

**NOTICE OF JOINT MEETING
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY
AND
REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS**

**THIS MEETING WILL BE CONDUCTED BY
TELEPHONE/VIDEOCONFERENCE**

TO: THE BOARDS OF DIRECTORS OF THE MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY AND REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS, AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Directors of the Memorial-Heights Redevelopment Authority (the "Authority") will hold a telephonic/video conference joint meeting with the Board of Directors of the Reinvestment Zone Number Five, City of Houston, Texas, (the "Zone"), open to the public, at 3:00 p.m. on August 23, 2021.

To Participate by Telephone: dial [323-484-2116](tel:323-484-2116) and enter Conference ID: 626 922 137#

To Participate by Videoconference (note, link not compatible with Safari browser): <https://protect-us.mimecast.com/s/bxymCAD9E1S9r2L6TGnU66?domain=teams.microsoft.com>

If participating by videoconference, downloading the Microsoft Teams app in advance of the meeting is suggested but not required.

This telephonic and video conference meeting is authorized by the suspension of certain provisions of Chapter 551, Texas Government Code, as described below. Electronic copies of the meeting materials are available at <https://memorialheightstirz5.com/meetings/> at such time as the meeting occurs or by contacting Susan Demiany at Demiany@SKLaw.us. At the meeting the following items will be considered and acted on:

1. **CALL TO ORDER:**
 - a. **Receive comments and questions from the public;**
2. **CONSENT AGENDA:**
 - a. **Minutes of previous meetings:**
 - i) Approve Authority minutes of June 24, 2021;
 - ii) Approve Zone minutes of June 2, 2021;
3. **CHAIR REPORT** (*Authority only*);
4. **PRESIDENT REPORT** (*Authority only*);
5. **PROJECTS AND ENGINEERING** (*Authority only*):
 - a. **Shepherd/Durham and Selected Cross Streets Reconstruction** [CIP Project T-0523A]:
 - i) Review final design [Phase I];
 - ii) Approve TGC Work Authorization T-0523A No. 6;
 - b. **Heights Boulevard Bicycle and Pedestrian Safety Improvements, West Dallas Restriping Project, Trail Segment between White Oak Bayou and Memorial Park [construction portion]** [CIP Project T-0531]:
 - i) Update on project development;
 - c. **Yale and Center Street Intersection** [CIP Project T-0529]:
 - i) Update on project development;
 - ii) Approve J|C Work Authorization T-0529 No. 1;
 - iii) Approve TGC Work Authorization T-0529 No. 1;
 - d. Approve related pay estimates or change orders, or other design, construction, or management contract administration items, and authorize other appropriate action;
6. **COMMUNICATIONS** (*Authority only*):
 - a. Review and approve potential public relations firm contract;
7. **ATTORNEY REPORT:**
8. **EXECUTIVE SESSION** (*Authority only, the Zone will recess for duration of closed session*):
 - a. **Convene executive session** for attorney consultation on authorized matters pursuant to Open Meetings Act, § 551.071, Government Code; deliberations regarding purchase, exchange, lease, or value of real property pursuant to Open Meetings Act, §551.072, Government Code; and/or

deliberations regarding economic development negotiations pursuant to Open Meetings Act, § 551.087, Government Code;

- b. **Reconvene public session** and authorize appropriate action regarding executive session discussion;
9. **CONSIDER, CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY, AS NECESSARY** (*Zone only*);
10. **ADJOURN.**

Pursuant to actions by the Governor of the State of Texas on March 16, 2020, certain requirements of Chapter 551, Texas Government Code, have been suspended in response to the COVID-19 pandemic. These actions allow governmental bodies to conduct meetings by telephone and/or video conference to advance the public health goal of limiting face-to-face meetings to slow the spread of COVID-19.



SKLaw, Attorneys for the Authority and the Zone

**MINUTES OF REGULAR MEETING
OF
MEMORIAL-HEIGHTS REDEVELOPMENT AUTHORITY**

JUNE 24, 2021

The Board of Directors (the "Board") of Memorial-Heights Redevelopment Authority (the "Authority"), convened in regular session, open to the public, at 10:00 a.m., on June 24, 2021, via video and telephonic conference as authorized pursuant to actions by the Governor of the State of Texas on March 16, 2020, suspending certain requirements of Chapter 551, Texas Government Code. The roll was called of the duly constituted officers and members of the Board, to-wit:

Ann Lents	Chair
Alejandro Colom	Vice Chair
Janice Hale-Harris	Secretary
Bryan Brown	Director
Christopher David Manriquez	Director
Dr. Robert Stein	Director
Marvin Pierre	Director

and all of said persons were present, except Directors Colom and Pierre, thus constituting a quorum.

Also present at the meeting were Sherry Weesner of SMW Principle Solutions, Inc., President of the Authority; Kristen Hennings of Jones|Carter ("J|C"); Brian Jackson of the City of Houston; Jim Webb of The Goodman Corporation; Melissa Morton of The Morton Accounting Services ("TMAS"); Monica Aizpurua of Binkley & Barfield; Linda Trevino of Ride Metro; Jim Loo; Rhonda Hassan; Mark Williamson; G. Jefferson; Angel Puder; Robert Guthart; and Laura C. Davis and Susan Demiany of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SKLaw").

DETERMINE QUORUM; CALL TO ORDER

Chair Lents noted that a quorum was present and called the meeting to order. She advised that the meeting was being recorded.

RECEIVE COMMENTS OR QUESTIONS FROM THE PUBLIC

The next item on the agenda was to receive comments and questions from the public. There were no comments from the public.

CONSENT AGENDA

- a. Approval of the Authority and Zone minutes of April 22, 2021;
- b. Developer updates from GID and Hanover;
- c. Approval of the Financial Report Summary; and
- e. Approval of Investment Report.

Upon motion by Director Stein, seconded by Director Manriquez, the Board voted unanimously to approve the Consent Agenda.

CHAIR REPORT

Chair Lents updated the Board on the Authority's financing, and thanked the team for their hard work so that important projects can now move forward. She advised that the Authority will be looking at possible projects that can be accomplished in the future.

PRESIDENT REPORT

Ms. Weesner advised that the Authority is working with COH to look at a Washington Avenue corridor study as a possible HGAC grant-funded project.

Approve Change Order Resolution

Ms. Weesner reviewed with the Board a Resolution Establishing Administrative Procedures for Contract Change Orders. She advised the Resolution establishes the guidelines and limitations for the approval of change orders by the Projects Committee between Board meetings for the Shepherd/Durham and other projects.

Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve the Resolution Establishing Administrative Procedures for Contract Change Orders.

EMPLOYEE MATTERS

Approve suspension of Consulting Services Agreement

Ms. Davis reviewed with the Board a Letter Agreement, which temporarily suspends the Consulting Services Agreement between the Authority and SMW Principle Solutions, Inc. She reminded the Board that a federal grant requirement in connection with the Shepherd/Durham project is that the Authority has a full-time employee to oversee the project, and Ms. Weesner's relationship will change to the full-time position of employee for the Authority.

Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve the Letter Agreement.

Approve Employment Agreement

Ms. Davis reviewed with the Board a proposed Employment Agreement between the Authority and Ms. Weesner. Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve the Employment Agreement.

Approve Employee Handbook

Ms. Davis reviewed with the Board a proposed Employee Handbook. She recommended that the Authority approve the Handbook since it now has an employee. Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve the Employee Handbook.

Authorize Finance Committee to select employee retirement program and fund manager

Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to authorize the Finance Committee to select an employee retirement program and fund manager.

PROJECTS AND ENGINEERING

Receive Projects Committee Report

Director Brown updated the Board on Authority projects.

