

INDIVIDUAL PROJECT ORDER NUMBER 2025-____

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Wolfforth (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 8, 2019, which is incorporated herein by reference.

Identification of Project

Project Name: Donald Preston Paving Improvements

Project Number: 2025-____

Project Description

The work to be performed by the Consultant shall consist of providing engineering services for the Client for the development of plans, specifications, and estimate for the reconstruction of Donald Preston Drive.

The proposed project limits for Donald Preston Drive are from the western curb return of Cambridge Avenue to the western limits of the westbound US 62/82 frontage road (0.21 miles). The project consists of reconstructing the existing 5-lane section, maintaining existing alignment, profile, and curb line elevations.

The project will consist of field survey, geotechnical investigation, pavement design, plans, specifications and estimate (PS&E), and bid phase services.

Specific Scope of Basic Services

Task 1. Project Management

1.1. Project Management

1.1.1. Schedule, prepare for, attend, and document meetings for the project.

- Project Kickoff Meeting (one in-person meeting)
- Project Status Meetings (Two (2) total meetings)
- Design review workshop meeting with project team (Client and Consultant) at the 60% and 90% submittals.
 - Design review workshops will be conducted to facilitate the review process and commenting period to streamline the review phase of the project.

1.2. Site Visits – attend up to one (1) site visit to take photos, video, and field measurements.

1.3. External Coordination

1.3.1. Franchise Utilities – utility coordination intentionally omitted. Franchise utility coordination shall be considered additional services, if needed.

1.3.2. Outside agency – TxDOT, Lubbock & Western Railway (LWRR)

1.4. Coordinate with subconsultants

1.5. Project Administration (assuming up to 6 months)

1.5.1. Prepare project correspondence

1.5.2. Prepare invoicing documents

1.5.3. Prepare and email monthly progress reports to Project Team (Client and Consultant team)

1.6. Maintain Project Schedule (assuming up to 6 months)

1.6.1. Develop work plan (identify tasks and subtasks)

1.6.2. Develop roles and assignments

1.6.3. Develop and maintain schedule and interim milestones

1.6.4. Prepare Design Criteria and update throughout design

1.7. QA/QC

1.7.1. Consultant will perform an internal review prior to all submittals (60%, 90%, and 100%) in accordance with quality assurance standards established for this project. QA/QC comments

will be collected from each internal reviewer, documented, and comments addressed prior to each plan submittal to the CITY

1.7.2. City review comments will be documented and addressed after each review meeting using Bluebeam Revu sessions.

Task 2. Survey

2.1. *Survey Data* – Consultant will develop existing topographic data within the limits of this project to prepare roadway design PS&E.

2.1.1. Design Survey

- The limits of the survey along Donald Preston Drive will extend from the west curb return of Cambridge Avenue to the western curb line of the westbound US 62/82 frontage road. The survey will consist of the existing curb lines, plus 20-feet outside curb lines.
- The following areas shall also be surveyed:
 - Cambridge Intersection – 100-feet north and west of intersection curb line.
 - Railroad crossing within Donald Preston limits
- Place control monuments with aluminum caps in concrete. Establish horizontal state plane coordinates (NAD 83) using GPS. Establish vertical control coordinates on NAVD 88. Monuments will be set to accommodate the limits of construction where possible.
- Locate and establish coordinates for adjacent TxDOT (and/or City of Wolfforth) control monumentation.
- Perform a field survey to identify and locate existing topographic elements within the roadway corridor consisting of the following:
 - Existing pavement, curbs, sidewalks, and barrier free ramps.
 - Roadway and lane striping along Donald Preston Drive and intersecting streets
 - Driveways (including material)
 - Existing culvert sizes and invert elevations, material, including cross sections approaching culvert crossings and headwalls/wingwalls
 - Existing swales
 - Visible utilities consisting of: manholes, vaults, water valves, water meters, telephone poles, power poles, utility markers, water well features, other public utilities, and franchise utilities
 - Traffic signal poles, cabinets, and other signal equipment
 - Signs (excluding temporary signs)
 - Retaining walls, if applicable
 - Railroad tracks and crossing equipment
 - Other applicable physical features that could impact design
- Prepare a final topographic drawing in digital format (including contours and break lines) showing the features located in the field, an ASCII coordinate file of the points located in the field with point numbers and descriptions where applicable.

