



## CITY OF MARSHALL

### COMMISSION AGENDA INFORMATION SHEET:

**MEETING DATE:** June, 25, 2015

**PROJECT:** Consider and act on a recommendation to approve a Professional Services Work Order for engineering and construction inspection of 2015 Community Development Block Grant funded street and drainage improvements. (Public Services Director)

**DESCRIPTION:**

Attached is a Professional Services Work Order from Hayes Engineering for Community Development Block Grant (CDBG) funded street and drainage improvements. We recently learned that \$311,000 would be allocated from CDBG funds for public works improvements and we need an engineering Work Order for design, bid, environmental, and construction oversight services. The work order cost is \$21,500 with \$16,500 (approximately 5.2% based on our proposed construction budget of \$318,400) dedicated for engineering, surveying, and construction oversight activities and \$5,000 (approximately 1.6% based on our proposed construction budget) for CDBG required environmental survey and clearance activities. The environmental clearance is an item which is not required for normal street improvement projects, but it is required by U.S. Housing and Urban Development for CDBG funded improvements.

**COST:**

\$21,500

**FUNDING:**

CDBG Fund

Acct. Name & No

To be determined

Original Budget

\$311,000 (overall line item budget)

**RECOMMENDED**

**ACTION:**

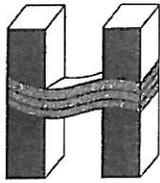
Approve a Work Order for 2015 Community Development Block Grant funded street and drainage improvements with Hayes Engineering of Longview, Texas

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

**ATTACHMENTS:**

Proposed Work Order for 2015 Community Development Block Grant funded street and drainage improvements – 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-15-02

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

### CDBG West Houston Overlay and Drive Improvements

The Project consists of overlaying approximately 20,000 SY on West Houston and installing a concrete drive at City Park off Hendrix Street. 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. | \$ | 6,000 |
|----|--|----|-------|

##### FINAL DESIGN PHASE

- |    |   |    |       |
|----|---|----|-------|
| 2) | Finalize schematics, specifications and contract documents for construction. Individual streets will be measured. Detail sheets, schematics, and other drawings will be included in the Contract Documents. Review with City. | \$ | 6,000 |
|----|---|----|-------|

##### 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 60 day construction period. Coordinate material testing with City's geotechnical firm. Attend update meetings as needed. | \$ | 1,000 |
| 5) | Review monthly progress estimates with field representative and prepare monthly pay estimates for a 60 day construction period.                           | \$ | 1,000 |

**BASIC ENGINEERING TOTAL**     \$ 16,000

#### ADDITIONAL SERVICES:

- |    |   |    |       |
|----|---|----|-------|
| 6) | Field data acquisition for design.          | \$ | 500   |
| 7) | Prepare Environmental (Hourly Budget Item). | \$ | 5,000 |

**ADDITIONAL SERVICES TOTAL**     \$ 500

**PROJECT TOTAL**     \$ 21,500

Preliminary Design phase will be completed within approximately thirty (30) days at an estimated cost of \$6,000. Final Design phase will be completed within approximately thirty (30) additional days at an estimated cost of \$6,000. 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 sixty (60) days at an estimated cost of \$2,000 for engineering services. Additional Services includes \$500 for field data acquisition that will coincide with the preliminary design and \$5,000 for preparing environmental review documents. 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 \$21,500.

Work Order No. MA-15-02  
West Houston Overlay and Drive Improvements  
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APPROVED:  
CITY OF MARSHALL, TEXAS

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

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

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

ACCEPTED:  
HAYES ENGINEERING, INC.

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

ATTEST: Sharon Cooley  
Sharon Cooley, Corporate Secretary

DATE: 06-17-2015

