

RESOLUTION 26-R-120

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING A TASK ORDER AMENDMENT WITH HALFF ASSOCIATES, INC. FOR THE LOWER SEGUIN ROAD RECONSTRUCTION PROJECT

WHEREAS, on February 18, 2025 the City Council of the City of Schertz approved Resolution 25-R-004 approving a Task Order with Half Associates, Inc. with a not to exceed amount of \$2,700,000 for the final design of the Lower Seguin Road Reconstruction Project; and

WHEREAS, the City Council of the City of Schertz wishes to amend the Task Order agreement with Half Associates, Inc. to add some additional design services to provide for addressing utility conflicts, project scope changes, and grant funding applications; and

WHEREAS, City staff has determined that Halff Associates, Inc. is uniquely qualified to provide such services for the City; and

WHEREAS, Halff Associates, Inc. is an approved On-Call Engineering Firm for the City of Schertz; and

WHEREAS, pursuant to Section 252.022(a)(4), the City is not required to seek bids or proposals with respect to a procurement for personal, professional, or planning purposes; and

WHEREAS, the City Council hereby authorizes the City Manager to execute and deliver the Amendment to the Agreement with Halff Associates, Inc. in substantially the form set forth on Exhibit A, increasing the Task Order amount by \$876,415, and to execute further amendments as necessary not to exceed a total expenditure amount of \$3,500,000.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Task Order Agreement with Halff Associates, Inc. in accordance with their approved Master Agreement in substantially the form set forth on Exhibit A in the amount of \$876,415 and authorize the City Manager to execute and deliver the Task Order in a not to exceed total amount of \$3,500,000.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this ____ day of _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, TRMC
City Secretary

EXHIBIT A

**TASK ORDER AMENDMENT WITH HALFF ASSOCIATES, INC. FOR THE LOWER
SEGUIN ROAD ROAD RECONSTRUCTION PROJECT**

AMENDMENT TO TASK ORDER

Amendment No. 3

Task Order Number: 1

Project Name: Lower Seguin Road PS&E – Revised Design, Additional Water Design & Project Related Specified Additional Services

Owner: City of Schertz

Engineer: Halff Associates, Inc.

General Purpose of the Amendment:

This amendment encompasses redesign of Lower Seguin Road (LSR), design services for the relocation City of Schertz Water and Sewer line, coordination with Canyon Regional Water Authority (CRWA) and additional services to progress the development of the project. The total amount of this Amendment shall not exceed \$876,415.00 without prior Authorization from the City of Schertz.

Description of Modifications:

CITY OF SCHERTZ ("CITY") is currently working with Halff to develop a 2.52-mile segment of LSR, extending from approximately 1,000 feet east of Loop 1604 to Farm-to-Market (FM) Road 1518 within the City limits. As part of the proposed roadway and drainage improvements, a combined total of approximately 11,000 linear feet of ¾-inch, 3-inch, 8-inch, and 16-inch waterline will need to be relocated or adjusted to accommodate the new roadway, drainage, and other utilities in order to avoid major relocation of CRWA water pipelines currently within the CRWA owned easements along LSR. Additionally, as part of this proposal, scope is included to revise PS&E plans to reconfigure the roadway without relocating said existing utilities outside the right-of-way. Additional services include efforts to allocate additional ROW surveying services needed to complete ROW acquisition needs for the project. Grant services will also include additional Federal and State funding opportunities.

See attached **Exhibit A** Additional Services to be provided for detailed scope and fees related to the amendment to the task order.

(See next page for Authorization Signatures)

Owner and Engineer hereby agree to modify the above-referenced Main Agreement as set forth in this Amendment. The Effective Date of the Amendment is _____.

Owner

City of Schertz

(typed or printed name of organization)

Engineer

Halff Associates, Inc.

(typed or printed name of organization)

By:

(individual's signature)

Date:

(date signed)

Name:

(typed or printed)

Title:

(typed or printed)

By:

(individual's signature)

Date:

10/1/2026

(date signed)

Name:

Lamberto "Bobby" Balli

(typed or printed)

Title:

VP / Director of Public Works

(typed or printed)

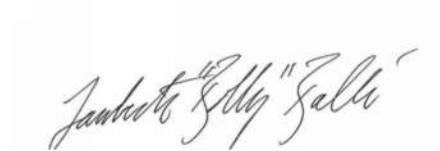
A handwritten signature in black ink, reading "Lamberto 'Bobby' Balli". The signature is written in a cursive, flowing style.



EXHIBIT A

ADDITIONAL SERVICES TO BE PROVIDED BY CONSULTANT

PROJECT UNDERSTANDING

CITY OF SCHERTZ ("CITY") is currently working with Halff to develop a 2.52-mile segment of Lower Seguin Road (LSR), extending from approximately 1,000 feet east of Loop 1604 to Farm-to-Market (FM) Road 1518 within the City limits. As part of the proposed roadway and drainage improvements, a combined total of approximately 11,000 linear feet of ¾-inch, 3-inch, 8-inch, and 16-inch waterline will need to be relocated or adjusted to accommodate the new roadway, drainage, and other utilities in order to avoid major relocation of Canyon Regional Water Authority (CRWA) water pipelines currently within the CRWA owned easements along LSR. Additionally, as part of this proposal, scope is included to revise PS&E plans to reconfigure the roadway without relocating said existing utilities outside the right-of-way. Additional services include efforts to allocate additional ROW surveying services needed to complete ROW acquisition needs for the project. Grant services will also include additional Federal and State funding opportunities.

The work to be performed under this work authorization by **Halff Associates, Inc (Halff)** ("CONSULTANT") will consist of the preparation of Plans, Specifications, and Estimates ("PS&E"), the preparation of Bidding Documents, and performing Construction Phase Services.

