

EXHIBIT "A"

SCOPE OF SERVICES

**TO BE PROVIDED BY HNTB
TO
COLLIN COUNTY
FOR
COLLIN COUNTY OUTER LOOP ACCESS ROAD
BID PHASE SERVICES AND CONSTRUCTION ADMINISTRATION
US 75 TO SH 121**

PURPOSE

The scope of work to be performed by the ENGINEER under this contract will consist of Bid Phase and Construction Administration services related to the contract bid and construction (grading, paving, bridges, culverts, storm drainage, signing and striping) of the Collin County Outer Loop Access Road from US 75 to SH 121. The total length of road to be constructed is approximately 24,227 linear feet (4.59 miles) including 250 linear feet (0.05 miles) of bridge construction.

BASIC SERVICES

I. BID PHASE SERVICES

Final Printing

Coordinate final printing of construction plans and project manual for distribution to proposed bidders. The ENGINEER will recoup cost of bid sets by non-refundable fee from proposed bidders. All plans and other related bidding documents will be distributed from the office of the ENGINEER.

Bidding Process

Assist the COUNTY with the bidding process as follows:

1. Provide bidding documents to FW Dodge McGraw Hill, AGC Plan Room, North Texas Construction Report, Reed Construction Data and DFW Minority Business Development.
2. Attend pre-bid conference if required by the COUNTY.
3. Address questions from the proposed bidders during the bidding process and issue addenda as necessary.
4. Review final bid tabulations and provide recommendations on the award of the contract to the lowest qualified bidder based on the following criteria:
 - Past Work History
 - Financial Resources
 - Physical Resources to Complete Project

II. CONSTRUCTION ADMINISTRATION

Upon the execution of the construction contract between the Contractor and the COUNTY, the ENGINEER shall:

1. General Administration of Construction Contracts - The ENGINEER shall act as the COUNTY's representative. All of the COUNTY's instructions to the Contractor will be issued through the ENGINEER who will have authority to act on behalf of the COUNTY to the extent provided in this Scope of Services.

2. Conferences and Meetings – The ENGINEER shall attend up to 10 meetings with the Contractor, such as pre-construction conferences, and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Reviews - Review laboratory testing reports. The ENGINEER shall provide written responses to Requests for Information (RFI) or clarification to the COUNTY or contractor.
4. Maintenance of Records – The ENGINEER shall maintain orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, and supplemental agreements. Provide and maintain an accurate PR Log, Submittal Log and RFI Log throughout the duration of the Project.
5. Schedules – On a monthly basis, the ENGINEER shall review the Contractor's progress schedule and provide the COUNTY project status report.
6. Change Orders – If necessary the ENGINEER shall prepare proposed Change Orders, obtaining proposals from the Contractor, negotiate the changes and prepare comments to the COUNTY where appropriate and Supplemental Agreements for the COUNTY's approval. The ENGINEER shall not permit any work under the proposed Change Orders until the Change Orders have been approved by the Collin County Commissioners Court.
7. Defective Work – The ENGINEER shall notify the Contractor concerning defective work and require the Contractor to correct such deficiencies. The ENGINEER may disapprove of or reject Contractor's work while it is in progress.
8. Interpretations and Clarifications – The ENGINEER shall issue necessary interpretations and clarifications of the Contract Documents to the Contractor in writing.
9. Shop Drawings – The ENGINEER shall review and approve (or take other appropriate action in respect of) shop drawings, samples, sequence of construction plan and other data which Contractor are required to submit within 72 hours, but only for conformance with the design concept of the Project.
10. Substitutes – The ENGINEER shall evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor.
11. Disputes by the Contractor – The ENGINEER shall act as initial interpreter of the requirements of the Contract Documents in the event of a claim by the Contractor of delay or extra work.
12. Applications for Contractor's Payment – The ENGINEER shall review Contractor's applications for payment, verify completed quantities, and recommend to the COUNTY regarding payments to Contractor.
13. Substantial and Final Completion – The ENGINEER shall conduct an inspection to determine if the work is substantially complete and provide a punch list of outstanding issues. The ENGINEER shall coordinate a final inspection with the COUNTY to determine if the completed work is acceptable and upon satisfactory completion of the work, the ENGINEER shall issue a Certificate of Completion to the Contractor.
14. Record Drawings - Prepare record drawings utilizing COUNTY and contractor as-built information, including one (1) set of 11" x 17" record drawings and one electronic copy of all construction plan sheets in MicroStation v8 and Tiff Image formats.

15. Schedule - ENGINEER shall perform its services in accordance with such Project schedule as is specified in the Contract, but in any event as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project in the case of delays caused by the COUNTY's review of documents submitted under this Contract.

