

**PROFESSIONAL SERVICES
SUPPLEMENTAL AGREEMENT # 3
FOR
WILBARGER CREEK REGIONAL WASTEWATER TREATMENT PLANT –
OWNER’S REPRESENTATIVE**

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This Supplemental Agreement No. 3 to a contract for Professional Services is made by and between the City of Pflugerville, Texas ("City") and CP&Y, 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 4th day of March, 2020 for the Wilbarger Creek Regional Wastewater Treatment Plant – Owner’s Representative project ("Project") in the amount of \$479,944.00; and

WHEREAS, the City and Consultant executed a Supplemental Agreement # 1 for Professional Services for the Project in the amount of \$0.00, to add Owner’s Representative Services for the Wilbarger Creek Interceptor, extend the Owner’s Representative Services through Preliminary Engineering, and delete Site Master Planning tasks to the Agreement; and

WHEREAS, the City and Consultant executed a Supplemental Agreement # 2 for Professional Services for the Project in the amount of \$48,392.00, to add a Reclaimed Water System Feasibility evaluation; and

WHEREAS, the City and Consultant desire to enter into a Supplemental Agreement # 3 for Professional Services for the Project in the amount of \$1,407,592.00, to add Owner’s Representative Services during 30%, 60%, 90% 100% Design and Bid Phases to the Agreement; and

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

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

I.

Article III. Scope of Services and Attachment 1, shall be amended as set forth in the attached addendum to Attachment 1 (Item I. Basic Services and Item IV. Schedule).

Article IV. Compensation to Consultant and Attachment 1, shall be amended by increasing by \$1,407,592.00 the amount payable under the Agreement for a total of \$1,935,928.00, as shown by the attached addendum to Attachment 1 (Item V. Fee Schedule).

2.

Except as amended hereby and as previously amended 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**

CONSULTANT

(Signature)



(Signature)

Printed Name: Sereniah Breland

Printed Name: Marisa Treviño Vergara, PE

Title: City Manager

Title: Senior Vice President

Date: _____

Date: June 11, 2021

APPROVED AS TO FORM:



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

SCOPE OF SERVICES
SUPPLEMENTAL AGREEMENT #3
FOR
WILBARGER CREEK REGIONAL WASTEWATER TREATMENT PLANT –
OWNER’S REPRESENTATIVE
PFLUGERVILLE, TEXAS

BACKGROUND

The City of Pflugerville’s (Owner) has retained CP&Y, Inc. (Consultant) to provide Owner’s Representative Services to serve as the Owner’s liaison between the Design Consultants, Construction Contractor, Texas Commission on Environmental Quality (TCEQ), Texas Water Development Board (TWDB), and other stakeholders for the Wilbarger Creek Regional Wastewater Treatment Facility (Wilbarger Creek RWWTF) and Wilbarger Creek Wastewater Interceptor (WWI) projects.

Supplemental Agreement #3 includes acting as the City’s Owner’s Representative for the design and bid phases.

I. BASIC SERVICES

A. Project Management

This task consists of ongoing project management tasks through the bidding phase of the WC RWWTF project and is anticipated to be twenty (20) months.

1. Meetings/Workshops – Consultant will prepare documentation, conduct, and provide meeting minutes as well as action item/decision log tracking for the following meetings and workshops:
 - a. Project Progress Meetings with the Owner to provide program updates, upcoming priorities, risks, and document review discussions (20 meetings)
 - b. City Council, Committee, and/or Board Meetings, as requested (2 meetings)
2. Scheduling
 - a. Provide updates to the overall project schedule on a monthly basis, including highlighting deliverable dates and review timelines, critical tasks and schedule float
3. Budgeting
 - a. Coordinate with design consultant and City staff to update the overall implementation budget. Review design consultant’s cost estimates and provide updates to the project budget based on submittal milestones and ongoing changes.
4. Project Administration
 - a. Internal team meetings and coordination
 - b. Monthly project status reports to be submitted with monthly project invoices

B. Data Management

This task consists of maintaining the project data management platform Sharepoint for use by the Owner, Consultant, Design Consultants, and other members of the project team as needed, and ongoing maintenance, item tracking, and management of project data and files.

1. Overall Data Management

- a. Perform administrative support functions for overall project record keeping. Maintain project records to ensure real-time information capture that is stored for ease of sorting and tracking, including Action Item logs and Decision logs, and filing/sorting of Project emails.
- b. Distribute notifications of new file uploads to the Sharepoint site to appropriate members of the project team, with focus on pertinent communication and efficiency.
- c. Confirm documentation conforms with Project Management Plan guidelines, including periodic workflow reviews for data management efficiency improvements.

C. TWDB Funding and Regulatory Support

This task includes management and coordination with TCEQ and TWDB for the project. This project is being funded through the Texas Water Development Board (TWDB) Clean Water State Revolving Fund (CWSRF) program.

