

**TASK ORDER  
SCOPE OF SERVICES**

**CITY OF BASTROP  
CITY ENGINEER AND DEVELOPMENT REVIEW SERVICES  
October 27, 2023**

The City of Bastrop (City) has requested a proposal from MWM DesignGroup (MWM) to act as the City Engineer for a fifth year to review development submittals as part of the Development Review Committee (DRC) and to provide other City Engineer related tasks as requested. Tony Buonodono will be assigned as the City Engineer.

This work will be performed as a Task Order under the Engineering Service Agreement approved by City Council on March 12, 2019. MWM understands that this scope of services will be in place for twelve months with options to renew and/or renegotiate based on services needed, including standard increases in hourly rates.

MWM understands that plat/plan timelines specified in HB 3167 from the 2019 Texas Legislative Session will be followed unless the applicant submits a waiver that is accepted by the City.

A detailed description of the scope of services is presented below.

**SCOPE OF SERVICES**

**City Engineer**

**Task 1: Project Management and Review Coordination**

MWM will perform project management duties including periodic status reports as requested and monthly invoices to cover work completed to date. MWM will also provide coordination and staff allocation to perform reviews of DRC submittals.

**Task 2: Development Review Committee Reviews and Meetings**

MWM will review development submittals provided to the DRC as the City Engineer and will attend and participate in Development Review Coordination meetings weekly with each meeting having a duration of up to 4 hours (anticipated to be a half day every Thursday). Meetings will be virtual and/or in person as conditions allow. MWM anticipates that the meetings will be consist of discussion of reviews and comments for development submittals under the purview of the DRC and/or City Engineer including, but not limited to Drainage Plans, Public Improvement Plans, Site Plans, Plats, Warrants, and Preliminary Infrastructure Plans.

### **Task 3: City Council Meetings**

MWM will prepare staff reports and present items to the City Council related to the tasks performed by the City Engineer for up to 10 City Council Meetings.

### **Task 4: Other City Engineer Tasks**

MWM will have a City of Bastrop email address that will be monitored by the City Engineer or Assistant City Engineer with emailed requests responded to promptly. MWM will stay informed with City business, perform periodic grant reviews, and assist with miscellaneous tasks related to the position of City Engineer. MWM understands that these tasks may include involvement with the Capital Improvements Plan (CIP) coordination and management. MWM anticipates these tasks having a duration of up to 15 hours per month.

### **EXCLUDED SERVICES**

- Preparation of Capital Improvement Plan (CIP) or CIP Budget
- Preliminary and/or detailed design services
- Any other services not specifically described in the tasks above.

**SCHEDULE OF COMPENSATION**

City Engineer Services, Tasks 1-4 described above, will be provided on time and materials basis for an amount not to exceed of \$65,650.00 based on the attached standard hourly rate schedule for a duration of 12 months. Due to the uncertain nature of the tasks performed, it is not guaranteed that all services can be performed for the full 12-month duration. If the budget is expended, additional services will be required to increase the allowable budget for services to continue.

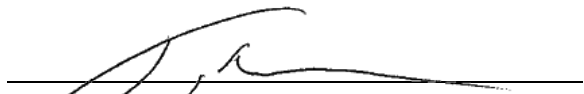
**ATTACHMENTS**

Attachment A: Fee Breakdown

Attachment B: Standard Hourly Rates

This proposal is valid for a period of 60 days from date of proposal. If you concur, please include this proposal as part of the task order for the above referenced project.

**Approved:**

  
\_\_\_\_\_  
Tony Buonodono, P.E., PMP  
Vice President/Principal

October 27, 2023

Date

MWM DesignGroup  
305 E Huntland Dr., Suite 200  
Austin, Texas 78752

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Sylvia Carrillo, ICMA-CM, CPM  
City Manager

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Date

City of Bastrop  
1311 Chestnut Street  
Bastrop, Texas 78602

ATTACHMENT A

<b>MWM DesignGroup Fee Breakdown</b> Date: 10/27/2023 Project: Bastrop City Engineer Time and Materials			
TASK DESCRIPTION	LICENSED PROFESSIONAL / PMV	TOTAL HOURS	TOTAL FEE
<b>City Engineer</b>			
Task 1: Project Management and Review Coord.	24	24	\$ 6,600.00
Task 3: DRC Reviews and Meetings (50)	100	100	\$ 27,500.00
Task 4: City Council Meetings (10)	20	20	\$ 5,500.00
Task 5: Other City Engineer Tasks (15/mo)	90	90	\$ 24,750.00
<b>Subtotal</b>	234	234	\$ 64,350.00
<b>Reimbursable Expenses</b>			
Mileage (approx. 26 trips * 80 miles * \$0.625/mi)			\$ 1,300.00
<b>Subtotal</b>			\$ 1,300.00
<b>Summary</b>			
Labor			\$ 64,350.00
Reimbursable Expenses			\$ 1,300.00
<b>TOTAL</b>			\$ 65,650.00

**2023**

## MWM DesignGroup Rates

Labor Categories	
Licensed Professional VI / Sr Principal	\$ 320.00
Licensed Professional V / Principal	\$ 275.00
Licensed Professional IV / Sr Project Manager	\$ 260.00
Licensed Professional III / Sr Project Manager	\$ 225.00
Licensed Professional II/ Project Manager	\$ 205.00
Project Engineer II	\$ 162.00
Project Engineer I	\$ 145.00
Project Surveyor	\$ 140.00
Project Architect II	\$ 156.00
Project Architect I	\$ 115.00
Arch/Eng Support Staff III	\$ 140.00
Arch/Eng Support Staff II	\$ 130.00
Arch/Eng Support Staff I	\$ 100.00
CADD Manager	\$ 155.00
Sr Technician	\$ 130.00
Technician II	\$ 117.00
Technician I	\$ 100.00
Contracts Specialist	\$ 120.00
Administrative Support	\$ 84.00
Permitting Specialist II	\$ 145.00
Permitting Specialist I	\$ 100.00
3 Person Field Crew	\$ 249.00
2 Person Field Crew	\$ 193.00
1 Person Field Crew	\$ 126.00