

SUGGESTED FORM OF TASK ORDER

This is Task Order No. <u>3</u> , consisting of <u>6</u> pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated October 7, 2019 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: June ____, 2020
- b. Owner: City of Schertz, Texas
- c. Engineer: Utility Engineering Group, PLLC
- d. Specific Project (title): Riata Lift Station Relocation Project
- e. Specific Project (description): The project includes the design of the abandonment and relocation of the City's existing Riata Lift Station and associated gravity main, force main, and appurtenances. The existing lift station is located adjacent to the IH-35 North-Bound Access Road, just north of Fairlawn Avenue. The project is required by TxDOT's proposed IH-35 expansion project.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

Preliminary and Final Design Phase:

- UEG will coordinate with City Staff to acquire as-built plan and report information, as available, for the lift station abandonment and relocation, and prepare a preliminary design based on TxDOT's proposed right-of-way and plans;
- UEG will provide a preliminary project schedule and cost estimate for review by the City and TxDOT;
- UEG will assist the City with the TxDOT required standard utility agreement;
- UEG will assist the City with site selection for the new lift station site and required off-site utility relocations;
- UEG will perform a design survey for the City of Schertz abandonment and relocation design plans;
- UEG will provide lift station design calculations and will prepare a lift station engineering design report for the project;
- UEG will coordinate electrical design plans and specifications for the abandonment of the existing lift station and proposed lift station facility;
- UEG's electrical design sub-consultant will coordinate SCADA design with the City's SCADA designer;

Exhibit K – Amendment to Task Order

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- UEG will provide a geotechnical report to support the structural design of the lift station and the site/access drive pavement section recommendations;
- UEG's electrical sub-consultant will coordinate with the local power provider to provide 3-phase power, as needed, to the lift station site terminating at the pad mounted or aerial transformer;
- The relocated lift station design will include an emergency back-up generator and automatic transfer switch;
- UEG will include an existing lift station and utility abandonment plan;
- UEG will prepare plans for entry and site driveway to the relocated lift station;
- UEG will prepare plans for the water service to the relocated lift station site;
- UEG will prepare 90% design level plans and specifications, including provisions for the TxDOT required removal of abandoned lift station, gravity main, and force main for City review. The plans and specifications will be based on the City's approved design standards and standard specifications as well as TCEQ design criteria;
- UEG will assist City Staff with TxDOT coordination throughout the project. This proposal assumes up to four (4) meetings with the City and TxDOT during the plan preparation phase; and
- UEG will prepare and assist City Staff with the required TxDOT permit submittal through TxDOT's online UIR system and or TxDOT's utility relocation coordination contractor. During the review process, UEG will coordinate and prepare responses to TxDOT comments, as necessary. UEG will also submit a project summary transmittal letter to TCEQ for their review, addressing comments as necessary.

Bidding or Negotiating Phase:

- Based on the City, TxDOT, and TCEQ review comments; UEG will prepare a final bid set of construction plans, specifications, and front-end bid documents;
- UEG will assist City Staff with the project bid; and
- UEG will review the project bids and provide City Staff with a bid recommendation letter.

Construction Phase:

- Based on City Council award of the project, UEG will prepare the required number of sets of contract documents;
- UEG will provide construction administration services limited to submittal review, contractor requests for information review, contractor payment request review, assist City Staff with TxDOT reimbursement requests, and construction observation site visits in order to provide an engineer's certification of completion in accordance with the approved plans; and
- Upon completion of the project, UEG will provide as-built drawings for the City's records.

B. Other Services

Engineer shall also provide the following services:

ROW Agent Services:

- UEG will sub-contract with a ROW Agent for the acquisition of up to two (2) permanent utility easements, one (1) utility site easement or fee simple property, one (1) permanent access easement, and one (1) temporary construction easement. It is assumed that all of the property and easement acquisition will involve one property owner; and
- In addition to the ROW Agent services, UEG's survey sub-consultant will provide metes and

bounds descriptions and sketches for the easements/property listed above.

Environmental Services:

- The proposed project is being developed by the City of Schertz and is therefore subject to review under the Antiquities Code of Texas (ACT). This scope of services will provide the necessary level of effort and deliverables to fulfill the regulatory requirements relating to the ACT. The project is also subject to Section 106 of the National Historic Preservation Act and National Environmental Policy Act compliance as it will receive funding and permitting approval from TxDOT;
- UEG's sub-consultant will perform a background review of the project area; prepare an ACT Permit application for review and authorization by the Texas Historical Commission (THC); and complete a cultural resources field investigation, associated reporting, and curation that meets ACT and Section 106 requirements. The archaeological investigation will include a desktop analysis and Texas Antiquities Permit Application, intensive cultural resources survey, report preparation, and report finalization / records curation;
- The scope of services includes a natural resources evaluation including U.S. Fish and Wildlife Service (USFWS) federally listed threatened, endangered, or candidate, the Texas Parks and Wildlife Department state-listed threatened, endangered and species of concern that may be affected by projects in the County. The scope will also evaluate and proposed crossings of potential jurisdictional waters of the U.S. subject to U.S. Army Corps of Engineers permitting under Section 404 of the Clean Water Act. Draft species impacts assessments will be prepared that provide a description of the vegetation communities and habitat features present and assessment of the potential for the occurrence of the species on the project area; and describe any potentially jurisdictional waters of the U.S. that may be affected by proposed project activities. Following review and responses to comments, the assessments will be finalized and submitted electronically; and
- The scope of services includes a TxDOT Biological Evaluation and Surface Water Analysis. As the proposed lift station relocation will be funded by TxDOT, UEG's sub-consultant will complete applicable TxDOT environmental forms based on the results of ecological evaluations of the project site and anticipated project impacts. The following TxDOT forms anticipated to apply to this project:
 - Tier 1 Site Assessment Form 200-02
 - Species Analysis Form 300-03
 - Species Analysis Spreadsheet 300-01
 - Ecological Mapping Systems of Texas (EMST) Impacts Table
 - Surface Water Analysis Form 905-03 (required if jurisdictional waters will be affected)