1. Texas Water Development Board (TWDB) Support

- a. Outlay / Financial Reporting Support
 - i. Coordination with City's Finance department, Financial Advisor and Bond Counsel on required documentation needed for Outlay Reports.
 - ii. Develop initial outlay report to submit to TWDB for loan closing.
 - iii. Work with Owner to develop monthly outlay reports to submit to the TWDB for reimbursement of funds for Wilbarger Creek RWWTF, Wilbarger Creek WWI, Sorento Interceptor Phase 2, and Central WWTP Expansion Ph. 2. Coordinate with City staff to receive monthly invoices paid and other necessary documentation to include in outlay reports (20 months).
- b. Coordinate and track TWDB Submittals for Planning, Design, and Bid Phase for the Wilbarger Creek RWWTF.
- c. Coordinate and track TWDB Submittals for Planning, Design, and Bid Phase for the Wilbarger Creek WWI.
- d. Provide periodic budget update updates to TWDB, including incorporating other eligible wastewater CIP projects based on budget updates and funding availability.
- e. Provide ongoing coordination with TWDB, including up to four (4) meetings to discuss the project, provide program updates, and coordinate required submittals.
- f. Provide ongoing guidance to the City and City's Financial Advisor, Bond Counsel and Design Consultants regarding TWDB requirements, changes, decisions, and questions.
- g. Coordination with TWDB for the addition of the Central Wastewater Treatment Plant (WWTP) Expansion Ph. 2 project to the City's TWDB CWSRF loan commitment for the Wilbarger Creek RWWTF and Interceptors project.

- i. Develop a presentation of the requested change to TWDB funding, and provide follow up information as requested.
 - ii. Coordination with City's Central WWTP Expansion Ph. 2 design consultant for background information on the project as needed.
 - iii. Coordination with TWDB technical review staff, administrative staff, and environmental review staff to provide project information as requested.
 - iv. Assist the City in confirmation that the project will qualify for a Categorical Exclusion (CE) from the Environmental Information Document (EID). It is anticipated that an EID will not be needed.
 - v. Updating TWDB project budget allocation detail spreadsheet (TWDB Form 1201) for the CWSRF.
 - vi. Development of a Preliminary Engineering Feasibility Report (PEFR) for the Central WWTP Expansion project and its relationship with the Wilbarger system, for submittal to TWDB.
 - vii. Information about the Central WWTP Expansion Ph. 2 project, including technical information, budget, and schedule, will be provided by others.
 - viii. Coordinate and track submittals to TWDB.
2. Texas Commission on Environmental Quality (TCEQ) Support
 - a. Attend up to three (3) meetings related to or with TCEQ permitting to discuss updated plan for Wastewater Treatment Plant phasing and perform coordination to facilitate project execution. Any permit renewals, amendments, or modifications will be completed by others.
 - b. Coordinate and assist the City as required during the application preparation phase with document management. Review and provide comments to the Wilbarger Creek RWWTF TPDES Discharge Permit minor amendment application. Permit amendment application will be developed by the Design Consultant.
 - c. Coordinate with Design Consultant in response to information requests and TCEQ comment reviews in support of the Owner during minor amendment review process. Review and provide comments to the draft Wilbarger Creek RWWTF TPDES Discharge Permit and support the Owner during the public notification period.

D. External Project Coordination

Engineer will coordinate with parties outside of the direct project team or not specifically identified in other tasks.

1. Wastewater Master Planning Team: Coordinate project updates with City's Wastewater Master Planning (WWMP) Consultant, and facilitate incorporation of updates from the WWMP Consultant.
2. Development Services: Coordination with development services for updates to development in Cottonwood Basin, City Drainage Master Plan and draft Atlas 14 Floodplain mapping approval period.
3. Adjacent Projects: Coordinate with City and other related parties for incorporation of Capital Improvement Projects identified in the 2020 Wastewater Master Plan which

impact the Wilbarger Creek RWWTF and WWI projects, including the 24-inch East Wilbarger Creek Interceptor, 16-inch New Sweden Force Main, Carmel Lift Station Upgrades, and Weiss Lane Lift Station Decommissioning.

- E. Design and Bid Phase Support – Wilbarger Creek RWWTF
- Engineer will work directly and routinely with design consultant during the anticipated 20 month design and bid period, tracking progress and compliance, supporting the Owner in day-to-day management of Design Consultant activities, participating in meetings and workshops, providing technical input, and providing reviews of design milestone documents.
1. Ongoing coordination, meetings, progress tracking
 - a. Attend monthly consultant progress meetings, including reviewing and commenting on meeting minutes developed by Design Consultant (15 meetings, 2 hours each).
 - b. Attend a total of five (5) design workshops, including reviewing and commenting on meeting minutes developed by Design Consultant.
 - i. Workshops include three (3) Preliminary Design Workshops, one (1) 60% Design Review Workshop, and one (1) 90% Design Review Workshop
 - c. Support City staff in prioritization, response, and execution of action items and project related responses and coordination as required, to facilitate project forward progress and scheduled completion, including weekly critical path activities, daily email correspondence and information requests and data management of outstanding item resolution.
 2. Agency Coordination Support
 - a. Utility Provider Coordination: Coordination with electric, communication, and water service provider for purposes of site development. Consultant will support Owner, with activities and evaluations led by Design Consultant.
 - b. Austin Executive Airport: Coordination with Austin Executive Airport for applicable requirements/restrictions. Consultant will support Owner, with activities and evaluations led by Design Consultant.
 - c. USACE: Support City and Design Consultant in coordination with US Army Corps of Engineers (USACE) for site permitting. Consultant will support Owner, with activities and evaluations led by Design Consultant.
 - d. Travis County: Support City and Design Consultant in coordination with Travis County for roadway/access items related to site access routes. Consultant will support Owner, with activities and evaluations led by Design Consultant and Owner.
 3. Public Engagement Support
 - a. Communication Plan Implementation: Assist Owner with implementation of Communication Plan. Communication Plan development and activities will be led by Owner and/or Design Engineer.
 - b. Virtual Public Meeting Support: Coordinate with Owner and Design Consultant and provide review and comment on public meeting materials.
 - c. Stakeholder Communication and Public Outreach Support: Review and provide input on stakeholder database and communication efforts, and review of Public

Outreach materials including written content, graphics or video developed by the Owner for this project to inform the public.

