

**SUPPLEMENTAL WORK AUTHORIZATION NO. 4**  
**TO**  
**WORK AUTHORIZATION NO. 2**

**WILLIAMSON COUNTY ROAD BOND PROJECT:**  
**Atlas 14 Floodplain Mapping Update – Technical Program Manager (“Project”)**

This Supplemental Work Authorization No. 4 to Work Authorization No. 2 is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated March 24, 2020 (“Contract”) and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Halff Associates, Inc. (the "Engineer").

WHEREAS, pursuant to Article 14 of the Contract, amendments, changes and modifications to a fully executed Work Authorization shall be made in the form of a Supplemental Work Authorization; and

WHEREAS, it has become necessary to amend, changed and modify the Work Authorization.

**AGREEMENT**

NOW, THEREFORE, premises considered, the County and the Engineer agree that the Work Authorization shall be amended, changed and modified as follows:

- I. The Services to be Provided by the Engineer that were set out in the original Attachment “B” of the Work Authorization are hereby amended, changed and modified as shown in the attached revised Attachment “B” (must be attached).
- II. The Work Authorization shall terminate on December 31, 2025. The Services to be Provided by the Engineer shall be fully completed on or before said date unless extended by an additional Supplemental Work Authorization. The revised Work Schedule is attached hereto as Attachment “C” (must be attached).
- III. The maximum amount payable for services under the Work Authorization is hereby increased by \$116,394.00 from \$646,943.00 to \$763,337.00. The revised Work Schedule is attached hereto as Attachment “D” (must be attached).

Except as otherwise amended by prior or future Supplemental Work Authorizations, all other terms of the Work Authorization are unchanged and will remain in full force and effect.

The Supplemental Work Authorization does not waive the parties’ responsibilities and obligations provided under the Contract.

**IN WITNESS WHEREOF**, the County and the Engineer have executed this Supplemental Work Authorization No. 4 to Work Authorization No. 2, in duplicate, to be effective as of the date of the last party's execution below.

**ENGINEER:**  
**Halff Associates, Inc.**

**COUNTY:**  
**Williamson County, Texas**

By: Stephen Crawford  
Signature

By: \_\_\_\_\_  
Signature

Stephen Crawford  
Printed Name

\_\_\_\_\_  
Printed Name

Vice President  
Title

\_\_\_\_\_  
Title

May 15, 2025  
Date

\_\_\_\_\_  
Date

**LIST OF ATTACHMENTS**

- Attachment B - Services to be Provided by Engineer
- Attachment C - Work Schedule
- Attachment D - Fee Schedule

