

**Task Order Authorization
to
JQ Infrastructure, LLC**

GENERAL ENGINEERING SUPPORT SERVICES CONTRACT

CSC # 45845, approved by M&C C-26875 on July 22, 2014

Engineer is hereby authorized to proceed with work indicated below and more fully described in the attached proposal, in accordance with the City Secretary Contract (CSC) indicated above

Task Order No.	Description	Proposal Date	Authorization Date
12	Design of Reclaimed/Recycle Water System Improvements at Village Creek WRF See attached proposal for detailed description Fee not to exceed \$58,100.00 without prior written approval	3/10/2016	3/14/2016

Authorized By:



Farida Goderya, PhD, PE

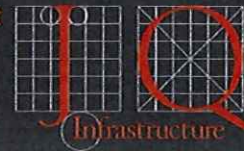
Fort Worth Water Department

Office: 817-392-8214; Cell 817-851-4910

Farida.Goderya@fortworthtexas.gov

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3.10.2016

Ms. Farida Goderya, PE
Senior Project Manager
City of Fort Worth Water Department
1000 Throckmorton Street
Fort Worth, Texas 76102

Re: General Engineering Support Services (CSC#45845)
Task Order 012 – Design of Reclaimed Plant Water System Improvements at
Village Creek Water Reclamation Facility

Dear Ms. Goderya,

JQ Infrastructure, LLC (JQ) is pleased to express our interest in providing professional engineering services to the City of Fort Worth Water Department (FWWD) for the referenced project and offer the following proposal for your consideration.

SCOPE OF THE PROJECT

The scope of this project is based on the findings and proposed system improvements outlined in the Village Creek WRF Service Evaluation Technical Memorandum, December 3, 2014. We understand the scope of the project to be topographic survey for, and preparation of two (2) separate construction bid packages that include contract documents, technical specifications. Bid phase assistance and construction phase services for each construction project are included in the scope of services. Projects are as follows:

- Project No. 1: Construction of approximately 830 LF of 8-inch diameter pipeline, 65 LF of 8-inch pipeline and construction of required appurtenances including valves, fittings, hydrants, encased crossings, and pavement removal and repair. The total construction cost for this project is anticipated to be \$160,000.
- Project No. 2: Construction of approximately 1,000 linear feet (LF) of 16-inch diameter pipeline, construction of required appurtenances including valves, fittings, hydrants, encased crossings, and pavement removal and repair. The total construction cost for this project is anticipated to be \$270,000.

TASK 1: GENERAL PROJECT MANAGEMENT

JQ will perform all general administrative duties associated with the project, including progress monitoring, scheduling, coordination with FWWD, general correspondence, office administration and invoicing. These duties include maintaining day to day with FWWD on an as-needed basis, ensuring the needs of the FWWD are met in a timely manner and ensuring that the work is executed in accordance with the work plan, budget and schedule.

JQ will prepare notes, memorandums and reports and provide copies of these documents as required by FWWD for completion of tasks outlined in this Scope of Work.

JQ shall implement a formal Quality Assurance/ Quality Control program and provide senior engineering level review of all documents, engineering drawings, calculations, specifications and other deliverables that are included in this Scope of Work.

TASKS 2:

Task 2 consists of topographic survey, plan review, detailed design for Project No. 1 and No.2 as described above. The following items are included in this task:

- Topographic survey required for design of the alignment as described in the Technical Memorandum.
- Review of existing plans and reports.
- Development of a base file that includes surface and subsurface features (structures, paving utilities, etc.) along the proposed alignment that will be used for design development.
- Confirmation/adjustment and development of final alignment.
- Development of 60% plans and specifications for review by FWWD.
- Development of 90% plans and specification, incorporating comments from previous submittal, for review by FWWD.
- Development of final sealed bid documents.

Task 3 Bid Phase Assistance (for bidding of 8-inch line only):

- Bid phase assistance includes:
 - Participation in one (1) pre-bid meeting.
 - Written responses to requests for information (RFIs) from bidding contractors during the bid phase.
 - Development of one (1) written addenda that incorporates responses to RFIs, clarifications, etc.
 - Review and tabulation of all bids, and recommendation of award to FWWD based on qualified bids.

Task 4: Construction Phase Services (for construction of 8-inch line only):

- Construction phase services include:
 - Review of up to eight (8) contractor shop drawing submittals.
 - Review of one RFI/Contract Modification Request/Field Order and associated written response.
 - Conduct up to three (3) construction observation site visits.
 - Review up to three (3) contractor pay applications.
 - Conduct a site visit for review of the substantially complete project and develop a punch list of items for completions.
 - Conduct a review to confirm completion of the punch list items.
 - Prepare As-Built plans based on Contractor red-lines.

Excluded From Basic Services

1. Exhaustive or detailed opinions of probable construction costs.
2. Geotechnical engineering/evaluation.
3. Boundary surveys.
4. Permitting of any type.
5. Level "A" Subsurface Utility Engineering.
6. Flow modeling or flow analysis to size pipe or determine system hydraulics.