4. Design Review Milestones: For design submittal milestones, Engineer will provide discipline specific review of plans, specifications, costs, calculations. Review will include design quality, ease of process/equipment operations and maintenance and constructability. Discipline Reviews will include: Process, Hydraulics, Process Mechanical, Electrical/I&C/SCADA, Structural, Site Civil, Building Mechanical, Operation and Maintenance. Engineer will also provide technical input to the Owner in coordination with the Design Consultant for each discipline during designated design phase in support of advancing deliverables.
 - a. Preliminary (30%) Design Review
 - i. 30% Design Document, including 27 independent Design Information Memoranda (DIMs) to be developed by Design Consultant for each project component.
 - ii. Process Design Criteria
 - iii. Opinion of Probable Construction Cost (OPCC)
 - iv. Preliminary Drawings
 - v. Equipment Data Sheets and Manufacturer Information
 - vi. Constructability Review
 - vii. Value Engineering Review, including construction cost and long-term operation and maintenance costs
 - b. Design Development (60%) Review
 - i. Backcheck Comments from 30% Design Review Documents
 - ii. Coordinate up to three (3) preselection equipment packages
 - iii. Design Drawings
 - iv. Calculations
 - v. Specifications
 - vi. Process Control Descriptions
 - vii. Constructability Review
 - viii. OPCC
 - c. Final Design (90%) Review
 - i. Backcheck Comments from 60% Design Review Documents
 - ii. Final Plans/Design Drawings, including project specific details
 - iii. Specifications
 - iv. Regulatory Compliance
 - v. Constructability Review
 - vi. OPCC
 - d. Permitting Set Coordination
 - i. Coordinate with Design Consultant and Owner for permit set submittal to TCEQ
 - ii. Review TCEQ comments and Design Consultant responses, and coordinate with Design Consultant and Owner on comment resolution and addressing comments in final documents.

- e. Contract Documents (100%) Review
 - i. Backcheck Comments from 90% Design Review Documents
 - ii. Plans, Specs and OPCC review
 - iii. Front-End Documents, Special Conditions, Contract Coordination
 - iv. Responses to comments from permitting agencies
- 5. Commissioning and Startup Plan: At the 90% Design Phase Milestone, Design Consultant will develop and prepare an overall commissioning and startup plan, which will be the guiding document utilized by the project team to understand the approach for transitioning the project from construction to operations.
 - a. Participate in two (2) commissioning and startup workshops, one with the Owner, and one with the Design Consultant and Owner.
 - b. Coordination with Wilbarger Creek WWI Design Consultant to provide input on Diversion Structure and phasing of Wilbarger Creek WWI project.
 - c. Coordination with Weiss Lane LS Decommissioning Design Consultant to provide input on LS diversion to Carmel LS.
 - d. Review and provide comments to Draft Commissioning and Startup Plan submittal.
 - e. Review of Final Commissioning and Startup Plan
- 6. Bid Phase Support: Engineer will assist Owner in preparing bid materials and advertising the project for bids utilizing a design-bid-build approach. The process is anticipated to include a Contractor Prequalification phase, followed by a Request for Proposal from pre-qualified Contractors.
 - a. Assist Owner in developing project bid schedule, including planning for Request for Qualifications (RFQ) and Request for Proposal (RFP) process.
 - b. Contractor Pre-Qualification / RFQ Assistance:
 - i. RFQ Development Assistance: Provide input to Owner and Design Consultant on development of RFQ document. Engineer will review RFQ and provide comments.
 - ii. Prepare for and attend Contractor RFQ meeting in support of the Owner.
 - iii. Contractor Questions: Coordinate with the City and Design Consultant to provide agreed upon responses to RFQ questions. The Design Consultant will be required to provide all answers to questions.
 - iv. Addenda Coordination: Coordinate with Design Consultant to provide any Addenda that may be required for the RFQ to provide clarifications and/or revisions to the documents. All Addendum documents will be provided by the Design Consultant. Engineer will review the documents.
 - v. Assist the Owner and Design Consultant in the review of submitted Contractor Pre-Qualification submittals and provide input on whether Contractors meet the requirements outlined in the RFQ.
 - vi. Assist in the preparation of Recommendation of Prequalified Contractors document, and responses to submitters.
 - c. Bidding Assistance / RFP Assistance:
 - i. Prepare for and attend pre-proposal meeting with the Owner and Design Consultant.

- ii. Proposer’s Questions: Coordinate with the City and Design Consultant to provide responses to Proposer’s questions. The Design Consultant will be required to provide all initial answers to questions.
 - iii. Addenda Coordination: Coordinate with Design Consultant to provide any Addenda that may be required to provide clarifications and/or revisions to the design documents. All Addendum documents will be provided by the Design Consultant. Engineer will review the documents.
 - iv. Assist with the receipt/opening of Proposals.
 - v. Review Design Consultant’s Recommendation of Award and provide to Owner for acceptance.
 - vi. Assist in the preparation of presentation materials for Recommendation of Award to City Council, as requested by Staff.
7. Review Design Consultant’s Construction Phase Services Proposal: Assist Owner with review of design consultant’s proposed scope, fee and schedule for Construction Phase Services. Review will focus on conformance with expected tasks, project budget and effort expectation, and schedule.

