

**PROFESSIONAL SERVICES AGREEMENT  
FOR  
ENGINEERING SERVICES  
RELATED TO  
ENGINEERING & PLANNING PROJECT NO. 2025-10018  
CITY OF TOMBALL  
NORTH STAR ESTATES EROSION REPAIRS – BEARING STAR LANE**

**THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS         §**

THIS AGREEMENT is made, entered into, and executed by and between the CITY OF TOMBALL, TEXAS (the "City"), a municipal corporation of the State of Texas, and Freese & Nichols, Inc ("Engineer").

**WITNESSETH:**

WHEREAS, the City desires to complete erosion repairs along the drainage channel for North Star Estates near Bearing Star Lane (the "Project"); and

WHEREAS, the services of a professional engineering firm are necessary to project planning and design, and

WHEREAS, the Engineer represents that it is fully capable and qualified to provide professional services to the City related to professional engineering;

NOW, THEREFORE, the City and Engineer, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

**SECTION I.  
SCOPE OF AGREEMENT**

Engineer agrees to perform certain professional services as outlined and defined in the Proposal attached hereto as Exhibit A, and made a part hereof for all purposes, hereinafter sometimes referred to as "Scope of Work," and for having rendered such services, the City agrees to pay Engineer compensation as stated in the Section VII.

**SECTION II.  
CHARACTER AND EXTENT OF SERVICES**

Engineer shall do all things necessary to render the engineering services and perform the Scope of Work in a manner consistent with the professional skill and care ordinarily provided by competent engineering practicing in the same or similar locality and under the same or similar circumstances and professional license. It is expressly understood and

agreed that Engineer is an Independent Contractor in the performance of the services agreed to herein. It is further understood and agreed that Engineer shall not have the authority to obligate or bind the City, or make representations or commitments on behalf of the City or its officers or employees without the express prior approval of the City. The City shall be under no obligation to pay for services rendered not identified in Exhibit "A" without prior written authorization from the City.

**SECTION III.  
OWNERSHIP OF WORK PRODUCT**

Engineer agrees that the City shall have the right to use all exhibits, maps, reports, analyses and other documents prepared or compiled by Engineer pursuant to this Agreement. The City shall be the absolute and unqualified owner of all studies, exhibits, maps, reports, analyses, determinations, recommendations, computer files, and other documents prepared or acquired pursuant to this Agreement with the same force and effect as if the City had prepared or acquired the same. It is further understood and agreed that ownership and usage rights associated with the above referenced documents and analyses, hereinafter referred to as instruments, are contingent upon Engineer's completion of the services which will result in the production of such instruments and Engineer's receipt of payment, in full, for said services. Additionally, City understands and agrees that the rights described and provided hereunder shall not preclude or prevent Engineer from continuing to use those processes, analyses and data.

**SECTION IV.  
TIME FOR PERFORMANCE**

The time for performance is an estimated 365 calendar day duration beginning from the execution date of this Agreement. Upon written request of the Engineer, the City may grant time extensions to the extent of any delays caused by the City or other agencies with which the work must be coordinated and over which Engineer has no control.

**SECTION V.  
COMPLIANCE AND STANDARDS**

Engineer agrees to perform the work hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the applicable profession to comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the work to be performed hereunder and Engineer's performance.

**SECTION VI.  
INDEMNIFICATION**

**To the fullest extent permitted by Texas Local Government Code Section 271.904, Engineer shall and does hereby agree to indemnify, hold harmless and defend the City, its officers, agents, and employees against liability for damage caused by or resulting from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the Engineer, the Engineer's agent, consultant under contract, or another entity over which the Engineer exercises control.**

**SECTION VII.  
ENGINEER'S COMPENSATION**

For and in consideration of the services rendered by Consultant pursuant to this Agreement, the City shall pay Engineer only for the actual work performed under the Scope of Work, on the basis set forth in Exhibit "A," up to an amount not to exceed **\$48,337**, including reimbursable expenses as identified in Exhibit "A".