Water & Sanitary Sewer Line Design

1.0 PROJECT ADMINISTRATION AND COORDINATION SERVICES

- 1.1 The CONSULTANT will submit to CITY its invoices of services performed, and compensation due, arranged by tasks. The CONSULTANT will show the budgeted and currently authorized amounts for each task, along with the invoiced and to-date amounts. The invoice must be submitted to CITY by the 10th calendar day of each month. The invoice will include a progress report with a summary of work performed through the end of the previous month.
- 1.2 The CONSULTANT will meet with CITY's Representative monthly. The CONSULTANT will prepare and distribute the monthly meeting agenda twenty-four (24) hours before meeting. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of the meeting;

2.0 CRWA PRELIMINARY ALIGNMENT COORDINATION

- 2.1 The CONSULTANT will analyze possible alignments and associated improvements towards an acceptable CRWA alignment
- 2.2 The CONSULTANT will prepare Project Layout Sheets at a 1"=100' scale double-stacked that clearly indicate the limits of the entire project;
- 2.3 The CONSULTANT will develop Waterline Plan on Plan exhibits at a scale of 1"=40'. The exhibits will include coordinates, stations, bends, elevations of key alignment features, drainage features, utilities, and any other items required to coordinate with CRWA on the location of the existing infrastructure with relation to the proposed improvements;
- 2.4 The CONSULTANT will meet with CRWA's Representative two (2) times and prepare options and documentation necessary to determine next steps. The CONSULTANT will prepare and distribute necessary documentation within two (2) business days of the meeting;

3.0 CRWA DESIGN COORDINATION

- 3.1 The CONSULTANT will coordinate a design alignment option for their existing water line, based on the preliminary alignment coordination meetings for CRWA approval;
- 3.2 The CONSULTANT will meet with CRWA's Representative one (1) time and prepare options and documentation necessary to determine next steps. The CONSULTANT will prepare and distribute necessary documentation within two (2) business days of the meeting;

4.0 WATER LINE DESIGN SERVICES

- 4.1 The CONSULTANT will prepare Project Layout Sheets at a 1"=100' scale, double-stacked, that clearly indicate the limits of the entire project;
- 4.2 The CONSULTANT will prepare Removal Layouts at a 1"=40' scale, double-stacked.
- 4.3 The CONSULTANT will develop a Water Line Plan on Plan sheets at a scale of 1"=40'. The sheets will include coordinates, stations, bends, elevations of key alignment features, drainage features, utilities, and any other items required for the complete construction of the Project;
- 4.4 The CONSULTANT will prepare General Notes and Details which will include all necessary details not included in City of Schertz detail sheets necessary to fully construct all portions of the Project. The CONSULTANT will obtain the most current applicable Schertz standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data;
- 4.5 The CONSULTANT will calculate quantities, total items, and prepare a quantity Summary Sheet(s). The CONSULTANT will prepare an Opinion of Probable Construction Cost utilizing calculated quantities, City of Schertz, SAWS, and other local bids as appropriate based on the judgment of the CONSULTANT;
- 4.6 The CONSULTANT will submit all plans to an independent internal reviewer for thorough evaluation. The reviewer will assess the plans for constructability, identifying any potential issues before final submission. Additionally, the QAQC plan will clearly define the roles and responsibilities of all team members involved in quality control, ensuring effective communication and accountability throughout the project life cycle;
- 4.7 The CONSULTANT will prepare and submit a 60%, 90%, and 100% set of plans for the CITY to review.
- 4.8 The CONSULTANT will attend one (1) design review meeting with the CITY.
- 4.9 The CONSULTANT will respond to and address any comments received from the CITY.
- 4.10 The CONSULTANT will prepare a Project Manual including standard general provisions, instructions to bid forms, applicable prevailing wage rates, specifications, special provisions and any other information required for complete construction of the Project. CITY will provide a standard template for use by the CONSULTANT.

4.1 SANITARY SEWER LINE DESIGN

Based on the City CIP plan a sewer line crossing Lower Seguin Road at the intersection of Aranda Lane and Canopy Bend was needed and this line is approximately 600 LF. The sanitary sewer line scope will include the following:

- 4.1.1 The CONSULTANT will prepare Project Layout Sheets at a 1"=100' scale, double-stacked, that clearly indicate the limits of the entire project;
- 4.1.2 The CONSULTANT will prepare Removal Layouts at a 1"=40' scale, double-stacked.

- 4.1.3 The CONSULTANT will develop a Sanitary Sewer Line Plan on Profile sheets at a scale of 1"=40'. The sheets will include coordinates, stations, bends, elevations of key alignment features, drainage features, utilities, and any other items required for the complete construction of the Project;
- 4.1.4 The CONSULTANT will prepare General Notes and Details which will include all necessary details not included in City of Schertz detail sheets necessary to fully construct all portions of the Project. The CONSULTANT will obtain the most current applicable Schertz standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data;
- 4.1.5 The CONSULTANT will calculate quantities, total items, and prepare a quantity Summary Sheet(s). The CONSULTANT will prepare an Opinion of Probable Construction Cost utilizing calculated quantities, City of Schertz, SAWS, and other local bids as appropriate based on the judgment of the CONSULTANT;
- 4.1.6 The CONSULTANT will submit all plans to an independent internal reviewer for thorough evaluation. The reviewer will assess the plans for constructability, identifying any potential issues before final submission. Additionally, the QA/QC plan will clearly define the roles and responsibilities of all team members involved in quality control, ensuring effective communication and accountability throughout the project life cycle;
- 4.1.7 The CONSULTANT will prepare and submit a 60%, 90%, and 100% set of plans for the CITY to review.
- 4.1.8 The CONSULTANT will attend one (1) design review meeting with the CITY.
- 4.1.9 The CONSULTANT will respond to and address any comments received from the CITY.
- 4.1.10 The CONSULTANT will prepare a Project Manual including standard general provisions, instructions to bid forms, applicable prevailing wage rates, specifications, special provisions and any other information required for complete construction of the Project. CITY will provide a standard template for use by the CONSULTANT.

