

ATTACHMENT C

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

SERVICES: On-call Wastewater Review and Analysis

ENGINEER: Freese and Nichols, Inc

CONTRACT NUMBER: 217-168

AUTHORIZATION NO: 1

ORIGINAL CONTRACT DATE: 04/17/2017

DATE OF THIS AUTHORIZATION:

WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES

Preliminary engineering memorandum for the rehabilitation of the following lift stations:

- Lift Station No. 5
- Lift Station No. 28

Refer to Exhibit A – “Lift Station Nos. 5 and 28 Rehabilitation Evaluation Project Scope”, dated April 26, 2019.

Previous contract amount:	\$ 40,000
Net increase/decrease in contract amount:	\$ 40,000
Revised contract amount:	\$ 80,000

Requested by:
Freese and Nichols, Inc.,

By: 

Date: May 6, 2019

Kendall King, P.E., Vice President
Printed name, title

Approved by:

City of San Marcos:

By: _____
Printed name, title

Date: _____

City only below this line.

Account Number(s): _____,

Previous Changes in Service:

_____; date, amount

_____; date, amount

_____; date, amount

City of San Marcos
Lift Station Nos. 5 and 28 Rehabilitation Evaluation
Exhibit A - Project Scope
April 26, 2019

PROJECT DESCRIPTION: The scope of this project is to prepare a preliminary engineering memorandum for the rehabilitation of the following lift stations:

- Lift Station No. 5
- Lift Station No. 28

Freese and Nichols, Inc. (FNI) visited the sites with the City of San Marcos (City) on April 8, 2019 to evaluate the City's needs and to discuss the proposed improvements. FNI documented a preliminary list of rehabilitation items noted during the site visit and included them as Attachment 'A' "Field Visit Meeting Minutes, Lift Station No. 5" and as Attachment 'B' "Field Visit Meeting Minutes, Lift Station No. 28."

FNI will provide these services under Contract Number 217-168 "On-Call Wastewater Review and Analysis", executed on April 7, 2017.

SCOPE OF SERVICES

1. BASIC SERVICES: FNI shall provide the following professional services:

A. PROJECT MANAGEMENT

1. Status Reporting/Invoicing – FNI will provide monthly status reports, summarizing current budget and schedule status, along with outstanding contracting issues, will be prepared. The status report will be attached to a monthly invoice and submitted to the City.
2. Baseline Schedule – Engineer will provide a detailed schedule prepared in Microsoft Project™ 2016 or more recent version.
3. Project Planning and Monitoring – An internal project execution plan, quality assurance plan, and field safety instructions will be prepared at the beginning of the project.
4. Subcontractor Procurement and Management – No subcontracts are anticipated for this project.

B. PRELIMINARY ENGINEERING: FNI shall provide professional services in this phase as follows:

FNI will provide a draft memorandum for the City's review. Upon receipt of City comments, FNI will address the comments and submit a final memorandum.

1. Lift Station No. 5
 - a. Evaluate lift station and provide rehabilitation recommendations to improve the lift station to meet current Texas Commission on Environmental Quality (TCEQ) standards.
 - b. Evaluate cost to install stand-by generator at existing site.
 - c. Evaluate alternative option of demolishing the existing lift station and constructing a new lift station on the adjacent property, including an on site stand-by generator.
 - d. Provide an Opinion of Probable Construction Cost (OPCC) for both options.
 - e. Provide exhibit of existing conditions and alternative location of new lift station option.

2. Lift Station No. 28
 - a. Evaluate lift station and provide rehabilitation recommendations to improve the lift station to meet current Texas Commission on Environmental Quality (TCEQ) standards.
 - b. Evaluate lift station electrical system and provide recommendations for items to modify/replace.
 - c. Provide an Opinion of Probable Construction Cost (OPCC) for improvements.
 - d. Provide exhibit of existing conditions.
- C. Meetings/Site Visits
 1. Site visits for data collection and coordination, maximum of 2. (One visit has been provided during scoping.)
 2. Attend draft memorandum review workshop with the City.
- D. Deliverables
 1. Monthly 1-Page Reports
 2. Project schedule
 3. Opinion of Probable Construction Cost (OPCC)
 4. Preliminary Engineering Memorandum
 - a. 1 draft copy of memorandum in PDF format
 - b. 1 final copy of memorandum in PDF format
3. **ADDITIONAL SERVICES:** Additional Services to be performed by FNI, if authorized by the City, which are not included in the above described basic services, are described as follows:
 - A. Any items of work noted as not included throughout the scope.
 - B. Design, bid and/or construction phase services.
 - C. Investigations involving consideration of operation, maintenance and overhead expenses, and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals, evaluations, assessment schedules, and material audits or inventories required for certification of force account construction performed by the City.
 - D. Any and all environmental evaluations or coordination with governing entities.
 - E. Archeological study services required by the Texas Historical Commission.
 - F. Survey or property research for proposed location of Lift Station No. 5.
4. **TIME OF COMPLETION:** FNI is authorized to commence work on the Project upon execution of this AGREEMENT and agrees to complete the services in accordance with the following schedule:

