



**KASBERG, PATRICK & ASSOCIATES, LP**  
CONSULTING ENGINEERS  
Texas Firm F-510

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Georgetown  
800 South Austin Avenue  
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(512) 819-9478

November 17, 2023

Mr. James McCrory  
Public Works Director  
City of Jonestown  
18649 FM 1431, Ste 4A  
Jonestown, Texas 78645

Re: City of Jonestown  
2023 Street Maintenance Projects  
Professional Engineering Services

Dear Mr. McCrory:

At the request of the City of Jonestown, we are submitting this proposal for professional engineering services for the above-referenced project. The work to be performed by KPA under this contract consists of performing drone surveys, final design, and bidding services for paving and pavement repair design for the streets identified for the 2023 Street Maintenance Project. The timeframe for design of the project is three (3) months from the Notice to Proceed.

The scope of work, as described in this proposal, is to develop construction plans for roadway improvements consisting of roadway point repair and mill and overlay for portions of Grandview Drive, Tip Top Drive, Howe Mountain Drive, Rock Cliff Drive, and Hobby Lane. Please find the attached Exhibit B for detailed list of scope items.

KPA will perform all work and prepare all deliverables in accordance with the latest version of AASHTO regulations and City of Jonestown specifications, standards and manuals.

KPA will perform quality control and quality assurance (QA/QC) on all deliverables associated with the project.

Mr. James McCrory

October 15, 2023

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Our opinion of probable cost for construction of the project is \$441,318. The following scope of work for the 2023 Street Maintenance project can be completed for the lump sum price of **\$35,000**.

I. Basic Services		
Plans & Specifications	\$	31,000.00
Bidding Services		<u>4,000.00</u>
<b>Sub-Total</b>	<b>\$</b>	<b>35,000.00</b>
<b>TOTAL</b>	<b>\$</b>	<b>35,000.00</b>

We are pleased to submit this proposal and look forward to the benefit it will bring the City of Jonestown.

Please feel free to contact me should you have any questions and/or comments.

Sincerely,



Addison Skrla, P.E., CFM

xc: File

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Terms and Conditions: Execution of this Proposal by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_, 2023.

OWNER:

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

Name: Paul Johnson

Title: Mayor

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

ENGINEER:

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

Name: Addison Skrla, CFM

Title: Project Manager

Engineer License or Firm's  
Certificate No. F-510  
State of: Texas

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

**EXHIBIT "A"**

**Charges for Additional Services**

**City of Jonestown  
2023 Street Maintenance Improvements Project**

<u>POSITION</u>	<u>MULTIPLIER</u>	<u>SALARY COST/RATES</u>
Principal	2.4	\$ 75.00 – 95.00/hour
Project Manager	2.4	60.00 – 75.00/hour
Project Engineer	2.4	50.00 – 60.00/hour
Engineer-in-Training	2.4	40.00 – 50.00/hour
Engineering Technician	2.4	35.00 – 50.00/hour
CAD Technician	2.4	30.00 – 50.00/hour
Clerical	2.4	15.00 – 30.00/hour
Expenses	1.1	actual cost
Computer	1.0	15.00/hour
Survey Crew	1.1	125.00 – 160.00/hour
Registered Public Surveyor	1.0	130.00/hour
On-Site Representative	2.1	30.00 – 40.00/hour

**EXHIBIT B – DETAILED PROJECT SCOPE**  
**SERVICES PROVIDED BY ENGINEER**  
**KASBERG, PATRICK & ASSOCIATES, LP**  
**JONESTOWN, TEXAS**

**Project Description:**

This project involves final design, and bidding services for the City of Jonestown’s 2023 Street Maintenance Projects. The project consists of mill and overlay and point repair. The streets proposed for this year’s project are identified below:

<b>Mill &amp; Overlay Street Location</b>					
<b>Street</b>	<b>From</b>	<b>To</b>	<b>Length (ft) (+/-)</b>	<b>Width (ft) (+/-)</b>	<b>SY (+/-)</b>
Tip Top Drive	Grandview Drive	End	1,860	18	3,720
Howe Mountain Drive	Tip Top Drive	End	160	19	338
Rock Cliff Drive	Grandview Drive	Grandview Drive	520	12	693
Grandview Drive	Rock Cliff Drive	Tip Top Drive	2,700	20	6,000
Grandview Drive	Breezeway Intersection – Point Repair		25	25	69
Grandview Drive	Tip Top Drive	Hobby Lane	630	20	1,400
Hobby Lane	Grandview Drive	Grandview Drive	2,050	20	4,556
<b>Total Length – Mill &amp; Overlay Project</b>			<b>7,920</b>	<b>134</b>	<b>16,776</b>

## **Scope of Services:**

### **2023 Street Maintenance Projects Scope of Services:**

The scope of services associated with these projects is as follows:

#### **I. Design Phase**

##### **a. Data Collection, Permits, and Utility Coordination**

- i. The ENGINEER will utilize existing topographic information and City data to develop surfaces and drone surveys for the proposed street maintenance streets.
- ii. The ENGINEER will determine areas within the project that require tree pruning and care. Details and procedures will be developed, coordinated, and approved by the City of Jonestown.
- iii. The ENGINEER will coordinate with utility companies and other City departments to identify any possible conflicts and/or proposed utility improvements on the proposed street maintenance projects.
- iv. The ENGINEER will investigate general Drainage within the project area and conveyance to positive flow at the connection points of the project to existing conditions. Any areas of concern or non-conveyance will be reported to the City of Jonestown Staff and discussed.
- v. The ENGINEER will review curbs, Driveways, etc. to determine conflicts with existing private property connections to the project.
- vi. The ENGINEER will conduct a review of all pedestrian ramps to determine their ADA compliance status along the project routes.
- vii. The ENGINEER will incorporate City of Jonestown imagery into the GIS data and integrate the two as a model.

##### **b. Develop Design Plans**

- i. The ENGINEER will utilize any existing topographic data and surface model to develop plan sheets identifying project limits for each street maintenance application. The plan sheets shall identify locations of existing water valve, fire hydrant, wastewater manholes and other existing utilities located within the project limits.
- ii. The ENGINEER will develop traffic control, striping and signing plans for each street maintenance application location.
- iii. The ENGINEER will develop all standard and special details for each construction method.
- iv. The ENGINEER will develop a quantity take-off and an estimate of probable construction cost for each street maintenance method.

##### **c. Develop Bidding Documents for the Project**

- i. The ENGINEER will develop detailed technical specifications for each street maintenance method.
- ii. The ENGINEER will develop a detailed quantity take off for work to be performed for each street maintenance method. The ENGINEER will utilize this detailed quantity take off to prepare a bid schedule for the project.
- iii. The ENGINEER will prepare the contract document project manual.

- d. Review Plans with City Staff, Incorporate Comments
  - i. The ENGINEER will schedule a meeting with City Staff to review the plans at the 50%, 75% and 90% design stages to discuss issues and report any dilemmas that have been encountered.
  - ii. The ENGINEER will receive all City Staff comments and incorporate them into the plans. Once comments have been incorporated the ENGINEER will schedule a second meeting with City Staff to review the revised plans.
  - iii. The ENGINEER will submit the five sets of final plans to City Staff.

## **II. Bidding**

- a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible;
- b. The ENGINEER will manage and distribute bidding documents;
- c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda;
- d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda;
- e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them;
- f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Jonestown.