Task 3. Geotech (Subconsultant)

The purpose of the geotechnical engineering and pavement section design will be to complete a filed exploration and laboratory testing program to provide a pavement section design for the proposed site.

3.1. Exploratory Boreholes

- 3.1.1 Subconsultant will complete 2 borings that will be advanced to a depth of 10 feet below the existing ground surface at the approximate locations shown on the attached proposed plan of borings. The borings will be drilled through the existing roadway and the thickness of the existing pavement structure will be recorded at each location. Bulk samples of the existing subgrade material will be obtained at the approximate location shown on the attached plan of borings to determine the California Bearing Ratio.

- 3.1.2 Subconsultant will mark the locations in the field using handheld GPS which provides an accuracy of approximately 50ft. Surveying of the bore holes is not included in this proposal. Borings will be backfilled with drill cuttings once complete and patched with cold patch.
- 3.1.3 Disturbed soil samples will be obtained in accordance with ASTM D 1586 Standard Test Method for Standard Penetration Test and Split-Barrel Sampling of Soils. A truck mounted drill rig and support vehicle will be utilized to complete the borings and Subconsultant assumes the site will be accessible to both vehicles to complete the field work. Groundwater readings will be taken at the time of drilling, if encountered. Subconsultant will contact Texas 811 to locate existing utilities within the project limits. It is the owner's responsibility to mark any private utilities and Subconsultant will not be responsible for damaging any private utilities that have not been located prior to field work.
- 3.1.4 If any unusual site conditions are encountered during our field investigation, we will immediately notify the owner to discuss if any additional analysis or testing would be required for the successful completion of the project. Should any additional work be required, Subconsultant will come to an agreement with the Consultant prior to proceeding.
- 3.2. Laboratory Testing
 - 3.2.1 Representative samples obtained from the field exploration will be tested in the laboratory to determine the engineering properties of the soil. The samples will be visually classified for color and select samples will be tested for the following:
 - ASTM D 2487 – Standard Practice for Classification of Soils for Engineering Purposes;
 - ASTM D 2216 – Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass;
 - ASTM D 4318 – Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils;
 - ASTM D 1140 – Standard Test Methods for Determining the Amount of Material Finer than No. 200 Sieve in Soils by Washing; and
 - ASTM D 1883 – Standard Test Method for California Bearing Ratio (CBR) of Laboratory Compacted Soils.
 - 3.2.2 Results of the laboratory testing program will be included on the boring logs or as an attachment to the final report.
- 3.3. Final Report
 - 3.3.1 Results from the field and laboratory testing programs will be analyzed to develop design parameters that will be used to determine the best pavement section for this project. Subconsultant requests that traffic data be provided by the owner but is available to help with assumptions if needed. At this time, a rigid pavement section is contemplated for use on this project. The final report will consist of the following:
 - Site vicinity map, plan of borings and boring logs;
 - Laboratory test results;
 - Discussion of site geology based on USGS Geologic Atlas of Texas;
 - Results and recommendations regarding the potential vertical rise of the soils;
 - General discussion of construction procedures and materials; and,
 - Rigid pavement design.
 - 3.3.2 The final report will be sent to the Client for review and comments prior to finalizing. The final report will be submitted electronically unless other requested.

3.4. Exclusions

- 3.4.1 The following services are specifically excluded in the scope of services at this time:
- All required permitting activities.
 - Site Clearing or All-Terrain-Vehicle (ATV) Drill Rig. Our proposal does not include backhoe services to clear vegetation or mesquite to access bore locations, nor ATV drill rig.
 - Concrete coring of existing pavement prior to soil boring.
 - Private utilities clearance
 - All environmental services or other issues related hazardous materials, if encountered.
 - Any additional boreholes not defined above.
 - Land or elevation surveys.