**SECTION VIII.  
INSURANCE**

Engineer shall procure and maintain insurance for protection from workers' compensation claims, claims for damages because of bodily injury, including personal injury, sickness, disease, or death, claims or damages because of injury to or destruction of property, including loss of use resulting therefrom, and claims of errors and omissions.

**SECTION IX.  
TERMINATION**

The City may terminate this Agreement at any time by giving seven (7) days prior written notice to Engineer. Upon receipt of such notice, Engineer shall discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders or contracts are chargeable to the Agreement. As soon as practicable after receipt of notice of termination, Engineer shall submit a statement, showing in detail the services performed under this Agreement to the date of termination. The City shall then pay Engineer that proportion of the prescribed charges which the services actually performed under this Agreement bear to the total services called for under this Agreement, less such payments on account of the charges as have been previously made. Copies of all completed or partially completed maps, studies, reports, documents and other work product prepared under this Agreement shall be delivered to

the City when and if this Agreement is terminated.

**SECTION X.  
ADDRESSES, NOTICES AND COMMUNICATIONS**

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, to Consultant at the following address:

Freese & Nichols, Inc.  
Attention: Jeremy Goethals  
10497 Town and Country Way, Suite 600  
Houston, Texas 77024

All notices and communications under this Agreement shall be mailed by certified mail, return receipt requested, to the City at the following address:

City of Tomball  
Attn: Project Manager  
501 James Street  
Tomball, Texas 77375

**SECTION XI.  
LIMIT OF APPROPRIATION**

Prior to the execution of this Agreement, Engineer has been advised by the City and Engineer clearly understands and agrees, such understanding and agreement being of the absolute essence to this Agreement, that the City shall have available only those sums as expressly provided for under this Agreement to discharge any and all liabilities which may be incurred by the City and that the total compensation that Engineer may become entitled to hereunder and the total sum that the City shall become liable to pay to Engineer hereunder shall not under any conditions, circumstances, or interpretations hereof exceed the amounts as provided for in this Agreement.

**SECTION XII.  
SUCCESSORS AND ASSIGNS**

The City and Engineer bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the City nor Engineer shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

**SECTION XIII.  
DISCLOSURE OF INFORMATION**

Engineer shall under no circumstances release any material or information developed in the performance of its services hereunder without the express written permission of the City.

**SECTION XIV.  
MODIFICATIONS**

This instrument, including Exhibits A and B, contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties hereto.

**SECTION XV.  
ADDITIONAL SERVICES OF ENGINEER**

If authorized in writing by the City, Engineer shall furnish, or obtain from others, Additional Services that may be required because of significant changes in the scope, extent or character of the portions of the Project designed or specified by the Engineer, as defined in Exhibit "A". These Additional Services, plus reimbursable expenses, will be paid for by the Owner on the basis set forth in Exhibit "A," up to the amount authorized in writing by the City.

**SECTION XVI.  
CONFLICTS OF INTEREST**

Pursuant to the requirements of the Chapter 176 of the Texas Local Government Code, Consultant shall fully complete and file with the City Secretary a Conflict of Interest Questionnaire.

**SECTION XVII.  
PAYMENT TO ENGINEER FOR SERVICES AND  
REIMBURSABLE EXPENSES**

Invoices for Basic and Additional Services and reimbursable expenses will be prepared in accordance with Engineer's standard invoicing practices and will be submitted to the City by Engineer at least monthly. Invoices are due and payable thirty (30) days after receipt by the City.

**XVIII.**  
**MISCELLANEOUS PROVISIONS**

A. This Agreement is subject to the provisions of the Texas Prompt Payment Act, Chapter 2250 of the Texas Government Code. The approval or payment of any invoice shall not be considered to be evidence or performance by Engineer or of the receipt of or acceptance by the City of the work covered by such invoice.

