

PO 135533
Rec 347254

APP

2/10/16



PAS Property Acquisition Services, LLC

January 31, 2016
Invoice # 5392

Bill to:
Fort Bend County Engineering
Jillian Peterson
301 Jackson
Richmond, TX 77469
Jillian.Peterson@fortbendcountytx.gov

Remit to: PAS Property Acquisition Services, LLC.
19855 Southwest Freeway, Suite 200
Sugar Land, TX 77479
(281) 343-7171

Project Name: FM 1093/Westpark Toll Road Extension Project
Locations: SH 99 to FM 1463

Work Requested:		Professional Consulting Services		
Acquisition	Rate (\$)	Hours	Amount (\$)	
Senior Manager	237.50	31.00	7,362.50	
Lead Inspector	140.00	36.00	5,040.00	
Contract Admin/LGPP Specialist	112.50	84.50	9,506.25	
Totals		151.50	\$	21,908.75
Expense				Amount (\$)
Total Expenses			\$	0.00
			Total \$	21,908.75

CONTRACTOR BILLING SUMMARY	
Estimated Cost	\$ 1,132,010.00
Previous Amount Invoiced	\$ -
Previous Funds Available	\$ 1,132,010.00
Current Amount Invoiced	\$ 21,908.75
Remaining Funds Available	\$ 1,110,101.25

due to pay
MPP
2/9/16

Terms: Total due upon receipt

To: Richard Stolleis, PE
County Engineer

From: Mark W. Heidaker

Date: January 29, 2016

RE: FM 1093 Project Status Report

MEMORANDUM

Status

To keep the Fort Bend County and its County Engineer fully updated as to the progress of the FM 1093 Project, PAS Property Acquisition Services (PAS) offers the following status report.

Contract Administration

Contract Administrator, Vanessa Wallace, completed the following during the month of January:

- Prepared following resolutions for Fort Bend County:
 - Adoption of TxDOT Specifications
 - Adoption of TxDOT CCAM
 - Adoption of TxDOT Retention Schedule
 - Adoption of Quality Assurance Program
- Coordinated close-out of Pre-construction Phase with Dannenbaum.
- Created project filing structure and all required folders, both hard copy and electronic.
- Worked on Chapters 1, 2, 4, 5, 6, 7, and 8 of the LGP Best Practices Workbook (LGPBP). Printed required backup documentation for each question and included in the binder.
- Created Checklist 9-1 Structure in the binder and electronic files. Printed copies of the files received from Dannenbaum and Fort Bend County and placed in the binder.
- Sent TxDOT D-9 Coordinator, Miranda Unruh, plans and addendum via the TxDOT Dropbox.
- Created project forms LSR and Bulletin Board forms and created a binder for each.
- Created the FM 1093 Project in Atser and entered the engineers estimate.
- Entered bids for ORC/J Brothers, Williams Brothers, Balfour Beatty, Webber, Odebrecht and Zachry's into Atser.
- Generated the Bid Tab with Engineer's Estimate.
- Generated the Bid Tab with item deviation.
- Generated the Bid Tab without Engineers Estimate with item deviation.

- Verified Bidders Debarment on SAMS.
 - Printed verification for the files and LGPBP binder.
- Verified Bidders Pre-Qualification on TxDOT's Website.
 - Printed verification for the files and LGPBP binder.
- Created pay estimate folders and checklist for each estimate folder.
- Drafted Post Advertising letters and forwarded to Mark Heidaker for further forwarding to Ft. Bend County:
 - Notification of Award
 - Pre-Con Meeting Letter
 - Documentation Letter to present to Contractor at Pre-Con Meeting
 - Letter of OFC
- Received County's letter to TxDOT requesting Concurrence on Award of low bid and placed copy in project files and in the LGPBP binder.
- Updated Draft of Pre-Con Agenda received from Robert Dick to include Contract Administration items.

Construction Management

During January, Lead Inspector, Robert Dick completed the following:

- Reviewed proposal, plans and specifications (PS&E) to become familiar with requirements of the project in order to create Pre-Construction Agenda;
- Drafted Pre-Construction Agenda and forwarded to Mark Heidaker for delivery to PM Mike Stone for his review and use;
- Reviewed utility layouts and plotted all layouts to look for potential conflicts with construction and phasing;
- Created field books, SW3P binders, barricade binder, and templates for project concrete paving reports, construction reports, meeting agendas, and pay item spreadsheets for use during construction; and
- Reviewed traffic control for Phase I start-up to plan for staff utilization.

