

**AUTHORIZATION OF CHANGE IN SERVICES  
CITY OF SAN MARCOS, TEXAS**

**CONTRACT: Coers Drive Drainage Improvements Project (216-168)**

**CONSULTANT: Lockwood, Andrews, & Newman**

**AUTHORIZATION NO.: 04**

**ORIGINAL CONTRACT DATE: February 16, 2016**

**AUTHORIZATION DATE: \_\_\_\_\_**

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

---

In general, the additional scope will include:

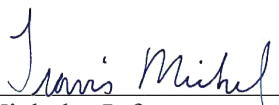
- **Additional Bid Phase Services:** Update several design sections to account for design revisions associated with the added water quality features and other CIP design projects in the area.
- **Additional Construction Phase Services:** Increase allocated time and budget to account for longer duration.
- **Additional Record Drawing Phase Services:** Added survey services for more accurate record drawings.

See attachments for further details.

---

Previous contract amount:	<u>\$ 342,423.00</u>
Net increase/decrease in contract amount:	<u>\$ 64,385.00</u>
Revised contract amount:	<u>\$ 406,808.00</u>

Requested by:

By:   
Travis Michel – Infrastructure Mgr.

Date: 10/12/2018

Approved by:

City of San Marcos:

By: \_\_\_\_\_  
Bert Lumbreras – City Manager

Date: \_\_\_\_\_



**Lockwood, Andrews  
& Newnam, Inc.**  
A LEO A DALY COMPANY

October 11, 2018

Shaun Condor, PE, PMP

City of San Marcos  
Engineering/Capital Improvements  
630 East Hopkins  
San Marcos, Texas 78666

**Re: Coers Drive Drainage & Utility Improvements Project  
Proposal for Additional Professional Engineering Services (Change of Services #4)**

Dear Mr. Condor:

In accordance with our original contract for the Coers Drive Drainage Improvements project, I am providing this proposal for additional Professional Engineering Services (Change of Services #4). The additional Bid Phase and Construction Phase Services requested herein reflect the additional design elements and revisions requested by the City of San Marcos (COSM) during the final design and bid phases, as well as extended scope of work for Construction Phase support due to an increase in construction duration from the original twelve (12) months to eighteen (18) months. Design changes that occurred at the 99% Design and 100% Design stages, such as driveway and sidewalk revisions to address property owners request, were incorporated into the bidding documents utilizing the original budgets for bidding and construction phases. Thus, no additional budget is requested for these design phase changes.

The following scope of work shall be included in this Change of Services:

**Additional Bid Phase Services**

A number of design changes during the bid phase have been brought forward at the request of the COSM. The following bid phase services have therefore been added to our original scope:

1. Water Line A tie-in revisions at Old RR12 and Coers Dr. intersection, including associated quantities and coordination with Halff Associates;
2. Revising depth of Storm Drain MH-13;
3. Addition of "Modular Connection Pipe Screens" for Curb Inlets I and J;
4. Increased effort during production of the conformed plan set, due to a number of design changes during bid. LAN will provide one (1) electronic copy of Construction Plans in pdf, one (1) CAD copy, and two (2) 22" x 34" plan set, and four (4) 11" x 17" plan sets. City will provide copies of the specifications.

In addition to the above-mentioned design changes, LAN has revised the sidewalks between roadway Sta 6+00 to 9+00 (including all impacted sheets), during the final design at COSM's request. No Change of Services has been executed to compensate for the additional work. LAN has therefore exhausted our original Bid Phase and Construction Phase budgets when addressing the requested design revisions.

The following services from the original scope carry over, unchanged:

1. Project Management: This task includes routine communication with the City; managing staff resources, budgets, and schedules; invoicing; and other activities associated with managing the project.
2. Attend Pre-Bid Meeting: LAN will assist the City in conducting pre-bid meeting and developing the agenda.
3. Answer Questions: LAN will coordinate with the City for issuing responses for technical questions and requests for additional information from potential bidders.
4. Bid Tabulation and Recommendation of Award: LAN will review all bids and evaluate them for responsiveness and confirm accuracy of bid amount.
5. Reference check for bid qualification: LAN will check references for the low bidder and second low bidder. LAN will check for debarment. LAN will prepare a letter summarizing the review and evaluation and include recommendations for award of the contract for construction, or other action as appropriate. The City shall make the final decision on the award of the contract for construction and the acceptance or rejection of all bids.