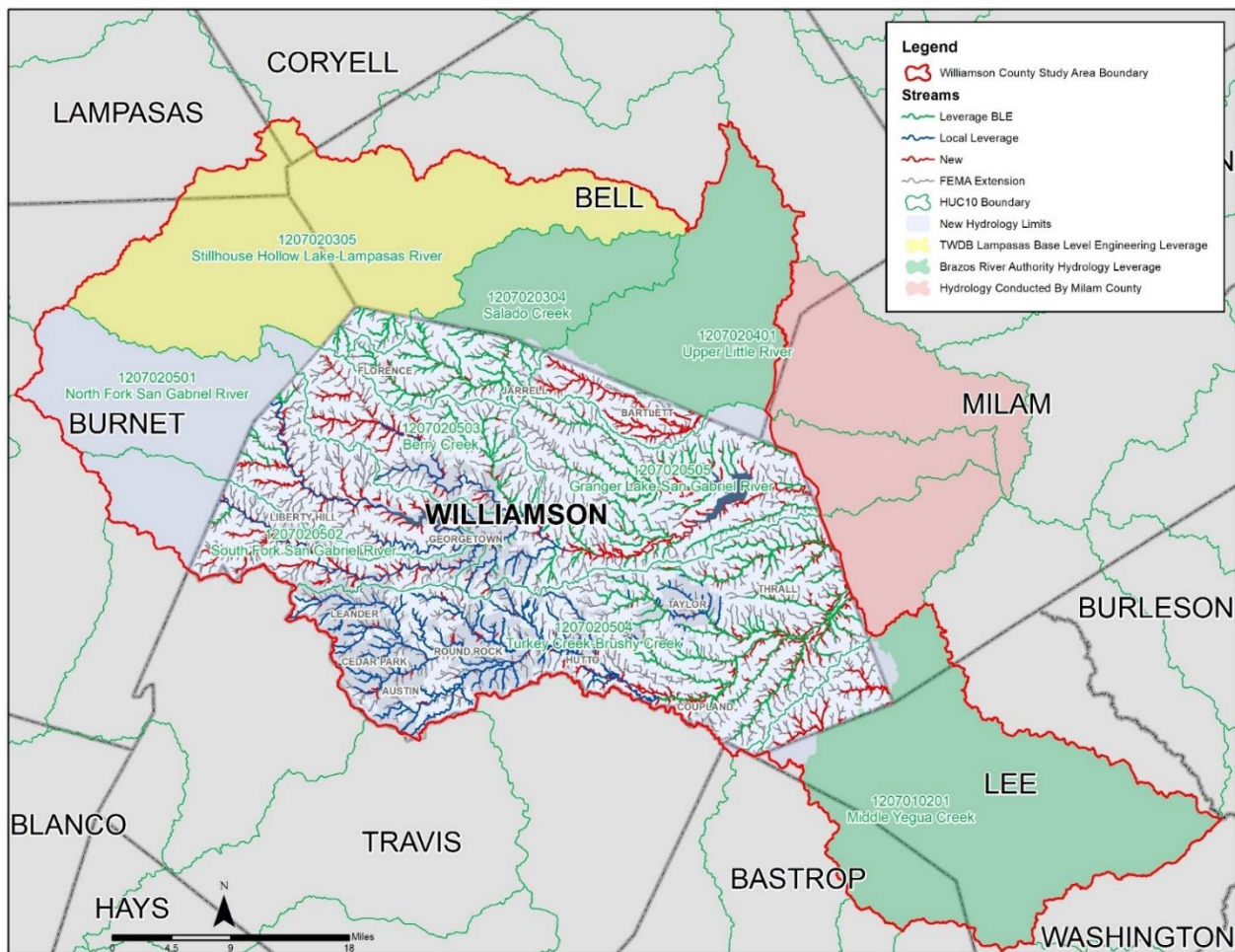
**APPROVED**  
*By Christen Eschberger at 2:18 pm, May 21, 2025*

**ATTACHMENT B**  
**SERVICES TO BE PROVIDED BY THE ENGINEER**  
**FOR Atlas 14 Floodplain Mapping**  
**Work Authorization No. 2 – Supplemental Work Authorization No. 4**  
**LiDAR Update County-wide Technical Program Management**

**PROJECT DESCRIPTION**

**Project Area**

Areas within the unincorporated areas of Williamson County Atlas 14 Floodplain Mapping Project extents. The primary area is Williamson County with hydrology in portions of Burnet, Lampasas, Bell, Milam, Lee, and Bastrop Counties.



**Proposed Project**

Assist the County with county-wide technical program management (TPM) for the implementation of the Williamson County Atlas 14 LiDAR Update program. TPM services for two stakeholder meetings, terrain development and analysis, as well as independent quality assurance and quality control (QA/QC) are conducted under work authorization #4, supplemental work authorization #3. All other TPM services are outlined in the project scope below.

