



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

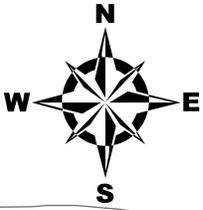
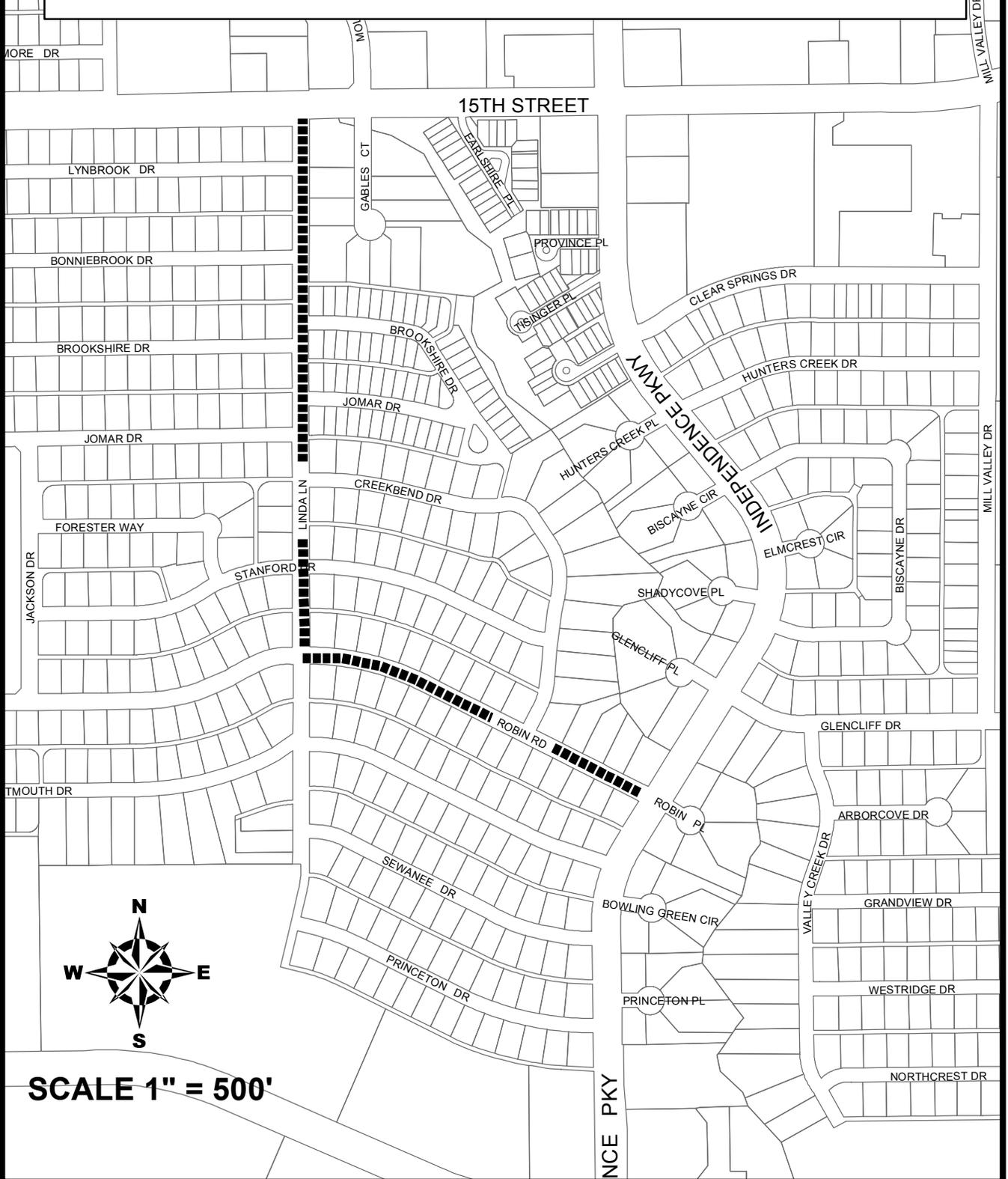
<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		11/12/12		
Department:		Public Works		
Department Head:		Gerald P. Cosgrove		
Agenda Coordinator (include phone #): <b>Kathleen Schonne (7198)</b>				<b>Project No. 6249</b>
<b>CAPTION</b>				
To approve a Professional Services Agreement by and between the City of Plano and Wier & Associates, Inc., in the amount of \$131,300, for Robin Road and Linda Lane Paving and Water Line Replacement, and authorizing the City Manager to execute all necessary documents.				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input checked="" type="checkbox"/> CIP				
FISCAL YEAR: <b>2012-13</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	0	150,000	0	<b>150,000</b>
Encumbered/Expended Amount	0	0	0	<b>0</b>
This Item	0	-131,300	0	<b>-131,300</b>
BALANCE	0	18,700	0	<b>18,700</b>
<b>FUND(S): STREET IMPROVEMENT CIP</b>				
<p><b>COMMENTS:</b> Funds are included in the FY 2012-13 Street Improvement CIP. This item, in the amount of \$131,300, will leave a current year balance of \$18,700 for the Robin Road and Linda Lane Paving and Water Line Replacement project.</p> <p>STRATEGIC PLAN GOAL: Engineering services for Robin Road and Linda Lane Paving and Water Line Replacement relate to the City's Goal of Financially Strong City with Service Excellence.</p>				
<b>SUMMARY OF ITEM</b>				
This agreement is for engineering design services for Robin Road and Linda Lane Paving and Water Line Replacement to include replacement of approximately 3,275 feet of 36 foot wide paving and 8-inch water line on the following streets:				
<ol style="list-style-type: none"> <li>1. Robin Road - Linda Lane to Independence Parkway</li> <li>2. Linda Lane - 15<sup>th</sup> Street to Robin Road</li> </ol>				
The contract fee is for \$131,300.00 and is detailed as follows:				
<b>BASIC SERVICES</b>				
1.	Research and Data Collection	\$	5,000.00	
2.	Design Survey	\$	28,300.00	
3.	Drainage Study/Analysis/Pavement Condition	\$	9,000.00	
4.	Preliminary Design	\$	57,300.00	
5.	Final Design	\$	14,200.00	
6.	Bid Phase	\$	6,500.00	
7.	Construction Administration	\$	4,000.00	
8.	Construction Control Survey	\$	2,700.00	
	<b>TOTAL BASIC FEE</b>	\$	<b>127,000.00</b>	



