Notice of Meeting for the
Georgetown Utility System Advisory Board and the Governing Body
of the City of Georgetown
March 13, 2020 at 2:00 PM
at Georgetown Municipal Complex, 300-1 Industrial Avenue, Georgetown TX

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Call to Order
The Board may, at any time, recess the Regular Session to convene in Executive Session at the request of the Chair, a Board Member, the City Manager, Assistant City Manager, General Manager of Utilities, City Council Member, or legal counsel for any purpose authorized by the Open Meetings Act, Texas Government Code Chapter 551, and are subject to action in the Regular Session that follows.

B Introduction of Visitors

Employee Recognition --
-- None submitted at time of posting

C March 2020 GUS Project Updates and January Council Actions -- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

D Presentation of the 1st Quarter Financials for Water and Electric – Paul Diaz, Budget Manager

E Electric Utility Update -- Daniel Bethapudi, Electric General Manager

F Water Utility Update -- Glenn W. Dishong, Water Utilities Director

Legislative Regular Agenda

G **Public Wishing to Address the Board**

On a subject that **is posted on this agenda**: Please fill out a speaker registration form which can be found on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior** to the meeting being called to order may speak.

On a **subject not posted on the agenda**: Persons may add an item to a future Regular scheduled Board agenda by filing a written request with the Staff Liaison **no later than one week prior to the Board meeting**. The request must include the speaker's name and the specific topic to be addressed with

sufficient information to inform the board and the public. **Only those persons who have submitted a timely request will be allowed to speak.** For Board Liaison contact information, please logon to https://government.georgetown.org/georgetown-utility-system-advisory-board-gus/.

-- At time of posting, no persons had signed up to address the Board.

H Review and possible action to approve the minutes from the regular GUS Board meeting held on January 10, 2020 and the regular GUS Board meeting scheduled for February 14, 2020. - Sheila K. Mitchell, GUS Board Liaison

I Presentation and possible recommendation to approve an inter-local contract between the City of Round Rock and the City of Georgetown for water resource and treatment services for the period from 2020 through 2029 with estimated costs for the current fiscal year of $63,000.00. -- Chelsea Solomon, Control Center Manager

J Consideration and possible recommendation to approve Task Order Ammendment KPA-15-003-A2 with Kasberg, Patrick & Associates, LP of Georgetown, Texas, for professional services related to the Shell Road Waterline Improvements in the amount of $84,855.00 – Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, Project Manager

K Consideration and possible recommendation to approve Task Order KPA-20-006 with Kasberg, Patrick & Associates, LP of Georgetown Texas for the design, bid and construction services for the Southwest Bypass Waterline project in the amount of $206,630.00. – Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

L Consideration and possible recommendation to approve Task Order CDM-20-007 with CDM Smith, Inc. of Austin., Texas, for professional services related to Parkside Water Supply, Hoover Pump Station and Elevated Storage Tank, and Tank demolition in the amount of $2,044,075.00.-- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

M Consideration and possible recommendation to approve Task Order CDM-20-009 with CDM Smith, of Austin, Texas, for professional services related to the South Lake Water Treatment Plant and 1178 Transmission Main in the amount of $7,201,000.00. -- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

Adjournment

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

_____
Robyn Densmore, City Secretary

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Call to Order
The Board may, at any time, recess the Regular Session to convene in Executive Session at the request of the Chair, a Board Member, the City Manager, Assistant City Manager, General Manager of Utilities, City Council Member, or legal counsel for any purpose authorized by the Open Meetings Act, Texas Government Code Chapter 551, and are subject to action in the Regular Session that follows.

ITEM SUMMARY:

FINANCIAL IMPACT:
N/A

SUBMITTED BY:

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
March 2020 GUS Project Updates and January Council Actions -- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ITEM SUMMARY:

GUS Item Update Coversheet March 2020

Berry Creek Wastewater Interceptor – 3CJ
Santa Clara completed tie-in at Sun City LS, flow has started to Berry Creek LS. Crew working on finishing up cleanup.

Berry Creek Wastewater Interceptor Phases 1, 2 & 3
Alternative routing around Berry Springs Park near Market St. under review and redesign

Braun Elevated Storage Tank (EST)
Tank is raised and the air phase steel crew has completed all welding. Air phase coating crew is on site and working on the inside of the tank, they lack the intermediate and finish coat. They are working on stripping the roof they plan to be completed by the middle of the month. Landmark finish out crew is on site, the pipe support bases are complete as well as the slab on grade.

Cedar Breaks to Pastor Dedicated Water Line
24" waterline has been tested and on line, trench repair paving complete with Chip Seal scheduled for early Spring 2020

CR 255
Recommended by GUS 10/09/15, approved by CC on 10/27/15. Preliminary Construction Plans are near 80% complete & Easements 50% complete

Lake 980 High Service Pump Station
Contract with Prota Construction approved by Utility Board & City Council 1/28/2020

Lake WTP Chemical Storage Improvements
Task Order approved by GUS Board 12/8/17 & City Council 12/12/17. Possibly combined with another Project

Lake WTP Raw Water Intake & Pump Station Improvements
All piping and valves are installed and in operation. Waiting on concrete crew to finish top deck of platform.

Park Lift Station
Task Order recommended by GUS 2/10/17& approved by City Council 2/18/17. 100% Design Plans & Specs being reviewed by Staff, Bids early 2020

Pastor Pump Station
Pump# 1 expected back and installed mid to late March. Once installed, substantial completion walk thru can be scheduled.

Pecan Branch WWTP
Project is in Close-Out phase with Retainage Release. RAS pump replacement on going

Ronald Reagan Water Line
Royal Vista crews have finished punch list the County had and Hydro Mulch has been completed. Contractor still needs to Hydro mulch Mission oaks waterline and the corner of Sun City and 195. Still working on shutting down the 16" water line going through shady oaks so we can cut and cap that line.

San Gabriel Wastewater Treatment Plant – Belt Press
Concrete pour for drain pit is set for Tuesday March 3rd. MH-1 set and piping from building to MH is complete.

Shell Road Water line
Final Design Plans are 90% complete & Easements are 60% complete

South Lake Water Treatment Plant – Intake & Raw Waterline
Task Order approval by GUS Board 1/11/19 & City Council 1/22/19

Water Tank Rehab- 2018
CDM Task Order recommended by GUS Board 12/8/17 & approved by Council 12/12/17
Tentatively out for Bid early 2020

Westloop Waterline Improvements
Line has been tied in on the east side of the project, they are continuing to lay pipe on River Chase up to Memorial Dr. and are projecting for the final tie in this week.

January Council Actions
See attached report

FINANCIAL IMPACT:
N/A

SUBMITTED BY:
Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ATTACHMENTS:

	Description	Type
🗋	March 2020 GUS Updates	Presentation
🗋	January Council Actions	Backup Material

GUS Item Update Coversheet March 2020

Berry Creek Wastewater Interceptor – 3CJ

Santa Clara completed tie-in at Sun City LS, flow has started to Berry Creek LS. Crew working on finishing up cleanup.

Berry Creek Wastewater Interceptor Phases 1, 2 & 3

Alternative routing around Berry Springs Park near Market St. under review and redesign

Braun Elevated Storage Tank (EST)

Tank is raised and the air phase steel crew has completed all welding. Air phase coating crew is on site and working on the inside of the tank, they lack the intermediate and finish coat. They are working on stripping the roof they plan to be completed by the middle of the month. Landmark finish out crew is on site, the pipe support bases are complete as well as the slab on grade.

Cedar Breaks to Pastor Dedicated Water Line

24" waterline has been tested and on line, trench repair paving complete with Chip Seal scheduled for early Spring 2020

CR 255

Recommended by GUS 10/09/15, approved by CC on 10/27/15. Preliminary Construction Plans are near 80% complete & Easements 50% complete

Lake 980 High Service Pump Station

Contract with Prota Construction approved by Utility Board & City Council 1/28/2020

Lake WTP Chemical Storage Improvements

Task Order approved by GUS Board 12/8/17 & City Council 12/12/17. Possibly combined with another Project

Lake WTP Raw Water Intake & Pump Station Improvements

All piping and valves are installed and in operation. Waiting on concrete crew to finish top deck of platform.

Park Lift Station

Task Order recommended by GUS 2/10/17& approved by City Council 2/18/17. 100% Design Plans & Specs being reviewed by Staff, Bids early 2020

Pastor Pump Station

Pump# 1 expected back and installed mid to late March. Once installed, substantial completion walk thru can be scheduled.

Pecan Branch WWTP

Project is in Close-Out phase with Retainage Release. RAS pump replacement on going

Ronald Reagan Water Line

Royal Vista crews have finished punch list the County had and Hydro Mulch has been completed. Contractor still needs to Hydro mulch Mission oaks waterline and the corner of Sun City and 195. Still working on shutting down the 16" water line going through shady oaks so we can cut and cap that line.

San Gabriel Wastewater Treatment Plant – Belt Press

Concrete pour for drain pit is set for Tuesday March 3rd. MH-1 set and piping from building to MH is complete.

Shell Road Water line

Final Design Plans are 90% complete & Easements are 60% complete

South Lake Water Treatment Plant – Intake & Raw Waterline

Task Order approval by GUS Board 1/11/19 & City Council 1/22/19

Water Tank Rehab- 2018

CDM Task Order recommended by GUS Board 12/8/17 & approved by Council 12/12/17

Tentatively out for Bid early 2020

Westloop Waterline Improvements

Line has been tied in on the east side of the project, they are continuing to lay pipe on River Chase up to Memorial Dr. and are projecting for the final tie in this week.

Project: Berry Creek Wastewater Interceptor
Project# 3CJ
Update – March 2020

Project Description: This project will consist of approximately 15,000 linear feet of wastewater interceptor ranging in diameter from 36-inch to 30-inch from the existing Berry Creek lift station to the existing Sun City lift station. The alignment of the interceptor will generally follow Berry Creek.
Purpose: The purpose of this project is to add wastewater capacity in Sun City, provide wastewater service to the Shell road area, and will allow Sun City Lift Station to come off line when the future phases are complete.
Project Manager: Daniel Havins
Engineer: CDM Smith
Contractor: Santa Clara Construction

Phase	Start	Finish	Status / Comments
Preliminary Engineering	May 2015	February 2016	Recommended by GUS 5/8/15 approved by CC 5/26/15.
Final Design	February 2016	March 2018	100% complete
ROW / Easements	June 2015		Complete
Bid / Award Bid #			Approved by City Council on 12/11/18, NTP issued 1/24/19
Construction	January 2019	February 2020	Santa Clara completed tie-in at Sun City LS, flow has started to Berry Creek LS. Crew working on finishing up cleanup.
Post Construction			

Project: Berry Creek Wastewater Interceptor
Phase 1,2, &3
Project#
Update – March 2020

Project Description: This project will consist of approximately 21,500 linear feet of wastewater interceptor ranging in diameter from 36-inch to 48-inch from the existing Berry Creek lift station to the existing Pecan Branch Wastewater Plant. The alignment of the interceptor will generally follow Berry Creek.
Purpose: The purpose of this project is to add wastewater capacity in Sun City, provide wastewater service to the Shell road area, and will allow Sun City Lift Station to come off line.
Project Manager: Michael Hallmark
Engineer: Walker Partners, LLC
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering			Recommended by GUS 10/13/17 Approved by City Council 10/23/17. Boring samples being analyzed
Final Design	Fall 2019	Spring 2020	
ROW / Easements			
Bid / Award Bid #			Alternative routing around Berry Springs Park near Market St. under review and redesign
Construction			
Post Construction			

Project: Braun EST
Project# 2JG
Update – March 2020

Project Description: This project involves - Design, bidding and general services during construction for a 3 MG elevated storage tank (EST) at the Braun EST site
Purpose: The purpose of this project is to add additional elevated water storage capacity and meet the demands of the water system in the 1178 pressure plane.
Project Manager: Daniel Havins
Engineer: CDM
Contractor: Landmark Structures

Phase	Start	Finish	Status / Comments
Preliminary Engineering	January 2018	March 2018	Task Order approved by GUS Board 12/8/17 & by City Council 12/12/17
Final Design	April 2018	July 2018	
ROW / Easements			
Bid / Award Bid #	September 2018	October 2018	Approved by GUS Board & Council in October
Construction	January 2019	June 2020	Tank is raised and the air phase steel crew has completed all welding. Air phase coating crew is on site and working on the inside of the tank, they lack the intermediate and finish coat. They are working on stripping the roof they plan to be completed by the middle of the month. Landmark finish out crew is on site, the pipe support bases are complete as well as the slab on grade.
Post Construction			

Project: Cedar Breaks EST – Pastor 24 Inch Dedicated Water Line
Project# 2JI
Update – March 2020

Project Description: This project will consist of approximately 12,000 linear feet water line that will run from Cedar Breaks Elevated Storage Tank to the Pastor Ground Storage Tank. The waterline will run in DB Woods Rd right-of-way for the northern portion and around the north and western border of Wood Ranch for the southern portion.
Purpose: The purpose of this project is to run a dedicated water line from Cedar Breaks EST to Pastor Pump Station, this dedicated 24-inch waterline will allow the Pastor Pump Station to fill without depleting the existing distribution system and effecting fire flow. This will also increase the capacity of the Pastor Pump Station to keep up with growth and demand in the Western District.

Project Manager: Daniel Havins
Engineer: CDM Smith
Contractor: Prota Construction

Phase	Start	Finish	Status / Comments
Preliminary Engineering	July 2018	September 2018	Task Order approved by GUS Board 6/6/18 & City Council 6/26/18
Final Design	October 2018	November 2018	Preliminary Survey work starting
ROW / Easements	July 2018	November 2018	Complete
Bid / Award Bid #	January 2019	February 2019	Approved by Council 2/19
Construction	Early 2019	February 2020	24” waterline has been tested and on line, trench repair paving complete with Chip Seal scheduled for early Spring
Post Construction			

Project: County Road 255 Waterline Improvements
Project# 2JE
Update – March 2020

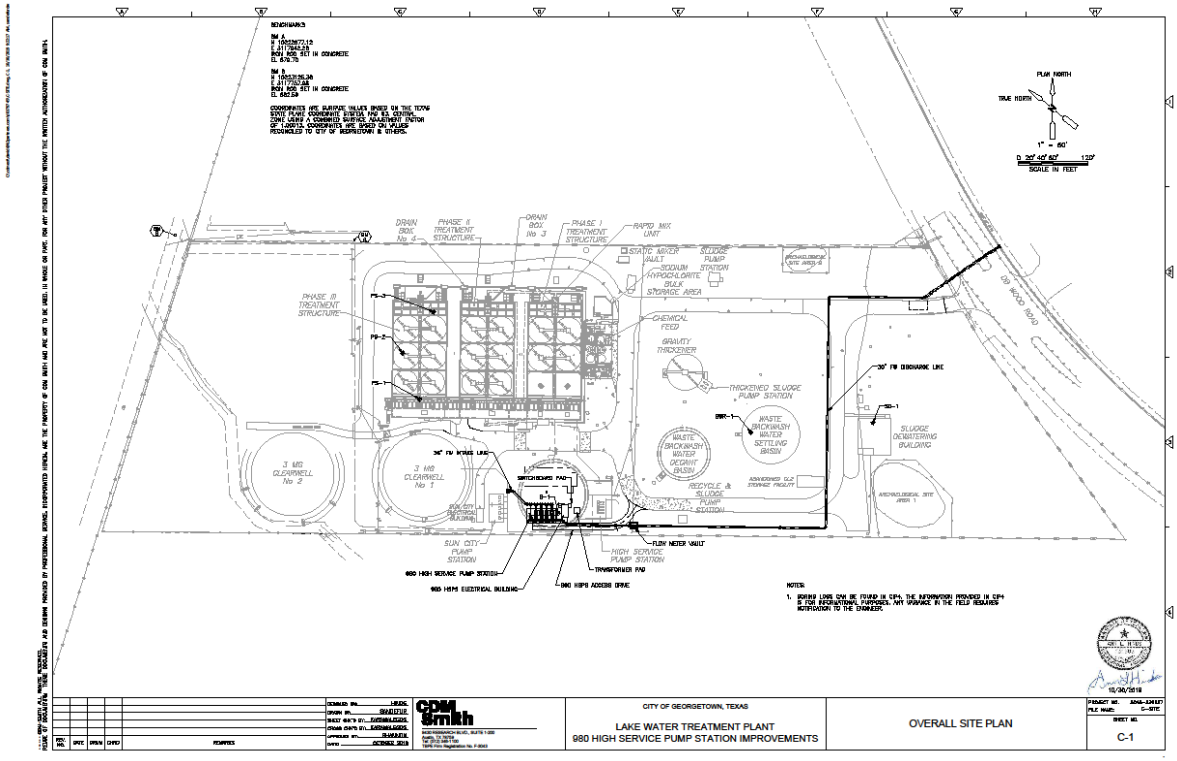
Project Description: This project involves upgrading the existing 15-inch water main with 16-inch C-905 or DI pipe. This project will consist of approximately 44,500 LF of 16-inch water main replacement.
Purpose: The purpose of this project is to upgrade the class pipe water mains to C-905 or DI pipe, and replace this existing main that has a large amount of water leaks.
Project Manager: Michael Hallmark
Engineer: KPA
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering	October 2015	March 2016	Recommended by GUS 10/09/15, approved by City Council on 10/27/15.
Final Design	March 2016	Winter 2019	80% Complete
ROW / Easements	October 2015		50% complete
Bid / Award Bid #			
Construction			
Post Construction			

Project: Lake 980 High Service Pump Station
Project# 2CH
Update – March 2020

Project Description: This project includes installing 4 vertical turbine pumps, 1,245 linear feet of 30-inch waterline, electrical & instrumentation building and new flowmeter with vault.
Purpose: The purpose of this project is to upgrade pumping capacity into the 980 pressure plane to meet peak water demands and growth in this pressure plane area.
Project Manager: Daniel Havins
Engineer: CDM
Contractor: TBD

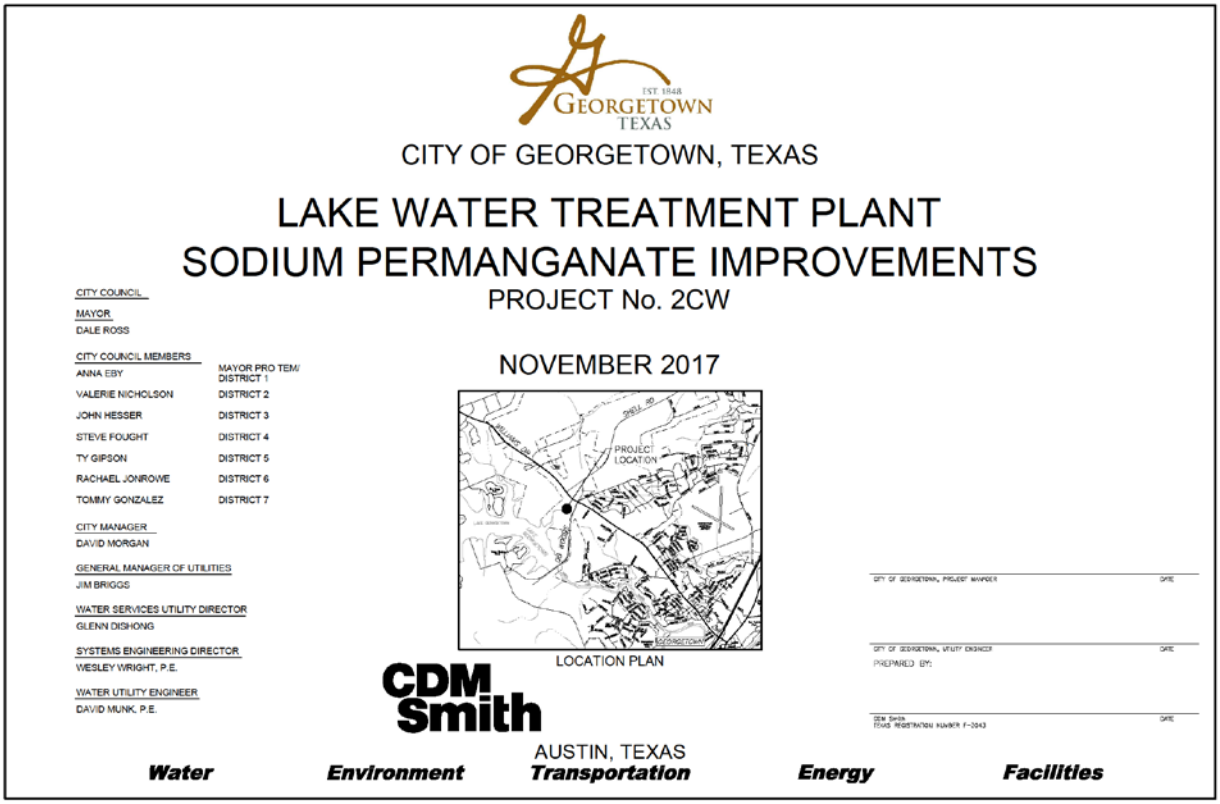
Phase	Start	Finish	Status / Comments
Preliminary Engineering	March 2019	August 2019	Project out for Bid early November 2019
Final Design	August 2019	October 2019	
ROW / Easements			
Bid / Award Bid #			Bid Opening on 12/10/19 with five Bids being evaluated
Construction	February 2020	October 2020	Contract with Prota Construction approved by Utility Board & City Council 1/28/2020



Project: Lake WTP – Chemical Storage Improvements
Project# 2CW
Update – March 2020

Project Description: This project involves - Design, bidding and general services during construction for the design of sodium permanganate storage and feed system improvements at the Lake WTP.
Purpose: The purpose of this project is the sodium permanganate storage and feed system improvements will be bid so that small specialized, qualified chemical feed contractors can bid the project.
Project Manager: Daniel Havins
Engineer: CDM
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering	January 2018	March 2018	Task Order approved by GUS Board 12/8/17 & City Council 12/12/17
Final Design	April 2018	June 2018	
ROW / Easements			
Bid / Award Bid #			Possibly combined with another Project
Construction			
Post Construction			



Project: Lake Water Treatment Plant Raw Water Intake & Pump Station Maintenance Improvements
Project# 2CU
Update – March 2020

Project Description: This project involves - Design bidding and general services during construction for the maintenance improvements consist of replacing the intake gates and other general maintenance on the 40-year-old intake. The maintenance improvements also consist of replacing some discharge piping at the Raw Water Pump Station
Purpose: The purpose of this project is the replacing the intake gates and other general maintenance on the 40-year-old intake. There will also be revisions to the discharge piping that will reduce the pump head loss at the existing pump
Project Manager: Daniel Havins
Engineer: CDM
Contractor: Huffman Contractors

Phase	Start	Finish	Status / Comments
Preliminary Engineering	October 2017	November 2017	Approved by GUS Board 9/17 & City Council September 17
Final Design	November 2017	February 2018	
ROW / Easements			
Bid / Award Bid #	April 2018	May 2018	Approved by City Council 5/22/18
Construction	Fall 2018	Spring 2020	All piping and valves are installed and in operation. Waiting on concrete crew to finish top deck of platform.
Post Construction			

Project: San Gabriel Park Lift Station Improvements
Project# 3CN
Update – March 2020

Project Description: This project will consist of the construction a new wastewater lift station with appurtenant electrical and instrumentation improvements.
Purpose: The purpose of this project is to provide wastewater service for growth and development in the San Gabriel Wastewater Basin.
Project Manager: Michael Hallmark
Engineer: KPA
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering	March 2017	June 2017	Recommended by GUS 2/10/17& City Council 2/18/17
Final Design	July 2017	December 2017	90% Plans under review by Staff TCEQ variance under review
ROW / Easements	N/A	N/A	
Bid / Award Bid #			Tentatively Bids early 2020 Reviewing 100% Plans & Specs prior to Bid
Construction			
Post Construction			

Project: Pastor Pump Station
Project# 2BZ
Update – March 2020

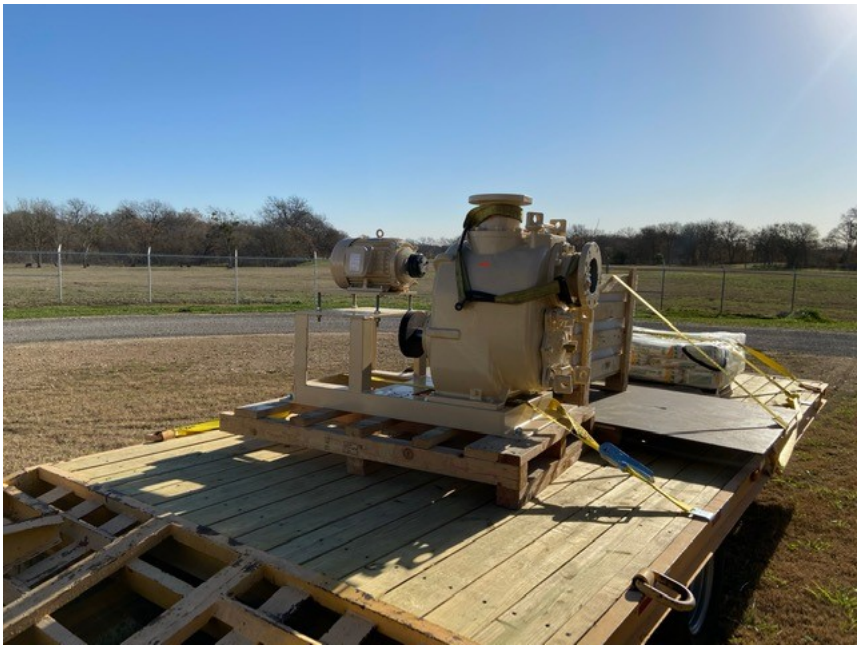
Project Description: This project involves upgrading the existing pump station with two new motors, pumps, electrical, instrumentation & HVAC. Design of pipeline improvements to provide more water to the Pastor Pump Station and to complete the West Loop Water Line near SH 29 and DB Wood Road.
Purpose: The purpose of this project is to upgrade pipeline improvements and to provide more water to the Pastor Pump Station and to complete the West Loop Water Line near SH 29 and DB Wood Road.
Project Manager: Daniel Havins
Engineer: CDM
Contractor: Archer Western

Phase	Start	Finish	Status / Comments
Preliminary Engineering	May 2017	October 2017	Task Order recommended by GUS 4/14/17 and goes to Council 4/25/17.
Final Design	October 2017	February 2018	
ROW / Easements			
Bid / Award Bid #			GUS Board approved Contract with Archer Western 3/9/18 and Council approved 3/27/18
Construction	April 2018	Winter 2019	Pump# 1 expected back and installed mid to late March. Once installed, substantial completion walk thru can be scheduled.