B. Venue for any legal actions arising out of this Agreement shall lie exclusively in the federal and state courts of Harris County, Texas.

C. This Agreement is for sole benefit of the City and Engineer, and no provision of this Agreement shall be interpreted to grant or convey to any other person any benefits or rights.

D. Engineer further covenants and agrees that it does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States, or (b) authorized by law to be employed in that manner in the United States.

E. In accordance with Chapter 2270, Texas Government Code, a government entity may not enter into a contract with a company for goods or services unless the Engineer covenants and agrees that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. Furthermore, the Engineer is prohibited from engaging in business with Iran, Sudan or Foreign Terrorist Organizations.

F. In accordance with Chapter 2274 of the Texas Government Code, Engineer covenants that it: (1) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of this contract against a firearm entity or firearm trade associations.

IN WITNESS WHEREOF, the City of Tomball, Texas, has lawfully caused this Agreement to be executed by its Mayor; and Engineer, acting by its duly authorized officer/representative does now sign, execute and deliver this instrument.

EXECUTED on this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Company Name: Freese & Nichols, Inc.**



---

Name: Matthew Cartwright

Title: Principal & Vice President

**CITY OF TOMBALL, TEXAS**

---

David Esquivel, City Manager

ATTEST:

---

Thomas Harris III, City Secretary

# EXHIBIT A



Innovative approaches  
Practical results  
Outstanding service

10497 Town and Country Way, Suite 600 • Houston, Texas 77024 • 713-600-6800

[www.freese.com](http://www.freese.com)

July 10, 2025

Drew Huffman, Director of Public Works  
City of Tomball, Texas  
501 James St.  
Tomball, Texas 77375



**RE: CONTRACT PROPOSAL FOR NORTH STAR ESTATES EROSION REPAIRS NEAR BEARING STAR LANE; CITY OF TOMBALL, TEXAS**

Dear Mr. Huffman:

Freese and Nichols, Inc. (FNI) is pleased to submit this proposal for engineering services to the City of Tomball in connection with the North Star Estates Erosion Repairs near Bearing Star Lane Project.

We appreciate this opportunity to assist the City of Tomball. If you are in agreement with the services described in Exhibit A and wish for us to proceed with this project, please return a final professional services agreement for execution. If you have any questions, please do not hesitate to call or e-mail us. Thank you for considering Freese and Nichols, and we look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink that reads 'Jeremy Goethals'.

Jeremy Goethals, PE  
jeremy.goethals@freese.com  
281-643-0631 (W) | 713-679-1737 (M)

Freese and Nichols, Inc.



**EXHIBIT A**  
**SCOPE OF SERVICES AND RESPONSIBILITIES OF CITY**

**City of Tomball North Star Estates Erosion Repairs near Bearing Star Lane**

PROJECT UNDERSTANDING

Freese and Nichols, Inc. (FNI) shall provide professional engineering services to the City of Tomball, Texas (City) in connection with the North Star Estates Erosion Repairs near Bearing Star Lane (Project) located near Bearing Star Lane properties 31439, 31438, and 31434 (at the cul-de-sac) within the City of Tomball. The Work area is adjacent to a drainage channel (tributary to Spring Creek) and spans approximately 350 linear feet along the top of embankment. FNI met with the City at the Project site on February 28 and April 14, 2025, to observe, discuss and document areas adjacent to the aforementioned Bearing Star Lane properties that have experienced erosion.

The City and FNI have discussed budgetary constraints and temporary solutions that can be implemented before the City can obtain additional funds necessary for more permanent repairs to the affected areas. The subject Project scope of work will consist of regrading and rock-armoring two (2) ditches/gullies in areas that have experienced erosion; and establishing erosion control measures within the area to avoid further erosion, inclusive of the removal of random sub-optimal fill to a stable subgrade.

This scope of work includes the engineering efforts necessary to design and detail the aforementioned erosion repairs only. It should be understood that this is a temporary solution and **does not** provide a permanent solution for the area.

