

**ATTACHMENT D**

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

**CONTRACT: Sunset Acres Drainage Improvements (Contract #218-394)**

**CONSULTANT: Alan Plummer Associates, Inc.**

**AUTHORIZATION NO.: 3**

**ORIGINAL CONTRACT DATE: March 12, 2018**

**AUTHORIZATION DATE:**

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

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The City of San Marcos has requested that Plummer Associates, Inc. (Plummer) include additional design services as part of the Sunset Acres Drainage Improvements Project. Specifically, a new wastewater line was constructed as part of the Investor Memory Care project. This line was constructed after the completion of the Preliminary Engineering Report and is in conflict with the planned expansion to the detention pond in the area and must be relocated. In addition, the City determined that the wastewater lines at the back of the lots between Lockwood and Parkdale and at the back of the lots between Candlelight and Lockwood are beyond their useful life and in need of replacement. In addition, two easement documents need to be prepared for work on the School District property.

Previous Change in Services

#1; December 10, 2018; Additional storm drain analyses; \$46,398.00

#2; November 19, 2019; Design, bidding, and construction phase services; \$875,777.00

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Previous contract amount:	<u>\$1,110,075.00</u>
Net increase/decrease in contract amount:	<u>\$ 59,020.00</u>
Revised contract amount:	<u>\$1,169,095.00</u>

Requested by:

By: Stephen J. Coonan

Date: 3/3/2020

Stephen J. Coonan, P.E., Principal

Printed name, title

Approved by:

City of San Marcos:

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

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



# PLUMMER

February 19, 2020

Mr. Rohit Vij, P.E.  
Senior Engineer  
Engineering and Capital Improvements  
City of San Marcos  
630 East Hopkins Street  
San Marcos, TX 78666

Re: Sunset Acres Drainage Preliminary Engineering  
Change In Service No. 3

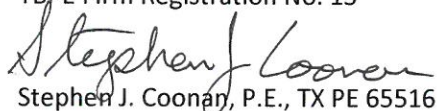
Dear Mr. Vij,

Per your request, Plummer Associates, Inc. (Plummer) is pleased to submit the attached Change-in-Service Request. The change is associated with the addition of the replacement of several wastewater lines that were not included in the original scope of the design phase. In addition, we are also adding the preparation of two easement documents for the School District property. We don't anticipate these items impacting the schedule for our design as long as a Notice-to-Proceed is provided in sufficient time.

If you have any questions concerning our proposal, please contact me at 512-452-5905. We appreciate this opportunity and look forward to continuing our relationship with the City.

Sincerely,

ALAN PLUMMER ASSOCIATES, INC.  
TBPE Firm Registration No. 13

  
Stephen J. Coonan, P.E., TX PE 65516  
Principal

Enclosures

# Sunset Acres Additional Final Design

## PROJECT DESCRIPTION SUMMARY

Plummer Associates, Inc. (Plummer) understands that the City of San Marcos (or City) desires to include the replacement of two wastewater lines in the Sunset Acres Subdivision as part of Sunset Acres Drainage Improvement Project. Specifically, the City desires that the wastewater lines along the back lot lines between Parkdale and Lockwood, and between Lockwood and Candlelight be replaced. In addition, a new wastewater line was constructed as part of the Investor Memory Care project since the completion of the Preliminary Engineering for the project. This new wastewater line traverses the site of the proposed detention pond to be constructed as part of the first phase of improvements and will be in conflict with the new pond. As such, it also must be relocated.

## BASIC SERVICES

### Task 1 – Obtain Additional Field Surveys

Plummer will obtain additional detailed field surveys for the additional improvements. The survey will establish topography, rights-of-ways, and physical improvements within the limits of the project. The survey will be provided in Texas State Plane, NAD 83, Grid Coordinate with surface to grid conversion factor noted. Vertical control will be based on NAVD 88.

### Task 2 – Preliminary Engineering for Wastewater Replacements

Plummer will evaluate alternative methods of replacing each of the wastewater lines. This evaluation will include relocation for the wastewater line in conflict with the pond and it will include both replacement and trenchless technologies for the two wastewater lines along the back lot lines. The results of these analyses will be presented in the form of a Technical Memorandum.