Project: Pecan Branch Wastewater Treatment Plant Expansion
Project# 3CA
Update – March 2020

Project Description: The project includes expanding the existing Pecan Branch WWTP from 1.5 to 3.0 MGD including the construction of an influent pump station, screening and grit removal facilities, aeration basins, secondary clarifiers, cloth disk filters, UV disinfection facility, sludge holding tanks facilities, site grading and paving, electrical improvements, and instrumentation improvements.
Purpose: The purpose of this project is to provide wastewater treatment for future growth and development.
Project Manager: Daniel Havins
Engineer: CDM Smith
Contractor: CSA Construction

Phase	Start	Finish	Status / Comments
Preliminary Engineering	November 2012	March 2013	Complete
Final Design	December 2015	January 2017	100% Set of Plans
ROW / Easements			Complete
Bid / Award Bid # 201717	March 2017	May 2017	Bid Opening 3/28/17 GUS Board approved 4/14/17 City Council 4/25/17
Construction	July 2017	January 2020	Final paperwork submitted. RAS pump replacement on going.
Post Construction			



Project: Ronald Reagan Waterline Improvements
Project# 2JM
Update – March 2020

Project Description: This project involves upgrading the existing 15-inch water main with 16-inch C-905 or DI pipe. This project will consist of approximately 44,500 LF of 16-inch water main replacement.
Purpose: The purpose of this project is to install 21,300 LF of 30" water main on the west side of Ronald Reagan from FM 2338 (Williams dr) to FM 3405
Project Manager: Daniel Havins
Engineer: KPA
Contractor: Royal Vista

Phase	Start	Finish	Status / Comments
Preliminary Engineering	October 2015	March 2016	KPA Task Order approved by GUS Board & City Council on 8/28/18
Final Design	March 2016	February2018	80% Complete
ROW / Easements	October 2015		50% complete
Bid / Award Bid #			Approved by City Council 12/11/18
Construction	January 2019	April 2020	Royal Vista crews have finished punch list the County had and Hydro Mulch has been completed. Contractor still needs to Hydro mulch Mission oaks waterline and the corner of Sun City and 195. Still working on shutting down the 16" water line going through shady oaks so we can cut and cap that line.
Post Construction			

Project: San Gabriel Wastewater Treatment Plant – Belt Press
Project# 3CP
Update – March 2020

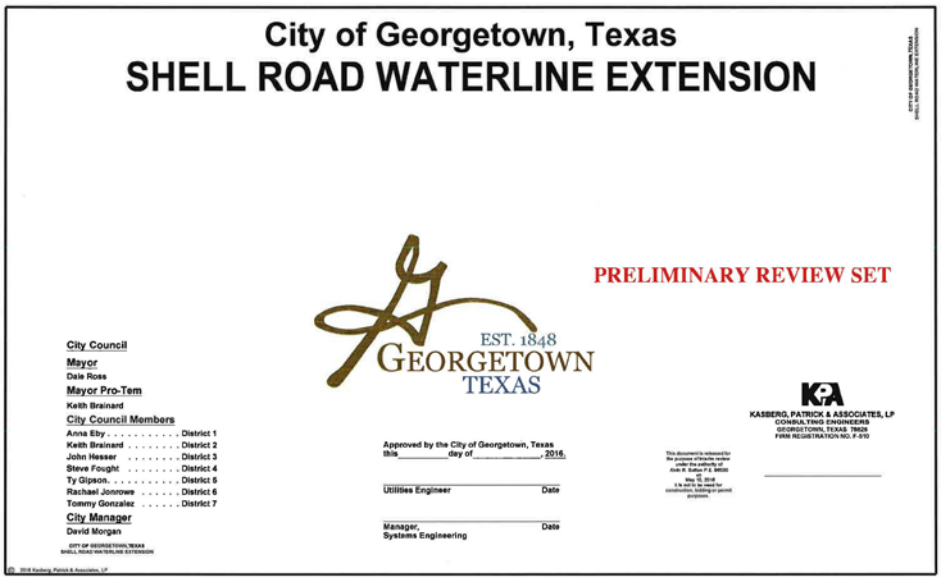
Project Description: This project involves - Design, bidding and general services during construction for a new sludge dewatering building and the installation of dewatering equipment, a polymer system and a conveyor for the San Gabriel Wastewater Treatment Plant (WWTP)
Purpose: The purpose of this project is to replace the existing drying beds with a new sludge dewatering building and the installation of dewatering equipment, a polymer system and a conveyor to load a roll-off dumpster.
Project Manager: Daniel Havins
Engineer: CDM
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering	April 2018	August 2018	Task Order approved by GUS Board 3/9/18 & by City Council 3/27/18
Final Design	August 2018	December 2018	
ROW / Easements	N/A		
Bid / Award Bid #	February 2019	August 2019	NTP issued 11/4/19
Construction	Nov. 2019	August 2020	Concrete pour for drain pit is set for Tuesday March 3rd. MH-1 set and piping from building to MH is complete.
Post Construction			

Project: Shell Road Waterline Improvements
Project# 3CI
Update – March 2020

Project Description: This project will consist of approximately 13,500 LF of 16-inch water line and approximately 2300 LF of 12-inch waterline.
Purpose: The purpose of this project is to provide secondary feed of water to Sun City.
Project Manager: Michael Hallmark
Engineer: KPA
Contractor: TBD

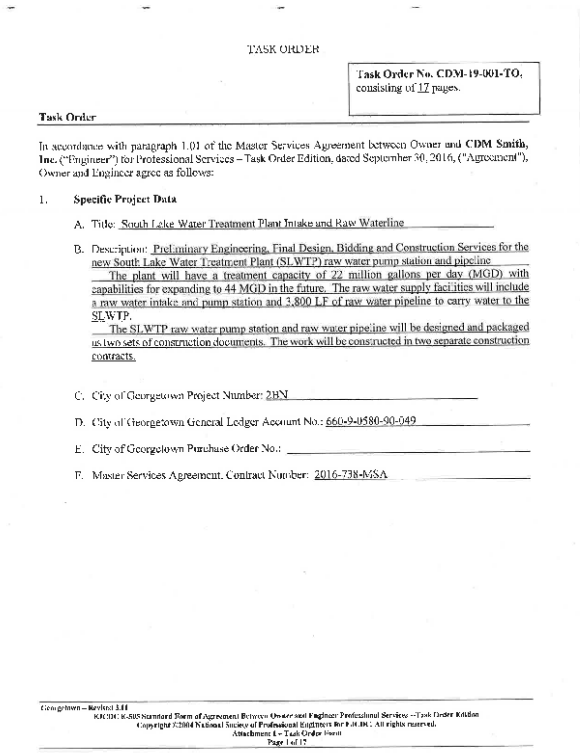
Phase	Start	Finish	Status / Comments
Preliminary Engineering	April 2015	August 2015	Task Order Recommended by GUS 3/13/15 Approved by CC 3/24/15.
Final Design	August 2015	March 2018	90% complete
ROW / Easements	June 2015	October 2017	60% complete
Bid / Award Bid			
Construction			
Post Construction			



Project: South Lake Water Treatment Plant Intake & Raw Waterline
Project# 2BN
Update – March 2020

Project Description: This project will consist of design/engineering for a 22 MGD raw water intake & pump station with future expansion to 44 MGD and 3,800 LF if raw water pipeline to carry water to the SLWTP.
Purpose: The purpose of this project is to provide the supply & demand for future water needs for the City of Georgetown and Western District
Project Manager: Michael Hallmark
Engineer: CDM
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering	February 2019	August 2019	Task Order approval by GUS Board 1/11/19 & City Council 1/22/19
Final Design	August 2019	April 2020	
ROW / Easements			
Bid / Award Bid	Summer 2020		
Construction	Fall 2020		
Post Construction			



TASK ORDER

Task Order No. CDM-19-001-TO, consisting of 17 pages.

Task Order

In accordance with paragraph 1.01 of the Master Services Agreement between Owner and **CDM Smith, Inc.** ("Engineer") for Professional Services – Task Order Edition, dated September 30, 2016, ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

A. Title: South Lake Water Treatment Plant Intake and Raw Waterline

B. Description: Preliminary Engineering, Final Design, Bidding and Construction Services for the new South Lake Water Treatment Plant (SLWTP) raw water pump station and pipeline

The plant will have a treatment capacity of 22 million gallons per day (MGD) with capabilities for expanding to 44 MGD in the future. The raw water supply facilities will include a raw water intake and pump station and 3,800 LF of raw water pipeline to carry water to the SLWTP.

The SLWTP raw water pump station and raw water pipeline will be designed and packaged as two sets of construction documents. The work will be constructed in two separate construction contracts.

C. City of Georgetown Project Number: 2BN

D. City of Georgetown General Ledger Account No.: 660-9-0580-90-049

E. City of Georgetown Purchase Order No.:

F. Master Services Agreement, Contract Number: 2016-738-MSA

Georgetown – Revised 1.H
EJCDC E-505 Standard Form of Agreement Between Owner and Engineer Professional Services – Task Order Edition
Copyright ©2004 National Society of Professional Engineers for EJCDC. All rights reserved.
Attachment 1 – Task Order Form
Page 1 of 17

Project: Water Tank Rehab - 2018
Project# 2CX
Update – March 2020

Project Description: This project involves - Design bidding and general services during construction for the demolition of the steel ground storage tank (GST) and steel lime silo at the Park Water Treatment Plant (WTP), demolition of the Woods GST, and rehabilitation of the 1 MG GST at the Southside WTP; and design
Purpose: The purpose of this project is the demolition of the steel structures at the Park WTP and the Woods sites and rehabilitation of the 1 MG GST at the Southside WTP site will be bid so that qualified demolition and tank rehab contractors can bid the project.
Project Manager: Michael Hallmark
Engineer: CDM
Contractor: TBD

Phase	Start	Finish	Status / Comments
Preliminary Engineering	January 2018	March 2018	Task Order recommended by GUS Board 12/8/17 & approved by Council 12/1/2/17
Final Design	April 2018	June 2018	
ROW / Easements			
Bid / Award Bid #	Early 2020		Tentatively out for Bid early 2020
Construction			
Post Construction			

Project: West Loop Waterline Improvements
Project# 2JJ
Update – March 2020

Project Description: The project consists of furnishing, installing, and providing all labor and materials required to install approximately 2,410 linear feet of new 24-inch diameter water pipeline and approximately 425 linear feet of 8-inch diameter water pipeline
Purpose: The purpose of this project is to provide adequate flows & pressure to the West University and River Chase areas
Project Manager: Daniel Havins
Engineer: CDM
Contractor: Santa Clara Construction

Phase	Start	Finish	Status / Comments
Preliminary Engineering	Feb	March 2019	Task Order Issued 1/24/19
Final Design	March 2019	May 2019	Complete
ROW / Easements	June 2015	October 2017	Complete
Bid / Award Bid			Approved by City Council 6/25/19, PreConstruction Meeting held 8/12/19 & NTP issued for 9/6/19
Construction	September 2019	April 2020	Line has been tied in on the east side of the project, they are continuing to lay pipe on River Chase up to Memorial Dr. and are projecting for the final tie in this week.
Post Construction			

GUS BOARD ITEMS FORWARDED TO COUNCIL
January 28, 2020

J

Forwarded from Georgetown Utility Systems Advisory Board (GUS):

Consideration and possible action to approve **ratifying emergency services purchase order no. 4000164** with **Environmental Improvements, Inc.** for **purchase** and **install** of **chemical storage tank**, in the amount of **$54,200.65** and exempting this purchase from competitive requirements as per Texas Local Government Code General Exemptions 252.022. (2) -- Glenn W. Dishong, Director of Water Utilities

K **Forwarded from Georgetown Utility Systems Advisory Board (GUS):**
Consideration and possible action to approve **renewal #2** of contract **17-054-SC** with **Elk Ridge Construction, LLC (Water & Wastewater Treatment Plants)** in the amount of **$53,139.90** -- Glenn W. Dishong, Water Utilities Director

L **Forwarded from Georgetown Utility Systems Advisory Board (GUS):**
Consideration and possible action to approve **amendment #1** and **renewal #2** of **contract 18-0017-SC** with **Elk Ridge Construction, LLC (Water & Wastewater Collection** and **Distribution Stations)** in the amount of **$67,767.41 per year** -- Glenn W. Dishong, Water Utilities Director

M **Forwarded from Georgetown Utility Systems Advisory Board (GUS):**

Consideration and possible action to approve the **purchase** of **pump repairs** from **Weisinger, Inc.** from Conroe Texas in an amount not to exceed **$173,170.00**, for **Fiscal Year 2020** -- Glenn W. Dishong, Water Utilities Director

Q **Forwarded from Georgetown Utility Systems Advisory Board (GUS):**

Consideration and possible action to approve a **contract** for the **Lake Water Treatment Plant 980 High Service Pump Station Improvements** project with **Prota Construction, Inc. & Prota Inc.**, Joint Venture, in the amount of **$3,476,420.00** -- Wesley Wright, P.E., Systems Engineering Director

ALL ITEMS PASSED

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:

Presentation of the 1st Quarter Financials for Water and Electric – Paul Diaz, Budget Manager

ITEM SUMMARY:

Electric Fund: The total annual operating revenue in the Electric Fund totals $20.4 million through the first quarter. Electric revenue sales, the largest component of operating revenue, totals $19.6 million, or 22.9% of budget through the quarter. Electric revenue sales are typically higher in the summer months when consumption increases.

Total annual operating expenses in the Electric Fund total $19.5 million for the first quarter. Purchase power expenses total $13.9 million, or 22.6% of budget.

Non-operating revenue is budgeted at $4.8 million. Year to date, non-operating revenues total $226,117.

The largest portion of non-operating revenues are bond proceeds. The City plans to issue revenue bonds later in the spring as part of the City's annual debt sale.

Non-operating expenses are budgeted at $8.3 million. Year to date, expenses total $1.05 million for capital improvement projects.

Electric revenues and purchase power are tracking according to budget. Staff continues to meet every two weeks regarding the electric fund. Staff will continue to monitor the seasonality of purchase power and revenues.

Water Fund: Overall water operating revenue totals $20.4 million, or 32.9% of budget. Water, Wastewater, and Irrigation sales revenue through the first quarter totals $11 million, or 24.8% of budget. Capital Recovery Fees total $7.3 million. Over the past three years, the fund has seen higher than budget Capital Recovery Fees due to the growth and new development in the City.

Water operating expenses total $12.8 million, or 31.75% of budget. Several large contracts are already encumbered for the year, so the quarterly overage is not a concern.

Non-operating expenses total $3.8 million. These non-operational expenses are capital improvement projects that normally span multiple years.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Paul Diaz, Budget Manager (skm)

ATTACHMENTS:

	Description	Type
🗋	Electric FIN 1st Qtr	Backup Material
🗋	Water FIN 1st Qtr	Backup Material

Electric Fund

Year-End Projection to Approved: Dec FY2020

	FY2020 BUDGET	CURRENT PERIOD	YEAR TO DATE (W/ENCUMB)	YEAR-END PROJECTION
BEGINNING FUND BALANCE	5,892,640			5,892,640
Operating Revenue				
Electric Revenue (SEE NOTE A)	85,509,803	6,718,405	19,640,581	85,509,803
Other Revenue	4,498,616	103,808	393,724	4,498,616
Developer Contributions	600,000	354,049	417,998	600,000
Operating Revenue Total	**90,608,419**	**7,176,262**	**20,452,304**	**90,608,419**
Operating Expenditures				
CRR Credits, Net	(2,000,000)	(160,725)	(739,143)	(2,000,000)
Georgetown Utility Systems	20,167,271	2,834,974	5,180,830	20,167,271
Purchased Power (SEE NOTE B)	61,500,000	4,379,849	13,904,240	61,500,000
Transfers Out-IT	3,000	-	-	3,000
Transfers Out-ROI	4,500,000	419,848	1,231,822	4,500,000
Operating Expenditures Total	**84,170,271**	**7,473,945**	**19,577,750**	**84,170,271**
Total Net Operations	**6,438,148**	**(297,683)**	**874,555**	**6,438,148**
Non-Operating Revenue				
Renewable Energy Credits	-	216,209	216,208	216,208
Interest	40,000	650	2,855	40,000
Grant Revenue	250,000	-	-	-
Bond Proceeds	4,010,000	-	-	4,010,000
Sale of Property	10,000	2,207	7,054	10,000
Transfer In-Other	500,000	-	-	500,000
Non-Operating Revenue Total	**4,810,000**	**219,066**	**226,117**	**4,776,208**
Non-Operating Expenditures				
CIP	4,010,000	168,519	1,053,206	4,010,000
Debt Service	2,866,312	-	-	2,866,312
Interest Expense	1,224,183	-	-	1,224,183
Transfer Out-Other	295,059	-	-	295,059
Non-Operating Expenditures Total	**8,395,553**	**168,519**	**1,053,206**	**8,395,553**
Total Net Non-Operations	**(3,585,553)**	**50,547**	**(827,089)**	**(3,619,345)**
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER TOTAL REQUIREMENTS	**2,852,594**	**(247,136)**	**47,465**	**2,818,803**
ENDING FUND BALANCE	**8,745,234**			**8,711,442**
Contingency	4,190,234			4,190,234
Rate Stabilization Reserve	4,555,000			4,521,208
AVAILABLE FUND BALANCE	**-**			**-**

NOTES:

A. INCLUDES ACCRUAL FOR DECEMBER REVENUE BILLED THROUGH FEB 17.

Water Fund

Year-End Projection to Approved: Dec FY2019

	APRROVED BUDGET	CURRENT PERIOD	YEAR TO DATE (W/ENCUMB)	YEAR-END PROJECTION
BEGINNING FUND BALANCE	**67,516,478**			**67,516,478**
Operating Revenue				
Capital Recovery Fee	14,250,000	2,356,302	7,357,457	14,250,000
Irrigation Utility Revenue	310,000	17,548	135,545	310,000
Other Revenue	3,451,800	626,272	2,076,332	3,451,800
Wastewater Utility Revenue	13,298,825	1,096,821	4,331,852	13,298,825
Water Utility Revenue	30,869,778	2,187,729	6,567,072	30,869,778
Operating Revenue Total	**62,180,403**	**6,284,671**	**20,468,258**	**62,180,403**
Operating Expenditures				
Irrigation	270,000	11,290	99,886	270,000
Transfer Out, Fleet/Joint Service/IT	124,500	-	-	124,500
Transfer Out, General	275,000	-	-	275,000
Transfer Out, ROI	3,300,000	22,164	655,441	3,300,000
Wastewater Distribution	763,100	57,846	371,682	763,100
Wastewater Plant Management	2,717,076	338,767	1,513,203	2,717,076
Water Administration	23,176,352	6,127,216	7,065,586	23,176,352
Water Distribution	2,645,125	161,135	778,218	2,645,125
Water Operations	4,244,971	348,951	1,140,880	4,244,971
Water Plant Management	2,932,017	265,586	1,218,847	2,932,017
Operating Expenditures Total	**40,448,141**	**7,332,955**	**12,843,744**	**40,448,141**
Total Net Operations	**21,732,262**	**(1,048,284)**	**7,624,514**	**21,732,262**
Non-Operating Revenue				
Bond Proceeds	18,600,000	-	-	18,600,000
Grant Revenue	-	-	-	-
Interest	949,500	148,403	473,221	949,500
Transfer In-Debt	104,211	-	-	104,211
Non-Operating Revenue Total	**19,653,711**	**148,403**	**473,221**	**19,653,711**
Non-Operating Expenditures				
CIP 90	79,257,974	758,136	3,847,642	79,257,974
CIP 91	1,200,000	-	-	1,200,000
Debt Service	6,642,418	-	-	6,642,418
Non-Operating Expenditures Total	**87,100,392**	**758,136**	**3,847,642**	**87,100,392**
Total Net Non-Operations	**(67,446,681)**	**(609,733)**	**(3,374,421)**	**(67,446,681)**
EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER TOTAL REQUIREMENTS	**(45,714,419)**	**(1,658,017)**	**4,250,093**	**(45,714,419)**
ENDING FUND BALANCE	**21,802,059**			**21,802,059**
Contingency	8,236,379			8,236,379
Non-Operating Contingency	10,000,000			10,000,000
AVAILABLE FUND BALANCE	**3,565,680**			**3,565,680**

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Review and possible action to approve the minutes from the regular GUS Board meeting held on January 10, 2020 and the regular GUS Board meeting scheduled for February 14, 2020. - Sheila K. Mitchell, GUS Board Liaison

ITEM SUMMARY:
Board to review, revise and/or approve the minutes from the regular GUS Board meeting held on January 10, 2020 and the regular GUS Board meeting scheduled for February 14, 2020.

