



## EXHIBIT A

### WORK ORDER NO. 2 CITY OF BAY CITY Project No. 20W09160

This WORK ORDER (“Work Order”) is made by and between the **City of Bay City** (hereinafter referred to as “Owner”) and **Garver, LLC**, (hereinafter referred to as “Garver”) in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on \_\_\_\_\_ (the “Agreement”).

Under this Work Order, the Owner intends to make the following improvements for **Bay City Well No. 7 Water Plant and Well No. 8 Water Plant**:

Generally, the scope of services includes environmental and public involvement tasks for two water plant facility sites for the City of Bay City (City), Texas. The Engineer shall prepare two Environmental Information Documents (EIDs), one for each site, in compliance with National Environmental Policy Act (NEPA) regulations and consistent with Texas Water Development Board (TWDB) guidance. The facilities consist of two sites that are each approximately two acres.

Garver will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

#### 1. SCOPE OF SERVICES

- 1.1. Garver shall provide the following Services:
  - 1.1.1. Refer to APPENDIX A – SCOPE OF SERVICES.
- 1.2. In addition to those obligations set forth in the Agreement, Owner shall:
  - 1.2.1. Obtain right-of-entry to the property and provide right-of-entry to Garver to perform any on-site work related to the environmental investigations.
  - 1.2.2. Acquire the land that will become the site of the Well No. 7 Water Plant and the Well No. 8 Water Plant.

#### 2. PAYMENT

3. For the Services set forth above, Owner will pay Garver as follows: Refer to APPENDIX B – FEE SUMMARY.

#### 4. APPENDICES

- 4.1. The following Appendices are attached to and made a part of this Work Order:
- 4.2. Appendix A - Scope of Services
- 4.3. Appendix B – Fee Summary

This Work Order 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.



The effective date of this Work Order shall be the last date written below.

CITY OF BAY CITY

GARVER, LLC

By: \_\_\_\_\_  
*Signature*

By: D. N. Olson  
*Signature*

Name: Robert K. Nelson  
*Printed Name*

Name: Daniel N. Olson, P.E.  
*Printed Name*

Title: Mayor

Title: Principal

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

Date: 10/22/2020

Attest: \_\_\_\_\_

Attest: Carolin Gallamy

**City of Bay City**  
**Water System Improvements**  
**Environmental Services**  
**Appendix A - Scope of Services**

Garver (Engineer) shall perform environmental and public involvement tasks for two water facility sites for the City of Bay City (City), Texas. The Engineer shall prepare two Environmental Information Documents (EIDs), one for each site, in compliance with National Environmental Policy Act (NEPA) regulations and consistent with Texas Water Development Board (TWDB) guidance. The facilities consist of an approximate 2-acre site and 5-acre site.

The Engineer shall perform the following tasks for each EID:

**1.0 Project Management**

The Engineer shall perform project management tasks including meeting with the project team, coordinating with the City and TWDB, developing a schedule and providing monthly updates.

**2.0 Environmental Documentation**

The Engineer shall prepare an EID report for each water facility site following the TWDB EID outline. The Engineer shall use the report to complete the EID fillable form per Texas Water Development Board guidance. The draft report and form shall be submitted to the City for review and processing with the TWDB. The Engineer shall address one round of comments received from the City and TWDB prior to producing the final report and form.

**2.1 Data Collection and Mapping**

The Engineer shall develop an environmental constraints map using GIS and conduct desktop review of environmental resources. The Engineer shall conduct a project site reconnaissance including travel time to verify site conditions and potential resources. The Engineer shall prepare standard maps for Appendix A of the EID. Exhibits to be included in the EID will not exceed 11" by 17," and will be in color. Text pages will be 8.5" by 11".

**2.2 Project Description**

The Engineer shall prepare a project description including the background of the project and location, and description of the service area and population. The Engineer will develop a purpose and need statement with supporting data and estimated project cost information.

**2.3 Affected Environment and Environmental Consequences**

The Engineer shall assess existing conditions of the project site and prepare attachments to support the assessment. Resources shall include air quality, soils and geology, farmland, biological, water, cultural, community and land use. The Engineer shall identify existing conditions for the project area and analyze direct, indirect and cumulative impacts of the project. Environmental technical reports and documentation will include appropriate NEPA or federal regulatory language in addition to the purpose and methodology used in delivering the service. Technical reports and forms will include sufficient information to determine the significance of impacts. Technical reports shall be prepared for each of the following resources:

#### a. Biological Evaluation

The Engineer shall perform desktop and field analysis to identify vegetation and habitat in the project area and provide a draft and final Biological Evaluation technical report. The Engineer shall perform surveys of protected species or habitat of protected species. This shall include:

- All species listed by the United States Fish and Wildlife Service (USFWS) as threatened or endangered or proposed for listing as threatened or endangered (50 CFR 17.11-12),
- All species that are candidates for review for listing by USFWS as threatened or endangered (per most recently updated list in Federal Register),
- Species listed as threatened or endangered species or species of greatest conservation need (SGCN) by the State of Texas Threatened and Endangered Species Listings, Texas Park and Wildlife Department (TPWD),
- Species protected by the Migratory Bird Treaty Act (50 CFR 10.13) and the Bald and Golden Eagle Protection Act (16 U.S.C. 668-668c).

