



SCOPE OF WORK: Inspection Services and Plan Review, City of La Vernia, Texas, Public Infrastructure & Private Stormwater Facilities

1.0 INTRODUCTION AND PURPOSE

This Scope of Work (“SOW”) defines services to be provided for plan review and construction inspection of public infrastructure improvements and designated private stormwater facilities within the corporate limits and extraterritorial jurisdiction of the City of La Vernia, Texas (the “City”). The services described herein are intended to ensure that all work is performed in accordance with approved construction plans, applicable City ordinances, design criteria, and applicable state and federal regulations.

The Consultant shall furnish qualified personnel, equipment, and resources necessary to perform thorough, objective, and timely plan reviews and field inspections as requested by the City. All services shall be conducted in a professional manner consistent with the City's standards of care.

2.0 OBJECTIVES

The primary objectives of the services under this SOW are to:

1. Verify that construction plans and supporting documents comply with City standards, ordinances, and applicable regulatory requirements prior to construction.
 2. Provide independent, third-party construction inspection of public infrastructure and private detention facilities to confirm that work is performed in accordance with approved plans, specifications, and good construction practices.
 3. Document construction progress, deficiencies, and corrective actions in a clear and timely manner.
 4. Support the City in achieving final acceptance of completed public improvements and ensuring proper construction of private stormwater facilities that affect public health, safety, and drainage systems.
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3.0 SCOPE OF SERVICES

Services under this SOW consist of two primary components: (A) Plan Review Services and (B) Construction Inspection Services. Both components apply to the public and private facility categories identified below.

3.1 Plan Review Services

When requested, the Consultant shall perform a technical review of construction plans, specifications, calculations, and related documents submitted for proposed public infrastructure and private stormwater facilities. Reviews shall confirm compliance with the following, as applicable:

- City of La Vernia Code of Ordinances and adopted design criteria
- Applicable Texas Commission on Environmental Quality (TCEQ) rules and design criteria for water and wastewater systems
- Texas Department of Transportation (TxDOT) standards where roadway or drainage facilities interface with state right-of-way
- Generally accepted engineering practices and industry standards
- Any project-specific conditions of approval issued by the City

Plan review tasks include, but are not limited to:

Completeness and constructability review of plan sets b) Verification of design criteria for roadways, water, sewer, drainage, and stormwater facilities c) Review of supporting calculations (hydraulic, hydrologic, structural, pavement, etc.) d) Identification of conflicts, omissions, or deviations from standards e) Preparation of written review comments for City and design engineer response f) Recommendation of approval, conditional approval, or denial to the City

NOTE: Plan review services are specifically excluded from this Scope of Work unless separately requested by the City in writing. Any requested plan review services shall be authorized under a separate task order and compensated separately.

3.2 Construction Inspection Services

The Consultant shall provide field inspection services **only upon request by the City for public improvements accepted or proposed for acceptance by the City.** These inspections shall commence during construction of the facilities identified in this SOW. Inspections shall be performed to verify that materials, workmanship, and construction methods conform to the



approved plans, specifications, and applicable standards. The Consultant shall maintain detailed daily inspection reports, photographic documentation, and deficiency logs.

3.2.1 Public Infrastructure

Inspection services for public improvements shall cover the following categories:

A. Roadway Construction

- Subgrade preparation, proof-rolling, and density testing coordination
- Base material placement, compaction, and thickness verification
- Concrete and/or asphaltic concrete pavement placement, finishing, and jointing
- Curb and gutter, sidewalks, driveways, and related appurtenances
- Signing, striping, and traffic control devices
- Final surface tolerance and acceptance inspection

B. Water Distribution Systems

- Trench excavation, bedding, and backfill
- Pipe material, jointing, and installation methods
- Valves, hydrants, fittings, and service connections
- Pressure testing, disinfection, and bacteriological sampling coordination
- Thrust restraint and concrete blocking
- Connection to existing City systems and final acceptance

C. Sanitary Sewer Systems

- Trench excavation, bedding, and backfill
- Pipe material, grade, alignment, and joint integrity
- Manholes, cleanouts, and appurtenances
- Service laterals and connections
- Air testing, mandrel testing, and video inspection coordination
- Final grade verification and acceptance inspection