Schedule

JQ will provide detailed design on a schedule to be determined and agreed upon by FWWD and JQ upon approval of this Task Order.

FEES

We propose to provide the following engineering services to be billed on a time (hourly) and materials basis for a not to exceed fee of \$56,300 based as follows:

Task 1: Project Management	\$1,600
Task 2: Project Design, Bid and Construction Phase	\$42,100
Task 3: Bid Phase Assistance	\$1,900
Task 4: Construction Phase Services	\$6,000
Design Service Total =	\$51,600
Topographic Survey	\$6,500
Total LS Fee =	\$58,100

T&M and authorized additional services that may include but not be limited to items designated as Special Services in Attachment A, will be billed at the following hourly rates plus reimbursable expenses:

Principal / Partner	\$155.00 / hour
Senior Project Manager	\$134.00 / hour
Engineering Technical Lead	\$134.00 / hour
Project Manager	\$117.00 / hour
Senior Project Engineer	\$100.00 / hour
Project Engineer/Construction Manager	\$87.00 / hour
Inspector	\$83.00 / hour
Senior Technician	\$75.00 / hour
Technician	\$62.00 / hour
Administrative	\$42.00 / hour

REIMBURSABLE EXPENSES

Reimbursable expenses will be invoiced at 1.10 times net cost to JQI. Reimbursable expenses include:

- Travel expenses including mileage at \$0.50 per mile.
- Reprographic and photographic services.

- Delivery service charges.
- Authorized sub-consultant fees.

PAYMENT SCHEDULE

Invoices for progress payments of the basic fee will be billed each month for services performed during the prior month.

We appreciate your consideration and look forward to working with you.

Sincerely,
JQ INFRASTRUCTURE, LLC

A handwritten signature in black ink, appearing to read 'C. Raajan Mehta', is written over the printed name.

C. Raajan Mehta, PE
Principal

City of Fort Worth Water Department
Village Creek WRF Service Water System Improvements

JQ Infrastructure, LLC
FEE BREAKDOWN - **DRAFT**
PREPARED BY: R. Mehta
LAST REVISED: 3/10/2016

Task	Description	Principal, hrs	Senior PM, hrs.	Project Engineer hrs.	Admin hrs.	CADD/ Graphics	Direct Costs (mileage, copies, etc) \$	Sub-Total (Rounded up to nearest \$100)
1	General Management and Overhead							
1.1	Project Management (contract, coordination, etc)	2.00	4.00		8.00			\$ 1,200.00
1.2	Administrative Support				8.00			\$ 400.00
1.3	Invoicing							\$ -
								\$ 1,600.00
2	Project 1 Bid Documents/Bidding/Construction							
2.1	Review of Existing Plans and Reports		2.00	4.00				\$ 700.00
2.3	Base File Preparation			4.00		16.00		\$ 1,600.00
2.4	Confirm Alignment			2.00			\$ 50.00	\$ 300.00
2.5	60% Plans and Specifications, OPCC		4.00	100.00		200.00	\$ 100.00	\$ 24,400.00
2.6	100% Plans and Specifications, OPCC	4.00	8.00	40.00		80.00	\$ 100.00	\$ 11,300.00
2.7	Sealed Bid Documents		8.00	20.00		10.00	\$ 200.00	\$ 3,800.00
								\$ 42,100.00
3	Bid Phase Assistance							
2.8.1	Pre-proposal meeting		2.00				\$ 50.00	\$ 400.00
2.8.2	RFI		1.00	2.00				\$ 400.00
2.8.3	Issue Addenda		1.00	2.00		4.00		\$ 700.00
2.8.4	Bid Tabulation and Recommendation		1.00	2.00				\$ 400.00
								\$ 1,900.00
4	Construction Phase (for 8" Line Only)							
2.9.1	Submittals (anticipate 8)		4.00	24.00				\$ 2,700.00
2.9.2	RFIs/Field Orders/CMR (anticipate 1)		1.00	4.00				\$ 500.00
2.9.3	Construction Observation Site Visits (3)		1.00	4.00			\$ 150.00	\$ 700.00
2.9.4	Pay App Review (3)		1.00	6.00				\$ 700.00
2.9.5	Substantial Completion/Punch List (1)		1.00	2.00			\$ 50.00	\$ 400.00
2.9.6	Final Completion		1.00	2.00			\$ 50.00	\$ 400.00
2.9.7	As-Built Preparation		1.00			5.00		\$ 600.00
								\$ 6,000.00
	Special Services							
	Survey						\$ 6,500.00	\$ 6,500.00
								\$ 58,100.00
	TOTAL							\$ 58,100.00
Totals		6.00	41.00	218.00	16.00	315.00	7250.00	
Total Hours								596
M/WBE %								0.00%
Hourly Rates =		Princ. \$ 154.16	Snr. PE \$ 133.33	Proj. Eng. \$ 87.50	Admin. \$ 41.67	CADD \$ 75.00		