TASK ORDER-No. 15
School Lift Station Expansion

This Task Order pertains to an Agreement by and between The City of Boerne, ("CITY/OWNER"), and HDR Engineering, Inc. ("ENGINEER/HDR"), dated January 30th, 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: 15

PROJECT NAME: School Lift Station Expansion

PART 1.0 PROJECT DESCRIPTION:

ENGINEER will perform professional services associated with the design of the first phase of an expansion to the School lift station to meet ultimate build out conditions. The proposed improvements are anticipated to be sized based on ultimate conditions, as described in the June 13, 2016 Capacity Evaluation and Phasing Plan Memorandum prepared by HDR.

The initial phase of the project will include construction of a new wet well sized to meet projected build-out conditions (effective volume of approximately 1,220 cubic feet). The existing pumps in the existing wet well will be relocated to the new wet well.

A future phase of the project will include installing larger capacity pumps in the new wet well, and constructing the higher capacity receiving force main and gravity sewer.

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

Task 1 – Project Management, Coordination and Data Acquisition Review

ENGINEER will collect available existing data relevant to the School Lift Station Expansion. This task will include attending a project kickoff meeting with the OWNER as well as a site visit to the School Lift Station. Data to be collected includes:

1. Available gravity sewer system, drainage area, and utility maps including available GIS files.
2. Available as-built or record drawings for the School Lift Station and associated gravity and force mains.
3. Available survey files of the lift station site and downstream pipelines.
4. Available geotechnical data at or near the lift station site.
5. Available lift station operation data.
6. Field data from the site visit.

ENGINEER Deliverables:

- Provide a list of background documents and information requested of OWNER.
- Provide meeting notes from kickoff meeting between ENGINEER and OWNER.
- Monthly project invoicing based on percent of project completed.

Assumptions:

- The OWNER provides requested data.
- The project kickoff meeting and site visit will be attended by the project manager, one process engineer and one electrical/instrumentation engineer.
- HDR's site visit(s) to gather existing or as-built information will not be exhaustive and will be limited to visual and tactile means of observation of accessible portions of the work and will not include any items that are not easily visible (capable of being seen and exposed to view). If hidden, unforeseen, or out of scope conditions are identified during observations or construction, additional services may be required.

Task 2 – Preliminary Engineering

ENGINEER will review current data to validate, and update as necessary, assumptions made during the 2016 phasing assessment, including:

- Maximum capacity of existing wet well.
- Required ultimate wet well capacity.

Design of downstream force main and gravity main improvements are not included and will be part of a later phase of this project. ENGINEER will prepare a Basis of Design Report to outline design assumptions.

ENGINEER Deliverables:

- Draft and Final Basis of Design Report with preliminary Opinion of Probable Construction Cost.

Assumptions:

- The wet well improvements will be completed within the existing School lift station property and within existing easements or right of way, and will not require property or easement acquisition. If easement or right of way acquisition becomes necessary, it may be considered additional services.
- A submittal for plan review by the Texas Commission on Environmental Quality (TCEQ) will be required.
- The wet well improvements will be constructed on existing property and within existing easements and ROW that have been previously disturbed, and are not within jurisdictional wetlands or that will impact jurisdictional waters. Preparing a wetland delineation, a jurisdictional determination, and an antiquities evaluation

are not included in this proposal. If these services become needed, they will be authorized by an amendment to the engineering contract.

Task 3 – Topographic Survey

ENGINEER will utilize a subconsultant to survey the lift station site and prepare design files that include control points, locations of existing structures and above grade appurtenances, fence boundaries, topographic information, and the location underground utilities marked by a one-call utility locating service. This task does not include survey for property descriptions or subsurface utility engineering (SUE). Based on the assumed project, the design survey includes up to 0.10 acre for the lift station site.

ENGINEER Deliverables:

- Subconsultant electronic survey file.

Assumptions:

- The OWNER will facilitate access to property for any survey, site visits or investigations required.

Task 4 – Geotechnical Investigation

ENGINEER will employ the services of a geotechnical subconsultant to perform a preliminary geotechnical investigation at the existing lift station site. The geotechnical field investigation will consist of one 30-foot deep geotechnical boring, collect data, and test certain soil characteristics. 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. It is assumed that the fieldwork will be conducted with a truck-mounted rig and that no site clearing will be required by the sub-consultant.

ENGINEER Deliverables:

- Geotechnical subconsultant data report, including boring log.

Assumptions:

- The OWNER will facilitate access to property for any survey, site visits or investigations required.

Task 5 - Final Design and Bid Document Preparation

ENGINEER will perform design calculations and develop plans and specifications for the lift station expansion. 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. Specifications will utilize

HDR's master specifications and will confirm to the 48-division format of the Construction Specifications Institute (CSI).

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.

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:

- The existing pumps are in good condition and able to be relocated to the new wet well. If the pumps cannot be relocated, it may be considered additional design services.
- Pump discharge piping as well as all valves and all electrical/instrumentation equipment will be new.
- The OWNER will facilitate access to property for any survey, site visits or investigations required.
- 60 percent and 90 percent design review meetings with the OWNER will be attended by ENGINEER's project manager and project engineer.