Please note that any Resident Representation, evaluation of any substitution of materials or equipment, or development of any design modifications requested by the City for the Project will be considered as Additional Services and are not included as part of the Basic or Special Services.

## ARTICLE I

**BASIC SERVICES:** FNI shall render the following professional engineering services in connection with the development of the Project:

A. PROJECT MANAGEMENT:

1. Conduct a virtual (Microsoft TEAMS) kickoff meeting to review scope, schedule, and budget; determine any special conditions that may affect design and/or construction; discuss administrative requirements of City.
2. Manage efforts of internal design team on Project.
3. Perform Quality Control review of all deliverables including a constructability review of the drawings.
4. Provide status report, recent activities, upcoming activities, budget updates, schedule updates, and scope changes.

B. DESIGN PHASE: FNI shall provide professional services in this phase as follows:

1. Design and detail erosion repairs for two (2) ditch/gully areas indicated in Figure 1 below, adjacent to Bearing Star Lane properties 31439, 31438, and 31434 (at the cul-de-sac) within the City of Tomball. Repairs will consist of regrading, as well as installation of rock riprap and bedding materials. Repairs will extend from the top of embankment to the interface of the embankment slope with the drainage channel (tributary to Spring Creek).
2. Prepare Base Bid design drawings, and technical specifications. FNI will provide Front End documents (Div 00 and 01). Incorporate existing survey data into the drawings. Coordinate drawings with technical specifications so that items of work and materials are covered in the specifications and compatible with any notes on the drawings.
3. Furnish information necessary to utility companies whose facilities may be affected or whose services may be required for the Project.
4. Calculate and estimate quantities based on drawings and prepare unit pricing based on records and published construction cost data as appropriate. Prepare an opinion of probable construction cost (OPCC).
5. Provide design submittals at 60% and 100% (Final) design milestones.
6. Virtual review meetings will be held after each design milestone.

**Deliverables:** One (1) electronic copy (.PDF format) of each the 60% and 100% (Final) design drawings, technical specifications, and OPCC for review and approval by City. Upon final approval by City, FNI will provide City one (1) electronic copy (.PDF format) of Final design drawings, specifications, and OPCC.

# City of Tomball North Star Estates Erosion Repairs near Bearing Star Lane

Plan View of Project Work Area



Figure 1: Plan View of Project Work Area (Google Earth)

## ARTICLE II

### **SPECIAL SERVICES:**

- A. BID OR NEGOTIATION PHASE: Upon completion of the design services and approval of "Final" drawings and specifications by City, FNI shall provide professional services in this phase as follows:
1. Assist City in securing bids. Issue a Notice to Bidders (Issued for Bid Set) to prospective contractors and vendors listed in FNI's database of prospective bidders, and to selected plan rooms. Provide a copy of the notice to bidders for City to use in notifying construction news publications and publishing appropriate legal notice. The cost for publications shall be paid by City.
  2. Make Bid Documents available electronically to prospective bidders that respond to the Notice to Bidders.
  3. Maintain information on entities that have been issued a set of Bid Documents. Distribute information on plan holders to interested contractors and vendors on request.
  4. Assist City by responding to questions and interpreting Bid Documents. Prepare and issue addenda to the bid documents to plan holders if necessary.
  5. At City request, FNI will assist City in the opening, tabulating, and analyzing the bids received. Review the qualification information provided by the apparent low bidder to determine if, based on the information available, they appear to be qualified to construct the Project. Recommend award of contracts or other actions as appropriate to be taken by City. Pre-qualification of all prospective bidders and issuing a list of eligible bidders prior to the bid opening is an additional service.
  6. Assist the City in conducting a pre-bid conference for the construction Projects and coordinate responses with City. Response to the pre-bid conference will be in the form of addenda issued after the conference. Attend the tour of the Project site after the pre-bid conference.
  7. Assist City in the preparation of Construction Contract Documents for construction contracts. Provide two (2) sets of Construction Contract Documents which include information from the apparent low bidders bid documents, legal documents, and addenda bound in the documents for execution by the City and construction contractor. Distribute one (1) copy of these documents to the contractor with a notice of award that includes directions for the execution of these documents by the construction contractor. Provide City with the remaining one (1) copy of these documents for use during construction. Additional sets of documents can be provided as an Additional Service.
  8. Furnish contractor copies of the drawings and specifications for construction pursuant to the Supplementary Conditions of the Construction Contract.
- B. CONSTRUCTION PHASE GENERAL REPRESENTATION: Upon completion of the bid or negotiation phase services, FNI will proceed with the performance of construction phase general representation services as described below.