F. Design and Bid Phase Support – Wilbarger Creek Wastewater Interceptor

Engineer will work directly and routinely with design consultant during the anticipated 22 month design and bid period, tracking progress and compliance, supporting the Owner in day-to-day management of Design Consultant activities, participating in meetings and workshops, providing technical input, and providing reviews of design milestone documents.

- 1. Ongoing coordination, meetings, progress tracking
 - a. Attend monthly consultant progress meetings, including reviewing and commenting on meeting minutes developed by Design Consultant (22 meetings, 1 hour each).
 - b. Support City staff in prioritization and response execution of action items and project related response coordination as required, to facilitate project forward progress and scheduled completion, including weekly critical path activities, daily email correspondence and information requests and data management of outstanding item resolution.
- 2. Design Review Milestones: For design submittal milestones, Engineer will provide discipline specific review of plans, specifications, costs, calculations. Review will include design quality and constructability. Discipline Reviews will include: Pipeline, Structural, and Operation and Maintenance. Engineer will also provide technical input to the Owner in coordination with the Design Consultant for each discipline during designated design phase in support of advancing deliverables.
 - a. 30% Design Review
 - i. Engineering Feasibility Report
 - ii. Flow/Capacity Calculations
 - iii. Conceptual Drawings
 - iv. Opinion of Probable Construction Cost (OPCC)
 - b. 60% Design Review
 - i. Design Drawings

- ii. Specifications
 - iii. Constructability Review
 - iv. OPCC
 - c. 90% Design Review
 - i. Final Plans/Design Drawings, including project specific details
 - ii. Specifications
 - iii. Regulatory Compliance
 - iv. Constructability Review
 - v. OPCC
 - d. 100% Design Review
 - i. Plans, Specs and OPCC review
 - ii. Front-End Documents, Special Conditions, Contract Coordination
 - iii. Responses to comments from permitting agencies
- 3. Bid Phase Support: Engineer will assist Owner in preparing bid materials and advertising the project for bids utilizing a design-bid-build approach.
 - a. Bid Package Assistance: Assist Owner in advertisement of the bid package, including developing project bid schedule and items to be included in bid package.
 - b. Prepare for and attend pre-bid meeting with the Owner and Design Consultant.
 - c. Bidder's Questions: Coordinate with the City and Design Consultant to provide responses to Bidder's questions. The Design Consultant will be required to provide all answers to Bidders questions.
 - d. Addenda Coordination: Coordinate with Design Consultant to provide any Addenda that may be required to provide clarifications and/or revisions to the design documents. All Addendum documents will be provided by the Design Consultant. Engineer will review the documents.
 - e. Attend the bid opening.
 - f. Review Design Consultant's Recommendation of Bid Award and provide to Owner for acceptance.
 - g. Assist in the preparation of presentation materials for Recommendation of Award to City Council, as requested by Staff.

G. Additional Support

This task includes assisting the Owner as needed throughout the duration of the Agreement with services specific to the Wilbarger Creek RWWTF, but not explicitly defined in the tasks above. Work under this task will not commence unless requested in writing from the Owner.

- 1. Consultant will assist the Owner with tasks related to the Wilbarger Creek RWWTF not otherwise identified in the above scope items, as specifically requested by the Owner in writing. Such tasks may include, but are not limited to, additional meetings, coordination with neighboring Cities, general support services, and tasks related to unforeseen circumstances.

II. ADDITIONAL SERVICES

- A. Consultant will develop at the request of the Owner any changes, alterations, or modifications to the Project which appear to be advisable and feasible based on field conditions and in the best interest of the Owner.
- B. Work not described in the basic services must be approved by supplemental amendment to this Contract by the Owner before the Consultant undertakes it. If the Consultant is of the opinion that any work is beyond the scope of this Contract and constitutes additional work, the Consultant shall promptly notify the Owner of that opinion, in writing. In the event the Owner finds that such work does constitute additional work, then the Owner shall so advise the Consultant, in writing, and shall provide extra compensation to the Consultant for the additional work as provided under a supplemental amendment.

III. OWNER'S RESPONSIBILITIES

- A. The following items are not included in the Consultant's scope. The Owner will do the following in a timely manner so as not to delay the services of the Consultant and will bear all costs incident thereto.
 - 1. Owner will provide the Consultant with all criteria and full information as to the Owner's requirements for the Project, including study objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which the Owner will require to be included in the Drawings and Specifications; and furnish copies of the Owner's standard forms, conditions, and related documents, when applicable.
 - 2. Owner will give prompt written notice to Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or time of performance of Consultant's services, or any defect or nonconformance in Consultant's services or in the work of any Contractor.
 - 3. Owner will arrange for legal access for Consultant to enter upon public and private property as required for Consultant to perform services under the Agreement.
 - 4. Owner will examine all alternate solutions, studies, reports, sketches, drawings, specifications, proposals, and other documents presented by Consultant (including obtaining advice of an attorney, insurance counselor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto. Written review comments are to be delivered to the Consultant within fourteen (14) calendar days after receipt of each submittal, or as otherwise stated in the documents.
 - 5. Owner will advise Consultant of the general description of services of any independent consultants employed by Owner to perform or furnish services related to the Project.
 - 6. Owner will pay any permit application fees associated with the project. Owner will sign permits and all permits will be under the Owner's name.

