



## Request for City Manager Signature

(\$50,000 and higher. Council approval not needed up to \$100,000)

Project Name/Contract Number:	Wallace Addition Offsite Drainage Imps	#219-129.3
Department Contact / Department Name:	Rohit Vij	CIP/Engineering
Date of City Council Approval: (Past or Recent)	November 3, 2021 (Past Approval Date – CIS#2) January 17, 2023 (Past Approval Date – CIS#3) May 7, 2024 (Past Approval Date – CIS#4) May 20, 2025 (Past Approval Date – CIS#5) August 5, 2025 (Past Approval Date – CIS#6) December 1, 2025 (Past Approval Date – CIS#7) March 18, 2025 (Past Approval Date – CIS#8)	
Return Signed Document to:	Rohit Vij	Ext: 8133

**Background/Purpose:** A change in service is requested to provide additional design services required to separate the Wallace Addition design plans into two different phases. Phase 2 will include Cape St Reconstruction & Shared Use Path Design and will go through the Texas Department of Transportation (TxDOT) approval process.

**Funding:**

Project Number	Fund	Phase	Loc/Yr Dept	GL Account	Amount
C731	Drainage	CO25A	13200	51092493 70200	\$750,986.00

**Reviewed / Approved:**

User Department Director:	<b>Shaun Condor</b>	<small>Digitally signed by Shaun Condor DN: cn=Shaun Condor, c=US, o=City of San Marcos, ou=Engineering and Capital Improvements, email=scondor@sanmarcostx.gov Date: 2026.05.05 13:40:49 -05'00'</small>	Date:	
Purchasing / Contracting POC:			Date:	
Finance Director: (CDBG-DR)			Date:	
Purchasing Manager:			Date:	
Other Depts. as needed				

**EXHIBIT B**  
**AUTHORIZATION OF CHANGE IN SERVICE**

<b>CONTRACT NUMBER / CONTRACT NAME:</b>	<b>219-129.3</b>	<b>Wallace Addition Offsite Drainage</b>	
<b>CITY REPRESENTATIVE/ DEPARTMENT:</b>	<b>Rohit Vij</b>		
<b>CONTRACTOR:</b>	<b>BGE, Inc.</b>		
<b>CONTRACT EFFECTIVE DATE:</b>	<b>December 3, 2019</b>	<b>COUNCIL RES. NO:</b>	<b>2019-243R, 2020-238R 2021-214R, 2023-13R 2024-71R, 2025-87R</b>
<b>THIS AUTHORIZATION DATE:</b>	<b>June 2, 2026</b>	<b>AUTHORIZATION NO.:</b>	<b>9</b>

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

A change in service is requested to provide additional design services required to separate the Wallace Addition design plans into two different phases. Phase 2 will include Cape St Reconstruction & Shared Use Path Design and will go through the Texas Department of Transportation (TxDOT) approval process.

**Previous Change In Services**

- CIS#1: Design engineering services for Wallace Addition offsite drainage – November 4, 2020
- CIS#2: Addendum to the original preliminary engineering report (PER) – November 2, 2021
- CIS#3: Drainage plans, cost estimates, and bid documents, Cape’s Pond Property – January 17, 2023
- CIS#4: SUE and design of the Fish Hatchery Raw Water Line – May 7, 2024
- CIS#5: Planting and Irrigation Plans; Cape St Design Plans – May 20, 2025
- CIS#6: Water & Wastewater Plans; Luciano Flores Dr – August 5, 2025
- CIS#7: Additional Services; Natural Channel Design – December 1, 2025
- CIS#8: Additional Design Services; Fish Hatchery Easement – March 18, 2026

Original Contract Amount:		\$ 165,105.00
Previous <b>Increases/Decreases</b> in Contact Amount:		\$ 1,864,020.00
<b>CURRENT CONTRACT AMOUNT:</b>		\$ 2,029,125.00
This <b>Increase/Decrease</b> in Contract Amount:		\$ 750,986.00
<b>REVISED CONTRACT AMOUNT:</b>		\$ 2,780,111.00

**CONTRACTOR:**

  
\_\_\_\_\_  
Signature

5/6/26  
\_\_\_\_\_  
Date

**Francisco Arce, Director**  
\_\_\_\_\_  
Print Full Name / Title (if not in individual capacity)

**CITY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / Title



April 28, 2026

Rohit Vij, PE  
Senior Engineer | Capital Improvements/Engineering  
630 E Hopkins  
San Marcos, TX 78666

**Subject: Wallace Addition Offsite Drainage Improvements Project  
SA#9: Plan Phasing**

Dear Mr. Vij:

BGE, Inc. is pleased to submit a proposal to the City of San Marcos (City) for engineering services for the Wallace Addition Offsite Drainage Improvements Project (Project). This proposal includes additional design services specific to splitting the plan set into two phases and will include bid and construction phase services for both sets of plans.

The scope of services in Exhibit 1 includes tasks necessary to perform these additional design services. Exhibit 2 includes a breakdown of hours and the associated fee proposal anticipated for the execution of the Project.

The proposed fee for these additional services is \$750,986.

Thank you very much for this opportunity and we look forward to the successful completion of your Project. Please feel free to contact me should you have any questions or would like to discuss in more detail.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J Gardner', written over a faint blue circular stamp.

Jenna Gardner, P.E., CFM  
Project Manager  
BGE, Inc.