D. Drainage and Stormwater Infrastructure

- Storm sewer pipe installation, bedding, and backfill
- Inlets, junction boxes, manholes, and outfall structures
- Open channel grading, lining, and erosion control measures



- Culverts, headwalls, and end treatments
- Connection to existing drainage systems
- Final as-built verification of elevations and hydraulic capacity

E. Vegetation (As Requested)

- Right-of-way and easement revegetation and stabilization
- Tree protection measures during construction
- Landscaping and irrigation systems within public rights-of-way or required common areas (where applicable)
- Erosion and sediment control vegetation establishment
- Final acceptance of vegetative cover density and stability

3.2.2 Private Stormwater Facilities

Newly Installed Detention Ponds

The Consultant shall provide construction inspection services for newly installed private detention ponds and associated stormwater management facilities that are required as a condition of development approval. Inspection shall include, but not be limited to:

- Pond grading, embankment construction, and compaction
- Outlet structure installation, orifice sizing, and elevation verification
- Emergency spillway construction and elevation
- Inlet and outfall pipe connections
- Erosion control, slope protection, and vegetative establishment
- As-built survey verification of critical elevations and volumes
- Final inspection for compliance with approved plans and City drainage criteria prior to acceptance or release of associated surety

3.3 General Inspection and Coordination Tasks

In addition to category-specific inspections, the Consultant shall perform the following general services:

- Attendance at pre-construction conferences
- Coordination with City staff, design engineers, contractors, and material testing laboratories
- Review of material submittals and shop drawings as requested by the City



- Preparation and distribution of daily inspection reports and photographic records
- Issuance of non-conformance notices and tracking of corrective actions
- Coordination of final inspections and preparation of punch lists
- Review of as-built drawings and record documents for completeness
- Recommendation to the City regarding substantial completion and final acceptance of public improvements

NOTE: All reviews associated with inspections will be on an as requested basis, to include Coordination with design engineers, Review of shop drawings, Review of material submittals, Review of as-builts, and Recommendation regarding substantial completion.

3.4 Preferred Inspection Intervals and Frequencies

The Consultant shall perform inspections in accordance with the preferred intervals and frequencies outlined below. These intervals reflect standard industry practice for public infrastructure that will be accepted and maintained by the City and are intended to provide appropriate oversight of critical construction activities.

Inspection shall follow a **critical-stage / risk-based** approach:

- Full-time (continuous) inspection during high-risk or irreversible work on an as-needed basis if requested by the City.
- Part-time or on-call inspection (with 24–48-hour advance notice from the contractor) for lower-risk activities.
- Mandatory hold points at which work shall not proceed or be covered until inspected and approved by the Consultant or the City.

Roadway

- Subgrade preparation and **proof-rolling**: Continuous or at completion of each section (proof-roll is a mandatory hold point).
- Flexible base placement and compaction: Continuous or multiple times per day.
- Concrete pavement, curb and gutter, and sidewalks: (Pre-pour and post-pour)
- Asphalt paving: Continuous during placement.
- Final surface tolerance and acceptance: Dedicated final inspection.

Water Distribution Systems



- Trenching, bedding, pipe laying, and jointing: Full-time/continuous as needed while pipe is being installed.
- Thrust blocking and restraints: Observed at installation (**hold point before backfill**).
- Pressure testing and disinfection: Observed by the inspector (**mandatory hold point**).
- Service connections, valves, and hydrants: Spot checks plus final inspection.

Sanitary Sewer Systems

- Trenching, bedding, pipe laying (grade and alignment): Full-time/continuous as needed while pipe is being installed.
- Manhole construction: Inspection at base, intermediate lifts, and final (frame and cover).
- Air testing, mandrel testing, and video inspection: Observed by the inspector (mandatory before acceptance).
- Backfill in roadway areas: Frequent checks.

Drainage and Stormwater Infrastructure

- Storm pipe installation: Full-time/continuous as needed (same standard as sanitary sewer).
- Inlets, junction boxes, and manholes: Inspection of formwork, reinforcing steel, and during concrete placement.
- Open channel grading and lining: Daily or at critical stages.
- Outfalls and connections to existing systems: Observed (**hold point**).

Private Detention Ponds (Newly Installed)

- Pond grading and embankment construction: Daily or continuous.
- Outlet structures and emergency spillway: Critical-stage inspection.
- Final as-built elevations and volume verification: Dedicated inspection prior to recommendation for acceptance or surety release.