Approve JJC FY 2021 Work Authorization No. 2 [general services]

Director Brown reviewed with the Board JJC FY 2021 Work Authorization No. 2 for general services. He explained that twice a year JJC presents to the Board a work authorization that allows JJC to move forward on projects that have not yet been assigned a CIP.

Upon motion by Director Stein, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve JJC FY 2021 Work Authorization No. 2.

Shepherd and Durham Reconstruction

Update on project development

Ms. Hennings next updated the Board on the Shepherd/Durham and Selected Cross Streets Reconstruction [CIP Project T-0523A], advising that 100% plans for Phase I have been submitted to the City.

Approve JJC Work Authorization T-0523A No. 6

Ms. Hennings reviewed with the Board Work Authorization T-0523A No. 6 for construction phase services for Phase I, which covers Interstate 610 to West 15th Street. Director Manriquez queried Ms. Hennings about interfacing with contractors during project construction.

Upon motion by Director Stein, seconded by Director Brown, and after full discussion, the Board voted unanimously to approve JJC Work Authorization T-0523A No. 6.

Authorize RFQ for CM/MTS

Mr. Webb advised that construction management and materials testing are a requirement of the BUILD grant. He recommended that, in order to keep the project moving forward, the Board authorize the Projects Committee to distribute the RFQ, review bids, and negotiate a contract, which will then be presented to the Board for approval.

Upon motion by Director Stein, seconded Manriquez, and after full discussion, the Board voted unanimously to authorize a RFQ for CM/MTS, and to authorize the Projects Committee to select and negotiate a contract.

Authorize Chair/President to execute Grant Agreement

Mr. Webb advised that once the Grant Agreement is ready, the Chair and President are required to execute. Upon motion by Director Manriquez, seconded by Director Brown, and after full discussion, the Board voted unanimously to authorize the Chair and President to execute the Grant Agreement.

Approve Interlocal Agreement with City

Ms. Davis reviewed with the Board the proposed Interlocal Agreement with the City for Engineering Design and Construction (Phase 1). She advised the Agreement sets forth the terms whereby the Authority will provide engineering design and construction services for the City's improvements that are included in the project, and the City will reimburse the Authority for actual costs incurred.

Upon motion by Director Stein, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the Interlocal Agreement with the City for Engineering Design and Construction (Phase 1).

Authorize advertisement for bids

Mr. Webb recommended that the Board authorize advertisement for bids for the project in order to keep the project moving forward. Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to authorize the advertisement for bids.

North Canal Project

Update on project development

Ms. Weesner updated the Board on project development.

Approve Interlocal Agreement with City

Ms. Davis reviewed with the Board a proposed Interlocal Agreement with the City for cost sharing. She discussed the City's participation in the design and project construction, and the Authority's financial contribution. Chair Lents expressed gratitude to Ms. Davis and Ms. Weesner for their work in negotiating the terms of the Agreement.

Upon motion by Director Stein, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the Interlocal Agreement with the City for cost sharing.

Heights Boulevard Bicycle and Pedestrian Safety Improvements

Update on project development

Ms. Hennings updated the Board on the Heights Boulevard Bicycle and Pedestrian Safety Improvements [CIP Project T-0527], advising that final approved plans have been received by the City.

West Dallas Restriping Project

Ms. Hennings updated the Board on the West Dallas Restriping Project [CIP Project T-0528].

Trail Segment between White Oak Bayou and Memorial Park

Ms. Hennings updated the Board on the Trail Segment between White Oak Bayou and Memorial Park [T-0530], advising that preparation of final design plans and coordination with private utilities are ongoing.

Heights Boulevard Bicycle and Pedestrian Safety Improvements, West Dallas Restriping Project, Trail Segment between White Oak Bayou and Memorial Park

Ms. Hennings advised that as soon as all approvals are finalized and signatures obtained, the three projects can be bundled for advertising for bids as one project. Director Stein suggested that the Authority's website include estimated timing for the project.

Authorize advertisement for bids and authorize Projects Committee to approve award of contract

Upon motion by Director Stein, seconded by Director Brown, and after full discussion, the Board voted unanimously to authorize advertisement for bids, and to authorize the Projects Committee to approve the award of a contract.

Zone Wide Safety and Mobility Projects

Ms. Hennings reviewed with the Board the Zone Wide Safety and Mobility Projects [CIP T-0532]. Director Brown advised that the Projects Committee requested that the team look at mobility issues, and possible improvements. Director Stein discussed the bike ramps and curb cuts that have improved safety for bicyclists.

Approve JJC Work Authorization T-0532

Ms. Hennings reviewed with the Board JJC Work Authorization T-0532. Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve JJC Work Authorization T-0532.

Zone Wide Localized Storm Water Management Projects

Ms. Hennings reviewed with the Board the Zone Wide Localized Storm Water Management Projects, advising that the scope of the work will include identification of problem areas, determination of potential causes, and recommendation of proposed improvements to address localized drainage challenges within the Authority.

Approve JJC Work Authorization T-0533

Ms. Hennings reviewed with the Board JJC Work Authorization T-0533. Upon motion by Director Manriquez, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve JJC Work Authorization T-0532.

Approve related contract administration items

The Board noted there are no contract administration items for consideration.

FINANCIAL MATTERS

Banking relationship update

Ms. Weesner discussed ongoing progress for the banking change to Frost Bank.

Authorize payment of invoices

The Board reviewed the invoices submitted for payment. Director Brown advised that the Projects Committee had reviewed project-related invoices, and recommended approval. Ms. Weesner advised that the Finance Committee had reviewed the invoices put before it and recommended approval. Following discussion of the invoices, a motion was made by Director Stein, seconded by Director Manriquez, and approved unanimously by the Board to authorize the payment of all invoices.

Authorize Requisition No. 2

Ms. Davis reviewed with the Board Requisition No. 2 to Regions Bank for the payment of \$4,239,361.00 in bond proceeds to reimburse Authority accounts for funds expended prior to the receipt of bond proceeds.

Upon motion by Director Brown, seconded by Director Stein, and after full discussion, the Board voted unanimously to approve Requisition No. 2.

Approve Engagement Letter for bookkeeping and financial report services

Ms. Morton reviewed with the Board an Engagement Letter for bookkeeping and financial report services from TMAS. Upon motion by Director Stein, seconded by Director Manriquez, and after full discussion, the Board voted unanimously to approve the Engagement Letter.

ATTORNEY'S REPORT

Ms. Davis reviewed with the Board the upcoming increment payment to GID.

EXECUTIVE SESSION

Chair Lents announced that an executive session for the Board would not be necessary.

CONSIDER, CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY

The next item on the agenda was to consider, confirm, or ratify actions of the Authority. Ms. Davis advised that no action by the Board is necessary.

The roll again was called, and the Board noted that no additional persons had joined the meeting in progress.

There being no further business to come before the Board, the meeting was adjourned.

Secretary
Memorial-Heights Redevelopment Authority

**MINUTES OF REGULAR MEETING
OF
REINVESTMENT ZONE NUMBER FIVE, CITY OF HOUSTON, TEXAS**

JUNE 24, 2021

The Board of Directors (the "Board") of Reinvestment Zone Number Five, City of Houston, Texas, convened in regular session, open to the public, at 10:00 a.m., on June 24, 2021, via video conference and telephonic conference as authorized pursuant to actions by the Governor of the State of Texas March 16, 2020, suspending certain requirements of Chapter 551, Texas Government Code. The roll was called of the duly constituted officers and members of the Board, to-wit:

Ann Lents	Chair
Alejandro Colom	Vice Chair
Janice Hale-Harris	Secretary
Bryan Brown	Director
Christopher David Manriquez	Director
Dr. Robert Stein	Director
Marvin Pierre	Director

and all of said persons were present, except Directors Colom and Pierre, thus constituting a quorum.