## **EXHIBIT 1**

### **Scope of Services**

#### **PROJECT BACKGROUND**

The Wallace Addition Offsite Drainage Improvements project (Project) has been completed through the 90% plan phase. The City recently obtained approximately \$2.3 million in Transportation Alternatives Set-Aside (TASA) grant funds for the Cape Street Shared Use Path and Road Construction project. Construction on the Cape St improvements are not expected to begin until late 2028 so the City has requested BGE to separate the Wallace Addition design plans into two separate plan sets, Phase 1 and Phase 2.

The Phase 1 plan set will include all natural channel improvements downstream of Flores Street, upsizing the culvert at Flores Street, all drainage and utility improvements within the Wallace Addition Neighborhood and the diversion conduit crossing under Staples Road adjacent to the fish hatchery property. The Phase 2 plan set will include the Cape Street roadway and ditch improvements, the culverts under Monterrey Street and Staples Road, and the redesign of Tampico Street into a cul-de-sac.

The City has requested that BGE provide additional design services to split the plans into two phases and to have Phase 2 go through the Texas Department of Transportation (TxDOT) approval process starting with the 30% milestone submittal with subsequent milestone submittals at 60%, 90%, and 100%. Additional services will include bid phase services for Phase 2 of the project and construction phase services for both phases.

#### **PHASE 1: SCOPE OF SERVICES**

##### **Task 1 – Project Management**

- a. Project Management Administration: General project management administration activities include task leadership and staff direction, voice and written communication, project updates, scheduling and budget monitoring, quality assurance, and other general project management activities.
- b. Monthly invoices and progress updates to the City's project manager. It is anticipated that a total of 24 invoices will be processed as part of this project, 6 for the Phase 1 design stage, and 18 for the bid/construction stages. Phase 2 design stage will occur concurrently.

##### **Task 2 – 95% Design Documents**

The existing plan set has been developed to approximately 90%. This contract will advance the Phase 1 portion of the existing plan set to 95% and 100% levels of completion. Work will consist primarily of incorporating review comments, minor plan revisions, and quality control. All design elements will remain in accordance with applicable City guidelines, standards, and criteria. Task 2 will consist of the following:

- a. Separate out Phase 1 from the previous design package: BGE will extract Phase 1 plan sheets, design files, and associated documentation from the previously submitted project set. Sheet numbers, quantity summaries, and internal references will be revised accordingly.

- b. Update plans with design changes: Additional analysis performed as part of the Texas Parks and Wildlife Fish Hatchery (Fish Hatchery) alternative analysis resulted in an increased diversion box through the Fish Hatchery easement. This change will need to be updated in the plans to reflect the new size and elevations along the pipe. Additionally, changes to the proposed storm and water design at Laredo St and Flores St will be made as a result of addressing comments from the latest submittal review.
- c. Update Traffic Control Plan: BGE will update Traffic Control Plans (TCP) for the 95% submittal, including general, roadway, TCP, signing and pavement marking.
- d. Quality Control Review: BGE will perform an internal quality control (QC) review of the 95% plan set, specifications, and estimate prior to submission. The QC review will check for plan consistency, completeness, constructability, and conformance with City standards.

### **Task 3 – 100% Construction Documents**

Complete the construction documents to create a full set of plans, specifications, and estimate (PS&E) documents for bidding and construction of Phase 1. The 100% PS&E documents will consist of the following:

- a. Address 95% comments: BGE will review, track, and incorporate comments received on the 95% submittal. A meeting will be conducted with the City to confirm comment resolution prior to advancing the submittal package to 100%. A written comment response matrix will be provided.
- b. Project Manual: BGE will finalize and prepare the Project Manual for bid advertisement, incorporating any changes resulting from 95% comment resolution.
- c. Cost estimate, bid items and quantities: BGE will update the OPCC to reflect all plan changes resulting from 95% comment responses. A final OPCC will accompany the 100% PS&E submittal.
- d. Quality Control Review: BGE will perform a final internal QC review of the 100% plan set, project manual, and cost estimate to confirm readiness for bid. All sheets will be reviewed for consistency, cross-references, and completeness.

### **Task 4 – Construction Phase Services**

This task handles administrative duties during construction and does not include inspection and testing. Construction Phase Services will include the following:

- a. Attend Pre-Construction Meeting: BGE shall participate in and document the proceedings of one (1) preconstruction conference.
- b. Review Submittals and Shop Drawings: BGE will review contractor submittals such as shop drawings, product data, and other submissions of the Contractor for compliance with the design and specifications prepared by BGE and its subconsultants. BGE will review and respond to submittals within 7 calendar days. 20 assumed, including resubmittals.
- c. Review Contractors Request for Information (RFIs): BGE will respond to contractor's RFIs with respect to the construction drawings and specifications prepared by BGE and its subconsultants and provide written interpretation and clarification of the intent of the construction drawings and specifications prepared by BGE and its subconsultants. BGE will respond to requests for information (RFIs)/modifications within 7 calendar days – 20 assumed.

- d. Monthly Observation Report and Project Status: BGE shall conduct 1 site visit per month, 12 total site visits are assumed. A written site visit summary will be submitted to include observations made after each site visit.
- e. Attend Project Meetings: BGE shall preside over routine progress meetings (up to 24 total) with the Contractor, and Owner's representative(s). It is assumed that construction progress meetings will occur every other week on a virtual Teams call.
- f. Prepare exhibits for traffic control impacts.
- g. Irrigation Walk Prior to Trench Backfill: Inspection will include evaluating trench depths, installation of sleeves, testing the system for leakage and assurance of system self-drainage.
- h. Plant Material Inspection Prior to Installation: In-person review of delivered plant material on-site prior to installation to be approved or rejected by the Landscape Architect to assure conformance to plans and specifications. Trees may also be tagged by the Landscape Architect at the nurseries prior to purchase and delivery.
- i. In-Stream Structures Inspection: In-person review of layout of stream restoration-related improvements prior to backfill, including review of boulder and toe wood arrangements and orientation. Improvements to be reviewed include, but may not be limited to, toe-wood structures, gravel riffles, boulder vanes, and boulder step-down structures.
- j. Substantial Complete Inspection: BGE shall attend a substantial completion walk through. BGE shall provide the Contractor with a punchlist of items that need to be addressed prior to Final Completion. BGE shall provide the Contractor with a punchlist within three (3) calendar days of the City's inspection. BGE shall issue a Certificate of Substantial Completion no later than three (3) calendar days after the Contractor has addressed the punchlist items.
- k. Final Completion Inspection and Concurrence: Within seven (7) calendar days after the Contractor addresses the punchlist items, BGE will review the Contractor's project warranties, guarantees, bonds, and similar required material and documents for general compliance with the contract documents. BGE will conduct an on-site review to confirm work is finally complete. When the work is found acceptable by the City, BGE will provide a Letter of Concurrence to the City signifying that the work has been completed in general conformance to the requirements of the construction contract documents.
- l. Record Documents: Upon receipt from the Contractor of details of deviations from plans, BGE shall produce record documents within thirty (30) calendar days. The record documents of construction will incorporate all complied change orders, change directives, and field change orders. BGE will confirm that the documents are sealed, signed and identified as "Record Documents".

## **PHASE 2: SCOPE OF SERVICES**

BGE will advance the Phase 2 roadway design, converting the existing City formatted submittal package to full TxDOT Local Government (LG) project standards. This includes updating the roadway design and plan set format to conform to TxDOT drafting standards, creating required TxDOT plan sheet categories, and providing LG project coordination and administration support. The Phase 2 work will be executed through the following design submittals:

### **Task 1 – Project Management**

- a. Project Management Administration: General project management administration activities include task leadership and staff direction, voice and written communication, project updates, scheduling and budget monitoring, quality assurance, and other general project management activities.

### **Task 2 – Environmental**

- a. Cultural Resources Investigation
  - Intensive Survey and Deep Prospection: An archaeological survey is required by the Texas Historical Commission (THC) under permit 32280. The survey would be performed in compliance with the National Historic Preservation Act of 1966 (Public Law 89-665), as amended; the Procedures of the Advisory Council on Historic Preservation (36 CFS 800); and the guidelines set forth by the THC, the Council of Texas Archeologists (CTA), and the Register of Professional Archeologists. One crew of four professional archeologists would perform fieldwork, under the supervision of the BGE Principal Investigator. For projects less than 25 acres in area, at least 2 STs should be excavated per acre. As the project area measures approximately 5.4 ha (13 ac), 26 shovel tests will be necessary.

Based on the Project setting, BGE anticipates deep testing will be necessary within the Project area. Deep Prospection will consist of a total of four trenches approximately 4 m (13 ft) by 1 m (3.2 ft) and at a maximum depth of 3.6 m (12 ft).

- Cultural Resources Survey Results Report and Transportation Alternative Project (TAP) Closure: BGE will prepare a professional report documenting the results of the Intensive Survey in accordance with CTA reporting standards. This document will satisfy both THC requirements for CTA compliance and CESWG requirements for NHPA Section 106 compliance. The first draft of the document will be delivered to the City of San Marcos for review. If acceptable, the report would be submitted to the THC, and relevant federal agency as required, for review and acceptance. Once the report is accepted by the THC and any relevant federal agencies, the TAP would need to be closed. TAP closure would consist of gathering all project-related documents and organizing them into archival quality folders to be sent to the Center for Archaeological Research (CAR) for long-term preservation. Additionally electronic versions would be uploaded to THC and once all items were received by THC and CAR, the TAP would be closed.
- b. TxDOT Environmental Clearance Checklist: BGE will prepare a TxDOT Environmental Checklist for the proposed roadway design along Cape Street. No additional ROW would be required for the project. BGE will conduct services in order to gain TxDOT environmental clearance. It is assumed that environmental review for permit level actions would be required.

- TxDOT Environmental Review Form – BGE shall complete TxDOT’s Environmental Review for Permit Level Actions Form for the proposed project. This task includes drafting responses for the following sections of the Environmental Clearance Project Description:
  - Limits of All Activities
  - Projecting Setting
  - Existing Facility
  - Proposed Facility
- Surface Water Analysis: BGE shall complete a Surface Water Analysis Form due to the presence of ditches within the project area.
- Biological Studies: Based on desktop research and site reconnaissance, BGE shall complete TxDOT’s Species Analysis Form and Species Analysis Spreadsheet in accordance with the TPWD–TxDOT Memorandum of Understanding and TxDOT’s online Environmental Compliance Toolkit.

In addition, BGE shall gather information from the following databases:

- Texas Natural Diversity Database (TxNDD)
- Texas Parks and Wildlife Department Rare, Threatened and Endangered Species of Texas (RTEST)
- U.S. Fish and Wildlife Service Information for Planning and Consultation (IPaC)
- Hazardous Materials Initial Site Assessment: BGE shall conduct a Hazardous Materials Initial Site Assessment (ISA), including regulatory database review and site reconnaissance, to evaluate the presence or likely presence of hazardous substances or petroleum products on the property. The assessment will consider conditions indicating an existing release, past release, or material threat of release to soil, groundwater, or surface water.