In performing these services, it is understood that FNI does not guarantee the Contractor's performance, nor is FNI responsible for the supervision of the Contractor's operation and employees. FNI shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. FNI shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

These services are based on the use of FNI's standard General Conditions for construction projects. Modifications to these services required by use of other general conditions or contract administration procedures are an additional service. If General Conditions other than FNI's standard are used, the City agrees to include provisions in the General Conditions that require Contractor to include FNI: (1) as an additional insured and in any waiver of subrogation rights with respect to such liability insurance purchased and maintained by Contractor for the Project (except workers' compensation and professional liability policies); and (2) as an indemnified party in the Contractor's indemnification provisions where the City is named as an indemnified party.

1. Assist City in conducting pre-construction conference(s) with the Contractor(s) and review construction schedules prepared by the Contractor(s) pursuant to the requirements of the construction contract.
2. Make one (1) visit to the construction site to observe the progress and the quality of work and to attempt to determine in general if the work is proceeding in accordance with the Construction Contract Documents. In this effort FNI will endeavor to protect the City against defects and deficiencies in the work of Contractors and will report any observed deficiencies to City. Visits to the site in excess of the specified number are an Additional Service.
3. Revise the construction drawings in accordance with the information furnished by construction Contractor(s) reflecting changes in the Project made during construction. Furnish City one (1) electronic copy (.PDF format) of "Record Drawings."

### ARTICLE III

**ADDITIONAL SERVICES:** Any services performed by FNI that are not included in the Basic Services or Special Services described above are Additional Services.

### ARTICLE IV

**TIME OF COMPLETION:** FNI is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the services in 90 days from Notice to Proceed.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and in Attachment CO.

## ARTICLE V

**RESPONSIBILITIES OF CITY:** City shall perform the following in a timely manner so as not to delay the services of FNI:

- A. City recognizes and expects that change orders may be required to be issued during construction. The responsibility for the costs of change orders will be determined on the basis of applicable contractual obligations and professional liability standards. FNI will not be responsible for any change order costs due to unforeseen site conditions, changes made by or due to the City or Contractor, or any change order costs not caused by the negligent errors or omissions of FNI. Nothing in this provision creates a presumption that, or changes the professional liability standard for determining if, FNI is liable for change order costs. It is recommended that the City budget a minimum of 5% for new construction and a minimum of 10% for construction that includes refurbishing existing structures.
- B. Designate in writing a person to act as City's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to FNI's services for the Project.
- C. Provide all criteria and full information as to City's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which City will require to be included in the drawings and specifications.
- D. Assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- E. Arrange for access to and make all provisions for FNI to enter upon public and private property as required for FNI to perform services under this Agreement.
- F. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by FNI, obtain advice of an attorney, insurance counselor and other consultants as City deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay, or cause rework in, the services of FNI.
- G. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- H. City shall make or arrange to have made all subsurface investigations, including but not limited to borings, test pits, soil resistivity surveys, and other subsurface explorations. City shall also make or arrange to have made the interpretations of data and reports resulting from such investigations. All costs associated with such investigations shall be paid by City.
- I. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as City may require or FNI may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as City may require to ascertain how or for what purpose any Contractor has used

the moneys paid under the construction contract, and such inspection services as City may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