Also present at the meeting were Sherry Weesner of SMW Principle Solutions, Inc., President of the Authority; Kristen Hennings of Jones|Carter ("J|C"); Brian Jackson of the City of Houston; Jim Webb of The Goodman Corporation; Melissa Morton of The Morton Accounting Services ("TMAS"); Monica Aizpurua of Binkley & Barfield; Linda Trevino of Ride Metro; Jim Loo; Rhonda Hassan; Mark Williamson; G. Jefferson; Angel Puder; Robert Guthart; and Laura C. Davis and Susan Demiany of Sanford Kuhl Hagan Kugle Parker Kahn LLP ("SKLaw").

DETERMINE QUORUM; CALL TO ORDER

Chair Lents noted that a quorum was present and called the meeting to order. She noted the meeting was being recorded.

APPROVE MINUTES

The Board considered approving the minutes of the April 22, 2021, meeting. Upon motion by Director Stein, seconded by Director Manriquez, and after full discussion, the Board unanimously voted to approve the minutes as presented.

CONSIDER, CONFIRM, OR RATIFY ACTIONS OF THE AUTHORITY

The next item on the agenda was to consider, confirm, or ratify the action of the Authority, as may be necessary. The Board noted that no confirmation or ratification action was necessary.

The roll again was called, and the Board noted that no additional persons had joined the meeting in progress.

There being no further business to come before the Board, the meeting was adjourned.

Secretary
Reinvestment Zone Number Five,
City of Houston, Texas

Task Order

Memorial Heights Redevelopment Authority (TIRZ No. 5)

Project No. T-0523A – Shepherd, Durham, and Selected Cross Streets Reconstruction Project

The Goodman Corporation Work Authorization No. 6 – Phase I Construction Phase Grant Management, Reporting, Compliance, and Construction Administration

This WORK AUTHORIZATION authorizes consultant services to be performed by THE GOODMAN CORPORATION (the “CONSULTANT”) pursuant to the Agreement for Services (“AGREEMENT”) between the CONSULTANT and MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/ TIRZ NO. 5 (“MHRA”). Unless otherwise defined herein, all capitalized terms used in this WORK AUTHORIZATION are defined in the Agreement.

This WORK AUTHORIZATION consists of the following:

- 1.0 PROJECT DESCRIPTION: The CONSULTANT shall support MHRA with the completion of construction phase grant management, reporting, compliance, and construction administration activities related to the BUILD-funded Phase I project.
- 2.0 SCOPE OF SERVICES: The CONSULTANT shall provide the services as outlined in the scope of services below.
- 3.0 FEE AND PAYMENT: The CONSULTANT shall complete the tasks in this WORK AUTHORIZATION on a lump sum percentage of completion basis not to exceed \$372,985.
- 4.0 PROJECT SCHEDULE: The schedule for this work is anticipated to span from approximately September 2021 through June 2024 (33 months). The scope of work is tied to the construction schedule of this project. If construction of the project extends beyond 36 months, TGC may request a change order related to both schedule and budget.

IN WITNESS WHEREOF, the parties have executed this TASK ORDER as of _____, 20__.

MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY:

THE GOODMAN CORPORATION

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Phase I Construction Phase: Grant Management, Reporting, Compliance, and Construction Administration Activities Related to the Phase I BUILD-funded Project

Previous work orders related to the Phase I project excluded services involving construction phase activities. This was done to sequentially phase consultant activities in relation to the project development schedule, and to ensure TGC had the necessary information to appropriately scope subsequent phase consultant services.

At this time, TGC is in the final stages of obtaining project environmental clearance, of grant execution, and completing procurements for both the construction contract and the construction management/materials testing support contracts. We have completed these tasks on budget and on schedule. It is now timely for the Board to consider moving forward with a TGC work order to continue grant management activities and federal compliance support through the duration of the construction project itself. The tasks have been organized based on functional areas of emphasis throughout the duration of construction completion and closeout process.

Task 1 – General Grant Management

1. Finalize access into the Recovery Act Database System (RADS)
2. Gather information and submit quarterly reports on 1) project progress and 2) financial expenditures
3. Finalize access for the DELPHI financial system so that requests for reimbursement for eligible costs can be submitted
4. In coordination with Authority President and Book-keeper, verify payment to contractor and submit payment reimbursements monthly
5. Provide the FHWA Division Office point of contact with project-specific information for required monthly reports
6. Coordinate with the FHWA Division Office point of contact if project scope, schedule, and/or budget modifications require an amendment to the grant agreement – completion of required amendments
7. Maintain and update the grant period of performance as required
8. Complete grant close out process upon project completion

Task 2 – Construction Contract Administration and Compliance

1. Attend pre-construction meeting to address project compliance related items; develop and maintain monthly tracking log of overall project costs, federally eligible costs, minority/small/women-owned business enterprise participation, and other documentation pertinent to federal compliance
2. Review monthly submittals for Buy American compliance per FHWA documentation
3. Review monthly pay applications and verify accurate project progress along with monthly Davis-Bacon wage rates as provided by prime and subcontractors
4. Monitor and ensure prompt payment of subcontractors (30 days to pay prime, prime has 10 days to pay subcontractors upon receipt of payment, per State of Texas law which is more restrictive than federal law)
5. Complete field interviews to validate wage rate compliance on a monthly basis; inspect and verify postings of FHWA required signage on a monthly basis; coordinate with contractor and project team to remedy identified deficiencies
6. Participate in construction status meetings on up to a bi-weekly basis – the purpose of participation is to stay aware of changes to the project schedule, budget, and any potential change orders and/or compliance matters
7. Provide written approval for payment of monthly pay applications as an adjunct to CM's approval
8. Review requests for project related change orders and coordinate with the CM firm to produce an independent cost estimate (ICE) per FHWA requirements; review ICE and document for the file and ensure comparison with a similar format ICE from the general contractor
9. Coordinate change order requests with MHRA President, Projects Committee, and FHWA as necessary/appropriate
10. Organize and finalize contract close out documentation and prepare files for MHRA President records per FHWA requirements (3 years)

Task 3 – Construction Management / Materials Testing Administration and Compliance

1. Review monthly invoices from CM / MTS team in relation to federally approved contract; retain information in overall project tracking log
2. Monitor and ensure prompt payment of subcontractors
3. Coordinate deficiencies / errors related to invoices for federal approval
4. Provide written approval for payment of CM / MTS monthly invoices
5. Review requests for any contract related change orders and complete an independent cost estimate based on the change order
6. Coordinate change order request and related information with MHRA President, Projects Committee, and FWHA as necessary/appropriate
7. Organize and finalize contract close out documentation and prepare files for MHRA President records per FHWA requirements (3 years)

BUDGET SUMMARY		
TASK	DESCRIPTION	COST
1	General Grant Management	\$127,929
2	Construction Contract Administration and Compliance	\$172,439
3	Construction Management / Materials Testing Administration and Compliance	\$72,617
	Total	\$372,985

Level of Effort Supplemental

Task 1 - General Grant Management												
Category	Category Rate	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	General		Totals
										ODC		
Associate II	\$112.61											
Senior Associate I	\$123.40											
Senior Associate II	\$138.83	2	16		16	45	33	20	20			\$21,102
Senior Associate III	\$158.88	20	33	16	66		40	33	160			\$58,469
Principal I	\$177.39											
Principal II	\$208.24											
Principal III	\$231.38	6	16	16	33	45	33	20	40			\$48,358
Engineer II	\$154.25											
Senior Engineer	\$192.82											
Principal Engineer	\$215.96											
Total Staff Hours ↓												
Staff Hours By Task		29	66	33	116	92	108	75	222	741		\$127,929

