

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Engineering

AGENDA DATE: August 26, 2008

CONTACT PERSON/PHONE: Javier Reyes, City of El Paso Engineering (541-4630)

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

That the City Manager be authorized to sign a Professional Services Agreement between the **CITY OF EL PASO** and **HUITT-ZOLLARS, INC.**, a Texas Corporation, to perform consulting services for a project known as **"GIS CONTROL MONUMENT SURVEYING AND SUPPORT"** for a contract amount of **SEVENTY THREE THOUSAND EIGHT HUNDRED EIGHTY and 00/100 (\$73,880.00)**, and that the City Engineer be authorized to approve up to \$25,000.00 in additional services, for a total contract amount not to exceed **NINETY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY and 00/100 (\$98,880.00)**.

BACKGROUND / DISCUSSION:

The Consultant shall create a Geographic Information Systems network of horizontal control monuments throughout the City. This network will facilitate the efforts of City staff to enforce the current and/or proposed subdivision and commercial requirements for new construction. The survey ties will allow for accurate placement of new subdivisions. The Consultant's shall set 130 permanent "El Paso GIS" survey monuments. Existing city monuments that are permanent and in appropriate locations may be utilized. The Consultant shall provide a detailed report that shows survey method used, network design, and probable accuracy of each monument. The Consultant shall provide training to City staff in managing the network and any software associated with the monument system.

PRIOR COUNCIL ACTION:

None

AMOUNT AND SOURCE OF FUNDING:

Funding source is Fiscal Year 2008 General Funds
Project No. N/A
Fund No.: 01101
Dept ID No.: 39010351
Account No.: 508010
Class No: 39001

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BOARD / COMMISSION ACTION:

N/A

***** REQUIRED AUTHORIZATION *****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: *Javier Reyes*
(Example: if RCA is initiated by Engineering, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Professional Services Agreement between the **CITY OF EL PASO** and **HUITT-ZOLLARS, INC.**, a Texas Corporation, to perform consulting services for a project known as **"GIS CONTROL MONUMENT SURVEYING AND SUPPORT"** for a contract amount of **SEVENTY THREE THOUSAND EIGHT HUNDRED EIGHTY and 00/100 (\$73,880.00)**, and that the City Engineer be authorized to approve up to \$25,000.00 in additional services, for a total contract amount not to exceed **NINETY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY and 00/100 (\$98,880.00)**.

ADOPTED this _____ day of _____, 2008.

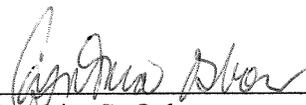
THE CITY OF EL PASO:

John F. Cook
Mayor

ATTEST:

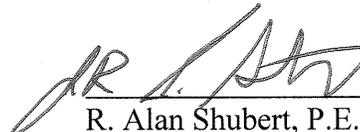
Richarda Duffy-Momsen
City Clerk

APPROVED AS TO FORM:



Cynthia S. Osborn
Assistant City Attorney

APPROVED AS TO CONTENT:



R. Alan Shubert, P.E.
City Engineer

THE STATE OF TEXAS) CITY CLERK DEPT.
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 COUNTY OF EL PASO) AN AGREEMENT FOR
) PROFESSIONAL SERVICES

This Agreement is made this ____ day of _____, 2008 by and between the CITY OF EL PASO, a municipal corporation organized and existing under the laws of the State of Texas, hereinafter referred to as the "Owner", and HUITT-ZOLLARS, INC. a Texas Corporation, hereinafter referred to as the "Consultant".

WHEREAS, the Owner intends to engage the Consultant to perform professional services for a project known as "GIS CONTROL MONUMENT SURVEYING AND SUPPORT," hereinafter referred to as the "Project", as further described in Attachment "A"; and

WHEREAS, the Consultant has been selected to perform such services as required by the Owner, and the Consultant was selected through the Owner's selection procedure, in accordance with all applicable state and local laws and ordinances;

NOW, THEREFORE, for the consideration set forth in this Agreement and its attachments, the Owner and Consultant agree as follows:

**ARTICLE I.
 ATTACHMENTS**

1.1 The attachments listed herein and attached to this Agreement are incorporated herein by reference for all purposes.

Attachment "A"	Scope of Services and Project Budget
Attachment "B"	Consultant's Fee Proposal and Hourly Rates
Attachment "C"	Consultant's Basic and Additional Services
Attachment "D"	Payment and Deliverable Schedules

**ARTICLE II.
 PROJECT**

2.1 The Owner hereby agrees to retain the Consultant and the Consultant agrees to perform professional services for the Project as professional consultant for the Project. The Project shall consist of the Consultant's completion of the Scope of Services as further described in Attachment "A". Such Scope of Services shall be completed in accordance with the identified phases described in Attachment "D".

2.2 In completion of such phases, the Consultant shall comply with the City of El Paso Engineering Department Construction Document Guidelines in effect on the execution date of this Agreement in the performance of the services requested under the Design Phase of this Agreement. Such Guidelines are available in the Engineering Department.

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The Consultant shall serve as the Owner's professional representative in those phases of the Project to which this Agreement applies and shall give consultation and advice to the Owner during the performance of services.

2.4 The Owner shall provide all available information to the Consultant, as to the Owner's requirements for each construction contract. The Owner shall also provide to the Consultant, all known information pertinent to the Project site, including previous reports and other data relative to design, such as "as-built" drawings or physical conditions now existing at the Project site. In performing its services, the Consultant will be entitled to rely upon the accuracy of the Owner provided information.