### **Task 3 – 30% Design Phase**

The existing plan set has been developed to approximately 90%, in accordance with City standards and specifications. Phase 2, Task 3 work will consist primarily of BGE advancing the Phase 2 roadway design, converting the existing City plan set to full TxDOT Local Government (LG) project standards. The 30% design phase will consist of the following:

- a. Address 90% comments applicable to Phase 2: BGE will review and incorporate comments received on the existing 90% plan set that apply to Phase 2 limits and elements. A comment response log will be prepared and submitted to the City.
- b. Update Plan Set to TxDOT Standards: BGE will convert the existing City plan set to conform to TxDOT LG project requirements. This includes the following sub-tasks:
  - Convert General Sheets: Develop TxDOT-compliant general sheets including a project cover sheet with location map and key map, a sheet index, general construction notes conforming to TxDOT standards, project summary and description of work, and a legend of symbols and abbreviations.
  - Update Roadway Model and Sheets: Revise the existing roadway design model and associated plan/profile sheets to meet TxDOT drafting conventions, including border/title block updates, sheet scale and formatting requirements, stationing format, and reference line labeling per TxDOT standards. Plan sheets will be formatted to 11"x17".

- Convert Driveway Table: Compile and format a driveway summary table in accordance with TxDOT requirements, listing driveway stations, types, dimensions, and proposed treatment for all driveways within the project limits.
  - Convert Intersection Layout Sheets: Develop intersection layout sheets for each project intersection, showing geometric layout, curb return radii, lane widths, ADA ramp locations, and proposed pavement markings, scaled per TxDOT standards.
  - Update Signing and Pavement Marking Sheets: Revise existing signing and pavement marking sheets to meet TxDOT standard plan format, including updating sign call-outs to TxDOT standard sign codes (TSSD), pavement marking symbology to TxDOT standards, and ensuring all signs and markings conform to the current TMUTCD and TxDOT requirements.
  - Update Storm Sheets: Convert existing storm drain sheets to meet TxDOT standard plan format.
  - Update Channel Sheets: Convert existing channel sheets to meet TxDOT standard plan format.
  - Update Culvert Sheets: Revise existing culvert sheets to meet TxDOT standard plan format, using TxDOT standards for culvert design.
  - Update Utility Sheets: Update utility conflict/coordination sheets using available utility records and the information provided by the City and utility companies. BGE is only responsible for water, wastewater and reclaimed water utility improvements in the project area. Dry utilities will not be designed by BGE; sheets will show existing and proposed dry utility locations relative to roadway improvements for conflict identification purposes.
  - Update TCP to TxDOT Standards (Existing Closures Assumed Acceptable): Revise the existing TCP sheets to comply with TxDOT, including reformatting to TxDOT border/title block, updating standard sheet references to TxDOT TCP standards (e.g., TxDOT barricade standards), and ensuring phasing descriptions conform to TxDOT requirements. Existing lane closure configurations are assumed to be acceptable to TxDOT. No TCP ORD is included.
  - Update Design Notes, Callouts, and Details to TxDOT Preferences: Revise general notes, construction notes, detail callouts, and plan annotations to reflect TxDOT standard language, reference numbers, and preferred formats for LG projects.
- c. CTD Schedule: Prepare a TxDOT-required Contract Time Determination (CTD) schedule identifying major construction activities, estimated durations, and the recommended working-day count. The CTD will be formatted and submitted per TxDOT LG requirements.
- d. Cost Estimate: Convert the existing cost estimate from City of San Marcos bid items to TxDOT standard bid items (CSJ bid item codes). Quantities will be updated to reflect the current plan set, and unit prices will be based on TxDOT's most current average bid price schedule for the applicable district.
- e. LG Coordination: BGE will provide LG project coordination support, including attendance at the Design Deviation Review Team (DDRT) meeting, preparation of required exhibits (e.g., project layout exhibit, plan view exhibits for review), and preparation/submittal of required TxDOT LG coordination forms. Up to two (2) coordination meetings are included at this phase.

- f. TxDOT Forms: Prepare and submit required TxDOT LG project forms including, but not limited to, the Design Checklist, Certification of Design, and other applicable project development forms required by TxDOT for LG-administered projects.
- g. TxDOT Project Manual: Develop the project manual (Special Provisions and Technical Specifications) in TxDOT format, including TxDOT standard specifications, special provisions, special specifications, and measurement and payment provisions, as required for a TxDOT LG-let project.
- h. Quality Control Review: BGE will perform an internal QC review of all 30% deliverables, including plan sheets, estimate, CTD, LG forms, constructability, and project manual, prior to submittal. Review will verify conformance with TxDOT LG standards and design accuracy.