Task 2 – Construction Contract Administration and Compliance														
Category	Category Rate	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	2.10	General		Totals
													ODC	
Associate II	\$112.61													
Senior Associate I	\$123.40													
Senior Associate II	\$138.83		33			80	80	20	80	80	72			\$61,779
Senior Associate III	\$158.88		16	16	8	16	16	8	20	8	40			\$23,514
Principal I	\$177.39	40	15	99	33	20	8	40	20	16	32			\$57,298
Principal II	\$208.24													
Principal III	\$231.38		4	16	4	8	33	8	20	20	16			\$29,848
Engineer II	\$154.25													
Senior Engineer	\$192.82													
Principal Engineer	\$215.96													
Total Staff Hours ↓														
Staff Hours By Task		42	70	133	47	127	140	79	143	127	162	1,070		\$172,439

Task 3 – Construction Management / Materials Testing Administration and Compliance												
Category	Category Rate	3.1	3.2	3.3	3.4	3.5	3.6	3.7	General			Totals
									ODC			
Associate II	\$112.61											
Senior Associate I	\$123.40											
Senior Associate II	\$138.83	16	16	16	16	16	16	16				\$15,549
Senior Associate III	\$158.88									32		\$5,084
Principal I	\$177.39	40	33	20	15	40	40	32				\$39,026
Principal II	\$208.24											
Principal III	\$231.38	8	8	8	8	8	8	8				\$12,957
Engineer II	\$154.25											
Senior Engineer	\$192.82											
Principal Engineer	\$215.96											
Total Staff Hours ↓												
Staff Hours By Task		67	60	47	42	68	68	92	444			\$72,617

EXHIBIT "A"

Form of Task Order

Memorial Heights Redevelopment Authority (TIRZ No. 5)

Project No. T-0529 – Yale Street at Center Street Intersection

Work Authorization No. 1 – Final Design

This WORK AUTHORIZATION authorizes professional engineering services to be performed by JONES | CARTER (the "ENGINEER") pursuant to the Master Agreement for Professional Engineering Services ("AGREEMENT") between the ENGINEER and MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/ TIRZ NO. 5 ("MHRA"). Unless otherwise defined herein, all capitalized terms used in this WORK AUTHORIZATION are defined in the Agreement.

This WORK AUTHORIZATION consists of the following:

- 1.0 PROJECT DESCRIPTION: The ENGINEER shall provide final design engineering services for the replacement of the existing traffic signal at Yale Street and Center Street.
- 2.0 SCOPE OF SERVICES: The ENGINEER shall perform tasks as identified in the attached Scope of Services for professional services related to final design for the project.
- 3.0 FEE AND PAYMENT: The ENGINEER shall complete the tasks in this WORK AUTHORIZATION for an amount of \$93,405.00 (see Exhibit "B" of the PSA for applicable schedule of hourly rates).

Basic Services (lump sum)	\$68,725.00
Additional Services (hourly)	\$5,010.00
Reimbursable Expenses	\$3,240.00
Subconsultants	<u>\$16,430.00</u>
Total	<u>\$93,405.00</u>

- 4.0 PROJECT SCHEDULE: The schedule to complete this work is six (6) months.

IN WITNESS WHEREOF, the parties have executed this TASK ORDER as of _____, 20__.

MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY:

By: _____

Name: _____

Title: _____

JONES | CARTER

By: 

Name: Martin Murdock

Title: Vice President

ATTEST: 



6330 West Loop South, Suite 150
Bellaire, Texas 77401
Tel: 713.777.5337
Fax: 713.777.5976
www.jonescarter.com

August 18, 2021

Ms. Sherry Weesner
President
Memorial Heights Redevelopment Authority/ TIRZ No. 5
1980 Post Oak Boulevard, Suite 1380
Houston, TX 77056

Re: Yale Street at Center Street Intersection (T-0529)
Proposal for Professional Services for Final Design Services
Houston, Texas

Dear Sherry:

Jones & Carter, Inc. (J|C) appreciates the opportunity to present this proposal for final engineering design services in connection with the Yale Street at Center Street Intersection for Memorial Heights Redevelopment Authority (MHRA)/TIRZ No. 5.

The project understanding and scope of work reflect our current understanding of the agreed upon project.

Project Understanding

The project will include improvements to enhance safety and overall connectivity, as follows:

- Intersection signal upgrades
- Mill and overlay of the intersection (up to 20 feet past the corner curb returns)
- Addition of sidewalk on the north side of Center Street between Yale Street and Heights Boulevard (where no sidewalk currently exists)
- Replacement of curb ramps in the intersection
- Replacement of driveways as needed to accommodate sidewalk addition
- Repair/Replacement of existing storm inlets, as needed
- Adjustment of fire hydrant and water valve, as needed

Based on the above, J|C prepared the following scope of services and fee proposal for MHRA's consideration.

Scope of Services

Basic Services to be provided by J|C include:

1. General Project Management
J|C will provide project administration, including management of the project team, budget, and schedule and preparation/submission of monthly invoices.
2. Design Plan Set (60%, 90%, 100%, Final)
 - a. Civil Design – Based on City, MHRA, TxDOT, and design team coordination efforts, J|C will prepare civil design plans for the rework of the intersection to better accommodate

vehicular and pedestrian transportation needs. The plan set will include plan sheets (with profiles as needed), detail sheets, traffic control plan, storm water pollution prevention plans, and signing and striping.

- b. Permanent Traffic Signal Design – J|C will prepare traffic signal design plans for the permanent mast arm type traffic signal including existing conditions, signal plan, signal pole schedule, cable schematics (low and high voltage), provisions for pedestrians, and summary of traffic signal quantities. J|C will coordinate with CenterPoint for service to the new traffic signal.
 - c. Temporary Traffic Signal Design – J|C will prepare temporary traffic signal design plans to maintain signalization during the various phases of construction including realignment of traffic signal heads, temporary vehicle detection, and provisions for pedestrians.
 - d. Design Review Submittals – J|C will provide interim 60%, 90%, and 100% plans for submission to MHRA, the City, TxDOT, and private utilities for review.
3. Estimations of Construction Costs (60%, 90%, 100%)
J|C will prepare an estimate of construction cost at each submittal stage.
 4. Project Specifications (60%, 90%, 100%)
The bid schedule and specifications for all disciplines will be included in the project manual, which will be provided to MHRA at the 60% and 90% submittal stages for review and finalized as part of the bid-ready construction documents along with the permitted plans.
 5. Internal QC Review (60%, 90%, 100%)
Quality Control reviews shall be performed by each discipline at each stage of submittal.
 6. Utility Company Signatures
Once final comments are received and addressed, J|C will issue the final bid-ready plans for private utility signatures.
 7. HPW Signatures
Once final comments are received and addressed and private utility signatures are secured, J|C will issue the final bid-ready plans for City signatures.
 8. Bid Phase Services
J|C will issue the bid package on Civcast, conduct the pre-bid meeting, issue addenda as needed, receive bids, review and tabulate bids received, assist MHRA with bidder selection as requested, and prepare a recommendation of award letter to the board prior to construction. The above assumes the project will be let by MHRA.

A detailed breakdown of the level of effort to complete these services is provided in Attachment A.



Additional Services to be provided by J|C and their subconsultants include:

1. TxDOT Coordination (Hourly)
The J|C Team will attend project plan review meetings with TxDOT at the 60%, 90%, and 100% milestones. The J|C Team will also participate in Drainage Review and Coordination meetings with TxDOT through project design.
2. Drainage Analysis (Hourly)
The J|C Team will complete additional drainage analysis if required through the TxDOT Drainage Review process.
3. Geotechnical Investigation (Hourly)
HVJ Associates, Inc. (HVJ) will perform the geotechnical investigation for the project. The investigation will be limited to pavement depth geotechnical borings as no significant underground utility work is anticipated. For a more detailed breakdown of HVJ's scope of work, see Attachment C.
4. Surveying (Hourly)
Kuo & Associates, Inc. (Kuo) will perform work in association with monumentation and topographic survey along the project corridor and develop the base plan of existing conditions. For a more detailed breakdown of Kuo's scope of work, see Attachment D.
5. TDLR Review & Inspection (Hourly)
Texas Accessibility Standards (TAS) review and inspection services will be provided.

