services- Voided from WA#1 (project Task 1.5) and to be provided by TxDOT.

Task 1.5.B.3 - Right-Of-Way Legal Services - Voided from WA#1 (project Task 1.5) and to be provided by TxDOT.

C. ADDITIONAL SERVICES (NOT INCLUDED IN THE AMENDED SCOPE OF SERVICES)

COUNTY and FNI agree that the following services are beyond the Scope of Services described in the tasks above. However, FNI can provide these services, if needed, upon request. Any additional amounts paid to FNI as a result of any material change to the Scope of the Project shall be agreed upon in writing by both parties before the services are performed. These additional services include the following:

- Right-of-way services including ROW documents, appraisals and right-of-way agent services
- Preliminary 60% design and plan development
- Final 100% design and plan development
- Geotechnical investigation and pavement design
- Structural Analysis and design
- City water and Sewer replacement design
- Streetscape and Landscape design plans
- Construction survey staking
- SUE Level "A" Potholes
- Performance of materials testing or specialty testing services.
- Preparation of a formal written request for USACE authorization under a letter of permission procedure.
- Preparation of a standard individual Section 404 permit application.
- Preparation of Environmental Information Document, Environmental Assessment, or an Environmental Impact Statement.
- Meetings or consultation with the USACE or other resource agencies, except as specifically noted in the scope of services.
- Presence/absence surveys for state and/or federally listed threatened/endangered species.
- Preparation of a mitigation plan to compensate for impacts to waters of the U.S.
- Application to Texas Commission on Environmental Quality for individual 401 Water Quality Certification.
- Application for General Land Office easements.
- Application for Texas Parks & Wildlife Department Sand and Gravel Permit.
- Additional field investigations or analysis required to respond to public or regulatory agency comments.
- Field survey or analysis required for cultural resources investigations.

- Consultation with the U. S. Fish and Wildlife Service under Section 7 of the Endangered Species act.
- Expert representation at legal proceedings or at contested hearings.
- Mitigation monitoring if required by permit conditions.
- Monitoring for compliance with permit conditions.
- Additional modifications to the compensatory mitigation plan.
- Phase II Environmental Site Assessment.
- Construction Inspection and management



#15,049(b)

SCHEDULE A
TASK AUTHORIZATION
Amendment #1

Client: Hunt County Hunt County Courthouse 2507 Lee Street Greenville, Texas 75401	FNI Project No.: HUC17463	
	Phase/Task/Dept. No.: 1.5	
	Date: March 29, 2018	
This authorization is in accordance with the terms and conditions outlined in the Master Agreement executed on April 11, 2017		
Project Description: 1.5 – FM 2642 (FM35 to SH66) – Hunt County Transportation Bond Program		
Description of Services: Reduction in contract because the scope has been shifted to a Texas Department of Transportation (TxDOT) contract (FNI Project #TDT18208) with the scope that was reduced with the County. The additional difference in scope is related to the removal of Right-of-Way services as TxDOT will be providing those for the Project.		
Compensation shall be as follows: County's fee will be reduced by One Million Two Hundred Fifty-Five Thousand Seven Hundred Ninety Dollars (\$1,255,790.00).		
	Original Authorization	\$1,996,690.00
	Amount of this Authorization	\$<1,255,790.00>
	Amended Authorization Amount	\$740,900.00
Schedule shall be as follows: No change in Schedule.		

FILED FOR RECORD
 at 11:19 o'clock a.m.
 APR 10 2018
 JENNIFER LINDENZWEIG
 County Clerk, Hunt County, TX

The above described services shall proceed upon return of this Task Authorization. Services will be billed as they are done. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.:

BY: _____

Print or Type Name

TITLE: _____

DATE: _____

HUNT COUNTY:

BY: _____

Print or Type Name

TITLE: County Surrogate

DATE: 4-10-2018

Fee Summary Table

Amendment #1

Project 1.5 - FM 2642

Category	Work Description	Original Task Authorized Budget	Amendment #1 Fee Reduction	Amendment #1 Authorization
Program Management	Right-of-way Agent / Appraisals	\$218,240	(\$218,240)	\$0
	Right-of-way Attorney	\$49,500	(\$49,500)	\$0
Engineering	Direct Expenses	\$8,640	(\$6,010)	\$2,630
	Project Management	\$97,800	(\$48,900)	\$48,900
	Conceptual Development	\$135,840	\$0	\$135,840
	Preliminary Engineering / Schematic Design	\$288,120	(\$137,430)	\$150,690
	Hydrology/Drainage Design	\$136,980	(\$68,480)	\$68,500
	Structural	\$67,180	(\$67,180)	\$0
	Final Design / Planning	\$570,950	(\$570,950)	\$0
Environmental	Environmental Services	\$109,390	\$0	\$109,390
Surveying	Topographic/Boundary Survey	\$57,640	\$0	\$57,640
	Subsurface Utility Engineering (SUE)	\$68,090	\$0	\$68,090
	ROW Map / Documents	\$99,220	\$0	\$99,220
Geotechnical	Geotechnical Investigation/Design	\$89,100	(\$89,100)	\$0
	Totals	\$1,996,690	(\$1,255,790)	\$740,900
	Total Billed to Date (thru Feb 28, 2018)			\$573,487
	Total Unbilled Costs Incurred (Feb 29 thru Mar 23)			\$91,398
	Total Costs Incurred (Feb 29 thru Mar 23)			\$664,885
	Outstanding Authorized Costs			\$76,015

at 11:12 o'clock
 APR 10 2018
 FILED FOR RECORD
 JENNIFER LINDENZWEIG
 COUNTY CLERK
 COUNTY OF HUNT
 BY [Signature]

#15,049 (c)

PRELIMINARY ANALYSIS
CITY OF QUINLAN FUNDING REQUEST – SIDEWALK PROJECT
HUNT COUNTY TRANSPORTATION STEERING COMMITTEE
APRIL 3, 2018

FILED FOR RECORD
at 11:19 o'clock 22 M
APR 10 2018
JENNIFER LINDENZWEIG
County Clerk Hunt County TX
By [Signature]

BACKGROUND (From John Adel, City Manager): The attached map (with some financial analysis from Dee Hilton) shows three local projects that are being funded and are moving forward. All three of these either entirely or partially overlap projects 15a and 16a in the bond program. One of them is 100% locally funded (engineering and construction) the other two are grant projects that have local match components, that cover engineering and design, among other things.