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>SPECIAL SERVICES</b>	
1. Right of Way/Easement Preparation	\$ <u>4,300.00</u>
<b>TOTAL SPECIAL SERVICES</b>	\$ 4,300.00
<b>TOTAL FEE</b>	<b>\$ 131,300.00</b>
Funding is available from the 2012-13 Community Investment Program. Staff feels the fee is reasonable for this project estimated to cost \$1,500,000.00.	
List of Supporting Documents:	Other Departments, Boards, Commissions or Agencies
Engineering Services Agreement	N/A
Location Map	

# ROBIN ROAD AND LINDA LANE PAVING AND WATER LINE REPLACEMENT PROJECT NO. 6249



SCALE 1" = 500'

**ROBIN ROAD AND LINDA LANE PAVING AND WATER LINE REPLACEMENT**

**PROJECT NO. 6249**

**ENGINEERING SERVICES AGREEMENT**

**THIS AGREEMENT** is made and entered by and between the **CITY OF PLANO, TEXAS**, a Home-Rule Municipal Corporation, hereinafter referred to as "City", and **WIER & ASSOCIATES, INC.**, a **TEXAS** Corporation, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

**WITNESSETH:**

**WHEREAS**, the City desires to engage the services of the Engineer to prepare construction plans, specifications, details and special provisions and to perform other related engineering services in connection with the **ROBIN ROAD AND LINDA LANE PAVING AND WATER LINE REPLACEMENT** project located in the City of Plano, Collin County, Texas, hereinafter referred to as the "Project"; and

**WHEREAS**, the Engineer desires to render such engineering services for the City upon the terms and conditions provided herein.

**NOW, THEREFORE**, for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

**I. Employment of the Engineer**

The City hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project. Engineer agrees to perform such services in accordance with the terms and conditions of this Agreement.

**II. Scope of Services**

The parties agree that Engineer shall perform such services as are set forth and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. The parties understand and agree that deviations or modifications in the form of written contract modifications may be authorized from time to time by the City.

### **III. Schedule of Work**

The Engineer agrees to commence work immediately upon execution of this Agreement, and to proceed diligently with said work, except for delays beyond the reasonable control of Engineer, to completion as described in the Completion Schedule, attached hereto as Exhibit "B" and thereby made a part of this Agreement.

### **IV. Compensation and Method of Payment**

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto and incorporated herein as Exhibit "C". The contract amount specified in Exhibit "C" shall not be exceeded without the written permission of the City.

### **V. Information to be Provided by the City**

The City agrees to furnish, prior to commencement of work, all that information requested by Engineer and available in City's files.

### **VI. Insurance**

Engineer agrees to meet all insurance requirements, and to require all consultants who perform work for Engineer to meet all insurance requirements, as set forth on Exhibit "D", which is attached hereto and thereby made a part of this Agreement.

Engineer agrees to notify the City of any changes in insurance policy coverage, including but not limited to changes in limits and cancellation. The Engineer shall notify the City in writing of any changes within forty-eight (48) hours of the change. The Engineer's notice shall include a description of the changes and how those changes vary from the insurance requirements of the contract/agreement.

### **VII. INDEMNITY**

**THE ENGINEER AGREES TO DEFEND, INDEMNIFY AND HOLD THE CITY AND ITS RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, JUDGMENTS, FINES, PENALTIES, COSTS AND EXPENSES FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM OR VIOLATIONS FOR WHICH RECOVERY OF DAMAGES, FINES, OR PENALTIES IS SOUGHT, SUFFERED BY ANY PERSON OR PERSONS, THAT MAY ARISE OUT OF OR BE OCCASIONED BY ENGINEER'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS CONTRACT, VIOLATIONS OF LAW, OR BY ANY NEGLIGENT, GROSSLY**

NEGLIGENT, INTENTIONAL, OR STRICTLY LIABLE ACT OR OMISSION OF THE ENGINEER, ITS OFFICERS, AGENTS, EMPLOYEES, INVITEES, SUBCONTRACTORS, OR SUB-SUBCONTRACTORS AND THEIR RESPECTIVE OFFICERS, AGENTS, OR REPRESENTATIVES, OR ANY OTHER PERSONS OR ENTITIES FOR WHICH THE ENGINEER IS LEGALLY RESPONSIBLE IN THE PERFORMANCE OF THIS CONTRACT. THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE SOLE NEGLIGENCE OF THE CITY, AND ITS OFFICERS, AGENTS, EMPLOYEES OR SEPARATE ENGINEERS. THE CITY DOES NOT WAIVE ANY GOVERNMENTAL IMMUNITY OR OTHER DEFENSES AVAILABLE TO IT UNDER TEXAS OR FEDERAL LAW. THE PROVISIONS OF THIS PARAGRAPH ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.

