



April 10, 2020

Beth Wisenbaker  
Hopkins County  
118 Church Street  
Sulphur Springs, TX 75482

5930 Summerhill Road 903.838.8533 telephone  
Texarkana, Texas 75503 903.832.4700 facsimile

Delivered via email: [grants.bethw@hopkinscountytexas.org](mailto:grants.bethw@hopkinscountytexas.org)

Re: Proposed H&H Study – CR 3525  
Hopkins County, Texas

Dear Ms. Wisenbaker:

**MTG Engineers & Surveyors, Inc.**  
(MTG) is pleased to submit this proposal to Hopkins County (Client) to provide professional engineering design and surveying services for a Hydrology & Hydraulics Study (H&H Study) for the CR 3525 crossing of Crosstimber Creek in Hopkins County, Texas.

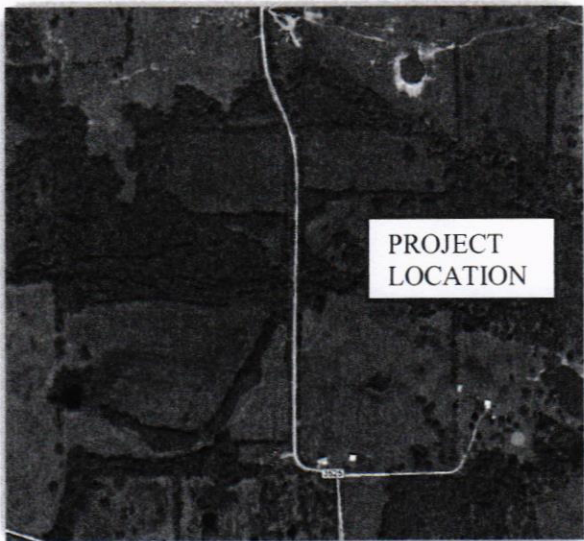


Figure 1 - Proposed Site

Based on our current understanding of the proposed development as shown in Figure 1, please find a proposed scope of work and professional services fee estimate for your consideration.

**Surveying Services**

The proposed project will require a topographic survey of the project location and additionally the culvert crossing located approximately 0.25 miles north. The topographic survey will document existing conditions on the site and be the basis for site design efforts and hydraulic modeling.

**H&H Study**

MTG understands the purpose of the H&H study is for Client's use in a FEMA Hazard Mitigation funding request. MTG will perform a H&H study that meets FEMA standards for a study performed in a Zone A Floodplain. For the purposes of this study, MTG will assume that the north culvert crossing will not be modified. MTG proposes to provide the following deliverables:

- Preliminary H&H Analysis,
- Final H&H Analysis (after comments by Client/FEMA), and
- H&H Study Report

## **Benefit Cost Analysis (BCA)**

MTG understands that the development of a BCA is required for any proposed improvements to the crossing in order to evaluate cost effectiveness. MTG will develop a BCA utilizing FEMA BCA Toolkit programs and will include the results in the H&H Study Report. Hopkins County will need to provide all maintenance records and traffic information (as available) relevant to the area of the drainage crossing(s) being studied before a BCA can be developed.

## **Exclusions**

The scope of this proposal is limited to items pertinent to the H&H Study and resulting report. Items not part of this proposal but available upon request include but are not necessarily limited to the following:

- FEMA Coordination,
- Storm Water Pollution Prevention Plan
- Civil Construction Documents,
- Environmental Services,
- Construction Surveying Layout,
- Construction Inspection,
- Construction Dispute and Resolution Oversight, and
- Contract Close-out.

## **Schedule**

Upon receipt of this approved proposal, MTG will begin work for the hydrology portion of the project. A preliminary development schedule is as follows:

- Site surveys – within two to three weeks after authorization.
- Preliminary H&H Analysis – within four to six weeks after authorization.
  - Preliminary Analysis results will be reported back to the county showing improvements necessary to meet FEMA BCA requirements.
- Final H&H Analysis – within two weeks of receipt of comments from preliminary analysis
- H&H Study Report – within one week of receipt of comments from final analysis
  - Drainage Report will contain H&H analysis reports from programs utilized in design (HEC-RAS, HEC-HMS) in addition to BCA reports.

**Compensation**

MTG proposes to provide the services described above on an hourly basis and not to exceed fee, exclusive of direct reimbursable costs, as shown below:

Topographic Design Survey .....	\$ 3,000.00
Preliminary H&H Analysis .....	\$ 5,500.00
Final H&H Analysis .....	\$ 2,000.00
Benefit Cost Analysis .....	\$ 2,500.00
H&H Study Report.....	\$ 1,500.00
<b>Total Cost.....</b>	<b>\$ 14,500.00</b>

Budget accounts for one onsite visit by an MTG representative, additional site visits cost \$750/each.

**Summary**

This proposal, unless otherwise noted, constitutes our understanding of the services to be provided by MTG on the project described above. This proposal is offered for a period of thirty (30) days, after which, if said proposal has not been executed, said proposal will no longer be valid. MTG is pleased to have the opportunity to submit this proposal and we look forward to working with you on this project.

If this proposal and accompanying agreement are acceptable to you as presented, please execute one copy of the agreement form and return one original copy to our office. If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,



Caleb Mudford, PE, CFM  
Project Manager

SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of **April 10, 2020**, by and between

**Hopkins County, Texas  
and  
MTG Engineers & Surveyors, Inc.**

Owner's Project, of which Engineer's services under this Agreement are a part and identified in attached proposal, is generally identified as follows:

**Proposed H&H Study – CR 3525  
Hopkins County, Texas**

Engineer's Services under this Agreement are generally identified in the attached proposal. Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services in accordance with the proposal.
- C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding six (6) months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
  - 1. For cause,
    - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
    - b. By Engineer:
      - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
      - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.
  - 2. Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- a. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
    - 3. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.
  - B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
  - C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
  - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
  - B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.
  - C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
  - D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.
  - E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
  - F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.

- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- 6.01 *Pre-Project Planning*
- A. Owner and engineer agree to engage in a pre-planning meeting to produce a project definition document that substantially addresses the project parameters below:
1. Project Objectives
  2. Project Constraints (e.g., budget, schedule, regulatory, other)
  3. Basis of Design (e.g., site requirements, utility requirements and alternatives to be considered).
- 7.01 *Total Agreement*
- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.
- 8.01 *See Proposal for Basis of Payment—Lump Sum*
- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer in accordance with proposal.
- B. The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period.
- 9.01 *See Proposal for Basis of Payment—Hourly Rates Plus Reimbursable Expenses*
- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:
1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.
  2. Engineer's Standard Hourly Rates are attached as Appendix 1.
  3. The total compensation for services and reimbursable expenses is as shown in the proposal.

10.01 *Additional Services: For additional services of Engineer's employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.*

**Attachments: Appendix 1, Engineer's Standard Hourly Rates**

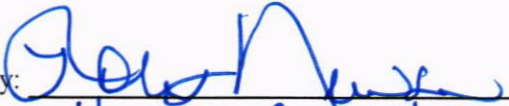
IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

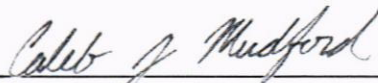
OWNER:

ENGINEER:

Hopkins County, Texas

MTG ENGINEERS & SURVEYORS, INC.

By:   
Title: Hopkins County Judge  
Date Signed: 4-27-2020

By:   
Title: Project Manager  
Date Signed: 4/10/2020

Firm's Certificate Number: 354

State of: Texas

Address for giving notices:

Address for giving notices:

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5930 Summerhill Road  
Texarkana, TX 75503  
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