## PROJECT SCOPE

### 1. PROJECT MANAGEMENT & COORDINATION

- a. Monthly Progress Report, Invoices, and Billings (12 months assumed):
  1. Submit monthly progress status reports to the General Engineering Consultant (GEC). Progress reports will include: deliverable table, tasks completed, tasks/objectives that are planned for the upcoming periods, lists or descriptions of items or decisions needed from the County and its representatives. Subconsultant progress will be incorporated into the monthly progress report. A copy of the monthly progress report will be uploaded to ProjectWise.
  2. Prepare correspondence, invoices, and progress reports on a monthly basis in accordance with current County requirements.
- b. Project Coordination & Administration:
  1. Prepare and maintain routine project record keeping including records of meetings and minutes. Correspondence and coordination with outside entities will be handled through and with the concurrence of the GEC.
  2. Manage project activities (including documenting emails, phone and conference calls, maintain project files for the length of the project, meeting agendas, meeting minutes, and schedule meetings), direct Engineer's team/staff, coordinate and review subconsultant work, correspond with the County and its representatives, and assist the County and its representatives in preparing responses to project-related inquiries.
- c. Stakeholder Meetings (2 virtual stakeholder meetings):
  1. Attend two (2) coordination meetings with study area project stakeholders (Williamson County, GEC, Technical Program Manager, local and state partners) throughout the duration of the project. Ideally these two meetings would include a kickoff with the validation of the LiDAR update modeling methodologies as well as a flood risk meeting near the end of the project to review draft mapping and reporting.
- d. Progress/Coordination Meetings:
  1. TPM: Plan and attend up to twelve (12) one-hour, virtual monthly coordination/progress meetings with the County and GEC, to advance work order tasks. Halff is responsible for the development of meeting minutes and posting of the minutes in ProjectWise for these coordination meetings.
  2. TPM: Plan and attend up to twenty-four (24) half-hour, virtual coordination meetings with AECOM to advance project implementation. Schedule is anticipated bi-weekly but may vary as appropriate throughout the duration of the project. AECOM is responsible for the development of meeting minutes and posting of the minutes in ProjectWise for these coordination meetings.
  3. TPM: Plan and attend up to twenty-four (24) half-hour, virtual coordination meetings with Doucet to advance project implementation. Schedule is anticipated bi-weekly but may vary as appropriate throughout the duration of the project. Doucet is responsible for the development of meeting minutes and posting of the minutes in ProjectWise for these coordination meetings.

4. TPM: Prepare and submit up to twelve (12) monthly program progress status reports to the GEC. Progress reports will include: deliverable table, tasks completed, tasks/objectives that are planned for the upcoming periods, lists or descriptions of items or decisions needed from the County and its representatives. Halff, AECOM and Doucet progress will be incorporated into the monthly program progress report. A copy of the monthly grant progress report will be uploaded to ProjectWise.

e. Technical Support:

1. TPM: Provide general technical assistance to address/resolve technical issues that arise through the AECOM and Doucet coordination meetings. Assistance not to exceed ten (10) days of effort throughout the duration of the project.
2. TPM: General program support for the County and GEC for the advancement of the county's flood modeling and mapping. Assistance not to exceed thirty (30) days of effort through the duration of the project.
3. TPM: Support the coordination of methodologies and template scope development for the future conditions analysis and Phase 2 FEMA Products work authorizations. This task includes up to three (3) one-hour, virtual meetings with the County, GEC, AECOM, Doucet, and stakeholders.

DELIVERABLES:

1. Up to 12 Monthly Invoices and Progress Reports
2. Up to 12 County/GEC Coordination Meeting Minutes
3. TPM: Up to 12 County-wide Program Status Reports
4. TPM: Template Future Condition Scope of Work (one draft, one final)
5. TPM: Template Phase 2 FEMA Products Scope of Work (one draft, one final)

2. DOCUMENTATION

This effort includes preparation of an addendum memorandum for the prior Atlas 14 Floodplain Study report. The memorandum shall provide a thorough explanation of all updated procedures, assumptions, special considerations, comparisons, checkpoints, independent QA/QC, and planning results. Specific tasks include:

- a. TPM: Memorandum Templates and Deliverables (county-wide)
  1. Develop and coordinate submittal templates and guidelines for an existing condition addendum memorandum to ensure consistent deliverables across the County.
  2. Combine all study area deliverables into a cohesive county-wide deliverable.