A detailed breakdown of the level of effort to complete these services is provided in Attachment A.

Reimbursable Expenses

1. Repro/Mileage/Parking/Civcast Expenses
Expenses for the project include mileage costs, printing costs, parking fees, and Civcast setup.
2. City Plan Approval Fee
The City fee is fixed based on the number of plan sheets. The current sheet count is estimated to be 20 sheets.

Assumptions

The design of recommended projects will be based on the requirements of the City of Houston *Infrastructure Design Manual*, dated July 1, 2021. Should the City change any criteria, it would likely result in a change in design scope and request for Additional Services. It is possible this could also impact the recommendations being assumed as part of this proposal and result in additional construction cost.



Schedule

In conjunction with the HISP Grant awarded, the anticipated letting date is in February 2022. J|C anticipates a project design duration of approximately six (6) months. J|C will work with MHRA and prepare a project schedule showing the tasks/milestone dates that need to be met to meet the grant scheduling needs.

Proposed Fee

J|C is requesting fees for the final design services described in this proposal as follows:

Basic Services (lump sum)	\$68,725.00
Additional Services (hourly)	\$5,010.00
Reimbursables	\$3,240.00
Subconsultants	\$16,430.00
Total	\$93,405.00

Special Considerations

This proposal is based on the following special considerations:

1. Services requested by the MHRA that are outside the scope of this proposal will be performed on an hourly rate basis in accordance with the enclosed Schedule of Hourly Rates (refer to Attachment B) or on a lump sum basis to be mutually agreed upon by MHRA and J|C. The hourly rate schedule is subject to revision January 1st of each year.
2. Fees do not include sales taxes that may be imposed.
3. The proposed fees shall be considered in their entirety for the scope of services. Should the MHRA wish to contract with J|C for only a portion of the work, J|C reserves the right to negotiate individual scope items on their own merits.
4. This proposal shall be valid for sixty days from this date and may be extended upon approval by J|C.
5. This proposal does not include full pavement reconstruction or any utility (storm, water, sanitary, or private) relocations, replacements, or upgrades.



Yale at Center Intersection – Proposal for Professional Services
Page 5
August 18, 2021

J|C hopes you will find this proposal to be acceptable and are thankful for the opportunity to continue our working relationship with MHRA. Please feel free to contact the undersigned if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Murdock'.

Martin Murdock, P.E.
Vice President

A handwritten signature in blue ink, appearing to read 'Kristin Landry'.

Kristin Landry, P.E.
Senior Project Manager

Attachments

ATTACHMENT A


MHRA/TIRZ5

T-0529 - Yale at Center Intersection

ENGINEERING FEE BREAKDOWN

Opp / Project No. (14760-0014-00)

8/18/2021

		Practice Leader	PEV	PEIV	PEI	DEI	Admin II	Sub-Total	Sub Cons.	Sub Cons. (cost + 8%)	Total Budget
		\$250.00	\$240.00	\$225.00	\$150.00	\$110.00	\$80.00				
BASIC SERVICES											
Task 100 - Preliminary Phase Services											
1	General Project Management	4	8	12			4	\$5,940		\$0.00	\$5,940.00
Task 200 - Design Phase Services											
1	Cover Sheet & Index (1 sheet)			1	1	2		\$595		\$0.00	\$595.00
2	General Notes (1 sheet)			1	1	2		\$595		\$0.00	\$595.00
3	Sheet Layout (1 sheet)			1	1	2		\$595		\$0.00	\$595.00
4	Plan & Profiles (2 sheets)		2	8	12	30		\$7,380		\$0.00	\$7,380.00
5	Storm Lateral Sheet (1 sheet)			2	4	8		\$1,930		\$0.00	\$1,930.00
6	Drainage Modifications (Inlet relocations)			2	4	6		\$1,710		\$0.00	\$1,710.00
7	Water/Wastewater Modifications (Fire hydrant adjustment?)			2	4	4		\$1,490		\$0.00	\$1,490.00
8	Traffic Signal Design (5 sheets)	2	12	24	36	80		\$22,980		\$0.00	\$22,980.00
9	Traffic Control Plan (City standards - 1-2 sheets)			2	4	8		\$1,930		\$0.00	\$1,930.00
10	Pavement Marking & Signing (2 sheets)			2	4	6		\$1,710		\$0.00	\$1,710.00
11	Temporary Signal Design (2 sheets)		2	4	8	28		\$5,660		\$0.00	\$5,660.00
12	Storm Water Pollution Prevention Plan			1	2	2		\$745		\$0.00	\$745.00
13	Detail Sheets			1	1	2		\$595		\$0.00	\$595.00
14	QC Reviews	3	6				1	\$2,270		\$0.00	\$2,270.00
15	Project Specifications/Project Manual		2	4	8			\$2,580		\$0.00	\$2,580.00
16	Construction Cost Estimates		1	2	4	4		\$1,730		\$0.00	\$1,730.00
17	Private Utility Coordination and Approvals			4	8			\$2,100		\$0.00	\$2,100.00
18	HPW Coordination and Plan Approvals		2	4	4		1	\$2,060		\$0.00	\$2,060.00
Task 210 - Bid Phase Services											
1	Advertise			2			1	\$530		\$0.00	\$530.00
2	Pre-Bid Meeting		2	2			1	\$1,010		\$0.00	\$1,010.00
3	Issue Addendum		1	2	4			\$1,290		\$0.00	\$1,290.00
4	Receive and Tabulate Bids/Prepare Recommendation		1	4			2	\$1,300		\$0.00	\$1,300.00
Task 400 - Additional Engineering Services											
1	TxDOT Coordination		6	6	4			\$3,390		\$0.00	\$3,390.00
2	Drainage Analysis		1	2	4	3		\$1,620		\$0.00	\$1,620.00
Task 800 - Reimbursable Expenses											
1	Repro/Mileage								\$500	\$540.00	\$540.00
2	Plan Review Fees								\$2,500	\$2,700.00	\$2,700.00
Task 900 - Subconsultant Expenses											
1	Geotechnical Engineering								\$5,205	\$5,624.00	\$5,624.00
2	Topographic Surveying								\$8,755	\$9,456.00	\$9,456.00
3	TDLR Review/Inspection								\$1,250	\$1,350.00	\$1,350.00
	Hours Subtotal	9	46	95	118	187	10				
SUBTOTAL BASIC SERVICES		\$ 2,250	\$ 11,040	\$ 21,375	\$ 17,700	\$ 20,570	\$ 800	\$73,735	\$8,205.00	\$8,864.00	\$93,405.00



SCHEDULE OF HOURLY RATES

Effective January 2021 - Subject to Annual Revision in January 2022

ENGINEERING PERSONNEL

Design Engineer I	\$110
Design Engineer II	\$130
Professional Engineer I	\$150
Professional Engineer II	\$170
Professional Engineer III	\$195
Professional Engineer IV	\$225
Professional Engineer V	\$240
Practice Leader	\$260

ELECTRICAL ENGINEERING PERSONNEL

Electrical Design Engineer I	\$120
Electrical Design Engineer II	\$140
Electrical Professional Engineer I	\$165
Electrical Professional Engineer II	\$180
Electrical Professional Engineer III	\$200
Electrical Professional Engineer IV	\$235
Electrical Professional Engineer V	\$250

CONSTRUCTION PERSONNEL (Includes Mileage)