#### **Task 4 – 60% Design Phase**

The 60% documents will build upon the 30% drawings and will address all comments received from the City and TxDOT during the previously completed phase. The 60% documents will include drawings, a Project Manual table of contents, and an updated OPCC. The 60% drawings will include the following:

- a. City's 30% Comments: BGE will review, track, and incorporate comments received from the City on the 30% submittal. A review meeting will be held with the City to confirm comment resolution and design direction. A written comment response matrix will be submitted.
- b. TxDOT's 30% Comments: BGE will review, track, and incorporate comments received from TxDOT on the 30% submittal, including any DDRT outcomes. A review meeting will be conducted with TxDOT to confirm comment resolution. Comment response matrix will be submitted.
- c. Update Plan Set to 60% Details, including:
  - Model Updates: Update the roadway design model to incorporate any geometric or design changes resulting from 30% comment resolution. Model will serve as the basis for updated plan/profile sheets.
  - Update Notes and Miscellaneous Sheets including General Sheets, TCP Sheets and Utility Sheets: Revise general construction notes, TCP sheets, and utility coordination sheets based on design updates and comment responses. All sheets will be updated to reflect current design.
  - Add Detail to Roadway Sheets: Advance plan/profile sheets to 60% level of detail, including additional callouts, cross-reference notes, ADA ramp details, curb and gutter details, pavement transitions, and sidewalk connections.
  - Detail to Signing and Pavement Marking Sheets: Advance signing and pavement marking sheets to 60% design level, including updated sign schedules, retroreflective sheeting specifications, and pavement marking layout details.
  - Detail to Drainage Sheets: Advance storm drain, culvert and channel sheets to 60% level of detail, including additional callouts and cross-reference notes.
  - Detail to Utility Sheets: Advance utility sheets for water, wastewater and reclaimed water relocations to 60% level of detail.

- Update SW3P Sheets: Develop Stormwater Pollution Prevention Plan (SW3P) sheets including erosion control layout plans, Best Management Practice (BMP) locations, and erosion control notes, formatted to TxDOT standards.
- d. CTD Schedule: Update the CTD schedule to reflect any changes in construction phasing or scope resulting from 30% comment resolution and design advancement.
- e. Cost Estimate: Revise the bid items and cost estimate to follow TxDOT guidance to reflect quantity updates and plan changes incorporated at the 60% design level.
- f. Conduct LG Coordination: Continue LG coordination activities, including follow-up DDRT items if applicable, preparation of updated exhibits for TxDOT review, and completion of additional required LG project forms. Up to two (2) coordination meetings are included at this phase.
- g. Utility Coordination: BGE will coordinate with affected utility owners to identify conflicts, review proposed utility adjustments by others, and prepare or update the utility conflict matrix. Up to four (4) coordination meetings or correspondences are included at this phase.
- h. QA/QC: BGE will perform an internal QC review of all 60% deliverables prior to submittal, verifying design accuracy, completeness, constructability, and conformance with TxDOT standards.

#### **Task 5 – 90% Design Phase**

The 90% design package will build upon the 60% package. The 90% documents will include drawings, a Project Manual, and an updated OPCC. The 90% drawings will include the following:

- a. City's 60% Comments: BGE will review, track, and incorporate comments received from the City on the 60% submittal. A review meeting will be held with the City to confirm comment resolution and design direction. A written comment response matrix will be submitted.
- b. TxDOT's 60% Comments: BGE will review, track, and incorporate comments received from TxDOT on the 60% submittal, including any DDRT outcomes. A review meeting will be conducted with TxDOT to confirm comment resolution. Comment response matrix will be submitted.
- c. Update Plan Set to 90% Details, including:
  - Model Updates: Finalize the roadway design model incorporating all design changes from 60% comment resolution. Model will be used to generate final quantities and as the basis for 90% plan sheets.
  - Update Notes and Miscellaneous Sheets: Finalize general notes, TCP sheets, and utility sheets to near-complete status. All sheets will reflect resolved design and any updated utility conflict information.
  - Add Detail to Roadway Sheets: Advance plan/profile sheets to 90% completion, including final dimensions, grades, stationing, detail callouts, and all required notes to support construction.
  - Detail to Signing and Pavement Marking Sheets: Advance signing and pavement marking sheets to 90% completion, including finalized sign schedule, pavement marking dimensions, and all required construction notes.

- Detail to Drainage Sheets: Advance storm drain, culvert and channel sheets to 90% level of detail, including channel cross-sections.
  - Detail to Utility Sheets: Advance utility sheets for water, wastewater and reclaimed water relocations to 90% level of detail.
  - Update SW3P Sheets: Finalize SW3P sheets based on 90% design, including updated BMP locations and quantities consistent with the current grading and drainage design.
- d. CTD Schedule: Finalize the CTD schedule for inclusion in the 90% submittal, incorporating any scope or phasing adjustments from 60% comment resolution.
  - e. Cost Estimate: Update quantities and the OPCC to reflect the 90% plan set. Estimate will be cross-referenced against the CTD schedule and plan sheet quantities.
  - f. Conduct LG Coordination, Up to 4 Meetings, Including DDRT, Exhibits, and Required Forms: Continue LG coordination activities, including any outstanding DDRT follow-up, plan-in-hand review preparation, preparation of exhibits for TxDOT's 90% review, and submittal of any remaining required LG project forms. Up to four (4) coordination meetings are included at this phase.
  - g. Utility Coordination: BGE will perform final utility coordination, confirming utility adjustment statuses and any final updates to the utility conflict matrix. Up to two (2) coordination meetings or correspondences are included.
  - h. Quality Control Review: BGE will perform an internal QC review of all 90% deliverables prior to submittal, verifying design accuracy, completeness, constructability, and conformance with TxDOT standards.

