



Request for City Manager Signature

Project Name/Contract Number:	University Dr Water Replacement	# 224-265
Department Contact / Department Name:	Jakob Peetz	Eng/CIP
Date of City Council Approval: (Past or Recent)	N/A	
Return Signed Document to:	Jakob Peetz	Ext: 8144

Background/Purpose:

This ACIS is to increase the contract funding for SWCA to conduct cultural resources investigations in accordance with the Antiquities Code of Texas. Phase I will include analysis and permit preparation/submittal. Phase II will include archaeological monitoring during construction. Phase III will include preparation of the final report. In addition to the cultural services, this amendment will also include bidding, limited construction and close out phase services. Please see the attached Scope of Services for a full detailed breakdown of services included in this ACIS.

Funding:

Project Number	Fund	Phase	Loc/Yr Dept	GL Account	Amount
C720	WWW	Cash	13200	52092412-70200	\$53,083.00

Reviewed / Approved:

User Department Director:		Date:	
Purchasing / Contracting POC:		Date:	
Finance Director: (CDBG-DR)		Date:	
Purchasing Manager:		Date:	
Other Depts. as needed			

EXHIBIT 4

AUTHORIZATION OF CHANGE IN SERVICE


CONTRACT NAME:	University Dr Water Replacement	NUMBER:	224-265
CONTRACTOR:	Quiddity Engineering, LLC		
ORIG. CONTRACT DATE:	10/23/24	RESOLUTION NO:	
CITY REPRESENTATIVE:	Jakob Peetz	DEPT:	Eng/CIP
DATE:	05/05/25	ACIS NO.:	01

DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES:

As part of the University Drive 12-Inch Water Main Rehabilitation Project in San Marcos, Texas, SWCA will conduct cultural resources investigations in accordance with the Antiquities Code of Texas. Phase I will include a desktop analysis and background records review to identify known cultural resources in the project area, along with preparation and submittal of a Texas Antiquities Permit application to the Texas Historical Commission (THC). Phase II will involve archaeological monitoring of ground-disturbing activities by a qualified archaeologist during construction, who will document any cultural materials encountered and coordinate with THC and Quiddity if significant finds or human remains are discovered during construction. Phase III will include preparation of a final report documenting all findings and methods, along with fulfillment of all required records curation and report submittals to THC and Texas State University. In addition to the cultural services, this amendment includes bid phase services, limited construction phase services, the preparation of record drawings, and specified reimbursable expenses associated with the bid phase. These services are detailed in the Proposed Scope of Engineering Services under Contract Number 224-265, Agreement Between the City of San Marcos and Professional Engineering Firm (Quiddity Engineering LLC), executed on October 23, 2024.

Original Contract Amount:		\$95,775
Previous Increases in Contract Amount:		\$0
CURRENT CONTRACT AMOUNT:		\$95,775
This Increase in Contract Amount:		\$53,083
REVISED CONTRACT AMOUNT:		\$148,858

CONTRACTOR:



Signature

Kyle Kaspar, Vice President

Print Full Name / Title (if not in individual capacity)

5/5/25

Date

CITY:

Signature

Print Name / Title

Date

City Department Use Only Below This Line (PM, POC, etc.).

Account Number(s):	Amount	Date
#C720-WWW-CASH-13200 52092412-70200	\$ 53,083.00	05/06/2025
#	\$	
#	\$	

CITY OF SAN MARCOS
AMENDMENT No. 1
DETAILED FEE SCHEDULE
ARCHAEOLOGICAL MONITORING SERVICES and ADDITIONAL SERVICES FOR BID & CONSTRUCTION PHASE SERVICES
UNIVERSITY DR. 12-INCH WATERLINE REPLACEMENT PROJECT