Construction Manager I	\$110
Construction Manager II	\$130
Construction Manager III	\$150
Construction Manager IV	\$170
Construction Manager V	\$195
Field Project Representative I	\$ 65
Field Project Representative II	\$ 90
Field Project Representative III	\$110
Specialist Field Project Representative I	\$120
Specialist Field Project Representative II	\$135
Senior Specialist Field Project Representative	\$150

SPECIALIST

Specialist I	\$100
Specialist II	\$125
Specialist III	\$195
Specialist IV	\$240

PLANNING PERSONNEL

Planner I	\$ 95
Planner II	\$125
Planner III	\$155
Planner Manager	\$225

DESIGNERS/DRAFTING PERSONNEL

CAD I	\$ 60
CAD II	\$ 85
CAD III	\$100
Designer I	\$100
Designer II	\$120
Designer III	\$140
GIS I	\$ 85
GIS II	\$110
GIS III	\$145
GIS IV	\$180

SURVEYING PERSONNEL

1-Person Field Crew	\$130
2-Person Field Crew	\$180
3-Person Field Crew	\$220
4-Person Field Crew	\$250
Scanner Equipment	\$100
Survey Technician I	\$ 85
Survey Technician II	\$ 95
Project Surveyor I	\$ 90
Project Surveyor II	\$105
Project Surveyor III	\$125
Project Surveyor IV	\$150
Chief of Survey Crews	\$110
Certified Photogrammetrist	\$140
Remote Pilot I	\$ 85
Remote Pilot II	\$115
Remote Pilot III	\$150
Visual Observer	\$ 85
LiDAR Tech	\$ 95
Aerial Tech	\$ 80
Registered Professional Land Surveyor	\$170
Survey Manager	\$195

OFFICE PERSONNEL

Engineer's Assistant I	\$ 60
Engineer's Assistant II	\$ 75
Engineer's Assistant III	\$ 85
Admin I	\$ 60
Admin II	\$ 80
Admin III	\$105
Assistant Controller/ Chief Accountant	\$120
Corporate/Project Accountant	\$100

ATTACHMENT C



Houston	6120 S. Dairy Ashford Rd.
Austin	Houston, TX 77072-1010
Dallas	281.933.7388 Ph
San Antonio	281.933.7293 Fax
	www.hvj.com

August 16, 2021 (**Revised August 17, 2021**)

Ms. Kristin L. Landry, PE
Senior Project Manager
Jones and Carter
6330 West Loop South, Suite 150
Bellaire, Texas 77401

Re: Geotechnical Study
Yale Street at Center Street Intersection (T-0529)
Houston, Texas
Owner: City of Houston
HVJ Proposal No. HG2110395

Dear Ms. Landry:

HVJ Associates, Inc. is pleased to submit this proposal for providing a geotechnical study for the above-mentioned project. This proposal outlines our understanding of the scope of the project and presents our approach and our fees for providing the study.

Project Description

The project involves redoing the traffic signal at the intersection of Yale Street and Center Street in Houston, Texas. The project will also include milling and overlay of the pavement at the intersection. Our scope of work includes providing recommendations for milling and overlay of the existing asphalt pavement only. We understand that City of Houston standard foundation drawing will be used for the design of traffic signal pole. Our study will be performed in accordance with City of Houston (COH) Department of Public Works and Engineering Infrastructure Design Manual dated July 2020.

Scope of Work

We propose to perform two borings (one on Yale Street, and one on Center Street) to a depth of 5 feet at the intersection. We will core the existing pavement and determine the existing pavement thickness at selected locations. The borings will be sampled continuously to the boring termination depths. No piezometers will be installed. Traffic control will be used during the drilling operations.

All the boreholes will be grouted using non-shrink cement bentonite grout after completion of drilling and water level measurements. The use of cement bentonite grout will eliminate the potential problems and safety hazards associated with surface settlements that might occur if boreholes are backfilled with soil cuttings. The pavement will be restored with similar or equivalent materials to restore the site.

ATTACHMENT C

Ms. Kristin Landry, PE
HG2110395 (Revision 1)
August 17, 2021

Laboratory Testing:

Laboratory tests will be performed on selected soil samples to determine engineering properties of the soils and to select design soil parameters. Laboratory tests performed will include: moisture contents (ASTM D2216), Atterberg limits (ASTM D4318), minus no. 200 sieve analysis (ASTM D1140), unconfined compression (ASTM D2166), standard Proctor (ASTM D698), and California bearing ratio (CBR) (ASTM D1883) tests. Soil sample for standard Proctor and CBR tests will be obtained from the soil next to the intersection. All the field and laboratory tests will be performed according to ASTM standards, where applicable, or with other established procedures.

Report:

A report of our study will be prepared by an engineer specializing in soil mechanics and foundation engineering after reviewing available structural, geological, boring, and laboratory data in accordance with City of Houston design guidelines. In general, the following items will be included in our report:

- Boring logs and test data,
- Groundwater conditions,
- Generalized subsurface conditions,
- General geology and fault locations,
- Pavement Overlay design recommendations,
- Select fill and general earthwork recommendations.

Schedule

We expect to complete this assignment in approximately 4 weeks, following our receipt of your written notice to proceed. If requested, verbal recommendations can be provided throughout the progress of the investigation as testing is completed.

Fees

Based on the scope of work listed above, the fee for our services is \$5,205. A detailed cost estimate for the proposed work is attached with this proposal.

Our accounting procedures call for the submittal of invoices on a month-end basis or at the conclusion of project should its duration last less than a month. Our credit terms are net 30 days. If anomalous soil conditions are encountered, or if the project configuration changes significantly, additional work may be required. HVJ Associates, Inc. will recommend such additional work when and if it is deemed necessary.

Conditions

The following conditions have been assumed for the fee proposal:

- Borehole locations will be mutually agreed by Jones and Carter, Inc. and HVJ.
- Right of Entry Permits will be provided by Jones and Carter, Inc., if necessary.
- Jones and Carter, Inc. shall provide HVJ with an electronic site map.
- Site clearing will not be required to access the borehole locations.
- All the borings will be accessible to a truck mounted drilling equipment.

ATTACHMENT C

Ms. Kristin Landry, PE
HG2110395 (Revision 1)
August 17, 2021

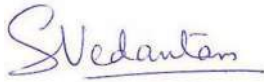
- Survey information related to soil borings including northing, easting and elevation will be provided by Jones and Carter, Inc.
- Laboratory samples will be held for no more than a period of 3 months after completion of the draft report or 1 month after completion of the final report, whichever is less.

If this proposal meets with your approval, please sign and complete the indicated spaces below and forward a copy of the proposal to us.

HVJ Associates, Inc. is pleased to be of service on this project. Please contact us if you have any questions or require additional information.

Sincerely,

HVJ ASSOCIATES, INC.



