



**PROJECT WORK ORDER TO  
PROFESSIONAL SERVICES MASTER AGREEMENT**

PROJECT TITLE (the “**Project**”): Keller 2026 Sewer Replacement Project  
CLIENT NAME: City of Keller  
DATE OF WORK ORDER: January 27, 2026  
PROJECT WORK ORDER NO.: 01  
PROJECT LOCATION: Texas  
PROJECT NUMBER: R0076703.00

This Project Work Order between Client and Westwood is set forth pursuant to our Professional Services Master Agreement executed on **January 19, 2024**.

**I. Contract Documents**

This Project Work Order, any resulting change orders, and the Professional Services Master Agreement comprise the contract documents. There are no other general or supplementary conditions further stipulated.

**II. Project Description**

The professional services to be performed by Westwood Professional Services, Inc. (Westwood) for the City of Keller’s (City) 2026 Sanitary Sewer Replacement (Project) includes surveying, civil design, bidding, and construction administration.

Westwood is providing design services for the replacement of an existing sanitary sewer main. See Attachment ‘D’ for project area map. The project is approximately 650 linear feet (LF) and runs north and south between UPRR railway, developed & under construction land, and the south side of West Bear Creek Parkway. The City of Keller provided Westwood with record drawings of the construction plans for nearby properties and a map of the existing sewer system. After the design survey has been completed, Westwood will determine which rehabilitation option is the best solution considering the site constraints.

**III. Deliverables**

See Attachment A - Scope and Fee.

**IV. Schedule**

1. Services will commence in **February, 2026** and will proceed for 8 months and includes the following: 2 months for survey and investigation, 2 months for preliminary design, 2 months for final design, and 2 months for bidding. We are assuming no right-of-way acquisition or franchise utility relocations in the project schedule.

**VII. Project Work Order Attachments**

Attachment A – Scope and Fee.

Attachment B – Compensation and Method of Payment

# Westwood

## VIII. Payment

1. The estimated Project cost/total estimate fee is: \$127,905.00
2. Westwood will issue invoices on an approximate 4-week cycle.

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**ACCEPTED AND AGREED:**

**CLIENT:**  
City of Keller

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

\_\_\_\_\_  
(Name – Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**WESTWOOD:**  
Westwood Professional Services, Inc.

Signed by:  
*Tanya Warbritton*  
25ACB369861C4BF...  
\_\_\_\_\_  
(Signature)

**Tanya Warbritton, P.E.**  
\_\_\_\_\_  
(Name – Printed)

**Project Manager, Public Infrastructure**  
\_\_\_\_\_  
(Title)

1/28/2026  
\_\_\_\_\_  
(Date)

## EXHIBIT 'A' – SCOPE OF SERVICES

### KELLER 2026 SEWER REPLACEMENT

#### PROJECT DESCRIPTION:

The project consists of design services for the replacement of an existing sanitary sewer main. See Attachment 'D' for project area map. The project is approximately 650 linear feet (LF) and runs north and south between UPRR railway, developed & under construction land, and the south side of West Bear Creek Parkway. The City of Keller provided Westwood with record drawings of the construction plans for nearby properties and a map of the existing sewer system. After the design survey has been completed, Westwood will determine which rehabilitation option is the best solution considering the site constraints. Refer to the following pages for a detailed scope of work. (PROJECT).

#### BASIC SERVICES:

A. Project Management

Work on this task order is expected to commence in February 2026. The estimated project design schedule is 8 months and includes the following: 2 months for survey and investigation, 2 months for preliminary design, 2 months for final design, and 2 months for bidding. We are assuming no right-of-way acquisition or franchise utility relocations in the project schedule.

1. Project Meetings

Westwood will orchestrate and attend project meetings as directed by the City to ensure the design team is coordinated and up-to-date. These meetings will include:

- Project kick-off meeting with the City.
- In-person meetings (2 estimated) with the City, at or after milestone submittals.
- Conference calls (8 estimated) with City staff to the design, coordination, bidding, and other elements of the project (monthly).

2. Project Team Management:

Westwood will lead, manage, and direct design team members and activities to ensure quality, timeliness, and performance. This management will include:

- Orchestrating and hosting internal team meetings.
- Communication and reporting.
- Meeting agendas and minutes.
- Monthly invoicing & progress reports to the City.
- Programmed QA/QC review.
- Sub-consultant coordination and oversight.
- Project schedule preparation and updates.

3. Coordination with Property Owners:

Westwood will prepare right of entry letters for access to private property. Westwood will coordinate with property owners. This coordination will include:

- Answering questions from property owners by phone or email.
- Meet with property owners in person as needed to facilitate right of entry and answer questions.

B. Data Collection

1. Research and Data Collection

Westwood will perform research and collect data for the project, with services to include:

- Perform an initial site visit with investigative photo documentation
- Obtain and review City standard drawings, specifications, and design guides
- Research and obtain property owner information (plats and right-of-way documents) from the Tarrant Appraisal District (TAD), real property records of Tarrant County, and the United States Army Corps of Engineers (USACE). Please note this does not include title research or title commitments.

C. Survey and Investigation

Westwood will perform a design survey and property boundary/easement verification.

1. Design Survey

Westwood will perform a detailed design survey in the project limits to carry out the design of this project. The survey limits are shown in Attachment 'D'. The survey will consist of topography, surface features, and existing monumentation within the project limits as previously described. The design survey will be performed by traditional survey. If necessary, this scope assumes that the City will assist in gaining access to adjacent private properties.

2. Property Boundary/Easement Verification

Westwood will research record documents (easements and plats) and field locate available on-ground property monumentation along the project corridor. This information will be used to develop a right-of-way/easement control drawing to aid in construction plan development. This research and surveying will include:

- Determination of locations and ownerships of existing public rights-of-way and easements (research current public record to determine ownership of impacted lands and those easements discovered during the research).
- Confirmation of locations and existing monumentation and property line/corner identifiers (iron rods, caps, corner witnesses, stakes, fencing, etc.) with field measurements.
- Correlation of rights-of-way, easements, and property lines with project control and base topographic drawings.
- Vertical datum will be tied to a minimum of two (2) monuments. Monument details will be in the plan control sheet.

D. Preliminary Design Plans (60% Design)

1. Preliminary Design:

A notice to proceed will be issued by the City upon City selection of the concept design option. Westwood will prepare preliminary design plans (60% plans) and an OPCC for the selected option. The plans will reflect the following:

- Cover Sheet/Index of Sheets.
- General Notes.
- Existing baseline information including topographic survey, surface improvements, and existing utility information.
- Demolition Plan.
- Sanitary Sewer Plan and Profile.
- Proposed easements.

- A list of anticipated standards and/or special construction details in accordance with city design and plan presentation standards.
- Bidding construction documents.

E. Final Design Plans (100% Design)

1. Final Design (100% Design):

A notice to proceed will be issued by the City upon receiving comments from City on 60% plans. Westwood will prepare final design plans (100% plans) and a final OPCC. The 100% plans will reflect the following:

- Cover Sheet/Index of Sheets.
- General Notes.
- Existing baseline information including topographic survey, surface improvements, and existing utility information.
- Demolition Plan.
- Sanitary Sewer Plan and Profile.
- Proposed easements.
- A list of anticipated standards and/or special construction details in accordance with city design and plan presentation standards.
- Bidding construction documents.

2. Final Construction Contract Documents

Westwood will prepare the final construction contract documents for bidding. The bidding documents will include the following items or tasks:

- Final preparation of construction contract documents and specifications.
- Final quantities.
- Coordinate with city on final contract document information (dates, special conditions, contract time, etc.)

F. Bidding Services

Westwood will assist the city of Keller during the bidding process.

1. Bidding Assistance

The bidding process has the following scope:

- Pre-Bid Meeting.
- Answer Contractor/Vendor RFI's and issue addenda as needed.
- Bid Opening.
- Compute Bid Tabulations.
- Post the bid documents to an online bidding service and maintain the plan holder list.

G. Construction Services

Westwood will assist the city during construction administration. Construction is anticipated to be up to four (4) months. City will provide construction inspection.

1. Construction Administration

The construction administration has the following scope of work:

- Print four (4) sets of conformed documents (contract and plans) for the contractor if requested.
- Answer contractor RFI's.
- Site visits (assumed 3 site visits).

- Review contractor monthly pay applications.
- Final Walk Thru.
- Punch List.
- Record Drawings.
  - Prepare record drawings based on contractor red lines and engineer revisions made throughout the construction of the project
  - Deliverables include a PDF of the plans.

Services not included in this contract:

- *Construction inspection services*
- *Tree survey*
- *Right-of-way or easement documents*
- *Sanitary sewer modeling or studies*
- *Construction inspection*
- *Construction staking and as-built surveying*
- *Local, state, or federal permitting costs*
- *Traffic impact analysis, studies, or traffic signal designs*
- *Landscape designs or improvements, other than revegetation of disturbed areas*
- *TDLR/TAS Accessibility review*
- *FEMA Map Revisions or Permitting*
- *Title research or title commitments*
- *Pass-through costs for right-of-way acquisition will be paid for by the City. Pass through costs may include payment to property owner, landowner incidental costs, mover estimates, interpreter fees, and relocation costs.*
- *Environmental studies or permitting*
- *Subsurface Utility Engineering (S.U.E.) or Closed Circuit Television (CCTV)*

END OF EXHIBIT 'A'



**EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT**

**KELLER 2026 SEWER REPLACEMENT**

**COMPENSATION:**

For all professional services included in EXHIBIT ‘A’, Scope of Services, Westwood shall be compensated a lump sum fee of \$127,905.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘A’, including all labor materials, supplies, and equipment necessary to deliver the services.