2.5 The Owner hereby designates the City Engineer of the City of El Paso as the Owner's representative with respect to the professional services to be provided by the Consultant pursuant to this Agreement. The City Engineer shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies, and decisions with respect to materials, equipment, elements, and systems pertinent to the work covered by this Agreement. City Engineer will render written decisions within a five working days time period.

**ARTICLE III.
CONSULTANT FEES AND PROJECT BUDGET**

3.1 **PAYMENT TO CONSULTANT.** The Owner shall pay to the Consultant an amount not to exceed **SEVENTY-THREE THOUSAND EIGHT HUNDRED EIGHTY AND 00/100 DOLLARS (\$73,880.00)** for all basic services and reimbursables performed pursuant to this Agreement. The Consultant's fee proposal for the performance of all Basic Services and reimbursables is attached hereto as **Attachment "B"**. Payments to the Consultant shall be made pursuant to the schedule enumerated within **Attachment "D"**.

3.2 **CONSULTANT'S SERVICES.** The Basic Services to be provided by the Consultant for this Agreement are attached hereto as **Attachment "C"**. If authorized by the City Engineer, prior to the performance of such services, the Consultant may perform such Additional Services as also enumerated within **Attachment "C"** in an amount not to exceed \$25,000.00. Additional Services exceeding \$25,000.00 must have prior approval by City Council through written amendment to this Agreement. Owner shall make payment for such Basic and Additional Services at the rates established by Consultant within **Attachment "B"**.

3.3 **CONSULTANT'S INVOICES.** The Consultant shall bill the Owner not more often than monthly, through written invoices pursuant to the schedule established in **Attachment "D"**. Invoices shall indicate the costs for outside consultants with copies of their invoices as back-up materials as well as other authorized direct costs for hourly rate contracts. All invoices shall be made in writing. Within ninety days of substantial completion of construction, all outstanding invoices for all work completed to date by the Consultant shall be submitted to the Owner.

3.3.1 Each invoice shall contain a brief summary indicating, at a minimum, the total Project budget, the total amount authorized for the Consultant, the current invoiced

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amount and the amount billed to date. In addition to the Summary, each invoice shall provide a Progress Report. The Progress Report shall describe, at a minimum, the progress of the Project to date also indicating the percentage of completion of each phase. The established schedule for completion shall not be revised except by written amendment to this Agreement, executed by both parties.

3.3.2 The Owner agrees to pay invoices for all services performed as soon as reasonably possible but not later than thirty (30) days from receipt. Upon dispute, however, the Owner may, upon notice to the Consultant, withhold payment to the Consultant for the amount in dispute only, until such time as the exact amount of the disputed amount due the Consultant is determined. The total amount paid to Consultant shall not exceed Consultant's fee proposal, except by written amendment to this Agreement, executed by both parties.

3.4 COSTS NOT ENUMERATED. Except as specifically set forth in this Agreement and its attachments, all costs related to the completion of the services requested herein shall be borne by the Consultant and not passed on to the Owner or otherwise paid by the Owner, unless a written amendment to this Agreement is executed by both parties allowing for additional costs.

ARTICLE IV. PERIOD OF SERVICE AND TERMINATION

4.1 PERIOD OF SERVICE. The services called for by each phase shall begin upon the issuance of a Notice to Proceed from the City Engineer. The Consultant shall complete the requested services in accordance with the timelines and schedules outlined in **Attachments "C" and "D"**. The term of this Agreement shall be for a period not to exceed **180 consecutive days**.

4.2 SUSPENSION. Barring an early termination as provided herein, this Agreement shall remain in force: a) For a period which may reasonably be required for the design, award of construction contracts, and construction of the improvements included in all construction contracts, including extra work and required extensions thereto; or b) Unless construction has not begun within a period of **twelve (12) months** after the completion of the services called for in that phase of work last authorized. However, should the Consultant's services be suspended for a period longer than six months, the City and Consultant may renegotiate remaining fees due to changes in salaries or increased costs that may occur during the suspension period. The Owner may determine that this Agreement will remain in full force past the twelve-month period noted above. Such a determination will be based upon the individual circumstances of this Project and this Agreement.

4.3 TERMINATION. This Agreement may be terminated as provided herein.

4.3.1 TERMINATION BY OWNER. It is mutually understood and agreed by the Consultant and Owner that the Owner may terminate this Agreement, in whole or in part for the convenience of the Owner, upon **fourteen (14) consecutive calendar days** written notice. It is also understood and agreed that upon such notice of termination, the Consultant shall cease the performance of services under this Agreement. Upon such

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termination, the Consultant shall provide one final invoice for all services completed and reimbursable expenses incurred prior to the Owner's notice of termination. Owner shall compensate Consultant in accordance with this Agreement; however, the Owner may withhold any payment to the Consultant that is held to be in dispute for the purpose of setoff until such time as the exact amount due the Consultant from the Owner is determined. Nothing contained herein, or elsewhere in this Agreement shall require the Owner to pay for any services that are not in compliance with the terms of this Agreement and its attachments.

4.3.2 TERMINATION BY EITHER PARTY. It is further understood and agreed by the Consultant and Owner that either party may terminate this Agreement in whole or in part. Such a termination may be made for failure of one party to substantially fulfill its contractual obligations, pursuant to this Agreement, and through no fault of the other party. No such termination shall be made, unless the other party being terminated is granted: a) written notice of intent to terminate enumerating the failures for which the termination is being sought; b) a minimum of **seven (7) consecutive calendar days** to cure such failures; and c) an opportunity for consultation with the terminating party prior to such termination. However, the Owner retains the right to immediately terminate this Agreement for default if the Consultant violates any local, state, or federal laws, rules or regulations that relate to the performance of this Agreement. In the event of termination by the Owner pursuant to this subsection, the Owner may withhold payments to the Consultant for the purpose of setoff until such time as the exact amount due the Consultant from the Owner is determined.