5.0 BID PHASE SERVICES

- 5.1 The CONSULTANT will respond to Contractor questions raised during the bidding process and develop addenda to the Bid Documentation as required;
- 5.2 The CONSULTANT will furnish a set of Final Construction Contract Documents including plan sheets and Project Manual to the awarded Contractor.

6.0 CONSTRUCTION PHASE SERVICES

- 6.1 The CONSULTANT will attend monthly status meetings (up to 12 meetings) at the Project location with CITY and the Contractor. The CONSULTANT will prepare meeting minutes and submit to CITY within three (3) business days of the meeting;
- 6.2 The CONSULTANT will make periodic visits (up to 12 visits) to the site to observe as an experienced and qualified design professional the progress and quality of the executed work, and to determine in general if the work is proceeding in accordance with the plans and specifications and submit brief, monthly written reports relating to such visits. The CONSULTANT will not be required to make continuous on-site inspections to check the quality or quantity of the work. The CONSULTANT will not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor or the safety precautions and programs incident to the work of the Contractor. However, the CONSULTANT will report to CITY any

deficiencies in the work actually detected by the CONSULTANT. If more than one (1) visit is required in any one (1) month, compensation may be requested

- 6.3 The CONSULTANT will review the Contractor's submittals such as Shop Drawings, Product Data and samples and take appropriate action (no exceptions, exceptions noted, reject, etc.) up to 10 total, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such action will be taken with reasonable promptness to minimize delay. Reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto;
- 6.4 CITY will require the Contractor to submit to the CONSULTANT any request for additional information (RFI). The CONSULTANT will review and deliver to CITY its written recommendation regarding the RFI. It is anticipated that there will be five (5) RFI's the Project construction. If additional RFI's are generated above five (5), compensation may be requested. RFIs deemed to be due to inconsistencies in the Contract Documents will not be counted in the estimated number of RFI's in the contract;
- 6.5 The CONSULTANT will review monthly pay estimates and recommend approval or other appropriate action on such estimates;
- 6.6 The CONSULTANT with CITY representative(s) will perform one (1) final inspection of the Project to observe any apparent defects in the completed construction with regard to conformance with the design concept and intent of the specifications, assist CITY in consultation and discussions with the Contractor concerning such deficiencies, and make recommendations as to replacement or correction of the defective work;
- 6.7 After completion of the work, and before final payment to the Contractor, it will be CITY's responsibility to require a set of "Record Drawings" from the Contractor, who has control of the work and who is able to know how the Project was constructed. The CONSULTANT, after receiving this information, will transfer the information to a set of "Record Drawings" or "As-Builts" for CITY's permanent file. The CONSULTANT will also provide the As-Builts in PDF format. CITY will not hold the CONSULTANT responsible for the information provided by the Contractor.

Revised Roadway PS&E Design And Additional Services

7.0 PROJECT ADMINISTRATION AND COORDINATION SERVICES

The CONSULTANT Project Manager and Task Leaders will continue to be responsible for project oversight and the daily management of the project through the revisions being made to the project. Frequent and appropriate communications will be maintained between the CONSULTANT and CITY in an effort to expedite completion of the PS&E. This effort will be completed independently of water and sanitary sewer project start-up, management & Coordination Phase.

Project Administration Services will include the following:

- 7.1 Each month, and included with the submission of each invoice, the CONSULTANT will submit a monthly report of the status of work performed through the end of the previous month. The CONSULTANT will summarize decisions or agreements made, and will outline unresolved or pending issues requiring CITY's involvement or decision.

Project Coordination Services will include the following:

- 7.2 The CONSULTANT will attend a Project Re-Kick-Off Meeting with CITY. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of the meeting.
- 7.3 The CONSULTANT will meet with CITY's Representative monthly. The CONSULTANT will prepare

and distribute the monthly meeting agenda twenty-four (24) hours before the meeting. The CONSULTANT will prepare and distribute meeting minutes within three (3) business days of each meeting.

8.0 UTILITY COORDINATION

Due to the revisions being made to the PS&E, Additional Utility Coordination Services will include the following for the 90% and 100% UC phases:

- 8.1 The CONSULTANT will gather utility location information using available records from known local utilities in the area as well as Texas One-Call locates provided by survey. The CONSULTANT will correlate the record information with utility features surveyed to determine any potential conflicts;
- 8.2 The CONSULTANT will attend one (1) additional group project meeting and four (4) additional independent utility coordination meetings with CITY, land and utility owners. Additional utility coordination meetings will be combined with design review meetings/progress meetings. The CONSULTANT will coordinate with the utility owners to determine scope of utility relocations and minimize utility conflicts through design where reasonable and adequate information is provided; The CONSULTANT will also obtain utility verification letters from each utility company stating that the utility information has been reviewed and is correct;
- 8.3 The CONSULTANT will provide an updated Utility Tracking Report at the 90 percent design phase submittal based on the revised design. The Utility Tracking Report will include the following information:
 - a. Owner of the facility, including the facility address and the name and telephone number of the contact person at the facility;
 - b. Location of Conflict, identified by station and offset;
 - c. Type of Facility;
 - d. Expected clearance date;
 - e. Status;
 - f. Effect on construction; and
 - g. Type of adjustment required;
- 8.4 The CONSULTANT will continue to review existing and proposed utility alignments for conflicts and develop a utility tracking report; however, constructability and conformance to utility regulations is the responsibility of each utility company;
- 8.5 The CONSULTANT will reference in proposed utility lines as background if MicroStation V8 files or AutoCAD Civil 3D are provided and received prior to the submittal of final construction contract document plan sheets; and
- 8.6 The CONSULTANT will develop additional existing utility layouts.