- J. If City designates a person to serve in the capacity of Resident Project Representative who is not FNI or FNI's agent or employee, the duties, responsibilities and limitations of authority of such Resident Project Representative(s) will be set forth in an Attachment attached to and made a part of this Agreement before the Construction Phase of the Project begins. Said attachment shall also set forth appropriate modifications of the Construction Phase General Representation services as defined in Attachment SC, Article I, D, together with such adjustment of compensation as appropriate.
- K. Attend the pre-bid conference, bid opening, preconstruction conferences, one (1) construction progress meeting and substantial completion inspections and final payment inspections.
- L. Review up to six (6) submittals during the course of the Project. If additional submittal reviews are required, these will be considered additional services and shall be subject to an adjustment of compensation as appropriate.
- M. Give prompt written notice to FNI whenever City observes or otherwise becomes aware of any development that affects the scope or timing of FNI's services, or any defect or nonconformance of the work of any Contractor.
- N. Furnish, or direct FNI to provide, Additional Services as stipulated in Attachment SC, Article III of this Agreement or other services as required.
- O. Bear all costs incident to compliance with the requirements of this Article V.

ARTICLE VI

**DESIGNATED REPRESENTATIVES:** FNI and City designate the following representatives:

City's Designated Representative – Drew Huffman  
Director of Public Works  
City of Tomball  
501 James Street  
Tomball, Texas 77375  
Phone: (281) 290-1466  
Fax: (281) 351-4735  
dhuffman@tomballtx.gov

FNI's Designated Representative – Matt Cartwright, P.E.  
Freese and Nichols, Inc.  
10497 Town and Country Way, Suite 600  
Houston, Texas 77024  
Phone: (832) 602-4547  
Fax: (713) 600-6801  
Matt.Cartwright@freese.com

FNI's Accounting Representative – Jennifer Shaw  
Freese and Nichols, Inc.  
10497 Town and Country Way, Suite 600  
Houston, Texas 77024  
Phone: (832) 303-7446  
Fax: (713) 600-6801  
Jennifer.Shaw@freese.com

**COMPENSATION:** The fee for services outlined in the Tasks within this document shall be Lump Sum (LS) at Thirty Two Thousand Four Hundred Twenty Two Dollars and Zero Cents (\$32,422.00) for the Basic Services and shall be CPM at Fifteen Thousand Nine Hundred Fifteen Dollars and Zero Cents (\$15,915.00) for the Special Services. The grand total for the Project equals Forty Eight Thousand Three Hundred Thirty Seven Dollars and Zero Cents (\$48,337.00). A spreadsheet showing the level of effort is attached for reference.



<b>City of Tomball North Star Estates Erosion Repairs near Bearing Star Lane</b> <b>7/10/2025</b> <b>Detailed Cost Breakdown</b>	Project Fee Summary			
	Basic Services	\$		32,422
	Special Services	\$		15,915
	<b>Total Project</b>	<b>\$</b>		<b>48,337</b>