		QA/QC Manager	Sr. Project Manager II	Sr. Professional Engineer I	CAD Operator II	Quiddity Subtotal	SWCA Archaeological Monitoring Services	Total Budget
		\$265.00	\$240.00	\$225.00	\$125.00			
ARCHAEOLOGICAL MONITORING SERVICES								
Task 1 - Project Management and Administration								
1	Initial project kick-off and coordination with SWCA on design plans and open-cut locations		1		2	\$490	\$1,055.75	\$ 1,546
Total Task 1		0	1	0	2		\$ 1,056	\$ 1,546
Task 2 - Desktop Analysis and Texas Antiquities Permit Application								
1	Detailed project descriptions and permit review/assistance	1	2			\$745	\$3,874.86	\$ 4,620
Total Task 2		1	0	0	0		\$ 3,875	\$ 4,620
Task 3 - Archaeological Monitoring								
1	Create KMZ files and drawings for disturbed areas		2		4	\$980	\$21,746.62	\$ 22,727
Total Task 3		0	2	0	4		\$ 21,747	\$ 22,727
Task 4 - Reporting								
1	Coordination with SWCA and contractor during construction due to potential field changes		3	3		\$1,395	\$6,655.86	\$ 8,051
Total Task 4		0	3	3	0		\$ 6,656	\$ 8,051
Task 5 - Records Curation								
1	Processing invoices, communication and on-going coordination with SWCA		3			\$720	\$2,244.66	\$ 2,965
Total Task 5							\$ 2,245	\$ 2,965
	Hours Subtotal	1	6	3	6			
SUBTOTAL ARCHAEOLOGICAL MONITORING SERVICES		\$ 265	\$ 1,440	\$ 675	\$ 750	\$4,330	\$35,578	\$39,908

ADDITIONAL SERVICES - BID & CONSTRUCTION PHASE SERVICES								
2.0 BID PHASE								
2.1 - Bid Phase Services								
1	Preparation of Bidding Documents & Notice			1		\$875		\$ 875
2	Attend Pre-Bid Meeting & Answer Questions			2		\$975		\$ 975
3	Issue Addenda to Purchasing, if necessary			1		\$575		\$ 575
4	Review Bid Tabulation of Submitted Bids			1		\$825		\$ 825
5	Contact References provided by Contractor on three (3) lowest bidders			1		\$575		\$ 575
6	Recommendation of Award			1		\$575		\$ 575
7	Conform Construction Drawings			1	2	\$950		\$ 950
Total Task 2.1		0	0	8	2			\$ 5,350

CITY OF SAN MARCOS
AMENDMENT No. 1
DETAILED FEE SCHEDULE
ARCHAEOLOGICAL MONITORING SERVICES and ADDITIONAL SERVICES FOR BID & CONSTRUCTION PHASE SERVICES
UNIVERSITY DR. 12-INCH WATERLINE REPLACEMENT PROJECT

		QA/QC Manager	Sr. Project Manager II	Sr. Professional Engineer I	CAD Operator II	Quiddity Subtotal	SWCA Archaeological Monitoring Services	Total Budget
		\$265.00	\$240.00	\$225.00	\$125.00			
2.2 - Reimbursable Expenses (Bid Phase)								
1	Repro/Mileage/Travel/Fees					\$500		\$ 500
	Hours Subtotal	0	0	8	2			
SUBTOTAL BID PHASE SERVICES		\$ -	\$ -	\$ 1,800	\$ 250	\$5,850	\$0	\$5,850
3.0 CONSTRUCTION PHASE								
3.1 - Construction Phase Services								
1	Attend Pre-Construction Meeting & Answer Questions			2		\$800		\$ 800
2	Construction Progress Meetings (2)			2		\$800		\$ 800
3	Submittal Packager Reviews (5) & Log			2		\$1,150		\$ 1,150
4	Answering RFIs (3) & Log			1		\$750		\$ 750
5	Construction Change Order Reviews (1) & Log			2		\$1,050		\$ 1,050
6	Construction Pay Estimate Reviews (2) & Log			1		\$825		\$ 825
Total Task 3.1		0	0	10	0			\$ 5,375
3.2 - Record Drawings								
1	Drawing updates to reflect field changes				5	\$975		\$ 975
2	Prepare Record Drawings Package to City for Final Approval (Draft Drawings, Final Drawings Per Checklist, GIS Submittal)				5	\$975		\$ 975
Total Task 3.2		0	0	0	10			\$ 1,950
	Hours Subtotal	0	0	10	10			
SUBTOTAL CONSTRUCTION PHASE SERVICES		\$ -	\$ -	\$ 2,250	\$ 1,250	\$7,325	\$0	\$7,325
SUBTOTAL BID & CONSTRUCTION PHASE SERVICES		\$ -	\$ -	\$ 4,050	\$ 1,500	\$ 13,175	\$0	\$ 13,175