FINANCIAL IMPACT:
N/A

SUBMITTED BY:
Sheila K. Mitchell/GUS Board Liaison

ATTACHMENTS:

	Description	Type
🗋	Jan 10 2020 DRAFT Minutes	Backup Material
🗋	Feb 14 2020 DRAFT Minutes	Backup Material

Minutes of the Meeting of the Georgetown Utility Systems Advisory Board and the Governing Body of the City of Georgetown, Texas January 10, 2020 at 2:00PM at Georgetown Municipal Complex, 300-1 Industrial Avenue, Georgetown, TX

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participation at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King, Jr. Street, Georgetown, TX 78626 for additional information: TTY users route through Relay Texas at 711.

Board Members Present: Ed Pastor – Chair, John Copelan – Vice Chair, Edward Wiley – Secretary, Mike Cunningham, Arthur Yaeger, Steve Fought
Board Members Absent: none
Staff Members Present: Daniel Bethapudi, Glenn Dishong, Wesley Wright, Leticia Zavala, Laurie Brewer, Michael Hallmark, Chelsea Solomon, Mike Welch, Paul Diaz, Katherine Clayton, Mayra Cantu, Leah Neal, Sheila Mitchell, David Morgan (joined at 2:03pm)
Others Present: None

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A. Call to Order – **Called to order by Chair at 2:00p.m.**

The Board may, at any time, recess the Regular Session to convene an Executive Session at the request of the Chair, a Board Member, the City Manager, Assistant City Manager, General Manager of Utilities, City Council Member, or legal counsel for any purpose authorized by the Open Meetings Act, Texas Government Code Chapter 551, and are subject to action in the Regular Session that follows.

B. Introduction of Visitors/Staff
– New Staff members:
Katherine Clayton, Budget Analyst; Mayra Cantu, Management Analyst; Leah Neal, Purchasing Manager

-- Employee Recognition:
None submitted at time of posting

C. January 2020 Utility Advisory Board - CIP Updates and November 2019 Council Actions – Wesley Wright, P.E., Systems Engineering Director
Wright noted reports in packets, gave brief updates on each. Noted future bids coming forward in early 2020. Cunningham asked about Berry Springs wastewater line; average depth/Hallmark responded and Wright also commented about varying depths. Cunningham also asked about which contractor and Hallmark responded, Santa Clara, on upper end. Wright explained (2 phases; 2 contractors; residential did not go into place.) No further questions.

D. Presentation of the 4th Quarter Financials for Water and Electric – Paul Diaz, Budget Manager
Diaz presented financials for both Electric and Water, noting this was presented at Council on December 11, 2019. Spoke on budget amendment(s) and timelines. Some discussion regarding transfer of assets between appropriate city funds; Morgan/Bethapudi responded. No further discussion.

E. Electric Utility Update – Daniel Bethapudi, Electric General Manager
Bethapudi noted he and Dishong will make a presentation on the status of GUS Board re-organization, noting this presentation was given at Council Workshop on December 10, 2019. Council

supported separating the current board into a Water Board and an Electric Board. Staff is in process of next steps and a timeline was presented for this process. Some discussion on electric board requirements and availability of potential members; Bethapudi, Dishong & Morgan responded. Pastor asked and Bethapudi confirmed boards will still be advisory however with more fiscal oversight and Council remaining as final approval authority. Cunningham in support of board changes and congratulated staff on their work thus far. Bethapudi then announced the new energy management group, Shell Energy, is on board with the city.

F. Water Utility Update – Glenn W. Dishong, Water Utilities Director
Same presentation as above. Dishong provided water updates - Regulatory and Industry updates, including Jim Briggs work on city's behalf with Region G Water Board. Budget updates were presented by Diaz; Water Resource status; System Status for water and wastewater; CIP projects previously reviewed by Wright; discussed other projects currently underway, upcoming and potential projects. Zavala gave Customer Care updates - growth between December to January of 680 new accounts (1/2 in Western District). Some discussion on water availability; Dishong responded distinguishing between resources and treatment capacity. Morgan also spoke on water resources, educational campaign, rate restructure. Some discussion about current drought status and future plans for contingencies. Dishong stated plans are to stay ahead of issues much ahead of summer/peak needs.

Legislative Regular Agenda.

The Board will individually consider and possibly take action on any or all of the following items:

G. **Public Wishing to Address the Board**

On a subject that **is posted on this agenda**: Please fill out a speaker registration form which can be found on the table at the entrance to the Board Meeting. Clearly print your name and the letter of the item on which you wish to speak and present it to the Staff Liaison, **prior to the start of the meeting**. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form **prior** to the meeting being called to order may speak.

On a **subject not posted on the agenda**: Persons may add an item to a future Regular scheduled Board agenda by filing a written request with the Staff Liaison **no later than one week prior to the Board meeting**. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. **Only those persons who have submitted a timely request will be allowed to speak.** For Board Liaison contact information, please logon to https://government.georgetown.org/georgetown-utility-system-advisory-board-gus/.

- No persons signed up to address the board.

H. Review and possible action to approve the minutes from the Regular GUS Board meeting held on November 8, 2019 and the Regular GUS Board meeting scheduled for December 13, 2019. – Sheila K. Mitchell, GUS Board Liaison
November minutes were considered for approval. No December meeting was held; minutes of cancelled meeting were considered for approval. No questions or revisions. **Motion by Yaeger, seconded by Copelan** to approve the minutes from the Regular GUS Board meeting held on November 8, 2019 and the Regular GUS Board meeting scheduled for December 13, 2019. **Approved 6-0-0 (none absent)**

I. Consideration and possible recommendation to approve the contract with Environmental Improvements, Inc. for purchase and install of chemical storage tank, in the amount of $54,200.65. – Mike Welch, Plant Operations Superintendent/Glenn W. Dishong, Water Utilities Director
Welch updated board on emergency purchase of chemical storage tank, due to leak discovered with one of our bleach tanks used to treat water. The emergency purchase exception process was followed; tank is in place awaiting one final gasket for operation. **Motion by Wiley, seconded by Copelan** to approve the contract with Environmental Improvements, Inc. for purchase and install of chemical storage tank, in the amount of $54,200.65. **Approved 6-0-0 (none absent)**

J. Consideration and possible recommendation to approve renewal #2 of contract 17-054-SC with Elk Ridge Construction, LLC (Water & Wastewater Treatment Plants) in the amount of $53,139.90. – Mike Welch, Plant Operations Superintendent/Glenn W. Dishong, Water Utilities Director

Welch noted this is renewal #2 of the contract with Elk Ridge for grounds keeping at our Water and Wastewater Treatment facilities. **Motion by Cunningham, seconded by Copelan** to approve renewal #2 of contract 17-054-SC with Elk Ridge Construction, LLC (Water & Wastewater Treatment Plants) in the amount of $53,139.90. **Approved 6-0-0 (none absent)**

K. Consideration and possible recommendation to approve amendment #1 and renewal #2 of contract 18-0017-SC with Elk Ridge Construction, LLC (Water & Wastewater Collection and Distribution Stations) in the amount of $67,767.41 per year. – David Thomison, Water Services Manager/Glenn W. Dishong, Water Utilities Director
Welch presented in Thomison's absence and noted this is the first amendment as well as renewal #2 of the contract for grounds keeping of our collection and distribution systems (lift stations, pumps, etc.). **Motion by Cunningham, seconded by Copelan** to approve amendment #1 and renewal #2 of contract 18-0017-SC with Elk Ridge Construction, LLC (Water & Wastewater Collection and Distribution Stations) in the amount of $67,767.41 per year. **Approved 6-0-0 (none absent)**

L. Consideration and possible recommendation to approve the purchase of pump repairs from Weisinger, Inc. from Conroe, Texas in an amount not to exceed $173,170.00 for Fiscal Year. – David W. Thomison, Water Services Manager/Mike Welch, Plant Operations Superintendent/Glenn W. Dishong, Water Utilities Director
Welch updated board on repairs, rehabilitation, replacements needs to various pumps located throughout the city. Pricing was received via the BuyBoard process per purchasing guidelines. Cunningham stated he agreed with work to be done, however stated his opposition as he felt the process should've been competitively bid due to the dollar amount and not done through BuyBoard. **Motion by Copelan, seconded by Pastor** to approve the purchase of pump repairs from Weisinger, Inc. from Conroe, Texas in an amount not to exceed $173,170.00 for Fiscal Year. **Approved 4-2-0 (Cunningham, Yaeger opposed; none absent)**

M. Consideration and possible recommendation to approve a contract for the Lake Water Treatment Plant 980 High Service Pump Stations Improvements project with Prota Construction, Inc. & Prota Inc., Joint Venture, in the amount of $3,476,420.00. – Michael Hallmark, CIP Manager/Wesley Wright, P.E. Systems Engineering Director
Wright presented information on bid for Lake Water Treatment Plant 980 High Service Pump Stations Improvements project. Currently under design for additional treatment capacity at the Lake Plant. Wright presented map of area and how water is pumped. This request will provide a pump to direct pump instead of the current flow process. Plans for completion of project are targeted for summer 2021. Five bids received. Prota has done a lot of work in the area. They have not worked for the city. Cunningham has seen work performed by Prota and feels they do good work. He supports work performed by CDM. Wright appreciated support. **Motion by Yaeger, seconded by Copelan** to approve a contract for the Lake Water Treatment Plant 980 High Service Pump Stations Improvements project with Prota Construction, Inc. & Prota Inc., Joint Venture, in the amount of $3,476,420.00. **Approved 6-0-0 (none absent)**

Adjournment

Motion by Pastor, seconded by Fought to adjourn. Meeting adjourned at 3:26PM

_____ _____

Ed Pastor – Chair Ed Wiley – Secretary

_____

Sheila K. Mitchell, GUS Board Liaison

Minutes of the Meeting of the
Georgetown Utility Systems Advisory Board and the
Governing Body of the City of Georgetown, Texas
February 14, 2020 at 2:00PM
at Georgetown Municipal Complex, 300-1 Industrial Avenue, Georgetown, TX

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No items were submitted for the February meeting, therefore, the February 14, 2020 meeting was cancelled.

_____ _____

Ed Pastor – Board Chair Edward Wiley – Secretary

_____

Sheila K. Mitchell, GUS Board Liaison

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Presentation and possible recommendation to approve an inter-local contract between the City of Round Rock and the City of Georgetown for water resource and treatment services for the period from 2020 through 2029 with estimated costs for the current fiscal year of $63,000.00. -- Chelsea Solomon, Control Center Manager

ITEM SUMMARY:
Part of the strategy to meet the increased water demand associated with growth is to use the excess capacity of neighboring systems in lieu of plant construction due to immediate availability and if the costs are favorable when compared to native construction and operations costs.
This contract between the Cities of Round Rock and Georgetown utilizes Round Rocks excess water and treatment capacity for a period of ten years. The contract provides for delivery of 4 MGD firm capacity daily with additional service capacity if available.
The fixed and variable costs in the contract were determined as part of a Round Rock rate study and represent cost of service with an additional 10% margin. The costs are equal to or less than the native cost of service if provided by Georgetown through construction and operation of a new treatment plant. The costs are subject to change each time Round Rock conducts a rate study, usually every three years.
Costs for this contract are expected to remain relatively flat until the BCRUA Plant Deepwater Intake is constructed. The cost of the new intake will increase the base rate. Provisions in the contract allow for Georgetown to terminate for any reason with one year notice or within 60 days of a rate increase. Round Rock can terminate after 5 years by giving Georgetown one year advance notice. 1 MGD is available this fiscal year, the additional 3 MGD requires a CIP project, the base rate for the 3 MGDwill begin no later than June 2022.

STAFF RECOMMENDATION:
Staff recommends approval of an inter-local contract between the City of Round Rock and the City of Georgetown for water resource and treatment services for the period from 2020 through 2029 with estimated costs for the current fiscal year of $63,000.00.

FINANCIAL IMPACT:
Costs will be paid from the Water Utility. The cost increase in subsequent years will be incorporated into rates as necessary.

SUBMITTED BY:
Glenn Dishong, Director of Water Utilities

ATTACHMENTS:

	Description	Type
🗋	Wholesale Water Agreement Round Rock	Backup Material
🗋	Roundrock Wholesale Water Contract	Presentation

WHOLESALE WATER SERVICE AGREEMENT
BETWEEN THE CITIES OF ROUND ROCK AND GEORGETOWN

This Wholesale Water Service Agreement Between the Cities of Round Rock and Georgetown (this "Agreement") is made and entered into by and between the City of Georgetown, a Texas home rule municipal corporation ("Georgetown") acting by and through its duly authorized Mayor, and the City of Round Rock, a Texas home rule municipal corporation ("Round Rock") acting by and through its duly authorized Mayor.

RECITALS:

Whereas, Round Rock and Georgetown recognize that substantial benefits may be derived from joint cooperation with each other in the planning, financing, construction and provisions of utilities; and

Whereas, Georgetown has a need for a source of additional treated water for the southwest portion of its water service area; and

Whereas, Round Rock has excess capacity in its water treatment system and is willing to sell wholesale potable water to Georgetown; and

Whereas, Georgetown, and Round Rock desire to set forth in writing the terms and conditions for the sale of water from Round Rock to Georgetown;

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises and undertakings set forth below, Georgetown and Round Rock hereby contract and agree as follows:

ARTICLE ONE
DEFINITIONS

1.01 Unless the context clearly requires otherwise, the following terms shall have the meaning set forth below:

Agreement: means this Wholesale Water Service Agreement Between the Cities of Round Rock and Georgetown.

As Available Service means the increment of interim wholesale water service in excess of Firm Service as defined below to be provided to Georgetown by Round Rock under this Agreement only if Round Rock determines that such additional increment of potable water service is available on a temporary basis from the Round Rock system after meeting the potable water service requirements of its customers as hereinafter more particularly set forth.

Cities: means Georgetown and Round Rock.

Effective Date: means the ____ day of _____, 2020.

Firm Service: the maximum assured level of potable water service, expressed in gallons per day that Round Rock determines it is capable of providing to Georgetown on a consistent basis from its water system, throughout the term of this Agreement.

Georgetown: means the City of Georgetown, Texas.

Meter, Highlands at Mayfield: means the water meter located in the vicinity of the Highlands at Mayfield Ranch subdivision, as shown on **Exhibit A**.

Meter, County Road 175: means the water meter located near County Road 175, as shown on **Exhibit A**.

Points of Delivery: means the two points where the Meters are located and where Georgetown's water system will be connected to Round Rock's water system and from which Georgetown may withdraw water from Round Rock's water system.

Round Rock: means the City of Round Rock, Texas.

Water: means potable water meeting those requirements for human consumption and other uses promulgated by the Texas Department of Health, and/or the Texas Commission on Environmental Quality.

ARTICLE TWO
TERMS AND CONDITIONS
FOR WATER SERVICE

2.01 Agreement to Provide Water Service. Subject to the terms and conditions of this Agreement and the requirements of applicable law, Round Rock agrees to provide water service to Georgetown at the Point(s) of Delivery for the term of this Agreement. The Point(s) of Delivery will be agreed upon by Round Rock and Georgetown. The maximum level of water service to be provided by Round Rock to Georgetown under this Agreement shall be as set forth below.

2.02. Water Meters at the Points of Delivery. Water delivered to Georgetown will be measured by a meter installed at each Point of Delivery. Metering equipment and related facilities, including a meter vault and standard-type devices required for properly measuring the quantity of Water delivered to Georgetown, will be installed at each Point of Delivery as set forth in Sections 3.01 and 4.01 below. The meter(s) installed shall have the capability of restricting the rate of flow through the meter, as set forth in Sections 3.02 and 4.02 below. The water meters that are installed shall be Automatic Metering Infrastructure capable and be manufactured by Master Meter, Inc. or other equivalent vendor approved by Round Rock. After installation, Round Rock will own, operate, and maintain the metering equipment, and upstream improvements.

2.03. Meter Calibration and Billing Adjustments. At both Points of Delivery, Round Rock will calibrate the meters annually at its cost. Round Rock will provide Georgetown with a copy of the calibration report within ten calendar days of Round Rock's receipt of same. At Georgetown's request, Round Rock shall calibrate the meters more frequently. If Georgetown requests calibration of a meter more frequently than once every 12 months and, upon calibration, the meter in question proves to be accurate, then the cost of the calibration will be borne by Georgetown. Any meter registering within the accuracy range as defined by the American Water Works Association or its successor agency for continuous maximum duty usage for that type and size of meter will be deemed to be accurate. If any meter test indicates that the meter is inaccurate, the meter will be recalibrated or replaced, and a billing adjustment will be made based on the degree of the meter's inaccuracy, as determined by the test. If the Cities can reasonably estimate the time at which the meter became inaccurate, Round Rock will make a billing adjustment based on that time period. If the Cities cannot reasonably estimate the time at which the meter became inaccurate, then Round Rock will make a billing adjustment to no more than the previous six months' billings.

2.04. Meter Repair and Access. If a Point(s) of Delivery meter is out of service or under repair so that the amount of Water delivered cannot be ascertained or computed from the readings, the Water delivered during the period the meter was out of service or repair will be estimated and agreed upon by the Cities based on previous billings and other relevant information. Round Rock will keep accurate records of the amount Water passing through the meters on a daily basis. Such records will be available to Georgetown for inspection or copying at all times during regular business hours. Both Georgetown and Round Rock will be entitled to access the Point of Delivery meters at all times.

2.05 Billing and Payment. Round Rock shall send a bill to Georgetown once per month setting forth the quantity of Water delivered to Georgetown as determined by Round Rock's periodic readings of the Point of Delivery meters. Each bill shall include a due date and the total amount owed to Round Rock based on the metered quantity of Water delivered multiplied by Round Rock's wholesale Water rate for Georgetown. Georgetown shall pay the total amount owed to Round Rock by the due date on each bill for Water Service. If Georgetown, in good faith, questions the amount of the bill, Round Rock shall work cooperatively with Georgetown to resolve the issue.

2.06 Effect of Mandatory Water Conservation Measures. Notwithstanding the level(s) of Firm Service determined in this Agreement, Georgetown acknowledges that, if Round Rock institutes mandatory water conservation measures for its customers, the level(s) of Firm Service set forth in this Agreement may be temporarily reduced in accordance with Round Rock's mandatory conservation measures as follows: If Round Rock implements Stage I, the Firm Service shall be reduced by 15%; if Round Rock implements Stage II, the Firm Service shall be reduced by 25%; and if Round Rock implements Stage III, the Firm Service shall be reduced by 50%. . Round Rock shall provide Georgetown 48 hours' written notice of the implementation of a water conversation stage.

ARTICLE THREE
HIGHLANDS POINT OF DELIVERY

3.01. Meters. At the Highlands Point of Delivery, there will be two separate meter vaults with standard metering and related facilities, as shown on **Exhibit B**. The primary meter vault will be for the meter to measure the quantity of Water delivered by Round Rock to Georgetown, pursuant to the terms of this Agreement. The secondary meter vault will be for a meter to measure water delivered by Georgetown to Round Rock on an emergency basis, which will be the subject of a separate Interlocal Agreement between Georgetown and Round Rock. Round Rock will be responsible for designing and constructing both vaults, meters, and related facilities. Georgetown shall reimburse Round Rock for one-half of all costs associated with same.

3.02 Level of Firm Service. The Cities agree that the level of Firm Service provided through the Highlands at Mayfield meter shall be 1.0 million gallons per day (MGD). The Cities also agree that the Highlands at Mayfield meter shall be set so that the maximum rate of flow through the meter shall be 695 gallons per minute (GPM).

ARTICLE FOUR
COUNTY ROAD 175 POINT OF DELIVERY

4.01. Meter. At the County Road 175 Point of Delivery, there will be one vault with a standard meter and related facilities, as shown on **Exhibit C**. The meter vault will be for a meter to measure the quantity of Water delivered by Round Rock to Georgetown, pursuant to the terms of this Agreement. Round Rock will be responsible for designing and constructing the vault, meter, and related facilities. Georgetown shall reimburse Round Rock for one-half of all costs associated with same.

4.02 Level of Firm Service. The Cities agree that the initial level of Firm Service provided through the County Road 175 Point of Delivery shall be 3.0 MGD. The Cities also agree that the County Road 175 Meter shall be set so that the maximum rate of flow through the meter shall be 2,085 GPM.

ARTICLE FIVE
WATER RATES

5.01 Rates for Water Service. The rate for Water Service shall consist of a monthly base charge and a volumetric charge per 1,000 gallons of water delivered to Georgetown.

5.02 Monthly Base Charges.

(a) Highlands at Mayfield. The initial monthly base charge for the water delivered through the Highlands at Mayfield Point of Delivery shall be $14,510 for each calendar month. The monthly base charge will start June, 2020, or when Georgetown starts taking water at the Highlands at Mayfield Point of Delivery, whichever first occurs.

(b) County Road 175. The initial monthly base charge for the water delivered through the County Road 175 Point of Delivery shall be $43,530 for each calendar month. The monthly base charge will start June, 2022, or when Georgetown starts taking water at the County Road 175 Point of Delivery, whichever first occurs.

5.03 Volumetric Charge. The initial volumetric charge for water delivered at both points of delivery shall be $1.16 per 1,000 gallons of water delivered to Georgetown.

5.04 Rate Review and Amendment. The rates set by Round Rock and charged to Georgetown shall be reasonable and may be reviewed and/or amended from time to time and shall be based on a cost of service study performed by Round Rock. Round Rock may include a rate of return in its rates equal to 10 percent of its actual cost. At Georgetown's request, Round Rock agrees to provide Georgetown with a copy of the rate study that derived the new rates. Round Rock agrees to provide Georgetown at least 60 days written notice of an estimated amount of any proposed rate increase. If Round Rock proposes to increase any of the rates set forth in this Agreement, the revised rate(s) shall be adopted by the Round Rock City Council and Round Rock shall promptly provide Georgetown written notice of the adopted rate(s). Georgetown shall have 60 days after the adoption of the revised rate(s) to either accept the increased rates in writing or terminate this Agreement.

ARTICLE SIX
AS AVAILABLE SERVICE

6.01. As Available Service. To the extent Water Service is available from the Round Rock system in excess of the Firm Service at one or both Point(s) of Delivery, Georgetown may request via email or phone call to the Round Rock Control Center on a daily basis and, to the extent Round Rock determines such additional water service is available, Round Rock agrees to provide As Available Service to Georgetown at one or both Point(s) of Delivery by adjusting the valve position(s), subject to the conditions set forth in this Section.