Tasks				Labor							Total Hours	Total Labor Effort	
BST Task (for Project Setup)	Basic or Special	Task	Task Description	Cody Cockroft	April Hurry	Jeremy Goethals	Jon Jordan	Matt Cartwright	John Rinacke	Jennifer Shaw			
				PIC	SA	PM	CAD	CS	Cost Estimator	Accounting			
			<b>Project Management</b>										
	Basic		Kickoff Meeting			1		1				2	\$ 458
	Basic		Design Coordination			2	2					4	\$ 718
	Basic		General QA/QC	2	4			1				7	\$ 1,946
	Basic		PM Reports/Schedule Update			2				2		4	\$ 704
													\$ -
			<b>60% Design Submittal</b>										\$ -
	Basic		Construction Drawing Production			20	60					80	\$ 14,340
	Basic		Cost Estimate	1	1	3			4			8	\$ 1,538
	Basic		Technical Specifications			10						10	\$ 1,800
	Basic		Constructability Review					1				1	\$ 278
	Basic		Review Meeting (Virtual)	1		2		1				4	\$ 916
													\$ -
			<b>100% / Final Design Submittal</b>										\$ -
	Basic		Incorporate 60% Design Comments			2	16					18	\$ 3,224
	Basic		Finalize Construction Drawing				8					8	\$ 1,432
	Basic		Finalize Cost Estimate			2			2			4	\$ 720
	Basic		Finalize Technical Specifications			8		1				9	\$ 1,718
	Basic		Constructability Review					1				1	\$ 278
	Basic		Review Meeting (Virtual)	1		2		1				4	\$ 916
													\$ -
			<b>Bid/Negotiation Phase</b>										\$ -
	Special		Assist in securing bids			2		1				3	\$ 638
	Special		Distribute documents			4						4	\$ 720
	Special		Maintain planholders list			9						9	\$ 1,620
	Special		Respond to questions; issue addenda			5						5	\$ 900
	Special		Assist in analyzing bids			2						2	\$ 360
	Special		Pre-Bid Conference			4		1				5	\$ 998
	Special		Bid/Proposal evaluation and recommendation			2						2	\$ 360
	Special		Conform and execute documents			8		1				9	\$ 1,718
													\$ -
			<b>Construction Phase Services</b>										\$ -
	Special		Preconstruction Meeting/Site Visit/Prep for Construction				5	1				6	\$ 1,173
	Special		Submittal Reviews (6)			6		1				7	\$ 1,358
	Special		Progress Meetings Site Visits (1)				4	1				5	\$ 994
	Special		Substantial Completion Walkthrough				4	1				5	\$ 994
	Special		Final Completion Walkthrough				4	1				5	\$ 994
	Special		Record Drawings			1	10	1				12	\$ 2,248
			<b>Total Hours / Quantity</b>	5	5	97	113	16	6	2		243	
			<b>Total Effort</b>	\$ 1,251	\$ 1,251	\$ 17,460	\$ 20,227	\$ 4,448	\$ 1,080	\$ 344			\$ 46,061

<b>City of Tomball North Star Estates Erosion Repairs near Bearing Star Lane</b> <b>7/10/2025</b> <b>Detailed Cost Breakdown</b>	<b>8.5</b>
	Basic Services
	Special Services
	<b>Total Project</b>

Pro

Tasks				Expenses		
BST Task (for Project Setup)	Basic or Special	Task	Task Description	Tech Charge	Miles	Total Expense Effort
	Basic		<b>Project Management</b>	-		\$ -
	Basic		Kickoff Meeting	2	60	\$ 59
	Basic		Design Coordination	4		\$ 34
	Basic		General QA/QC	7		\$ 60
	Basic		PM Reports/Schedule Update	4		\$ 34
				-		\$ -
	Basic		<b>60% Design Submittal</b>	-		\$ -
	Basic		Construction Drawing Production	80		\$ 680
	Basic		Cost Estimate	8		\$ 68
	Basic		Technical Specifications	10		\$ 85
	Basic		Constructability Review	1		\$ 9
	Basic		Review Meeting (Virtual)	4		\$ 34
				-		\$ -
	Basic		<b>100% / Final Design Submittal</b>	-		\$ -
	Basic		Incorporate 60% Design Comments	18		\$ 153
	Basic		Finalize Construction Drawing	8		\$ 68
	Basic		Finalize Cost Estimate	4		\$ 34
	Basic		Finalize Technical Specifications	9		\$ 77
	Basic		Constructability Review	1		\$ 9
	Basic		Review Meeting (Virtual)	4		\$ 34
				-		\$ -
	Special		<b>Bid/Negotiation Phase</b>	-		\$ -
	Special		Assist in securing bids	3		\$ 26
	Special		Distribute documents	4		\$ 34
	Special		Maintain planholders list	9		\$ 77
	Special		Respond to questions; issue addenda	5		\$ 43
	Special		Assist in analyzing bids	2		\$ 17
	Special		Pre-Bid Conference	5		\$ 43
	Special		Bid/Proposal evaluation and recommendation	2		\$ 17
	Special		Conform and execute documents	9		\$ 77
				-		\$ -
	Special		<b>Construction Phase Services</b>	-		\$ -
	Special		Preconstruction Meeting/Site Visit/Prep for Construction	6	120	\$ 135
	Special		Submittal Reviews (6)	7		\$ 60
	Special		Progress Meetings Site Visits (1)	5	120	\$ 127
	Special		Substantial Completion Walkthrough	5		\$ 43
	Special		Final Completion Walkthrough	5		\$ 43
	Special		Record Drawings	12		\$ 102
<b>Total Hours / Quantity</b>				<b>243</b>	<b>300</b>	
<b>Total Effort</b>				<b>\$ 2,066</b>	<b>\$ 210</b>	<b>\$ 2,276</b>