IV. SCHEDULE

- A. The duration of this Owner's Representative PSSA will follow the approved schedules identified for the Design Consultants for Design and Bidding Phase:
 - 1. Tasks A through E are anticipated to be twenty (20) months
 - 2. Task F is anticipated to be twenty-two (22) months
 - 3. Task G will only commence if a task is approved by the Owner in writing, which will include an agreed upon schedule of work.
- B. See attached schedule.

V. FEE SCHEDULE

- A. See attached.

City of Pflugerville
Wilbarger Creek Regional Wastewater Treatment Plant - Owner's Representative
PSSA #3

Fee Breakdown

| Project Phase | Task Description | Principal | Project Manager | QA/QC / Tech. Advisor | Senior Engineer | PE III | PE I | EIT | Senior Technician | CAD Technician | Admin | Sr. Environ. Planner | Total Labor Hours | Total Direct Labor Costs |
|--------------------------|---|-----------|-----------------|-----------------------|-----------------|-----------|-----------|-----------|-------------------|----------------|----------|----------------------|-------------------|--------------------------|
| | | \$ 250.00 | \$ 235.00 | \$ 190.00 | \$ 190.00 | \$ 180.00 | \$ 145.00 | \$ 110.00 | \$ 125.00 | \$ 90.00 | \$ 66.00 | \$ 145.00 | | |
| I. BASIC SERVICES | | | | | | | | | | | | | | |
| A. | Project Management | | | | | | | | | | | | | |
| 1. | Meetings/Workshops | | | | | | | | | | | | | |
| a. | Project Progress Meetings (20) | 6 | 20 | | 80 | 80 | | 80 | 40 | | | | 306 | \$ 49,600.00 |
| b. | City Council, Committee, and/or Board Meetings (2) | 2 | 8 | | 4 | 4 | 4 | 4 | | 4 | 4 | | 34 | \$ 5,504.00 |
| 2. | Scheduling | | | | | | | | | | | | | |
| a. | Monthly Schedule Updates | | 20 | | 20 | 40 | | 40 | | | | | 120 | \$ 20,100.00 |
| 3. | Budgeting | | | | | | | | | | | | | |
| a. | Ongoing Budget Updates | | 20 | | 20 | 20 | | 20 | 24 | | 24 | | 128 | \$ 18,884.00 |
| 4. | Project Administration | | | | | | | | | | | | | |
| a. | Internal Team Meetings and Coordination | 8 | 36 | | 72 | 36 | | 72 | 36 | | 18 | | 278 | \$ 44,228.00 |
| b. | Project Status Reports | | 18 | | | 18 | | 18 | 18 | | 18 | | 90 | \$ 12,888.00 |
| | | | | | | | | | | | | | 956 | \$ 151,204.00 |
| TASK A. TOTALS | | | | | | | | | | | | | | |
| B. | Data Management | | | | | | | | | | | | | |
| 1. | Overall Data Management | | | | | | | | | | | | | |
| a. | Maintaining and Updating Project Records | | 8 | | 60 | 24 | | 90 | 90 | | 18 | | 290 | \$ 39,938.00 |
| b. | Sharepoint Notifications | | 4 | | | 16 | | 24 | 32 | | | | 76 | \$ 10,460.00 |
| c. | Confirm Documentation Conforms with PMP | | 4 | 16 | 8 | | | 16 | 8 | | | | 52 | \$ 8,260.00 |
| | | | | | | | | | | | | | 418 | \$ 58,658.00 |
| TASK B. TOTALS | | | | | | | | | | | | | | |
| C. | TWDB Funding and Regulatory Support | | | | | | | | | | | | | |
| 1. | Texas Water Development Board (TWDB) Support | | | | | | | | | | | | | |
| a. | Outlay / Financial Reporting Support | | 2 | | 20 | 80 | 8 | 120 | 160 | | 100 | | 490 | \$ 59,630.00 |
| b. | TWDB Submittal Coordination for WC RWWTF Project | | 2 | | 20 | 8 | 8 | 20 | 40 | | | 12 | 110 | \$ 15,810.00 |
| c. | TWDB Submittal Coordination for WC WWI Project | | 2 | | 8 | 8 | 4 | 20 | 40 | | | 12 | 94 | \$ 12,950.00 |
| d. | Provide Periodic Budget Updates to TWDB | | 2 | | 16 | 8 | | 24 | 80 | | | | 130 | \$ 17,590.00 |
| e. | TWDB Coordination/Meetings | | 4 | | 24 | 4 | | 40 | 60 | | | | 132 | \$ 18,120.00 |
| f. | Ongoing TWDB Guidance | 2 | 2 | 2 | 8 | 4 | 4 | 48 | 60 | | 4 | | 134 | \$ 17,214.00 |
| g. | TWDB Funding for Central WWTP Exp. Ph. 2 | | 2 | | 40 | 40 | 80 | 100 | 120 | | 8 | 40 | 430 | \$ 59,198.00 |
| 2. | TCEQ Support | | | | | | | | | | | | | |
| a. | Meetings with TCEQ | 2 | 4 | | 16 | 12 | 16 | 8 | | | 8 | | 66 | \$ 10,368.00 |
| b. | Review Minor Permit Amendment | | 2 | 2 | 16 | 4 | 4 | 4 | | | | | 32 | \$ 5,630.00 |
| c. | Review TCEQ Draft Permit | | 2 | 2 | 16 | 4 | 4 | 4 | | | | | 32 | \$ 5,630.00 |
| | | | | | | | | | | | | | 1,650 | \$ 222,140.00 |
| TASK C. TOTALS | | | | | | | | | | | | | | |
| D. | External Project Coordination | | | | | | | | | | | | | |
| 1. | Wastewater Master Planning Coordination | | 2 | | 12 | 16 | 4 | 16 | | | | | 50 | \$ 7,970.00 |
| 2. | Development Services Coordination | | 4 | | 16 | 24 | 16 | 24 | | | | | 84 | \$ 13,260.00 |
| 3. | Adjacent Project Coordination | | 4 | | 24 | 24 | 16 | 16 | 8 | | | | 92 | \$ 14,900.00 |
| | | | | | | | | | | | | | 226 | \$ 36,130.00 |
| TASK D. TOTALS | | | | | | | | | | | | | | |
| E. | Design and Bid Phase Support - Wilbarger Creek RWWTF | | | | | | | | | | | | | |
| 1. | Coordination, Meetings and Progress Tracking | | | | | | | | | | | | | |
| a. | Monthly Design Progress Meetings (15) | | 15 | | 45 | 30 | 45 | 45 | | | | 8 | 188 | \$ 30,110.00 |
| b. | Design Workshops (5) | | 10 | | 20 | 15 | 10 | 30 | 10 | | | | 95 | \$ 14,850.00 |
| c. | Action Item Response and Ongoing Support Activities | | 8 | | 120 | 45 | | 120 | | | 60 | 16 | 369 | \$ 52,260.00 |
| 2. | Agency Coordination Support | | | | | | | | | | | | | |
| a. | Utility Providers | | 2 | | 12 | 16 | 24 | 24 | 8 | | | | 86 | \$ 12,750.00 |
| b. | Austin Executive Airport | | | | 4 | 4 | 4 | 4 | | | | | 16 | \$ 2,500.00 |
| c. | US Army Corps of Engineers | | | | 4 | 4 | 4 | 4 | | | | | 16 | \$ 2,500.00 |
| d. | Travis County | | 2 | | 8 | 12 | 16 | 16 | 4 | | | 8 | 66 | \$ 9,890.00 |
| 3. | Public Engagement Support | | | | | | | | | | | | | |
| a. | Communication Plan Implementation | | 2 | | 8 | 8 | 12 | 12 | 8 | | | | 50 | \$ 7,490.00 |
| b. | Virtual Public Meetings | | 2 | | 4 | 4 | 8 | 4 | | | | | 22 | \$ 3,550.00 |
| c. | Stakeholder Communication and Public Outreach | | 4 | | 16 | 4 | 16 | 8 | 4 | | 4 | | 56 | \$ 8,664.00 |

