

Office of Michael H. Barnes, P.E.

City of Richland Hills, Texas

## Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Michael Barnes, City Engineer  
Date: October 31, 2013  
Subject: Design Proposal for Partial Reconstruction of Vance Rd.

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### **Council Action Requested:**

Approve engineering contract with Dick Perkins, P.E., to design Vance Rd. reconstruction from Baker Blvd. to 50' north of Hovenkamp in the amount not to exceed \$19,800.00.

### **Background Information:**

Each year for the last several years the city and Tarrant County road crews partnered together to reconstruct collector streets within the city. This year the city has selected Vance Rd. from Baker Blvd. to 50' north of Hovenkamp. Dick Perkins, P.E., has designed the last 5 streets that the city has contracted with Tarrant County. Mr. Perkins has done an excellent job of designing streets over the last several years and works well with the contractor and Tarrant County crews. Attached is a proposal from Dick Perkins, P.E. to design Vance Rd. from Baker Blvd. to 50' north of Hovenkamp in the amount not to exceed \$19,800.00. The cost is reasonable and conforms to industry design standards. Therefore, staff is recommending council award the design contract for Vance Rd. to Dick Perkins, P.E. Please contact me if you have any questions.

### **Board/Citizen Input:**

N/A

### **Financial Impact:**

Funds will be taken from annual capital street project

**Staff Contacts:**

Michael Barnes, P.E. Director of Public Works  
817-616-3835  
[mbarnes@richlandhills.com](mailto:mbarnes@richlandhills.com)

**Attachments:**

Design Proposal

**J. Richard Perkins, P.E.**

3925 Laurel Lane  
Bedford, Texas 76021

October 31, 2013

Mr. Michael Barnes, P.E., City Engineer  
City of Richland Hills  
3200 Diana Drive  
Richland Hills, Texas 76118

**Re: 2014 Capital Improvements Project  
Vance Road Paving Improvements, (Baker  
Blvd. North to 50' North of Hovenkamp  
Ave.), Engineering / Surveying Services  
Proposal (Revised)**

Dear Mr. Barnes:

In accordance with our recent discussion, I am pleased to submit the following proposal for the provision of consulting engineering / surveying services to the City of Richland Hills for the subject project for your review and approval.

The work associated with this proposal involves the design of the removal and replacement of curb and gutter and paving improvements, and possibly some handicap ramp improvements on Vance Road from Baker Blvd. (SH 183) north to 50 feet north of Hovenkamp Avenue. Pavement reconstruction will commence at the south end of the curb and gutter on Vance Road and continue north to approx. 50 feet north of the north curb return of Hovenkamp Avenue with asphalt pavement and curb and gutter transitions on both of the side streets (Hovenkamp Avenue and Bridges Avenue) off Vance Road.

I have prepared a summary of the various engineering / surveying services proposed to accomplish this design and have attached that to this proposal letter as Exhibit "A". The proposed compensation and method of payment for these services is also included at the end of this Exhibit.

Execution of the proposal in the spaces provided on the next page of this proposal letter and return of one copy of the proposal with Exhibit "A" will serve as my authorization to commence work on the assignment as previously discussed.

Mr. Michael Barnes, P.E., City Engineer  
October 30, 2013  
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Should you have any questions regarding the scope of services or fee proposed, please do not hesitate to call. Thank you so much for the opportunity to be of service to the City on this very important project. I look forward to working with you and the City staff toward its successful completion.

Very truly yours,

J. Richard Perkins, P.E.

JRP/sap  
Attachment: Exhibit "A"

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**City of Richland Hills, Texas**

By: \_\_\_\_\_  
Curtis E. Hawk, City Manager

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**Professional**

By: \_\_\_\_\_  
Name: J. Richard Perkins, P.E.  
Title: Principal

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

This Agreement is comprised of civil engineering design and surveying services related to the design of curb and gutter, paving, and possibly some handicap ramp improvements on Vance Road (Baker Blvd. north to approximately 50 feet north of the north curb returns of Hovenkamp Avenue).

The proposed engineering and surveying services are described as follows:

#### **DESCRIPTION OF SERVICES:**

Engineer shall provide design field survey services on Vance Road with additional surveying provided 100 feet east and/or west of each of the two (2) side streets along Vance Road (Hovenkamp Avenue and Bridges Avenue).

Engineer shall prepare construction plans and construction details that adequately describe the elements of the proposed curb and gutter, paving, and handicap ramp improvements along the above described street. The proposed project will include removal of the curb and gutter (full-length of street), driveway approaches (if required either fully or partially), and valley gutters, milling of the top 2" (or more in locations where the street crown exceeds the City standards) of the existing asphalt pavement surface, installation of new concrete curb and gutter, new concrete driveway approaches, new concrete valley gutters, and new handicap ramps at the required intersections where new grades necessitate the removal and replacement of existing ramps all to City and TAS standards, and installation of a 2" asphalt overlay of the street to City standards.

The contract documents will include a full set of construction plans and details depicting the specific locations of the proposed handicap ramps, curb and gutter, and overlay paving improvements.

Other engineering services related to this assignment include:

1. Preparation of any change orders during the course of the project construction;
2. Periodic site visits to monitor construction progress and address problems encountered in the field;
3. Provide review of monthly Contractor's estimates;
4. Attendance at the final inspection and preparation of a project "punch list" of all items needing correction.

**EXHIBIT "A"**  
**SCOPE OF SERVICES (Con't.)**

5. Preparation of Record Drawings and provision of these drawings to the City on a CD and two (2) sets of plans provided on 24"x36" sheets.

Other items of engineering service that may be required, but that are outside the scope of this proposal, include, but are not limited to, the following:

1. Preparation of additional copies of the contract documents for distribution to the City and Tarrant County;
2. Special site visits (beyond those noted in #2 above) to address specific construction problems/matters (only at the request of the Director of Public Works);

Services related to the design and construction administration of this project will be billed to the City at an hourly reimbursable rate of **\$85.00/hour**. No charges will be billed to the City for any travel expenses to and from the City during the course of the provision of these consulting services. Non-labor costs such as printing and reproduction will be billed at normal reproduction rates charged by local printing companies, and computer plots will be billed at a rate of \$1.00 per sheet for 11"x17" plots and \$5.00 per sheet for 24"x36" plots.

**CONTRACT AMOUNT:**

All engineering-related services associated with this Agreement shall be billed to the City at an hourly reimbursable rate of \$85.00/hour including design, CAD work, and construction administration (**Total not-to-exceed engineering services amount = \$11,300**). Printing and reproduction will be provided by the Engineer and billed as noted above to the City. The design field surveying services shall be billed at the lump sum amount proposed by the third-party surveying firm (Moak Surveyors), (**\$5,400.00**). Construction staking surveying services, if required, shall be billed at the lump sum amount proposed by the same third-party surveying firm, (**\$3,100.00**), and both services will be billed directly to the City after approval of monthly estimates by the Engineer. The maximum billing for all services described hereinabove, (including surveying), shall not exceed **\$19,800.00** without written authorization from the City for an amendment to this Agreement.