4.3.3 TERMINATION SHALL NOT BE CONSTRUED AS RELEASE. Termination by either party shall not be construed as a release of any claims that the terminating party may be lawfully entitled to assert against the terminated party. Further, the terminated party shall not be relieved of any liability for damages sustained by the terminating party by virtue of any breach of this Agreement.

**ARTICLE V.
INSURANCE AND INDEMNIFICATION**

5.1 INSURANCE. The Consultant shall have **seven (7) calendar days** from date of award to obtain sufficient insurance as required herein. Consultant shall not commence work under this Agreement until the Consultant has obtained the required insurance and such insurance has been approved by the Owner. The Consultant shall maintain the required insurance throughout the term of this Agreement. Failure to maintain said insurance shall be considered a material breach of this Agreement.

5.1.1 WORKERS' COMPENSATION INSURANCE. The Consultant shall procure and shall maintain during the life of this Agreement, Workers' Compensation Insurance as required by applicable Texas law for all of the Consultant's employees to be engaged in work under this Agreement. The Consultant shall provide the following endorsement:

“The policy is endorsed to provide that insurer waives any right of subrogation it may acquire against the Owner, its partners, agents and employees by reason of any payment made on or account of injury, including death resulting therefrom, sustained by any employee of the insured.”

5.1.2 COMMERCIAL LIABILITY, PROPERTY DAMAGE LIABILITY AND AUTOMOBILE LIABILITY INSURANCE. The Consultant shall procure and shall maintain during the life of this Agreement such Commercial General Liability, Property Damage Liability and Automobile Liability Insurance as shall protect the Consultant and the Consultant’s employees performing work covered by this Agreement from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by the Consultant or by anyone directly or indirectly employed by the Consultant. The minimum limits of liability and coverages shall be as follows:

- a) **COMMERCIAL GENERAL LIABILITY**
 - Personal Injury or Death**
 - \$500,000.00 for one person or occurrence
 - \$1,000,000.00 for two or more persons or occurrences
 - Property Damage**
 - \$500,000.00 per occurrence
 - General Aggregate**
 - \$1,000,000.00
- b) **AUTOMOBILE LIABILITY**
 - Combined Single Limit**
 - \$1,000,000.00 per accident

5.1.3 PROFESSIONAL LIABILITY INSURANCE. The Consultant shall procure and shall maintain, at the Consultant’s sole expense, Professional Liability Insurance for the benefit of the Owner to cover the errors and omissions of the Consultant, its principals or officers, agents or employees in the performance of this Agreement with a limit of ONE MILLION AND 00/100 DOLLARS (\$1,000,000.00) on a claims made basis.

5.1.4 OWNER AS ADDITIONAL INSURED. The Owner shall be named as an Additional Insured on all of the Consultant’s Insurance Policies, with the exception of Workers’ Compensation and Professional Liability Insurance required by this Contract.

5.1.5 PROOF OF INSURANCE. The Consultant shall furnish the City Engineer with certificates showing the type of insurance coverages, limits on each insurance policy, class of operations covered under each insurance policy, effective dates and expiration dates of policies, insurance companies providing the insurance coverages, name of agent/broker and include confirmation of any endorsement(s) required in this agreement.

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5.1.6 GENERAL INSURANCE PROVISIONS. All certificates required herein shall be attached hereto and incorporated for all purposes as **Attachment "E"**. All certificates shall also include the name of the project on the corresponding insurance certificate. Further, each certificate shall contain the following statement:

"The insurance covered by this certificate will not be canceled, and there will be no change in coverage or deductibles, except after thirty (30) consecutive calendar days written notice of intent to cancel or change said insurance has been provided to the City of El Paso.

5.2 INDEMNIFICATION. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Owner, and Owner's officers, directors, partners, agents consultants, and employees from and against any claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by any negligent act or omission of Consultant or Consultant's officers, directors, partners, agents, consultants or employees. This indemnification provision is subject to and limited by the provisions agreed to by Owner and Consultant, as noted below. The Consultant shall not be responsible for any acts of any of the City's Independent Project Managers.

To the extent allowed by state law, the Owner will be responsible for its own actions.

5.2.1 CONSULTANT'S LIABILITY LIMITED TO AMOUNT OF INSURANCE REQUIREMENTS. Consultant shall procure and maintain insurance as required by and set forth in the terms and conditions of this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of Consultant and Consultant's officers, directors, partners, employees, agents, and consultants (hereafter referred to collectively as "Consultant"), to Owner and anyone claiming by through, or under Owner for any and all claims, losses, costs, or damages, whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of Consultant (hereafter "Owner's Claims"), shall not exceed the total insurance proceeds paid on behalf of or to Consultant by Consultant's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of Consultant's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal). If no such insurance coverage is provided with respect to Owner's Claims, then the total liability, in the aggregate, of Consultant to Owner and anyone claiming by, through, or under Owner for any and all such uninsured Owner's claims shall not exceed \$250,000.00 per person or \$500,000.00 per incident with property damage liability limited to \$100,000.00 per incident.