6.02. Volumetric Rates for As Available Service. All Water Service at a Point of Delivery which exceeds the approved level of Firm Service determined in accordance with the foregoing procedures shall be considered As Available Service. The volumetric charge for As Available Service shall be $1.16 per 1,000 gallons delivered to Georgetown.

6.03 Reducing As Available Service. Round Rock may terminate or reduce such As Available Service at any time during the term of this Agreement by providing Georgetown with twenty-four (24) hours written notice of such termination or reduction. Such notice shall be communicated by either telephone or email to Georgetown's Control Center. If the notice is given by telephone, it shall be confirmed by email within 24 hours. Such notice shall contain the following:

(a) a statement indicating the termination or reduction of As Available Service;

(b) in the case of a reduction of As Available Service, the estimated amount of the reduction in As Available Service; and

(c) the estimated duration of such termination or reduction of As Available Service.

ARTICLE SEVEN
GENERAL PROVISIONS

7.01. Authority. This Agreement is made pursuant to the authority conferred by V.T.C.A. Government Code, Chapter 791, and V.T.C.A. Local Government Code Secs. 402.001 and 402.017. The limitations stated herein shall not be construed as a delegation by either Georgetown or Round Rock of any governmental authority or power but rather shall be construed as a contractual requirement

7.02. Payments from Current Revenues. All payments, if any, required to be made by a governmental entity hereunder shall be payable from current revenues or other funds lawfully available for such purpose. The obligation of Georgetown to make payments to Round Rock does not constitute a general obligation or indebtness of Georgetown for which Georgetown is obligated to levy or pledge any form of taxation.

7.03. Force Majeure. If, by reason of Force Majeure (as hereinafter defined), any party shall be rendered wholly or partially unable to carry out its obligations under this Agreement after its effective date, then such party shall give written notice of the particulars of such Force Majeure to the other party or within a reasonable time after the occurrence thereof.

The obligations of the party giving such notice, to the extent affected by such Force Majeure, shall be suspended during the continuance of the inability claimed and for no longer period, and any such party shall in good faith exercise its best efforts to remove and overcome such inability. Payment obligations shall not be considered to be affected by Force Majeure.

The term "Force Majeure" as utilized herein shall mean and refer to acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders of any kind of the government of the United States, the State of Texas, or any other civil or military authority; insurrections; riots; epidemics; landslides; earthquakes; lightning; fires; hurricanes; storms; floods; washouts; or other natural disasters; arrests; restraint of government and people; civil disturbances; explosions; breakage or accidents to machinery, pipelines or canals; or other causes not reasonably within the control of the party claiming such inability.

7.04 Severability. The provisions of this Agreement are severable, and if any part of this Agreement or the application thereof to any person or circumstances is ever held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such part of this Agreement to other persons or circumstances shall not be affected thereby and this Agreement shall be construed as if such invalid or unconstitutional portion had never been contained herein.

7.05 Entire Agreement. This Agreement contains the entire Agreement of the Cities and supersedes all prior or contemporaneous, understandings and representations, whether oral or written, respecting the subject matter hereof.

7.06 Amendments. Any amendment hereof must be in writing and signed by the authorized representative of each party hereto.

7.07. No Amendment of Other Agreements. Unless otherwise expressly stipulated herein, this Agreement is separate from and shall not constitute an amendment or modification of any other agreement between the Cities.

7.08 No Third-Party Beneficiaries. This Agreement shall inure only to the benefit of the Cities and third parties not privy to this Agreement shall not, in any form or manner, be considered a third-party beneficiary of this Agreement.

7.09 Assignment. The rights and obligations of a party arising under this Agreement shall not be assignable.

7.10 Applicable Law. This Agreement shall be construed under and in accordance with Texas law.

7.11 Venue. Venue for any action arising hereunder shall be in Williamson County, Texas.

7.12 Conflict. If there is a conflict between Round Rock's policies, ordinances, or other contracts and this Agreement, the provisions of this Agreement shall control.

7.13 Notices. Notices provided hereunder shall be sufficient if forwarded to the other party by hand-delivery or via U.S. Postal Service, postage prepaid, to the address of the other party shown below:

GEORGETOWN:

_____
Georgetown, TX _____
Attn: _____
Telephone: (___) ___-____
Email: _____

with copy to:

_____
Georgetown, Texas 78767
Attn: _____
Telephone: (___) ___-____
Email: _____

ROUND ROCK:

221 East Main
Round Rock, Texas 78664
Attn: City Manager
Telephone: (512) 218-5410

with copy to: Stephan L. Sheets
309 E. Main Street
Round Rock, Texas 78664-5264
Telephone: (512) 255-8877

The Parties shall have the right at any time to change their respective addresses by giving written notice of same to the other party.

7.14 Multiple Originals. This Agreement may be executed in multiple originals each of equal dignity.

7.15 Term of Agreement. This Agreement shall be for a term of 10 years from the Effective Date. This Agreement may be renewed or extended by mutual agreement of the Parties in writing for such additional periods as may be approved by the governing bodies of Round Rock and Georgetown.

7.16 Termination. This Agreement may be terminated by mutual agreement of the parties., Round Rock shall have the option of terminating this Agreement any time after five years by giving Georgetown one-year written notice of its exercise of the option. Georgetown shall have the option of terminating this Agreement any time after one year by giving Round Rock one-year written notice of its exercise of the option. Pursuant to Section 5.04 of this Agreement, Georgetown also has the right to terminate this Agreement in response to a rate increase adopted by the Round Rock City Council No later than 30 days before the termination of this Agreement, the Cities will coordinate with each other with regard to the disconnection between Georgetown's and Round Rock's Water system in a manner acceptable to the Cities. Whichever City terminates the Agreement will be responsible for the costs of such disconnection.

7.17 Default. In the event that one party believes that the other party is in default of any of the provisions in this agreement, the non-defaulting party will make written demand to cure to the defaulting party and give the defaulting party up to thirty days to cure the default or, if the curative action cannot reasonably be completed within thirty days, the defaulting party will commence the curative action within thirty days and thereafter diligently pursue the curative action to completion. This period must pass before the non-defaulting party may initiate any remedies available to the non-defaulting party due to such default. The non-defaulting party shall mitigate direct or consequential damages arising from any default to the extent reasonably possible under the circumstances. The parties agree that they will use their best efforts to resolve any disputes and may engage in non-binding arbitration or other alternative dispute resolution methods as recommended by the laws of the State of Texas before initiating any lawsuit to enforce their rights under this agreement. Nothing in this agreement shall be construed to limit either party's right to recover damages or to seek other appropriate curative remedies if a breach of contract action is filed by a non-defaulting party to this Agreement.

7.18 Effective Date. This Agreement shall be effective from and after the ____ day of _____, 2020.

IN WITNESS WHEREOF, the authorized representatives of Round Rock and Georgetown have executed this Agreement as of the date(s) shown below.

CITY OF ROUND ROCK:

ATTEST:

_____
Sara White, City Clerk

By: _____
Craig Morgan, Mayor

Date: _____

CITY OF GEORGETOWN:

ATTEST:

By: _____
Dale Ross, Mayor

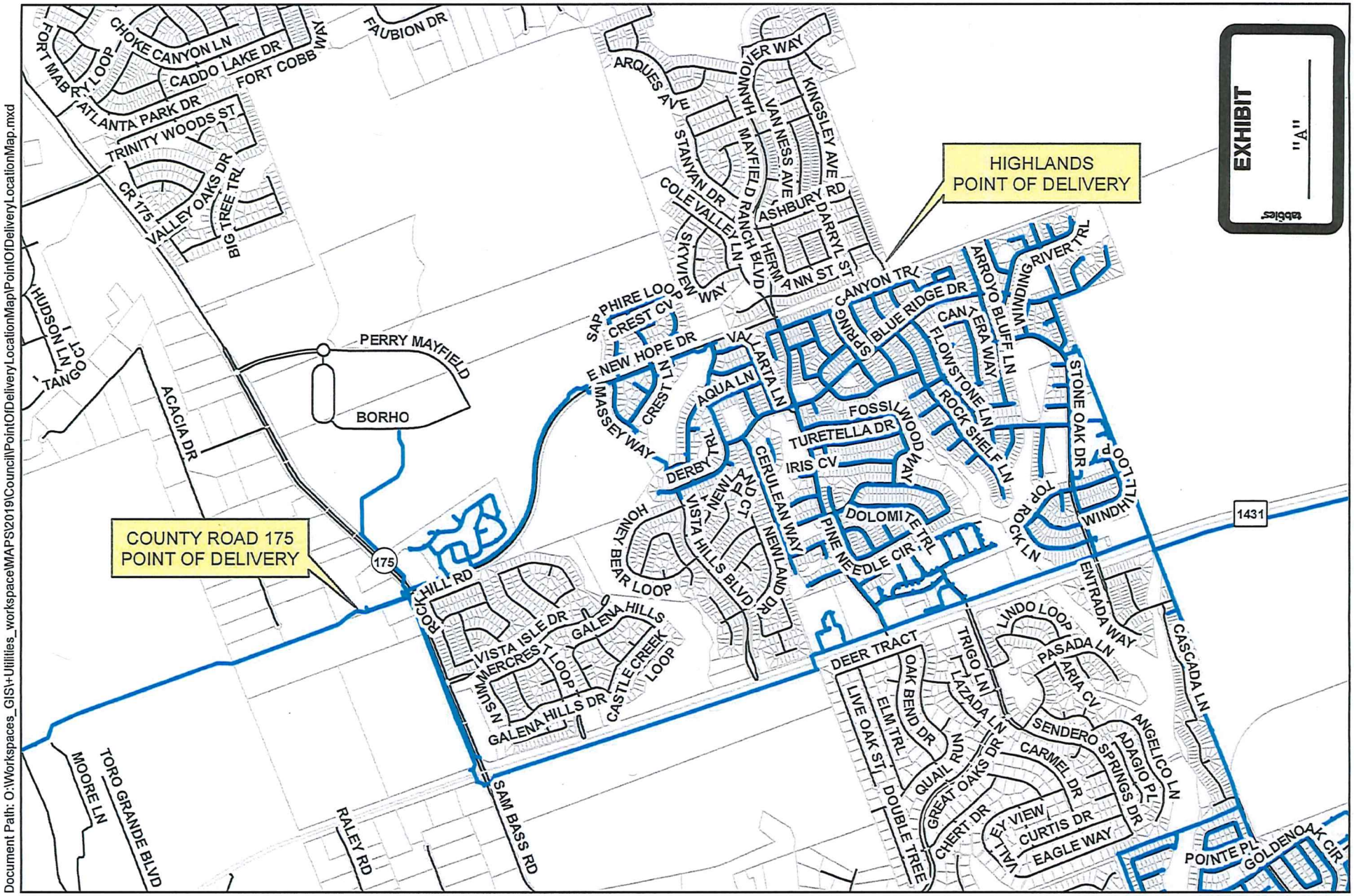
_____
Robyn Densmore, City Secretary

Date: _____

APPROVED AS TO FORM:

By: _____
Charlie McNabb, City Attorney

Date: _____



Document Path: O:\Workspaces_GIS\+Utilities_workspaceMAPS\2019\CouncilPointOfDeliveryLocationMap\PointOfDeliveryLocationMap.mxd

Date: 7/12/2019

N

WATERLINES

POINT OF DELIVERY LOCATION MAP

ROUND ROCK TEXAS
UTILITIES AND ENVIRONMENTAL SERVICES

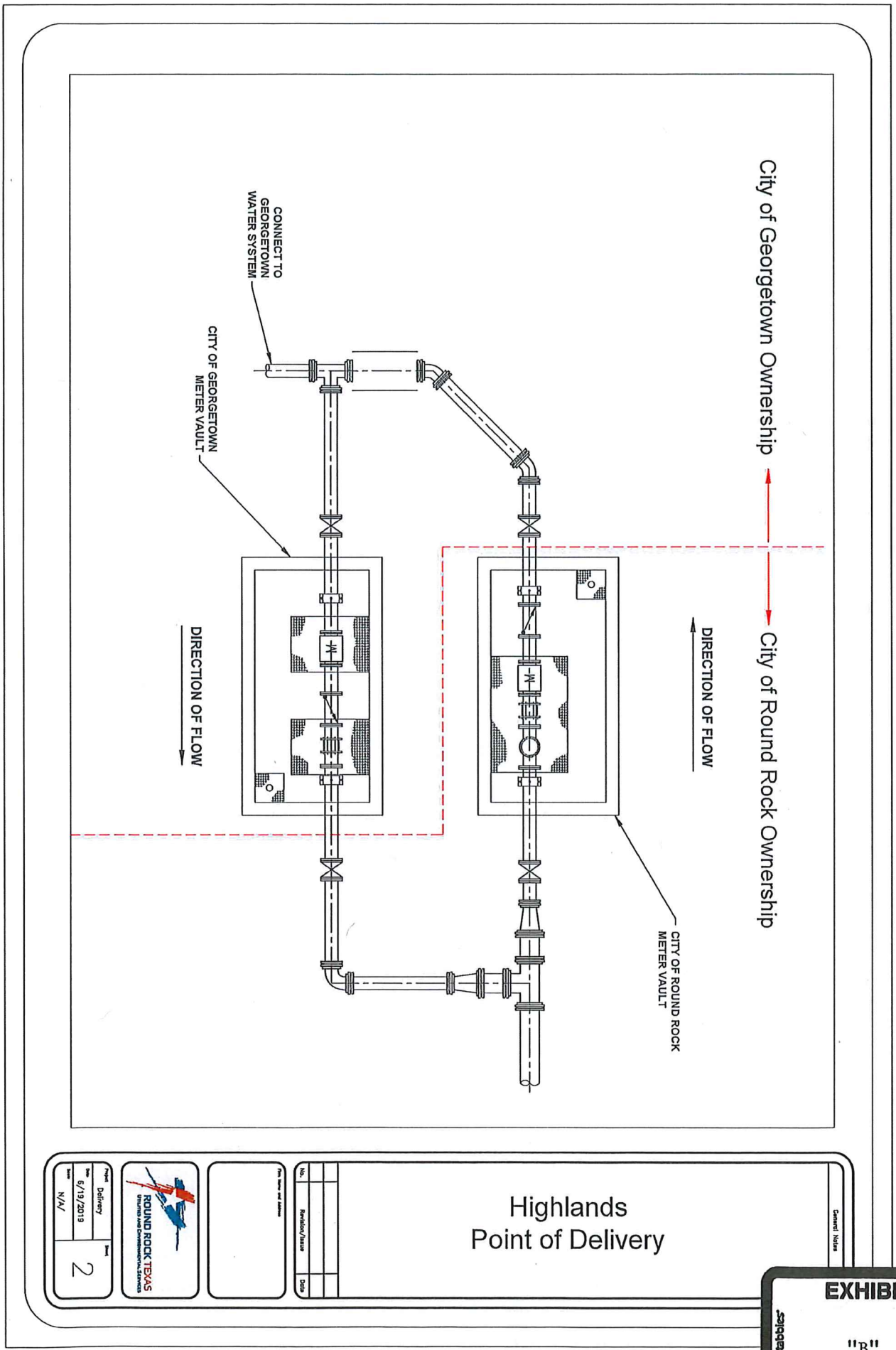
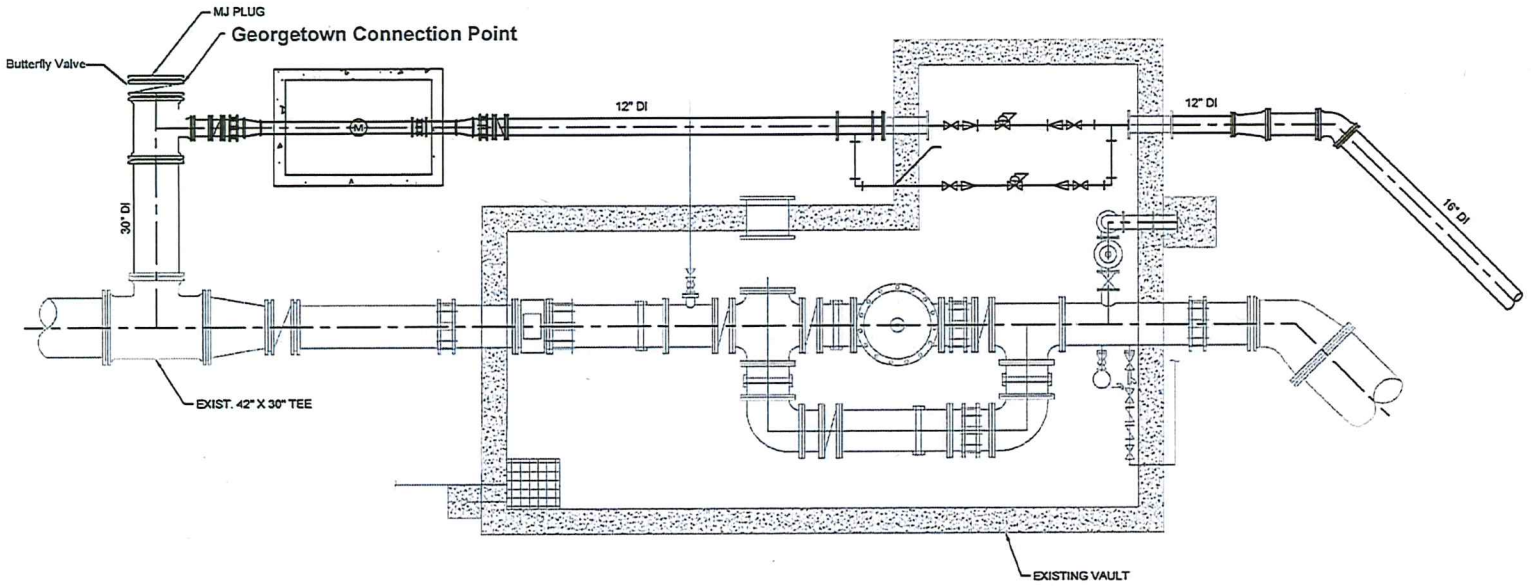

City of Georgetown Ownership
City of Round Rock Ownership
CONNECT TO GEORGETOWN WATER SYSTEM
CITY OF GEORGETOWN METER VAULT
CITY OF ROUND ROCK METER VAULT
DIRECTION OF FLOW
DIRECTION OF FLOW
Highlands
Point of Delivery
ROUND ROCK TEXAS
EXHIBIT
"B"

EXHIBIT "C"



CITY OF ROUND ROCK - BCRUA METERING STATION

County Road 175
Point of Delivery

General Notes

No.	Revision/Issue	Date

ROUND ROCK TEXAS
UTILITIES AND ENVIRONMENTAL SERVICES

Project	Sheet
Interconnect	1
Date: 6/13/2019	
Scale: As Noted	

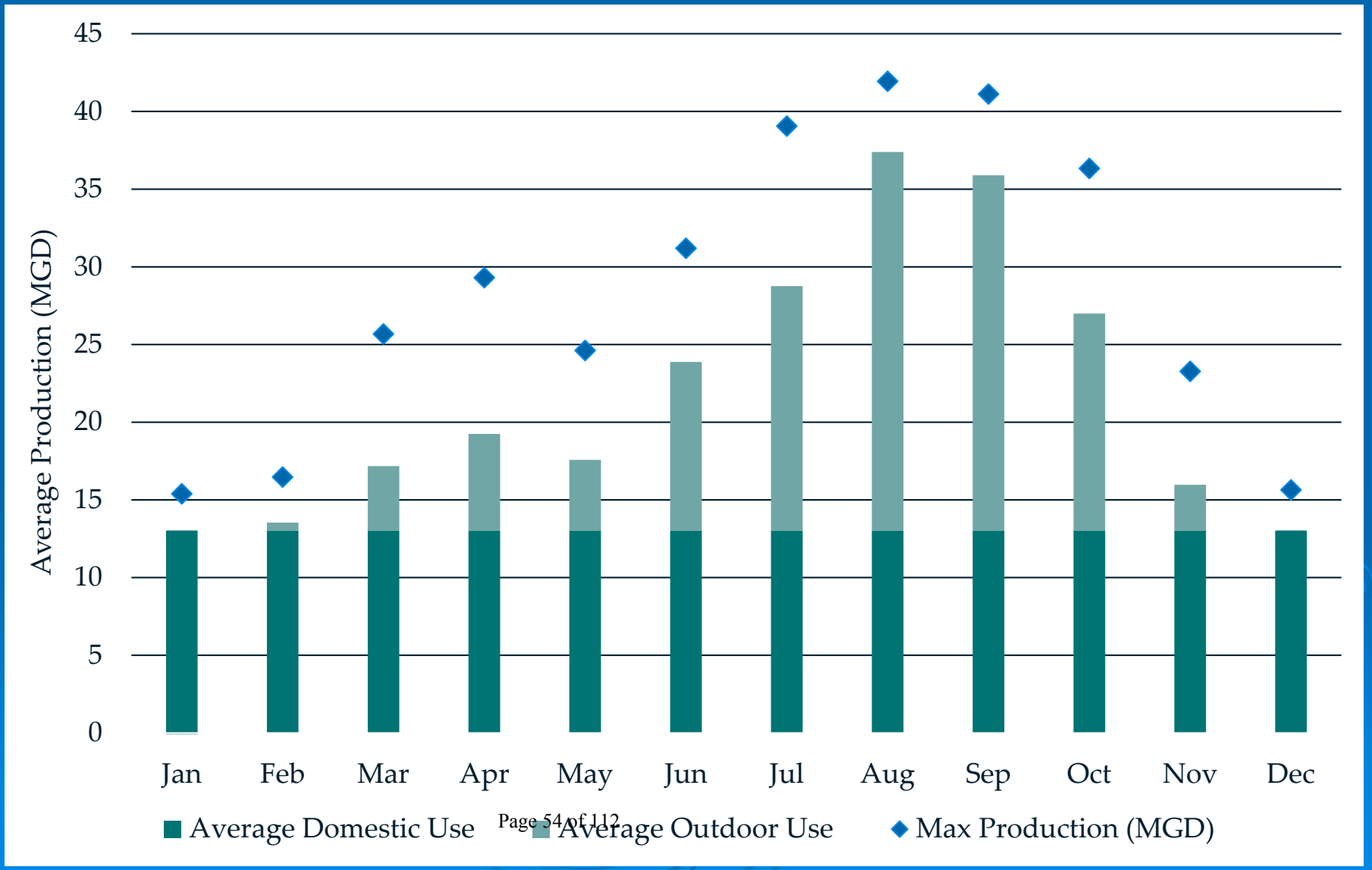
Note 1 – Point of Delivery for Georgetown to be after the 30–inch buttery valve. Georgetown will be responsible for installing a new water meter after the connection point.