ENGINEER AT ITS OWN EXPENSE IS EXPRESSLY REQUIRED TO DEFEND CITY AGAINST ALL SUCH CLAIMS. CITY RESERVES THE RIGHT TO PROVIDE A PORTION OR ALL OF ITS OWN DEFENSE; HOWEVER, CITY IS UNDER NO OBLIGATION TO DO SO. ANY SUCH ACTION BY CITY IS NOT TO BE CONSTRUED AS A WAIVER OF ENGINEER'S OBLIGATION TO DEFEND CITY OR AS A WAIVER OF ENGINEER'S OBLIGATION TO INDEMNIFY CITY PURSUANT TO THIS AGREEMENT. ENGINEER SHALL RETAIN DEFENSE COUNSEL WITHIN SEVEN (7) BUSINESS DAYS OF CITY'S WRITTEN NOTICE THAT CITY IS INVOKING ITS RIGHT TO INDEMNIFICATION UNDER THIS AGREEMENT. IF ENGINEER FAILS TO RETAIN COUNSEL WITHIN THE REQUIRED TIME PERIOD, CITY SHALL HAVE THE RIGHT TO RETAIN DEFENSE COUNSEL ON ITS OWN BEHALF AND ENGINEER SHALL BE LIABLE FOR ALL COSTS INCURRED BY THE CITY.

#### **VIII. Independent Contractor**

Engineer covenants and agrees that Engineer is an independent contractor and not an officer, agent, servant or employee of City; that Engineer shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants; that the doctrine of respondeat superior shall not apply as between City and Engineer, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating a partnership or joint enterprise between City and Engineer.

## **IX. Assignment and Subletting**

The Engineer agrees that neither this Agreement nor the work to be performed hereunder will be assigned or sublet without the prior written consent of the City. The Engineer further agrees that the assignment or subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the City as provided by this Agreement.

## **X. Audits and Records/Prohibited Interest**

The Engineer agrees that at any time during normal business hours and as often as City may deem necessary, Engineer shall make available to representatives of the City for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the City to audit, examine, copy and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of one (1) year from the date of final settlement of this Agreement or for such other or longer period, if any, as may be required by applicable statute or other lawful requirement.

The Engineer agrees that it is aware of the prohibited interest requirements of the City Charter and Code of Conduct and will abide by the same. Further, a lawful representative of Engineer shall execute the affidavit shown in Exhibit "E". Engineer understands and agrees that the existence of a prohibited interest during the term of this contract will render the contract voidable.

## **XI. Contract Termination**

The parties agree that City shall have the right to terminate this Agreement with or without cause upon thirty (30) days written notice to Engineer. In the event of such termination, Engineer shall deliver to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by Engineer in connection with this Agreement. Engineer shall be entitled to compensation for any and all work completed to the satisfaction of City in accordance with the provisions of this Agreement prior to termination.

## **XII. Engineer's Opinion of Probable Construction Costs**

The parties recognize and agree that any and all opinions of probable construction costs prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer does not guarantee that any bids solicited or received in connection with the Project will not vary from opinions prepared by Engineer.

### **XIII. Ownership of Documents**

Original drawings and specifications are the property of the Engineer; however, the Project is the property of the City and Engineer may not use the drawings and specifications therefor for any purpose not relating to the Project without City's consent. City shall be furnished with such reproductions of drawings and specifications as City may reasonably require. Upon completion of the work or any earlier termination of this Agreement under Article XI, Engineer will revise drawings to reflect changes made during construction and he will promptly furnish the City with one (1) complete set of reproducible record prints. Prints shall be furnished, as an additional service, at any other time requested by City. All such reproductions shall be the property of the City who may use them without Engineer's permission for any proper purpose including, but not limited to, additions to or completion of the Project. However, use of the documents for other than their intended purpose shall be at the sole risk of the City.

### **XIV. Complete Contract**

This Agreement, including the Exhibits lettered "A" through "E", constitute the entire agreement by and between the parties regarding the subject matter hereof and supersedes all prior or contemporaneous written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

### **XV. Mailing of Notices**

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to City permitted or required under this Agreement shall be addressed to City at the following address:

City of Plano  
Public Works Department, Suite 250  
P.O. Box 860358  
Plano, TX 75086-0358  
Attn: James E. Caswell, P.E.

City agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer at the following address:

Wier & Associates, Inc.  
701 Highlander Boulevard, Suite 300  
Arlington, TX 76015-4340  
Attn: Ulys Lane III, P.E., R.P.L.S.

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the addressee on the date such notice or communication is posted by the sending party.

## **XVI. Miscellaneous**

### **A. Paragraph Headings:**

The paragraph headings contained herein are for convenience only and are not intended to define or limit the scope of any provision in this Agreement.