#### **Task 6 – 100% Construction Documents**

The 100% submittal package will build upon the 90% design documents. The 100% submittal package will be prepared upon completion of the final design task and upon receipt of all review comments (including general permit comments). The 100% drawings will include the following:

- a. City's 90% Comments: BGE will review, track, and incorporate all final comments received from the City on the 90% submittal. A review meeting will be held to confirm final comment resolution. Comment response matrix will be submitted.
- b. TxDOT's 90% Comments: BGE will review, track, and incorporate all final comments received from TxDOT on the 90% submittal. A final review meeting will be held with TxDOT to confirm comment resolution prior to final plan submittal.
- c. Finalize Bid Set: BGE will assemble the complete 100% TxDOT-format plan set, incorporating all resolved comments from both City and TxDOT. Final plan set will include all required TxDOT sheet categories, signed and sealed by the Engineer of Record.
- d. Finalize Bid Documents: BGE will finalize the complete bid package including the 100% project manual (specifications and special provisions), final cost estimate, final CTD schedule, and all required TxDOT LG project forms for advertisement.

- e. Quality Control Review: BGE will perform a final internal QC review of the complete 100% bid set to confirm readiness for TxDOT approval and bid advertisement. Review will include plan sheet completeness, specification accuracy, and estimate-to-plan-quantity reconciliation.

**Task 7 – Bid Phase Services:**

- a. Assist the City in Preparing Advertising Documents: BGE will prepare the Notice to Bidders and any required TxDOT advertising forms, in coordination with the City and TxDOT LG project requirements.
- b. Attend Pre-Bid Meeting: BGE will attend one (1) pre-bid meeting with prospective bidders and the City to answer questions regarding the plans and specifications.
- c. Respond to Contractor Pre-Bid Questions: BGE will respond to written questions submitted by prospective bidders during the bid period.
- d. Prepare and Distribute Necessary Addenda (up to 3): BGE will prepare, coordinate with the City and TxDOT, and distribute up to three (3) addenda to the bid documents as required to clarify plans or specifications during the bid period.
- e. Prepare Conformed Set of Plans and Specifications: Following award, BGE will prepare a conformed set of contract documents incorporating all issued addenda.
- f. Prepare Bid Tabulation and Letter of Recommendation: BGE will prepare a bid tabulation comparing all received bids and provide a letter of recommendation to the City regarding award.

**ASSUMPTIONS:**

The following assumptions were made in preparation of this scope proposal. If a specific service is determined to be necessary for the project, BGE will provide a separate scope and fee proposal for the City's approval.

General:

- The entire Tract is accessible, and landowner permission has been secured for field team entry.
- Scope is based on preparation of plans one time only. If design conditions change, or if the City driven changes are requested, redesign will be considered as additional services. BGE will prepare a supplemental agreement for these services to be performed at BGE's standard hourly rates.
- Existing as-built, record plans and proposed construction plan information provided by the governing agencies and as previously prepared by BGE will be utilized and relied upon for the preparation of BGE PS&E. Client acknowledges that BGE is not responsible for the accuracy of plans provided by the City, any other governing agency or entity.
- This proposal shall be valid for 60 days from this date and may be extended upon approval by this office.

- No additional hydrologic/hydraulic modeling in ICM will be performed. It is assumed the proposed model will remain at 100% completion, including both Phase 1 and Phase 2 improvements. No interim modeling of Phase 1 has been included as part of this addendum.

#### Phase 1:

- The existing 90% plan set is substantially complete and only minor revisions are anticipated to advance to 95% and 100% design stages.
- All roadway plans are assumed to be mill and overlay for Phase 1, no cross-sections are included.
- Sidewalk alignment and profile sheets are not included.
- No Traffic Control Plan (TCP) Operation Route Designation (ORD) is required.
- The construction phase is assumed to be completed within 12-months.
- Archeological professional services are not necessary for the construction of the project.
- No additional state or federal permitting is required.

#### Phase 2:

- TxDOT will approve the existing TCP lane closure configurations. If a new TCP layout is required, additional hours will be necessary and the fee will need to be revisited.
- The design updates required to transition from City of San Marcos standards to TxDOT standards are assumed to be minimal and not included as additional design.
- No TCP ORD is included. Only the roadway model is included in this scope.  
In providing cost estimates, BGE has no control over the cost or availability of labor, equipment or materials, or other local market conditions. BGE's cost estimates are made on the basis of BGE's professional judgment and experience. BGE makes no warranty, express or implied, that bids or negotiated costs of the work will not vary from BGE's cost estimates.

### **EXCLUSIONS**

- Public meetings with stakeholders, including property and business owners.
- Additional agency coordination or permitting not specifically mentioned in the scope, including, but not limited to Texas Commission on Environmental Quality, Texas Historical Commission, Texas Parks and Wildlife Department, or U.S. Fish and Wildlife Service.
- Unless specifically stated otherwise, filing, review, permit, inspection, or other fees assessed by City, County, or State permitting authorities.
- Additional SUE (may be added as a supplemental service with City approval).
- Additional survey of utilities and appurtenances, roadways, railroad structures, and trees.

#### Phase 1:

- Additional geotechnical investigations or pavement design.
- Construction phase services beyond RFIs and COs identified above.

- Change orders during the Construction Phase, unless due to an error or omission by BGE.
- Review of Construction Materials Testing reports or other inspection reports.
- Contractor invoice review.

Phase 2:

Tasks not specifically identified in this scope of work are not components of this proposal. The following is a list of major items not included in the design of Phase 2:

- Retaining wall structural design.
- Landscaping or irrigation design.
- Lighting design.
- Traffic signal design.
- 3D utility modeling.
- Sidewalk profile or alignment design.
- Construction phase services (may be added as a supplemental service with City approval).