Milestone/Deliverable	Calendar Days
Anticipated Notice to Proceed	May 2019
Draft Memorandum	45 days following Notice to Proceed
Final Memorandum	14 days following receipt of comments from City on Draft Memorandum

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in City or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc.

5. COMPENSATION

Compensation to FNI for the Basic Services shall be a not to exceed fee of \$38,197.00. If FNI sees the Scope of Services changing so that additional services are needed, including but not limited to those services described as Additional Services, FNI will notify City for City's written approval before proceeding.




ATTACHMENT A: FIELD VISIT MEETING MINUTES LIFT STATION NO. 5







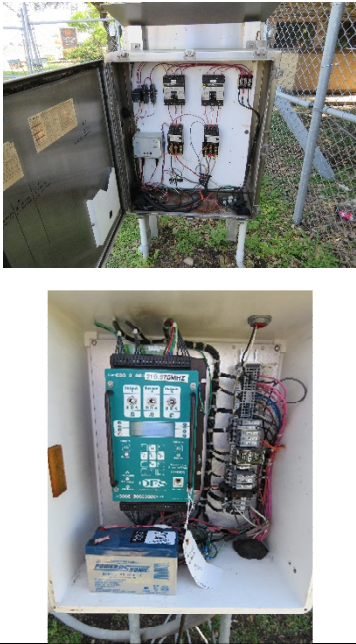

Innovative approaches
Practical results
Outstanding service

PROJECT: San Marcos Lift Station Rehabilitation
DATE: April 8, 2019
LOCATION: San Marcos Lift Station No. 5, San Marcos, TX

The following reflects our understanding of the items discussed during the subject meeting on April 8, 2019. Items identified are specific scope items that are required for this project unless removed by direction from the City.

WET WELL SCOPE ITEMS		
ITEM		DESIGN RESPONSIBILITY
<ol style="list-style-type: none"> 1. Replace pumps and install with pump guide rail system and provide new system to allow pumps to be removed without entering the wet well. 2. Re-grout bottom of well, as City believes it is not sealed well. Concrete pieces have been vacuumed out of well. City will pump the well down to check the condition of bottom. 		FNI/COSM
<ol style="list-style-type: none"> 3. Replace wet well cover with new aluminum hatch. Current cover not sealed and leaks. 4. Evaluate options for repair of exposed wet well reinforcement and recoating. 	 	FNI

WET WELL SCOPE ITEMS		
ITEM		DESIGN RESPONSIBILITY
5. Move check valves outside of wet well per TCEQ standards. City prefers valves to be above grade as opposed to in a separate vault.		FNI
6. City will check easement for extent of current area for construction purposes.		COSM
7. Investigate feasibility of relocating wet well across the driveway with a new fiberglass wet well. 8. Send FNI current wastewater specifications.	 	FNI/COSM

WET WELL SCOPE ITEMS		
ITEM		DESIGN RESPONSIBILITY
<p>9. Coordinate with electrical engineer on new pumps. City prefers float switches for controls.</p>		FNI
<p>10. On several occasions, the lift station has lost power and the well has overflowed. Evaluate cost for on-site generator.</p>		FNI



ATTACHMENT B: FIELD VISIT MEETING MINUTES LIFT STATION NO. 28






Innovative approaches
Practical results
Outstanding service

PROJECT: San Marcos Lift Station Rehabilitation
DATE: April 8, 2019
LOCATION: San Marcos Lift Station No. 28, San Marcos, TX

The following reflects our understanding of the items discussed during the subject meeting on April 8, 2019. Items identified are specific scope items that are required for this project unless removed by direction from the City.

SCOPE ITEMS		
ITEM		DESIGN RESPONSIBILITY
1. Replace broken pump guide rails.		FNI
2. Assess condition of discharge piping. Scaling present and pipes may need new coating or replacement.		FNI

SCOPE ITEMS		
ITEM		DESIGN RESPONSIBILITY
3. Repair / Replace fence.	 	FNI
4. Repair and coat wet well.		
5. Coating piping in valve vault.	