

EXHIBIT A

Statement of Work (SOW) No. 34

TO MASTER SERVICES AGREEMENT

Statement of Work No. 34 (“SOW”) to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described below, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

ASSIGNMENT: Professional Engineering Services to conduct design, bidding and construction phase services for the installation of emergency generator sets at the City Hall and the Police Department.

SCOPE OF SERVICES:

TASK 1: PROJECT MANAGEMENT

Coordinate project goals and align CITY and ENGINEER expectations and purposes. Subtasks will include:

SUBTASK 1: Kickoff Meeting

SUBTASK 2: Schedule Maintenance

SUBTASK 3: Progress Meetings

SUBTASK 4: Invoices and Progress Reports

SUBTASK 5: Principal Oversight

TASK 2: CONSTRUCTION DOCUMENT PHASE

SUBTASK 1: Review field investigation, survey, and other data for performance of detailed designs, as required.

SUBTASK 2: Prepare drawings for construction of the project.

SUBTASK 3: Prepare technical specifications for construction of the project.

SUBTASK 4: Prepare contract documents for construction of the project.

TASK 3: BIDDING PHASE

SUBTASK 1: Advertise the project for competitive bids.

SUBTASK 2: Conduct pre-bid conference.

SUBTASK 3: Conduct bid opening, evaluate bids received, tabulate bids, and issue recommendation of award to CITY.

SUBTASK 4: Prepare all contract documents for execution by CITY and successful bidder and prepare notice of award.

SUBTASK 5: Furnish up to three (3) sets of construction documents to successful bidder.

TASK 4: CONSTRUCTION PHASE

SUBTASK 1: Review required bonding and insurance requirements and prepare notice to proceed.

SUBTASK 2: Conduct pre-construction conference and review contract requirements.

SUBTASK 3: Perform submittal review and approval in accordance with construction documents.

SUBTASK 4: Conduct periodic observations of construction progress and prepare record copies of inspections.

SUBTASK 5: Review field testing reports.

SUBTASK 6: Issue construction-related decisions to contractor on proceeding with alternative or unit price work items.

SUBTASK 7: Review contractor's pay requests for accurate progress representation and make recommendations to CITY for payment.

SUBTASK 8: Conduct a final inspection of all completed work and quantities, and issue recommendations for final payment.

SUBTASK 9: Issue a certificate of substantial construction compliance and closeout documents.

SUBTASK 10: Prepare record construction drawings to reflect any adjustments.

ADDITIONAL SERVICES:

Services specifically excluded under this SOW include:

1. Grant administration services.
2. Easement acquisition services.
3. Re-designs after first approval or due to changes in regulatory criteria or CLIENT options.
4. Topographic, geotechnical or boundary surveys or survey corrections, easement surveys and field notes/descriptions.
5. Design or survey services for other improvements, conveyances, or utilities other than listed.
6. Site development plans.
7. Permitting not specifically listed, payment of review fees, filing fees, permit fees, advertising fees, service commitment charges, aid to construction or other similar charges.
8. Inspection or testing services.
9. SWPPP or TPDES permits.
10. Permitting Support.
11. Construction phase services not specifically listed.
12. Any designs or reports not specifically listed.
13. Additional meetings and site visits not specifically listed.
14. Any other service not specifically listed.

COMPENSATION:

TASK 1. PROJECT MANAGEMENT FEE:	\$ 3,500
TASK 2. CONSTRUCTION DOCUMENT PHASE FEE:	\$28,400
TASK 3. BIDDING PHASE FEE:	\$ 3,800
TASK 4. CONSTRUCTION PHASE FEE:	\$12,900
TOTAL	\$48,600

CITY OF MANOR, TEXAS
INC.

GEORGE BUTLER ASSOCIATES,

By: _____



By: _____

Date: _____

Date: 8/28/2024