3.5. Assumptions

- 3.5.1 Required by Client or Consultant:
- Schematic of existing underground structures, pipelines and other known structures that can interfere with boreholes.
 - Project design criteria, loadings and drawings.
 - Proposed site layout.
- 3.5.2 Access to the Property: The scope of services assumes that Client will provide landowner permission for site access. If access gates are locked, the Client will provide keys, combinations, or a scheduled meeting with the landowner for access.
- 3.5.3 The Client will provide a schematic of existing underground structures, if there are such documents. Subconsultant will initiate underground utility clearance through appropriate utility locate companies, but those services can only clear locations of major utilities entering/exiting the property. Subconsultant will not locate facility utilities such as plumbing or electrical lines that are considered private. It is assumed that Client will allow the current landowner to review proposed borehole locations to assess clearance of underground utilities.
- 3.5.4 All meetings are assumed to be via conference calls; therefore, no travel is anticipated for attending project meetings.
- 3.5.5 Client will provide any other completed studies, reports, plans, plats, existing site topographic information, or data that may be of assistance or necessary for Subconsultant to perform under this Agreement. Subconsultant has the right to rely on information contained in documents provided by Client.
- 3.5.6 Client will be responsible for all application and permit fees required by any agencies involved.

Task 4. Design

- 4.1. Interim Roadway Design (60% PS&E)
- 4.1.1 Prepare existing and proposed typical sections
- 4.1.2 Utilize existing horizontal and vertical alignment and cross-slopes
- 4.1.3 Prepare plan / plan sheets on 11" x 17" plan sheets at a scale of 1" = 50' horizontal. No vertical alignments (profiles) will be provided for this scope of work.
- The 60% plans will consist of the following
 - Title sheet
 - Index Sheet
 - Project Layout sheet
 - Survey Control Data sheet
 - Topographic survey of existing physical elements and surface utilities
 - Existing and Proposed Typical Sections sheet
 - Horizontal Alignment Data
 - Traffic Control Narrative

- Removal Layout sheets (Plan-Plan, scale 1" = 50')
- Roadway Plan sheets (Plan-Plan, scale 1" = 50')
- Proposed edge of pavement and/or proposed limits of curb and gutter
- Intersection Layout sheet at Cambridge Avenue
- Standard design details
- City and TxDOT standards (if applicable)
- 4.1.4 A detailed traffic control phased layout and details will not be provided with this project. Consultant will provide traffic control phasing concept and narrative sheet. The Client will require the awarded contractor to provide a detailed traffic control phased layout for approval prior to beginning of construction.
- 4.1.5 Side street reconstruction will be defined vertically by spot elevations.
- 4.1.6 No proposed traffic signals will be designed, nor existing traffic signal systems assessed with this project.
- 4.1.7 Prepare roadway details to clarify intent of design.
- 4.1.8 Compile applicable City and/or TxDOT standard details. Modify standard details as needed.
- 4.1.9 Quantity take-offs
- 4.1.10 Prepare opinion of probable construction cost
 - Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost.
- 4.1.11 Preliminary internal QA/QC review
- 4.1.12 Address QA/QC review comments
- 4.1.13 Prepare interim deliverables for submittal to Client
- 4.1.14 Attend one (1) in-person meeting with Client to review 60% plans.
- 4.2. Final Design (90% and 100% PS&E)
 - 4.2.1 Incorporate interim design submittal review comments (one (1) round of comments anticipated in proposed effort for 90%)
 - 4.2.2 Technical Specifications
 - TxDOT and City standard specifications will be used for this project. Consultant will coordinate with Client regarding using TxDOT specifications for components that are not part of the City specifications.
 - 4.2.3 Incorporate the final design submittal review comments (one (1) round of comments anticipated in the proposed effort for 100%)
 - 4.2.4 Refine quantity take-offs
 - 4.2.5 Prepare updated opinion of probable construction cost for each submittal
 - 4.2.6 QA/QC
 - Consultant will perform an internal review prior to each submittal in accordance with quality assurance standards established for this project. QA/QC comments will be collected from each reviewer(s), documented and comments addressed prior to each plan submittal to the Client.
 - 4.2.7 Deliverables
 - Final design submittal (90% and 100%)
 - Submit four (4) hard copies and one (1) PDF copy to the Client for review and comment
 - Submit opinion of probable construction cost
 - Draft specifications
 - Submit one (1) original signed set of drawings, for construction (hard copy and PDF)