Round Rock Wholesale Water Agreement

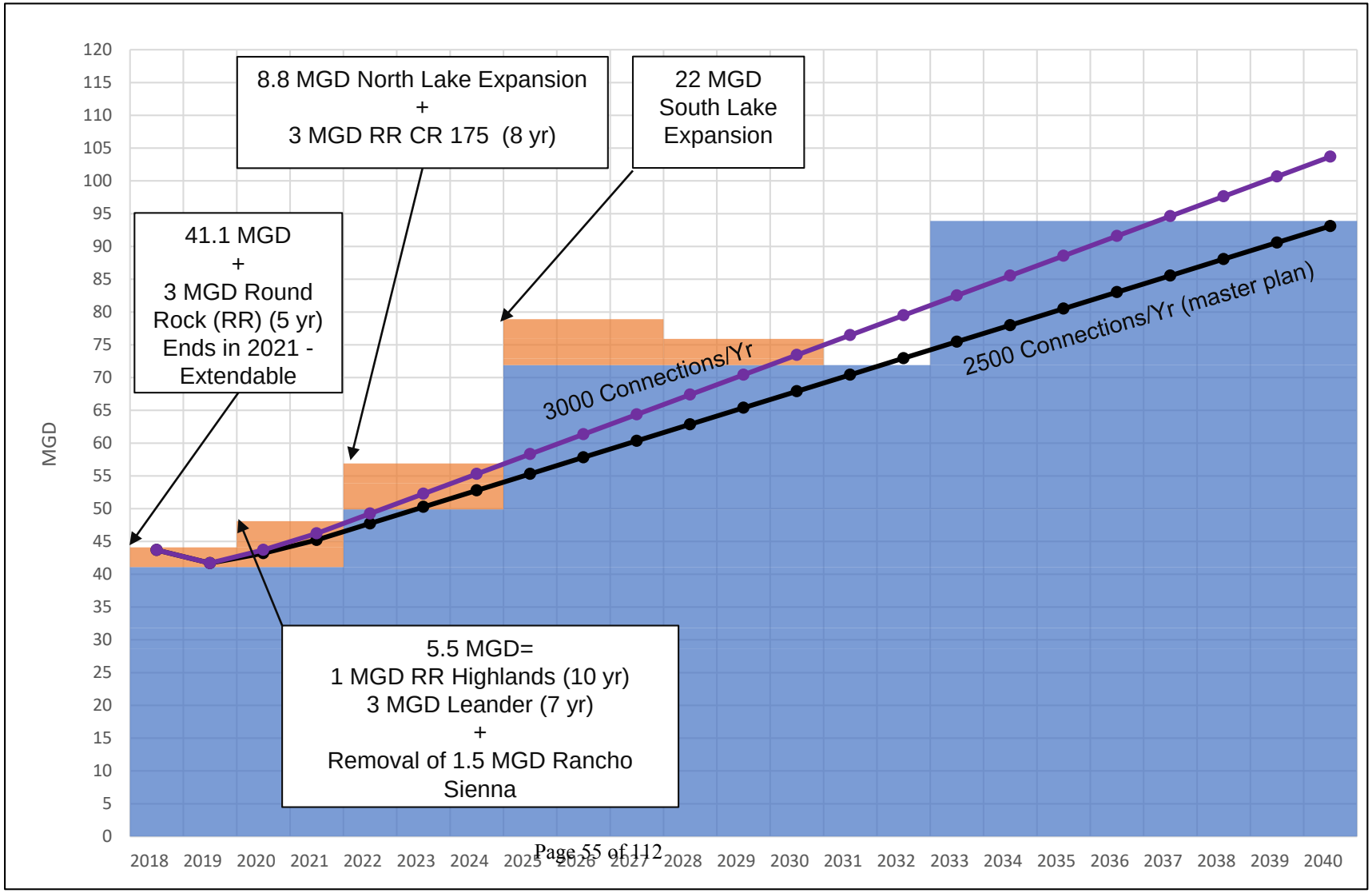
Presented by

Chelsea Solomon
Control Center Manager
Water Utilities

2019 Use Pattern



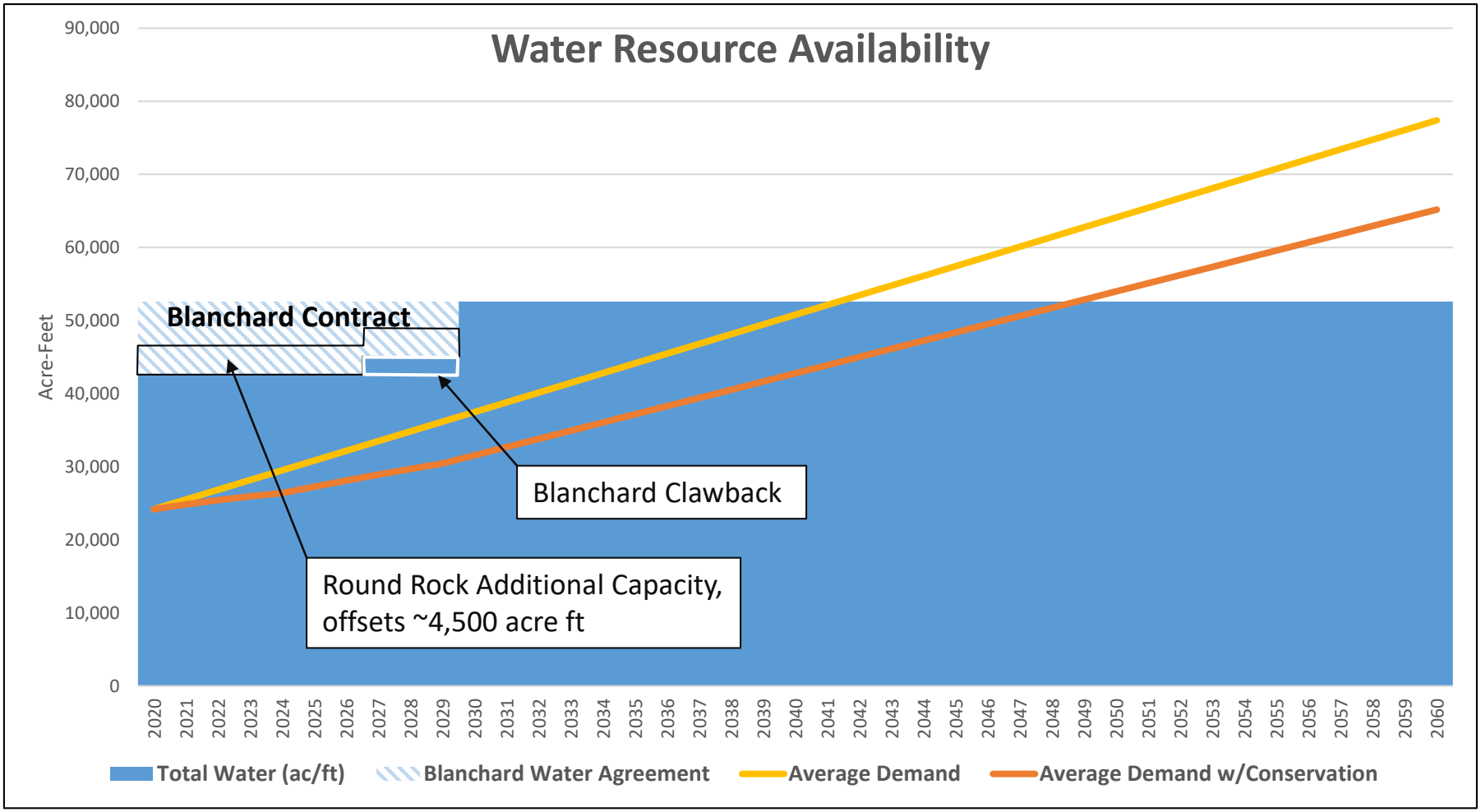
System Capacity Projections



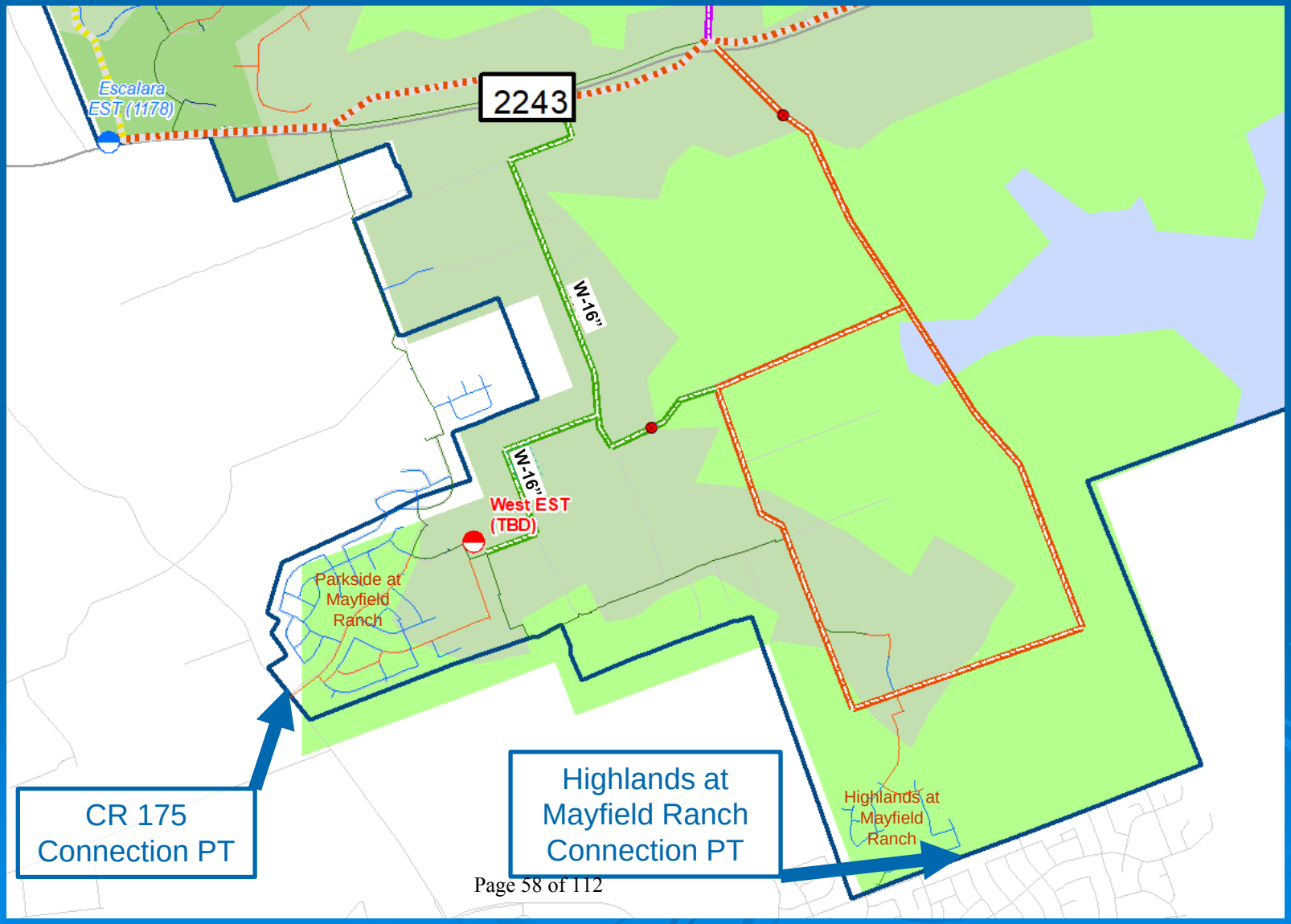
Summary of Terms

- Term of Contract – 10 years
- Source of Raw Water – Round Rock HB1437 Alliance System Water
- Delivery Locations
  - Highlands at Mayfield
    - Firm Daily Supply – 1 MGD
    - Monthly Base Fee - $14,510
    - Firm Volumetric Rate - $1.16/kgal
    - Non-Firm Volumetric Rate - $1.16/kgal
  - CR 175 Point of Delivery
    - Firm Daily Supply –3 MGD
    - Monthly Base Fee - $43,530
    - Firm Volumetric Rate - $1.16/kgal
    - Non-Firm Volumetric Rate - $1.16/kgal
- Terms for curtailment – DCP activation by BRA, Round Rock, or Georgetown
- Terms for Termination
  - City of Georgetown
    - Terminate for any reason with 1 yr notice
    - Terminate within 60 days of rate increase
  - City of Round Rock
    - Terminate after 5 years with a 1 year advanced notice

Resource Usage Projections



Delivery Points



Costs for System Capacity

Round Rock
(4MGD)

Capital needs = $10,070,000
Fixed Costs = $1,031,880
Variable = $1.16
Annual Cost = $2,725,500

Unit Cost
$1.87 per 1000 gallons

South Lake Treatment Plant
22 MGD Constructed
(4 MGD Utilized)

Capital needs = $117,737,000
Fixed Costs = $3,921,500
Variable = $1.22
Annual Cost = $5,702,700

Unit Cost
$3.91 per 1000 gallons

** Debt Fund 50% for 20 yrs @ 3.25% Interest

Review

- Round Rock contract helps meet current Max Day demands ahead of North Lake Water treatment Expansion and South Lake Water Treatment Expansion.
- The Cost of 4 MGD contracted is less expensive than building the South Lake Plant if the south lake plant is only utilizing 4 MGD.
- Provides additional source diversification and system resiliency.

Questions ?

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Consideration and possible recommendation to approve Task Order Ammendment KPA-15-003-A2 with Kasberg, Patrick & Associates, LP of Georgetown, Texas, for professional services related to the Shell Road Waterline Improvements in the amount of $84,855.00 – Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, Project Manager

ITEM SUMMARY:
This Task Order Amendment is for Professional Engineering Services to prepare plans and specifications for the re-alignment of approximately 5,300 LF of the 16-inch waterline along Shell Road. This re-alignment will match up to a development project that will reduce the overall 16-inch waterline project by approximate 2000 LF and the need for 10 easements. These services will also include topographic survey, boundary surveys, easement field notes and sketches, environmental Phase I, cultural resources investigations and a geological assessment.

STAFF RECOMMENDATIONS:
Staff recommends executing Task Order Amendment KPA-15-003-A2 for professional services relating to the Shell Road Waterline Improvements with Kasberg, Patrick, & Associates, LP of Georgetown, Texas, in the amount of $84,855.00.

FINANCIAL IMPACT:
Funds for this expenditure are budgeted in the Wastewater CIP. See attached CIP Budgetary & Financial Analysis Sheet.

FINANCIAL IMPACT:
Funds for this expenditure are budgeted in the Water CIP GL. # 660-9-0580-90-125.

SUBMITTED BY:
Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, Project Manager

ATTACHMENTS:

	Description	Type
🗋	Task Order KPA-15-003-A2	Backup Material
🗋	Exhibit	Backup Material

EXHIBIT K, consisting of 5 pages, referred to in and part of the Master Services **Agreement between Owner and Kasberg, Patrick & Associates, LP ("Engineer") for Professional Services** – Task Order Edition dated March 23, 2016.

Second Amendment to Task Order No. KPA-15-003-TO-A2

1. Specific Project Data:

   A. Title: Shell Road Waterline Improvements

   B. Description: Professional Engineering Services to prepare plans and specifications for the construction of a 16-inch water line extension from approximately 1,800 LF north of the Shell Road/Sycamore Street Intersection of Highway 195 (approx.13,500 LF) and a 12-inch water line extension from Shell Road/Shell Road Spur Intersection to Shinnecock Hills Drive (approx. 2,300 LF) as well as water line connection at Sun City Boulevard/Hwy 195 Intersection and a water line connection and pressure reducing valve installation approximately 3,500 LF southeast of the Shell Road/Hwy 195 in Georgetown, TX. These services will also include topographic surveys, boundary surveys, easement field notes and sketches, environmental Phase I, cultural resources investigations and a geological assessment.

   C. City of Georgetown Project Number: 2CI

   D. City of Georgetown General Ledger Account No.: 660-9-0580-90-125

   E. City of Georgetown Purchase Order No.: _____

   F. Master Services Agreement, Contract Number: 2016-730-MSA

2. Nature of Amendment *[Check those that are applicable and delete those that are inapplicable.]*

   ☒ Additional Services to be performed by Engineer

   ☐ Modifications to Services of Engineer

   ☐ Modifications to Responsibilities of Owner

   ☐ Modifications to Payment to Engineer

   ☐ Modifications to Time(s) for rendering Services

   ☐ Modifications to other terms and conditions of the Task Order

3. Description of Modifications

A. Engineer shall perform the following Additional Services:

The Engineer (KPA) will perform additional design work, including easement modifications, for the Shell Road Waterline Improvements Project.

B The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous Amendments, if any, is modified as follows:

The Engineer (KPA) will perform additional design work and easement modifications for the Shell Road Waterline Improvements Project. The additional work will consist of the following:

1. ***Prepare plan sets that includes the re-alignment of approximately 5,300 LF of 16-inch water line;***
2. ***Preparation of Permeant and Temporary easement documents (7 total);***

C. The responsibilities of Owner are modified as follows:

Provide asbuilt/record drawings for existing water system in areas of modifications/design.

D. For the Additional Services or the modifications to Services set forth above, Owner shall pay Engineer the following additional or modified compensation:

Lump Sum amount of $84,855.00

E. The schedule for rendering Services is modified as follows:

Within 60 days from approval of amendment.

F. Other portions of the Task Order (including previous Amendments, if any) are modified as follows: **N/A**

4. Attachments [if any]:

Exhibit B – Fee Schedule
Exhibit C – Project Location Map

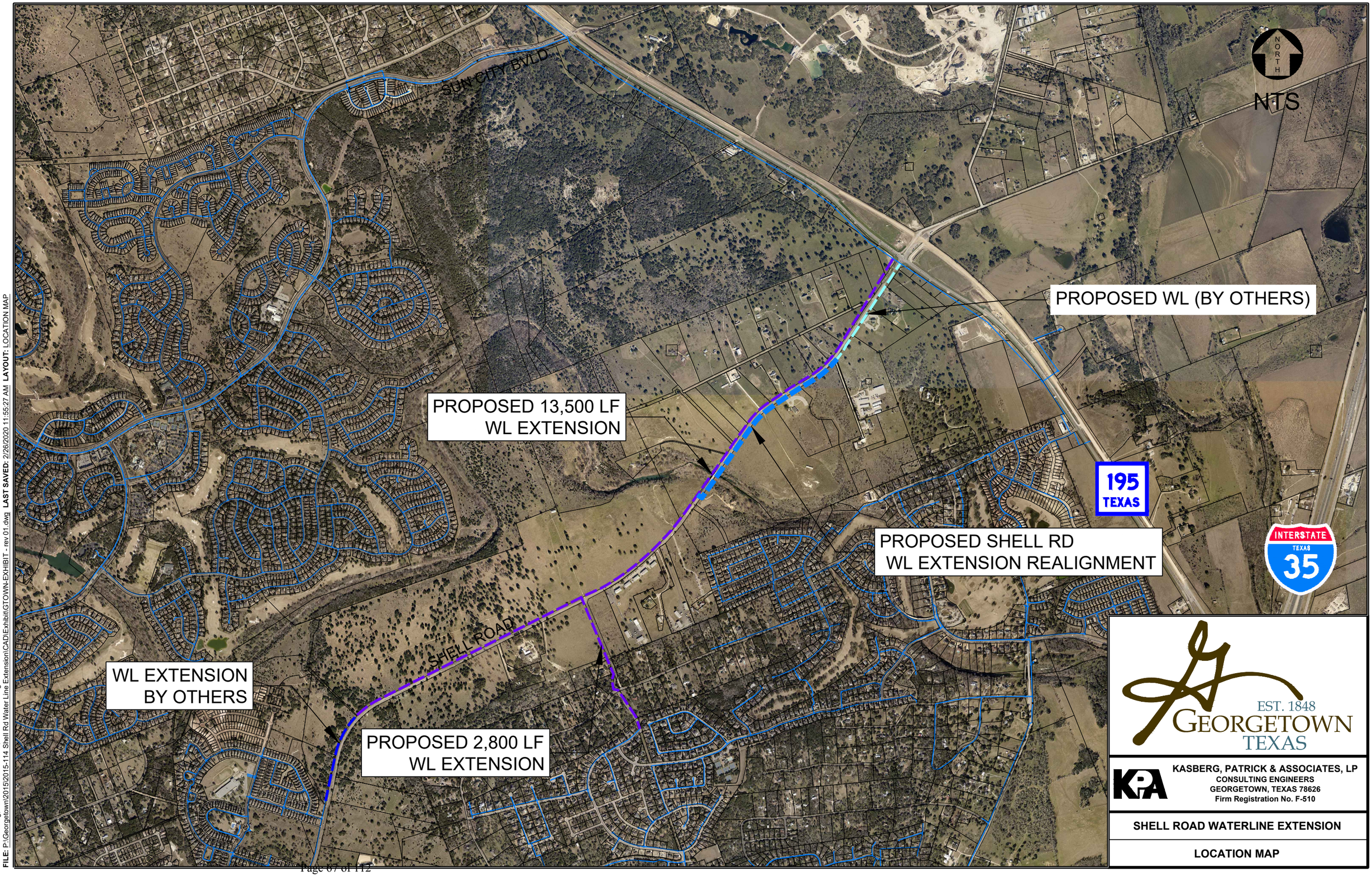
Terms and Conditions: Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and the Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Task Order Amendment is March 24, 2020.