III. CONSTRUCTION ADMINISTRATION

Upon the execution of the construction contract between the Contractor and the COUNTY, the ENGINEER shall:

1. Construction Observation – ENGINEER perform a site visit once a week or as needed to determine the overall progress of construction and conformance with plans and specifications.

IV. LIMITATIONS OF AUTHORITY

1. The ENGINEER shall not authorize any deviation from the contract documents or substitutions of materials or equipment, unless authorized by the COUNTY.
2. The ENGINEER shall not undertake any of the responsibilities of the Contractor or its subcontractors.
3. The ENGINEER shall not advise on, issue directives relative to or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or directions are specifically required by the Contract Documents.

V. ADDITIONAL SERVICES

The following additional services are beyond the scope of services described above. However, the ENGINEER can provide the additional services, if required, upon the County's written request. Any additional amounts paid to the ENGINEER 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. The additional services include, but are not limited to, the following:

1. Performance of any testing of materials.
2. Quality Assurance/Quality Control of the Contractor's Work.
3. The ENGINEER assumes construction phase services will be last no more than 18 months. Services beyond 18 months will be considered additional services.

Task No.	Collin County Outer Loop Access Road Task Description	PM	Design Engineer	EIT	CADD	Chief Inspector	Admin. Assist.	Total Labor Hours	Total Loaded Labor
		\$182.00	\$123.00	\$81.00	\$109.00	\$134.00	\$62.50		
Basic Services									
I	Bid Phase Services	2	12	10	0	0	8	32	\$3,150.00
II	Construction Administration	6	24	16	30	500	0	576	\$75,610.00
III	Construction Observation	0	0	0	0	744	0	744	\$99,696.00
	Totals	8	36	26	30	1,244	8	1,352	\$ 178,456.00

	UNITS	RATE	
Total Direct Expenses			
Copies B&W (8.5X11)	920 Each	\$0.06	\$57.96
Plan Reproduction B&W (11x17)	5600 Each	\$0.14	\$784.00
COLOR Copies (11x17)	40 Each	\$1.50	\$60.00
COLOR Roll Plots (11x17)	100 SF	\$1.64	\$164.00
WHITE MYLAR (11x17) is full size	0 Each	\$1.31	\$0.00
Postage (express mail)	18 Each	\$8.000	\$144.00
Car Mileage	7200 Mile	\$0.585	\$4,212.00
Hazardous Materials Database Search	0 Each	\$500.00	\$0.00
Direct Expense Total			\$5,421.96

Basic Services \$ 178,456.00
Direct Expenses \$5,421.96
Total Contract Fee \$ 183,877.96

Task No.	Collin County Outer Loop Access Road Task Description	PM	Design Engineer	EIT	CADD	Chief Inspector	Admin. Assist.	Total Labor Hours
		\$182.00	\$123.00	\$81.00	\$109.00	\$134.00	\$62.50	
I	Bid Phase Services							
	Final Printing			8			8	16
	Bidding Process							
	Address RFI and provide addenda during bid process	2	12	2				16
Total	Bid Phase Services	2	12	10	0	0	8	32

Task No.	Collin County Outer Loop Access Road Task Description	PM	Design Engineer	EIT	CADD	Chief Inspector	Admin. Assist.	Total Labor Hours
		\$182.00	\$123.00	\$81.00	\$109.00	\$134.00	\$62.50	
II Construction Administration								
2	Attend 10 Conferences/Meetings	4	16			20		40
3	Review Testing Reports					40		40
4	Maintenance of Records					40		40
5	Review of Contractor's Progress Schedule					60		60
6	Review of Change Orders					40		40
7	Review of Defective Work					60		60
8	Interpretations and Clarifications					20		20
9	Review of Shop Drawings					40		40
10	Review of Substitutes					20		20
11	Claim Review					60		60
12	Application for Contractor's Payment					72		72
13	Final Completion Walk-thru					24		24
14	Prepare Record Drawings	2	8	16	30	4		60
Total	Construction Administration	6	24	16	30	500	0	576

Task No.	Collin County Outer Loop Access Road Task Description	PM	Design Engineer	EIT	CADD	Chief Inspector	Admin. Assist.	Total Labor Hours
		\$182.00	\$123.00	\$81.00	\$109.00	\$134.00	\$62.50	
III	Construction Observation							
	Construction Observation							
1.a	Geotech/Drill Shaft Inspection (2 shafts/day - 12 shafts total)					48		48
1.b	Bridge Observation (3 weeks - full time)					120		120
1.c	General Observation					576		576
Total	Construction Observation	0	0	0	0	744	0	744