

**EXHIBIT B
SCOPE OF SERVICES**

**TO BE PROVIDED BY HALFF ASSOCIATES, INC.
TO
COLLIN COUNTY, TEXAS
FOR
PARK BOULEVARD EXTENSION FM 2514 (PARKER ROAD) TO SH 78**

ARTICLE I

BASIC SERVICES:

HALFF ASSOCIATES, INC. proposes to provide the following services for OWNER:

A-1 Utility Relocation

- a. Assist County in coordination of ongoing utility relocations for planned construction of the project.
- b. Update project record drawings to reflect positions of relocated utilities and keep construction contractor apprised of same.
- c. Provide field survey control and right-of-way staking as necessary to coordinate utility relocations. Provide field survey of relocated underground utilities as necessary for construction clearance verification.

A-2 Coordination with Others

- a. Assist the County with any internal or external agency coordination or audits that may be performed during the life of the construction project; known external agencies include TxDOT, NTMWD, ONCOR, USACE, TDLR, and KCS Rail Lines.
- b. Follow all railroad procedures and certifications required when working on the railroad ROW.
- c. Follow all USACE procedures and requirements when working within a USACE designated area.
- d. Provide assistance and plan review for other construction projects which may impact existing roadways, property access and/or traffic control plans established for new Park Boulevard Extension construction.
- e. Assist the County with coordination with property owners

A-3 Construction Survey

- a. Check existing control points and establish additional control points for verification purposes, if required.
- b. Check elevations and locations of structures.

A-4 Construction Inspection

- a. Provide photos of the pre-construction condition and a video of the entire project limits of the pre-construction condition.
- b. Provide monthly summary reports of construction activities to the County. Reports shall contain:
 - i. pay item accounting of observed project quantities on not less than a weekly basis,
 - ii. daily weather conditions,
 - iii. periodic estimates of contractor's labor and equipment dedicated to the project, and
 - iv. observed special conditions resulting in immediate notification to contractor.
- c. Generate one field report per site visit by each person which will include the weather recorded for that day, conversations or instructions provided to the contractor, contractor work hours, items of work observed, and documentation of measurements taken to support the pay quantities.
- d. Provide project progress photos
- e. Verify all specification and project requirements are met for inspected items of work, such as, materials, construction, measurement, and payment.
- f. Part time inspection of general construction activities consisting of one qualified inspector at an approximate rate of 24 hours per week with not less than 3 site visits per week.
- g. Full time inspection of structural concrete operations and bridge component installation based on an approximate placement rate of not less than 20 cubic yards per hour; additional personnel will be on site for major or critical operations, e.g. reinforced concrete slab for bridge deck.
- h. Full time inspection of slip-form concrete paving operations based on an approximate placement rate of not less than 700 square yards per hour.
- i. Full time inspection of retaining wall construction operations based on an approximate average production rate of not less than 100 square feet per day
- j. Perform storm water pollution prevention plan (SWPPP) inspections and review of Contractor's project plan documentation.
- k. Perform inspection of barricades and coordinate corrections with the contractor as required to ensure all items meet the requirements of the TMUTCD, TCP, standards and specifications
- l. Perform inspection and verification of MOH items
- m. Document as-built conditions that may be based on oral conversations and visual inspection.

A-5 Construction Administration

- a. Perform regular review of project records including inspection reports, geotechnical testing reports and contractor record drawings for conformance with the project plans and specifications.
- b. Conduct pre-activity meetings for major operations or traffic control changes and provide meeting minutes.
- c. Prepare logs to track the status of items such as change orders, issues, requests for information (RFIs), and shop drawings
- d. Review all shop drawings, material submittals and work plans for conformance with the project plans and specifications.
- e. Evaluate and provide recommendations to the County for proposed contractor substitutions, value engineering proposals, requests for information, corrective measures and earthwork quantity verification. Prepare, distribute, and file associated documentation and correspondence.
- f. Conduct monthly construction coordination meetings, provide meeting minutes, and monitor construction schedule progress compared against the contractor's monthly schedule submittal.
- g. Track, review, and comment on the contractor's monthly schedule submittal.
- h. Review and recommend monthly construction pay requests submitted by the contractor.
- i. Assist County in the preparation of change orders and associated plan modifications, verify cost of change orders, review all change order supporting documentation, and assist in negotiations with the contractor as the Owner desires.
- j. Review and provide recommendations for County response to requests from municipalities, adjacent property owners and utility companies as it relates to coordination with the project improvements.
- k. Prepare and maintain project punch list.
- l. Assist the County in performing a final project walk-through for project completion and final acceptance.
- m. Prepare final project quantities.
- n. Provide final acceptance recommendation.
- o. Prepare project record drawings from Contractor provided data and field observations.
- p. Prepare and provide final project records in a portable electronic format (e.g. USB Drive).

Scope Clarifications

- a. HALFF ASSOCIATES, INC. will endeavor to protect the OWNER in providing these services however, it is understood that HALFF ASSOCIATES, INC. does not guarantee the Contractor's performance, nor is HALFF ASSOCIATES, INC. responsible for supervision of the Contractor's operation or employees. HALFF ASSOCIATES, INC. shall not be responsible for means, methods, techniques, sequences, or procedures of construction selected by the Contractor(s), or any safety precautions and programs relating in any way to the conditions of the premises, the work of the Contractor(s) or any Subcontractor. HALFF ASSOCIATES, INC. shall not be responsible for acts or omissions of any person

(except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

- b. A Project Representative will be mobilized as soon as the Notice to Proceed is issued to the Contractor and will remain committed to the Project through substantial completion or a period of 900 calendar days, whichever comes first. The Project Representative will observe the progress of the work, monitor compliance with the schedules and requirements of the contract documents and help resolve any conflicts needing attention. The limitations of authority of the Project Representative are as listed below and except upon written instructions of HALFF ASSOCIATES, INC. the Project Representative;
- c. shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment;
- d. shall not undertake any of the responsibilities of Contractor, subcontractors, of Contractor's superintendent, or accelerate the work;
- e. shall not advise on or issue directions relative to any aspect of means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents;
- f. shall not advise or issue directions as to safety precautions and programs in connection with the work;
- g. shall not authorize acceptance of the Project in whole or in part, and
- h. shall not participate in specialized fields, record laboratory tests or material sampling.

OWNER agrees to the following conditions:

1. Provide and maintain performance of a licensed geotechnical engineer for the purpose of conducting all soil material inspection, soil material sampling and field/laboratory testing in accordance with the project plans and specifications.