



City of  
Corpus  
Christi

**CAPITAL  
PROGRAMS**

P.O. Box 9277  
Corpus Christi  
Texas 78469-9277  
Phone 361-826-3500  
Fax 361-826-3501  
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**Construction Inspection**

4917 Holly Road  
Corpus Christi  
Texas 78411  
Phone 361-826-3555  
Fax 361-826-3520

**Survey**

4917 Holly Road  
Corpus Christi  
Texas 78411  
Phone 361-826-3555  
Fax 361-826-3520

Owner: City of Corpus Christi – Capital Programs  
OAR: Natasha Fudge, P.E. – Acting Director of Capital Programs

Contractor: J.S. Haren Company  
Project: #E12159 Broadway WWTP Trickling Filter Media Removal FY 2013-2014

This notice serves as confirmation that the referenced Project was awarded to your firm on **December 16, 2014**. Attached to this notice are the contract document forms you are required to execute for this project. The contract documents require you execute four original duplicates of the Agreement, Performance Bond and Payment Bond. Only one set of insurance documents is required. Contractor shall forward all executed contract documents and insurance to this office to the attention of Sylvia Arriaga, Contracts Administrator, within 14 days of receiving this notice. Contractor will receive two fully executed copies of the contract documents at the pre-construction meeting to be scheduled at a later date. A notice to proceed with construction will also be issued at the pre-construction meeting.

The Contract Documents include the following:

**Agreement** (00 52 23) – Sign where indicated. Attest the signature where indicated. Verify that the address for giving notice, business address, phone number, and email address are accurate. The Agreement must be executed by an officer of the company authorized to sign on behalf of the company. Evidence of authority to sign documents for Contractor is required for each individual signing documents on behalf of the company.

**Performance Bond** (00 61 13) and **Payment Bond** (00 61 16) – Date of bond cannot be earlier than the award date of the contract. Bond amount must equal the contract price. Contractor and surety will sign as indicated and attach Power of Attorney.

The following Insurance requirements apply:

Refer to section 00 72 01, of the contract documents and provide acceptable evidence of insurance as outlined therein. Include a certificate of insurance referencing the project name and number. Certificate must include all coverages and limits as required by the contract. Endorsements to the policies as outlined in the contract documents are also required submittals.


Contractor is required to submit a Storm Water Pollution Prevention Plan (SWPPP) to the Project Manager for approval (if applicable) prior to scheduling the pre-construction meeting.

Contractor is required to obtain any and all permits required prior to the scheduling of the pre-construction meeting, including any Notice of Intent (NOI) permits.

Contractor will be required to provide a listing of MBE firms intended to be used as subcontractors on this project. An estimated subcontract dollar amount should also be provided for each firm indicated.

Contractor is reminded that any and all sub-contractors to be used on the project must provide proof of Workers Compensation Insurance Coverage. It is the Contractors responsibility to obtain this information and submit prior to start of construction.

Please contact Sylvia Arriaga, Construction Contracts Mgr., if you have any questions regarding this information.

Issued by:  Date: 12.17.14

Natasha Fudge, P.E. – Acting Director of Capital Programs

RETURN DOCUMENTS TO:  
City of Corpus Christi – Capital Programs  
Attention: Sylvia Arriaga – Construction Contracts Mgr.  
P.O. Box 9277  
Corpus Christi, TX 78469-9277