OWNER:	ENGINEER:
By: _____	By: 
Name: Dale Ross	Name: Alvin R. Sutton III, P.E., CFM
Title: Mayor, City of Georgetown	Title: Principal
	Engineer License or Firm's Certificate No. F-510 State of: Texas
ATTEST:	APPROVED AS TO FORM:
_____ Robyn Densmore, City Secretary	_____ City Attorney

EXHIBIT B: FEE SCHEDULE

Shell Road Water Line Extension - Contract Amendment No. 2
Summary of Professional Services Fee Estimate by Consultant
February 25, 2020

COST SUMMARY	Summary of Costs			
	KPA	QI	TERRACON	TOTAL
1. PROJECT MANAGEMENT/COORDINATION	$ -			$ -
2. EASEMENTS	$ 2,200.00	$ 8,200.00		$ 10,400.00
3. FINAL DESIGN	$ 59,880.00	$ 14,575.00		$ 74,455.00
4. BIDDING	$ -			$ -
5. CONSTRUCTION ADMINISTRATION	$ -			$ -
PROJECT TOTAL	$ 62,080.00	$ 22,775.00	$ -	$ 84,855.00
Subconsultants:				
Topographic Surveying/Easement Documents - Quick Inc., Land Surveying				
Environmental (ESA Phase I, Cultural Resources & Geological Assessment) - Terracon				



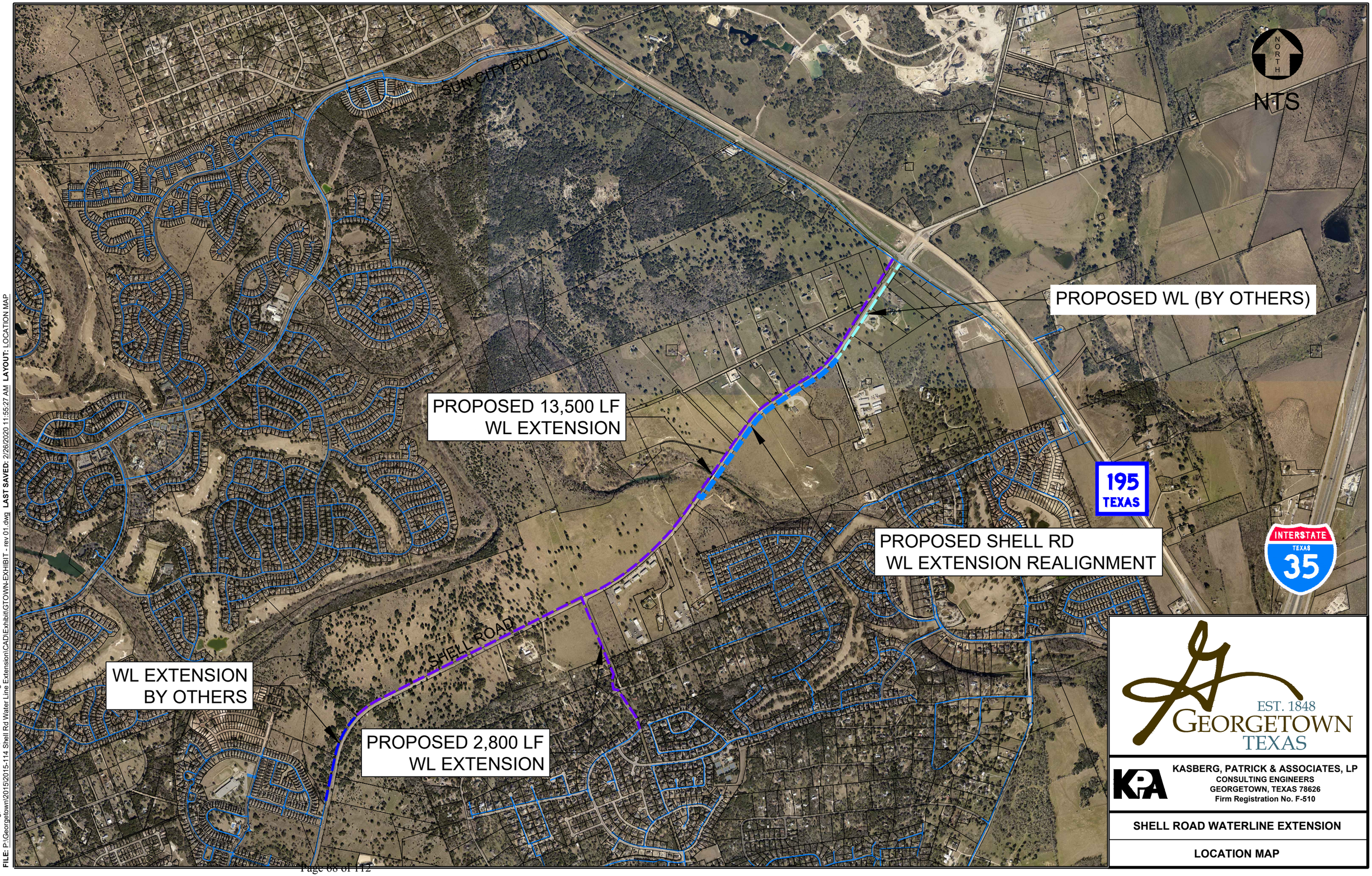
EST. 1848
GEORGETOWN
TEXAS

KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
GEORGETOWN, TEXAS 78626
Firm Registration No. F-510

SHELL ROAD WATERLINE EXTENSION

LOCATION MAP

FILE: P:\Georgetown\2015\2015-114 Shell Rd Water Line Extension\CAD\Exhibit\GTOWN-EXHIBIT - rev 01.dwg **LAST SAVED:** 2/26/2020 11:55:27 AM **LAYOUT:** LOCATION MAP



EST. 1848
GEORGETOWN
TEXAS

KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
GEORGETOWN, TEXAS 78626
Firm Registration No. F-510

SHELL ROAD WATERLINE EXTENSION

LOCATION MAP

FILE: P:\Georgetown\2015\2015-114 Shell Rd Water Line Extension\CAD\Exhibit\GTOWN-EXHIBIT - rev 01.dwg **LAST SAVED:** 2/26/2020 11:55:27 AM **LAYOUT:** LOCATION MAP

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Consideration and possible recommendation to approve Task Order KPA-20-006 with Kasberg, Patrick & Associates, LP of Georgetown Texas for the design, bid and construction services for the Southwest Bypass Waterline project in the amount of $206,630.00. – Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ITEM SUMMARY:
Task Order KPA-20-006-TO is for the Professional Engineering Services to prepare plans and specifications for the construction of approximately 7,200 LF of 24-inch water line. The Southwest Bypass Water Line Project will connect to the existing 24-inch water line at north end of the Southwest Bypass Project and run south on the eastern edge of the Southwest Bypass ROW and connect to the existing 16-inch water line at the Leander Road (FM 2243) and Southwest Bypass Intersection.

STAFF RECOMMENDATION:
Staff recommends awarding Task Order KPA-20-006 to Kasberg, Patrick & Associates, LP of Georgetown, Texas for Professional Engineering Services in the amount of $206,630.00.

FINANCIAL IMPACT:
Funds for these projects are available in the Water CIP fund.

SUBMITTED BY:
Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ATTACHMENTS:

	Description	Type
🗋	KPA-20-006-TO	Backup Material
🗋	Project Exhibit	Backup Material

TASK ORDER

Task Order No. KPA-20-006-TO, consisting of _10____ pages.

Task Order

In accordance with paragraph 1.01 of the Master Services Agreement between Owner and Kasberg, Patrick & Associates, LP ("Engineer") for Professional Services – Task Order Edition, dated March 23, 2016, ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

   A. Title: ___Southwest Bypass Waterline Project_____

   B. Description: Professional Engineering Services to prepare plans and specifications for the construction of approximately 7,200 LF of 24-inch water line. The Southwest Bypass Water Line Project will connect to the existing 24-inch water line at north end of the Southwest Bypass Project and run south on the eastern edge of the Southwest Bypass ROW and connect to the existing 16-inch water line at the Leander Road (FM 2243) and Southwest Bypass Intersection.

   C. City of Georgetown Project Number: _____

   D. City of Georgetown General Ledger Account No.: 660-90-0580-90-179

   E. City of Georgetown Purchase Order No.: _____

   F. Master Services Agreement, Contract Number: 2016-730-MSA_____

2. **Services of Engineer**

   See Exhibit A, Scope of Services, attached

3. **Owner's Responsibilities**

   Owner shall have those responsibilities set forth in the Agreement subject to the following:
   Consultant will require coordination from the City to capture locations of existing City owned utilities within the project area as well as any asbuilt/record drawings depicting any existing utilities in the area.

4. **Times for Rendering Services**

Phase	Completion Date
Final Design	June 1, 2020
Bidding	July 15, 2020
Construction Administration	February 1, 2021

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	*Compensation Method*	*Lump Sum or Not to Exceed Amount of Compensation for Services*
Basic Services Project Coordination, Final Design, Bidding, Construction Administration, Topographic Surveys, ESA PH I.	***A. Lump Sum***	***$206,630.00***

B. The terms of payment are set forth in Article 4 of the Agreement unless modified in this Task Order.

6. **Consultants:**

Kasberg, Patrick & Associates, LP – Georgetown, Texas
All County Surveying – Georgetown, Texas
Terracon Consultants, Inc. – Austin, Texas

7. **Other Modifications to Agreement:**

None

8. **Attachments:**

Exhibit A – Scope of Services
Exhibit B – Fee Schedule
Exhibit C – Project Location Map

9. **Documents Incorporated By Reference:** The Agreement effective March 23, 2016.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2020.

OWNER:		ENGINEER:	
By:	_____	By:	_____
Name:	Dale Ross	Name:	Alvin R (Trae) Sutton III, PE.CFM
Title:	Mayor	Title:	Principal
		Engineer License or Firm's Certificate No.	F-510
		State of:	Texas
Date:	_____	Date:	January 27, 2020

APPROVED AS TO FORM:

_____

_____

City Attorney

Owner: **Designated Representative for Task Order:**		**Engineer:** **Designated Representative for Task Order:**	
Name:	Michael Hallmark	Name:	Trae Sutton, P.E., CFM
Title:	CIP Manager	Title:	Senior Project Manager
Address:	300-1 Industrial Ave. Georgetown, TX 78626	Address:	800 South Main Street Georgetown, TX 78626
E-Mail Address:	Michael.Hallmark@georgetown.org	E-Mail Address:	TSutton@kpaengineers.com
Phone:	512-930-3569	Phone:	512-819-9478
Fax:		Fax:	254-733-6667

EXHIBIT A – DETAILED PROJECT SCOPE

SERVICES PROVIDED BY ENGINEER

KASBERG, PATRICK & ASSOCIATES, LP

GEORGETOWN, TEXAS

Project Description:

The Southwest Bypass Water Line Project will connect to the existing 24-inch water line at north end of the Southwest Bypass Project and run south on the eastern edge of the Southwest Bypass ROW and connect to the existing 16-inch water line at the Leander Road (FM 2243) and Southwest Bypass Intersection. The professional engineering services include preliminary design, final design, bidding services, construction administration services, and project coordination. These services also include topographic surveys, environmental phase I and geological assessment investigations.

Scope of Services:

The scope of services associated with the Southwest Bypass Water Line Project includes:

I. Schematic Design

a. Develop Proposed Alignment and Verify
   i. The ENGINEER will utilize the rights-of-way, easements and property map to develop the proposed alignment of the utilities.
   ii. The ENGINEER will walk the project route to identify alignment changes and obstacles.
   iii. The ENGINEER will verify the alignment to release design surveys to commence.

b. Develop Project Layout with Connections
   i. The ENGINEER will utilize all gathered information to develop the proposed horizontal alignment layout.
   ii. The ENGINEER will develop connection to the existing City of Georgetown Water Utility.

c. Review Alignment with City Staff
   i. The ENGINEER will coordinate and meet with City Staff to review the proposed alignment. All information discovered concerning existing dry utilities, obstacles, rights-of-way, easements and private property will be discussed.
   ii. The ENGINEER will develop a consensus with City Staff on the proposed alignment and adjust as agreed upon.

d. Finalize the Alignment
    i. The ENGINEER will utilize the Schematic Design, coordination meetings and consensus to finalize the utility locations for the project.
    ii. The ENGINEER will generate a revised map illustrating rights-of-way, dry utilities and the proposed utility infrastructure.

e. Coordinate with Dry Utilities
    i. The ENGINEER will coordinate a meeting with all affected dry utilities and City Staff to discuss the proposed alignment and relocations, if any, of dry utilities.

II. Final Design

a. Develop Survey Data into Surfaces
    i. The ENGINEER will develop from the field survey data, surfaces for the project to allow for integrated computer surface design.
    ii. The ENGINEER will incorporate City of Georgetown imagery into the field surveys and integrate the two as a model.
b. Develop Plan and Profiles for the Water Utility
    i. The ENGINEER will utilize the surface model and the finalized alignment to develop plan and profile for the water utility.
    ii. The ENGINEER will produce 11”x17” sheets illustrating the location of the proposed water line improvements both horizontally and vertically.
    iii. The ENGINEER will illustrate all depth to existing ground over the centerline of the proposed waterline.
    iv. The ENGINEER will illustrate all obstacles, dry utilities, rights-of-way, existing easements, proposed easements and private property.
    v. The ENGINEER will illustrate all proposed slopes, elevations, locations and fittings for the water line utility.

c. Develop Project Layout with Connections
    i. The ENGINEER will develop connection details for connection to the existing City of Georgetown Water Utility.

d. Develop Erosion Control & Traffic Control Plan
    i. The ENGINEER will develop erosion control for the construction of the project.
    ii. The ENGINEER will prepare plan sheets illustrating locations and types of Temporary Best Management Practices for erosion control. These sheets will be available for use by the contractor in obtaining permits from the TCEQ for construction of the project.
    iii. The ENGINEER will develop a traffic control plan to be utilized for this project.

e. Develop Project Details
    i. The ENGINEER will develop details for the project to include:

1. Water Line Details
2. Trench and Bedding Details
3. Erosion Control Details
4. Concrete Details
5. Traffic Control Details
6. Casing and Encasement Details
7. Misc. Details

f. Design Roadway/Driveway Crossings
   i. The ENGINEER will locate areas where the proposed utilities will cross existing roadways and driveways for construction of the project.
   ii. The ENGINEER will determine, in conjunction and consensus with City Staff the method of crossing (open cut or bore).
   iii. The ENGINEER will develop plan sheets illustrating the proposed crossings.

g. Design Connections
   i. The ENGINEER will determine locations and size of the existing water utility. This will be accomplished by field investigations, reviewing of record drawings and meetings with City Staff.
   ii. The ENGINEER will design connections for the 8-inch water line improvements to the existing water utility.
   iii. The ENGINEER will design connections for the service connections to residential and commercial customers.

h. Complete Plans and Specifications
   i. The ENGINEER will develop specifications for the project.
   ii. The ENGINEER will develop project quantities for all proposed bid items for the project.
   iii. The ENGINEER will review the plans and specifications that have been developed for quality assurance and quality control (QA/QC).
   iv. The ENGINEER will adjust the plans and specifications from the QA/QC.
   v. The ENGINEER will coordinate the plans and specifications.
   vi. The ENGINEER will develop General Notes for the Project and index sheet for the plans.
   vii. The ENGINEER will print all specifications and plans to be bound for submittal.

i. Review Plans with City Staff, Incorporate Comments and Prepare for Bidding
   i. The ENGINEER will schedule a meeting with City Staff to review the plans and specifications.
   ii. The ENGINEER will receive all City Staff comments and incorporate into the plans. Once comments have been incorporated the ENGINEER will schedule a second meeting with City Staff to review the revised plans.
   iii. The ENGINEER will submit bidding documents to purchasing for comments. All comments will be addressed.

iv. The ENGINEER will prepare documents for bidding and assist the City Staff in advertising the project.
v. The ENGINEER will prepare a final Opinion of Probable Construction Cost.

III. Bidding

a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible.

b. The ENGINEER will manage and distribute bidding documents.

c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda.

d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda.

e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them.

f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Georgetown.

IV. Construction Administration

a. The ENGINEER will prepare contract documents; forward those to the contractor awarded the project by the Georgetown City Council.

b. The ENGINEER will schedule and conduct the Pre-Construction Conference. Minutes from the conference will be taken and distributed.

c. The ENGINEER will receive and review all submittals and material samples for the project. Documentation for the submittals will be generated and distributed to the City of Georgetown and the contractor.

d. The ENGINEER will hold regularly scheduled construction progress meetings. These meetings will include meeting agendas covering project specifics and schedules. Notes will be taken by the ENGINEER at the meetings. Minutes will then be developed and distributed to the City of Georgetown Staff and the contractor.

e. The ENGINEER will make periodic visits the project site. These site visits are utilized to perform a general overview of the project and answer any questions the

contractor may have. The City of Georgetown will provide daily on-site representation for the project.

f. The ENGINEER will develop pay estimate forms for the project. These will be distributed to City Staff and the contractor. The ENGINEER will review the pay requests with City Staff.

g. The ENGINEER will conduct a final walk through of the project. Punch list items will be generated during this review. A letter addressed to City Staff will be generated discussing the findings of the walk through. The contractor will be copied on this letter as well.

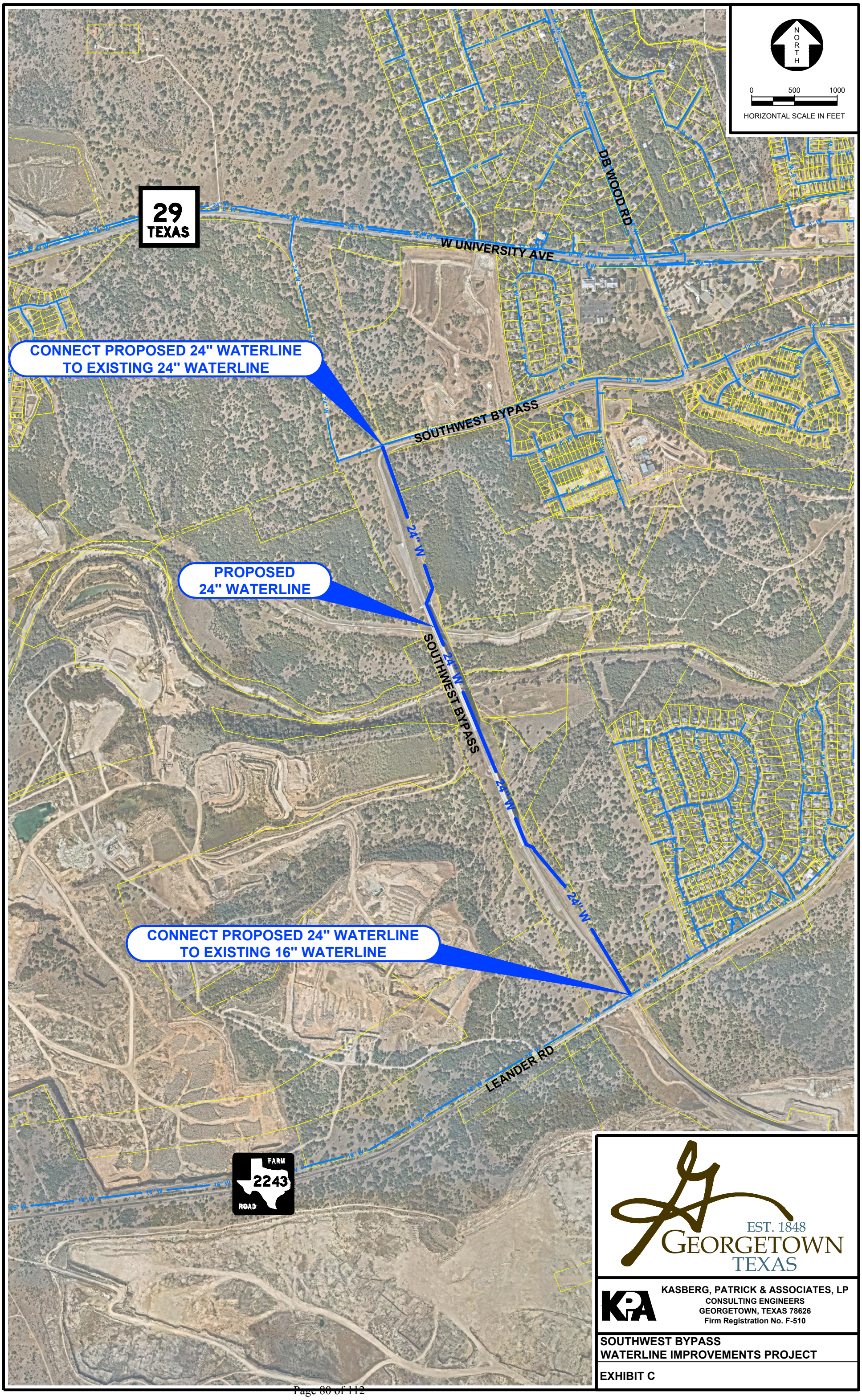
h. The ENGINEER will develop final record drawings for the City of Georgetown Staff. The record drawings will be presented in the form of a DVD with pdf of each plan sheet and a full 11x17 hard copy.

i. The ENGINEER will prepare a project closeout package that will include final record drawings, final pay estimate, final closeout change order and any other project closeout documentation.

EXHIBIT B: FEE SCHEDULE

Southwest Bypass Waterline Improvements
Summary of Professional Services Fee Estimate by Consultant
January 14, 2020

COST SUMMARY	Summary of Costs			
	KPA	ACS	TERRACON	TOTAL
1. PROJECT MANAGEMENT/COORDINATION	$ 13,760.00			$ 13,760.00
2. FINAL DESIGN	$ 113,790.00	$ 24,300.00	$ 12,500.00	$ 150,590.00
3. BIDDING	$ 7,450.00			$ 7,450.00
4. CONSTRUCTION ADMINISTRATION	$ 34,830.00			$ 34,830.00
PROJECT TOTAL	$ 169,830.00	$ 24,300.00	$ 12,500.00	$ 206,630.00
Subconsultants:				
Topographic Surveying/Easement Documents - All County Surveying (ACS)				
Environmental (ESA Phase I, Geological Assessment) - Terracon				



EST. 1848
GEORGETOWN
TEXAS

KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
GEORGETOWN, TEXAS 78626
Firm Registration No. F-510

SOUTHWEST BYPASS
WATERLINE IMPROVEMENTS PROJECT

EXHIBIT C

FILE: P:\Georgetown\2020\development\SW bypass 24" waterline\SW BYPASS 24" WATERLINE.dwg **LAST SAVED:** 1/29/2020 8:32:22 AM **LAYOUT:** 11x17

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Consideration and possible recommendation to approve Task Order CDM-20-007 with CDM Smith, Inc. of Austin., Texas, for professional services related to Parkside Water Supply, Hoover Pump Station and Elevated Storage Tank, and Tank demolition in the amount of $2,044,075.00.-- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ITEM SUMMARY:
Parkside Water Supply – Engineer shall prepare bidding documents including plans, details, specifications and contract documents for the construction of approximately 17,500 feet of 16-inch pipeline, a 1.5 MG elevated storage tank, and a 5 mgd pump station that will be located in the elevated storage tank pedestal. A 14,000 foot long portion of the pipeline will take water at the BCRUA point of entry into the City of Round Rock water system near Sam Bass Road and New Hope Road and will run to the new elevated storage tank site on Fort Cobb Way in the Mayfield Parkside development. The 5 mgd pump station will have horizontal pumps and will pump water from the 1.5 MG elevated storage tank which has an overflow elevation of 1100 and pump it to the Escalara elevated storage tank that has an overflow elevation of 1178. There will be 3,500 feet of pipeline from the pump station that will run parallel with Parkside Parkway to a point near the intersection of CR 276 to reach piping in the 1178 pressure plane. Engineer shall provide bidding phase and construction phase services.
Hoover Pump Station – Engineer shall prepare bidding documents including plans, details, specifications and contract documents for the construction of approximately 3,500 feet of pipe to connect the Daniels Mountain ground storage tank to a new 1.5 mgd pump station. The pump station will pump water from the 1178 pressure plane to the 1245 pressure plane. The pump station will have horizontal pumps and will be located in a block building near CR 255. The 1 MG elevated storage tank will be located on the site of the existing Hoover pump station which will be abandoned when this project is complete. Engineer shall provide bidding phase and construction phase services as described herein.
Tank Demolition Project – Engineer shall prepare bidding documents including plans, details, specifications and contract documents for the demolition of four steel water ground storage tanks. Two tanks are located at the Daniels Mountain site, and one each at the Irving site and the 1869 site. Engineer shall provide bidding phase and construction phase services as described herein.

STAFF RECOMMENDATION:
Staff recommends executing Task Order CDM-20-007 for professional services relating to Parkside water Supply, Hoover Pump Station and Elevated Storage Tank, and the Tank Demolition project with CDM Smith, Inc. of Austin, Texas, in the amount of $$2,044,075.00.

FINANCIAL IMPACT:
Funds for this expenditure are in the current year Water CIP Budget.

SUBMITTED BY:
Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ATTACHMENTS:

	Description	Type
🗋	CDM-20-007 Task Order	Backup Material

TASK ORDER

Task Order No. CDM-20-007-TO, consisting of 9 pages.