Vegetation

- Active construction (erosion and sediment controls): Minimum of once every 14 calendar days and within 24 hours of the end of a rainfall event of 0.5 inches or greater, or



alternatively once every 7 calendar days (**consistent with TCEQ Construction General Permit requirements**).

- Temporary stabilization: Per the TCEQ schedule noted above.
- Final revegetation, sodding, or seeding: Periodic inspections until establishment criteria are met (commonly 70 percent vegetative cover).
- Tree protection measures: Initial setup inspection plus periodic checks during construction.

The Consultant shall adjust inspection frequency as necessary based on contractor performance, weather conditions, and the criticality of the work being performed, while maintaining the minimum standards described above. [Inspections shall be scheduled by the developer through the City. The Consultant shall perform inspections requested by the City for critical stages of construction. Contractors shall provide at least 24 hours' notice for requested inspections. Missed inspections due to contractor scheduling failures shall require an additional inspection fee.](#)

4.0 DELIVERABLES

The Consultant shall provide the following deliverables in electronic format (PDF) unless otherwise directed by the City:

1. Written plan review comment letters with clear references to plan sheets and standards
2. Daily field inspection reports including date, weather, personnel present, work observed, quantities (where applicable), and deficiencies
3. Photographic documentation of construction progress and non-conforming work
4. Non-conformance reports and resolution tracking logs
5. Punch lists for substantial and final completion
6. Final inspection reports and recommendations for acceptance
7. Summary project close-out documentation package upon request

5.0 CITY RESPONSIBILITIES

The City shall:

- Provide the Consultant with approved plans, specifications, and any subsequent revisions in a timely manner



- Designate a primary point of contact for coordination and decision-making
 - Notify the Consultant of scheduled pre-construction meetings and major construction activities
 - Coordinate with developers and contractors regarding inspection scheduling protocols
 - Make final decisions regarding acceptance of work and release of associated financial assurances
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6.0 ASSUMPTIONS AND LIMITATIONS

- The Consultant's role is observational and advisory. The Consultant does not direct the contractor's means and methods and is not responsible for the contractor's safety program or compliance with OSHA regulations.
 - Material testing (soils, concrete, asphalt, etc.) shall be performed by a qualified independent laboratory typically provided by the developer or contractor under separate arrangement; the Consultant, if requested, can coordinate and review results as part of the inspection process.
 - Inspection frequency shall be appropriate to the stage and criticality of the work and as mutually agreed with the City. Continuous full-time inspection is not assumed unless specifically authorized or required by the preferred intervals in Section 3.4.
 - This SOW does not include design services, preparation of construction plans, or resident project representation on a continuous basis unless separately authorized.
 - Services related to private building construction (structural, electrical, plumbing, mechanical) are excluded except as they directly interface with the public infrastructure or detention facilities covered herein.
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7.0 STANDARDS OF PERFORMANCE

All services shall be performed by or under the direct supervision of the City of La Vernia. Field inspectors shall be experienced in municipal infrastructure construction and familiar with applicable City and industry standards. The Consultant shall maintain professional liability insurance and other coverage as required by the City's professional services agreement.



8.0 FEES AND COMPENSATION

Fees for each inspection type under this Scope of Work shall be ~~\$100.00~~ **\$75.00** per inspection.

An hourly rate of ~~\$50.00~~ **\$45.00** shall apply for additional services scheduled as needed beyond the standard inspection types and intervals described herein.

Failed inspections requiring additional trips shall constitute separate inspections and shall be billed separately. Inspection fees include travel within La Vernia city limits and ETJ. Travel outside this area requires prior written authorization.

9.0 AUTHORIZATION

The Consultant shall serve solely as an independent inspection consultant. The Consultant shall not perform engineering design, engineering review, construction management, project management, or act as the City's Engineer of Record unless separately authorized in writing.

This Scope of Work is subject to the terms and conditions of an Agreement to be executed between the City of La Vernia and the Consultant. Work shall commence upon written notice to proceed from the City.

Prepared for: City of La Vernia, Texas Public Works / Development Services

Date: _____

Accepted by City: Signature: _____

Name / Title: _____

Date: _____



STRENGTH.
PRECISION.
COMMUNITY.

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