**Basic**

A. Project Meetings	\$9,900.00
B. Project Team Management	\$24,950.00
C. Coordination with Property Owners	\$5,960.00
D. Research and Data Collection	\$4,200.00
E. Design Survey	\$7,465.00
F. Property Boundary/Easement Verification	\$7,345.00
G. Preliminary Design (60%)	\$26,490.00
H. Final Design (100%)	\$11,630.00
I. Final Construction Contract Documents	\$6,425.00
J. Bidding Assistance	\$10,310.00
K. Construction Administration	\$13,230.00
<b>TOTAL</b>	<b><u>\$127,905.00</u></b>

**METHOD OF PAYMENT:**

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

Monthly statements for reimbursable services performed by sub consultants will be based upon the actual cost to Westwood plus ten percent (10%). Direct expenses for services such as printing, express mail, fees, mileage and other direct expenses that are incurred during the progress of the project will be billed at 1.1 times Westwood’s cost.

END OF EXHIBIT ‘B’



**FEE SCHEDULE FOR PUBLIC INFRASTRUCTURE SERVICES**  
2026 – South

The following is the fee schedule for all work performed under an hourly agreement.

<b>Classification</b>	<b>Hourly Rate</b>
Admin I – Admin V.....	\$95.00-\$145.00
Intern I – Intern III.....	\$90.00-120.00
Remote Sensing Tech I – Remote Sensing Tech V.....	\$140.00 - \$240.00
Dust Monitor.....	\$85.00
Construction Observer I – Construction Observer V.....	\$120.00-\$190.00
Drafter I – Drafter IV.....	\$90.00-\$120.00
Engineering Technician I – Engineering Tech VII.....	\$135.00\$220.00
Graduate Engineer I – Graduate Engineer IV.....	\$165.00-\$205.00
Engineer I – Engineer VII.....	\$210.00-\$300.00
Environmental Field I – Environmental Field III.....	\$95.00-\$120.00
Environmental Scientist I – Environmental Scientist VIII.....	\$135.00-\$255.00
GIS I – GIS VIII.....	\$110.00-\$235.00
Graduate/Landscape Designer I – Graduate/Landscape Designer IV.....	\$130.00-\$170.00
Landscape Architect I – Landscape Architect VI.....	\$165.00-\$250.00
Assistant Project Manager I – Assistant Project Manager III.....	\$195.00-\$220.00
Project Manager I – Project Manager VII.....	\$215.00-\$320.00
Survey Field Intern.....	\$70.00
Survey Field I – Survey Field VII.....	\$85.00-\$185.00
Survey Tech I – Survey Tech VI.....	\$135.00-\$230.00
Graduate Surveyor I – Graduate Surveyor III.....	\$155.00-\$190.00
Surveyor I – Surveyor VI.....	\$215.00-\$280.00
Project Processor I – Project Processor II.....	\$95.00-\$115.00
Project Coordinator I – Project Coordinator II.....	\$135.00-\$150.00
Senior Project Coordinator I – Senior Project Coordinator II.....	\$175.00-\$190.00
GMS Tech I – GMS Tech IV.....	\$100.00-\$130.00
GMS Engineer I – GMS Engineer IV.....	\$185.00-\$240.00
Remote Sensing Tech I – Remote Sensing Tech V.....	\$120.00-\$225.00
1 Person Geospatial Crew (w/Truck).....	\$180.00
Business Development I – Business Development VI.....	\$105.00-\$185.00
Researcher I – Researcher IV.....	\$95.00-\$145.00
Field Intern I – Field Intern II.....	\$80.00-\$90.00
Field Engineer I – Field Engineer IV.....	\$120.00-\$170.00
Expert Witness – Court Appearance/Deposition.....	2 x rate
Westwood Current™ (Geospatial Project Management Tool) Setup and Licensing.....	\$600.00+
Specialized Geospatial Equipment – Per Day Use.....	\$200.00 – \$3,000.00

Charges for Other Direct Costs, Outside Services, and facilities furnished by Westwood are computed on the basis of actual cost plus 15 percent.