### Task 3 - 30% Submittal for Wastewater Line Replacements

The 30% design plans shall include, at a minimum, the following:

- Existing conditions, including roadway, structures, vegetation and utilities, as determined by field survey;
- Existing right-of-way lines, existing property lines, existing permanent easements. For each property, identify on the drawings the property identification number, the deed volume and page number, and street address as well as the names of all property owners.
- Preliminary layout (plan view) of all existing and proposed utilities showing all proposed underground and overhead utilities to be reconstructed and/or relocated in as part of the Project;
- Construction notes;
- Utility conflict matrix

## Task 4 - 60% Submittal for Wastewater Improvements

In addition to the information provided in the 30% plans submittal, the 60% submittal shall provide, at a minimum, the following:

- Proposed right-of-way lines, proposed property lines, proposed permanent and temporary easement lines. Right-of-way and/or easements shall be sufficient to encompass all improvements, including landscaping;
- Preliminary location (plan and profile) of all existing and proposed utilities showing all proposed underground and overhead utilities to be reconstructed and/or relocated as part of the Project;
- Preliminary location of construction work areas showing which existing features may be impacted by construction (fences, trees, sheds, etc.) and identifying the party responsible for removal and/or re-establishment;
- Tree protection notes;
- Recommendation of construction materials to be used;
- Construction phasing considerations;
- Updated utility conflict matrix;
- Preliminary Opinion of Probable Construction Costs.

## Task 5 - 90% Submittal for Wastewater Improvements

In addition to the information provided in the 60% plans submittal, the 90% submittal shall provide, at a minimum, the following:

- Details sufficient for the construction of all proposed facilities;
- Traffic control plans: Traffic control plans and specifications shall identify the proposed construction phasing for the Project, including any utility construction and/or relocation. The plans shall be prepared in accordance with the requirements of the City of San Marcos. All traffic control devices proposed to be used within a City right-of-way must comply with both the Texas Manual on Uniform Traffic Control Devices and the City of San Marcos Transportation Design Manual. Temporary control devices proposed to be used within a City right-of-way must be crashworthy and must be included in the Texas Department of Transportation (TXDOT) Compliant Work Zone Traffic Control Device List. The final traffic control plans and specifications shall include a phasing sequence identifying work to be done in each phase, the traffic controls of each phase, and any special considerations such as time limitations, hour of day limitations, or required completion times. They shall also show all temporary pavement markings. Final construction traffic control plans shall be sealed by a Texas registered professional engineer.
- Erosion control plans: Plummer shall design and specify erosion control measures that minimize erosion and off-site sedimentation during construction of the Project. The plan and specifications shall be prepared in accordance with the requirements of the City of San Marcos.

- Opinion of Probable Construction Cost: Plummer shall update and seal an opinion of probable construction cost for the authorized project and submit the Opinion of Probable Cost to the City's Project Manager. In accordance with the requirements of the supplemental terms and conditions of the professional services agreement, the Opinion of Probable Construction Cost shall be a Class A estimate.
- Plummer shall update the final utility conflict matrix.
- Plummer shall incorporate the final construction phasing plan into the contract documents.

#### DELIVERABLES

- 90% construction plans and specifications.
- Documentation of key design decisions (Project Decision Log).
- Detailed estimates of probable construction cost for the authorized construction project, including summaries of bid items and quantities using the City's standard bid items and format.

### Task 6 - Final Design Submittal for Wastewater Improvements

The wastewater improvements will be incorporated into the final bid documents with the wastewater line relocation to avoid the detention pond being bid with the detention pond and the other two wastewater lines being bid with the remainder of the project.

#### DELIVERABLES

- 100% construction plans and specifications.

### Task 7 – Easement Document Preparation

Plummer will have the necessary Field Notes and Exhibits prepared for two easements. Both easements will be on School District Property. The first easement will describe the drainage easement for the detention pond. The second easement will be a wastewater easement for the relocated wastewater line.

#### Schedule

These improvements will be included on the same schedule as the remainder of the project.

### City Responsibilities / Assumptions in Scope Preparation

- City will give prompt notice of any development or other activities that would affect the scope or schedule of the scope of work.
- Archeological Surveys are not included in the scope of services.
- Karst investigations and surveys are not included in the scope of services.
- Work can be performed within the public right-of-way; no easements other than an agreement with the School District are anticipated.

City of San Marcos  
Sunset Acres Final Design  
CIS 3  
Additional WW Replacements