Task 6 – 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 [Project Manager].
- 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 [Project Manager].
- 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 7 – Construction Phase Services

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

- Attend one pre-construction meeting [Project Manager].
- Attend up to six construction coordination meetings [Project Manager], as requested by OWNER. Additional meeting attendance will be considered additional services.
- Review of up to 20 technical submittals.
- Review and respond to up to eight contractor requests for information (RFIs).
- Review and respond to up to three each Change Proposal Requests (CPRs) and Change Orders (COs).
- Review and approve up to six monthly Contractor Pay Applications.
    - ENGINEER's review and approval of Contractor's Pay Applications will be based on ENGINEER' review of accompanying supporting documentation, including information provided by the OWNER regarding progress of construction.
- 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 data pertinent to the project.
- 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: Project Management, Coordination and Data Acquisition Review (Lump Sum)	Ongoing throughout duration of project
Task 2: Preliminary Engineering (Lump Sum)	60 calendar days after NTP
Task 3: Topographic Survey (Lump Sum)	30 calendar days after NTP
Task 4: Geotechnical Investigation (Lump Sum)	30 calendar days after NTP
Task 5: Final Design and Bid Document Preparation (Lump Sum)	Four months after completion of Tasks 2 and 3. It is anticipated that the 60 percent and 90 percent review meetings with the OWNER will be held one week following each deliverable to maintain the project schedule.
Task 6: Bid Phase Services (Lump Sum)	Dependent on bid phase duration (anticipated to be approximately one month)
Task 7: Construction Phase Services (Hourly)	Dependent on construction duration (anticipated to be approximately six 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 shall be on a Lump Sum basis for Tasks 1 through 6 and on an hourly with a not to exceed basis for Task 7:

TASK No.	**FEE**
Task 1: Project Management, Coordination and Data Acquisition Review (Lump Sum)	$12,270
Task 2: Preliminary Engineering (Lump Sum)	$8,550
Task 3: Topographic Survey (Lump Sum)	$2,550
Task 4: Geotechnical Investigation (Lump Sum)	$9,640
Task 5: Final Design and Bid Document Preparation (Lump Sum)	$84,330
Task 6: Bid Phase Services (Lump Sum)	$14,930
Task 7: Construction Phase Services (Hourly)	$23,730
Total Professional Services	**$156,000**

ENGINEER will submit monthly invoices listing the amount of work completed to date as a percentage of the Lump Sum fee for Tasks 1 through 6. For Task 7, the invoices will list the hours charged, using the billing rates listed in Attachment No. 1. Billing rates shall be updated annually at the beginning of each calendar year to reflect changes in personnel compensation.

This Task Order is executed this _____ day of _____, 2018. Execution of this Task Order shall serve as ENGINEER'S Notice to Proceed.

CITY OF BOERNE		HDR ENGINEERING, INC.	
"OWNER"		"ENGINEER"	
BY:	_____	BY:	Digitally signed by Carmen B. Abad-Fitts DN: cn=Carmen B. Abad-Fitts, o, ou, email=cfitts@satx.rr.com, c=US Date: 2018.08.07 07:26:18 -05'00'
NAME:	Ronald C. Bowman	NAME:	Carmen B. Abad-Fitts, P.E.
TITLE:	City Manager	TITLE:	Vice President
ADDRESS:	402 E. Blanco Road Boerne, TX 78006	ADDRESS:	613 NW Loop 410, Suite 700 San Antonio, TX 78216

ATTACHMENT No. 1

HDR ENGINEERING, INC.

HOURLY BILLING RATES FEE SCHEDULE

Effective Through December 31, 2018

PRINCIPAL	$330.00
SENIOR PROJECT MANAGER	$235.00 to $360.00
PROJECT MANAGER	$195.00 to $230.00
SENIOR PROJECT ENGINEER	$177.00 to $305.00
PROJECT ENGINEER	$140.00 to $225.00
GRADUATE ENGINEER I	$80.00 to $125.00
GRADUATE ENGINEER II	$100.00 to $150.00
SENIOR PROJECT ARCHITECT	$160.00 to $215.00
STAFF ARCHITECT	$135.00 to $180.00
INTERN ARCHITECT	$110.00 to $135.00
HYDROLOGIST	$160.00 to $190.00
SENIOR ENVIRONMENTAL SCIENTIST	$195.00 to $290.00
ENVIRONMENTAL SCIENTIST I	$90.00 to $145.00
ENVIRONMENTAL SCIENTIST II	$118.00 to $200.00
SENIOR RIGHT-OF-WAY AGENT	$110.00 to $200.00
RIGHT-OF-WAY AGENT	$70.00 to $150.00
DESIGNER	$120.00 to $195.00
GIS ANALYST	$90.00 to $160.00
BIM [CADD] OPERATOR/TECHNICIAN I	$80.00 to $100.00
SENIOR BIM [CADD] OPERATOR/TECHINICIAN II	$95.00 to $160.00
PROJECT COORDINATOR	$74.00 to $120.00
CLERICAL	$55.00 to $85.00

ATTACHMENT No. 1

HDR ENGINEERING, INC.

HOURLY BILLING RATES FEE SCHEDULE

Effective Through December 31, 2018

ACCOUNTING	$65.00 to $120.00
SENIOR ACCOUNTING	$130.00 to $175.00