



PO 135533
Rec 350291
3/9/16

PAS Property Acquisition Services, LLC

February 29, 2016

Invoice # 5453

Bill to:

Fort Bend County Engineering
Jillian Peterson
301 Jackson
Richmond, TX 77469

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

PO # 135533

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	49.50	6,930.00
Contract Admin/LGPP Specialist	112.50	45.00	5,062.50
Totals		125.50	\$ 19,355.00
Expense			Amount (\$)
			0.00
Total Expense			\$ -
Total			\$ 19,355.00

CONTRACTOR BILLING SUMMARY		
Estimated Cost	\$	1,132,010.00
Previous Amount Invoiced	\$	21,908.75
Previous Funds Available	\$	1,110,101.25
Current Amount Invoiced	\$	19,355.00
Remaining Funds Availabl	\$	1,090,746.25

Terms: Total due upon receipt

ok to pay
1/28
3/9/16

To: Richard Stolleis, PE
County Engineer

From: Mark W. Heidaker

Date: February 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

During the month of February:

- Setup ATSER log-in for County Engineer Richard Stolleis, PM Mike Stone, Contractor, LJA and Dannenbaum personnel; provided tutorial summary to all;
- Worked with ATSER personnel to set up Daily Report and Estimate approvals;
- Received Notice of Award to Webber; saved to project files and LGPP Workbook binder; forwarded Notice to Webber PM;
- Submitted Subcontractor Verification necessary for contract execution to TxDOT;
- Created all necessary Subcontractor folders in both electronic and hard copy format;
- Coordinated with TxDOT Ft. Bend Area Office to schedule TxDOT Construction Kick-Off Meeting; sent notification to all invitees;
- Reviewed completed RFIs Nos. 1 through 5; saved back-up copies of all documentation to project files and distributed to project personnel;
- Received Contractor's submittals nos. 1 through 10; processed Submittals Nos. 1 through 7; per Mike Stone, forwarded Submittals Nos. 8 through 10 to Michael Kasper for further handling; returned all completed Submittals to Contractor
- Created Draft Agenda for Construction Kick-Off Meeting for Mike Stone and forwarded to Mike Stone and Richard Stolleis for approval
- Attended TxDOT Construction Kick-Off Meeting at Ft. Bend County Engineer's Office;
- Had County and TxDOT sign-off on Chapters 1-8 of the LGPP Workbook;
- Set TxDOT and Ft. Bend County Purchasing Agent with ATSER log-in;

- Arranged for ATSER log-ins for testing labs: Aviles and HVJ;
- Sent Pre-Construction Meeting notification to TxDOT, Contractor, and all stakeholders;
- Attended Agenda Review Meeting with Mike Stone, Howard Caldwell, Mark Heidaker and Bobby Dick;
- Received DBE Commitments from Contractor; verified on TUCP, SAMS and State websites; printed all verifications and saved in project files; prepared all DBE folders;
- Prepared DBE Commitment File and sent to TxDOT for concurrence; received TxDOT concurrence and saved in project files and in LGPP Workbook binder;
- Received Ft .Bend County Purchase Order and executed Contract
- Prepared Notice to Proceed for Contractor; forwarded to PM for review;
- Attended PreConstruction Meeting; delivered Notice to Proceed and DBE Commitment letter to Contractor; presented a list of submittal requirements to Contractor PM;
- Prepared PreConstruction Meeting Summary and distributed to all attendees; and
- Received Contractor's Submittal No. 11 via ATSER; processed and returned completed to Contractor.


Construction Management

During the month of February:

- Documented existing condition of ROW prior to the start of construction using both photography and videography. Documentation was archived by station numbers and property locations. This documentation will be referred to, as necessary, to resolve conflicts with Contractor or adjacent landowners.
- Using Drone, captured overhead photography of all major intersections within project limits. All photos were archived by Station Numbers and property locations. In addition, an electronic copy of this information was provided to PM, Mike Stone.
- Reviewed Constractor submitted RFIs No. 1 through 5;
- Reviewed Storm Sewer Phase 1 construction;
- Attended TxDOT Construction Kick-off Meeting at Ft. Bend County Engineer's Office;
- Attended Pre-Con Agenda Review Meeting with Mike Stone, Howard Caldwell, Mark Heidaker and Vanessa Wallace to discuss Agenda items;
- Reviewed mix designs submitted by Contractor; provided input via email to Mike Stone, Howard Caldwell and Michael Kaspar;
- Reviewed inlet and manhole submittals from Contractor;
- Attended Pre-Construction meeting with Contractor;
- Met onsite with Edward Wallace (Webber Project Superintendent) and Brent Sradling (Webber PM) to discuss project and project phasing;
- Met with Edward Wallace to discuss status of NOI filing; and
- On February 29, started Daily Diary and filed Daily Work Report (DWR). Inspected project and setting of barricades by Contractor.

NAME: (please print)

Date _____

Employee Signature		Date
Manager Signature		Date

Date 2/29/2016

Date 2/29/2016

Date _____

Manager Signature

PROJECT TIME SHEET
Fort Bend County
FM1093/Westpark Toll Road Extension Project

NAME: (please print)

Date _____

Vanessa Wallace

2/29/2016

Date _____

Mark Hildner

2/29/2016

Date _____