Level 2 (Phase) No. and Description <i>Level 3 (Task) No. and Description</i>	Principal (hrs)	Sr. Proj Mgr (hrs)	Proj Mgr (hrs)	Proj Engr (hrs)	EIT (hrs)	Technician (hrs)	Clerical (hrs)	QC (hrs)	Total Labor		Percent of Total Fee
									Hours	Fee (\$\$\$)	
<b>CIS 3</b>	<b>12</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>112</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>255</b>	<b>\$ 38,400</b>	<b>100.0%</b>
<b>1 Additional Field Surveys</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>\$ 990</b>	<b>2.6%</b>
1 Coordination			1		2	4			7	\$ 990	2.6%
<b>2 Preliminary Engineering for Add'l WW Replacements</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>30</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>\$ 9,530</b>	<b>24.8%</b>
1 PER	4		12		30	16			62	\$ 9,530	24.8%
<b>3 30% Submittal</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>30</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>64</b>	<b>\$ 9,460</b>	<b>24.6%</b>
1 30%	2		12		30	20			64	\$ 9,460	24.6%
<b>4 60% Submittal</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>24</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>\$ 7,910</b>	<b>20.6%</b>
1 60%	2		8		24	20			54	\$ 7,910	20.6%
<b>5 90% Submittal</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>\$ 5,330</b>	<b>13.9%</b>
1 39%	2		8		12	12			34	\$ 5,330	13.9%
<b>6 Final Design</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>\$ 4,010</b>	<b>10.4%</b>
1 Final Design	2		4		10	10			26	\$ 4,010	10.4%
<b>7 Easement Preparation</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$ 1,170</b>	<b>3.0%</b>
1 Coordination			2		4	2			8	\$ 1,170	3.0%
<b>TOTAL LABOR</b>											
Total Labor Hours	12	0	47	0	112	84	0	0	255		
Total Labor Amount										\$ 38,400	100.0%
Labor Rates per Hour	\$305	\$240	\$200	\$150	\$125	\$135	\$105	\$305			
Total Amounts by Labor Category	\$ 3,660	\$ -	\$ 9,400	\$ -	\$ 14,000	\$ 11,340	\$ -	\$ -		\$ 38,400	
Labor Category Percent of Total Labor	9.5%	0.0%	24.5%	0.0%	36.5%	29.5%	0.0%	0.0%			100.0%
<b>TOTAL EXPENSES (see breakdown below)</b>											
Total Subconsultants										\$ 20,620	
Total Reimbursables										\$ -	
Total Expenses										\$ 20,620	
<b>GRAND TOTAL - CIS 3</b>										<b>\$ 59,020</b>	

**SUBCONSULTANT EXPENSES**

Code	Description	Budget (\$\$)	Markup	Fee (\$\$\$)
CA	Architect Consultant	\$ -	1.10	\$ -
CC	Civil Engr Consultant	\$ -	1.10	\$ -
CE	Electrical Consultant	\$ -	1.10	\$ -
CG	Geotechnical Consultant	\$ -	1.10	\$ -
CM	Mechanical Consultant	\$ -	1.10	\$ -
CO	Other Consultant	\$ -	1.10	\$ -
CS	Structural Consultant	\$ -	1.10	\$ -
CY	Surveying Consultant	\$ 18,745	1.10	\$ 20,620
C1		\$ -	1.10	\$ -
C2		\$ -	1.10	\$ -
C3		\$ -	1.10	\$ -
C4		\$ -	1.10	\$ -
C5		\$ -	1.10	\$ -
C6		\$ -	1.10	\$ -
<b>TOTAL SUBCONSULTANT EXPENSES</b>		<b>\$ 18,745</b>		<b>\$ 20,620</b>

**REIMBURSABLE EXPENSES**

Code	Description	Budget (\$\$)	Markup	Fee (\$\$\$)
RA	Laboratory Analysis	\$ -	1.10	\$ -
RC	Computer	\$ -	1.10	\$ -
RH	Historical	\$ -	1.10	\$ -
RI	In-House Reproduction	\$ -	1.10	\$ -
RL	Long Distance Telephone	\$ -	1.10	\$ -
RM	Employee Mileage	\$ -	1.10	\$ -
RO	Other Expenses	\$ -	1.10	\$ -
RP	Purchased Services	\$ -	1.10	\$ -
RR	Reproduction	\$ -	1.10	\$ -
RS	Shipping, Delivery, Postage	\$ -	1.10	\$ -
RT	Travel, Meals, Lodging	\$ -	1.10	\$ -
RU	Telecommunications	\$ -	1.00	\$ -
R1		\$ -	1.10	\$ -
R2		\$ -	1.10	\$ -
<b>TOTAL REIMBURSABLE EXPENSES</b>		<b>\$ -</b>		<b>\$ -</b>



engineers | architects | surveyors

SOLUTIONS TODAY WITH  
**A VISION FOR TOMORROW**

February 28, 2020

Steve Coonan, P.E.  
Central Texas Area Leader  
Plummer  
14755 Preston Road, Suite 420  
Dallas, Texas 75254

Re: Proposal for Surveying Services  
San Marcos - Sunset Acres Subdivision  
Additional Surveying Services

Dear Mr. Coonan:

LNV, Inc. is pleased to submit this not to exceed lump sum proposal for additional surveying services to Plummer for the above referenced project.

