CITY OF ROLLINGWOOD
HUBBARD CIRCLE, HATLEY DRIVE, AND PICKWICK LANE DRAINAGE IMPROVEMENTS
SCOPE OF SERVICES

PROJECT DESCRIPTION

The City of Rollingwood Infrastructure Improvements Plan (IIP) was completed in February of 2020. The Infrastructure Improvements Plan identified areas of stormwater drainage and flooding issues throughout the City of Rollingwood (City). The City has requested that K Friese + Associates, Inc (KFA) progress the Hubbard Circle, Hatley Drive, and Pickwick Lane Drainage Improvements through the schematic design of the project, identified as project R in the IIP. The following is a detailed scope of services for the engineering analysis of drainage improvements for the identified project.

SCOPE OF SERVICES

A. SURVEYING

1. This task will include preparing topographic field survey for the project area for the purpose of preparing the preliminary engineering report and schematic design solutions for the proposed improvements associated with this project.

B. PROJECT MANAGEMENT AND COORDINATION

1. Conduct a project kickoff meeting with the City to establish project procedures, goals, milestones and design criteria guidelines.
2. Conduct up to two (2) project meetings with City and stakeholders. The initial meeting is proposed to share project updates and discuss preferred improvement options. The second meeting will be to discuss the final draft of the report and address remaining comments prior to signing and sealing the report deliverable. Any additional meetings will be performed on an hourly basis, as requested and authorized by the City.
3. Project administration, project status reports, general coordination with City staff, coordination and supervision of the project team, and quality management so that the project milestones and deliverables meet schedule and budget constraints.

C. PRELIMINARY ENGINEERING REPORT (PER)

1. Obtain available topographic maps, franchise and utility block maps, plats, development permits, and any relevant previous studies around the project area.
2. Perform one (1) field visit to evaluate general site conditions.
3. Perform preliminary hydrologic and hydraulics analysis to determine technically feasible and cost-effective solutions to the localized flooding issue within the study area. Analysis is anticipated to include the development of a hydraulic model to assess and develop proposed conceptual improvements.
4. Evaluate up to two design options, as agreed upon by the City. Project approaches for evaluation may include the following:
    a. Option 1 consists of constructing a storm drain system exclusively within the public right-of-way along Pickwick Lane and Hubbard Circle and conveying the captured runoff to a point near 2801 Hubbard Circle where flow will continue

through a storm drain pipe between 2803 and 2801 Hubbard Circle to a discharge point at the creek near Almarion Way.

b. Option 2 consists of capturing the discharged flow at the detention pond structure outflow point owned by 2807 Pickwick Lane and conveying the drainage within a proposed storm drain system between 2803 and 2801 Hubbard Circle to a discharge point near Almarion Way.

5. Evaluation will include an assessment for downstream adverse impacts and provide recommendations for additional mitigation that may be required as a result of the proposed improvements.
6. Identify known utility conflicts and provide potential solutions for relocations, as required. No subsurface utility investigations will be performed as part of this scope of work.
7. Identify if any additional easements are anticipated for the construction of the proposed project options.
8. Prepare supporting exhibits to illustrate the proposed options including alignments, drainage structure sizing, areas of anticipated easement needs, and anticipated utility conflicts. Exhibits will additionally include information on proposed alignments, structure sizing, inlet locations, approximate elevations and up to two typical sections to further define the character and project feasibility.

SCHEDULE

A. Following execution of contract and NTP, the Preliminary Engineering Report and schematic design phase will be completed within 3 (three) months of Notice to Proceed (NTP).

ASSUMPTIONS AND EXCLUSIONS MADE FOR THIS PROPOSAL

A. No geotechnical investigations are proposed to be performed as part of this scope of work. The purposes of cost estimating, it is assumed that bedrock will be encountered at 8 inches to 60 inches below ground.

B. A detailed topographic surveying, boundary survey and title research are not included in this scope of work. If necessary, additional services will be requested, as necessary.

C. No environmental investigatons are proposed to be performed as part of this sope of work. If necessary, additional services will be requested.

D. Utility relocation design and construction are not included with this proposal.

ADDITIONAL SERVICES

1. The City and KFA may agree that KFA shall perform services outside the Scope of Services described in this proposal. KFA will submit a written estimate of fees, based on standard rates indicated on the “Compensation Rate Schedule” included as part of the Professional Services Agreement contract. KFA will obtain the City’s authorization prior to initiating any Additional Services.
2. Preparation of easement documents are not included herein
3. No subsurface utility engineering is included as part of this work to verify utility depths or other information. Once a preferred option and phasing has been determined, further investigations may be recommended, as needed.
4. Geotechnical investigations or pavement design is not included and may be provided as an additional service.

