

November 15, 2022

**Mr. Chad Bartee, PE, City Engineer**  
**City of Keller**

1100 Bear Creek Parkway,  
Keller, Tx 76248  
Tel: 817-743-4082, Email: CBartee@cityofkeller.com

**RE: ENGINEERING DEVELOPMENT REVIEW SERVICES**  
**STANDARD AGREEMENT FOR REVIEW SERVICES**  
**CITY OF KELLER CONTRACT NO. \_\_\_\_\_**

Mr. Bartee:

We are pleased to submit our scope of work and fee proposal to assist the City of Keller with complete development review services. As you know, we've been providing drainage and development review services, to supplement city staff reviews; and we understand the city wishes to continue development review to assure compliance with the Uniform Development Code.

This proposed augmented review shall be provided as specifically requested, on an hourly basis, and on a project-by-project basis. We understand that these services are an interim solution, while the City endeavors to fill a recently vacated review engineer position.

At this time, we anticipate assisting primarily with engineering reviews of commercial, site plan, and construction plan submittals; however, other reviews may also be requested – depending upon staff needs. The reviews will include grading/drainage reviews, Uniform Development Code reviews, and constructability reviews.

As discussed, we also anticipate attending a weekly design review meeting, to coordinate, and offer feedback at pre-development conferences. This meeting is currently scheduled for Wednesday morning's, at 9:30am, and lasts approximately two to three hours.

Lastly, we understand there may be a need for limited engineering design services, on small projects, to address an immediate need for improvements, that may be constructed by city forces. Please be assured we remain ready and flexible to assist, as needed.

We propose to provide the above-described services, as requested and on an annually adjusted hourly rate basis, within the budgeted amount of One Hundred Thousand (\$100,000) Dollars payable during the period of contract execution through September 30, 2023. This agreement may be renewed for 12 months annually prior to October 1. The agreement may be renewed up to 4 times. If necessary, adjusted hourly rates would be provided with the renewal agreement for review and approval. Direct expenses (i.e. reproduction, courier, travel, etc.) will also be charged in accordance with the enclosed General Municipal Conditions.

All work will be performed in accordance with standard industry practices and the enclosed GENERAL MUNICIPAL CONDITIONS, which are an integral part of this Agreement. All services shall be provided on an hourly basis and at our standard billing rates listed in the General Conditions.

As with other similar assignments, we request ten business days to respond to each request for review.

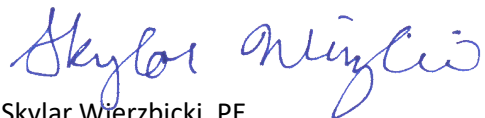
Please be informed that occasionally we/Baird, Hampton & Brown may assist a private entity with a development project within the City of Keller. Should that occur, and to address a perceived/potential conflict of interest, we shall inform city staff immediately, and recommend City of Keller staff, or another consultant, perform the review of such projects.

If the scope of services and fee structure meets with your approval, then please sign below, signifying your acceptance, and return a copy for our files.

We appreciate the opportunity to submit this proposal and look forward to working with you.

Thank you:

**BAIRD, HAMPTON & BROWN**



Skylar Wierzbicki, PE  
Project Manager, Civil Engineer

Enclosure: General Municipal Conditions to Agreement

CC: Alonzo Liñán, PE, Director of Public Works – City of Keller

ACCEPTED: **CITY OF KELLER**

\_\_\_\_\_  
Printed Name of Authorized Representative:

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

\_\_\_\_\_  
Signature of Authorized Representative: