

**TASK ORDER-No. 12**  
**Highway 46 Utility Relocations**

This Task Order pertains to an Agreement by and between The City of Boerne, (“CITY/OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated January 30<sup>th</sup>, 2017, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

**TASK ORDER NUMBER: 12**  
**PROJECT NAME: Highway 46 Utility Relocations**

**PART 1.0 PROJECT DESCRIPTION:**

The Texas Department of Transportation (TxDOT) is widening a section of Highway 46 in the City of Boerne between Herff Road and Ammann Road. TxDOT has identified numerous conflicts with the City of Boerne’s water, gas and electric utilities. TxDOT has indicated to the CITY that there are no conflicts with the CITY’S sanitary sewer or reclaimed water pipelines.

Major items that are associated with the project are listed below:

- Replacement of approximately 200 linear feet of 12-inch and 8-inch water lines crossing under Highway 46 near City Park Road and Currey Creek by jack-and-bore
  - The water distribution hydraulic model will be utilized to evaluate the replacement of these two lines with one line
- Capping of 2-inch gas main northwest of Highway 46 near City Park Road and Currey Creek
  - The gas distribution hydraulic model will be utilized to evaluate the capping of the gas line
- Lower approximately 600 linear feet of 4-inch gas main along the north side of Highway 46, east of Sharon Drive East
- Extend the casing for a 12-inch waterline crossing under Highway 46 at Charger Boulevard by approximately 25 linear feet on both the north and south side of Highway 46
- Lower approximately 450 linear feet of 6-inch gas main along the south side of Highway 46, west of Copper Creek Road (Ranches at Creekside entrance).
  - This item will be included as a separate bid item.

## **PART 2.0      SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:**

### **Task 1 – Project Management, Data Collection and Coordination**

ENGINEER will provide project management for work associated with the project and coordinate the data acquisition and review. ENGINEER will schedule and lead up to three (3) coordination meetings with OWNER, TxDOT, and other utilities, attended by ENGINEER's Project Manager and Project Engineer.

ENGINEER will coordinate with TxDOT, adjacent utility providers and the OWNER to obtain available information, including:

- TxDOT electronic design drawings and associated utility conflicts identified by TxDOT
- Survey data obtained by TxDOT, including TxDOT right-way-boundaries and OWNER'S easement boundaries
- Subsurface utility exploration data performed by the OWNER
- Geotechnical studies performed by TxDOT
- OWNER'S utility record drawing information, where available
- Will obtain and coordinate available information/record drawing information from other utilities (GVTC, Frontier, Spectrum, etc.)

ENGINEER will evaluate environmental constraints and potential permitting requirements for compliance with state and federal regulations.

#### ***ENGINEER Deliverables:***

- Provide a list of background documents and information received from OWNER, TxDOT and other utilities from the above noted coordination activities.
- Provide a summary of environmental and permitting requirements, if any.
- Meeting notes from up to three (3) coordination meeting(s).

#### ***Assumptions:***

- The survey already conducted by TxDOT will be adequate for design of the utility relocates. If it is determined that additional survey is required, ENGINEER shall submit a proposal to the CITY and receive written approval from the CITY prior to beginning the work.

### **Task 2 – Geotechnical Investigation**

The geotechnical field investigation will consist of five (5) 20-foot deep geotechnical borings, to be performed by a sub-consultant. The laboratory testing program will include

index properties and strength tests. Engineering analyses of the field and laboratory data will be performed to provide geotechnical boring logs and construction recommendations.

***ENGINEER Deliverables:***

- Provide a summary of construction recommendations and boring log results.

**Task 3 – Design and Bid Document Preparation**

ENGINEER will perform design calculations and develop plans and specifications for the OWNER'S utility relocations associated with the widening of Highway 46 as described in the project description. OWNER'S standard specifications will be used and supplemented as required. ENGINEER will prepare and submit draft plans and specifications for OWNER'S review and comment, and meet with OWNER to review the draft documents. ENGINEER will revise the plans and specifications based upon OWNER comments and submit a final set of plans and specifications for incorporation into bidding and construction documents.

Drawings will be prepared in AutoCAD format using ENGINEER'S CAD standards. Plan sheets shall be 11"x17" in size. ENGINEER will prepare an opinion of probable construction cost based upon the plans and specifications at the 60 percent and 90 percent design phase, and update based on final plans and specifications.

ENGINEER will perform quality control reviews of the design calculations, design plans and specifications, and opinion of probable construction cost for each design phase in accordance with the ENGINEER's Quality Plan.

A separate bid item will be included for the lowering of the 6-inch gas main west of Copper Creek Road.

***ENGINEER Deliverables:***

- 60 Percent Design Plans, Specifications and Opinion of Probable Construction Cost
  - Format: Electronic copy and three (3) half size (11"x17") hard copies
- Meeting Notes from 60 Percent Design Review meeting with the OWNER, including responses to the OWNER'S comments on the 60 percent design
  - Format: Electronic copy
- 90 Percent Design Plans, Specifications and Opinion of Probable Construction Cost
  - Format: Electronic copy and three (3) half size (11"x17") hard copies
- Meeting Notes from 90 Percent Design Review meeting with the OWNER, including responses to the OWNER'S comments on the 90 percent design
  - Format: Electronic copy
- Final Design Plans, Specifications and Opinion of Probable Construction Cost
  - Format: Electronic copy and three (3) 11"x17" hard copies

***Assumptions***

- No relocation of sanitary sewer or reclaimed water pipelines are anticipated.