Based on the results of field evaluations, UEG's sub-consultant will complete draft versions of the applicable TxDOT forms for review. Following review and responses to comments, the forms will be finalized and submitted electronically.

C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

D. Exclusions

- Subsurface Utility Exploration work is not included in this scope of services; and
- UEG will not be responsible for any permit fees or advertising fees related to the project.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are: **None**

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Furnish 3 review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	Within 12 weeks of Owner's authorization to proceed with Preliminary Design Phase services as well as identification of the new lift station site property and easements.
Owner	Submit comments regarding Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Engineer.	Within 3 weeks of the receipt of Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables from Engineer.
Engineer	Furnish 3 copies of the revised Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables to Owner.	Within 3 weeks of the receipt of Owner's comments regarding the Preliminary Design Phase documents, opinion of probable Construction Cost, and other Preliminary Design Phase deliverables.
Engineer	Furnish 3 copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, to Owner.	Within 2 weeks of Owner's authorization to proceed with Final Design Phase services.
Owner	Submit comments and instructions regarding the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, to Engineer.	Within 3 weeks of the receipt of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables from Engineer.

Engineer	Furnish 3 copies of the revised final Drawings and Specifications, assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, to Owner.	Within 2 weeks of the receipt of Owner's comments and instructions regarding the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables
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6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Section 2.A)		
a. Preliminary and Final Design Phase	\$91,855.00	Lump Sum
b. Bidding or Negotiating Phase	\$3,030.00	Lump Sum
c. Construction Phase	\$12,120.00	Lump Sum
2. Other Services (Section 2.B)		
a. ROW Agent Services	\$7,500.00	
b. Environmental Services	\$15,290.00	
TOTAL COMPENSATION (lines 1.a-c and 2.a-b)	\$129,795.00	Lump Sum
3. Additional Services	(N/A)	(N/A)

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

8. Other Modifications to Agreement and Exhibits: N/A

9. Attachments: N/A

10. Other Documents Incorporated by Reference: N/A

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is June ____, 2020.

OWNER:

ENGINEER:

By: _____

By:  _____

Print Name: _____

Print Name: David Kneuper, P.E.

Title: _____

Title: Partner

Engineer License or Firm's
Certificate No. (if required): 18712
State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: David Kneuper, P.E.

Title: _____

Title: Partner

Address: _____

Address: 191 N. Union Ave., New Braunfels, Texas 78130

E-Mail
Address: _____

E-Mail
Address: davidk@uegpros.com

**City of Schertz
Riata Lift Station Relocation Project**

	Principal (hrs)	Cost (\$185/hr)	Project Engineer/Manager(hrs)	Cost (\$155/hr)	Graduate Engineer (hrs)	Cost (\$100/hr)	Design Technician (hrs)	Cost (\$85/hr)	Administrative (hrs)	Cost (\$55/hr)	Subcontractor	Total
Riata Lift Station Relocation Project	38	\$ 7,030	148	\$ 22,940	224	\$ 22,400	144	\$ 12,240	12	\$ 660	\$ 64,525	\$ 129,795
Preliminary and Final Design Phase	28		100		172		144		0		\$ 64,525	\$ 114,645
Information Gathering	2		8		12		4					
Coordination with the City and TxDOT	8		24		12							
Prepare Preliminary Calculations and Report	2		16		20							
Prepare Preliminary Design Plans and Specifications	6		24		80		100					
Comment Submittal and Response	2		8		24		40					
Sub-Consultant Coordinatin	8		20		24							
Electrical Engineer Sub-Consultant											\$ 20,600	
Survey Sub-Consultant											\$ 10,500	
Geotechnical Sub-Consultant											\$ 5,135	
Structural Sub-Consultant											\$ 5,500	
ROW Agent Sub-Consultant											\$ 7,500	
Environmental Sub-Consultant											\$ 15,290	
Bidding or Negotiating Phase	2		8		12				4			\$ 3,030
Construction Phase	8		40		40				8			\$ 12,120
Total Riata Lift Station Relocation Project												\$ 129,795