Sharmi Vedantam, PE
Houston Branch Manager

Agreed to this _____ day of _____, 20_____

By: _____

Title: _____

Firm: _____

Phone No.: _____

P.O. No.: _____

Date to Start Work: _____

ATTACHMENT C

GEOTECHNICAL FEE ESTIMATE

Yale Street at Center Street Intersection (T-0529)
 Client: Jones and Carter
 HVJ Proposal No. HG2110395
 August 16, 2021 (**Revised August 17, 2021**)

COST BREAKDOWN FOR GEOTECHNICAL INVESTIGATION

Field Investigation (2x5-foot borings)

Mobilization/Demobilization	1	@	\$340.00	lump sum	\$340.00
ATV Mobilization/Demobilization Surcharge	0	@	\$132.00	lump sum	\$0.00
Drilling and Sampling (Continuous)	10	ft @	\$21.00	per foot	\$210.00
Grouting (Tremie Method to full depth of the borings)	10	ft @	\$7.00	per ft	\$70.00
Project Engineer, PE (Field Coordination)	2	hr @	\$105.00	per hour	\$210.00
Field Technician (staking, utilities coordination, pavement coring etc)	6	hr @	\$50.00	per hour	\$300.00
Vehicle Trips (staking, utilities, etc)	6	hr @	\$10.00	per hour	\$60.00
Concrete Coring, (upto 6" thickness)	2	@	\$90.00	each	\$180.00
Additional Thickness (6" to 12")	0	inch@	\$8.00	per inch	\$0.00
Surface Patching	2	@	\$25.00	each	\$50.00
Reimbursable Expenses - Traffic Control (Drilling, PZ installation and plugging, Coring)	1	@	\$715.00	per day	\$715.00
			Subtotal		\$2,135.00

Laboratory Testing *

Moisture Content (ASTM D-2216)	4	@	\$9.00	each	\$36.00
Atterberg Limits (ASTM D-4318)	2	@	\$60.00	each	\$120.00
Percent Passing #200 Sieve (ASTM D-1120)	2	@	\$46.00	each	\$92.00
Unconsolidated Undrained (ASTM D-2850)	2	@	\$61.00	each	\$122.00
Moisture/Density Relationship (ASTM D-698)	1	@	\$196.00	each	\$196.00
California Bearing Ratio (ASTM D-1883)	3	@	\$208.00	each	\$624.00
			Subtotal		\$1,190.00

Project Management, Engineering Analyses, Report Preparation

Principal	0	hr @	\$210.00	per hour	\$0.00
Senior Engineer, PE	2	hr @	\$150.00	per hour	\$300.00
Project Engineer, PE	6	hr @	\$105.00	per hour	\$630.00
Staff Engineer, EIT	10	hr @	\$83.00	per hour	\$830.00
Support Personnel	2	hr @	\$60.00	per hour	\$120.00
			Subtotal		\$1,880.00

TOTAL GEOTECHNICAL SERVICES

\$5,205.00

*Note: The number and type of tests performed will depend on the actual soil conditions encountered.

ATTACHMENT D



KUO
& associates, Inc.
Consulting Engineers
& Surveyors

10300 Westoffice Drive, Ste. 800
Houston, TX 77042
Phone: (713) 975-8769
Fax: (713) 975-0920
Engineering Firm Reg. No. F-4578
Surveying Firm Reg. No. 10075600
www.kuoassociates.com

August 18, 2021

Kristin L. Landry, PE
Senior Project Manager
Jones I Carter
6330 West Loop South, Suite 150
Bellaire, TX 77401

Re: Yale Street at Center Street Intersection (T-0529)
Topographic Surveying

Dear Ms. Landry

Kuo & Associates, Inc. is pleased to submit this proposal to perform topographic survey services for the above referenced project.

The scope of work and fee will be as follows:

SCOPE OF WORK

Scope of work is to perform topographic surveying for the limit as shown in the attached exhibit in compliance with the minimum requirement of Chapter 2 of the City Design Manual.

Survey shall conform to all requirements as outlined in the latest City of Houston Design Manual, Chapter 2 – Survey Requirements and the City of Houston (COH) Code of Ordinances, Chapter 33, Article IV. According to the requirements, the scope for survey will be including the following tasks:

1. Horizontal and vertical controls will be established and tied to the Texas State Plane Coordinate System, South Central Zone NAD 83 and datum NAVD 88. According to the requirement of the City, the datum will be tied to the City of Houston CORS datum based on the NGS CORS (GPS) monument observations.
2. Cross sections will be surveyed more or less at 100 feet interval and at locations of ER and significant alignment changes along project streets
3. All visible planimetric features will be surveyed along the road right-of-way within the limit specified in the Chapter 2 of the City design Manual. The survey will be extended on all sides of street intersections at least to 100' as per the requirements of design manual, unless otherwise warranted for your design.
4. All visible existing utilities (i.e., manholes, culverts, power poles, etc.) will be located and pipe size and flow line measure downs in the manholes, inlets and water valves (that can be opened) will be obtained.
5. Texas one-call system will be notified, and pipeline companies will be contacted to probe and mark their pipeline (if any) locations to be tied to the survey.
6. Attempt will be made to recover and verify sufficient monumentation along the existing roadway to establish estimated right-of-way lines for topographic surveying scope. Task of establishing estimated ROW may involve some limited abstracting and deed research, however, detail boundary category survey is excluded in determination.
7. Plan view drawings will be prepared containing all topographic information and visible utility features and utility lines and as well underground utility lines based on aboveground features and available record drawing. The plan drawing will be prepared according to the COH standards in AutoCAD format.
8. Signed and sealed field books containing notes as well as ASCII files of point numbers, coordinates, and descriptions will be provided.

ATTACHMENT D

August 18, 2021
Yale @ Center St.
Proposal for Survey

Page No. 2

9. **Tie to TSARP Monument:** nearby TSARP monument will be tied to the survey and an equation will be provided in between surveyed elevation (on the CORS datum) and published elevation of the TSARP (on NAVD 88, 2001 adj).
10. **Borehole Survey:** Boreholes (geotechnical and environmental) will be located in the field and a table will be prepared including coordinates, stations, elevations of the boreholes besides incorporating the same on the plan drawing
11. **Survey Control Map:** A survey control map will be prepared to the COH standard showing swing ties to traverse and baseline points as well as TBM's. Sketch of each City of Houston monuments either found or set will be included on the survey control map. The survey control map will be signed and sealed by a Registered Professional Land Surveyor in charge of the project.
12. **City of Houston Monument:** New City of Houston monuments will be established or/and existing City monuments (if any) will be recovered and updated to the new datum as per the City of Houston Ordinance and in accordance with Design Manual Section 2.06 D.

To our understanding the following including any other tasks not mentioned above are excluded from the scope of this proposal:

- Boundary level survey for determining of right of way of the street
- Any Level A and B SUE category survey
- Surveying findings of Level A and B SUE survey (done by others)
- Accessing/opening electric and communication manholes
- Surveying any confined space of large manhole structure (if any)
- DTM model of the surveyed data
- Utility record research
- Profile view drawing of ground and underground utilities

FEE AND SCHEDULE:

The fee for the above-described work is estimated to be a not to exceed amount of **\$8,755.00** as shown itemized in the table below:

Item	Description	Quantity	Rate	Fee
Item 1 to 8	Topo Surveying & plan drawing			\$4,825.00
Item 9	Tie to TSARP			\$197.50
Item 10	Borehole survey			\$342.50
Item 11	Survey Control Map			\$1,390.00
Item 12	Establish COH Monument	1	\$2000/each	\$2,000.00
Total				\$8,755.00

* See detail breakdown in the attached pages

We estimate to complete the above work in 3 to 4 weeks upon your authorization to proceed.

We appreciate this opportunity to submit this proposal. If you need further information, please do not hesitate to contact me.

Sincerely,



Shaheen Chowdhury, P.E., R.P.L.S.