- Submit final opinion of probable construction cost
- 4.2.8 Meetings
 - Attend one (1) in-person meeting with Client to review 90% plans.
- 4.3. Pre-Bid Submittal Deliverables
 - 4.3.1 Consultant will submit ten (10) 11" x 17" sets of plans and specifications prior to the project's bid opening.
 - 4.3.2 Submit one (1) PDF electronic copy of the plan set and specifications, including addenda, on DVD prior to the project's bid opening.

Task 5: Bidding Phase Services

- 5.1. The Consultant will perform the following professional services for this project phase.
 - 5.1.1. Plans and Specifications - Print a maximum of five (5) 11"x17" sets of sealed plans and specifications for the Client.
 - Additional sets of bidding documents shall be printed by the Consultant, only upon the Client's authorization, as Additional Services.
 - 5.1.2. Online Advertisement
 - Consultant will provide plans, specifications, and contract documents in .PDF format to CivCast website for online bidding.
 - 5.1.3. Notice to Bidders
 - Consultant will prepare the notice to bidders. The Client will be responsible for submitting the Notice to newspapers for advertisement. Advertising will be billed directly to the Client by the newspaper.
 - 5.1.4. Project Addendums
 - Consultant will issue project addendums as required.
 - 5.1.5. Questions
 - Consultant will answer contractor questions as required.
 - 5.1.6. Pre-bid Meeting
 - Consultant will prepare for and conduct a pre-bid conference meeting.
 - 5.1.7. Bid Opening
 - Consultant will attend bid opening, prepare a tabulation of bids, and prepare a letter summarizing the bids to the Client for award of contract.

Additional Services if Required

Client and Consultant agree that the following services are beyond the Scope of Services described in the tasks above. However, Consultant can provide these services, if needed, upon the Client's written request. Any additional amounts paid to the Consultant, as a result of any material change to the Scope of the Project, shall be agreed upon in writing by both parties before the services are performed. These Additional Services include, but are not limited to, the following:

- Additional rounds of review comments other than listed in the scope
- Subsurface Utility Engineering (SUE)
- Franchise Utility Coordination
- Utility Relocation Services
- Drainage Analysis or Design
- Environmental Services or Evaluation
- Public Involvement
- Assist the Client as an expert witness in litigation in connection with a project or in hearings before approving and regulatory agencies
- Soils and/or material testing
- Traffic counts, traffic modeling, traffic projections, traffic signal timing or design
- Illumination design
- Preparation for and attendance at meetings besides meetings identified above
- Redesign to reflect project scope changes requested by the Client, required to address changed conditions or change in direction previously approved by the Client, mandated by

changing governmental laws, or necessitated by the Client's acceptance of substitutions proposed by the Contractor

- Submittal to TCEQ
- Submittal to TDLR
- SWPPP inspections / coordination
- Right-of-Way Acquisition Services
- Construction Contract Administration or Construction Phase Services
- Any services not listed in the Scope of Services

Schedule

Upon receipt of the Notice to Proceed (NTP), the Consultant will prepare a project schedule with specific delivery dates for scope of services. The schedule will be reliant upon receiving review comments from the Client on each submittal in a timely manner.

Terms of Compensation

Consultant will perform the Services in Tasks 1 – 5 for the lump sum fee of \$294,400. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

OVERALL FEE BY TASK

Task	Task Name	Subtotal
1	Project Management	\$102,400
2	Survey	\$22,100
3	Geotech	\$8,100
4	Design	\$137,700
4	Bidding Phase Services	\$24,100
Total		\$294,400

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Other special terms of Individual Project Order

None.

ACCEPTED:

CLIENT: CITY OF WOLFFORTH, TX

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____