TOTAL ARCHAEOLOGICAL MONITORING SERVICES BID & CONSTRUCTION PHASE SERVICES\$53,083

SCOPE OF SERVICES

CULTURAL RESOURCES INVESTIGATIONS

SWCA understands the proposed University Drive 12-inch Water Main Rehabilitation Archaeological Monitoring Project (project) involves the replacement of an existing 12-inch water main and the installation of new fire hydrants, gate valves, and associated subsurface infrastructure along University Drive in San Marcos, Texas. The proposed project is located within land owned and operated by the City of San Marcos, a political subdivision of the State of Texas, and as such the project will require review under the Antiquities Code of Texas (ACT). Therefore, SWCA proposes to conduct a background review of the project area; prepare a Texas Antiquities Permit (TAP) application for review and authorization by the Texas Historical Commission (THC); and conduct an archaeological monitoring investigation and the associated reporting.

PHASE 1: DESKTOP ANALYSIS AND TEXAS ANTIQUITIES PERMIT APPLICATION

Upon authorization to proceed, SWCA will conduct a thorough background cultural resources literature and records search for the proposed project and surrounding area. SWCA will review the Texas Archeological Sites Atlas (Atlas) online database for any previously recorded surveys and historic or prehistoric archaeological sites located in, or immediately adjacent to, the project area. In addition, the Atlas review will include the following types of information: National Register of Historic Places (NRHP) properties, State Antiquities Landmarks (SALs), Official Texas Historical Markers, Recorded Texas Historic Landmarks, cemeteries, and local neighborhood surveys. SWCA will also review the Texas Department of Transportation's Texas Historic Overlay, a mapping/geographic information system (GIS) database with historic maps and resource information covering most of the state of Texas. Other critical factors that SWCA will examine include the level of previous disturbances from residential and commercial development, types of soils present, and any obvious standing structures greater than 45 years in age that appear on U.S. Geological Survey (USGS) topographic maps. Together this information will allow SWCA to identify areas within the property that have the potential to contain significant, undocumented cultural resources and evaluate archaeological potential.

SWCA's Principal Investigator will prepare a TAP application (including the results of the background review and scope of work) and submit it to Quiddity for their review. Upon receipt and incorporation of comments, SWCA will submit the Antiquities Permit application to the THC for review. In general, the THC will review the scope of work and issue the permit within 30 days of receipt of the application.

PHASE 2: ARCHAEOLOGICAL MONITORING

SWCA will conduct archaeological monitoring during ground-disturbing activities within the project area. The monitoring will consist of a qualified SWCA archaeologist monitoring the removal of sediment and examining the side walls of the excavation for evidence of cultural materials. The monitoring will also include periodic sampling of backhoe bucket excavations (i.e., screening of every fifth bucket). The archaeologist will coordinate all field activities with appropriate personnel and any on-site construction foreman regarding scheduling and safety. If necessary, the monitoring archaeologist will attend a preconstruction meeting to ensure full coordination prior to construction. The archaeologist will comply with all applicable Occupational Safety and Health Administration (OSHA) safety regulations and wear a safety vest, hard hat, and safety glasses at all times.

Prehistoric (i.e., projectile points) and common historic-age artifacts (i.e., metal, ceramics, and glass) may be contained within the fill; these artifacts will not be collected, but generally quantified and assessed as to age and origin. Particular attention will be given to any possible artifacts and features associated with a prehistoric-age or historic-age occupation that may be revealed during construction. If intact cultural resources are revealed in the construction process, the archaeologist will make a determination as to the potential significance of the observed

resource. At this point, construction may be temporarily halted so that the archaeologist may better examine the cultural materials or features, take photographs, and document the finds. If the materials are assessed as non-significant (common historic materials or disturbed features, for instance), construction will quickly recommence and continue as planned.

If the materials are assessed as significant, construction within 30 feet of the find will be halted. Materials that may be considered significant and require stoppage of the construction process could include burial features or hardware, intact commercial or residential features, prehistoric deposits/artifacts in good context, or other exceptionally significant or diagnostic finds. If a work stoppage is required, the monitoring archaeologist will immediately contact all involved parties (i.e., Quiddity and THC) to discuss the find and formulate a plan of action. Final determinations on a plan of action for such a find will only be made based on consultation with all involved parties.

