



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

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.

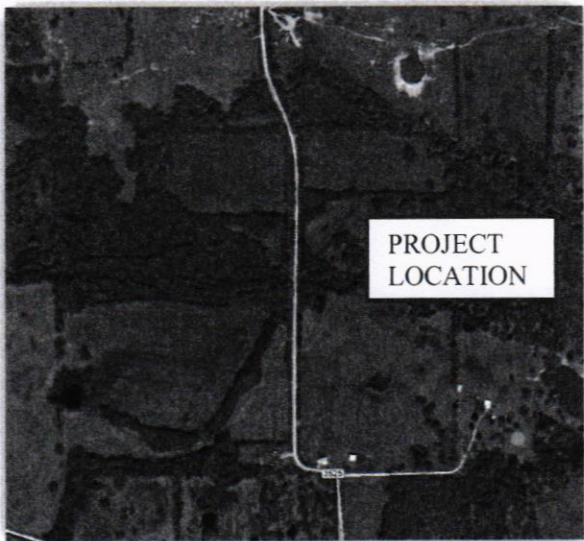


Figure 1- Proposed Site

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
Total Cost.....	\$ 14,500.00

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