Task Order

In accordance with paragraph 1.01 of the Master Services Agreement between Owner and CDM Smith, Inc. ("Engineer") for Professional Services – Task Order Edition, dated September 30, 2016, ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

   A. Title: Parkside Water Supply, Hoover Pump Station and Elevated Storage Tank and Tank Demolition Project

   B. Description: Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

   C. City of Georgetown Project Number: 2JZ, 2KA, 2KB

   D. City of Georgetown General Ledger Account No.: 660-9-0580-90-003, 660-9-0580-90-002, 660-9-0580-90-180

   E. City of Georgetown Purchase Order No.: _____

   F. Master Services Agreement, Contract Number: 2016-738-MSA

2. **Services of Engineer**

   Parkside Water Supply – Engineer shall prepare bidding documents including plans, details, specifications and contract documents for the construction of approximately 17,500 feet of 16-inch pipeline, a 1.5 MG elevated storage tank, and a 5 mgd pump station that will be located in the elevated storage tank pedestal. A 14,000 foot long portion of the pipeline will take water at the BCRUA point of entry into the City of Round Rock water system near Sam Bass Road and New Hope Road and will run to the new elevated storage tank site on Fort Cobb Way in the Mayfield Parkside development. The 5 mgd pump station will have horizontal pumps and will pump water from the 1.5 MG elevated storage tank which has an overflow elevation of 1100 and pump it to the Escalara elevated storage tank that has an overflow elevation of 1178. There will be 3,500 feet of pipeline from the pump station that will run parallel with Parkside Parkway to a point near the intersection of CR 276 to reach piping in the 1178 pressure plane. Engineer shall provide bidding phase and construction phase services as described herein.

   Hoover Pump Station – Engineer shall prepare bidding documents including plans, details, specifications and contract documents for the construction of approximately 3,500 feet of pipe to connect the Daniels Mountain ground storage tank to a new 1.5 mgd pump station. The pump station will pump water from the 1178 pressure plane to the 1245 pressure plane. The pump station will

have horizontal pumps and will be located in a block building near CR 255. The 1 MG elevated storage tank will be located on the site of the existing Hoover pump station which will be abandoned when this project is complete. Engineer shall provide bidding phase and construction phase services as described herein.

Tank Demolition Project – Engineer shall prepare bidding documents including plans, details, specifications and contract documents for the demolition of four steel water ground storage tanks. Two tanks are located at the Daniels Mountain site, and one each at the Irving site and the 1869 site. Engineer shall provide bidding phase and construction phase services as described herein.

The basic services consist of preliminary engineering, design, bidding and general services during construction. The basic services are described below in detail.

Preliminary Engineering Phase. This phase involves determination of project scope, economic and technical evaluation of feasible alternatives, and development of conceptual design and preliminary design. Services during this phase include:

1) Reviewing available data and consulting with the Owner to clarify and define the Owner's requirements for the project.

2) Advising the Owner as to the necessity of providing or obtaining from others additional data or services. These additional services may include photogrammetry, reconnaissance surveys, property surveys, topographic surveys, geotechnical investigations and consultations, compilation of hydrological data, traffic studies, materials engineering, assembly of zoning, deed, and other restrictive land use information, and environmental assessments and impact statements.

   The project budget includes the following special services:

   a) Topographic survey,
   b) Paint testing for lead, and
   c) Geotechnical field investigation and laboratory analysis.

3) Identifying and analyzing requirements of governmental authorities having jurisdiction to approve the design of the project, and participating in consultations with such authorities.

   a) The project includes coordinating with TCEQ and submitting the required construction documents (plans and specifications) to the TCEQ Drinking Water Technical Section Plan Review Division for review and approval.

   b) The project includes preparing a Water Pollution Abatement Plan (WPAP) for the elevated storage tank assocated with the Parkside project.

   c) The project includes an archaeological investigation and coordination with the Texas Historical Commission for the elevated storage tank associated with the Parkside project.

4) Providing analyses of the Owner's needs, planning surveys, and comparative evaluations of prospective sites and solutions.

5) Consulting with the Owner, reviewing preliminary reports, clarifying and defining the project requirements, reviewing available data, and discussing general scheduling. Coordinating with approving and regulatory governmental agencies and affected utilities.

6) Advising the Owner as to whether additional data or services are required, and assisting the Owner in obtaining such data and services.

7) Preparing conceptual design documents consisting of final design criteria, preliminary drawings, including conceptual layouts and equipment configuration, outline of specifications, and written descriptions of the project. A maximum of five copies will be provided to the Owner for review.

8) Preparing revised opinions of probable total project costs based on the conceptual design.

9) Preparing preliminary design documents, drawings and specifications.

Design Phase. The basic services for the final design phase includes:

1) Preparing construction drawings and specifications showing the character and extent of the project. Engineer will prepare 30% and 90% drawings for review and attend review meeting for each submittal to discuss client comments.

2) Preparing and furnishing to the Owner a revised opinion of probable total project costs based on the final drawings.

3) Furnishing the necessary engineering data required to apply for the WPAP. This is distinguished from and does not include detailed applications and supporting documents for government grant-in-aid or planning grants that would be furnished as additional services.

4) Preparing basic documents related to construction contracts for review and approval by the Owner (and the Owner's legal and other advisors). These may include contract agreement forms, general conditions and supplementary conditions, invitations to bid, instructions to bidders, insurance and bonding requirements, and preparation of other contract-related documents.

5) Furnishing to the Owner a maximum of five copies of drawings, specifications, and other contract documents.

Bidding Phase. Services under this phase include:

Each of the three projects will be bid as a separate project.

1) Assisting the Owner in obtaining bids for the prime construction contract, attending pre-bid conferences, and preparing and issuing bidding documents.

2) Issuing addenda as appropriate to interpret, clarify, or expand the bidding documents.

3) Assisting the Owner in determining the qualifications and acceptability of prospective constructors, subcontractors, and suppliers.

4). Providing assistance to the Owner in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipment, and services.

Construction Phase. Services under this phase involve consulting with and advising the Owner during construction and are limited to those services associated with performing as the Owner's representative. Such services comprise:

1) Preparing for and conducting a preconstruction conference and issuing a Notice to Proceed on behalf of the Owner.

2) Reviewing shop and erection drawings submitted by the constructors for compliance with design concepts. The budget includes 170 submittals each for Parkside and Hoover projects and 10 submittals for the Demolition project

3) Reviewing laboratory, shop, and mill test reports on materials and equipment.

4) Visiting the project site monthly as construction proceeds to observe and report on the progress and the quality of the executed work and as required by the progress of the work, not to exceed a total of ten (10) visits each for the Hoover and Parkside project.

5) Issuing necessary interpretations and clarifications of contract documents, preparing change orders requiring special inspections and testing of the work, and making recommendations as to the acceptability of the work.

6) Preparing sketches required to resolve problems due to actual field conditions encountered.

7) Determining amounts of progress payments due, based on degree of completion of the work, and recommending issuance of such payments by the Owner.

8) Preparing record drawings from information submitted by the Contractor. Contractor shall provide red-lines to Engineer at project completion.

9) Making a final inspection and reporting on completion of the project, including recommendations concerning final payments to constructors and release of retained percentage.

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in the Agreement subject to the following:

1) Designate a person to act as Owner's representative with respect to the services to be performed or furnished by the Engineer. This representative will have authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to Engineer's services.

2) Provide all criteria and full information as to Owner's requirements for the project, including objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and furnish copies of all design and construction standards which Owner will require to be included in the Project Drawings and Specifications.

3) Assist Engineer by placing all available information pertinent to the Project, including previous reports and any other data relative to the design or construction of the Project at the Engineer's disposal.

4) Furnish to Engineer, as requested for performance of basic services or as required by the Contract Documents, the following:

   a) Data prepared by or services of others, including without limitation explorations and tests of subsurface conditions at or contiguous to the site, drawings of physical conditions in or relating to existing surface of subsurface structures at or contiguous to the site;

b) The services of an independent testing laboratory to perform all inspections, test and approvals of samples, materials and equipment;

c) Environmental assessments, audits, investigations and impact statements, and other relevant environmental or cultural studies as to the Project, the site and adjacent areas;

d) Arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Task Order;

e) Examine all alternate solutions, studies, reports, sketches, proposals and other documents presented by Engineer;

f) Provide such accounting, bond and financial advisory, independent cost estimating and insurance counseling services and such legal services as Owner may require or Engineer may reasonably request with regard to legal issues pertaining to the Project;

g) Provide labor and safety equipment to open electrical/instrumentation cabinets, open and protect manholes and/or to operate valves and hydrants as required by the Engineer; and

h) Give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of Engineer's services, or any defect or nonconformance in Engineer's services in the work of any Contractor.

5) Provide construction inspection services for the projects.

4. **Times for Rendering Services**

Phase	Completion Date
Preliminary Engineering	September 1, 2020
Design	March 1, 2021
Bidding	May 15, 2021
Construction	June 1, 2022

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	***Compensation Method***	***Lump Sum or Not to Exceed Amount of Compensation for Services***

Parkside Water Supply		
Preliminary Engineering Phase	Lump Sum	$212,082
Design Phase	Lump Sum	$310,031
Bidding Phase	Lump Sum	$43,560
Construction Phase	Lump Sum	$316,827
Total Basic Services	Lump Sum	$882,500
Surveying	Lump Sum	$86,000
Subsurface Utility	At Cost	$121,000
Geotechnical	Lump Sum	$12,400
Weld X-ray Testing	Lump Sum	$12,000
WPAP	Lump Sum	$6,500
Archaeological	Lump Sum	$3,500
Total Special Services	Lump Sum	$241,400
Total		**$1,123,900**
Hoover Pump Station		
Preliminary Engineering Phase	Lump Sum	$229,659
Design Phase	Lump Sum	$336,060
Bidding Phase	Lump Sum	$45,369
Construction Phase	Lump Sum	$194,733
Total Basic Services	Lump Sum	$805,821
Surveying	Lump Sum	$25,000
Geotechnical	Lump Sum	$12,400
Weld X-ray Testing	Lump Sum	$12,000
Total Special Services	Lump Sum	$49,400
Total	Lump Sum	**$855,221**
Tank Demolition		
Design Phase	Lump Sum	$37,832
Bidding Phase	Lump Sum	$8,858
Construction Phase	Lump Sum	$13,264
Total Basic Services	Lump Sum	$59,654
Paint Testing	Lump Sum	$5,000
Total Special Services	Lump Sum	$5,000
Total	**Lump Sum**	**$64,954**
TOTAL TASK ORDER		**$2,044,075**

B. The terms of payment are set forth in Article 4 of the Agreement unless modified in this Task Order.

6. **Consultants:**

Surveying:	Inland Geodetics
Geotechnical:	Terracon
Underground Utilities:	T2 Utility Engineers

Weld X-ray:	Dunham Engineering
Archaeology:	aci consulting
Paint Testing:	Terracon

7. **Other Modifications to Agreement:**

Article 6.02 Ownerships of Documents. Insert Paragraph 6.02 B as follows:

"B. Notwithstanding any other provision of this Agreement to the contrary, Engineer shall retain its rights in its pre-existing standard drawing details, designs, specifications, databases, computer software, proprietary information, documents, templates, and any other property owned by Engineer on the date of this Agreement or developed outside of this Agreement."

8. **Attachments:**

1295 Form

9. **Documents Incorporated By Reference:** The Agreement effective September 30, 2016.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 20____.

OWNER:	ENGINEER:
By: _____	By: _____
Name: Dale Ross	Name: Allen Woelke, P.E.
Title: Mayor, City of Georgetown	Title: Vice President
	Engineer License or Firm's Certificate No. F-3043
	State of: Texas
Date: _____	Date: _____
ATTEST:	APPROVED AS TO FORM:
_____	_____
Robyn Densmore, City Secretary	City Attorney

TASK ORDER

DESIGNATED REPRESENTATIVE FOR TASK ORDER:		DESIGNATED REPRESENTATIVE FOR TASK ORDER:	
Name:	Michael Hallmark	Name:	Allen Woelke
Title:	Project Manager	Title:	Vice President
Address:	300-1 Industrial Ave. Georgetown, TX 78626	Address:	9430 Research Boulevard Suite 1-200 Austin, TX 78759
E-Mail Address:	Michael.hallmark@georgetown.org	E-Mail Address:	woelkead@cdmsmith.com
Phone:	512-930-3659	Phone:	512-346-1100
Fax:		Fax:	512-345-1483

City of Georgetown, Texas
Utility System Advisory Board
March 13, 2020

SUBJECT:
Consideration and possible recommendation to approve Task Order CDM-20-009 with CDM Smith, of Austin, Texas, for professional services related to the South Lake Water Treatment Plant and 1178 Transmission Main in the amount of $7,201,000.00. -- Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ITEM SUMMARY:
This design is crucial for the fast moving growth in the western district. This Task Order will be for professional serves for Preliminary Engineering, Final Design, Bidding and Construction Services for the new South Lake Water Treatment Plant (SLWTP) and 1178 Transmission Main. The plant will have a treatment capacity of 22 million gallons per day (MGD) with capabilities for expanding to 44 MGD in the future. The 1178 Transmission Main will carry water from the SLWTP to the water distribution system in the 1178 pressure plane.The SLWTP and 1178 Transmission Main will be designed and packaged as two sets of construction documents. The work will be constructed in two separate construction contracts.

STAFF RECOMMENDATIONS:
Staff recommends approval of Task Order CDM-20-009 with CDM Smith, of Austin, Texas, for professional services related to the South Lake Water Treatment Plant and 1178 Transmission Main in the amount of $7,201,000.00.

FINANCIAL IMPACT:
Funds for this expenditure are budgeted in the current year water CIP Budget

SUBMITTED BY:
Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager

ATTACHMENTS:

	Description	Type
🗋	CDM-20-009 Task Order	Backup Material

TASK ORDER

Task Order No. CDM-20-009-TO, consisting of 21 pages.

Task Order

In accordance with paragraph 1.01 of the Master Services Agreement between Owner and CDM Smith, Inc. ("Engineer") for Professional Services – Task Order Edition, dated September 30, 2016, ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

   A. Title: South Lake WTP and 1178 Transmission Main

   Description: Preliminary Engineering, Final Design, Bidding and Construction Services for the new South Lake Water Treatment Plant (SLWTP) and 1178 Transmission Main. The plant will have a treatment capacity of 22 million gallons per day (MGD) with capabilities for expanding to 44 MGD in the future. The 1178 Transmission Main will carry water from the SLWTP to the water distribution system in the 1178 pressure plane. The SLWTP and 1178 Transmission Main will be designed and packaged as two sets of construction documents. The work will be constructed in two separate construction contracts.

   C. City of Georgetown Project Number: 2BN

   D. City of Georgetown General Ledger Account No.: 660-9-0580-90-178

   E. City of Georgetown Purchase Order No.: _____

   F. Master Services Agreement, Contract Number: 2016-738-MSA

2. **Services of Engineer**

BACKGROUND

The project includes a new South Lake Water Treatment Plant (SLWTP) constructed on property currently owned by the City of Georgetown (OWNER) near Lake Georgetown. The plant will have a treatment capacity of 22 million gallons per day (MGD) with capabilities for expanding to 44 MGD in the future. The project will also include a 40,000 LF treated water pipeline to carry water from the SLWTP to the 1178 pressure plane of the City's water distribution system. The raw water supply facilities, including a raw water intake and pump station and 3,800 LF of raw water pipeline to carry water to the SLWTP, are being designed and constructed under separate contracts.

The SLWTP will have conventional processes consisting of rapid mix, flocculation, sedimentation and filtration located in one treatment structure; a treated water clearwell; a high service pump station; liquid chemical storage and feed facilities for alum, cationic polymer,

sodium hypochlorite, liquid ammonium sulfate (LAS), fluosilicic acid, and potentially caustic and potassium permanganate; washwater recovery facilities; gravity thickener; and a sludge dewatering building with belt filter press.

This scope of work includes engineering services associated with the preliminary and final design of the new South Lake Water Treatment Plant and the treated water pipeline described above. The scope of work also includes services during the bidding and construction phases of these facilities.

The SLWTP will be designed and packaged as one single set of construction documents. The associated treated water pipeline will be designed and packaged as a second separate set of construction documents. The work will be constructed in two separate construction contracts.

SCOPE OF SERVICES

ENGINEER shall provide for OWNER the following specific Services:

Phase 1 - Preliminary Engineering

Under Phase 1, ENGINEER will develop the treatment processes and associated plant facilities for the new South Lake WTP. A Preliminary Engineering Report with 30% complete drawings will be prepared documenting the new plant and providing a basis for final design. The following tasks will be performed as part of Phase 1.

1.0 General Tasks

Task 1.0.1 – Project Management. ENGINEER will provide general project management throughout the project to include oversight and coordination of all of ENGINEER's efforts executing the work internally and with OWNER. ENGINEER will monitor scope, schedule and budget and will prepare a project management plan. ENGINEER will provide a project status report to the OWNER with the monthly invoice.

Deliverables: Monthly invoices and status reports (electronic copies)

Task 1.0.2 – Project Meetings. Project progress meetings will be held during the course of the Preliminary Design Phase with the OWNER's staff to discuss aspects of the project presently underway, project schedule, and upcoming issues. These meetings will generally be about two to three hours in duration and are not intended to be formal presentations. The appropriate ENGINEER team members will attend the meetings to discuss pertinent issues. Two progress meetings are planned for this phase of the project.

Deliverables: Meeting agenda and meeting summaries (electronic copies)

Task 1.0.3 – Workshops. ENGINEER will conduct the following workshop during the Preliminary Design.

- **Workshop 1-01 – Process Control, Instrumentation, and SCADA Development.** A 4-hour workshop will be conducted to cover the project I&C

topics including: system architecture; control strategies; communications network and SCADA system; hardware, software and programming issues; standard equipment; security issues; system maintenance and staffing; procurement; integrating new system with existing system. The scope of work does not include an evaluation process for pre-selecting a process control system.

Deliverables: Workshop agenda and workshop summary (electronic copies)

Task 1.0.4 – Quality Assurance/Quality Control. ENGINEER will follow internal Quality Management procedures throughout the project related to checking and reviewing procedures. The Preliminary Engineering Report and 30% Drawings will be submitted to the ENGINEER Technical Review Committee (TRC) for review. The review will provide comments and suggestions concerning process viability and implementation, site planning, and project scheduling.

Deliverables: Review Comment Response Memorandum and tracking spreadsheet (electronic copies)

Task 1.0.5 – Review Meetings. A review meeting with OWNER's staff will be conducted for the PER and 30% Design documents. This meeting will be held approximately one to two weeks following submittal of the drawings to provide time for review. The review meeting will be approximately 4 hours. Following their review, OWNER's staff will provide written comments to ENGINEER. ENGINEER will provide written responses to these questions.

Deliverables: Review Comment Response Memorandum and tracking spreadsheet (electronic copies)

Task 1.0.6 – Surveying. ENGINEER will conduct a topographical survey for the water treatment plant site and the treated water pipeline route. Ten (10) primary survey control monuments will be established along the project route. Coordinate values will be reconciled with NAD 83 State Plane Coordinates, Central Zone 4203, US Survey feet and NAVD 88 for vertical control datums.

ENGINEER will also provide boundary survey for the water treatment plant site and up to 39 permanent easements with survey plats for the treated water pipeline route. It is assumed that temporary construction easements will be referenced as adjacent to and parallel with the permanent easements.

Deliverables: None

Task 1.0.7 – Geotechnical Engineering. ENGINEER will take soil borings and perform geotechnical work for the water treatment plant site and treated water pipeline. Thirty-two borings will be taken on the WTP site. Laboratory analyses will be prepared on the soil samples. A geotechnical report will be prepared to include the results of the analyses and geotechnical recommendations for the design of foundations for the proposed structures. Clearing of the site for access by drilling equipment is not included in the scope.

Deliverables: Geotechnical Report (One hard copy and electronic copy in .pdf format)

Task 1.0.8 – Environmental and Archaeological Services. ENGINEER will perform environmental and archaeological services of the plant site and treated water pipeline route. The following assessments will be provided:

- Jurisdictional Waters Assessment
- Endangered Songbird Habitat Assessment
- Karst Feature Survey
- Spring Survey Report to comply with the City of Georgetown Water Quality Ordinance
- Archaeological Survey and THC Antiquities Code permit application
- Hazardous Materials Screen

Memorandum or reports will be prepared and submitted presenting the findings.

Deliverables: Environmental and Archaeological Report (one hard copy)

1.1 Evaluation Tasks

Several items will be evaluated during the Preliminary Design Phase to determine the best means for implementation into the Final Design. ENGINEER will review findings for these evaluations with OWNER's staff and, after agreement is reached, incorporate agreed upon changes within the Preliminary Design.

Task 1.1.1 – Electrical Power Assessment and Evaluation. A new electrical power delivery system will be required for the new South Lake Water Treatment Plant and raw water pump station to provide sufficient reliable power to these facilities. ENGINEER is conducting an evaluation of alternatives for power delivery to plant site under the separate raw water intake and pump station contract. ENGINEER will update this evaluation and further develop the electrical loads for the new plant facilities to confirm the initial and ultimate power requirements for the new plant.

ENGINEER shall update the memorandum provided under the raw water intake and pump station contract summarizing and documenting the selected alternative for power delivery.

Deliverables: Electrical Power Assessment Technical Memorandum Update (electronic copy)

Task 1.1.2 – Process Instrumentation and Control Plan Development. ENGINEER will develop a plan for the instrumentation and control systems for the new South Lake WTP and means for communication with the OWNER's existing SCADA system to allow for remote monitoring and control. OWNER, with ENGINEER's assistance, will determine and provide direction for the HMI to be used for the South Lake WTP. ENGINEER will prepare preliminary system architectural drawings for the proposed system and prepare a technical memorandum presenting the I&C system.

Deliverables: Process Instrumentation and Control System Technical Memorandum. (electronic copy)

Task 1.1.3 – Plant Hydraulics. ENGINEER will perform hydraulic evaluations and analyses for the water treatment plant and high service pump station and treated water pipelines. Hydraulic profiles will be developed through the plant processes, both treatment and residuals handling facilities, so that the structures and piping are sized and elevations set properly for minimum, average, and maximum day plant flows.

In addition, system head curves will be developed for various operating conditions so that the new high service pumps can be sized for the desired flow rates. ENGINEER will evaluate the number of pumps and pump capacity to be used for the new high service pump station. Transient and surge analyses will be conducted for the high service pump station and treated water pipelines.

Deliverables: Summary Technical Memorandum for Hydraulics (including hydraulic profile drawings and high service pump station system curves) and Transient and surge analyses report (electronic copies)

Task 1.1.4 – Architectural Concept Evaluation. ENGINEER will discuss potential architectural ideas with OWNER staff and develop architectural concepts for the plant facilities. ENGINEER will develop and produce architectural elevations for submittal.

Deliverables: Architectural concept sketches and drawings, preliminary architectural elevations, preliminary landscape architecture drawing.

Task 1.1.5 – Permits / Code Review. ENGINEER/Architect will conduct a preliminary assessment of all project related code and permit requirements and develop a memorandum outlining the issues to be included during the design phase of the project.

Deliverables: Permits and Code Review Memorandum

1.2 Preliminary Design

Task 1.2.1 – Project Planning and Design Development. ENGINEER will select and develop the treatment process based on water quality and regulatory requirements. It is assumed that a conventional treatment process will be used for the South Lake Water Treatment Plant (SLWTP) based on understanding of water quality and treatability from the existing Georgetown Lake WTP and other area water treatment plants that obtain raw water from the same source. A review of available raw water quality will be conducted to determine if process modifications or chemical additions may be required to treat regulated constituents beyond standard treatment issues. A water quality report, including corrosivity analysis, will be prepared and submitted to TCEQ for approval. A disinfection scheme will be developed to enable the plant to meet CT requirements.