9.0 TRAFFIC CONTROL PLAN (90% AND 100%)

- 9.1 The CONSULTANT will prepare a revised TCP concepts on a roll plot with typical sections during the schematic phase. The CONSULTANT will prepare a Traffic Control Plan (TCP), at a 1"=50' scale double stacked, a Detour Plan if required and a Sequence of Work Narrative. The Traffic Control Plan will be developed in accordance with the most recent version of the Texas Manual of Uniform Traffic Control devices (TMUTCD). The TCP will identify work areas, temporary paving, temporary shoring, signing, detour alignment, barricades, temporary drainage structures, temporary retaining walls and other TCP related items as required;
- 9.2 The CONSULTANT will prepare revised TCP Typical Sections for each Phase of construction as

required;

- 9.3 The CONSULTANT will prepare a Sequence of Work Narrative and submit to CITY for review and incorporation into the plans. The narrative will include a phase-by-phase, step-by-step written account of the proposed activities throughout the construction process. This is intended to be a narrative account of the proposed activities shown in the TCP;
- 9.4 The CONSULTANT will obtain the most current applicable TxDOT standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data;
- 9.5 The CONSULTANT will calculate quantities for all items and prepare a quantity Summary Sheet(s) based on the updated design; and
- 9.6 The CONSULTANT will coordinate with the applicable joint bid utility companies to determine if their adjustments can be constructed according to the proposed construction sequence. If the joint bid utility adjustments cannot be constructed according to the proposed construction sequence, it will be the responsibility of the utility designer to develop any additional TCP components necessary for the proposed adjustments at the expense of the joint bid utility company.
- 9.7 The CONSULTANT will review the TCP to confirm there is positive drainage and if required, provide quantities for temporary drainage items;
- 9.8 The CONSULTANT will identify and quantify any trench protection or temporary special shoring if required;
- 9.9 The CONSULTANT will prepare a construction schedule utilizing the Critical path Method (CPM) with appropriate software. The CPM schedule will identify the major items of work for construction of the project with durations based on available production rates for those items. The schedule will indicate tasks, subtasks, critical dates, milestones, will depict the interdependence of the various items, and will be in calendar days;

10.0 ROADWAY DESIGN (90% AND 100%)

The additional tasks performed for the roadway design will include, but are not limited to the following:

- 10.1 The CONSULTANT will prepare a Title Sheet which will include pertinent project information;
- 10.2 The CONSULTANT will prepare a detailed Index of Sheets that shows each sheet's location in the plan set and corresponding sheet number;
- 10.3 The CONSULTANT will prepare updated Project Layout Sheets at a 1"=100' scale double stacked that clearly indicate the limits of the entire project;
- 10.4 The CONSULTANT will prepare updated Removal Layouts at a 1"=50' scale double stacked. The layouts will indicate pavement, roadway appurtenances, and other pertinent items to be removed with details and descriptions to ensure the intent is clear;
- 10.5 The CONSULTANT will develop updated Horizontal Alignment Data Sheets that will include all horizontal alignment data;
- 10.6 The CONSULTANT will develop updated Roadway Plan and Profile Sheets at a scale of 1"=50' H

and 1"=10' V. The sheets will include coordinates, superelevation data, stations, horizontal curve data, vertical profile data, elevations of key alignment features, drainage features, utilities, and any other items required for the complete construction of the Project;

- 10.7 The CONSULTANT will develop Intersection Layout Sheets at a 1"=40' scale with spot elevations and proposed grading for the intersections. The following intersections will be included:
 - a. Citadel Peak;
 - b. Golf Road (JBSA-R South Gate) ;
 - c. Greaves Lane;
 - d. Aranda Lane/Canopy Bend;
- 10.8 The CONSULTANT will prepare Miscellaneous Roadway Details which will include all necessary details not included in standard TxDOT detail sheets necessary to fully construct all portions of the Project;
- 10.9 The CONSULTANT will obtain the most current applicable TxDOT standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data;
- 10.10 The CONSULTANT will calculate quantities for all items and prepare a quantity Summary Sheet(s);
- 10.11 The CONSULTANT will prepare any required special specifications or special provisions and identify the applicable TxDOT general notes;
- 10.12 The CONSULTANT will prepare a request for any design exceptions, including all information necessary to support the request, and submit them to CITY for review and approval;
- 10.13 The CONSULTANT will prepare an Opinion of Probable Construction Cost utilizing calculated quantities, TxDOT San Antonio District average unit prices, and TxDOT Statewide average unit prices as appropriate based on the judgment of the CONSULTANT;
- 10.14 The CONSULTANT will prepare a Project Manual including standard general provisions, instructions to bidders, bid forms, applicable prevailing wage rates, specifications, special provisions and any other information required for complete construction of the Project. CITY will provide a standard template for use by the CONSULTANT.
- 10.15 TDLR Registration, Review, Inspection
- 10.16 Register project with TDLR, coordinate final project review with TDLR and coordinate with TDLR for final project inspection after construction completion

11.0 DRAINAGE DESIGN (90% AND 100%)

- 11.1 The additional tasks performed for the drainage design will include, but are not limited to the following: The CONSULTANT will revise and prepare Hydraulic Data Sheets for all culvert crossings. For any bridge class culvert crossings the Hydraulic Data Sheet must include the following:
 - a. Structure Location Map;
 - b. Hydrologic Data Table;