**ARTICLE VI.
FEDERAL PROVISIONS**

6.1 COMPLIANCE WITH APPLICABLE LAWS - FEDERAL FUNDING REQUIREMENTS. Consultant, at Consultant's sole expense, agrees that it will operate and perform its responsibilities and covenants under this Agreement in accordance with applicable laws, rules, orders, ordinances, directions, regulations and requirements of federal, state, county and municipal authorities, now in force or which may hereafter be in force, including, but not limited to, those which shall impose any duty upon the Owner or Consultant with respect to the use of federal funds and nondiscrimination in the administration of contracts which are funded, in whole or in part, with federal funds.

Specifically, and not in limitation of the foregoing, Consultant agrees that to the extent required by any agreement between the Owner and any Federal agency, the laws of the federal government of the United States of America and the rules and regulations of any regulatory body or officer having jurisdiction over this Project, **including but not limited to:**

--The Federal Transit Administration (FTA) through a Grant Agreement or Cooperative Agreement with the Owner, or supported by FTA through a Loan, Loan Guarantee, or Line of Credit with the Owner.

--The Department of Housing and Urban Development through a Grant Agreement or Cooperative Agreement with the Owner.

--The Federal Aviation Administration through a Grant Agreement or Cooperative Agreement with the Owner.

Copies of grant assurances will be made available to Consultant. However, provided copies shall in no way be a limitation on the Consultant's obligation to comply with any Federal agency, the laws of the federal government of the United States of America and the rules and regulations of any regulatory body or officer having jurisdiction over this Project.

6.1.1 CONTRACT ASSURANCE. The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

6.2 TERMINATION FOR CANCELLATION OF GRANT. Should this Agreement be terminated as a result of cancellation of federal funds covering this Project, the Owner shall promptly notify the Consultant of the cancellation by certified mail-return receipt requested, whereupon the Consultant shall immediately, on receipt of the letter, cease and desist from performing any other work or services hereunder. In such an event, the Consultant will be paid for professional services performed to such date, upon furnishing the Owner a progress report and an invoice to such date, and upon acceptance of the work by the Owner.

**ARTICLE VII.
GENERAL PROVISIONS**

7.1 CONTRACT TIME. Consultant understands and agrees to provide all professional services and deliverables requested herein, as expeditiously as is consistent with professional skill and care, and to use its best efforts to complete all phases of this Agreement within the time schedules indicated within **Attachment "D"**. It is acknowledged that the Consultant does not have control over all aspects of the design and construction process and cannot warrant that it will complete all services and deliverables by a certain date. The Consultant shall timely notify the City Engineer of any delay beyond its control and the City Engineer shall extend the time schedule in the event of delays which the City Engineer reasonably determines are beyond the control of the Consultant. The Consultant will perform these services with reasonable diligence and expediency consistent with sound professional practices and consistent with the schedule provided in **Attachment "D"**.

7.2 CONSULTANT'S QUALITY OF WORK. The Owner's review of any documents prepared by the Consultant is only general in nature and its option to approve and accept the work in no way relieves the Consultant of responsibility for any specific deficiencies in its professional service. The Consultant's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project and in accordance with the time periods established in **Attachment "D"** and which shall be adjusted, if necessary, as the project proceeds. This schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the project. The identified time limits shall not, except for reasonable cause, be exceeded by the Consultant or Owner. Services provided by the Consultant under this Agreement shall be performed in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar circumstances.

7.3 COPYRIGHT AND REPRODUCTION RIGHTS. Upon payment of amounts due, the Drawings, Specifications, concepts and design, and other documents prepared by the Consultant for this Project including, without limitation, those in electronic form (sometimes referred to as the "Instruments of Service") are the property of the Owner, who shall be vested with all common law and statutory rights. The Owner shall have the right to the use of the Drawings, Specifications and other documents for the maintenance, repair, remodeling and renovation of the Project; provided however the Consultant shall have no liability for any use of one or more of the Instruments of Service by the Owner for maintenance, repair, remodeling and renovation of the project. The Owner shall have the consent of the Consultant, provided, however, the Consultant shall have no liability or responsibility for such use of the Drawings, Specifications, concepts and design, and other documents. The rights granted to the Owner herein for the use of the Drawings, Specifications and other documents for additional projects shall not grant the Owner any right to rely upon the Consultant's seal on the Drawings and Specifications or to hold the Consultant responsible for any subsequent use of the Drawings, Specifications and documents. The Consultant shall provide the Owner with copies of the Instruments of Service in both electronic form and in hard copy.

7.4 AUDITING RECORDS FOR THE SPECIFIC PROJECT. Consultant's records subject to audit shall include but not be limited to records which, in the Owner's discretion, have a bearing on matters of interest to the Owner in connection with the Consultant's work on this Project for the Owner and shall be open to inspection and subject to audit and/or reproduction by Owner's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of (a) Consultant's compliance with contract requirements, and (b) compliance with provisions for computing Direct Personnel Expense with reimbursables, if applicable.

Such records subject to audit shall also include those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. In those situations where Consultant's records have been generated from computerized data, Consultant agrees to provide Owner's representatives with extracts of data files in computer readable format on data disks or suitable alternative computer data exchange format.

The Owner or its designee shall be entitled, at its expense, to audit all of the Consultant's records related to this Project, and shall be allowed to interview any of the Consultant's employees, pursuant to the provisions of this section throughout the term of this contract and for a period of **three (3) years** after final payment or longer if required by law. Such audits may require inspection and photo copying of selected documents from time to time at reasonable times and places.

7.5 SUCCESSORS AND ASSIGNS. This Agreement shall be binding on the Owner and the Consultant, their successors and assigns. Neither party may assign, sublet, or transfer its interest in this Agreement without the written consent of the other.

