



**WORK ORDER NO. 2
Webb County
Laredo, Texas
Project No. 17238055**

This WORK ORDER is made by and between **Webb County of Laredo, Texas** hereinafter referred to as "Client," and **GARVER, LLC**, hereinafter referred to as "GARVER", in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on February __, 2018.

Under this Work Order, the Client intends to procure professional engineering services for a lift station assessment and evaluation and an improvements recommendation report.

GARVER will provide professional services related to these improvements as described herein.

SECTION 1 - SCOPE OF SERVICES

Lift Station Assessment & Evaluation

GARVER will provide the following lift station assessment and evaluation services per Appendix A:

1. Kick-Off Meeting and Equipment Evaluation
2. Condition Assessment
3. Examination of Available Infrastructure Data
4. Examination of Historical Data
5. Evaluation of Regulatory Compliance
6. Operator Interviews
7. Development of Proposed Improvements and Prioritization
8. Opinion of Probable Construction Cost (OPCC)
9. Technical Memorandum

Additional Services (Extra Work)

For work not described in Section 1 – Scope of Services, Additional Services will be as directed by the Client in writing for an additional fee as agreed upon by the Client and GARVER. A comprehensive list of additional services GARVER can provide is available in Appendix A.



SECTION 2 – PAYMENT

For the work described under SECTION 1 - SCOPE OF SERVICES, the Client will pay GARVER on a lump sum basis. The Client represents that funding sources are in place with the available funds necessary to pay GARVER.

The table below presents a summary of the fee amounts and fee types for this contract.

WORK DESCRIPTION	FEE AMOUNT	FEE TYPE
1: KOM and Equipment Evaluation	\$4,072.00	LUMP SUM
2: Condition Assessment	\$3,427.00	LUMP SUM
3: Examination of Available Infrastructure Data	\$3,552.00	LUMP SUM
4: Examination of Historical Data	\$3,992.00	LUMP SUM
5: Evaluation of Regulatory Compliance	\$3,297.00	LUMP SUM
6: Operator Interviews	\$1,630.00	LUMP SUM
7: Dev. of Proposed Improvements & Prioritization	\$7,134.00	LUMP SUM
8: Opinion of Probable Construction Cost (OPCC)	\$4,254.00	LUMP SUM
9: Technical Memorandum	\$10,832.00	LUMP SUM
TOTAL FEE	\$42,190.00	LUMP SUM

The lump sum amount to be paid under this agreement is \$42,190.00. For informational purposes, a breakdown of GARVER's estimated costs is included in the MSA Appendix B with approximate current hourly rates for each employee classification.

The Client will pay GARVER on a monthly basis, based upon statements submitted by GARVER to the Client indicating the estimated proportion of the work accomplished. Payments not received within 60 days of invoice date will be subject to a one percent monthly simple interest charge.

Additional Services (Extra Work). For work not described or included in Section 1 – Scope of Services but requested by the Client in writing, the Client will pay GARVER, for time spent on the project, at the rates shown in the MSA Appendix B for each classification of GARVER's personnel (may include contract staff classified at GARVER's discretion) plus reimbursable expenses including but not limited to printing, courier service, reproduction, and travel.

SECTION 3 – APPENDICES AND EXHIBITS

- 3.1 The following Appendices and/or Exhibits are attached to and made a part of this Agreement:
- 3.1.1 Appendix A - Scope of Services
 - 3.1.2 Appendix B – Fee Summary

This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.



Approval and acceptance of this Work Order, including attachments listed in SECTION 3 – APPENDICES AND EXHIBITS, shall incorporate this document as part of the Agreement. GARVER is authorized to begin performance upon receipt of a copy of this Work Order signed by the Client. The effective date of this Work Order shall be the last date written below.

Webb County

GARVER, LLC

By: _____
Signature

By: _____
Signature

Name: _____
Printed Name

Name: _____
Printed Name

Title: _____

Title: _____

Date: _____

Date: _____

Attest: _____

Attest: _____

APPENDIX A

SCOPE OF SERVICES

General

GARVER will conduct an evaluation of Webb County's Lift Stations in Rio Bravo, Texas. The evaluation will be broken up into the following eight tasks:

1. Kick-Off Meeting and Equipment Evaluation
2. Condition Assessment
3. Examination of Available Infrastructure Data
4. Examination of Historical Data
5. Evaluation of Regulatory Compliance
6. Operator Interviews
7. Development of Proposed Improvements and Prioritization
8. Opinion of Probable Construction Cost (OPCC)
9. Technical Memorandum

This scope of services includes assessment and evaluation services as required to provide a basis for prioritization of proposed improvements and efficient planning and budgeting for the design and implementation of said proposed improvements. If agreeable by Owner and GARVER, additional scope may be added to this Agreement as required for implementation of Owner-recommended improvements.

Task 1: Kick-Off Meeting and Equipment Evaluation

GARVER (South Texas staff only) will coordinate with the Owner to schedule a day for both a Kick-Off meeting and a site visit for equipment evaluation. GARVER will conduct a Kick-Off meeting with the Owner to discuss project scope, project objectives, and schedule. The meeting will address lift station issues and goals prior to the site visits. Immediately following the Kick-Off meeting, the Owner will provide GARVER with guided access to the lift stations to be evaluated. GARVER will perform a visual evaluation of all onsite equipment and infrastructure at each lift station. The equipment evaluation will consist of field inspections, the collection of field data (such as photographs and equipment information), and field testing (such as the pump drawdown test). An operating pressure analysis can be conducted if forcemain gauges near the pump discharges are installed (by Owner).

Task 2: Condition Assessment

GARVER will conduct a condition assessment and evaluation of the lift stations based on the information gathered during and after the kick-off meeting. Items to be evaluated include: lift station site location, lift station operational performance, safety issues, condition of structural systems (wet well, concrete pads, entryways, equipment access, etc.), condition of electrical systems (controls, conduits, power, SCADA, monitoring, etc.), and condition of hydraulic systems (pumps, force mains, gravity systems, etc.).

Task 3: Examination of Available Infrastructure Data

Owner will provide GARVER with all pertinent infrastructure and equipment data such as as-built record drawings, O&M Manuals, previous reports, etc. for review. GARVER will perform an examination of all Owner-provided data.

Task 4: Examination of Historical Data

Owner will provide GARVER with pertinent historical data. GARVER will provide a thorough examination of all available historical data including pump curves, production and flow trends, run

times, SCADA data, service life of pumps, frequency of maintenance, wetwell and collection system overflow documentation, alarm records, backup power maintenance records, backup power operation schedules, energy costs, etc. An energy consumption analysis can be performed if electric meter reading data is available for each lift station. Examination findings will serve as a basis for operational and infrastructure improvements recommendations.

Task 5: Evaluation of Regulatory Compliance

GARVER will provide a cursory evaluation of regulatory compliance with TCEQ Chapter 217. In conjunction with information provided by Owner, evaluation findings will serve as a basis for operational and infrastructure improvements recommendations.

Task 6: Operator Interviews

GARVER will conduct operator interviews via email (question and answer format) with pertinent collection system staff, mechanics and/or maintenance personnel that are responsible for the collection system lift stations. In conjunction with information provided by Owner, interview findings will serve as a basis for operational and infrastructure improvements recommendations.

Task 7: Development of Proposed Improvements and Prioritization

GARVER will develop an improvements list that will serve as the basis for the design and implementation of the identified proposed improvements. The proposed improvements list will address equipment condition, deviation from original design, operational considerations and regulatory compliance. GARVER will also develop an improvements prioritization matrix that will serve as the basis for the planning and scheduling of proposed improvements. Prioritization criteria will include urgency, regulatory compliance, budget and time constraints, and Owner input. Prioritization results will also serve as a basis for the preparation of subsequent Work Orders.

Task 8: Opinion of Probable Construction Cost (OPCC)

GARVER will prepare an OPCC for all proposed improvements identified. The OPCC will be a bid proposal-formatted document that will be escalated (in US dollars) to the approximate midpoint date of construction. The OPCC will be based on actual, recent bid tabulations for similar construction projects in the area.

Task 9: Technical Memorandum

GARVER will prepare a Technical Memorandum (TM) that will include an assessment summary. The TM will be a report-formatted document that summarizes the findings from the Tasks above and will serve as the platform for documentation of all findings and will illustrate the proposed improvements prioritization and scheduling. The TM will document findings via easily-referenced photographs, sketches, exhibits and/or photocopies. The TM will also serve as a basis for the preparation of the subsequent Work Order.

Deliverables:

1. One Draft Technical Memorandum
2. One Final Technical Memorandum

Extra Work

The following items are not included under this agreement but will be considered as extra work:

- Detailed design
- Redesign for the Client's convenience or due to changed conditions after previous alternate direction and/or approval.

- Deliverables in addition to those listed herein.
- Construction engineering services
- Public Outreach
- Impact Fee Determination
- Emergency Response Planning
- Hazard Mitigation Planning
- Water Quality Analysis
- Funding Assistance
- Survey of any kind
- Operations Support Services
- Warranty Assistance Services
- Geotechnical Services
- Utility Location Services
- Coatings Analysis
- Operational Audit/Optimization
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items

Extra Work will be as directed by the Client in writing for an additional fee as agreed upon by the Client and GARVER.

Schedule

GARVER shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

<u>Task Description</u>	<u>Calendar Days</u>
1. Kick-Off Meeting & Equipment Evaluation	14 days from Notice to Proceed
2. Condition Assessment	14 days from completion of Task 1
3. Examination Available Infrastructure Data	24 days from completion of Task 1 and Client providing data
4. Examination of Historical Data	Concurrent to Task 3
5. Evaluation of Regulatory Compliance	Concurrent to Tasks 3 and 4
6. Operator Interviews	Concurrent to Tasks 1-4
7. Development of Prop. Improvements & Prioritization	28 days from completion of Task 1-6
8. Opinion of Probable Construction Cost (OPCC)	14 days from completion of Task 7
9. Technical Memorandum	14 days from completion of Task 8 and Client Review of Draft TM

APPENDIX B

**Webb County
Lift Station Assessment and Evaluation**

FEE SUMMARY

Task	Estimated Fees
1. Kick-Off Meeting & Equipment Evaluation	\$4,072.00
2. Condition Assessment	\$3,427.00
3. Examination of Available Infrastructure Data	\$3,552.00
4. Examination of Historical Data	\$3,992.00
5. Evaluation of Regulatory Compliance	\$3,297.00
6. Operator Interviews	\$1,630.00
7. Development of Proposed Improvements & Prioritization	\$7,134.00
8. Opinion of Probable Construction Cost (OPCC)	\$4,254.00
9. Technical Memorandum	\$10,832.00
Total	\$42,190.00