#### **Additional Construction Phase Services**

Due to the higher-than-anticipated complexity of design and construction, in addition to the increased estimated construction duration of 18 months LAN has estimated the following increase in construction phase scope:

1. Project Management: This task includes routine communication with the City; managing staff resources, budgets, and schedules; invoicing; and other activities associated with managing the project. Adjusted for increased construction duration.
2. Project Meetings: LAN will attend regular construction meetings with the City, Contractor, and other parties as appropriate to review the construction progress. For budgeting purposes, we have thirty-six (36) total construction progress meetings (average 2 per month; 12 meetings originally assumed).
3. Attend Pre-Construction Conference: LAN will attend a pre-construction conference for the project with the City, Contractor, and other parties as appropriate.
4. Submittal Review: LAN will review all Contractor provided submittals. For budgeting purposes, we have assumed a total of forty (40) submittals, which includes reviews of re-submittals (20 submittals originally assumed).
5. Response to Requests for Information/Modifications: LAN will review and respond to all requests for information (RFI's) from the Contractor. A total of eight (8) RFI's have been assumed (5 RFI's originally assumed).
6. Construction Observations: LAN will make site visits to observe construction throughout the duration of the project as appropriate to verify the project is being constructed in conformance with the construction Plans and Technical Specifications. It is assumed a total of thirty-six (36) site visits will be performed (average 2 per month; original assumption was 12 site visits).

7. Pay Estimate Review: LAN will review Contractor's Pay Applications after quantity concurrence by the City's Construction Inspector. Review of eighteen (18) Pay Applications has been assumed (six pay applications originally assumed).
8. Review of Change Orders: LAN will review all Contractor requests for additional compensation and assist the City in Change Order negotiation and preparation. It is assumed no more than two (2) change orders will be reviewed (one change order originally assumed).
9. TDLR Inspection: Altura Solutions will inspect the completed sidewalks for project registration with TDLR.
10. Substantial Completion: LAN will participate in one Substantial Completion walk-through to determine outstanding items and document "punch list items". LAN will issue a Certificate of Substantial Completion when the contract requirements have been met.

#### **Record Drawing Phase**

LAN will complete the record drawing phase support in accordance with our original scope. The original scope is as follows:

1. Record Drawings: LAN will review the Contractor's provided redline as-built drawings and incorporate changes made during construction as appropriate. LAN will deliver one (1) draft set of full size bond drawings for inspector review, and one (1) pdf plan set for review. Upon City review and concurrence, LAN will provide a final version of Record Drawings.
2. Deliverables: Upon City review of prepared draft record drawings, LAN will deliver Final Record Drawings, consisting of two (2) sets of full size (22" x 34") bond drawings, one (1) pdf electronic copy, one (1) set of GIS shape files for all new infrastructure, and one (1) CAD copy.

#### **Schedule**

Construction is estimated to be completed within 18 months with a NTP of August 6<sup>th</sup>, 2018.

An hourly fee breakdown of these additional services is included as Attachment 1. The hours estimated are in addition to the previously scoped tasks included in the original contract. The total additional budget requested for these additional services is \$64,385, to be invoiced on a time and materials basis.

We look forward to continuing to serve the City of San Marcos on this project, and currently anticipate these services to be completed within our original schedule. If you have any questions or need any further information, please contact me at [tmmichel@lan-inc.com](mailto:tmmichel@lan-inc.com) or 512-338-2745.