As part of the raw water intake and pump station project, a conceptual design of the new SLWTP is being developed, including preparation of a process flow diagram, water balance, preliminary design criteria for the plant processes, and civil site layouts for the new plant facilities. ENGINEER will update the conceptual design with any necessary changes prior to developing the Preliminary Engineering Report.

Deliverables: Raw Water Quality Report, CT Study, Updated Conceptual Design Memorandum

Task 1.2.2 - Preliminary Engineering Report and 30% Drawings. ENGINEER will prepare a Preliminary Engineering Report (PER) and 30% complete design drawings for the South Lake WTP project that will incorporate the work performed during Task 1.2.1 and items evaluated in Task 1.1. The PER will include all plant design criteria and the proposed list of major equipment, electrical load list. The 30% drawings will include site plan, yard piping plans, preliminary paving and grading plans, layouts of facilities, structures and buildings, process, mechanical and instrumentation diagrams (PMIDs), electrical one-line diagrams, I&C system architecture and preliminary plans for the transmission main. The PER will serve as the guide for developing the detailed final design.

Deliverables: Preliminary Engineering Report and 30% Drawings (five hard copies of report and ½ size drawings and electronic copies)

Task 1.2.3 – Preliminary Project Cost Estimates. ENGINEER will develop preliminary opinions of probable construction costs for the plant facilities and transmission main. A memorandum will be prepared documenting the cost estimating assumptions and cost summaries.

Deliverables: 30% Opinion of Probable Cost

Phase 2 - Final Design

ENGINEER will develop contract documents for bidding and construction of the South Lake WTP projects. The final design will be based on the work developed in Phase 1 – Preliminary Engineering.

2.0 General Tasks

Task 2.0.1 – Project Management. ENGINEER will perform project management duties through the Final Design Phase, including tracking budget and schedule, producing monthly status reports and invoicing.

Deliverables: Monthly invoices and project status reports (electronic copies)

Task 2.0.2 – Project Meetings. Project progress meetings will be held during the course of the Final Design Phase with the OWNER's staff to discuss aspects of the project presently underway, project schedule, and upcoming issues. These meetings will generally be about two to three hours in duration and are not intended to be formal presentations. The appropriate ENGINEER team members shall attend the meetings to discuss pertinent issues. Eight progress meetings are planned for this phase of the project.

Deliverables: Meeting agenda and summaries (electronic copies)

Task 2.0.3 – Workshops. ENGINEER will conduct the following workshops during Phase 3.

- **Workshop No. 2-01 – Equipment Selection and Maintenance.** A ½-day workshop will be conducted with plant O&M staff to discuss issues related to proposed equipment and facility maintenance. The purpose of this workshop is to ensure that OWNER standards are maintained, while keeping the project bid competitive, and to minimize operational and maintenance requirements.

- **Workshop No. 2-02 – Electrical Facilities.** A ½-day workshop will be conducted with the OWNER's electrical group to ensure that OWNER's standards are being followed and to reach consensus on equipment manufacturers and materials used for the new facilities.

Deliverables: Workshop agenda and summaries (electronic copies)

Task 2.0.4 – Quality Assurance/Quality Control. The 60% complete plans and specifications will be submitted to the ENGINEER Technical Review Committee (TRC) for review. The review will include process and technical feasibility, constructability, discipline coordination, and plans and specification coordination. The 90% complete plans and specifications will be submitted to senior level staff for a "red-yellow-green" quality check to ensure coordination and constructability.

Deliverables: TRC Comment Response Memo and tracking spreadsheet (electronic copies)

Task 2.0.5 – Review Meetings. Review meetings with OWNER staff will be conducted for the 60% and 90% complete plans and specifications. These meetings will be held approximately two weeks following submittal of the documents to provide time for review. It is anticipated that review meetings, approximately 4 hours each, will be conducted at both the 60% and 90% completion. Following their review, OWNER staff will provide written comments to ENGINEER. ENGINEER will provide written responses to these questions.

Deliverables: Review Comment Response Memoranda and tracking spreadsheet (electronic copies)

2.1 Regulatory and Permitting Tasks

Task 2.1.1 – TCEQ Coordination. ENGINEER will review documents for compliance with TCEQ rules and regulations. ENGINEER will meet with the Texas Commission on Environmental Quality (TCEQ) in Austin to review specific critical design items for the South Lake WTP project to promote timely review and approval. ENGINEER will submit the PER and 100% complete plans and specifications to TCEQ for review. Upon receipt of plan review comments, ENGINEER will respond in writing and make necessary changes to the contract documents.

Deliverables: Letter response to TCEQ review comments. (electronic copy)

Task 2.1.2 – Texas Department of Licensing and Regulation (TDLR) Coordination. ENGINEER will include necessary provisions within the South Lake WTP design to provide accessibility compliance per the TDLR. ENGINEER will obtain the services of a Registered Accessibility Specialist (RAS) and submit 100% plans and specifications to the RAS for review to obtain approval through TDLR. Upon receipt of comments, ENGINEER will make necessary changes in the contract documents to ensure accessibility compliance. RAS will also provide follow-up review following construction.

Deliverables: Copy of TDLR permit application (electronic copy)

Task 2.1.3 – Miscellaneous Permits. Based on the results of Task 1.1.5, ENGINEER will apply for any necessary permits required for construction of the South Lake WTP, including those required for County and State agencies.

Deliverables: Copy of permit applications (one hard copy and electronic copy)

Task 2.1.4 – Stormwater Pollution Prevention Plan (SWPPP). ENGINEER will prepare SWPPPs for the South Lake WTP and treated water pipeline to be used by the Contractors during construction of the two projects.

Deliverables: SWPPPs

Task 2.1.5 – Edwards Aquifer Permits. ENGINEER will prepare necessary water pollution abatement plan (WPAP) and above ground storage tank (AST) permits for TCEQ as related to the Edwards Aquifer.

Deliverables: WPAP and AST permits

2.2 South Lake Water Treatment Plant Design

The design services for the South Lake WTP include those tasks necessary to design a new 22-mgd water treatment plant and associated high service pump station on a greenfield site and one treated water pipeline.

The water treatment plant design will include the following items:

- Treatment structure (rapid mix, flocculation, and sedimentation basins and filters)
- Liquid chemical storage and feed facilities within a building
- Clearwell structure
- High Service Pump Station with high service pumps and backwash pumps
- Sludge gravity thickener
- Sludge Dewatering Building
- Washwater recovery basin and recycle pump station
- Administration Building
- Electrical Building
- Maintenance Building
- Treated water pipeline (40,000 LF) to 1178 Pressure Plane

This project will also include: yard piping; plant roadways and sidewalks; site grading and drainage; landscaping; miscellaneous meter vaults and valve vaults; plant electrical; high voltage power supply system; plant I&C system; and HVAC and plumbing.

The treated water pipeline project will include the plan and profile sheets for the 40,000 LF of pipeline from the SLWTP to the 1178 Pressure Plane. The design will also include pipeline details and notes.

Task 2.2.1 – 60% Plans and Specifications. The plans and specifications for the South Lake WTP and treated water pipeline will be completed to a 60% level and submitted to OWNER for review and comment. ENGINEER will use General Conditions approved by the OWNER and modify as necessary in Supplementary Conditions to fit this project. Documents shall include General and Special Conditions, Bid Proposal Forms, Instructions to Bidders, and all other sections generally considered to be necessary for solicitation of bids. The 60% review documents for the SLWTP shall be defined and consist of the minimum level of completion by the following disciplines:

- General/Standard Sheets - 70%
- Process Mechanical - 70%
- Civil - 70%
- Structural - 60%
- Architectural – 60%
- HVAC and Plumbing – 50%
- Instrumentation & Control - 70%
- Electrical - 50%
- Specifications - 40%

Deliverables: Electronic copy and five hard copies of half-size plans and specifications (60% Complete)

Task 2.2.2 – 90% Plans and Specifications. The plans and specifications for the South Lake WTP and treated water pipeline will be completed to a 90% level and submitted to OWNER for review and comment. The 90% review documents for the SLWTP shall be defined and consist of the minimum level of completion by the following disciplines:

- General/Standard Sheets - 95%
- Mechanical - 95%
- Civil - 95%
- Structural - 90%
- Architectural – 90%
- HVAC and Plumbing – 90%
- Instrumentation & Control - 90%
- Electrical - 90%
- Specifications - 90%

Deliverables: Electronic copy and five hard copies of half-size plans and

specifications (90% Complete)

Task 2.2.3 – Final Plans and Specifications. The plans and specifications for the South Lake WTP and the treated water pipeline will be finalized based on comments from OWNER and ENGINEER reviewers. ENGINEER will seal and sign the completed documents. ENGINEER will provide five sets of 100% sealed documents to OWNER for final review. These documents will also be submitted to TCEQ, TDLR, and other agencies for review/approval per Tasks 2.1.1, 2.1.2, 2.1.3, 2.1.4 and 2.1.5. ENGINEER shall update plans and specifications with any final comments prior to bidding.

Deliverables: Electronic copy and five sets of final documents

Task 2.2.4 – Cost Estimates. ENGINEER will prepare opinions of probable construction cost for the South Lake WTP and treated water pipeline construction projects based upon 60% complete documents and the 90% documents.

Deliverables: Opinions of Probable Construction Cost (60% and 90%)

Phase 3 - Bidding Phase

After acceptance by OWNER of the ENGINEER's Drawings, Specifications and other Design Phase documentation (including the most recent Opinion of Probable Construction Cost), and upon written authorization to proceed, ENGINEER shall perform bidding services as presented in the Phase 3 tasks below. The Bidding Phase is assumed to last for three months.

3.0 General Tasks

Task 3.01 – Project Management. ENGINEER will perform project management duties, similar to those in previous phases, throughout the Bidding Phase of the project.

Deliverables: Monthly invoices and status reports (electronic copies).

3.1 Bidding Tasks

Task 3.1.1 – Advertisement and Document Distribution. ENGINEER will prepare Advertisement for Bid for use by the OWNER in advertising the South Lake WTP and treated water pipeline projects. ENGINEER will reproduce and distribute contract documents to prospective bidders and vendors and maintain a log of distribution for the South Lake WTP project and the treated water pipeline projects. ENGINEER will provide 100 sets of half-size drawings and specifications for the South Lake WTP project and 20 sets of half-size drawings and specifications for the treated water pipeline project for distribution. In addition, ENGINEER will provide 20 sets of full-size drawings for both projects for distribution. Ten of these sets will be for Contractor use. ENGINEER will submit documents to plan rooms. ENGINEER will maintain a list of plan holders for distribution.

Deliverables: Advertisement for Bid, Plans and Specifications for Distribution, Plan Holders List.

Task 3.1.2 – Pre-Bid Conference. ENGINEER will attend the pre-bid conference for each of the two construction projects and answer, by written addenda, contractors' and suppliers' functional and technical questions during bidding phase.

Deliverables: Pre-bid meeting agenda and meeting minutes

Task 3.1.3 – Clarifications and Addenda. ENGINEER will provide clarifications and answer questions from prospective bidders and vendors during the bidding phase for each of the two construction projects. If necessary, such clarifications will be included in addenda.

Deliverables: Addenda

Task 3.1.4 – Bid Openings and Evaluation. ENGINEER will attend bid openings, review bids, and assist with recommendations of contract award for the two construction projects.

Deliverables: Bid tabulations and recommendations of award

Task 3.1.5 – Conformed Documents. ENGINEER will prepare conformed documents for the two construction projects, incorporating addenda items into the plans and specifications, and provide 20 sets of ½ size plans and specifications and 10 sets of full-size plans for use by OWNER staff and Contractor during construction.

Deliverables: Conformed documents

Task 3.16 – Contract Documents. ENGINEER shall prepare eight sets of contract documents for each of the construction contracts, with appropriate bonds, insurance, contracts, and other forms, for contracts between the OWNER and Contractor.

Deliverables: Construction contract documents

Phase 4 – Construction Services

Under Phase 4 of the project, ENGINEER will provide general services during the construction of the South Lake WTP and the treated water pipeline projects. The construction phase is assumed to last for 36 months.

4.0 General Tasks

Task 4.0.1 – Project Management. ENGINEER will perform project management duties, similar to those in previous phases, throughout the Construction Phase of the project.

Deliverables: Monthly invoices and status reports (electronic copies).

Task 4.0.2 – Monthly Construction Meetings. ENGINEER will attend monthly construction progress meetings with OWNER, and Contractor for the South Lake WTP and treated water pipeline projects. ENGINEER will provide, on average, one person per meeting over a 36-month construction period for the South Lake WTP and 12-month construction period for the

treated water pipeline project. It is assumed that these meetings will last four hours, including pre and post meetings at the site.

Deliverables: Meeting agenda and summaries (electronic copies)

Task 4.0.3 – Site Visits. ENGINEER will make periodic visits to the project site to observe the progress and quality of various aspects of the construction contractors' work for the project. ENGINEER will participate in substantial completion and final completion inspections.

Deliverables: None

4.1 Submittal Review Tasks

Task 4.1.1 – Submittal Log. ENGINEER will log-in, track, and distribute submittals to the various disciplines and subconsultants.

Deliverables: None

Task 4.1.2 – Shop Drawings. ENGINEER will perform technical and functional review of all shop drawings and other submittals. The engineering fee is based on estimates of 500 shop drawings being submitted for the South Lake WTP project and 50 shop drawings for the treated water pipeline project.

Deliverables: Shop drawing review comments (electronic copies)

Task 4.1.3 – RFIs. ENGINEER will respond to all RFIs submitted by the contractor and subcontractors. The engineering fee is based on estimates of 100 RFIs being submitted for the South Lake WTP project and 20 RFIs for the treated water pipeline project.

Deliverables: RFI responses (electronic copies)

Task 4.1.4 – Change Order Requests. ENGINEER will review and comment on all Change Order requests and initiate Change Order requests when appropriate. It is estimated that 30 Change Order Requests will be submitted for the South Lake WTP project and 10 Change Order Requests for the treated water pipeline project.

Deliverables: Change request documents (electronic copies)

4.2 Testing Tasks

Task 4.2.1 – Instrumentation and Control Testing. ENGINEER will provide instrumentation and control system coordination and testing during construction of the South Lake WTP project. Testing will include 3 days for Witness Factory Tests, 3 days for Functional Demonstration Tests, and 5 days for I&C assistance during construction.

Deliverables: Documentation memoranda for approved tests (electronic copies)

Phase 5 – Start-up and Operations Services

Under Phase 5 of the project, ENGINEER will assist the OWNER in the start-up of the new South Lake Water Treatment Plant and provide record documentation. These services will be provided during the last three months of construction.

5.0 General Tasks

Task 5.0.1 – Project Management. ENGINEER will perform project management duties, similar to those in previous phases, throughout the Start-up and Operations Phase of the project.

Deliverables: Monthly invoices and project status reports.

Task 5.0.2 – Plant Start-Up. ENGINEER will provide up to 160 hours of assistance during plant start-up to ensure the plant is operating as designed.

Deliverables: None

Task 5.0.3 – Plant Staff Consultation. ENGINEER will consult with the OWNER's plant and engineering staff on a monthly basis, for a period not to exceed 12 months, to review outstanding issues, problems with plant and related matters, and advise on possible solutions and actions to be undertaken by the OWNER.

Deliverables: None

5.1 Records and Documentation

Task 5.1.1 – Record Drawings. ENGINEER will prepare Record Drawings for the two construction projects based on Contractor's red-line markups of the conformed field plans. The Record Drawings will be produced with AutoCad. The Record Drawings will be delivered to the OWNER in electronic and hard copy format.

Deliverables: Electronic and five hard copies of Record Drawings

Phase 6 – Resident Project Representative (RPR) Services

Under Phase 6 of the project, ENGINEER will provide full-time RPR services during construction of the South Lake Water Treatment Plant. RPR services have been planned for the 36-month construction period. RPR services for the treated water pipeline project will not be performed as part of this project. The responsibilities of the RPR are presented below:

RPR Responsibilities:

1. *Schedules:* Review the progress schedule, schedule of Shop Drawing submittals and schedule of values prepared by Contractor and consult with ENGINEER concerning acceptability.

2. *Conferences and Meetings:* Attend meetings with Contractor, such as

preconstruction conferences, progress meetings, job conferences and other project-related meetings.

3. *Liaison:*

   a. Serve as ENGINEER's liaison with Contractor, working principally through Contractor's superintendent and assist in understanding the intent of Contract Documents; and assist ENGINEER in serving as OWNER's liaison with Contractor when Contractor's operations affect OWNER's on-site operations.

   b. Assist in obtaining from OWNER additional details or information, when required for proper execution of the Work.

4. *Review of Work, Rejection of Defective Work, Inspections and Tests:*

   a. Conduct on-site observations of the Work in progress to assist ENGINEER in determining if the Work is in general proceeding in accordance with the Contract Documents.

   b. Report to ENGINEER whenever RPR believes that any Work will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise ENGINEER of work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

   c. Verify that test, equipment and systems start-ups are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to ENGINEER appropriate details relative to the test procedures and start-ups.

   d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to ENGINEER.

5. *Interpretation of Contract Documents:* Report to ENGINEER when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by ENGINEER.

6. *Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications and report with RPR's recommendations to ENGINEER. Transmit to Contractor in writing decisions as issued by ENGINEER .

7. *Records:*

   a. Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including all Work Changes, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing submittals received from and delivered to Contractor and other Project related documents.

b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the job site, weather conditions, data relative to questions of Work Change Directives, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to ENGINEER.

c. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.

8. *Reports:*

a. Furnish to ENGINEER periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.

b. Consult with ENGINEER in advance of scheduled major tests, inspections or start of important phases of the Work.

c. Report immediately to ENGINEER and OWNER the occurrence of any accident.

9. *Payment Requests:* Review Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to ENGINEER, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.

The RPR has limitations to his authority on the project. These are listed below:

Limitation of Authority by RPR

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items), unless authorized by ENGINEER.

2. Shall not exceed limitations of ENGINEER's authority as set forth in the Agreement of the Contract Documents.

3. Shall not undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or Contractor's superintendent.

4. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.

5. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.

6. Shall not accept Shop Drawing or Sample submittals from anyone other than Contractor.

7. Shall not authorize OWNER to occupy the Project in whole or in part.

8. Shall not participate in specialized field or laboratory tests or inspection conducted by

others except as specifically authorized by ENGINEER.

9. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings.

3. **Owner's Responsibilities**

OWNER shall have those responsibilities set forth in the Agreement subject to the following:

1. Designate a person to act as OWNER's representative with respect to the services to be performed or furnished by the ENGINEER. This representative will have authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to ENGINEER's services.
2. Provide all criteria and full information as to OWNER's requirements for the project, including objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and furnish copies of all design and construction standards which OWNER will require to be included in the Project Drawings and Specifications.
3. Assist ENGINEER by placing all available information pertinent to the Project, including previous reports and any other data relative to the design or construction of the Project at the ENGINEER's disposal.
4. Furnish to ENGINEER, as requested for performance of basic services or as required by the Contract Documents, the following:
   a) Data prepared by or services of others, including without limitation explorations and tests of subsurface conditions at or contiguous to the site, drawings of physical conditions in or relating to existing surface of subsurface structures at or contiguous to the site;
   b) The services of an independent testing laboratory to perform all inspections, test and approvals of samples, materials and equipment;
   c) Environmental assessments, audits, investigations and impact statements, and other relevant environmental or cultural studies as to the Project, the site and adjacent areas;
   d) Arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services under this Task Order;
   e) Examine all alternate solutions, studies, reports, sketches, proposals and other documents presented by ENGINEER;
   f) Provide such accounting, bond and financial advisory, independent cost estimating and insurance counseling services and such legal services as OWNER may require or ENGINEER may reasonably request with regard to legal issues pertaining to the Project;

g) Provide labor and safety equipment to open electrical/instrumentation cabinets, open and protect manholes and/or to operate valves and hydrants as required by the ENGINEER; and

h) Give prompt notice to ENGINEER whenever OWNER observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of ENGINEER's services, or any defect or nonconformance in ENGINEER's services in the work of any Contractor.

4. **Times for Rendering Services**

Phase	Completion Date
Preliminary Engineering	180 days following Notice to Proceed
Final Design	245 days following Completion of Preliminary
Bidding	90 days following Completion of Final Design
Construction	To be Concurrent with the Construction Schedule

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	*Compensation Method*	*Lump Sum or Not to Exceed Amount of Compensation for Services*
BASIC SERVICES		
Preliminary Engineering	**(Lump Sum)**	**$ 865,000**
Water Treatment Plant		
Final Design		$ 2,685,000
Bidding		$ 161,000
Construction Services		$ 1,219,000
Operations and Start-up Services		$ 129,000
Total Basic Services	**(Lump Sum)**	**$ 4,194,000**
1178 Transmission Main		
Final Design		$ 354,000
Bidding		$ 39,000
Construction Services		$ 119,000
Operations and Start-up Services		$ 11,000
Total Basic Services	**(Lump Sum)**	**$ 523,000**
SPECIAL SERVICES		
Surveying		$ 375,000
Geotechnical		$ 40,000

Environmental and Archaeological Services		$ 34,800
Total Special Services	**(Time and Materials)**	**$ 535,000**
Resident Project Representative	**(Billing Rate)**	**$ 1,084,000**
TOTAL CONTRACT VALUE		**$ 7,201,000**

B. The terms of payment are set forth in Article 4 of the Agreement unless modified in this Task Order.

6. **Consultants:**

Terracon (Geotechnical)

Inland Geodetics (Surveying)

aci Consulting (Environmental)

7. **Other Modifications to Agreement:**

A. Article 6.02 Ownerships of Documents. Insert Paragraph 6.02 B as follows:

"B. Notwithstanding any other provision of this Agreement to the contrary, Engineer shall retain its rights in its pre-existing standard drawing details, designs, specifications, databases, computer software, proprietary information, documents, templates, and any other property owned by Engineer on the date of this Agreement or developed outside of this Agreement."

8. **Attachments:**

Billing Rate Schedule for Resident Project Representative Services

9. **Documents Incorporated By Reference:** The Agreement effective September 30, 2016.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2020.

OWNER:	ENGINEER:
By: _____	By: _____
Name: Dale Ross	Name: Allen Woelke, P.E.
Title: Mayor	Title: Vice President
	Engineer License or Firm's Certificate No. F-3043
	State of: Texas
Date: _____	Date: _____

APPROVED AS TO FORM:

_____
City Attorney

TASK ORDER

DESIGNATED REPRESENTATIVE FOR TASK ORDER:		DESIGNATED REPRESENTATIVE FOR TASK ORDER:	
Name:	Michael Hallmark	Name:	Allen Woelke
Title:	CIP Manager	Title:	Vice President
Address:	300-1 Industrial Ave. Georgetown, TX 78626	Address:	9430 Research Boulevard Suite 1-200 Austin, TX 78759
E-Mail Address:	Michael.hallmark@georgetown.org	E-Mail Address:	woelkead@cdmsmith.com
Phone:	512-930-3569	Phone:	512-346-1100
Fax:		Fax:	512-345-1483

NORTH LAKE WATER TREATMENT PLANT EXPANSION
RESIDENT PROJECT REPRESENTATIVE SERVICES
BILLING RATE SCHEDULE

Category	Billing Rate
Resident Project Representative	$ 135/hr
RPR Supervisor	$ 200/hr
Contract Admin	$ 100/hr
Other RPR Expenses	At Cost