| Project Phase | Task Description | Principal | Project Manager | QA/QC / Tech. Advisor | Senior Engineer | PE III | PE I | EIT | Senior Technician | CAD Technician | Admin | Sr. Environ. Planner | Total Labor Hours | Total Direct Labor Costs |
|-----------------------|---|-----------|-----------------|-----------------------|-----------------|-----------|-----------|-----------|-------------------|----------------|----------|----------------------|-------------------|--------------------------|
| | | \$ 250.00 | \$ 235.00 | \$ 190.00 | \$ 190.00 | \$ 180.00 | \$ 145.00 | \$ 110.00 | \$ 125.00 | \$ 90.00 | \$ 66.00 | \$ 145.00 | | |
| 4. | Design Review Milestones | | | | | | | | | | | | | |
| a. | Preliminary (30%) Design Review (Including 27 DIMs) | | | | | | | | | | | | | |
| | Process | | 4 | 16 | 60 | 24 | 8 | 24 | 4 | | | | 140 | \$ 24,000.00 |
| | Hydraulics | | 4 | 16 | 24 | 12 | 4 | 16 | 4 | | | | 80 | \$ 13,540.00 |
| | Process Mechanical | | 4 | 16 | 24 | 12 | 4 | 16 | 4 | | | | 80 | \$ 13,540.00 |
| | Electrical/I&C/SCADA | | 4 | 16 | 30 | 12 | 4 | 16 | 4 | | | | 86 | \$ 14,680.00 |
| | Structural | | 4 | 16 | 20 | 8 | 4 | 16 | 4 | | | | 72 | \$ 12,060.00 |
| | Site Civil | | 4 | 16 | 24 | 8 | 4 | 16 | 4 | | | 8 | 84 | \$ 13,980.00 |
| | Building Mechanical | | 4 | 12 | 16 | 8 | 4 | 12 | 4 | | | | 60 | \$ 10,100.00 |
| | Operation and Maintenance | | 2 | | 24 | 4 | 8 | 16 | | | | | 54 | \$ 8,670.00 |
| | Value Engineering | 2 | 2 | | 24 | 8 | 24 | 16 | | 8 | | | 84 | \$ 12,930.00 |
| b. | Design Development (60%) Review | | | | | | | | | | | | | |
| | Process | | 6 | 24 | 16 | 10 | 12 | 16 | | | | | 84 | \$ 14,310.00 |
| | Hydraulics | | 6 | 24 | 16 | 10 | 12 | 16 | | | | | 84 | \$ 14,310.00 |
| | Process Mechanical | | 6 | 24 | 16 | 10 | 12 | 16 | | | | | 84 | \$ 14,310.00 |
| | Electrical/I&C/SCADA | | 6 | 24 | 20 | 10 | 12 | 16 | | | | | 88 | \$ 15,070.00 |
| | Structural | | 6 | 24 | 16 | 10 | 12 | 16 | | | | | 84 | \$ 14,310.00 |
| | Site Civil | | 6 | 24 | 16 | 10 | 12 | 16 | | | | 8 | 92 | \$ 15,470.00 |
| | Building Mechanical | | 6 | 20 | 16 | 10 | 12 | 16 | | | | | 80 | \$ 13,550.00 |
| | Operation and Maintenance | | 2 | | 24 | 4 | 8 | 16 | | | | | 54 | \$ 8,670.00 |
| c. | Final Design (90%) Review | | | | | | | | | | | | | |
| | Process | | 8 | 24 | 20 | 16 | 16 | 20 | | | | | 104 | \$ 17,640.00 |
| | Hydraulics | | 8 | 24 | 20 | 16 | 16 | 20 | | | | | 104 | \$ 17,640.00 |
| | Process Mechanical | | 8 | 24 | 20 | 12 | 16 | 20 | | | | | 100 | \$ 16,920.00 |
| | Electrical/I&C/SCADA | | 8 | 24 | 20 | 16 | 16 | 20 | | | | | 104 | \$ 17,640.00 |
| | Structural | | 8 | 24 | 16 | 12 | 16 | 20 | | | | | 96 | \$ 16,160.00 |
| | Site Civil | | 8 | 20 | 16 | 16 | 16 | 20 | | | | 8 | 104 | \$ 17,280.00 |
| | Building Mechanical | | 8 | 20 | 20 | 12 | 16 | 20 | | | | | 96 | \$ 16,160.00 |
| | Operation and Maintenance | | 8 | | 24 | 16 | 16 | 20 | | | | | 84 | \$ 13,840.00 |
| d. | Permitting Set Coordination | | | | | | | | | | | | | |
| | TCEQ Submittal Coordination | | 2 | | 8 | | 8 | 8 | | | | | 26 | \$ 4,030.00 |
