

ATTACHMENT A

TASK ORDER NO. 01

Pursuant and subject to the above captioned MSA dated between City of Saginaw, Texas (CLIENT) and Cobb, Fendley & Associates, Inc. (CONSULTANT). CLIENT hereby requests that CONSULTANT performs the work described below upon the terms set forth:

CLIENT PROVIDED INFORMATION:

Work Site: FM 156 @ E Industrial Blvd/Cantrell Sansom Rd
Work to Be Performed: Utility Adjustment Coordination Services
Drawings, plans, specifications (are) (are not) attached: Are not
Date and Time to Commence: Upon Notice to Proceed
Date and Time to Complete: Approximately 4-6 months after the Work to Be Performed commences
Equipment, vehicles, tools, materials, supplies to be furnished or obtained through third parties by CLIENT (if any): None
Invoice Mailing Instructions: _____
Other Requirements or Variance from MSA (if any): _____

CONSULTANT PROVIDED INFORMATION:

Compensation: \$41,402.00
Billing Terms: Hourly, according to Exhibit "B"

Scope of Work:
See Exhibit "C"

ACCEPTANCE:

The foregoing TASK ORDER is accepted on the terms set forth as indicated by the signatures below.

CONSULTANT:

COBB, FENDLEY & ASSOCIATES, INC.

By: 
Printed Name: Josh Canuteson
Title: Vice President
Date: September 8, 2022

CLIENT:

CITY OF SAGINAW, TEXAS

By: _____
Printed Name: _____
Title: _____
Date: _____

Exhibit "B"

DESCRIPTION OF WORK TASK				Engineer III or Project Manager I	Engineer II	Engineer I	Senior Technician III	Senior Technician II	Senior Technician I	Administrative	Clerical	Total Labor Hours	Total Labor Cost per Task	
Contract to be performed as Hourly, Not to Exceed				\$184.00	\$163.00	\$135.00	\$179.00	\$156.00	\$135.00	\$113.00	\$86.00			
Utility Adjustment Coordination														
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	1	Utility Coordination												
		A.	Coordinate activities with the City/Developer and related parties on proposed improvements and ROW	4		6						10	\$1,546.00	
		B.	Coordinate with local and other utility committees (county, city, etc.)- If Necessary	4		10	6	10				30	\$4,372.00	
		C.	Provide utility contact list			4	8					12	\$1,620.00	
		D.	Provide illustration of project footprint			4	6	10				20	\$2,826.00	
	2	Coordination with Utility companies												
		A.	Establish contact with utility owners (Assume 9 Utility Owners- Only Franchise Utilities)			4	9					13	\$1,755.00	
		B.	Meetings											
			Schedule and attend all meetings with utility owners, prepare meeting documents (Assume 18 meetings)	4		18	36					58	\$8,026.00	
			Attend initial meetings and an on-site field meet with UO (on-site meetings held on if needed basis)	2		8	8					18	\$2,528.00	
			Coordination and correspondence for conflict resolutions (Assume 2 meetings)	2		8	2					12	\$1,760.00	
			Periodic meetings with the City/Developer on design and relocations; documentation of such meetings (Assume 8 meetings)	4		8	4					16	\$2,440.00	
		C.	Utility Relocation Design Review - estimated 9 Design Packages - 3 reviews/each pkg - Only Franchise Utilities			27	4	76				107	\$14,529.00	
Total				20	0	97	0	22	157	0	0	296		
Subtotal Labor Costs Utility Adjustment Coordination				3,680.00	0.00	13,095.00	0.00	3,432.00	21,195.00	0.00	0.00		\$41,402.00	

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Exhibit “C”

SERVICES TO BE PROVIDED BY THE ENGINEER

The Engineer shall perform engineering services consisting of Utility Adjustment Coordination as described below.

FUNCTION CODE 130 - UTILITY COORDINATION

A. Utility Adjustment Coordination

Utility Adjustment Coordination shall include utility coordination meetings with individual utility companies, communication, and coordination with utilities. This contract of work is to be completed on an hourly, not to exceed limit.

1. Utility Coordination

The Utility Coordinator shall perform utility coordination and liaison activities with involved utility owners, their consultants, and the City of Saginaw (“City”) to achieve timely project notifications, and formal coordination meetings.