7.6 VENUE. For the purpose of determining place of Agreement and the law governing the same, this Agreement is entered into in the City and County of El Paso, the State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the County of El Paso, Texas.

7.7 GOVERNING LAW. The Consultant shall comply with applicable Federal, State and local laws and ordinances applicable to the work contemplated herein.

7.8 CAPTIONS. The captions of this Agreement are for information purposes only, and shall in no way affect the substantive terms or conditions of this Agreement.

7.9 SEVERABILITY. Should any section, paragraph or other provision of this Agreement be found invalid, such invalidity shall not affect the remaining provisions of this Agreement.

7.10 NOTICES. Any notice, demand, request, consent or approval that either party may or is required to provide to the other shall be in writing and either personally delivered or sent via certified mail, return receipt, to the following addresses:

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To the Owner: The City of El Paso
Attn: City Manager
2 Civic Center Plaza
El Paso, Texas 79901

With a Copy to: The City of El Paso
Attn: City Engineer
2 Civic Center Plaza
El Paso, Texas 79901

To the Consultant: Huitt-Zollar, Inc.
Attn: Jose L. Rodarte, P.E., R.P.L.S.
5822 Cromo Drive, Suite 210
El Paso, TX 79912-5502

Changes may be made to the names and addresses noted herein through timely, written notice to the other party.

7.11 CONFLICTING PROVISIONS. Any provision contained in any Attachments to this Agreement, which may be in conflict or inconsistent with any of the provisions in this Agreement shall be void to the extent of such conflict or inconsistency.

7.14 ENTIRE AGREEMENT. This Agreement, including attachments, constitutes and expresses the entire agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement shall not be amended or modified, except by written amendment, executed by both parties.

WITNESS THE FOLLOWING SIGNATURES AND/OR SEALS:

CITY OF EL PASO:

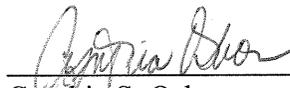
Joyce Wilson,
City Manager

CONSULTANT:
Huitt-Zollars, Inc.



Jose L. Rodarte, P.E., R.P.L.S.
Vice President

APPROVED AS TO FORM:



Cynthia S. Osborn
Assistant City Attorney

APPROVED AS TO CONTENT:



R. Alan Shubert, P.E.,
City Engineer

ACKNOWLEDGEMENTS

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THE STATE OF TEXAS §
 §
COUNTY OF EL PASO §

This instrument was acknowledged before me on this _____ day of _____, 2008,
by **Joyce A. Wilson**, as **City Manager** of the **City of El Paso, Texas**.

Notary Public, State of Texas

My commission expires:

THE STATE OF TEXAS §
 §
COUNTY OF EL PASO §

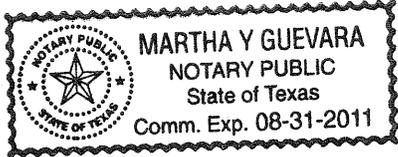
This instrument was acknowledged before me on this 8th day of AUGUST, 2008,
by **Jose L. Rodarte, P.E., R.P.L.S.**, as **Vice President of Huitt-Zollars, Inc.**

Martha Y. Guevara

Notary Public, State of Texas

My commission expires:

08-31-2011



ATTACHMENT "A"

SCOPE OF WORK

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GIS CONTROL MONUMENT SURVEYING AND SUPPORT

The following surveying work shall provide a more dense horizontal survey control monument network that will allow enforcement by the City of El Paso of the current or proposed subdivision regulations requiring that new subdivisions have survey ties to the State Plane Coordinate System. Such survey ties will allow accurate placement of such new subdivisions in the Geographic Information Systems of the various local governmental entities.

Review of Texas RTK Co-Op System and Use of System

- Review all installations of El Paso Island of El Paso RTK Co-Op
- Verify with Western Data Systems that all base stations are functioning normally.
- Compare operation of EPWU and City Rovers with the consultant's rovers; recommend changes in hardware or methods for centimeter level VRS based surveys, if appropriate. Meet with other users of system in El Paso County and observe their operations; discuss problems with use of system and solutions to problems that those users have discovered.

Details For Static GPS Field Survey:

- The consultant's crews shall set 130 permanent "El Paso GIS" survey monuments (either aluminum/bronze-capped $\frac{3}{4}$ " diameter rebar 24" long minimum or aluminum/bronze markers drilled into existing concrete structures). Also, existing monuments (TXDOT, "City Monuments", etc) that are stable, safe, and in appropriate locations for GPS survey methods may be utilized. An RTK GPS shot will be taken on each monument as it is set to permit easy recovery by navigating to it for the Static GPS survey described below. A sketch and digital photo of the monument will be taken. This sketch and photo will accompany the coordinate report and be of suitable quality for publishing. It is estimated that it will require 16 technician days to establish the monuments.
- The 130 permanent "El Paso GIS" survey monuments will be sited in coordination with the GIS section of the El Paso Water Utilities and with the Development Services Department of the City of El Paso. The goal will be to locate the monuments in such a manner that the existing or proposed provisions of City Code requiring survey ties of new subdivisions to the State Plane Coordinate System may be enforced.
- Three GPS receivers and three survey technicians shall be provided by the City of El Paso, and four GPS receivers with four survey technicians shall be provided by the consultant.
- City and the consultant survey supervisors shall coordinate days that all seven survey technicians can be engaged in the Static GPS survey. The goal of the Static GPS survey is Horizontal accuracy of 0.05 feet or better, and vertical accuracy of about 0.10 feet with respect to the National CORS network.
- The Static Survey will comprise two Hour occupations of each "El Paso GIS" survey monument. All survey technicians shall use fixed height rods with bubbles in good adjustment. The rods shall be plumbed by double centering the bubbles. (Tribrachs in good adjustment may be used, if a sure method of measuring antenna heights is agreed on.) The survey technician at each receiver will make a reference sketch of the "EL Paso

