



## CITY OF MARSHALL

### COMMISSION AGENDA INFORMATION SHEET:

**MEETING DATE:** November, 12, 2015

**PROJECT:** Consider and act on a recommendation to approve a Work Order for Professional Services for engineering and construction inspection for the 2016 Street Improvement Program. (Public Services Director)

**DESCRIPTION:**

Included in our proposed Draft 2016 Street Improvement Program was the cost of \$100,000 for engineering and inspection related activities for the major contracted work elements that require engineering services. Attached is the formal Work Order for Professional Services by Hayes Engineering, Inc. to provide design, bidding, and construction inspections of all street improvement projects; the proposed work order cost of \$100,000 allocates \$30,000 to the preliminary design stage, \$30,000 for the final design stage, \$5,000 for bidding, geotechnical, progress reports and meetings, and \$35,000 for field data and project construction and oversight. The proposed engineering work order is approximately 6.6% of the \$1,523,902 "construction related" portion of the proposed 2016 Street Improvement Budget, which requires outside engineering and inspection services.

This Work Order does not include work on Community Development Block Grant projects because we have not been notified of our funding level. Once we have a firm CDBG funding number from the Planning Department, we will come back to the City Commission with a separate Work Order for engineering and inspection costs for CDBG related streets.

**COST:**

To be determined – major bid packages will be brought back for City Commission Approval.

**FUNDING:**

General Fund

**Acct. Name & No**

Acct# 01-0408-05-02

**Original Budget**

\$100,000 (as a portion of the line item)

**RECOMMENDED**

**ACTION:**

Approve a Work Order for Professional Services for engineering and construction inspection for the 2016 Street Improvement Program. (Public Services Director)

**CITY CONTACT:** J. C. Hughes, Director of Public Services 903-503-4503

**ATTACHMENTS:**

Proposed Work Order for 2016 Street Improvement Program – Hayes Engineering

cc: File



# HAYES ENGINEERING, INC.

Texas Registered Engineering Firm F-1465 www.hayesengineering.net  
2126 ALPINE ST. LONGVIEW, TX 75601-3401  
V 903.758.2010 F 903.758.2099

## WORK ORDER FOR PROFESSIONAL SERVICES W.O. NO. MA-15-03

This will constitute authorization by the **City of Marshall, Texas** (Owner) for **Hayes Engineering, Inc.** (Engineer) to proceed with the following described "Project":

### 2016 Street Improvements Program

The Project consists of asphalt overlaying approximately 100,000 SY of selected city streets. Geotechnical engineering and materials testing services are not included within this scope of services and will be provided by the City of Marshall. We understand the scope of services for the Project as follows:

#### BASIC ENGINEERING SERVICES:

##### PRELIMINARY DESIGN PHASE

- 1) Prepare preliminary engineering design documents and review with City. \$ 30,000

##### FINAL DESIGN PHASE

- 2) Finalize schematics, specifications and contract documents for construction. \$ 30,000  
Individual streets will be measured. Detail sheets, schematics, and other drawings will be included in the Contract Documents. Review with City.

##### BID PHASE

- 3) Assist in advertising and receiving bids, tabulate and make recommendation on bids received, and assist with negotiations for a construction contract. \$ 2,000

##### CONSTRUCTION PHASE

- 4) Perform periodic site visits for 90 day construction period. Coordinate material testing with City's geotechnical firm. Attend update meetings as needed. \$ 2,000  
5) Review monthly progress estimates with field representative and prepare monthly pay estimates for a 90 day construction period. \$ 1,000

**BASIC ENGINEERING TOTAL** \$ 65,000

#### ADDITIONAL SERVICES:

- 6) Field data acquisition for design. \$ 7,000  
7) Provide project representative services. \$ 28,000  
Budget Item (Hourly as needed 40 hrs/wk x \$60/hr x 12 wks)

**ADDITIONAL SERVICES TOTAL** \$ 35,000

**PROJECT TOAL** \$ 100,000

Preliminary Design phase will be completed within approximately sixty (60) days at an estimated cost of \$30,000. Final Design phase will be completed within approximately thirty (30) additional days at an estimated cost of \$30,000. Bid Phase will be completed within approximately thirty (30) days at an estimated cost of \$2,000. Construction Phase will coincide with the construction contract that is projected at ninety (90) days at an estimated cost of \$3,000 for engineering services. Additional Services includes \$7,000 for field data acquisition that will coincide with the preliminary design and \$28,000 for project representative services during construction. Partial payments for services shall be made monthly, as evidenced by monthly statements submitted by the Engineer and approved by the Owner. Total of all services shall not exceed \$100,000.

Work Order No. MA-15-03  
City of Marshall - 2016 Street Improvements Program  
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APPROVED:  
CITY OF MARSHALL, TEXAS

BY: \_\_\_\_\_  
Lisa Agnor, City Manager

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED:  
HAYES ENGINEERING, INC.

BY: \_\_\_\_\_  
Stanley R. Hayes, P. E., Principal

ATTEST: Sharon Cooley  
Sharon Cooley, Corporate Secretary

DATE: 11-05-2015