| | TCEQ Comment Response Review and Resolution | | 4 | 4 | 12 | | 12 | 16 | | | | | 48 | \$ 7,480.00 |
| e. | Contract Documents (100%) Review | | | | | | | | | | | | | |
| | Process | | 4 | 16 | 8 | 8 | 4 | 8 | | | | | 48 | \$ 8,400.00 |
| | Hydraulics | | 4 | 16 | 8 | 8 | 4 | 8 | | | | | 48 | \$ 8,400.00 |
| | Process Mechanical | | 4 | 16 | 8 | 8 | 4 | 8 | | | | | 48 | \$ 8,400.00 |
| | Electrical/I&C/SCADA | | 4 | 16 | 8 | 8 | 4 | 8 | | | | | 48 | \$ 8,400.00 |
| | Structural | | 4 | 16 | 8 | 8 | 4 | 8 | | | | | 48 | \$ 8,400.00 |
| | Site Civil | | 4 | 16 | 8 | 8 | 4 | 8 | | | | 8 | 56 | \$ 9,560.00 |
| | Building Mechanical | | 4 | 16 | 8 | 8 | 4 | 8 | | | | | 48 | \$ 8,400.00 |
| 5. | Commissioning and Startup Plan | | | | | | | | | | | | | |
| a. | Commissioning and Startup Workshops (2) | 2 | 4 | | 12 | 8 | 8 | 16 | | | | | 50 | \$ 8,080.00 |
| b. | Carmel LS Diversion Coordination | | 2 | 8 | 16 | 8 | 12 | 8 | | | | | 54 | \$ 9,090.00 |
| c. | Weiss Lane LS Decommissioning Coordination | | 2 | 8 | 16 | 8 | 12 | 8 | | | | | 54 | \$ 9,090.00 |
| d. | Review Draft Commissioning and Startup Plan | | 2 | 8 | 16 | 12 | 4 | 8 | | | | | 50 | \$ 8,650.00 |
| e. | Review Final Commissioning and Startup Plan | | 2 | 8 | 8 | 4 | 2 | 4 | | | | | 28 | \$ 4,960.00 |
| 6. | Bid Phase Support | | | | | | | | | | | | | |
| a. | Bid Schedule, RFQ/RFP Planning | | 4 | | 12 | 4 | 4 | 16 | | | | | 40 | \$ 6,280.00 |
| b. | Contractor Pre-Qualification / RFQ Assistance | 1 | 12 | | 48 | 40 | 24 | 40 | 24 | | 24 | | 213 | \$ 31,854.00 |
| c. | Bidding Assistance / RFP Assistance | 1 | 12 | | 48 | 40 | 24 | 40 | 24 | | 24 | | 213 | \$ 31,854.00 |
| 7. | Review Design Consultant Construction Phase Svcs Proposal | | 2 | | 16 | 8 | 4 | 8 | | | | | 38 | \$ 6,410.00 |
| TASK E. TOTALS | | | | | | | | | | | | | 4,304 | \$ 699,082.00 |
| F. | Design and Bid Phase Support - Wilbarger Creek WWI | | | | | | | | | | | | | |
| 1. | Coordination, Meetings and Progress Tracking | | | | | | | | | | | | | |
| a. | Monthly Progress Meetings (22) | | 10 | | 44 | 22 | | 44 | | | | | 120 | \$ 19,510.00 |
| b. | Action Item Response and Support Activities | 2 | 16 | | 88 | 44 | | 88 | 8 | | 30 | | 276 | \$ 41,560.00 |
| 2. | Design Review Milestones | | | | | | | | | | | | | |
| a. | Preliminary (30%) Design Review | | | | | | | | | | | | | |
| | Engineering Feasibility Report | | 4 | 12 | 16 | 8 | 4 | 8 | 4 | | | 8 | 64 | \$ 10,820.00 |
| | Conceptual Drawings and Calculations | | 4 | 12 | 16 | 8 | 4 | 8 | | | | | 52 | \$ 9,160.00 |
| | OPCC | | 2 | | 4 | 8 | | 4 | | | | | 18 | \$ 3,110.00 |
| b. | Design Development (60%) Review | | | | | | | | | | | | | |
| | Drawings | | 6 | 24 | 24 | 12 | 12 | 16 | 8 | | | 8 | 110 | \$ 18,350.00 |
| | Specifications | | 2 | 8 | 8 | 4 | 4 | 4 | 8 | | | | 38 | \$ 6,250.00 |
| | OPCC | | 2 | 2 | 4 | 4 | 2 | 2 | | | | | 16 | \$ 2,840.00 |
| c. | Final Design (90%) Review | | | | | | | | | | | | | |
| | Drawings | | 8 | 32 | 24 | 16 | 16 | 20 | | | | 8 | 124 | \$ 21,080.00 |
| | Specifications | | 2 | 12 | 16 | 4 | 4 | 4 | 8 | | | | 50 | \$ 8,530.00 |
| | OPCC | | 2 | 2 | 4 | 4 | 2 | 2 | | | | | 16 | \$ 2,840.00 |

