

January 12, 2024

**PROPOSAL**

Jason King, City Manager  
City of Stephenville  
298 W. Washington Street  
Stephenville, Texas 76401

Re: Stephenville Support Services  
City of Stephenville, Erath County, Texas  
LJA Job No. NTP4458-0356  
LJA Proposal No. 23-24914

Dear Mr. King:

LJA Engineering, Inc. is pleased to submit this proposal for the following services in accordance with the terms and conditions set forth in the attached Professional Services Agreement (PSA).

### **TASK ORDER DESCRIPTION**

Scope and fee herein anticipate general consultation to include reviewing and collaborating on development proposals and Code updates, recommendations for associated planning, design, and operational considerations, and implementation of the Comprehensive Plan and management services.

### **SCOPE OF SERVICES**

#### **901. GENERAL CONSULTING**

Provide or perform the following services as requested via email as needed:

1. Attend predevelopment and project meetings, to provide planning, design, engineering, and development guidance as applicable.
2. Review, comment, and advise on predevelopment and project proposals, to provide planning, design, engineering, and development recommendations as applicable.
3. Discuss development proposals with City Staff, boards, and commissions, to provide planning, design, engineering, and development guidance as applicable.
4. Provide planning policy recommendations and design concepts for City strategies and programs.
5. Attend and present during public hearings and field questions.

6. Review, comment, and advise on master water distribution, sanitary sewer collection, and stormwater management plans and proposed facilities.
7. Advise and coordinate planning, design, bidding, and construction management of identified projects.
8. Review, comment, and advise on traffic- and transportation-related studies, plans, and development.
9. Provide guidance on existing and proposed revisions to standard policies, procedures, and operations.
10. Review and comment on existing and proposed City standards, including review flowcharts, checklists, criteria manuals, applications, and details.
11. Attend meetings, hold phone calls, and/or participate in email conversations regarding recommended actions or policies to implement adopted city plans and policies.
12. Provide planning, design, engineering, drainage, and development guidance based on best practices and to complement the adopted city plans and policies.
13. Evaluate, summarize, and/or administer solutions and best practices for adopted or in progress plans and studies for implementation.

## **GENERAL CONDITIONS**

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Work requests within this Scope of Work shall be documented via email from City to Consultant, with any associated clarification of timeline/deadline, estimated level of effort, and/or task considerations as applicable.

## **COMPENSATION SCHEDULE**

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### **SUPPORT SERVICES**

901	General Consulting	Hourly
Z99	Reimbursable Expenses	T&M

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## **ADDITIONAL SERVICES**

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Compensation for Additional Services not listed herein or services required due to change in municipal ordinances and/or State legislation will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule in the PSA or on a lump sum basis agreed upon at the time the work is authorized.

Jason King  
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If this proposal meets with your approval, please execute proposal and return a copy to us. Your signature below and on the attached PSA will be sufficient authorization to commence the stated work.

We appreciate this opportunity to submit this proposal and look forward to working with you. If you have questions, please call me at 972.339.8186.

Sincerely,

**CITY OF STEPHENVILLE**

Abra R. Nusser, AICP  
Director

By: \_\_\_\_\_

Name: Doug Svien\_\_\_\_\_

Title: Mayor\_\_\_\_\_

Date: \_\_\_\_\_

James S. Wiegert, PE  
Senior Vice President

AN/rr