- a) The Utility Coordinator shall coordinate all activities with the City, or their designee, to facilitate the orderly progress and timely completion of the City design phase. The Utility Coordinator shall be responsible for the following:
 - i. Orientation. The Utility Coordinator shall prepare and present, in collaboration with City staff, instruction and orientation sessions as required by the State. The instruction shall introduce the SUE Plans, the proposed utility layout, processes, demonstrate the technology and develop plans with utilities to clear the project area.
 - ii. Initial Project Meeting. The Utility Coordinator shall attend an initial meeting and an on-site inspection (when appropriate or at the request of the City) to ensure familiarity with existing conditions, project requirements and prepare a written report of the meeting.
 - iii. External Communications. The Utility Coordinator shall coordinate all activities with the City and its consultants or other contractors or representatives, as authorized by the City. The Utility Coordinator shall provide the City copies of diaries, correspondence, and other documentation of work-related communications between the Utility Coordinator, utility owners and other outside entities when requested by the City.
- b) The Utility Coordinator shall coordinate with the local franchise utility committees including but not limited to Utility Owner management parties, City utility representatives, political or special interest parties to present a footprint and other documentation of the City’s projects with represented utility companies and owners as required or requested by the City. The Utility Coordinator shall also coordinate with any other utility committees which may include county, city, or other officials, if needed or requested by the City.

- c) The Utility Coordinator shall provide the City and all affected utility companies and owners a Utility Contact List for the project with all information such as: (a) Owner's Name; (b) Contact Person; (c) Telephone Numbers; (d) Physical addresses; (e) E-mail addresses.
- d) The Utility Coordinator shall advise utility companies and owners of the general characteristics of the project and provide an illustration of the project footprint for mark-up of the utility facility locations that occupy the project area.

2. Coordination with Utility Companies

As required, to facilitate utility conflict identification and resolution, the Utility Coordinator shall:

- a) Establish contact with all existing utilities within and adjacent to the project limits and set up utility coordination meetings to discuss concepts and options for construction.
- b) Schedule all utility coordination meetings and ensure compatibility with the schedule of the City.
 - i. Set agenda for all coordination meetings as directed by the City.
 - ii. Establish and promote the desired agenda and methodologies for utility construction within the project limits.
 - iii. Progress Meetings: Meet with the City periodically to coordinate the work effort and resolve problems and prepare a written report of such meetings. The Utility Coordinator shall provide and produce meeting minutes of all meetings with utility companies, owners or owners' representatives within seven (7) business days to the City. The frequency of such meetings shall be appropriate to the matters under discussion with each utility owner. The meetings shall review: Activities completed since the last meeting, Problems encountered, Late activities, Activities required by the next progress meeting, Solutions for unresolved and/or anticipated problems, Information or items required from other agencies and consultants.
- c) Utility Relocation Design Review. Work with franchise utilities to retrieve, process, and review the utility relocation design packages to ensure that utilities follow the Texas Utility Accommodation Rules, improvements are proposed to resolve conflicts, and permit requirements of the governing ROW entity are met.
 - i. Assume one design package per franchise utility owner that will go through initial review and iterations up to 3 times.
 - ii. Assume all SUE and existing files in CAD format are shared with CF by the City and/or developer.
 - iii. Assume that the Utility Engineering party supplies CF with the CAD file of proposed utility alignments for relocations.

EXCLUSIONS

1. Utility Agreements For Utility Adjustments

- a) The Utility Coordinator assumes that any agreements related to the project will be handled by the Utility Engineering party and does not take on the responsibility of assembling, reviewing, or approving Utility Agreement with any Utility related to this project.

2. Engineering Activities (as listed below)

- a) Utility layouts will be assembled and prepared by the Utility Engineering party. The Utility Coordinator will not prepare conflict, proposed, or as-built utility layouts for the project.
- b) Prepare and maintain utility conflict matrix. The utility conflict matrix shall be prepared and maintained by another party and shared with the Utility Coordinator to ensure timely and efficient utility relocations.
- c) Review of proposed utility relocation permits. Any review of utility design for permitting will be completed by the Utility Engineering party and outcomes will be shared with the Utility Coordinator.
- d) Design review and utility coordination with municipalities will be handled by the Utility Engineering party. The Utility Coordinator will only perform design review and utility coordination with franchise utilities in the project area.

DELIVERABLES

The UC deliverables for the project will consist of:

- 1. Contact List of all affected utility companies and owners
- 2. Meeting Minutes and Agendas from meetings held with utility companies and the City
- 3. Monthly progress report that includes utility updates and status delivered to the City
- 4. Access to live project tracking reports including permit and agreement tracking through CF online data host, Smartsheets.

SCHEDULE OF WORK

It is understood that the UC schedule is heavily dependent upon several factors, including, but not limited to: the availability of project stakeholders (utility owners, their consultants, and the City), possession of ROW and properties, and construction schedules. It is anticipated that the UC work will be performed over the next 4-6 months after work commences. The Utility Coordination efforts will conclude once the utility companies have completed construction and cleared the project area. The City will provide Notice to Proceed (NTP) in writing prior to commencement of UC related work.