



Engineering Design Services Contract Scope of Services Guidelines

Prior to the preparation of scope of services, it is required that the selected engineering/consulting firm has a clear understanding of the project scope; this can be accomplished through a project understanding conference with the owner in which all aspects of the project requirements are discussed between owner's representatives and engineering firm.

Scope of services shall include "Scope of Work" in which general description of the project is provided including assumptions of project understanding including all required permits.

Scope of services shall consist of the following:

- **Basic Services**
- **Special Services**
- **Additional Services**

Basic Services:

Preliminary Engineering Phase:

Pre-design conference (Kick-Off Meeting) between owner and Engineer to clarify all specific requirements by owner regarding the project.

Owner provides Engineer with helpful data such as: maps, example plans and specifications.

Submit 30% preliminary design including schematics – discuss submittal within City Staff and provide an Engineer's opinion of probable construction cost. Submit minimum of six (6) half size copies and one full size copy.

Provide a design memorandum two weeks following the 30% submittal in which all aspects of project design criteria shall be provided in narrative form. Submit minimum of six (6) hard bound copies.

Submit 30% plans to all franchise utility companies for review and comment.

Submit preliminary ROW/Easement documents.

Final Design Phase:

Submit 70% plans and specifications including complete drainage tables and computations, final grades, complete construction notes and Engineer's opinion of probable construction cost.

Submit applications for permits and approvals to all governmental agencies with jurisdictions over the project area.

Implement owner's comments

Submit Final ROW/Easement documents

Submit 100% plans and specifications including bid documents; provide with an excel format of the bid items;

Bidding Phase:

Prepare final plans and specifications and other final documentation; including Engineer's opinion of probable construction cost; provide full set of Mylar drawings, digital files (PDF and AUTOCAD) of bid documents and 25 sets of half size plans and specifications (note: also provide digital copy of the bid manual).

Prepare advertisement for bids

Issue addenda as needed for bidding document modifications

Prepare Pre-bid meeting agenda and conduct pre-bid meeting.

Attend the Bid opening and tabulate all bids, check low bidder references and prepare a recommendation letter to the owner.

Construction Phase:

Prepare a pre-construction meeting agenda and conduct pre-construction meeting following council award of project.

Visit project site at critical stages of construction and provide written documentation.

Prepare change orders and plan revisions as needed.

Review all shop drawings, concrete batch mix design and other submittals for conformance.

Assist the owner in the preparation of Notice of Intent (NOI) and Notice of Termination (NOT) forms as required.

Review all density and resting reports for compliance.

Conduct the final walk-through to determine if the work has been completed and generate a punch list of items and provide a letter of reconciliation of general project conformance to issue the contractor a letter of acceptance.

Assist in preparation of final reconciliation change order.

Prepare Engineer's record drawings and submit a full set of Mylars, including digital copies (PDF and CAD) of the plans.

Special Services:

Design Surveys

Subsurface Utility Engineering (SUE)

Right-of-Way maps and parcels, including closure reports

Geotechnical investigations

Materials Testing

TDLR review, filing and inspection

TxDOT Permits

Corps Permits (USACE)

FEMA Permits

Traffic control design (as required)

Other required permits

Additional Services:

Submit fee breakdown of basic and special services

Submit hourly fees for additional services.

City will provide construction services.

Utility partnering is an essential element involving Franchise Utility companies throughout all phases of project.

Submit lump sum and hourly breakdown for each task item.

Submit anticipated project schedule to include time period from contract award to construction completion.

Submit resumes of all Engineering and Sub-consultant staff associated with project.

Submit a color exhibit of the project area.