DELIVERABLES:

1. TPM: One addendum memorandum template
2. TPM: Draft combined county-wide existing condition addendum memorandums including supporting information, models, and GIS datasets.
3. TPM: Final combined county-wide existing condition addendum memorandums with reconciled independent QA/QC comments.

## **PROJECT ASSUMPTIONS**

### **General Project Assumptions**

1. The Outreach Consultant will be responsible for all administrative tasks related to stakeholder and public outreach, such as scheduling, advertisement, recording/documentation, meeting minutes, reproduction, and other duties as needed.
2. It is assumed that LiDAR updates are not necessary for areas outside of Williamson County.
3. It is assumed that technical support provided within this scope of work is to further the floodplain efforts of Williamson County jurisdictions. This scope of work is for areas Outside of Municipality and in Williamson County and County Extraterritorial Jurisdiction. Technical support for Lidar and modeling updates in municipalities to be completed in a separate scope of work.

### **Project Exclusions**

1. Support and attendance of public meetings
2. Grant application development
3. Management of other vendor contracts (schedule, scope, invoicing, etc.)

**ATTACHMENT C  
WORK SCHEDULE  
FOR Atlas 14 Floodplain Mapping  
Work Authorization No. 2 – Supplemental Work Authorization No. 4  
LiDAR Update County-wide Technical Program Management**

TASK	DURATION (working days)	START	END
<i>Notice to Proceed</i>	1	30-May-25	
<b>1. PROJECT MANAGEMENT</b>			
a. Monthly Progress Report, Invoices, and Billings	131	30-May-25	30-Nov-25
b. Project Coordination & Administration	131	30-May-25	30-Nov-25
c. Stakeholder Meetings (virtual stakeholder meetings)	131	30-May-25	30-Nov-25
d. Progress/Coordination Meetings	131	30-May-25	30-Nov-25
e. Technical Support	131	30-May-25	30-Nov-25
<b>2. DOCUMENTATION</b>			
a. TPM: Memorandum Templates and Deliverables	43	1-Oct-25	30-Nov-25

**ATTACHMENT D**  
**WILLIAMSON COUNTY ATLAS 14 FLOODPLAIN MAPPING UPDATE**

Work Authorization No. 2 Supplemental Agreement 4 - Technical Program Manager  
 Labor and Expense Detail: Half Associates, Inc.

LABOR TASK <i>Hourly Rate:</i>	Technical Advisor \$357.00	Project Manager \$224.00	Senior Engineer \$270.00	Project Engineer \$199.00	Junior Engineer \$133.00	Engineer-In-Training \$120.00	Quality Manager \$235.00	GIS Operator \$122.00	GIS Technician \$97.00	Admin / Clerical \$82.00	TOTAL HOURS	TOTAL LABOR	TOTAL EXPENSE	TOTAL
<b>1. PROJECT MANAGEMENT</b>														
a. Monthly Progress Report, Invoices, and Billings	2	12	4							8	26	\$5,138		\$5,138
b. Project Coordination & Administration	8	12	8	20							48	\$11,684		\$11,684
c. Stakeholder Meetings (virtual stakeholder meetings)	2	4	2	4				12			24	\$4,410		\$4,410
d. Progress/Coordination Meetings	8	20	20	16			12				76	\$18,740		\$18,740
e. Technical Support	4	48	40	72			54				218	\$49,998		\$49,998
<b>1. DOCUMENTATION</b>														
a. TPM: Memorandum Templates and Deliverables	4	20	16	28	40			40			150	\$26,424		\$26,424
<b>TOTAL HOURS:</b>	28	116	90	140	40		66	52		8	542			
<b>TOTAL LABOR COST:</b>	<b>\$10,041</b>	<b>\$26,074</b>	<b>\$24,408</b>	<b>\$27,940</b>	<b>\$5,373</b>		<b>\$15,510</b>	<b>\$6,393</b>		<b>\$656</b>		<b>\$116,394</b>	<b>\$</b>	<b>\$116,394</b>
													<b>HALFF ASSOCIATES, INC. TOTAL COST: \$116,394</b>	