ATTACHMENT "A" SCOPE OF WORK

GIS" monument and surroundings while the receiver is gathering data, and critical static survey data will be recorded (date, time, receiver and antenna make and model, receiver serial number, antenna serial number, method of antenna height measurement, antenna height, operator, start time, stop time). The "Sessions" for the static observations will be made on an observation schedule that uses best PDOP. Using seven receivers, six additional monuments may be surveyed per session (7^h receiver occupies previously occupied point as bridge or pivot point). A goal will be to run at least two two-hour sessions per day of field work. Existing high order NGS control points will be incorporated into the Static GPS survey network. It is estimated that 14 full work days will be required for the Static GPS field survey. The static survey network and session times will be designed by the consultant RPLS, and a consultant RPLS will supervise the field work.

- Office processing of Data: The consultant surveyor and technicians shall process survey data (Estimated time 10 days for Tech, and ten days for RPLS). Reports will include monument description and name, NAD 83 (CORS96 Epc 2002) or NAD 83 (NSRS 2007) Lat. & Long & Ellipsoid Height, TX-C-83 Grid Northing & Easting, and calculated NAVD 88 Elevation using Geoid 03 gravity model. Report will indicate survey method, network design, and probable accuracy of each monument.
- The consultant surveyor shall train three key City/EPWU/County employees in use of Trimble Geomatics Office for processing GPS field data into State Plane Coordinates.

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08 AUG 11 PM 2:20

ATTACHMENT "B"

HUITT-ZOLLARS

5822 Cromo Drive, Ste. 211
El Paso, Texas 79912-5427

(915) 587-4339 Phone
(915) 587-5247 Fax

**SCOPE OF WORK FOR SIX MONTH CONTRACT WITH HUITT-ZOLLARS, INC.
PROVIDING GIS CONTROL MONUMENT SURVEYING AND SUPPORT**

The following surveying work is to provide a more dense horizontal survey control monument network that will allow enforcement by the City of El Paso of the current or proposed subdivision regulations requiring that new subdivisions have survey ties to the State Plane Coordinate System. Such survey ties will allow accurate placement of such new subdivisions in the Geographic Information Systems of the various local governmental entities.

Review of Texas RTK Co-Op System and Use of System

- Review all installations of El Paso Island of El Paso RTK Co-Op
- Verify with Western Data Systems that all base stations are functioning normally.
- Compare operation of EPWU and City Rovers with Huitt-Zollars Rovers; recommend changes in hardware or methods for centimeter level VRS based surveys, if appropriate. Meet with other users of system in El Paso County and observe their operations; discuss problems with use of system and solutions to problems that those users have discovered.

Details For Static GPS Field Survey:

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08 AUG 11 PM 2:20

- Huitt-Zollars Crews shall set 130 permanent "El Paso GIS" survey monuments (either aluminum/bronze-capped 3/4" diameter rebar 24" long minimum or aluminum/bronze markers drilled into existing concrete structures). Also, existing monuments (TXDOT, "City Monuments", etc) that are stable, safe, and in appropriate locations for GPS survey methods may be utilized. An RTK GPS shot will be taken on each monument as it is set to permit easy recovery by navigating to it for the Static GPS survey described below. A sketch and digital photo of the monument will be taken. This sketch and photo will accompany the coordinate report and be of suitable quality for publishing. It is estimated that it will require 16 Huitt-Zollars technician days to establish the monuments.
- The 130 permanent "El Paso GIS" survey monuments will be sited in coordination with the GIS section of the El Paso Water Utilities and with the Development Services Department of the City of El Paso. The goal will be to locate the monuments in such a manner that the existing or proposed provisions of City Code requiring survey ties of new subdivisions to the State Plane Coordinate System may be enforced.
- Three GPS receivers and three survey technicians shall be provided by the City of El Paso, and four GPS receivers with four survey technicians shall be provided by Huitt-Zollars, Inc.
- City and Huitt-Zollars survey supervisors shall coordinate days that all seven survey technicians can be engaged in the Static GPS survey. The goal of the Static GPS survey is Horizontal accuracy of 0.05 feet or better, and vertical accuracy of about 0.10 feet with respect to the National CORS network.
- The Static Survey will comprise two Hour occupations of each "El Paso GIS" survey monument. All survey technicians shall use fixed height rods with bubbles in good adjustment. The rods shall be plumbed by double centering the bubbles. (Tribrachs in good adjustment may be used, if a sure method of measuring antenna heights is agreed

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CITY CLERK DEPT.

08 AUG 11 PM 2:20

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- Office processing of Data: The Huitt-Zollars surveyor and technicians shall process survey data (Estimated time 10 days for Tech, and ten days for RPLS). Reports will include monument description and name, NAD 83 (CORS96 Epoc 2002) or NAD 83 (NSRS 2007) Lat. & Long & Ellipsoid Height, TX-C-83 Grid Northing & Easting, and calculated NAVD 88 Elevation using Geoid 03 gravity model. Report will indicate survey method, network design, and probable accuracy of each monument.
- Huitt-Zollars surveyor shall train three key City/EPWU/County employees in use of Trimble Geomatics Office for processing GPS field data into State Plane Coordinates.