ATTACHMENT D

August 18, 2021
 Yale @ Center St.
 Proposal for Survey

Page No. 3

President

TABLE: STREET LENGTHS

PROJECT STREET			
Project Streets	From	To	Quantity (LF)
Center Street	100' west of Yale St.	West Curb of Heights	500
Total (Project Street)			500
SIDE STREETS			
Side Street	From	To	Quantity (LF)
Yale St.	100' north of Center St.	100' south of Center St	200
Total (Side Streets)			200

TABLES: LEVEL OF EFFORTS

700 LF

Level of Efforts for Topo Surveying (Item 1 to 8)									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$105.00	CADD \$90.00	Crew \$145.00	Hrs	Cost	Total
Survey Controls	Setting controls			0.5		1	1.5	\$197.50	\$790.00
	Horizontal control work			0.5		1	1.5	\$197.50	
	Vertical control work			1		2	3	\$395.00	
Topo Survey	One Call coordination			1			1	\$105.00	\$4,035.00
	Limited Abstracting							\$400.00	
	Limited ROW research for scope of topo survey		2	4			6	\$700.00	
	Surveying roadway & topo features and topo & utility plan drawing				8	8	16	\$1,880.00	
	Manhole inverts				1	2	3	\$380.00	
	QA/QC		2			2	4	\$570.00	
Project Management	Proj Management							\$0.00	\$0.00
Total									\$4,825.00

Level of Efforts for Tie to TSARP (Item 9)									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$145.00	Hrs	Cost	Total
Tie to TSARP	TSARP Tie			0.5		1	1.5	\$197.50	\$197.50

ATTACHMENT D

August 18, 2021
 Yale @ Center St.
 Proposal for Survey

Page No. 4

Level of Efforts for Borehole Survey (Item 10)									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$145.00	Hrs	Cost	Total
Borehole Survey	Borehole Survey			0.5		2	2.5	\$342.50	\$342.50

Level of Efforts for Survey Control Maps (Item 11)									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$145.00	Hrs	Cost	Total
Survey Control Map	Preparing Survey control map		1	3	6		10	\$995.00	\$1,390.00
	Setting center line			1		2	3	\$395.00	

Level of Efforts for Establishing COH Monument (Each), Item 12									
Survey Tasks	sub tasks	Principal \$180.00	RPLS \$140.00	SIT \$90.00	CADD \$81.00	Crew \$145.00	Hrs	Cost	Total
Updating COH Monument			2	4	3	8	17	\$2,130.00	\$2,130.00

Say \$2,000.00/Each

Untitled Map

Write a description for your map.

Legend

ATTACHMENT D



Center St & Yale St

Yale St

Center St

Heights Blvd

Washington Ave

S Heights Blvd

Barnes St

Google Earth

300 ft



Task Order

Memorial Heights Redevelopment Authority (TIRZ No. 5)

Project No. T-0529 – Yale and Center Intersection

The Goodman Corporation Work Authorization No. 1 – Yale and Center HSIP Administration and NEPA

This WORK AUTHORIZATION authorizes consultant services to be performed by THE GOODMAN CORPORATION (the “CONSULTANT”) pursuant to the Agreement for Services (“AGREEMENT”) between the CONSULTANT and MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY/ TIRZ NO. 5 (“MHRA”). Unless otherwise defined herein, all capitalized terms used in this WORK AUTHORIZATION are defined in the Agreement.

This WORK AUTHORIZATION consists of the following:

- 1.0 PROJECT DESCRIPTION: The CONSULTANT shall support MHRA with the completion of administration, coordination, compliance, and reporting related to the TxDOT Off-System Highway Safety Improvement Project (HSIP) grant awarded for the Yale and Center Intersection Improvements Project. TGC will also complete the required National Environmental Policy Act (NEPA) process and documentation required for a categorical exclusion submission.
- 2.0 SCOPE OF SERVICES: The CONSULTANT shall provide the services as outlined in the scope of services below.
- 3.0 FEE AND PAYMENT: The CONSULTANT shall complete the tasks in this WORK AUTHORIZATION on a lump sum percentage of completion basis not to exceed \$70,787. If tasks or subtasks are determined not to be necessary, TGC will not perform or invoice those services.
- 4.0 PROJECT SCHEDULE: The schedule for this work is anticipated to span from approximately September 2021 through September 2023 (24 months). The scope of work is tied to the NEPA, design, letting, and construction schedule of this project. If duration of the project extends beyond 26 months, TGC may request a change order related to both schedule and budget.

IN WITNESS WHEREOF, the parties have executed this TASK ORDER as of _____, 20__.

MEMORIAL HEIGHTS REDEVELOPMENT AUTHORITY:

THE GOODMAN CORPORATION

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Yale and Center HSIP Administration and NEPA

TGC was successful in assisting the MHRA in the pursuit of approximately \$600,000 to facilitate the modernization of the intersection of Yale St. and Center St. This modernization will retrofit the intersection with current City of Houston standard mast arm/pole fixture configuration to include pedestrian beacons/push button stations and ADA ramp improvements.

TGC will complete the following activities related to the administration, coordination, compliance, and reporting related to the project:

Task 1: Administration, Coordination, Compliance and Reporting

1. Coordinate with the City of Houston and TxDOT on any necessary interlocal agreement(s) and advance funding agreement(s) pertinent to the project. Coordinate with MHRA Legal Counsel as necessary to draft and finalize agreements.
2. Coordinate incorporation of the project into the Transportation Improvement Program (TIP) and related State TIP actions.
3. Work to secure a process and framework for MHRA driven project development and implementation.
4. Coordinate with the project engineer on design related compliance requirements.
5. To the extent required, manage, document, review/comment, and provide supplemental documentation to the Engineer's project manual on an invitation for bid process that is compliant with federal, state, and local requirements (including DBE/MWSBE, EO, etc.).
6. Provide progress updates and information to the City of Houston, TxDOT, and H-GAC as required.
7. To the extent required, document and manage construction phase state and federal compliance requirements. This construction administration activity is inclusive of Buy America, Davis-Bacon, prompt payment, and other federal contract clauses. Document and package information for record-keeping purposes.
8. To the extent required, monitor project change orders and ensure independent cost estimates are prepared by project engineer as consistent with federal requirements.
9. Complete grant close out and budget reconciliation process upon project completion.
10. Provide updates to the Board and Project Committee as required.
11. Provide monthly progress reports.

Task 2: National Environmental Policy Act (NEPA) Clearance

1. Coordinate with TxDOT ENV to complete the pre-requisite Categorical Exclusion (CE) documentation required for the project. TGC will investigate and document potential environmental impacts areas for the project to include water resources/quality, air quality, plant communities, wildlife/habitat, endangered species, social and economic conditions/environmental justice, access to community services, induced and indirect consequences, cultural resources, initial site assessment/hazardous materials, construction impacts, and cumulative impacts. TGC will complete the TxDOT required checklists and forms for the aforementioned items.
2. If required, TGC will complete the required documentation, process, and procedure for a public meeting to meet NEPA requirements. This scope assumes a virtual public meeting with digital documentation (maps, handouts, boards, presentations, etc.) TGC will develop a comment response log as necessary and otherwise complete the CE process.

Excluded costs include full historic and archeological survey, any facility rentals/newspaper advertisements, completion of a Phase I ESA/Soil and Groundwater Management Plan, and public outreach over and above a virtual public meeting.

BUDGET SUMMARY

TASK	DESCRIPTION	COST
1	Yale and Center HSIP Administration	\$38,548
2	National Environmental Policy Act (NEPA) Clearance	\$32,239
	Total	\$70,787

Level of Effort Supplemental

Task 1 - Yale and Center HSIP Administration and NEPA																
Title	Category Rate	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	1.11	2.1	2.2	General ODC	Totals
		Admin I	\$92.55													
Associate II	\$112.61															
Associate III	\$115.69													40		\$4,628
Senior Associate I	\$123.40															
Senior Associate II	\$138.83	2	4	1	6	2	6	60	32	16			80	60		\$37,345
Senior Associate III	\$158.88					20										\$3,178
Principal I	\$177.39							16	8	4				20		\$8,515
Principal II	\$208.24															
Principal III	\$231.38	6	4	8	4	2	4	2	6	4	8	6	4	16		\$17,122
Engineer II	\$154.25															
Senior Engineer	\$192.82															
Senior Engineer	\$192.82															
Principal Engineer	\$215.96															
Staff Hours By Task		8	8	9	10	24	10	78	46	24	8	6	84	136	451	\$70,787
Totals		\$1,666	\$1,481	\$1,990	\$1,758	\$3,918	\$1,758	\$11,631	\$7,250	\$3,856	\$1,851	\$1,388	\$12,032	\$20,207		\$70,787