

TASK ORDER-No. 19
Esser Road WWTP Ultraviolet Disinfection Equipment Replacement

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: 19

PROJECT NAME: Esser Road WWTP Ultraviolet Disinfection Equipment Replacement

PART 1.0 PROJECT DESCRIPTION:

The CITY has requested that ENGINEER provide engineering design, bidding and construction administration services for the following:

- Replacement of ultraviolet (UV) disinfection equipment at the City's Esser Road Wastewater Treatment Plant (WWTP)

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

Task 1 – Drawing and Specification Development

ENGINEER will develop plans and specifications for the UV equipment replacement. The drawings and specifications will indicate the scope, extent, and character of the work to be performed and furnished by a Contractor. ENGINEER will review existing as-built drawings for the UV system at the WWTP, and use those drawings as a background for the equipment replacement drawings. Parameters that will be addressed to determine the design of the replacement equipment include: available electric supply, structural opening size(s), structural loads of the replacement equipment, and head loss through replacement equipment.

ENGINEER will prepare and submit draft plans (90%) for City review and comment. ENGINEER will revise the plans based upon City comments and submit a final set of plans for incorporation into bidding and construction documents. Drawings will be prepared in AutoCAD format using HDR 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 90% and final design phase.

ENGINEER Activities. HDR will provide the following services:

1. Provide project management for the on-going work associated with the project.
2. Attend one project initiation meeting at the City of Boerne, followed by a site visit.
3. Provide coordination regarding acquisition and preliminary assessment of pertinent as-built drawings or specifications.
4. Develop bid specifications for removal of existing UV equipment, and acquisition and installation of replacement equipment.

5. Develop drawings to indicate existing UV equipment location and indicate removal/demolition limits. Drawings will utilize existing as-built drawings as a background. AutoCAD drawings will only include general configuration replacement bar screen and associated electrical.
6. Provide internal quality control review of the 90% documents and opinion of probable construction cost (OPCC).
7. Provide internal quality control review of the final bid documents and opinion of probable construction cost (OPCC).

ENGINEER Deliverables:

- 90% Design – One electronic PDF copy of Plans, Specifications and Opinion of Probable Construction Cost
- Final Bid Documents – One electronic PDF copy and three hard copies of Plans, Specifications and Opinion of Probable Construction Cost. Plans will be half size (11"x17"), and Specifications will be letter size (8.5"x11").

Assumptions:

The City of Boerne will provide input on the 90 percent review documents. HDR will incorporate the City's input in the Bid Documents. One plan, one section and one electrical CAD drawing of the UV system will be developed. It is assumed that the replacement system will be the same configuration as the existing, and will require no modifications to the structure will be required to install the replacement equipment. It is also assumed that no modifications to the electrical system will be required.

Meetings/Travel:

HDR to attend one project initiation meeting and site visit. Meeting and site visit will be attended by HDR project manager and one electrical engineer.

Task 2 – Bid Phase Services

The purpose of this task is to provide Bid Phase services to the CITY including distribution of plans and addenda, maintaining a plan holders list, addressing comments and questions from plan holders, provide a bid evaluation and a recommendation of award.

ENGINEER Activities:

1. Distribute half-size Bid Documents to the CITY, and as requested to contractors and suppliers.
2. Address comments and questions from bidders or plan holders.
3. Prepare and distribute up to two (2) addenda containing clarifications and modifications to the Bid Documents.
4. Review bids received for inclusion of required information and correct bid price tabulation.
5. Review contractor qualifications for performing the required work. Evaluate the apparent low bidder in accordance with the Bid Documents. Make written recommendation to the CITY for the award of the contract.
6. Develop agenda for and attend one pre-bid meeting at the City of Boerne.

ENGINEER Deliverables:

- Issue addenda (Maximum of 2), if needed.
- A written recommendation for award of the contract.
- Pre-bid meeting agenda and meeting notes.

Meetings/Travel:

- Attendance at pre-bid meeting. Meeting will be attended by HDR project manager.

Assumptions:

- Pre-bid meeting will be held at the City of Boerne Public Works office.
- Conformed documents and record documents are not included, and will be considered additional services.

Task 3 – Construction Services

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

- Attendance at pre-construction meeting
- Prepare pre-construction meeting agenda and meeting minutes
- Review of up to five submittals
- Review and respond to up to three requests for information (RFI)

ENGINEER Deliverables:

- Pre-construction meeting agenda and meeting minutes
- Submittal review (maximum of five)
- RFI Response (maximum of three)

Assumptions:

- Pre-construction meeting will be held at the City of Boerne Public Works office.
- The OWNER will provide all construction observation services, unless noted otherwise in this Task Order.
- ENGINEER will not perform any site observation unless requested by the OWNER. Site observation will be considered additional services.

Meetings/Travel:

- Attend the pre-construction meeting at Boerne Public Works office. HDR project manager will attend. No additional site visits are included.

PART 3.0 OWNER'S RESPONSIBILITIES:

The OWNER shall be responsible for the following:

- Provide data pertinent to the project.
- Participate in meetings as required.
- Review and approve ENGINEER'S deliverables.

PART 4.0 PERIOD OF SERVICE:

ENGINEER is authorized to begin rendering services as of the date of Notice to Proceed (NTP). The design phase (Task 1) shall be completed within 60 days of NTP. Bidding and construction phases are dependent on the City's procurement schedule. It is anticipated that bidding and award will take approximately 45 days, and construction duration will be approximately 90 days, dependent on UV equipment lead time.

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 as follows:

TASK No.	FEE
Task 1: Drawing and Specification Development (lump sum)	\$23,500.00
Task 2: Bid Phase Services (hourly)	\$3,800.00
Task 3: Construction Phase Services (hourly)	\$3,700.00
Total Professional Services	\$31,000.00

ENGINEER will submit monthly invoices listing the amount of work completed to date as a percentage of the Lump Sum fee.

This Task Order is executed this _____ day of _____, 2019. Execution of this Task Order shall serve as ENGINEER'S Notice to Proceed.

CITY OF BOERNE

"OWNER"

BY: _____

NAME: Ronald C. Bowman

TITLE: City Manager

ADDRESS: 402 E. Blanco Road
Boerne, TX 78006

HDR ENGINEERING, INC.

"ENGINEER"

BY: _____

NAME: Shay Ralls Roalson, P.E.

TITLE: Vice President

ADDRESS: 4401 West Gate Blvd, Suite 400
Austin, TX 78745