The Engineer shall examine existing data to determine the likelihood that rare species, protected species, their habitat, or designated critical habitat (per 50 CFR §17.94-95) could be impacted by the proposed project. Existing data shall include the Element Occurrence Identification (EOID) records of the TPWD Natural Diversity Database.

The Engineer shall prepare an effect determination pursuant to the Endangered Species Act (ESA) for all federally listed species. A determination of impact will be included for all state-listed species.

The Engineer shall determine whether critical habitat is present in the study area and whether the proposed project will affect that critical habitat.

#### b. Water Resources

The Engineer shall perform a desktop and field analysis of water resources and provide a draft and final Water Resources technical report including identification of jurisdictional wetlands, streams and Waters of the U.S. If the analysis combined with potential project impacts indicate permitting beyond a non-reporting nationwide permit (NWP) is necessary, the delineation of all potential Waters of the U.S., including wetlands, throughout the project area, would be conducted under a supplemental work authorization.

#### c. Hazardous Materials Technical Report

The Engineer shall review available hazardous materials databases and determine potential impacts to the project site. The Engineer shall prepare a draft and final Hazardous Materials Technical Report.

#### d. Archeological Resources Background Review

The Engineer shall provide a draft and final Archeological Background Review, consistent with Texas Water Development Board and Texas Historical Commission guidance.

e. Historic Resources PCR

The Engineer shall provide a draft and final Historical Resources background assessment consistent with Texas Water Development Board and Texas Historical Commission guidance.

f. Community Impacts Assessment

The Engineer shall conduct a community impacts assessment (CIA) including identification and assessment of Environmental Justice populations. The Engineer shall provide a draft and final CIA assessment technical report.

## **2.4 Alternatives Analysis**

The Engineer shall perform an alternatives analysis including rationale for acceptance rejection of a No Action Alternative and Alternative Not Selected. The Engineer shall discuss the rationale for the preferred alternative. Discussion of direct, indirect, and cumulative impacts shall also be included in the analysis.

## **2.5 Mitigation and BMPs**

The Engineer shall identify and describe standard mitigation and best management practices (BMPs) to be used during project construction. The Engineer shall describe how impacts will be avoided or minimized consistent with regulatory agency recommendations.

Deliverables:

- Up to 8 project team meetings
- Up to 4 meetings with the City and TWDB via call/on-line
- Milestone schedule
- 8 Monthly status updates
- Draft and final Biological Evaluation Technical Report
- Draft and final Water Resources Technical Report
- Draft and final Hazardous Materials Technical Report
- Draft and final Archeological Resources Background Review
- Draft and final Historic Resources PCR
- Draft and final CIA Technical Report
- Draft EA report and EID
- Comment response matrix
- Final EA report and EID

## **3.0 Public Involvement**

The Engineer shall prepare materials for and participate in one public meeting for each site. The Engineer shall coordinate with the City to determine location, date and time of the meetings. The Engineer shall prepare a notice to be published in a local newspaper of general circulation 30 days prior to the date of the meeting. The Engineer shall prepare materials consisting of sign-in sheets, fact sheet, presentation, exhibit boards and layout of the project, and staff the meeting. The Engineer shall document comments received at the meeting and responses in a summary report. A draft report shall be prepared for review by the City. The Engineer shall address one round of comments on the draft report received from the City and TWDB prior to producing the final report.

## Deliverables:

- Attend public meeting – up to 4 staff
- Draft and final meeting notice for publication
- Exhibits for the meeting – one roll plot and up to 4 informational boards
- Presentation
- Fact Sheet
- Sign in sheet
- Draft and Final Public Meeting Summary Report

## Assumptions:

If agency coordination is required, this scope of services assumes support for initial agency coordination. If coordination is required beyond initial outreach in order to obtain permits, that would be considered out of scope and a supplemental agreement would be required for the additional effort.

**City of Bay City  
Water System Improvements  
Appendix B - FEE SUMMARY  
Lump Sum**

**Environmental Services Estimated Fees****Site 1 (5-acre site)**

Project Management \$9,000.00  
 Environmental Documentation \$46,500.00  
 Public Involvement \$30,000.00  
 Expenses \$9,450.00  
**Subtotal for Environmental Services \$94,950**

**Site 2 (2-acre site)**

Project Management \$9,000.00  
 Environmental Documentation \$46,500.00  
 Public Involvement \$27,000.00  
 Expenses \$7,450.00  
**Subtotal for Environmental Services \$89,950 (if conducted at the same time as Site 1)**