In addition, should human remains be encountered during construction, work in the immediate area will cease and the archaeologist will evaluate the finding(s) and provide recommendations for how to manage the resource under Texas Health and Safety Code and Chapter 49 of the Texas Code of Criminal Procedure. All findings will be reported to, and activities coordinated with the appropriate interested parties mentioned above. In the event that human remains are encountered, all activity shall cease and may not resume until authorized by appropriate law enforcement and the THC.

SWCA is proposing a non-collection monitoring survey. Any discovered cultural resources will be defined and recorded following standard state guidelines. All recorded sites will be mapped in detail with a GPS unit and plotted on USGS 7.5-minute topographic maps and appropriate project maps for planning purposes. Artifacts will be tabulated, analyzed, and documented in the field, but not collected. Temporally diagnostic artifacts will be described in detail and photographed in the field, then reburied. This policy will minimize curation costs once the fieldwork is concluded. If the THC disagrees with the proposed non-collection methods, this disagreement would be resolved prior to issuance of the TAP and performance of the monitoring.

PHASE 3: REPORT PREPARATION AND RECORDS CURATION

Upon completion of the monitoring, SWCA will prepare a draft report of the investigations and send to Quiddity for review and comment prior to agency submittal. After Quiddity's review, any appropriate edits will be made, and a final draft report will be submitted to the THC, who have up to 30 days to review and provide comments or concurrence with the results of the investigation. The cultural resources report will conform to the CTA and THC standards. The report will include the results of both the background review and the monitoring; it will document the methodology used in the investigations; identify cultural resources encountered during the archaeological monitoring; and, if warranted, present recommendations for further work in the area.

Once the THC have reviewed the draft report and provided the results of the review to SWCA, any revisions will be incorporated into the final report. SWCA will submit a final report to Quiddity and the THC. As part of completing TAP requirements, SWCA will also furnish two electronic copies of the final report on a tagged PDF formatted CD and one unbound printed hard copy to the THC, complete an Abstracts in Texas Contract Archeology Summary form and abstract text online, and furnish one final bound report hard copy (with site locations redacted) to Texas State University. SWCA will also complete all document curation requirements per the ACT. Field records and artifacts (if required) will be curated at Center for Archaeological Research at University of Texas, San Antonio.

COST ESTIMATE AND TIMELINE

SWCA is prepared to begin work immediately upon receiving the notice to proceed. SWCA can complete the scope of work described above for the project on a time-and-materials budget, not to exceed **\$35,577.75**. Costs are based on the assumptions and scope of work listed here and adhere to SWCA's 2025 rate schedule (attached).

Project Cost by Task

Task	Cost
Task 1: Project Management and Administration	\$1,055.75
Task 2: Desktop Analysis and Texas Antiquities Permit Application	\$3,874.86
Task 3: Archaeological Monitoring	\$21,746.62
Task 4: Reporting	\$6,655.86
Task 5: Records Curation	\$2,244.66
Total (Time and Materials – Not to Exceed)	\$35,577.75

Project Timeline by Milestone

Projected Schedule Milestone	Projected Date
Start Date	Notice to Proceed (NTP) received.
Phase 1: Desktop Analysis and Texas Antiquities Permit Application	Complete within 3 weeks of receiving NTP. THC has up to 30 days for review; one round of comments will be addressed within 1 week of receipt.
Phase 2: Monitoring	Contingent on the construction schedule of up to fifteen 10-hour days after Texas Antiquities Permit is issued.
Phase 3: Reporting / Records Curation	Complete draft report within 3 weeks of completion of fieldwork; THC has up to 30 days for review; one round of comments will be addressed within 1 week of receipt. Following agency concurrence of draft report, SWCA will prepare field records for curation.
Total Time to Completion from NTP	Approximately 4 months