- The OWNER will facilitate access to adjacent properties for any survey, site visits or investigations required.
- The OWNER will provide available record drawings of utilities.
- The OWNER will provide additional subsurface utility exploration activities at locations requested by ENGINEER.
- If requested, ENGINEER will attend one (1) public meeting related to the TxDOT expansion project. The meeting will be attended by ENGINEER's project manager and project engineer.
- 60 percent and 90 percent design review meetings with the CITY will be attended by ENGINEER's project manager and project engineer.

#### **Task 4 – Bid Phase Services**

ENGINEER will provide Bid Phase services to the OWNER, including:

- Distribution of bid documents.
- Maintain a plan holders list.
- Development of agenda for and attendance at one pre-bid meeting. The pre-bid meeting will be attended by ENGINEER's representative.
- Preparation and distribution of addenda containing clarifications and modifications to the Bid Documents.
- Review of bids received for inclusion of required information and correct bid price tabulation.
- Review contractor qualifications for performing the required work. Evaluate the apparent low bidder in accordance with the Bid Documents. Make a written recommendation to the OWNER for the award of the contract. Recommendation will be made based on the lowest responsive and responsible bid.
- Attend bid opening. The bid opening will be attended by ENGINEER's representative.
- Prepare Contract Documents (Bid Documents with Addenda).
- Prepare Conformed Documents.

#### ***ENGINEER Deliverables***

- Pre-bid meeting agenda
- Addenda, as needed
  - Format: Electronic copy and three (3) half size (11"x17") hard copies
- Written recommendation of award

- Contract Documents (Bid Documents with Addenda)
- Conformed Documents

***Assumptions***

- The OWNER will issue contract documents to the low responsive bidder. The OWNER will provide conformed documents as a courtesy to the contractor who is awarded the contract.
- The OWNER will receive and review executed documents, and review insurance certificates.
- The pre-bid meeting will be on-site or at OWNER'S offices.
- The bid opening will be on-site or at OWNER's offices.

**Task 5 – Construction Phase Services**

ENGINEER will provide Construction Phase services to the OWNER, including:

- Prepare agenda for and facilitate one (1) pre-construction meeting.
- Attend up to three (3) construction coordination meetings, as requested by OWNER. Additional meeting attendance will be considered additional services.
- Review of up to 16 technical submittals.
- Review and respond to up to six (6) contractor requests for information (RFIs).
- Review and respond to up to three (3) each Change Proposal Requests (CPRs) and Change Orders (COs).
- Review and approve up to four (4) monthly Contractor Pay Applications.
- Preparation of record drawings.

***ENGINEER Deliverables***

- Construction administration documents, as required.
- Record drawings.

***Assumptions***

- The OWNER will provide all construction observation services.
- Record Drawings – Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer based on Contractor's record copy of Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to ENGINEER and annotated by Contractor to show changes made during construction.

- ENGINEER will not perform any site observation unless requested by the OWNER. Site observation will be considered additional services

### **PART 3.0 OWNER'S RESPONSIBILITIES:**

The OWNER shall be responsible for the following:

- Provide meeting space and participation in kickoff meeting or review meetings.
- Participate in teleconferences and meetings.
- Review and approve ENGINEER'S invoices.

### **PART 4.0 PERIODS OF SERVICE:**

ENGINEER is authorized to begin rendering services as of the date of Notice to Proceed (NTP). ENGINEER shall complete its obligations per the following schedule:

Task 1	14 calendar days after NTP
Task 2	30 calendar days after NTP
Task 3	Final bid documents complete by September 1, 2017, assuming NTP on or before July 12, 2017. It is anticipated that the 60 percent and 90 percent review meetings with the CITY will be held one week following each deliverable to maintain the project schedule.
Task 4	Dependent on Bid Phase Duration
Task 5	Dependent on Construction Duration. The anticipated construction duration is four (4) months.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

**PART 5.0 ENGINEER'S FEE:**

Compensation will be as follows:

<b>TASK No.</b>	<b>FEE</b>
Task 1 (Lump Sum)	\$ 23,100.00
Task 2 (Lump Sum)	\$ 18,600.00
Task 3 (Lump Sum)	\$ 50,500.00
Task 4 (Lump Sum)	\$7,500.00
Task 5 (Hourly)	\$17,900.00
<b>Sub-Total –Tasks 1-5</b>	<b>\$117,600.00</b>
Contingency (25%) (Hourly)	\$29,400.00
<b>Total Professional Services</b>	<b>\$147,000.00</b>

A contingency of 25 percent of the total compensation for tasks 1 through 5 is included. The contingency funds are to be used for Supplemental Services [Provided on an hourly As-Needed-Basis]. As these situations arise, the ENGINEER will submit a not-to-exceed work authorization request to the OWNER for additional consulting services to be provided by the ENGINEER and to be negotiated on a case by case basis.

ENGINEER will submit monthly invoices based on the percentage of the work complete for the lump-sum based tasks. For the hourly-based tasks, ENGINEER will submit invoices listing the hours charged and using the billing rates listed in Exhibit C of the Agreement.

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017. Execution of this Task Order shall serve as ENGINEER'S Notice to Proceed.

CITY OF BOERNE  
"OWNER"

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: 402 E. Blanco Road  
Boerne, TX 78006

HDR ENGINEERING, INC.  
"ENGINEER"

BY:  \_\_\_\_\_

NAME: Kelly J. Kaatz, P.E.

TITLE: Senior Vice President

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San Antonio, TX 78216