Sincerely,



Travis Michel, PE  
*Senior Project Manager*

#### Attachments

Attachment 1 – Fee Estimate

ATTACHMENT 1

FEE ESTIMATE - MAN-HOUR BREAKDOWN														
COERS DRIVE DRAINAGE & UTILITY IMPROVEMENTS														
ADDITIONAL BID PHASE AND CONSTRUCTION PHASE SERVICES														
October 11, 2018														
	TASK DESCRIPTION	Principal in Charge	Rate/ Hr. \$225.00	Project Manager	Rate/ Hr. \$180.00	Project Engineer	Rate/ Hr. \$150.00	Senior Designer	Rate/ Hr. \$100.00	Engineer-in- Training	Rate/ Hr. \$95.00	Admin.	Rate/ Hr. \$70.00	Total
		Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	
A.	PROJECT MANAGEMENT	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
B.	PRELIMINARY PHASE (30%)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
C.	DESIGN PHASE (60/90/99/100%)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
D.	BID PHASE	0	\$0.00	9	\$1,620.00	20	\$3,000.00	44	\$4,400.00	53	\$5,035.00	2	\$140.00	\$14,195.00
1	Attend Prebid Meeting	0	\$0.00	2	\$360.00	2	\$300.00	0	\$0.00	0	\$0.00	0	\$0.00	\$660.00
2	Respond to Plan Holder Requests for Information	0	\$0.00	2	\$360.00	4	\$600.00	0	\$0.00	2	\$190.00	0	\$0.00	\$1,150.00
3	Prepare Addenda	0	\$0.00	1	\$180.00	4	\$600.00	4	\$400.00	4	\$380.00	0	\$0.00	\$1,560.00
4	Evaluate Bids & Bid Tabulation	0	\$0.00	1	\$180.00	4	\$600.00	0	\$0.00	2	\$190.00	0	\$0.00	\$970.00
8	Design change - Revised Connection of WL-A (05/31/2018)	0	\$0.00	2	\$360.00	4	\$600.00	30	\$3,000.00	30	\$2,850.00	0	\$0.00	\$6,810.00
5	Conformed Plans	0	\$0.00	1	\$180.00	2	\$300.00	10	\$1,000.00	15	\$1,425.00	2	\$140.00	\$3,045.00
E.	CONSTRUCTION PHASE	0	\$0.00	32	\$5,760.00	102	\$15,300.00	20	\$2,000.00	190	\$18,050.00	0	\$0.00	\$41,110.00
1	Project Meetings	0	\$0.00	10	\$1,800.00	36	\$5,400.00	0	\$0.00	36	\$3,420.00	0	\$0.00	\$10,620.00
2	Pre-Construction Conference	0	\$0.00	2	\$360.00	2	\$300.00	0	\$0.00	0	\$0.00	0	\$0.00	\$660.00
3	Submittals Review	0	\$0.00	4	\$720.00	20	\$3,000.00	0	\$0.00	60	\$5,700.00	0	\$0.00	\$9,420.00
4	Response to Request for Information/Modifications	0	\$0.00	4	\$720.00	10	\$1,500.00	20	\$2,000.00	40	\$3,800.00	0	\$0.00	\$8,020.00
5	Construction Observations	0	\$0.00	4	\$720.00	10	\$1,500.00	0	\$0.00	20	\$1,900.00	0	\$0.00	\$4,120.00
6	Pay Estimate Review	0	\$0.00	4	\$720.00	10	\$1,500.00	0	\$0.00	10	\$950.00	0	\$0.00	\$3,170.00
7	Review of Change Orders	0	\$0.00	2	\$360.00	10	\$1,500.00	0	\$0.00	20	\$1,900.00	0	\$0.00	\$3,760.00
9	TDLR Inspection (Altura Solutions)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
10	Substantial Completion Walk-through	0	\$0.00	2	\$360.00	4	\$600.00	0	\$0.00	4	\$380.00	0	\$0.00	\$1,340.00
F.	RECORD DRAWINGS PHASE	0	\$0.00	1	\$180.00	4	\$600.00	16	\$1,600.00	4	\$380.00	1	\$70.00	\$2,830.00
1	Record Drawings	0	\$0.00	0	\$0.00	2	\$300.00	16	\$1,600.00	2	\$190.00	0	\$0.00	\$2,090.00
2	Deliverables	0	\$0.00	1	\$180.00	2	\$300.00	0	\$0.00	2	\$190.00	1	\$70.00	\$740.00
TOTAL HOURS		0	\$0	42	\$7,560	126	\$18,900	80	\$8,000	247	\$23,465	3	\$210	

The hours listed above are an estimate. The hours assigned to the Phase(s) are not exclusive to the phase which they are assigned. The total fee will not exceed the total contract amount as discussed in Article 2. The hourly rates of this contract shall apply throughout the remainder of this contract and to all change in services.

Payment to the ENGINEER will be made as follows:

1. Basic Services - The amounts of these invoices will be based upon the extent of work completed by the Engineer on an hourly basis.
2. Supplemental Services - The Engineer will receive approval in writing before performing supplemental services. The amounts of these invoices will be based upon the extent of work completed by the Engineer on a lump sum basis.
3. Reimbursable expense - Reimbursable expenses, including such things as expenses for plotting, reproduction of documents, auto travel milesage (current IRS approed mileage rate), delivery charges, long distance communications, freight, and state accessibility will be invoiced with appropriate backup documentation.

Invoice and Time of Payment

Invoices will be prepared in a format approved by the City prior to submission of the first monthly invoice. Invoices shall be submitted monthly and paid within 30 days.

Additional Basic Design Services	\$0.00
Bid & Construction Phase Services	\$58,135.00
Environmental Services (aci Consulting)	\$0.00
Additonal SUE Services (Cardno)	\$0.00
Additional Survey (Byrn)	\$5,250.00
Expenses (Reproduction, Mileage, Courier)	\$1,000.00
Project Subtotal	\$64,385.00
Project Total	\$64,385.00



**BYRN &  
ASSOCIATES, INC.**

**ENGINEERS SURVEYORS**

P.O. Box 1433  
1115 Hwy 80  
San Marcos, Texas 78667-1433  
512-396-2270 phone  
512-392-2945 fax  
e-mail:ks.byrn@gmail.com

July 24, 2018

Lockwood, Andrews & Newnam, Inc.

**PROPOSAL FOR POST CONSTRUCTION SURVEY OF THE COERS DRIVE  
UTILITY IMPROVEMENTS PROJECT, CITY OF SAN MARCOS, TEXAS**

Greg,

Thank you for considering Byrn & Associates for this project.

We can provide you with the following surveying services for a fee of \$5,000.00.

- Locate all recently constructed utilities within the project limits
- Including, but not limited to directional changes, MHs, Valves, Hydrants, Service Meters, Cleanouts, Storm Inlets.
- Inverts on storm and wastewater.
- Texas State Plane, South Central Zone Coordinates for all located utilities in .dwg as well as txt format (comma delimited in "pt no., Y, X, description" format.)

Sincerely,

Kyle Smith, R.P.L.S.