### **B. Contract Interpretation:**

Although this Agreement is drafted by the City, should any part be in dispute, the parties agree that the Agreement shall not be construed more favorably for either party.

### **C. Venue/Governing Law:**

The parties agree that the laws of the State of Texas shall govern this Agreement, and that it is performable in Collin County, Texas. Exclusive venue shall lie in Collin County, Texas.

### **D. Successors and Assigns:**

City and Engineer, and their partners, successors, subcontractors, executors, legal representatives, and administrators are hereby bound to the terms and conditions of this Agreement.

### **E. Severability:**

In the event a term, condition, or provision of this Agreement is determined to be void, unenforceable, or unlawful by a court of competent jurisdiction, then that term, condition, or provision, shall be deleted and the remainder of the Agreement shall remain in full force and effect.

### **F. Effective Date:**

This Agreement shall be effective from and after execution by both parties hereto.

G. Authority to Sign:

The undersigned officers and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto.

**SIGNED** on the date indicated below.

**WIER & ASSOCIATES, INC.**  
A Texas Corporation

DATE: 10-26-2012

BY:   
Ulys Lane III, P.E., R.P.L.S.  
VICE PRESIDENT

**CITY OF PLANO, TEXAS**

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Bruce D. Glasscock  
CITY MANAGER

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Diane C. Wetherbee  
CITY ATTORNEY

**ACKNOWLEDGMENTS**

STATE OF TEXAS       §  
                                  §  
COUNTY OF TARRANT §

This instrument was acknowledged before me on the 20<sup>th</sup> day of October, 2012, by **ULYS LANE III, P.E., R.P.L.S., VICE PRESIDENT**, of **WIER & ASSOCIATES, INC.**, a **TEXAS** corporation, on behalf of said corporation.



  
\_\_\_\_\_  
Notary Public, State of Texas

STATE OF TEXAS       §  
                                  §  
COUNTY OF COLLIN §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2012, by **BRUCE D. GLASSCOCK, CITY MANAGER**, of the **CITY OF PLANO, TEXAS**, a Home-Rule Municipal Corporation, on behalf of said municipal corporation.

\_\_\_\_\_  
Notary Public, State of Texas

**EXHIBIT A  
SCOPE OF SERVICES**

**ROBIN ROAD AND LINDA LANE  
PAVING AND WATER LINE REPLACEMENT  
PROJECT NO. 6249  
CIP NO. 31155**

**PROJECT DESCRIPTION:**

Design and preparation of construction plans for pavement reconstruction, drainage improvements (if required) and water line replacement on the following streets:

1. Robin Road – Linda Lane to Independence Parkway (L= 1,343')
2. Linda Lane – 15<sup>th</sup> street to Robin Road (L = 1,932')

Project design guide lines are as follows

1. Reconstruction of street paving at a 36' (f-f) width (existing width) with 6" thick reinforced concrete (3,000 p.s.i.) on 6" thick lime stabilized subgrade. The right-of-way should be 60' with 2-12' (f-f) parkways. Sidewalk and driveways shall also be replaced as necessary. The new street grade design shall match, as closely as possible, that of the existing street and shall include consideration for walk locations that are in good condition and could potentially be left in place. After proposed street grades are determined, a visual evaluation of existing walk condition shall be made by the consultant and areas of walk in good condition, if matching proposed street grades, shall be identified and may be recommended to remain in place. The specific areas of applicable good walk identified by the consultant shall be indicated on a preliminary review plan for City evaluation. Storm drainage needs will be identified by a drainage study/analysis of the related drainage areas and existing systems done in conjunction with the preliminary plans. The drainage study will be prepared and submitted to the City with recommendations regarding drainage system installation needs for inclusion into this project. Based upon these recommendations, the City will determine if the drainage systems should be included in the project. If so, the required design and plan preparation shall be added to this professional services contract by contract modification. If no new systems are required, the drainage areas, calculations and analysis will not be included in the plans.
2. Replacement of the existing 6" - 8" water line with a new 8" line in Robin Road and Linda Lane. Fire hydrants shall be replaced and existing spacing evaluated for adequacy. Water service lines shall be replaced from the

existing water main to the existing meters. After proposed street grades and alignment are determined (preliminary plan stage) the consultant and a City representative will do a field check of the existing water meters to determine if a vertical or horizontal adjustment or relocation is required due to new grade, alignment or to relocate the meter out of a driveway or sidewalk. Meter location shall be consistent with Standard Detail Sheet SD-16 unless otherwise allowed by the City of Plano. These locations shall be indicated on the plans and set up under the item "Water Service Relocation and Reconnection (meter and private side service)."

3. Survey and cross-section work should extend for the limits of all proposed paving through and beyond the intersections at each end of the project street and beyond by 100'. The survey and cross section should extend up intersecting streets and alleys a minimum of 100', a minimum of 25' beyond the ROW line in other non-fenced areas and to the face of the garage for driveways.