Scope and Cost Assumptions

- The scope of work may be subject to change following initial consultation with the THC, the cultural resources background review investigations, and fieldwork. Any additional costs resulting from a change in the scope of work will require a Change Order.
- SWCA assumes continuous days of monitoring by **one** qualified archaeologist to perform the investigations within the established schedule for the project. If one archaeologist is not sufficient to monitor construction activities, then additional archaeological monitors may be necessary and further costs may be warranted.
- For cost estimation purposes, SWCA assumes a 10-hour workday for the monitor for up to **15 days** for ground-disturbing activities within the project area for a **total of 15 monitoring days**. SWCA's services will be billed on a time-and-materials basis for the actual time worked and direct expenses disbursed; however, a minimum of **4 labor hours** will be billed for each partial monitoring day to account for on-site cancellations based on coordination, unsafe project conditions, or weather and may include on-site monitoring time, mobilization/demobilization, coordination, and daily progress reporting.
- Based on the information provided, the project does not require compliance with federal cultural resources regulations such as the National Historic Preservation Act. Should compliance with additional cultural resources regulations be required, further work may be needed at additional cost to Quiddity.
- Right-of-entry and unfettered access to the entire property at the time of field investigations will be coordinated by Quiddity.

- Based on the previously identified archaeological sites and known site density in the area, SWCA has assumed for the cost proposal that at least **two archaeological sites** will be encountered/revisited during the survey. If any additional archaeological sites are encountered, SWCA will inform Quiddity and negotiate a Change Order to complete site documentation and processing.
- This scope does not include hand-excavated test units, National Register eligibility testing, or data recovery mitigation excavations at sites investigated during the survey. Should the results of the cultural resources investigation determine that additional work is required, SWCA will inform Quiddity and negotiate a Change Order.
- The cost does not include project-related safety training or expenses (e.g., OSHA, HAZWOPER, company or site-specific safety training).



Standard Rate Schedule

2025 LABOR CATEGORIES AND BILLING RATES

Professional Consulting Services

Cultural Resources
Environmental Resources
Paleontology
Scientific Resources
Planning Resources
Engineering and Special Services

Graphics/Media Production
GIS/CADD Resources
Technical Writing/Editing
Air Quality
Training/Facilitating

Subject Matter Expert IV.....	\$293.00
Subject Matter Expert III.....	\$268.00
Subject Matter Expert II.....	\$242.00
Subject Matter Expert I.....	\$230.00
Specialist XII.....	\$226.00
Specialist XI.....	\$207.00
Specialist X.....	\$189.00
Specialist IX.....	\$169.00

Specialist VIII.....	\$158.00
Specialist VII.....	\$147.00
Specialist VI.....	\$137.00
Specialist V.....	\$123.00
Specialist IV.....	\$114.00
Specialist III.....	\$104.00
Specialist II.....	\$91.00
Specialist I.....	\$77.00

Direct expenses are subject to a 15% administrative markup and subcontractor expenses are subject to a 20% administrative markup. These rates do not apply to depositions or testimonies at administrative hearings and trials. Such activities fall under our Expert Witness rates, which vary by state.

A communication/data fee is invoiced at a rate of 3% of labor to cover such expenses.

Overtime is invoiced at 1.2 times standard rates.

Per Diem is billed at the then-current GSA rate at time of billing.

Mileage is billed at the then-current IRS mileage rate at time of billing.

SWCA, Incorporated ("SWCA") has entered into a Master Services Agreement ("the MSA") dated as of the 3 day of April, 2025 with the client identified below ("Client"). The MSA contemplates that Client will engage SWCA to provide services as described in one or more Statements of Work. The terms of this Statement of Work ("this SOW"), along with the terms of the MSA (including the General Terms attached to the MSA and other applicable exhibits), shall apply to the services subject to this SOW as described below.

Client Information

Client Legal Name: Quiddity Engineering LLC

Client Contact Name: Shawn Schorn

Address: 2967 Oak Run Parkway Suite 215

City: New Braunfels

State: Texas

Zip Code: 78132

Email: sschorn@quiddity.com

Phone:

Fax:

☒ Send Invoices to Main Address / Billing Contact:

☒ Send Invoices via Email:

☐ Send Invoices to Alternate Billing Address (below) / Billing Contact:

Street Address:

City:

State:

Zip Code:

Phone:

Email:

Basic Project Information

Project Title: University Drive 12-inch Water Main Rehabilitation Archaeological Monitoring Project

Project Location: San Marcos, Texas

Scope of Services

The services to be provided by SWCA under this SOW ("SOW Services") are described in the attached scope of services ("Schedule of Services") which may be attached to this SOW as Attachment 1.