ATTACHMENT A

K FRIESE + ASSOCIATES

MANPOWER/BUDGET ESTIMATE

ATTACHMENT A
KFA MANPOWER/BUDGET ESTIMATE
CITY OF ROLLINGWOOD
HUBBARD CIRCLE, HATLEY DRIVE, AND PICKWICK LANE
PRELIMINARY ENGINEERING REPORT

	Task	QA/QC Engineer Hours	Senior Engineer Hours	Project Manager Hours	Project Engineer Hours	EIT Hours	CADD Technician Hours	Clerical Hours	Total Labor Hours	Total Labor Cost	Sub-Consultant Cost	Expenses Cost	Total Cost
A	**SURVEYING**										$22,890.13		**$22,890.13**
B	**PROJECT MANAGEMENT AND COORDINATION**												
1	Project Management/Administration		8	12	2			2	24	$4,302.00			$4,302.00
2	Project Meetings (up to 2 meetings)		8	8		4			20	$3,488.00			$3,488.00
	Task B Subtotal	**0**	**16**	**20**	**2**	**4**	**0**	**2**	**44**	**$7,790.00**	**$0**	**$0**	**$7,790.00**
C	**PRELIMINARY ENGINEERING REPORT**												
1	(1) Field Visit			4		4			8	$1,136.00			$1,136.00
2	H&H Analysis (up to 2 options)	6		20		60			86	$11,480.00			$11,480.00
3	Preliminary Engineering Report	4		8		30	20	2	64	$8,094.00			$8,094.00
4	Exhibits and Typical Sections	2		2		24	20		48	$5,700.00			$5,700.00
5	Utility Coordination			4		6			10	$1,348.00			$1,348.00
6	Opinion of Probable Construction Cost	1		1		6			8	$1,074.00			$1,074.00
	Task C Subtotal	**13**	**0**	**39**	**0**	**130**	**40**	**2**	**216**	**$28,832.00**	**$0**	**$0**	**$28,832.00**
	Project Totals	**13**	**16**	**59**	**2**	**134**	**40**	**4**	**260**	**$36,622.00**	**$22,890.13**	**$0.00**	**$59,512.13**

ATTACHMENT B

CIVIL CORP, LLC

SURVEY FEE SCHEDULE

Attachment B - Fee Schedule
Method of Payment:
Specified Rate, Lump Sum, and Unit Cost
PSE and Construction Phase Service

Prime: K Friese and Associates
Project: Hubbard
Subprovider: CivilCorp, LLC. (Surveying Tasks)
Method of Payment: Lump Sum

TASK DESCRIPTION	RPLS-PROJECT MANAGER	SENIOR SURVEY TECH	SURVEY TECH	1-PERSON SURVEY CREW	2-PERSON SURVEY CREW	3-PERSON SURVEY CREW	4-PERSON SURVEY CREW	SENIOR GIS OPERATOR	GIS OPERATOR	ADMIN/ CLERICAL	TOTAL LABOR HRS.	TOTAL TASK COSTS	SHEETS	HOURS PER SHEET
Set Project Control (5/8" iron rods with cap)(Includes Texas 811)	2		4		10						16	$ 2,256.66		
Determine Existing Right-of-Way	2	4	12		5						23	$ 2,734.78		
Tie existing utilities marked by 811 one call	1		2		5						8	$ 1,128.33		
Prepare 2D and 3D deliverables	1	8	6								15	$ 1,660.49		
Prepare control sheets	1	4	12								17	$ 1,804.63		
Topographic suvrvey within indicated area, X section intervals not exceed 100' and tie all improvements, structures, etc.	1	2	4		35							$ 6,141.71		
Tree Survey all trees over 9" diameter	1	2	4		12							$ 2,622.71		
Topographic suvrvey within additional area, X section intervals not exceed 100' and tie all improvements, structures, etc.	2	2	4		15						23	$ 3,246.86		
Determine Existing apparent Right-of-Way/property lines in additionall area	1	2	4		2							$ 1,092.71		
HOURS SUB-TOTALS	12	24	52	0	84	0	0	0	0	0	102	$22,688.88		
CONTRACT RATE PER HOUR	$165.15	$112.60	$99.09	$107.00	$153.00	$178.00	$205.00	$120.11	$96.69	$75.07				
TOTAL LABOR COSTS	$1,981.80	$2,702.40	$5,152.68	$0.00	$12,852.00	$0.00	$0.00	$0.00	$0.00	$0.00				
% DISTRIBUTION OF STAFFING	12%	24%	51%	0%	82%	0%	0%	0%	0%	0%				
SUBTOTAL											$22,688.88			

OTHER DIRECT EXPENSES	**UNIT**	MAXIMUM	**QUANTITY**	**NOTES**							**COST**
Mileage	Mile	$ 0.575	350								$ 201.25
SUBTOTAL DIRECT EXPENSES											**$201.25**

SUMMARY	
TOTAL LABOR COSTS	$22,688.88
NON-SALARY (OTHER DIRECT EXPENSES)	$201.25
TOTAL	$22,890.13