**EXHIBIT 2**  
**City of San Marcos - Engineering & Capital Improvements Department**  
**FEE PROPOSAL BREAKDOWN**

Project: **Wallace Addition Drainage Improvements Final Design Update**  
 Prime Consultant: **BGE, Inc.**  
 Proposal Date: **4/28/2026**  
 Prepared By: **Jenna Gardner, PE**

TASK CODE AND DESCRIPTION	Principal (QA/QC)	Sr. Environmental Scientist	Sr. Project Manager	RPLS	Sr. Project Engineer	Project Engineer	EIT II	Survey Crew	Environmental Scientist II	CADD Tech III / Eng Tech III (GIS)	Admin/Clerical	TASK HOURS	TASK / PHASE FEE
	\$271.00 HOURS	\$240.00 HOURS	\$234.00 HOURS	\$212.00 HOURS	\$219.00 HOURS	\$177.00 HOURS	\$130.00 HOURS	\$165.00 HOURS	\$88.00 HOURS	\$135.00 HOURS	\$105.00 HOURS		
<b>Phase 1</b>													
<b>Task 1 - Project Control/Management</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>84</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>136</b>	<b>\$29,276.00</b>
a. Project Coordination			24		60	8	8					100	\$21,212.00
b. Progress Updates			12		24							36	\$8,064.00
<b>Task 2 - 95% Design Documents</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>36</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>0</b>	<b>240</b>	<b>\$36,638.00</b>
a. Separate out Phase 1 from previous design package					4	8	12			40		64	\$9,252.00
b. Update plans with design changes					2	12	16			40		70	\$10,042.00
c. Update Traffic Control Plan for Phase 1			1		2	6	12			16		37	\$5,454.00
d. Quality Control Review	12		1		6	10	16			24		69	\$11,890.00
<b>Task 3 - 100% Construction Documents</b>	<b>18</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>26</b>	<b>64</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>136</b>	<b>0</b>	<b>321</b>	<b>\$50,790.00</b>
a. Address 95% comments			4		12	28	40			96		180	\$26,680.00
b. Develop bid-ready project manual					2	8						10	\$1,854.00
c. Develop bid-ready cost estimate, bid items and quantities					2	8	8					18	\$2,894.00
d. Quality Control Review	18		1		10	20	24			40		113	\$19,362.00
<b>Task 4 - Construction Phase Services (Estimated Qty in Parenthesis)</b>	<b>0</b>	<b>0</b>	<b>163</b>	<b>0</b>	<b>72</b>	<b>121</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>78</b>	<b>0</b>	<b>522</b>	<b>\$97,297.00</b>
a. Attend Pre-Construction Meeting			4		4	5						13	\$2,697.00
b. Review Submittals and Shop Drawings (20)			20		10	34	24					88	\$16,008.00
c. Review Contractors Request for Information (RFIs) (20)			10		10	34	24			10		88	\$15,018.00
d. Monthly Observation Report and Project Status (12)			60									60	\$14,040.00
e. Attend Project Meetings (24)			48		24	12						84	\$18,612.00
f. Prepare Exhibits/Notices for Traffic Control Impacts (4)			4			4				8		16	\$2,724.00
g. Irrigation Walk Prior to Trench Backfill							4					4	\$520.00
h. Plant Material Inspection Prior Installation							4					4	\$520.00
i. In-Stream Structures Inspection						4	4					8	\$1,228.00
j. Substantial Complete Inspection			9			8	8					25	\$4,562.00
k. Final Completion Inspection and Concurrence			6			4	4					14	\$2,632.00
l. Record Documents			2		24	16	16			60		118	\$18,736.00
<b>Phase 2</b>													
<b>Task 1 - Project Control/Management</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>120</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>208</b>	<b>\$43,008.00</b>
a. Project Coordination			40		120	24	24					208	\$43,008.00
<b>Task 2 - Environmental</b>	<b>0</b>	<b>56</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>\$32,536.00</b>
a. Cultural Resources Investigation		40	32						60			132	\$22,368.00
b. TxDOT Environmental Clearance		16	12						40			68	\$10,168.00
<b>Task 3 - 30%</b>	<b>20</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>74</b>	<b>188</b>	<b>238</b>	<b>0</b>	<b>0</b>	<b>472</b>	<b>0</b>	<b>1017</b>	<b>\$155,412.00</b>
a. Address 90% comments applicable to Phase 2					8	16	16			60		100	\$14,764.00
b. Update Plan Set to TxDOT Standards													
Convert General Sheets			1		2	4	8			8		23	\$3,500.00
Update Roadway Model and Sheets			2		8	16	40			88		154	\$22,132.00
Convert Driveway Table			1		2	4	4			16		27	\$4,060.00
Convert Intersection Layout Sheets			1		2	4	4			16		27	\$4,060.00
Update Signing and Pavement Marking Sheets			2		6	12	18			40		78	\$11,646.00
Update Storm Sheets			1		2	8	16			32		59	\$8,488.00
Update Channel Sheets			1		2	8	16			32		59	\$8,488.00
Update Culvert Sheets			1		2	8	16			32		59	\$8,488.00
Update Utility Sheets			1		2	8	16			40		67	\$9,568.00
Update TCP			1		2	4	4			12		19	\$2,812.00
Update Plans to TxDOT preferences			2		4	8	12			40		66	\$9,720.00
c. Create CTD Schedule			1		2	32	20					55	\$8,936.00
d. Update Cost Estimate to TxDOT Bid Items			2		4	20	20					46	\$7,484.00
e. Conduct LG Coordination (up to 2 meetings, including DDRT and exhibits)			2		6	12						20	\$3,906.00
f. TxDOT Forms			2		8							10	\$2,220.00
g. Create TxDOT Project Manual			2		2	8						12	\$2,322.00
h. Quality Control Review	20		2		10	20	28			56		136	\$22,818.00
<b>Task 4 - 60%</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>34</b>	<b>28</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>126</b>	<b>\$119,486.00</b>
a. Respond to City Comments + Review Meeting			6		16	12				8		42	\$8,112.00
b. Respond to TxDOT Comments + Review Meeting			6		16	12				8		42	\$8,112.00
c. Plan Updates													
Model Updates					2	4	24			12		42	\$5,886.00
Detail to Notes and Miscellaneous Elements			1		8	12	18			28		67	\$10,230.00
Detail to Roadway			4		8	12	24			32		80	\$12,252.00
Detail to S&PM			1		2	8	16			32		59	\$8,488.00
Detail to Drainage Sheets					8	16	16			24		64	\$9,904.00
Detail to Utility Sheets					8	16	16			24		64	\$9,904.00
Update SW3P					8	8	16			24		56	\$8,488.00
d. Update CTD Schedule			1		2	22						25	\$4,566.00
e. Update Cost Estimate			2		4	12	12					30	\$5,028.00
f. Conduct LG Coordination (up to 2 meetings, including DDRT and exhibits)			2		6	12						20	\$3,906.00

**City of San Marcos - Engineering & Capital Improvements Department**  
**FEE PROPOSAL BREAKDOWN**

Project: **Wallace Addition Drainage Improvements Final Design Update**  
 Prime Consultant: **BGE, Inc.**  
 Proposal Date: **4/28/2026**  
 Prepared By: **Jenna Gardner, PE**

TASK CODE AND DESCRIPTION	Principal (QA/QC)	Sr. Environmental Scientist	Sr. Project Manager	RPLS	Sr. Project Engineer	Project Engineer	EIT II	Survey Crew	Environmental Scientist II	CADD Tech III / Eng Tech III (GIS)	Admin/Clerical	TASK HOURS	TASK / PHASE FEE
	\$271.00	\$240.00	\$234.00	\$212.00	\$219.00	\$177.00	\$130.00	\$165.00	\$88.00	\$135.00	\$105.00		
	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS		
g. Utility Coordination (up to 4 meetings)			4		8	16						28	\$5,520.00
h. Quality Control Review	16		2		6	16	24			52		116	\$19,090.00
<b>Task 5 - 90%</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>40</b>	<b>32</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>157</b>	<b>\$100,724.00</b>
a. Respond to City Comments + Review Meeting			6		16	12				8		42	\$8,112.00
b. Respond to TxDOT Comments + Review Meeting			6		16	12				8		42	\$8,112.00
c. Plan Updates													
Model Updates					2	4				20		26	\$3,846.00
Detail to Notes and Miscellaneous Elements			1		6	4	16			20		47	\$7,036.00
Detail to Roadway			4		8	12	20			30		74	\$11,462.00
Detail to S&PM			1		2	8	12			30		53	\$7,698.00
Detail to Drainage Sheets					4	16				24		44	\$6,948.00
Detail to Utility Sheets					4	16				24		44	\$6,948.00
Update SW3P					4	16				24		44	\$6,948.00
d. Update CTD Schedule			1		2	10	10					23	\$3,742.00
e. Update Cost Estimate			2		4	12	12					30	\$5,028.00
f. Conduct LG Coordination (up to 4 meetings, including DDRT)			4		6	8						18	\$3,666.00
g. Utility Coordination (up to 2 meetings)			2		2	8						12	\$2,322.00
h. Quality Control Review	16		1		6	16	24			52		115	\$18,956.00
<b>Task 6 - 100%</b>	<b>19</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>62</b>	<b>88</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>418</b>	<b>\$69,973.00</b>
a. Respond to City Comments + Review Meeting			6		12	6						24	\$5,094.00
b. Respond to TxDOT Comments + Review Meeting			6		12	6						24	\$5,094.00
c. Finalize Bid Set	1		8		24	48	60			88		229	\$35,575.00
d. Finalize Bid Documents			4		8	12						24	\$4,812.00
e. Quality Control Review	18		1		6	16	24			52		117	\$19,398.00
<b>Task 7 - Bid Phase Services</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>28</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>\$15,546.00</b>
a. Assist the City in Preparing Advertising Documents			4		12							16	\$3,564.00
b. Attend Pre-Bid Meeting			4		4	12						20	\$3,936.00
c. Respond to Contractor Questions			2		4							6	\$1,344.00
d. Prepare and Distribute Necessary Addenda (3)					2	4						6	\$1,146.00
e. Prepare Conformed Set of Plans and Specifications			1		2	8						11	\$2,088.00
f. Prepare Bid Tabulation and Letter of Recommendation			2		4	12						18	\$3,468.00
<b>Reimbursable Expenses (Mileage) - 2 Round Trips at 150 miles each</b>													<b>\$300.00</b>
<b>TOTAL BASE FEE WITH HOUR BREAKDOWN</b>	<b>38</b>	<b>0</b>	<b>254</b>	<b>0</b>	<b>330</b>	<b>441</b>	<b>446</b>	<b>0</b>	<b>0</b>	<b>770</b>	<b>0</b>	<b>2279</b>	<b>\$750,986.00</b>