

**PROFESSIONAL SERVICES  
SUPPLEMENTAL AGREEMENT # 1  
FOR  
DRAINAGE MASTER PLAN AND DRAINAGE UTILITY FEE STUDY**

**STATE OF TEXAS**           §  
  §  
**COUNTY OF TRAVIS**       §

This Supplemental Agreement No. 1 to a contract for Professional Services is made by and between the City of Pflugerville, Texas ("City") and **Half Associates, Inc.** ("Consultant"). City and Consultant may be referred to herein singularly as "Party" or collectively as the "Parties."

WHEREAS, the City and Consultant executed an Agreement for Professional Services ("Agreement") on the 24<sup>th</sup> day of September 2020 for the Drainage Master Plan and Drainage Utility Fee Study project ("Project") in the amount of \$247,215.00.

WHEREAS, the City and Consultant desire to enter into a Supplemental Agreement # 1 for Professional Services for the Project in the amount of \$65,110.00, to add effort for site visits, field survey, development of virtual public meetings for outreach, and additional effort to complete the drainage utility fee study and impervious cover development to the Agreement; and

WHEREAS, it has become necessary to amend the Agreement to modify the provisions for the Scope of Services and Compensation; and

WHEREAS, it is necessary for the City to amend its agreements from time to time to comply with changes in state law relating to contracts of municipalities.

NOW, THEREFORE, premises considered, the City and the Consultant agree that said Agreement is amended as follows:

**I.**

Article III. Scope of Services and Exhibit A, shall be amended as set forth in the attached addendum to Exhibit A.

Article IV. Compensation to Consultant and Exhibit C (Fee Schedule), shall be amended by increasing by \$65,110.00 the amount payable under the Agreement for a total of \$312,325.00, as shown by the attached Addendum to Exhibit C (Fee Schedule).

2.

Except as amended hereby as indicated above, the terms of the Agreement shall remain unchanged and in full force and effect.

**EXECUTED** and **AGREED** to as of the dates indicated below.

**CITY OF  
PFLUGERVILLE**

**HALFF ASSOCIATES, INC.**

\_\_\_\_\_  
(Signature)

Printed Name: Sereniah Breland

Title: City Manager

Date: \_\_\_\_\_

  
\_\_\_\_\_  
(Signature)

Printed Name: **Cindy Engelhardt, PE, CFM**

Title: **Director of Water Resources**

Date: 10/27/2021

APPROVED AS TO FORM:

  
\_\_\_\_\_

Charles E. Zech  
City Attorney  
DENTON NAVARRO ROCHA BERNAL & ZECH, P.C.

# ADDENDUM TO EXHIBIT A

**CITY OF PFLUGERVILLE  
COMPREHENSIVE DRAINAGE MASTER PLAN AND DRAINAGE UTILITY FEE STUDY  
SUPPLEMENTAL AMENDMENT 1 - SCOPE OF WORK**

March 10, 2021

## **Introduction**

This Supplemental Amendment 1 includes additional work effort for the Drainage Master Plan and Drainage Utility Fee Study project not included in the original scope of work. The initial scope of work did not include effort for site visits, field survey, development of virtual public meetings for outreach, or additional effort to complete the drainage utility fee study and impervious cover development. The following Project Scope outlines the additional work effort included in the Supplemental Amendment 1.

## **Project Scope**

### **Task 1: Project Management and Coordination**

- *No additional effort requested*

### **Task 2: Obtain and Review Local Data**

The additional work effort requested include time to conduct site visits, field survey, and development of virtual meetings for public outreach. Specific tasks relating to data collection include the following:

#### **a. GIS Data**

- *No additional effort requested*

#### **b. Hydrologic and Hydraulic Models**

- *No additional effort requested*

#### **c. Local Drainage Reports and Record Drawings**

- *No additional effort requested*

#### **d. Master Plan and CIP Plan Review**

- *No additional effort requested*

#### **e. Site Visits and Field Survey**

- i. Halff will conduct site visits of identified drainage project areas where access is available from public right-of-way (ROW) and selected road crossings, storm drain outfalls, and sections of identified streams. Site visits will be conducted by two (2) person teams composed of an experienced engineer and an engineer in training. During the site visits, Halff will prepared site observation reports that will note measurements, site observations, and photos.

- ii. Limited field survey will be conducted in select areas, and as required, to verify existing conditions. This scope assumes four (4) days of ground survey for a 2-man survey crew and time for a survey tech to process the data.

**f. Public Outreach/Virtual Meetings**

- i. Halff will develop two (2) online virtual meetings to provide information to the public about the Drainage Master Plan and Drainage Utility Fee Study project and to obtain feedback from the public through resident questionnaires. Halff will host the virtual public meetings online on our servers.

**Task 3: Drainage Problem Identification**

- *No additional effort requested*

**Task 4: Develop Drainage Solutions**

- *No additional effort requested*

**Task 5b: Final Drainage Utility Fee Study**

Halff and Newgen Strategies will advance the Initial Drainage Utility Fee Study to finalize the rate study for a drainage utility fee which funds drainage and maintenance projects. The utility rate study does not include drainage utility fee implementation into the City's billing system. Specific anticipated tasks for the Final Drainage Utility Fee Study will include the following:

- i. Develop GIS data layer to include impervious cover and Travis County parcel information.
- ii. Utilize drainage CIP projects and drainage maintenance needs developed in previous tasks to develop the financial forecast and estimate of the cost of service.
- iii. Prepare a comparison of the City's proposed stormwater utility fee to the other municipalities in the geographical area. In doing so, the Project Team will work with the City to identify specific entities which the City desires to be included in the analysis.
- iv. Develop an electronic copy of the draft report summarizing findings, conclusions, and recommendations of the stormwater utility fee study.
- v. Provide a conceptual plan of the public awareness, education, and involvement process including groups that should be involved.

**Task 6: Prepare Drainage Master Plan**

- *No additional effort requested*

**Task 7: Quality Assurance/Quality Control**

- *No additional effort requested*



**Deliverables**

- Site visit observation reports and field survey ground elevation points
- Development of two virtual public meetings
- Drainage Utility Fee Study report summarizing findings, conclusions, and recommendations of the stormwater utility fee study
- Drainage Master Plan and Drainage Utility Fee Study digital data that will include models and supporting project information

**Proposed Fee Schedule**

The supplemental amendment fees for Task 1 through 7, established above, shall be considered **Time and Materials not to exceed** fees unless otherwise noted. Our services will be invoiced monthly based on the percentage of work completed. Costs incurred will be carefully monitored during the progress of this project and the fees will not be exceeded without prior approval from the City.

Task 1: Project Management and Coordination .....	\$ 0
Task 2: Obtain and Review Local Data .....	\$ 29,510
Task 3: Drainage Problem Identification .....	\$ 0
Task 4: Develop Drainage Solutions .....	\$ 0
Task 5a: Initial Drainage Utility Rate Study .....	\$ 35,600
Task 6: Prepare Drainage Master Plan .....	\$ 0
Task 7: Quality Assurance / Quality Control.....	\$ 0

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**TOTAL ENGINEERING SERVICES** **\$ 65,110**

**Proposed Project Schedule**

Halff will integrate this work with the current schedule after notice-to-proceed (NTP) is received from the City of Pflugerville.

**OPTIONAL SUPPLEMENTAL SERVICES:**

The following services are excluded from this scope of work; however, following coordination with the City and identification of drainage problem areas, the following services may be added as supplemental services.

- Right-of-entry
- Environmental permitting coordination



- Updates to the hydrologic or hydraulic riverine models in the Gilleland Creek watershed for the analysis of the 500-year storm event, updates to incorporate LOMRs, or updates to incorporate current LiDAR.
- Assistance with grant funding opportunities
- Benefit-Cost Analysis (BCA) for drainage CIP projects
- FEMA coordination or submittals
- Billing system implementation of a Drainage Utility Fee

ADDENDUM TO EXHIBIT C

CITY OF PFLUGERVILLE - DRAINAGE MASTER PLAN

Fee Summary - Supplemental Amendment 1

Summary of Hours by Task

TASK	PRINC	Project Manager	Mid Engineer	Professional Engineer I	Engineer In Training (EIT)	GIS	Prof. Planner II	SURVEY TECH	Survey 2 Man Crew	Admin	Total	Total	Material	Mileage	Subtotal	Total Prime	Subconsultants	TOTAL BUDGET
	\$270.00	\$250.00	\$145.00	\$130.00	\$115.00	\$95.00	\$125.00	\$120.00	\$175.00	\$90.00	Hours	Labor	Supplies	Travel	Other			
<b>Task 1: Project Management and Coordination</b>	0.00	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1.a Project Meetings											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1.b Administration											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 2: Data Collection</b>	0.00	10	40	0	25	15	80	8	32	0	210	\$29,160	\$0	\$350	\$350	\$29,510	\$0	\$29,510
2.a GIS Data											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.b Hydrologic and Hydraulic Models											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.c Drainage Report and Record Drawings											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.d Master Plan and CIP Plan Review											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2.e Site Visits and Field Survey			25		25			8	32		90	\$13,060	\$0	\$350	\$350	\$13,410		\$13,410
2.f Public Outreach/Virtual Meetings (2 mtgs)		10	15			15	80				120	\$16,100	\$0	\$0	\$0	\$16,100		\$16,100
<b>Task 3: Drainage Problem Identification</b>	0.00	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.a Prepare Hydrologic and Hydraulic Models											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.b 2D rapid assessment											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3.c Identify Drainage Problems											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 4: Develop Drainage Solutions</b>	0.00	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.a Flood Mitigation Solutions											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.b Ranking and Categorizing Projects											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4.c CIP Prioritization											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 5b: Final Drainage Utility Fee Study</b>	0.00	2	5	10		85					102	\$10,600	\$0	\$0	\$0	\$10,600	\$25,000	\$35,600
<b>Task 6: Prepare Drainage Master Plan</b>	0.00	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7.a Report Deliverable											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7.b Digital Data Deliverable											0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 9: Quality Assurance / Quality Control</b>	0.00										0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	0.00	12	45	10	25	100	80	8	32	0	210	\$29,160	\$0	\$350	\$350	\$29,510	\$25,000	\$65,110