## **BASIC SERVICES:**

### **A. Design Standards**

1. This project shall be designed in accordance with the following:

Geodetic Monumentation Manual

Manual for Right-of-Way Management

Storm Drainage Design Manual

Stream Bank Stabilization Manual

Erosion & Sediment Control Manual

Thorough Fare Standards Rules & Regulations

Manual for the Design of Water & Sanitary Sewer Lines

Standard Construction Details

Barrier Free Ramp Details

NCTCOG Standard Specifications for Public Works Construction

Special Provisions to Standard Specifications for Public Works Construction

Sample Plan Set

2. All plans submitted to the City shall be signed and sealed in accordance with state law.

### **B. Research and Data Collection –**

1. Meet with City of Plano engineering staff and obtain design criteria, pertinent utility plans, street plans, plats and right-of-way maps, existing easement information, and other information available for the project area.
2. Meet with the City of Plano project manager and conduct an on-site review and walk through.

#### **C. Design Survey –**

1. Establish a horizontal and vertical control network and project control baseline for the project areas. The network and baseline are to be tied into the existing City of Plano control network.
2. Establish horizontal and vertical project control monumentation.
3. Tie right-of-way lines and corners, property lines and corners/monuments, buildings, fence lines, trees 4-inches in diameter and larger, edges of pavements and all other visible surface features to the project control baseline. Existing utility structures shall be located and referenced by utility name (i.e. Oncor Elec., Verizon Telephone, Atmos Gas, Etc.).
4. Vertical topographic information tying pavement, drives, walls, storm drain and sanitary sewer manholes (top and inverts), storm drain inlets (top and inverts), and other improvements as needed within the project areas for the design.
5. Provide roadway cross sections at a fifty-foot (50') interval relative to the project baseline and at all drives, alleys, street intersections, or other areas of significance. Cross sections are for project design review and quantity takeoffs and will be a part of the preliminary and final construction plan sets.
6. When underground utilities are exposed, tie to project control baseline.
7. Identify the street address of all adjacent properties to the proposed construction and show on drawings.

#### **D. Drainage Study and Sidewalk Condition Evaluation -**

1. Perform a detailed drainage study for Robin Road and Linda Lane within the project limits. The study will delineate existing drainage areas and stormwater discharges into the roadway, quantify existing gutter and right-of-way stormwater conveyance capacities at key points along the street, determine capacities of existing storm sewer systems in and adjacent to the study area, and identify areas where the existing drainage systems do not satisfy the City's current drainage design requirements. The goal of the drainage study is to identify storm sewer improvements which correct or improve roadway drainage deficiencies with consideration of costs and benefits. The drainage study will involve coordination with City engineering personnel to determine the desired level of service for the drainage systems once the existing drainage

conditions have been quantified. The Drainage Study will include consideration of previously prepared drainage studies by others as provided by the City. The drainage study reporting will include a narrative report, drainage area maps, inlet calculations, hydraulic calculations, schematic layout of recommended drainage improvement alternatives, and opinions of probable construction cost as applicable.

2. Perform a visual inspection of the existing sidewalks and barrier free ramps within the project limits and identify areas of visible or apparent distress. The field inspection will include field marking the observed distress areas with paint and these areas will be field surveyed by consultant's personnel for inclusion in the project topographic mapping. The City will be asked to review the marked areas by either participating in the field inspection activities or reviewing the markings shortly after they are painted. The inspection and mapping will identify areas with significant visible cracking, spalling, surface delamination, and joint faulting, existing trip hazards and for conformance with current City and TAS/TDLR standards. Survey mapping data or a Smartlevel will be utilized as necessary to verify that existing transverse and longitudinal slopes along accessible routes are in conformance with current geometric requirements. Sidewalks found to be in good condition, in conformance with current City standards, and found to work with the proposed street reconstruction grades will be illustrated on a pavement schematic exhibit for use in discussions with the City regarding determination of the limits of existing sidewalk to remain in place.

#### **E. Right-of-way and Easement Requirements –**

1. Prepare a preliminary list of right-of-way parcels and easements necessary to construct the project (if any). Submit to the City of Plano as soon as possible and prior to the preliminary plan submittal.
2. Meet with the City of Plano Staff to determine easement and right-of-way requirements for preparation of field notes and exhibits.

#### **F. Preliminary Design –**

1. Prepare preliminary construction plans. Prepare the following sheets (22" x 34") at the engineering scale indicated:
  - Cover sheet.
  - Project layout control sheet(s). Scale 1"= 100'.
  - Quantity sheet (sheet by sheet breakdown of all quantities).
  - Typical sections and detail sheets.
  - Construction phasing (scale 1"=30') and temporary traffic control sheets (scale 1"= 100').

- Paving plan & profile sheets for street improvements. The consultant will need to evaluate the existing street lights on all streets to see that adequate lighting exists. The City will provide the criteria. If additional lights are needed, new conduit and street light foundations (or direct bury pole locations) will be included in the project with the information shown on the paving plans. Scale 1"= 20'H; 1"=5'V.
- Water Utility Replacement Plans, Scale 1"=20'. Water line profiles are not required for lines 8" and smaller. Water lines must be shown in profile on other sheets where conflicts exist (for example storm drain or sanitary sewer)
- Drainage area maps (with drainage calculations on separate sheets as necessary) for street/drainage improvements. Scale 1"= 100'. This information will be prepared with the drainage study/analysis mentioned above but will only be included in the plans if proposed drainage systems are determined to be included in the contract. If required, inclusion of these items in the plans will be included by a contract modification.
- Storm drain improvement plan & profile sheets. Scale 1"= 20'H; 1"=5'V. These improvements will be included if determined to be required as a result of the drainage study/analysis mentioned above. If required, the design/plan preparation shall be done under a contract modification.
- Construction erosion control plan sheets. Scale 1"= 40'.
- SWPPP Narrative sheet meeting TCEQ and City of Plano requirements.
- Final buttoning and signage plan sheets. Scale 1"= 40'.
- Cross –Sections. Scale 1"=20'H;1"=2'V.

Information required can be combined on sheets if the information can be clearly shown and is approved by the City of Plano project manager.

2. Coordinate with affected utilities such as water, gas, telephone, cable TV and electric to obtain accurate information for the location of their facilities.
3. Prepare outline of any special technical specifications needed for the project (if any).
4. Prepare an estimate of construction quantities and develop the preliminary statement of probable construction cost.
5. Submit five (5) sets of preliminary plans, and one (1) set of special technical specifications and preliminary statement of probable construction cost to the City for review.

□ Engineering

- Public Works
  - Inspectors
  - Transportation
  - File Set
6. Meet with City of Plano staff to discuss City comments on preliminary plans, specifications and cost estimates.
  7. Provide an electronic PDF format half size set of preliminary utility coordination drawings (11" x 17" sheets to scale) to the City for distribution to the franchise utility companies affected by the construction. Utility coordination drawings shall include the cover sheet, typical sections, paving sheets, utilities and cross sections.

#### **G. Final Design –**

1. Revise preliminary plans incorporating comments from the City of Plano.
2. Incorporate comments from the utility companies.
3. Finalize construction plans for proposed improvements.
4. Finalize special technical specifications and special conditions (if any).
5. Incorporate standard details (those not included in the City of Plano Standard Details) into the construction plans and prepare additional details as required.
6. Take off final construction quantities and prepare final construction cost estimates.
7. Submit five (5) sets of pre-final plans and one (1) set of special technical specifications, draft bid schedule and final statement of probable construction cost to the City for review.
8. Incorporate City final comments into the plans and bid documents.
9. Provide an electronic PDF format half size set of final utility coordination drawings (11" x 17" sheets to scale) to the City for distribution to the franchise utility companies affected by the construction. Utility coordination drawings shall include the cover sheet, typical sections, paving sheets, utility sheets and cross sections.
10. Submit three (3) sets of final black line prints, three (3) bound copies of the bid documents and one (1) unbound original bid document set to the City of Plano and one MSWORD electronic copy of the final Bid Schedule.
11. Submit one (1) set of final black line prints and one (1) bound copy of the bid documents to the designated Material Testing Laboratory.

#### **H. Bid Phase Services –**

1. Assist the City staff in advertising for bids.
2. Furnish plans and specifications for bidding. Cost for these to be recouped by non-refundable deposit from contractors. Maintain a list of plan holders.

3. Furnish plans and bid documents, if requested for up to five (5) plan review rooms to be determined by the City. These documents are to be furnished at no cost to the plan review rooms.
4. Assist City staff in conducting a pre-bid conference, if required.
5. Prepare and distribute addenda to bid documents as necessary.
6. Assist City staff as required in bid opening. Submit list of plan holders to the City, 48-hours prior to the bid letting.
7. Submit a CD-ROM disk of the bid set plans in a PDF format.
8. Provide bid tabulation to the City of Plano within four working days of the bid letting.
9. Evaluate the low and second low bidders. Prepare letter of recommendation to the City of Plano for awarding a contract to the lowest responsible bidder within four working days of the bid letting.
10. Assist City staff in a pre-construction conference.
11. Furnish eleven (11) full size and four (4) half size sets of final construction plans and seven (7) sets of the contract documents manual to the City for construction.

**I. Construction Administration –**

1. When requested, provide periodic site visits (estimate 1 per month if requested) by the design engineer in response to questions during construction with a written inspection report submitted to the City for each visit.
2. Provide written responses to requests for information or clarifications.
3. Prepare plan and quantity revisions as required for change orders. The City of Plano will prepare the actual change order and get it executed by the contractor.
4. Prepare construction "Record Drawings" based upon mark-ups and information provided by the construction contractor(s). Submit one blackline set to the City and two (2) CD-ROM disks containing scanned images of the 22" x 34" final "as constructed" blackline drawings (with "record drawing stamps" bearing the signature of the Engineer and the date). The drawings shall be scanned 1 to 1 as Group 4 TIF files at a minimum resolution of 200 dots per inch and a maximum resolution of 400 dots per inch. The TIF files shall be legible and shall include any post processing that may be required to enhance image quality (e.g., de-speckling, de-shading, de-skewing, etc.). Each file shall be named in numeric order.

**J. Construction Control Survey –**

1. Set vertical and horizontal control stakes for construction at 500' intervals, and a minimum of one at each end of the project.

**SPECIAL SERVICES:**

**A. Right-of-Way and Easement Surveying –**

1. Prepare a metes and bounds description and an 8-1/2" x 11" exhibit for one (1) right-of-way parcel on a per tract basis. Deliver three (3) reviewed and approved originals to the City.
2. Prepare a metes and bounds description and an 8-1/2" x 11" exhibit for one (1) temporary construction easement on a per tract basis. Deliver three (3) reviewed and approved originals to the City.
3. Prepare a metes and bounds description and an 8-1/2" x 11" exhibit for one (1) permanent easement on a per tract basis. Deliver three (3) reviewed and approved originals to the City.
4. Prepare exhibits with the field notes first and drawings second. Both the field notes and the drawing shall be labeled as Exhibit "A". Each parcel shall be assigned its own separate number.
5. Set new iron pins at all new corners, PC's and PT's of new right-of-way.

**EXHIBIT B  
COMPLETION SCHEDULE**

**ROBIN ROAD AND LINDA LANE  
PAVING AND WATER LINE REPLACEMENT  
PROJECT NUMBER 6249  
C.I.P. NUMBER 31155**

<b>Activity</b>	<b>Completion Time (Calendar Days)</b>
1. Notice to Proceed	1
2. Research and Data Collection	14
3. Design Survey	40
4. Drainage Study/Analysis/Sidewalk Condition	24
5. City Review	30
6. Preliminary Design	77
7. City Review	30
8. Final Design (Pre-Final Submittal) / ROW & Easement Documents	24
9. City Review	30
10. Final Design/ Documents for Bidding	15
11. City Review	30
12. Advertise for Bids/Receive Bids	30
13. Recommendation	7
14. Prepare Council Agenda	21
15. Council Award	0
16. Prepare/Execute Contract	45
17. Schedule Preconstruction	14
18. Notice to Proceed	14
19. Construction	

**EXHIBIT C  
PAYMENT SCHEDULE**

**ROBIN ROAD AND LINDA LANE  
PAVING AND WATER LINE REPLACEMENT  
PROJECT NUMBER 6249  
C.I.P. NUMBER 31155**

<b>WORK STAGE SUBMITTAL OR COMPLETION</b>	<b>TOTAL</b>
1. Research and Data Collection	\$5,000.00
2. Design Survey	\$28,300.00
3. Drainage Study/Analysis/Sidewalk Condition	\$9,000.00
4. Preliminary Design	\$57,300.00
5. Final Design	\$14,200.00
6. Bid Phase	\$6,500.00
7. Construction Administration	\$4,000.00
8. Construction Control Survey	\$2,700.00
Total Basic Fee	\$127,000.00
9. Special Services –	
a. Right-of-way Document (1 @ \$2,200/ea.)	\$2,200.00
b. Temporary Easement Documents (1 @\$900/ ea.)	\$ 900.00
c. Permanent Easement Documents (1@\$1,200/ea.)	\$1,200.00
Total Special Services	\$4,300.00
<b>Total Fee</b>	<b>\$131,300.00</b>

**EXHIBIT "D"**  
**ENGINEERING**  
**INSURANCE**

**INSURANCE:** (Review this section carefully with your insurance agent prior to bid or proposal submission. See "Insurance Checklist" on the last page or specific coverages applicable to this contract).

**1. General Insurance Requirements:**

- 1.1 The Engineer (hereinafter called "Engineer") shall not start work under this contract until the Engineer has obtained at his own expense all of the insurance called for here under and such insurance has been approved by the City. Approval of insurance required of the Engineer will be granted only after submission to the Purchasing Agent of original, signed certificates of insurance or, alternately, at the City's request, certified copies of the required insurance policies.
- 1.2 All insurance policies required hereunder shall be endorsed to include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, without first providing the Risk Manager, City of Plano, at least ten (10) days prior written notice."
- 1.3 No acceptance and/or approval of any insurance by the City shall be construed as relieving or excusing the Engineer from any liability or obligation imposed upon the provisions of the Contract.
- 1.4 The City of Plano (including its elected and appointed officials, agents, volunteers, and employees) is to be named as an additional insured under Engineer's General Liability Policy, and the certificate of insurance, or the certified policy, if requested, must so state. Coverage afforded under this paragraph shall be primary as respects the City, its elected and appointed officials, agents and employees.
  - 1.4.1 The following definition of the term "City" applies to all policies issued under the contract:

The City Council of the City of Plano and any affiliated or subsidiary Board, Commission Authority, Committee, or Independent Agency (including those newly constituted), provided that such affiliated or subsidiary Board Commission, Authority, Committee, or Independent Agency is either a Body Politic created by the City Council of the City of Plano, or one in which controlling interest is vested in the City of Plano; and City of Plano Constitutional Officers.
- 1.5 The Engineer shall provide insurance as specified in the "Insurance Checklist" (Checklist) found on the last page of the bid or proposal form. Full limits of insurance required in the Checklist of this agreement shall be available for claims arising out of this agreement with the City of Plano.

- 1.6 Engineer agrees to defend and indemnify the City of Plano, its officers, agents and employees as provided in Paragraph VII. of this contract.
- 1.7 Insurance coverage required in these specifications shall be in force throughout the Contract Term. Should the Engineer fail to provide acceptable evidence of current insurance within seven (7) days of written notice at any time during the Contract Term, the City shall have the absolute right to terminate the Contract without any further obligation to the Engineer, and the Engineer shall be liable to the City for the entire additional cost of procuring performance and the cost of performing the incomplete portion of the Contract at time of termination.
- 1.8 Written requests for consideration of alternate coverages must be received by the City Purchasing Manager at least ten (10) working days prior to the date set for receipt of bids or proposals. If the City denies the request for alternative coverages, the specified coverages will be required to be submitted.
- 1.9 All required insurance coverages must be acquired from insurers authorized to do business in the State of Texas and acceptable to the City. The City prefers that all insurers also have a policyholder's rating of "A-" or better, and a financial size of "Class VI" or better in the latest edition of A.M. Best, or A or better by Standard and Poors, unless the City grants specific approval for an exception.
- 1.10 Any deductibles shall be disclosed in the Checklist and all deductibles will be assumed by the Engineer. Engineer may be required to provide proof of financial ability to cover deductibles, or may be required to post a bond to cover deductibles.