- c. Hydraulic Data Table; and
 - d. Scour analysis parameters and results;
- 11.2 The CONSULTANT will revise and prepare Culvert Layouts for all culvert crossings. The layouts must be prepared in a plan and profile layout and include geometrics of the culvert reconstruction or modification. The layouts must also include applicable hydraulic information. The layouts will be prepared at a scale of 1"=20' H and 1"=10' V;
 - 11.3 If needed, the CONSULTANT will revise and prepare energy dissipation/erosion protection measures for the culvert outfall points and any associated detail sheets;
 - 11.4 The CONSULTANT will revise and calculate quantities for all culvert crossings;
 - 11.5 The CONSULTANT will revise the Summary Sheet for all culvert quantities;
 - 11.6 The CONSULTANT will revise the TxDOT BCS Standard Sheet which must include all culvert crossings;
 - 11.7 The CONSULTANT will revise interior Drainage Area Maps at a scale of 1"=50'. The maps will depict drainage area boundaries and include flow direction arrows. Each area must be identified with a unique number;
 - 11.8 For any required inlets, the CONSULTANT will revise runoff and inlet computations for each inlet. Inlet hydraulics will be calculated using the Rational Method. Calculated flow rates and related input must be indicated on a Runoff and Inlet Computations Sheet;
 - 11.9 For any required storm sewer design, the CONSULTANT will utilize GEOPAK Drainage or other software acceptable to CITY;
 - 11.10 The CONSULTANT will revise and prepare Drainage Plan and Profile Sheets depicting locations of any inlets, manholes, storm sewers, culverts, utilities, channel improvements, ditch locations, and flow lines as required. The Drainage Plan and Profile Sheets will be prepared at a scale of 1"=50' H and 1"=10' V; If required, Storm Sewer Profiles will show pipe size, type, slope, existing ground lines, proposed ground lines above the system, pertinent hydraulic information, locations and sizes of inlets and junctions;
 - 11.11 The CONSULTANT will re-calculate quantities for all items and prepare a quantity Summary Sheet(s);
 - 11.12 The CONSULTANT will select the most current applicable TxDOT standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data; and
 - 11.13 If needed, the CONSULTANT will prepare special structural drainage details for drainage elements such as but not limited to: culverts, junction boxes, wingwalls, headwalls, curbs, pipes, etc.
 - 11.14 The CONSULTANT will revise the current drainage report to include the following: drainage area maps, drainage outfall descriptions, tailwater selection and descriptions, recommendations for mitigation of impacts and scour analysis for proposed bridges. The scour analysis will use State-approved methodology based on site conditions and provide any recommended countermeasures.

12.0 TRAFFIC SIGNS AND PAVEMENT MARKINGS (90% AND 100%)



The tasks performed for the traffic, signing and pavement marking design will include, but are not limited to the following:

- 12.1 The CONSULTANT will revise proposed signing layouts, and proposed pavement marking and delineation layouts on the same sheets at a scale of 1"=40'. The layouts will identify the various types of proposed signing, striping, and delineation. Signing and striping will be in accordance with the latest version of the TMUTCD or applicable TxDOT standards;
- 12.2 The CONSULTANT will assign a unique number to each sign that will relate that sign to the sign summary sheet;
- 12.3 The CONSULTANT will revise pavement marking details for instances in which standards do not apply or are not appropriate;
- 12.4 The CONSULTANT will revise special sign panel details utilizing SignCAD as needed;
- 12.5 The CONSULTANT will revise the Summary of Small Signs table utilizing the most current applicable TxDOT and CITY standards. No large guide signs are anticipated;
- 12.6 The CONSULTANT will select the most current applicable TxDOT standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data.
- 12.7 The CONSULTANT will re-calculate quantities for all items and prepare a quantity Summary Sheet(s).
- 12.8 The CONSULTANT will select the most current applicable TxDOT standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data.

13.0 ENVIRONMENTAL (SWPPP) AND STORM WATER MANAGEMENT PLAN

The tasks performed for the Environmental, Storm Water Management Plan, and will include, but are not limited to the following:

- 13.1 The CONSULTANT will update the Environmental Permits, Issues, and Commitments sheet using the latest TxDOT standard form sheet based on required environmental permits and documentation;
- 13.2 The CONSULTANT will update a Storm Water Pollution Prevention Plan (SW3P) Narrative sheet that will include information such as the project description, project location, and indicate SW3P structural practices to be provided along the Project. The SW3P will be prepared for the length of the Project;
- 13.3 The CONSULTANT will update the SW3P Layouts to include the necessary controls to minimize the runoff of sediment during construction. The layouts will include permanent storm water features as appropriate. The SW3P control measures will be prepared and designed in accordance with the proposed phasing of construction. The layouts will be at a scale of 1"=50' double stacked;
- 13.4 The CONSULTANT will updated the calculate quantities for all items and prepare a quantity Summary Sheet(s);

- 13.5 The CONSULTANT will obtain the most current applicable TxDOT standards for inclusion in all plan submittals. Standards that require modification will be modified and sealed by a Professional Engineer licensed by the State of Texas. All standards will have the title blocks filled out with the applicable project data; and

The CONSULTANT will update the Storm Water Pollution Prevention Plan (SW3P), SW3P Manual and Best Management Practices Plan in full compliance with the most current TPDES General Permit for control of erosion during and after construction

14.0 SURVEY SERVICES

The CONSULTANT will obtain the services of a Registered Professional Land Surveyor to perform field surveys for the Project. All survey services will comply with the latest revision of the Professional Land Surveying Practice Act of the State of Texas and will be accomplished under the direct supervision of a currently licensed State of Texas Registered Professional Land Surveyor.

Surveying Services will include the following:

- 14.1 Using Bexar County Appraisal District (BCAD) and Bexar County Clerk Websites, the CONSULTANT will gather ownership and deed information for base drawing;
- 14.2 The CONSULTANT will prepare Right-of-Entry (ROE) agreements for adjacent landowners, obtain CITY signature on ROE agreements, and coordinate with landowners as required to acquire approval of ROE agreements for field work outside of the existing public Right-of-Way (ROW).
CITY will provide the outline of the agreement. The CONSULTANT will submit agreements to CITY for signature and the CONSULTANT will mail the signed agreements to the landowners via regular and certified mail, with a return self-addressed stamped envelope. The CONSULTANT will track receipt of executed agreements. If the initial notice requesting ROE is not returned within one (1) week of delivery, a second notice requesting ROE will be sent by the CONSULTANT. If after one (1) week of delivery of the second notice the property owner is still unresponsive, CITY will be notified, and the process escalated with assistance from CITY. The CONSULTANT will maintain a contact list of the property owners which will be made available to CITY;
- 14.3 The CONSULTANT will establish control for the site in NAD 83 horizontal datum, Texas State Plane Coordinate System South Central Zone surface coordinates and NAVD 88 vertical datum;
- 14.4 The CONSULTANT will locate, identify and tag all trees with trunk diameter five inches or greater, to include the trunk diameter, species and spread within the existing ROW. Tree tag will be a permanent round metal disk with tree ID stamped in the tag
- 14.5 The CONSULTANT will verify existing project control and set and establish additional project control as needed. The CONSULTANT will prepare Survey Control layout sheets in 11"x17" tabloid paper format, including but not limited to illustrating in graphical format the Project Limits to include monument locations, control recovery sketches detailing pertinent physical features, permanent and temporary Horizontal Control/Vertical Control Bench Marks (three point tie details). Survey Control layout sheets must be signed and sealed by the Registered Professional Land Surveyor responsible for the survey. Survey Control layout sheets will become part of the Final Construction Contract Documents.

- 14.6 Using Bexar County Appraisal District (BCAD) and Bexar County Clerk Websites, the CONSULTANT will verify ownership and deed information and update the base drawing as needed for final ROW mapping;
- 14.7 The CONSULTANT will update field surveys of all tracts of land where easement parcel acquisition is anticipated (estimated 19 easement parcels, with a few of them needing to be updated) based on the revised roadway design. The updated boundary analysis will be performed by a Registered Professional Land Surveyor, and the ROW base file will be updated to reflect this information.
- 14.8 The CONSULTANT will prepare updated easement parcel acquisition documents including a survey exhibit and written legal description for an estimated 19 easement parcels.

15.0 RIGHT-OF-WAY ACQUISITION SERVICES

- 15.1 Appraisal Services - provided by Lowery Property Advisors. Mario Caro, MAI, AI-GRS, will prepare complete appraisal report for the parcel to be acquired utilizing forms as applicable. These reports shall conform to City policies and procedures along with the Uniform Standards of Professional Appraisal Practices.
- 15.2 Appraisal Review Services - will be provided by Valbridge Property Advisors. Paul Grafe, MAI, CCIM, will review appraisal report for the parcel to determine consistency of values, supporting documentation related to the conclusion reached, and compliance with the City of Schertz policies and procedures and the Uniform Standards of Professional Appraisal Practices and prepare and submit to the City the Form "Tabulation of Values," for the appraisal.
- 15.3 Acquisition Services
 - a. Analyze preliminary title commitment report to determine potential title problems, propose and inform the client of methods to cure title decencies. This includes analysis of access easements.
 - b. Secure title commitment updates in accordance with insurance rules and requirements for parcel payment submissions. There should not be any changes at this point, but if there are changes (such as abstractor fees) these costs must be reimbursed to Halff as pass-through costs.
 - c. Analyze appraisal and appraisal review reports and confirm the City's approved value prior to making offer for the parcel.
 - d. Prepare and send the letter transmitting the Landowners' Bill of Rights by Certified Mail-Return Receipt Requested (CMRRR).
 - e. Prepare the initial offer letter, instruments of conveyance, and any other documents required or requested by the city on applicable forms.
 - f. The written offer, appraisal report, and required brochures must be sent to the property owner or the property owner's designated representative through CMRRR. Maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing.



- g. Maintain original signed Receipt of Appraisal, (unless property owner refuses to sign it, it will be so noted) and the unsigned CMRRR receipt for billing purposes.
- h. Respond to property owner's inquiries verbally and in writing within three business days.
- i. Prepare a separate negotiator contact report for the parcel.
- j. Maintain parcel file of original documentation related to the purchase of the real property or property interests.
- k. Advise property owner on the Administrative Settlement process. Transmit to the City any written counteroffer from property owner including supporting documentation, and provider recommendation, with regard to Administrative Settlements in accordance with the City's policy and procedures.
- l. Prepare final offer letter, documents of conveyance as necessary, and provide by CMRRR.

ASSUMPTIONS

Fees do NOT include:

- a. Title insurance premiums
- b. Title Escrow, Search and Commitment Cost (\$50.00-\$500.00 per parcel)
- c. Title Curative Processing Fees
- d. Title Curative Incidental Penalties
- e. Real Property Recording Fees
- f. Purchase prices
- g. Residential move costs or replacement housing supplements. (estimate between \$40,000 to \$75,000 per displaced family unit)
- h. Business relocation move costs, search fees or re-establishment costs. (Business relocations can be as low as \$40,000 generally up to \$250,000)
- i. Relocation incidentals such as, but not limited to mortgage interest differential expenses
- j. Asbestos and Abatement
- k. Demolition

16. GRANT APPLICATION DEVELOPMENT

Application Kick-Off Meeting and Ongoing Management

- 16.1 The Consultant will review the Notice of Funding Opportunity (NOFO) and application materials to prepare for the kick-off meeting and application development.
- 16.2 The Consultant will participate in the pre-application webinar about the NOFO and application materials, and ask questions, as needed.
- 16.3 The Consultant will prepare for and conduct one (1) virtual consultation kickoff meeting with the City to discuss key items such as the scope and parameters for the grant application efforts and schedule.
- 16.4 The Consultant will assist the City, if needed, to set-up the Workspace and Workspace Roles for the USDoD DCIP in the Grants.gov portal, which is the manner required to submit the technical proposal and mandatory Federal Forms.
- 16.5 The Consultant will provide ongoing project monitoring and management during the grant application development process to stay on schedule and within budget.
- 16.6 **Deliverable:** Digital PDF copy of meeting minutes.

Application Development and Submission

- 16.7 Halff will develop the USDoD DCIP technical proposal in accordance to the most current NOFO, which according to previous NOFOs, will likely include the following contents:
 - a. Narrative
 - i. Summary of Proposer and Eligibility
 - ii. Summary of Project Enhancement
 - iii. Summary of Community-Installation Need
 - iv. Summary of Construction Readiness
 - b. Support Documents (in coordination with the Client and Project Stakeholders)
 - i. Project Location Map
 - ii. Engineering Support Documents
 - iii. OLDCC NEPA Environmental Checklist
 - iv. Project Development Schedule
 - v. Environmental Risk and Compliance Summary
 - vi. Planning and Permitting Approvals
 - vii. Detailed Budget and Cost Estimate



viii. Letter of Support from Installation Commander

ix. Letter of Authorization or Resolution from the City for Proposal Submission

c. Mandatory Federal Forms in the Grants.gov Workstation

Halff will conduct internal Quality Checks / Quality Assurances (QA/QC) of the draft application for grammar, typos, formatting, and technical accuracy.

Halff will submit a draft application to the City for city review and comments. One (1) meeting will be held to discuss comments and outstanding items.

Halff will finalize the application and submit the final draft to the City final review, comments, and approval.

Halff will assist the City, if needed, to submit the application through Grants.gov, save the final submitted technical proposal and support documents, and save confirmation of the application submission.

Deliverables: Digital PDF of entire USDoD DCIP technical proposal, support documents, and mandatory Federal forms.

Post-Application Submission Activities

Once the grant application has been submitted, Halff will assist the City with monitoring for news and share updates.

If needed, Halff will assist the City in responding to any requests for information (RFI) that may arise during the grant review process and/or an application debrief with the USDoD.

Deliverable: Digital PDF copy of RFI and/or debrief meeting notes.

Timeline for Completion

- Halff agrees to complete and submit all work required by the city as defined in the contract set forth required to meet the submittal deadline of TBD, with post-grant assistance expected within six months after grant deadline.

EXCLUSIONS AND ASSUMPTIONS

- Any additional services required beyond those specifically identified in this proposal are beyond the scope of services to be provided under this agreement and will be discussed as an add-on service to this task order.

17. Underground Electrical Design JBSA – Randolph Runway Lights

The tasks performed for the underground electrical design will include, but are not limited to the following:

- a. Perform (1) in-person field investigation to verify existing electrical manholes, conduit routing, and cable systems
- b. Determine new manhole locations

- c. Design underground conduit routing and circuit modifications
- d. Project design will consider and minimize impacts to air base air operations as much as possible during construction
- e. Prepare construction plans at 90%CD and 100% IFC stages
- f. Prepare book specifications (standard SpecLink format)
- g. Prepare electrical details related to the project
- h. Coordinate design with civil engineering and client
- i. Coordinate design with air force stakeholder and airport operations
- j. Participate in (1) 90% CD review meeting with client and air force base representatives
- k. Respond to bid phase RFIs
- l. Review contractor electrical submittals for compliance with design and specifications

Assumptions

- a. Personnel will be available (base or otherwise) to open manholes and remove standing water as required to view existing conditions
- b. Air Force will provide base personnel during the site visit who are familiar with base utilities
- c. The Air Base shall provide the requirements to be included in the contract documents for contractor construction activities that may impact airfield flight operations. Requirements may include outage procedures, NOTAM coordination, operational restrictions, and other Air Base coordination required prior to scheduling or performing outages of critical airfield electrical equipment.

Exclusions

- a. Design excludes air base electrical distribution documentation - design will focus on existing conduits and splice/extension of existing conductors only to facilitate civil scope of work
- b. Design excludes modifications/upgrades of existing electrical service distribution equipment, airfield lighting control systems, modifications to navigational aids, communications systems, FAA-owned equipment, or air traffic control systems
- c. Excludes design or evaluation of electrical load additions
- d. Excludes power studies including short circuit or power quality analysis
- e. Excludes FAA certification or airfield lighting commissioning activities
- f. Cost estimating excluded

ITEMS EXCLUDED FROM SCOPE OF SERVICES

The following items are excluded from the scope of services unless otherwise specified.

1. Construction Observation Services
2. Boundary survey.
3. Topographic or any necessary Survey for design.
4. Subsurface Utility Engineering (SUE) Q-LA, Q-LB, Q-LC, Q-LD
5. Negotiations/agreements with adjacent property owners.
6. Public involvement (e.g., virtual or in-person meetings or notice mailouts)
7. Inspection services.
8. Quality control and material testing services during construction.
9. Obtain rights of entry for field surveys.
10. Services related to Preliminary or Final platting.
11. Preparation of easement documents.
12. Geotechnical engineering.
13. Traffic engineering studies and reports.
14. Permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees, TDLR fees, and sales tax on surveys.
15. TDLR review submittal if Architect is the prime consultant.
16. Environmental impact statements, assessments, and audits.
17. Floodplain studies or reclamation plans.
18. Design of storm water detention facilities.
19. Hydrologic analysis not specifically included in the above Scope of Services.
20. Work associated with TPDES permit requirements (Storm Water Pollution Prevention Plan)
21. Design of any off-site utility, drainage, and paving extensions, and any other improvements outside of the Project boundary.
22. Design and/or modifications to existing systems outside the boundaries of the project.
23. Pavement thickness design.
24. Design of wayfinding signs.
25. Coordination with private utility companies and Coordination with TxDOT.
26. Site visits or meetings not included under Base Services.
27. Additions to the Project scope or budget that causes additional work.
28. Additional meetings or workshops not identified in the Project scope.
29. Tree surveys, geologic assessments, karst surveys, presence/absence surveys for threatened and endangered species, coordination with the Texas Parks and Wildlife Department, or consultation with the U.S. Fish and Wildlife Department
30. Hazardous materials investigations (e.g., Phase I or II Environmental Site Assessments, materials testing or sampling) or coordination with the Texas Commission on Environmental Quality

Any additional services required beyond those specifically identified in this proposal are beyond the scope of services to be provided. Additional services, if requested, will be separately identified, and negotiated and such additional scope and commensurate fee will be authorized under a supplemental agreement to this proposal/contract.



FEE AND SCHEDULE

Halff will perform the tasks described above in the Scope of Basic Services and Supplemental Services for a Lump Sum fee not to exceed **\$876,415.00**. Fee breakdown by phase is included below and in the attached Fee Breakdown spreadsheet.

Fee

Lower Seguin Road (FM 1518 to Loop 1604) Level of Effort - Summary Final Design Revisions (Roadway, Drainage, Traffic), 100% Design (City of Schertz Waterline), CRWA Alignment/Design Coordination, ROW Acquisition (Adtl), & Grant Assistance (Adtl)		
SUMMARY OF FEE BY TASK		
<u>WATER & SANITARY SEWER LINE DESIGN, BID & CONSTRUCTION PHASE SERVICES</u>	<u>Amount</u>	<u>Basis of Compensation</u>
1) Project Administration and Coordination Services (Water/Sewer)	\$25,625.00	Lump Sum
2) CRWA Preliminary Alignment Coordination	\$35,000.00	Lump Sum
3) CRWA Design Coordination	\$10,500.00	Lump Sum
4) Water Line Design		
Base Engineering Phase (60%)	\$91,090.00	Lump Sum
Final Engineering Phase (90%)	\$53,150.00	Lump Sum
Final Contract Documents Engineering Phase (100%)	\$12,410.00	Lump Sum
4.1) Sanitary Sewer Line Design		
Base Engineering Phase (60%)	\$17,520.00	Lump Sum
Final Engineering Phase (90%)	\$12,600.00	Lump Sum
Final Contract Documents Engineering Phase (100%)	\$6,900.00	Lump Sum
5) Bid Phase Services		
Water line Bid Phase	\$7,980.00	Lump Sum
Sanitary Sewer Line Bid Phase	\$7,000.00	Lump Sum
6) Construction Services (CS)		
Water CS	\$17,480.00	Lump Sum
Sanitary Sewer CS	\$14,550.00	Lump Sum
<u>WATER & SANITARY SEWER LINE DESIGN, BID & CONSTRUCTION PHASE SERVICES SUBTOTAL</u>	<u>\$311,805.00</u>	
<u>REVISED PS&E DESIGN</u>		
Engineering Services		
7) Project Start Up, Management & Coordination Phase	\$35,005.00	Lump Sum
8) Utility Coordination	\$70,020.00	Lump Sum
9) Traffic Control Plan (Revised 90% and 100% Plans)	\$33,040.00	Lump Sum
10) Roadway Design (Revised 90% and 100% Plans)	\$88,005.00	Lump Sum
11) Drainage (Revised 90% and 100% Plans)	\$55,000.00	Lump Sum
12) Traffic, Signing and Pavement Markings (Revised 90% and 100% Plans)	\$25,095.00	Lump Sum
13) Environmental (SWPPP) And Storm Water Management Plan (Revised 90% and 100% Plans)	\$16,220.00	Lump Sum
<u>FINAL DESIGN ENGINEERING PHASE SERVICES SUBTOTAL</u>	<u>\$322,385.00</u>	
<u>SPECIFIED ADDITIONAL SERVICES</u>		
14) Surveying	\$15,015.00	Lump Sum
15) Right-of-Way Acquisition Services		
Project Coordination Services (Assumes 10 months of admin coord @ \$1,200/month)	\$12,000.00	Lump Sum
Field Surveys and Boundary Resolution	\$30,120.00	Lump Sum
Prepare Parcel Acquisition Documents	\$25,090.00	Lump Sum
16) Grant Application Development and Administration	\$35,000.00	Lump Sum
17) Underground Electrical Design JBSA – Randolph Runway Lights	\$75,000.00	Lump Sum
18) Grant Development DEAG Development and Administration ⁽¹⁾	\$0.00	Lump Sum
19) Unspecified Additional Plan Revisions Services	\$50,000.00	As Needed
<u>UNSPECIFIED ADDITIONAL SERVICES SUBTOTAL</u>	<u>\$242,225.00</u>	
<u>GRAND TOTAL</u>	<u>\$876,415.00</u>	

Notes: ⁽¹⁾ The development of the DEAG Grant will be conducted on a pro bono basis and are expected to require approximately 30 hours.



We appreciate this opportunity to work with you on this project. If you have any questions or need additional information, please feel free to contact me by phone at (210) 704-1361 or email at bballi@halff.com.

Sincerely,

A handwritten signature in black ink that reads "Lamberto J. Balli". The signature is written in a cursive, flowing style.

Lamberto J. Balli, P.E.,
VP/Director of Public Works