Cost Summary for fees to be paid to Huitt-Zollars

- Set 130 monuments = **\$15,000**
- Field Campaign for Static Occupations = **\$38,080**
- Field supervision of Field Campaign = **\$5,200**
- Office Processing of data and generation of reports = **\$15,600**
- Total = **\$73,880**

ATTACHMENT "B"

Huitt Zollars RATE TABLE
Effective 3/24/2007 to 3/31/2009

Labor Category	Hourly Rate
Principal- in- Charge	\$160.00
Survey Surveyor Manager	\$130.00
Surveyor Intern	\$ 85.00
Survey Technician	\$ 65.00
1-Person Survey Crew	\$ 90.00
2-Person Survey Crew	\$120.00
3-Person Survey Crew	\$150.00
1-Person Survey Crew-GPS	\$130.00
2-Person Survey Crew-GPS	\$170.00
3-Person Survey Crew-GPS	\$190.00
Admin Support	\$ 60.00
Mileage	\$.50/mile
Direct Expenses	At Cost

CITY CLERK DEPT.
08 AUG 11 PM 2:20

**ATTACHMENT “C”
CONSULTANT’S BASIC AND ADDITIONAL SERVICES**

For the Project known as “GIS CONTROL MONUMENT SURVEYING AND SUPPORT,” hereinafter referred to as the Project, the Consultant will provide the Basic and Additional Services as noted herein.

BASIC SERVICES OF THE CONSULTANT

GENERAL

1. The Consultant agrees to perform professional services in connection with the Project as hereinafter stated.
2. The Consultant shall comply with the City of El Paso Engineering Department Construction Document Guidelines, which are in effect at the time of this Agreement and are available in the City Engineering Department, in the performance of the services requested under the design phases of this Agreement.

The Consultant shall serve as the Owner’s professional representative in those phases of the Project to which this Agreement applies, and shall give consultation and advice to the Owner during the performance of services.

The Owner is relying upon the skill, reasonable care and knowledge of the Consultant to furnish the Owner with a project within the allocated budget. The Owner’s review of any documents prepared by the Consultant is only general in nature and its obligation to approve and accept the work in no way relieves the Consultant of responsibility for any specific deficiencies in the project.

PHASE I – GIS CONTROL MONUMENT SURVEYING AND SUPPORT

The following surveying work shall provide a more dense horizontal survey control monument network that will allow enforcement by the City of El Paso of the current or proposed subdivision regulations requiring that new subdivisions have survey ties to the State Plane Coordinate System. Such survey ties will allow accurate placement of such new subdivisions in the Geographic Information Systems of the various local governmental entities.

Review of Texas RTK Co-Op System and Use of System

- Review all installations of El Paso Island of El Paso RTK Co-Op
- Verify with Western Data Systems that all base stations are functioning normally.
- Compare operation of EPWU and City Rovers with the consultant’s rovers; recommend changes in hardware or methods for centimeter level VRS based surveys, if appropriate. Meet with other users of system in El Paso County and observe their operations; discuss problems with use of system and solutions to problems that those users have discovered.

Details For Static GPS Field Survey:

- The consultant’s crews shall set 130 permanent “El Paso GIS” survey monuments (either aluminum/bronze-capped ¾” diameter rebar 24” long minimum or aluminum/bronze

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CITY CLERK DEPT.

08 AUG 11 PM 2:20

ATTACHMENT "C" CONSULTANT'S BASIC AND ADDITIONAL SERVICES

markers drilled into existing concrete structures). Also, existing monuments (TXDOT, "City Monuments", etc) that are stable, safe, and in appropriate locations for GPS survey methods may be utilized. An RTK GPS shot will be taken on each monument as it is set to permit easy recovery by navigating to it for the Static GPS survey described below. A sketch and digital photo of the monument will be taken. This sketch and photo will accompany the coordinate report and be of suitable quality for publishing. It is estimated that it will require 16 technician days to establish the monuments.

- The 130 permanent "El Paso GIS" survey monuments will be sited in coordination with the GIS section of the El Paso Water Utilities and with the Development Services Department of the City of El Paso. The goal will be to locate the monuments in such a manner that the existing or proposed provisions of City Code requiring survey ties of new subdivisions to the State Plane Coordinate System may be enforced.
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ATTACHMENT "C"

CITY CLERK DEPT. CONSULTANT'S BASIC AND ADDITIONAL SERVICES

08 AUG 11 PM 2: ADDITIONAL SERVICES OF THE CONSULTANT

GENERAL

If Authorized by the City Engineer prior, to the performance of such services, the Consultant may perform or obtain Additional Services noted below, which are not covered within the Agreement, in an amount not to exceed \$25,000.00. Additional Services exceeding \$25,000.00 must have prior approval by City Council through written amendment to this Agreement. The owner shall pay for such Additional Services as indicated in the Agreement.