**2. Engineer's Insurance - "Occurrence" Basis:**

- 2.1 The Engineer shall purchase the following insurance coverages, including the terms, provisions and limits shown in the Checklist.
  - 2.1.1 Commercial General Liability - Such Commercial General Liability policy shall include any or all of the following as indicated on the Checklist:
    - i. General aggregate limit is to apply per project;
    - ii. Premises/Operations;
    - iii. Actions of Independent Contractors;
    - iv. Contractual Liability including protection for the Engineer from claims arising out of liability assumed under this contract;
    - v. Personal Injury Liability including coverage for offenses related to employment;
    - vi. Explosion, Collapse, or Underground (XCU) hazards; if applicable. This coverage required for any and all work involving drilling, excavation, etc.
  - 2.1.2 Business Automobile Liability including coverage for any owned, hired, or non-owned motor vehicles and automobile contractual liability.

- 2.1.3 Workers' Compensation - statutory benefits as required by the State of Texas, or other laws as required by labor union agreements, including Employers' Liability coverage.

### **3.0 Engineer's Insurance – Claims Made**

#### Professional Errors and Omissions

The Engineer shall carry Professional Liability insurance which will pay for injuries arising out of negligent errors or omissions in the rendering, or failure to render professional services under the contract, for the term of the Contract and up to three years after the contract is completed in the amount shown in the Checklist.

Professional Errors and Omissions, Limit \$1,000,000  
per claim and aggregate of \$2,000,000

# ENGINEERING

## City of Plano - Insurance Checklist

("X" means the coverage is required.)

### Coverages Required

### Limits (Figures Denote Minimums)

<input checked="" type="checkbox"/> 1. Workers' Compensation & Employers' Liability	Statutory limits of State of Texas \$100,000 accident \$100,000 disease \$500,000 policy limit disease
<input type="checkbox"/> 2. For Future Use	
<input type="checkbox"/> 3. City Approved Alternative Workers' Comp. Program	\$150,000 medical, safety program
<input checked="" type="checkbox"/> 4. General Liability	Complete entry No. 26 Minimum \$500,000 each occurrence \$1,000,000 general aggregate
<input checked="" type="checkbox"/> 5. General aggregate applies per project (CGL)	
<input checked="" type="checkbox"/> 6. Premises/Operations	(Items No. 3-10 & 12 require)
<input checked="" type="checkbox"/> 7. Independent Contractors	<u>\$500,000</u> combined single limit for bodily injury and property damage
<input type="checkbox"/> 8. Products	damage each occurrence with
<input type="checkbox"/> 9. Completed Operations	\$1,000,000 general aggregate that applies to project under contract
<input checked="" type="checkbox"/> 10. Contractual Liability	
<input checked="" type="checkbox"/> 11. Personal Injury Liability	\$500,000 each offense & aggregate
<input type="checkbox"/> 12. XCU Coverages	
<input checked="" type="checkbox"/> 13. Automobile Liability	\$500,000 Bodily Injury & Property
<input checked="" type="checkbox"/> 14. Owned, Hired & Non-owned	Damage each accident
<input type="checkbox"/> 15. Motor Carrier Act Endorsement	
<input checked="" type="checkbox"/> 16. Professional Liability	\$1,000,000 each claim \$2,000,000 aggregate
<input type="checkbox"/> 17. Garage Liability	\$_____ BI & PD each occurrence



**EXHIBIT "E"**

**AFFIDAVIT OF NO PROHIBITED INTEREST**

I, the undersigned declare that I am authorized to make this statement on behalf of Wier & Associates, Inc. and I have made a reasonable inquiry and, to the best of my knowledge, no person or officer of Wier & Associates, Inc. is employed by the City of Plano or is an elected or appointed official of the City of Plano within the restrictions of the Plano City Charter.

I am aware that Section 11.02 of the City Charter states:

"No officer or employee of the city shall have a financial interest, direct or indirect, in any contract with the city, nor shall be financially interested, directly or indirectly, in the sale to the city of any land, or rights or interest in any land, materials, supplies or service. The above provision shall not apply where the interest is represented by ownership of stock in a corporation involved, provided such stock ownership amounts to less than one (1) per cent of the corporation stock. Any violation of this section shall constitute malfeasance in office, and any officer or employee of the city found guilty thereof shall thereby forfeit his office or position. Any violation of this section with the knowledge, express or implied, of the persons or corporation contracting with the city shall render the contract voidable by the city manager or the city council."

I further understand and acknowledge that a violation of Section 11.02 of the City Charter at anytime during the term of this contract will render the contract voidable by the City.

Wier & Associates, Inc.  
Name of Consultant

By:   
Signature

Ulys Love III  
Print Name

Vice President  
Title

10-26-2012  
Date

STATE OF TEXAS           §  
  §  
COUNTY OF TARRANT   §

SUBSCRIBED AND SWORN TO before me this 26<sup>th</sup> day of October, 2012.



  
Notary Public, State of Texas