City of Tomball North Star Estates Erosion Repairs near Bearing Star Lane  
7/10/2025  
Detailed Cost Breakdown

Project Fee Summary  
Basic Services  
Special Service  
Total Project

Tasks				Subconsultants	Total
BST Task (for Project Setup)	Basic or Special	Task	Task Description	Total Sub Effort	Total Effort
	Basic		<b>Project Management</b>	\$ -	\$ -
	Basic		Kickoff Meeting	\$ -	\$ 517
	Basic		Design Coordination	\$ -	\$ 752
	Basic		General QA/QC	\$ -	\$ 2,006
	Basic		PM Reports/Schedule Update	\$ -	\$ 738
				\$ -	\$ -
	Basic		<b>60% Design Submittal</b>	\$ -	\$ -
	Basic		Construction Drawing Production	\$ -	\$ 15,020
	Basic		Cost Estimate	\$ -	\$ 1,606
	Basic		Technical Specifications	\$ -	\$ 1,885
	Basic		Constructability Review	\$ -	\$ 287
	Basic		Review Meeting (Virtual)	\$ -	\$ 950
				\$ -	\$ -
	Basic		<b>100% / Final Design Submittal</b>	\$ -	\$ -
	Basic		Incorporate 60% Design Comments	\$ -	\$ 3,377
	Basic		Finalize Construction Drawing	\$ -	\$ 1,500
	Basic		Finalize Cost Estimate	\$ -	\$ 754
	Basic		Finalize Technical Specifications	\$ -	\$ 1,795
	Basic		Constructability Review	\$ -	\$ 287
	Basic		Review Meeting (Virtual)	\$ -	\$ 950
				\$ -	\$ -
	Special		<b>Bid/Negotiation Phase</b>	\$ -	\$ -
	Special		Assist in securing bids	\$ -	\$ 664
	Special		Distribute documents	\$ -	\$ 754
	Special		Maintain planholders list	\$ -	\$ 1,697
	Special		Respond to questions; issue addenda	\$ -	\$ 943
	Special		Assist in analyzing bids	\$ -	\$ 377
	Special		Pre-Bid Conference	\$ -	\$ 1,041
	Special		Bid/Proposal evaluation and recommendation	\$ -	\$ 377
	Special		Conform and execute documents	\$ -	\$ 1,795
				\$ -	\$ -
	Special		<b>Construction Phase Services</b>	\$ -	\$ -
	Special		Preconstruction Meeting/Site Visit/Prep for Construction	\$ -	\$ 1,308
	Special		Submittal Reviews (6)	\$ -	\$ 1,418
	Special		Progress Meetings Site Visits (1)	\$ -	\$ 1,121
	Special		Substantial Completion Walkthrough	\$ -	\$ 1,037
	Special		Final Completion Walkthrough	\$ -	\$ 1,037
	Special		Record Drawings	\$ -	\$ 2,350
			<b>Total Hours / Quantity</b>	\$ -	
			<b>Total Effort</b>	\$ -	\$ 48,337