Basically, we're committing \$102K in local funds to provide engineering and design dollars for projects that are with the scope of some of our bond program projects. Total, these projects represent \$1.1M in total project value/cost and over \$500K in construction dollars from State/Federal sources.

As you may be aware, Hunt County was recently removed from TxDOT's EDCP (Economically Disadvantaged County Program), a program set up by TxDOT that reduces local match requirements in certain counties. Because of this change, our local match on one of these projects is being almost doubled and we now have local funding gap of approx. \$35K.

I would like to discuss the possibility of seeking some bond program funds, to cover this \$35K funding gap. I believe that if consideration is given to Quinlan covering the remaining \$67K in engineering costs for these projects (in addition to other local funding for both soft costs and construction costs), and given that these local funds will be used to access outside sources for construction dollars, that a case could be made for \$35K in bond funds to be allocated toward the \$102K in local commitments that is going specifically toward engineering and design on these projects. These projects will be completed relatively quickly utilizing outside construction dollars, providing some nice success stories for the bond program if it can assist with some of these engineering costs. Locally, we'll still be picking up ~2/3 of those engineering/design fees plus all other local funds needed to complete the projects.

Project 1 was originally included in a grant application through TxDOT that was not approved. Subsequently, we proceeded locally with the project through a partnership with our EDC. This project has been let for construction and we're finalizing contract paperwork now.

Project 2 is a grant project through TDA's Downtown Revitalization Grant program. This project has been approved for funding. I spoke with F&N several months ago about the possibility of utilizing them as the design engineer for the project, in hopes of being able to utilize some bond funds to pay for design. The application process for this grant closely paralleled the bond election and I was getting questions from my Council about utilizing bond funds for the engineering/design of this project. The problem with this, however, is that the grant requires construction-related engineering services as well, which is not an eligible activity within the bond program. This scenario meant we'd be complicating an already complicated grant administration process and so I did not pursue this, as planned, with the committee.

Project 3 is a TxDOT grant and it has also been approved for funding. Since being awarded, TxDOT is requiring additional match funds, originally around 40K, now 75K. I recognize that only a portion of this

project overlaps Project 16a. On its own, I don't think Project #3 warrants 35K participation from the bond program.

For the reasons above, our request for assistance with engineering/design would be based on our local funding for engineering and design for all 3 of these projects, which will design segments of approved bond projects in Quinlan and bring in over \$500K in outside funding to get them constructed.

The following is a suggested draft set of analytical questions to be used for consideration of funding requests for projects not specifically included in the Hunt County Transportation Project List (how this Quinlan project stacks up in red):

1. Is the project on-system? All three of the Quinlan projects are on-system (Current SH 276 and SS 264).
2. Is the project on the HC Transportation Bond Program list? Yes, both of these are on the list although not exclusively for sidewalks.
3. If it is on the HC list, does the completion of this project supplant the need of the HC Transportation Bond Program to expend funds for this project? That is a question for which we need an answer from FNI. If yes, how much? Not known at this time.
4. Is there state or federal ("Outside HC") funding? Yes, there is a Tx Dept of Ag grant from #2 and TxDOT/Fed funding for #3.
5. Is there local ("City") funding? Yes, Quinlan completely funded #1 (\$396K) and is funding a portion of #2 (\$79K) and #3 (\$75K) of which the request for \$35K is part of this shortfall in local funding for #2 and #3.
6. Is this a capacity project? No. It is for sidewalks in the downtown area and for sidewalks from downtown to a school.
7. Is this a safety project? Yes, it would appear to enhance both safety and non-vehicular mobility.
8. Is this a project that positively impacts economic development? May have an impact on retail in the downtown area.
9. Is this a project that positively impacts quality of life? Yes. Better walking conditions.
10. What are the losses to the entity of not funding? There are deadlines for both the TDA and TxDOT funding. John was not certain of the exact deadlines.
11. What is the availability of funds in the HC Transportation Bond Program for this project? There are some funds saved when TxDOT assumed responsibility for the FM 2642 Project earlier than forecast.

RECOMMENDATION: FNI was asked to determine whether completion of these projects might result in cost reductions with respect to projects in Quinlan that are on the Hunt County Transportation Project List. Here is FNI's preliminary analysis:

- Project No. 15a (Main St Sidewalk): 25% reduction x \$130K design costs = \$32,500
- Project No. 16a (SS264 Sidewalk & shoulder paving): 12.5% reduction x \$60K design costs = \$7,500
- Total design cost savings = \$40,000

Based on the fact that the request for \$35,000 in funding (i) creates significant additional transportation funding by the City of Quinlan and state and federal sources and (ii) is for support of a project on the Hunt County Transportation Project List, it is recommended that the Steering Committee recommend that the Commissioners' Court approve the grant of \$35,000 to the City of Quinlan contingent upon documentation that the three projects discussed above are fully committed for construction.