

April 12, 2024

Mr. Rick Hardcopf, P.E.
City of Keller – Public Works
1100 Bear Creek Pkwy
Keller, TX 76244

**RE: Service Center Sewer Rehabilitation
Keller, TX**

Dear Mr. Hardcopf,

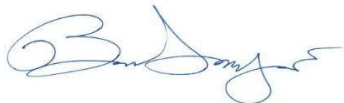
Peloton Land Solutions, Inc. (a Westwood Company) is pleased to present this proposal for the Keller Service Center Sewer Rehabilitation Project. The following is included in this proposal:

- Attachment A – Scope of Work
- Attachment B – Basis of Compensation
- Attachment B-1 – Fee Schedule (Range of Hourly Rates)
- Attachment C – Manpower Fee Sheet
- Attachment D – Service Center Project Area Map
- Attachment E – Conceptual Cost Estimate
- Attachment F1 – AIMS Companies
- Attachment F2 – Yellow Rose Mapping LLC

The project includes survey and civil design in the proposal. We are looking forward to working with the City of Keller on this project. If you have any questions, please feel free to contact me at brian.haynes@westwoodps.com or (817) 562-3350.

Sincerely,

Peloton Land Solutions (a Westwood Company)



Brian Haynes, P.E., CFM
Market Leader, Public Infrastructure

Cc: Tanya Warbritton, P.E. – Westwood
Attachments

Attachment 'A'

Service Center Sanitary Sewer Rehabilitation

Scope of Work

Peloton Land Solutions, Inc. is now a Westwood Company. The professional services to be performed by Westwood Professional Services, Inc. (Westwood) for the City of Keller's (City) Service Center Sanitary Sewer Rehabilitation (Project) includes surveying, closed circuit television inspection, subsurface utility engineering, civil design, bidding, and construction administration.

Westwood is providing design services for the rehabilitation of an existing sanitary sewer main. See Attachment 'D' for project area map. The project is approximately 1,000 linear feet (LF) and runs north and south between UPRR railway, undeveloped land, and the Keller Municipal Service Center from the Keller Sports Park to 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. Major constraints on this project include the crossing of West Bear Creek Parkway which contains many existing utilities including one 20" waterline and two 30" waterlines as well as the UPRR railway along the entire eastern run of the sewer line. 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.

Assumptions

1. Construction will be bid in a single phase.
2. No Federal Emergency Management (FEMA) permitting is anticipated.
3. The City will assist Westwood in right-of-entry for private properties. Westwood will prepare the letter content and the City will send right-of-entry letter to property owners on City letterhead.
4. The City will provide construction inspection.
5. Project design will be limited to the project limits shown in Attachment 'D'.
6. Existing utilities (excluding the sanitary sewer line) are not anticipated within private property. Therefore, a subsurface utility engineering (SUE) investigation will be done in the Public ROW and/or easements only.
7. It is assumed the existing sanitary sewer line is located in public right-of-way or easements.
8. Access to private property for surveying or construction staging will be done through a right-of-entry letter.

Proposed Services

1.0 Project Management

Work on this task order is expected to commence in May 2024. The estimated project design schedule is 9 months and includes the following: 3 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.

1.1 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 (9 estimated) with City staff to the design, coordination, bidding, and other elements of the project (monthly)

1.2 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

1.3 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.

2.0 Data Collection

2.1 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.

3.0 Survey and Investigations

Westwood will perform a design survey, property boundary and easement verification, and prepare easement documents. Westwood use sub-consultants for closed-circuit television investigation, sub-surface utility engineering (SUE), and right-of-way acquisition services.

3.1 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 drone and traditional survey. If necessary, this scope assumes that the City will assist in gaining access to adjacent private properties.

3.2 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). A title search will be performed by the right-of-way acquisition sub-consultant and the information provided to Westwood for use.
- 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) City GPS monuments. Monument details will be in the plan control sheet.

3.3 Closed Circuit Television (CCTV)

Westwood will contract with AIMS Companies. to perform a closed-circuit television inspection of the existing sanitary sewer system. Refer to Attachment 'F1'.

3.4 Subsurface Utility Engineering (SUE)

Westwood will contract with Yellow Rose Mapping LLC to perform subsurface utility engineering. Refer to Attachment 'F2'.

4.0 Preliminary Design Plans (60% Design)

4.1 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) 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.
- Survey Control Sheet (includes city benchmarks and control)
- 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

5.0 Final Design Plans (100% Design)

5.1 Final Design (100% Plans)

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). 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.
- Survey Control Sheet (includes city benchmarks and control)
- 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

5.2 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.)
- Print four (4) set of contract documents for signature by the city.

6.0 Bidding Services

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

6.1 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.

7.0 Construction Services

Westwood will assist the city during construction administration. Construction is anticipated to be up to three (3) months. City will provide construction inspection.

7.1 Construction Administration

The construction administration has the following scope of work:

- 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.

Additional Services

The following tasks would be considered Additional Services and are not included in the Scope of Work. Westwood can provide these services in a separate work order or contract.

- 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 (except for the title commitments the right-of-way acquisition sub-consultant has in their scope of work)
- 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

Attachment 'B'

Compensation and Fees

Compensation

For all services included in Exhibit A: Scope of Work, Westwood shall be compensated a maximum amount as summarized in the following table. Tasks 1.0 through 7.0 shall be billed as lump sum amounts. For hourly tasks, a range of hourly rates are shown in Attachment 'B-1'. A 1.15 multiplier is applied to sub-consultant fees and reimbursable expenses. Unless stated otherwise, reimbursements are included in the lump sum fee. This maximum fee shall be considered full compensation for all labor, materials, supplies, travel expenses, equipment, reimbursables, and sub-consultant fees necessary to deliver the services described in herein. The fees shall not be exceeded without prior authorization from the City. If additional services are required beyond this Scope of Work, compensation shall be per corresponding contract addenda.

Fee Summary	
Task	Fee
1.0 Project Management	\$ 42,970.00
2.0 Data Collection	\$ 2,780.00
3.0 Survey and Investigations	\$ 46,352.50
4.0 Preliminary Design (60% Design)	\$ 26,660.00
5.0 Final Design (100% Design)	\$ 21,620.00
6.0 Bidding Services	\$ 13,580.00
7.0 Construction Services	\$ 17,300.00
Subtotal (Lump Sum)	\$ 171,262.50
Total (Hourly)	\$ -
Total Fee	\$ 171,262.50
<u>Notes:</u>	
1. Reimbursable expenses are <u>included</u> in the lump sum and hourly totals.	

Attachment 'B-1'

FEE SCHEDULE FOR PUBLIC INFRASTRUCTURE SERVICES

2024 – South

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

Classification	Hourly Rate
Survey Tech I – Survey Tech VI.....	\$125.00 – \$205.00
Survey Field I – Survey Field VII.....	\$70.00 – \$160.00
Graduate Surveyor I – Graduate Surveyor III	\$145.00 – \$175.00
Surveyor I – Surveyor VI.....	\$190.00 – \$265.00
Remote Sensing Field Tech I – Remote Sensing Field Tech VIII.....	\$105.00 – \$185.00
Remote Sensing Field Manager	\$200.00
Remote Sensing Tech I – Remote Sensing Tech V.....	\$130.00 – \$185.00
Remote Sensing Manager.....	\$215.00
Engineering Technician I – Engineering Tech VII.....	\$125.00 – \$200.00
Graduate Engineer I – Graduate Engineer IV	\$145.00 – \$185.00
Engineer I – Engineer VII.....	\$190.00 – \$270.00
Dust Monitor	\$75.00
Construction Observer I – Construction Observer V.....	\$115.00 – \$175.00
Environmental Scientist I – Environmental Scientist VIII	\$120.00 – \$240.00
Environmental Field I – Environmental Field III.....	\$80.00 – \$115.00
GIS I – GIS VIII	\$100.00 – \$205.00
Graduate Landscape Architect I – Graduate Landscape Architect III.....	\$120.00 – \$150.00
Landscape Architect I – Landscape Architect VI	\$155.00 – \$240.00
Project Processor I – Project Processor II.....	\$85.00 – \$95.00
Project Coordinator I – Project Coordinator II	\$130.00 – \$140.00
Senior Project Coordinator I – Senior Project Coordinator II	\$155.00 – \$175.00
Admin I – Admin V.....	\$85.00 – \$135.00
Intern I – Intern III	\$75.00 – \$105.00
Assistant Project Manager I – Assistant Project Manager III	\$180.00 – \$205.00
Project Manager I – Project Manager VII.....	\$ 195.00 – \$290.00
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.