| Project Phase | Task Description | Principal | Project Manager | QA/QC / Tech. Advisor | Senior Engineer | PE III | PE I | EIT | Senior Technician | CAD Technician | Admin | Sr. Environ. Planner | Total Labor Hours | Total Direct Labor Costs |
|-----------------------|---|-----------|-----------------|-----------------------|-----------------|--------------|------------|--------------|-------------------|----------------|------------|----------------------|-------------------|--------------------------|
| | | \$ 250.00 | \$ 235.00 | \$ 190.00 | \$ 190.00 | \$ 180.00 | \$ 145.00 | \$ 110.00 | \$ 125.00 | \$ 90.00 | \$ 66.00 | \$ 145.00 | | |
| d. | <i>Contract Documents (100%) Review</i> | | | | | | | | | | | | | |
| | <i>Drawings</i> | | 4 | 24 | 16 | 12 | 12 | 16 | 8 | | | 8 | 100 | \$ 16,360.00 |
| | <i>Specifications</i> | | 4 | 8 | 12 | 4 | 4 | 4 | 8 | | | | 44 | \$ 7,480.00 |
| | <i>OPCC</i> | | 2 | 2 | 4 | 4 | 2 | 2 | | | | | 16 | \$ 2,840.00 |
| 3. | <i>Bid Phase Support</i> | | | | | | | | | | | | | |
| a. | <i>Bid Package Assistance</i> | | 2 | | 8 | 4 | 4 | 8 | 4 | | | | 30 | \$ 4,670.00 |
| b. | <i>Pre-Bid Meeting</i> | | 2 | | | | | 2 | | | | | 4 | \$ 690.00 |
| c. | <i>Bidder's Questions</i> | | 2 | | | 8 | | | | | | | 10 | \$ 1,910.00 |
| d. | <i>Addenda Coordination</i> | | 2 | 2 | | 8 | | 8 | 4 | | | | 24 | \$ 3,670.00 |
| e. | <i>Bid Opening</i> | | | | | 2 | | 2 | | | | | 4 | \$ 580.00 |
| f. | <i>Review Recommendation of Award</i> | | 2 | | 2 | | | 4 | 4 | | | | 12 | \$ 1,790.00 |
| g. | <i>Presentation Materials for Recommendation of Award</i> | | 2 | | 4 | | | 4 | 2 | | | | 12 | \$ 1,920.00 |
| TASK F. TOTALS | | | | | | | | | | | | | 1,140 | \$ 185,960.00 |
| G. | Additional Support (If Requested by City in Writing) | | | | | | | | | | | | | |
| 1. | Additional Support | | 20 | 20 | 60 | 60 | 40 | 60 | 60 | 20 | 8 | 8 | 356 | \$ 54,088.00 |
| TASK G. TOTALS | | | | | | | | | | | | | 356 | \$ 54,088.00 |
| EXPENSES | | | | | | | | | | | | | | \$ 330.00 |
| GRAND TOTAL | | 28 | 533 | 762 | 1,905 | 1,326 | 843 | 2,049 | 1,052 | 32 | 352 | 168 | 9,050 | \$ 1,407,592.00 |

City of Pflugerville
Wilbarger Creek Regional Wastewater Treatment Plant - Owner's Representative
PSSA #3

Expenses

| Expense Item | Unit | Unit Cost | Amount | Total Cost |
|---------------------------------|-------|-----------|--------|------------------|
| 8 1/2" X 11" B/W Paper Copies | sheet | \$ 0.10 | 100 | \$ 10.00 |
| 11" X 17" B/W Paper Copies | sheet | \$ 0.15 | 0 | \$ - |
| 8 1/2" X 11" Color Paper Copies | sheet | \$ 0.25 | 0 | \$ - |
| 11" X 17" Color Paper Copies | sheet | \$ 0.50 | 0 | \$ - |
| Express Mail (Standard) | each | \$ 15.00 | 2 | \$ 30.00 |
| Mileage | mile | \$ 0.58 | 500 | \$ 290.00 |
| GPS Rental | day | \$ 80.00 | 0 | \$ - |
| HazMat Database Search | each | \$ 400.00 | 0 | \$ - |
| TOTAL DIRECT EXPENSES | | | | \$ 330.00 |