**Understanding of Supplemental Services**

The scope includes the following:

- Survey of area between back of lots fronting on Parkdale and Lockwood and between Lockwood and Candlelight.
- Survey of new wastewater line in proposed detention pond area (5 manholes).
- Survey of detention pond area in school property (triangle shaped proposed detention pond area southeast of this area was previously surveyed).
- Two easement surveys in school property

**Project Tasks**

The following describes the project tasks and deliverables:

**Design Topographic Survey**

LNV will conduct the following tasks:

- Place a one-call and survey the horizontal location of the utilities as marked by one-call;
- The survey will be provided in Texas State Plane, NAD 83, Grid Coordinate location with surface to grid conversion factor noted. Vertical control will be based on NAVD 88;
- Establish horizontal and vertical control;
- Provide wastewater manhole rim/inlet elevation, flowline (if available/accessible within the existing ROW) within limits stated above;
- Provide 2D and 3D CADD files;
- Provide the ASCII text file.

**Easement Services**

- Services for field work, exhibits including metes and bounds for 2 easements.

### **Project Duration and Proposed Fee**

<b>Task</b>	<b>Task Duration</b>
<b>Surveying Services</b>	
Additional Survey	14 Business days from NTP

The attached Fee Estimate is summarized below:

<b>Task</b>	<b>Task Fee</b>
<b>Surveying Services</b>	
Area fronting on Parkdale and Lockwood and between Lockwood and Candlelight	\$8,120.00
Wastewater line	\$1,458.00
Detention pond	\$4,167.00
Two Easement Services	\$5,000.00
<b>TOTAL</b>	<b>\$18,745.00</b>

### **Project Scope Exclusions**

Please note that this fee proposal only includes the tasks and fees for the work described above. This fee proposal does not include tasks and fees for any of the following at this time:

- Development of project specifications and/or bid documents;
- Coordination with other utilities;
- Coordination with City of San Marcos;
- Development of Traffic Control Plan (TCP);
- Development of SW3P and submittal to TCEQ;
- Development of restrained length plan layout;
- Development of a valve test shutdown plan;
- Bid phase services;
- Construction Submittal review;
- Subsurface Utility Engineering (SUE) services;
- Environmental Engineering Services;
- Construction observation;
- Geotechnical services during construction or design, including geotechnical borings, materials testing, compaction testing, or sieve analysis of any kind;
- Preparing proposed easement and/or temporary construction easement documents;
- Design of relocation of existing utilities that may be in conflict with proposed water main replacements/relocations;
- Rehabilitation, replacement, or relocation of existing sewer mains.



Additional Surveying Services Fee Proposal  
San Marcos - Sunset Acres Subdivision  
February 28, 2020

LNV's team is however, capable of and can provide these, and other related services, if any are determined to be needed during the course of the project. A separate fee proposal can be developed if and when these services are needed per Plummer's request.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 512-381-8333 or via email at [mnaiser@lvinc.com](mailto:mnaiser@lvinc.com).

Sincerely,  
LNV, Inc.  
TBPE Firm No. F-366

A handwritten signature in blue ink that reads "Marcus Naiser, P.E.".

Marcus Naiser, P.E.  
Vice President / Project Manager

Attachments: Attachment "A", Surveying Service Fee Breakdown

AREA BETWEEN BACK OF LOTS FRONTING ON PARKDALE AND LOCKWOOD AND BETWEEN LOCKWOOD AND CANDLELIGHT. BOTH LOCATIONS BETWEEN BROADWAY AND DEL SOL

FUNCTIONAL TASK	SIT	RPLS	FIELD CREW	TOTAL
Project Set-up, Plats, and Staking Files	4	2		6
Control Network	4	2	12	18
Topographic Survey	4	2	16	22
Post Processing	8	4		12
Total of Hours	20	10	28	58
Unit Rate	\$99.00	\$138.00	\$170.00	
Total Cost	\$1,980.00	\$1,380.00	\$4,760.00	\$8,120.00

NEW WASTEWATER LINE IN PROPOSED DETENTION POND AREA

FUNCTIONAL TASK	SIT	RPLS	FIELD CREW	TOTAL
Project Set-up, Plats, and Staking Files	1	1		2
Control Network	1	1	1	3
Topographic Survey	1	1	2	4
Post Processing	1	1		2
Total of Hours	4	4	3	11
Unit Rate	\$99.00	\$138.00	\$170.00	
Total Cost	\$396.00	\$552.00	\$510.00	\$1,458.00

CONTOUR SURVEY OF PROPOSED DETENTION POND AREA IN SCHOOL PROPERTY. TRIANGLE SHAPED PROPOSED DETENTION POND AREA SOUTHEAST OF THIS AREA HAS BEEN CONTOUR SURVEYED

FUNCTIONAL TASK	SIT	RPLS	FIELD CREW	TOTAL
Project Set-up, Plats, and Staking Files	1	1		2
Control Network				
Topographic Survey	2	1	18	21
Post Processing	4	1		5
Total of Hours	7	3	18	28
Unit Rate	\$99.00	\$138.00	\$170.00	
Total Cost	\$693.00	\$414.00	\$3,060.00	\$4,167.00

TWO EASEMENTS IN THE SCHOOL PROPERTY

2 Easements, field work and documentation				\$5,000.00
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