1. Furnish core borings, probings, and hydrographic surveys; laboratory testing; inspection of samples or materials; and other special consultations.
2. Furnish property surveys and legal descriptions as needed to acquire additional right-of-way or additional property.
3. Provide Additional Services due to significant changes in the general scope of the Project or its design including, but not limited to, changes in size, complexity, or character of construction if the changes are inconsistent with approvals or instructions previously given by the Owner including revisions made necessary by adjustments in the Owner's scope or budget, except where the Consultant's preliminary study and report, preliminary design, pre-final design, or final design cost opinions exceed the budgeted amount, or in the case where all responsible bids exceed the Consultant's final design cost opinions by **ten percent** or more.
4. Revise previously approved studies, reports, design documents, drawings, or specifications, except when said revisions are required as a result of errors, negligence, or other fault on the part of the Consultant.
5. Prepare documents for alternate bids requested by the Owner for construction work for which bids have not been awarded.
6. If Best Value Evaluation Criteria are required after the Consulting fees have been negotiated and accepted, the Consultant may request Additional Service fees.
7. Prepare detailed renderings, exhibits, or scale models for the Project, except as otherwise required herein
8. Furnish additional copies of studies, reports, and additional prints of Drawings and Specifications in excess of those required herein.
9. Furnish additional tests and inspections, in excess of those required herein during the Construction Phase.
10. Provide investigations involving detailed consideration of operation, maintenance, and overhead expenses as well as the preparation of rate schedules, earnings and expense

ATTACHMENT "C"
CONSULTANT'S BASIC AND ADDITIONAL SERVICES

statements, feasibility studies, appraisals and valuations, detailed quantity surveys of material or labor.

11. Prepare change orders requiring additional significant design changes not provided for in the Agreement, requested by the Owner.
12. Inspect each construction contract site prior to expiration of the guarantee period and report, in written form, observed discrepancies under guarantees provided by the construction contractor.
13. Provide additional or extended services during construction made necessary by: **a)** work damaged by fire or other cause during construction; **b)** prolongation of the construction contract time by more than **twenty-five percent** provided that such prolongation is not caused by errors, negligence, or other fault on the part of the Consultant; **c)** Acceleration of the work schedule involving services beyond normal city working hours; or **d)** the construction contractor's default under the construction contract due to delinquency or insolvency.
14. Provide extensive assistance in the initial start-up and test operation of equipment or devices and the preparation of manuals of operation and maintenance.
15. Serve as an expert witness for the Owner in any litigation or other proceeding involving the Project.
16. Provide Additional Services in connection with the Project not otherwise provided for in this Agreement, except where those services are required as a result of negligence or other fault on the part of the Consultant.

RESIDENT PROJECT SERVICES

1. If directed in writing by the Owner, one or more full-time Resident Project Representatives shall be furnished and directed by the Consultant in order to provide more extensive representation at each construction site during the Construction Phase. Such resident project representation shall be paid for by the Owner.
2. The duties and responsibilities and the limitations on the authority of the Resident Project Representative shall be as set forth in writing by the City Engineer before such services begin.

CITY CLERK DEPT.

08 AUG 11 PM 2:21

Through the continuous on-site observations of the work in progress and field checks of materials and equipment by the Resident Project Representative, the Consultant shall endeavor to provide further protection for the Owner against defects and deficiencies in the work of the construction contractors, but the furnishings of such resident project representation shall not make the Consultant responsible for the construction contractor's failure to perform the construction work in accordance with the construction contract documents.

ATTACHMENT "D"

PAYMENT AND DELIVERABLE SCHEDULES

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For the Project known as "GIS CONTROL MONUMENT SURVEYING AND SUPPORT", hereinafter referred to as the Project, the Owner will compensate the Consultant an amount not to exceed **SEVENTY THREE THOUSAND EIGHT HUNDRED EIGHTY AND 00/100 DOLLARS (\$73,880.00)** for all Basic Services and reimbursables noted within the Agreement and its attachments.

PAYMENT SCHEDULE

The compensation for each phase of the basic services on each construction contract shall be made in proportion to the services performed for that phase, so that the compensation made after the approved completion of each phase shall bring the fee up to the following percentages of the total basic compensation:

	Percent of Payment to Consultant	Percent of Project Completion
Phase I	100%	100%

Payment for each Phase shall be made on a monthly basis. The Owner shall make payments upon presentation of the Consultant's detailed Invoice and accompanying Summary and Progress Report and the Owner's written approval.

DELIVERABLE SCHEDULE

PHASE I - GIS CONTROL MONUMENT SURVEYING AND SUPPORT

The services called for in **Phase I** of this Agreement shall be completed and **three copies** of final documents for review and approval shall be submitted within **180 consecutive calendar days** following written authorization from the Owner for the Consultant to proceed.

Summary

Project Name: GIS CONTROL MONUMENT SURVEYING AND SUPPORT

District: Citywide

Scope of work:

The following surveying work shall provide a more dense horizontal survey control monument network that will allow enforcement by the City of El Paso of the current or proposed subdivision regulations requiring that new subdivisions have survey ties to the State Plane Coordinate System. Such survey ties will allow accurate placement of such new subdivisions in the Geographic Information Systems of the various local governmental entities.

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Department Requesting Service: Information Technology

Procurement Type: Architect/Engineer Selection Process (Qualification based)
Projects less than \$1.5 Million in construction budget.

Architect Engineer Selection Committee Members

Irene Ramirez, P.E. Assistant City Engineer
Sam Rodriguez, P.E. Engineering Division Manager
Javier Reyes, P.E. Engineering Division Manager

Pre qualified Surveying firms that were evaluated:

AIA Engineers, Ltd.
Brock & Bustillos, Inc.

Carter & Burgess, Inc.
Conde, Inc.
Frank X. Spencer & Associates, Inc.
Geo Surv
Halff Associates, Inc.
Huitt-Zollars, Inc.
JEA/Hydro-Tech Engineering, Inc.
Land-Mark Professional Surveying, Inc.
Matrix Design Group, Inc.
Robert Seipel Associates, Inc.
Roe Engineering, L.C.
URS Corporation
Wright & Dalbin Architects

Material used to evaluate firms: A/E Firms' Pre-Qualification packages

Date selection was made: July 15, 2008

Mechanical Engineering Firms that was selected: Huitt-Zollars, Inc.