Work Schedule

Estimated Start Date: The estimated date by which SWCA is expected to begin performing the SOW Services ("Estimated Start Date") is as follows (check applicable box): ☒ as described in the schedule of services or ☐ , 20 .

Estimated Completion Date: The estimated date by which SWCA is expected to complete the SOW ("Estimated Completion Date") is as follows (check applicable box): ☒ as described in the schedule of services or ☐ , 20 .

SWCA's Fees

The fees payable for the SOW Services shall be as follows (check applicable box):

- ☐ \$ Fixed Fee basis for the Services described in the Statement of Work.
 - ☒ \$35,577.75 Time and Materials, Not-To-Exceed, at rates quoted in the SWCA Rate Schedule which may be labeled as Exhibit B.
 - ☐ \$ Time and Materials (estimated contract value; no ceiling) at rates quoted in the SWCA Rate Schedule which may be labeled as Exhibit B.
 - ☐ N/A Time and Materials On-Call at rates quoted in the SWCA Rate Schedule which may be labeled as Exhibit B.
 - ☐ \$ N/A Unit Fee (eg: per day) at rates quoted in the SWCA Rate Schedule which may be labeled as Exhibit B.
 - ☐ \$ Unit Fee On-Call (eg: per day; estimated contract value; no ceiling) at rates quoted in the SWCA Rate Schedule which may be labeled as Exhibit B.
-

Sales Tax (check applicable box)

- ☐ Sales Taxes are NOT included in the contract value specified above, if any (i.e., Sales Taxes billed to Client will be in addition to any specified contract value).
- ☐ Sales Taxes are included in the contract value specified above, if any.
- ☒ Sales Taxes not applicable.

Invoicing and Payment

Deposit: Client agrees to provide SWCA with a deposit of \$0.00 promptly upon Client's execution of this SOW as an advance deposit towards payment of fees and any reimbursable expenses payable under this SOW. If Client does not provide such deposit, SWCA may delay beginning work until such deposit is received or may terminate this SOW by written notice to Client. The deposit may be applied to amounts currently due to SWCA and unpaid or SWCA may hold the deposit and apply it to the final invoice.

Reimbursement of Expenses: Client shall reimburse SWCA for expenses as described in the MSA (including applicable exhibits) and this SOW. Amounts billed for reimbursable expenses will be in addition to any specified contract value.

Payment Terms: SWCA will generally invoice Client monthly for services rendered (based on percentage of completion/hours expended, as applicable) and expenses incurred. Invoices are payable within 10 days of Client's receipt of payment from its client, but in no case any longer than 75 days from the invoice date. Overdue amounts bear interest at the rate of 1.5% per month until paid and are subject to a monthly late-payment service charge equal to the greater of \$200 or 1% of the overdue balance.

Manner of Payment: Unless a different manner of payment is requested by SWCA, payments are to be remitted as follows:

- **Preferred Payment Method:** ACH/EFT: Routing number – 071922777; Account number – 7811583501; Account Type – Business Checking; Bank Name – First American Bank; Location: - Carol Stream, Illinois. Submit payment remittance advice to payment@swca.com.
- **Alternate Payment Method:** Via check mailed to P.O. Box 7217, Carol Stream, IL 60197-7217.

Acceptance

If this SOW is not returned to SWCA duly executed on behalf of Client within thirty (30) days from Client's receipt of this SOW, SWCA may rescind this SOW by written notice to Client.

Special Terms

n/a

Additional Terms

Provisions addressing the relationship of the terms of this SOW and the terms of the MSA, including how any conflicts in terms are resolved, are set forth in the General Terms of the MSA. Terms used in this SOW shall have the meanings ascribed to them in the General Terms of the MSA except to the extent otherwise provided in this SOW. References to "the MSA" include the General Terms attached to the MSA, the terms of this SOW as they apply to the services subject to this SOW, and other applicable exhibits to the MSA. In case of a conflict herein, the Special Terms shall take precedence.

SWCA, Incorporated

Client:

By:

(signature)

By:

(signature)

Name: John Hall

Name:

Title: Cultural Resources Director

Title:

Date:

Date: