



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 (Anticipated Approval Date – CIS#6)	
Return Signed Document to:	Rohit Vij	Ext: 8133

Background/Purpose: A change in service is requested to develop design plans for relocating water and wastewater utilities along Flores Street and Tampico Street.

Funding:

Project Number	Fund	Phase	Loc/Yr Dept	GL Account	Amount
C731	Drainage	CO22A	13200	51092483 70200	\$556.00
C731	Drainage	CO23C	13200	51092485 70200	\$26,120.20
C731	Drainage	CO25A	13200	51092493 70200	\$109,161.80

Reviewed / Approved:

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

EXHIBIT B
AUTHORIZATION OF CHANGE IN SERVICE

CONTRACT NUMBER / CONTRACT NAME:	219-129.3	Wallace Addition Offsite Drainage	
CITY REPRESENTATIVE/ DEPARTMENT:	Rohit Vij		
CONTRACTOR:	BGE, Inc.		
CONTRACT EFFECTIVE DATE:	December 3, 2019	COUNCIL RES. NO:	2019-243R, 2020-238R 2021-214R, 2023-13R 2024-71R, 2025-87R
THIS AUTHORIZATION DATE:	August 5, 2025	AUTHORIZATION NO.:	6

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

A change in service is requested to develop design plans for relocating water and wastewater utilities along Flores Street and Tampico Street.

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

Original Contract Amount:		\$ 165,105.00
Previous Increases/Decreases in Contract Amount:		\$ 1,666,276.00
CURRENT CONTRACT AMOUNT:		\$ 1,831,381.00
This Increase/Decrease in Contract Amount:		\$ 135,838.00
REVISED CONTRACT AMOUNT:		\$ 1,967,219.00

CONTRACTOR:



Signature

07/10/2025

Date

Jenna Gardner

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

CITY:

Signature

Date

Print Name / Title

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

Account Number(s):	Amount	Date
#	\$	
#	\$	



July 9, 2025

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

**Subject: Wallace Addition Offsite Drainage Improvements Project
Water and Wastewater Improvements**

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 relocating water and wastewater utilities along Flores Blvd and Tampico St as part of the Wallace Addition Offsite Drainage Improvements Project.

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 \$135,838.

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 "Francisco Arce", written in a cursive style.

Francisco Arce, P.E.
Project Manager
BGE, Inc.

EXHIBIT 1

Scope of Services

PROJECT BACKGROUND

The City is planning future improvements to the water and wastewater utility systems in the Wallace Addition neighborhood. Some of the existing wet utility infrastructure intersects with the drainage improvements project area. The current drainage improvements project area includes some utility relocation work, and this additional service request will expand beyond the current utility improvements. Prior to this additional services request, the drainage improvements project was scheduled to be completed before the future utility improvement project. To optimize project scheduling and coordinate overlapping activities between water, wastewater, and storm water, this additional services request outlines the incorporation of additional utility improvements into the currently proposed drainage improvements along Flores Blvd and a section of Tampico St.

The City has requested that BGE resubmit the 90% design plans to incorporate water and wastewater relocation. This scope also encompasses incident pavement repairs, traffic control and required coordination, which should be addressed through the 90% submittal and carried forward to the bid phase services. The detailed scope of services is outlined below.

SCOPE OF SERVICES

Task 1 – Project Management

- a. Project coordination: Includes general coordination and correspondence with the project team regarding project scope, schedule, and budget.
- b. Monthly invoices, schedule, budget, and progress updates to the City's project manager.

Task 2 – Topographic Survey

BGE, Inc. (BGE) will perform the necessary field surveying in order to provide a measurement to the flowline within all wastewater and storm drain manholes adjacent to the project. Additional survey is required along some sections of Flores Blvd and Tampico St and data gathered will include:

- a. Fill in topographical data on Tampico St from Monterrey St down to the bend at SH-123 (+/- 250 ft) and on Flores St from Cape St to Durango St (+/- 1,250 ft).
- b. Provide spot elevations at top of accessible manhole and valve box covers.
- c. Provide invert elevation of manholes and elevation and size of pipes entering or exiting manholes of accessible sewer structures.
- d. Provide top elevation of valve nut of accessible valves on main lines.
- e. Locate any pavement marking, edge of pavement, curb gutters, sidewalks, gas main markers, utility valves, water meters, manholes, hydrants, clean-outs, utility poles, overhead lines and other surface utility features.

Task 2 – 90% Final Design Documents

BGE will develop water and wastewater relocation plans as follows:

- a. BGE will design the relocation of water and wastewater lines and appurtenances along Flores Blvd from Cape St to Durango St and along Tampico St from Staples Rd to Monterrey St. The following assumptions provide the extent of design to be performed within the project limits.
 - a. Water Utilities:
 - i. Relocation of up to 1,700 LF of water line and reconnect all service lines.
 - ii. Relocation of water meters or fire hydrants.
 - b. Wastewater Utilities:
 - i. Relocation of up to 1,700 LF gravity wastewater line and associated manholes and reconnecting all services lines.
- b. BGE will design traffic control plan, removal, and roadway sheets to support the water and wastewater relocations. The limits of these sheets will coincide with the limits described in section “A” above. This scope will include additional detour layouts, updated TCP sequence of work, removal layouts, trench repair details, curb replacement as necessary, and hot mix asphalt concrete overlay upon completion of utility relocations.

The water and wastewater relocation plans will include:

- Preparation of 90% Final Design Documents including, but may not be limited to:
 - General and category-specific notes;
 - Water and Wastewater Plan(s) and Details;
 - Traffic Control Detour Layouts;
 - TCP Sequence of Work;
 - Removal Layouts
 - Roadway Plan View Only sheets to detail limits of curb replacement, trench repairs, and overlay;
 - Technical Specifications based on City of San Marcos standards with recommended supplemental conditions;
- Conduct a QA/QC Review of the water and wastewater PS&E prior to 90% submittal.
- Update the Opinion of Probable Construction Cost (OPCC).
- Prepare and submit 90% Construction Documents to the City in the form of plans, details, specifications list, and OPCC. Address comments received in next phases of this scope.
- Submit unsealed PS&E for the design at the 90% stage of final design.
- Address client review comments in the next design stage.

Task 3 – 100% Construction Documents

This task will include addressing comments and markups from the City and other applicable agencies on the previous phase of work.

Complete the construction documents to create a full set of PS&E documents for bidding and construction of the proposed water and wastewater relocation.

- Coordinate water and wastewater relocation design with the other design disciplines.

- Address City TCP and Roadway design comments associated with water and wastewater relocations.
- Conduct a QA/QC review in advance of the 100% submittal.
- Submit signed and sealed PS&E to the City.

Task 4 – Bid Services

This task will prepare bid documents for proposed additional utility improvements to be performed on the project. Bidding Services will include the following:

- Compile bid documents relevant to water and wastewater improvements.
- Respond to prospective bidders inquiries and questions regarding the bid documents to assist in the acquisition of bids.
- Issue addendums to plans and/or specifications, if required.

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.

- 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.
- City to televise the wastewater lines to provide x/y coordinates of the manhole and the inverts.
- This proposal shall be valid for 60 days from this date and may be extended upon approval by this office.

EXCLUSIONS

- Additional agency coordination or permitting, 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.
- Electrical Engineering and MEP design.

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: **7/8/2025**
Prepared By: **Jenna Gardner, PE**

	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		
	\$271.00	\$240.00	\$234.00	\$212.00	\$219.00	\$177.00	\$130.00	\$165.00	\$88.00	\$135.00	\$105.00		
TASK CODE AND DESCRIPTION	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	TASK HOURS	TASK / PHASE FEE
Task 1 - Project Control/Management	6	0	0	0	28	0	16	0	0	0	0	50	\$9,838.00
a. Project Coordination	4				20		8					32	\$6,504.00
b. Progress Updates	2				8		8					18	\$3,334.00
Task 2 - Survey	0	0	0	8	0	0	0	8	0	4	0	20	\$3,556.00
a. Perform additional survey to collect utility locations and spot elevations				8				8		4		20	\$3,556.00
Task 3 - 90% Final Design Documents	12	0	12	0	92	16	152	0	0	336	0	620	\$94,160.00
a. Water and Wastewater Plan Sheets and Technical Specs			4		32		48			200		284	\$41,184.00
b. TCP, Removal, and Roadway Plan Sheets			8		40		80			120		248	\$37,232.00
c. Develop OPCC for additional design					4		12					16	\$2,436.00
d. QA/QC Review	12				12	12						36	\$8,004.00
e. Respond to City Comments					4	4	12			16		36	\$5,304.00
Task 4 - 100% Final Design Documents	6	0	4	0	34	6	40	0	0	100	0	190	\$29,770.00
a. Water and Wastewater Plan Sheets and Technical Specs			2		16		24			60		102	\$15,192.00
b. TCP, Removal, and Roadway Plan Sheets			2		12		16			40		70	\$10,576.00
c. QA/QC Review	6				6	6						18	\$4,002.00
Task 5 - Bid Services	2	0	0	0	0	4	4	0	0	0	0	10	\$1,770.00
a. Bid phase tasks in relation to Water and Wastewater Plans	2					4	4					10	\$1,770.00
Reimbursable Expenses (Mileage) - 2 Round Trips at 150 miles each													\$300.00
TOTAL BASE FEE WITH HOUR BREAKDOWN	26	0	16	0	154	26	212	0	0	436	0	870	\$135,838.00