



EXHIBIT A

WORK ORDER NO. 10

CITY OF BAY CITY

6th and Avenue I Arsenic Treatment and Facility Rehabilitation Design and Bidding Phase Services Project No. 23W09110

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 October 27, 2020 (the “Agreement”).

Under this Work Order, the Owner intends to provide arsenic treatment at the 6th and Avenue I water plant and address the TCEQ agreed order.

Generally, the scope of services includes providing design and bidding phase services for an arsenic treatment system at the 6th and Avenue I water plant. Construction phase services will be negotiated after the selection of the construction contractor. The City will also be making electrical, instrumentation, controls, and disinfection improvements at the facility. Electrical improvements include replacing the programmable logic controller, motor control center and transformer serving the facility. The disinfection improvements include conversion of the existing chlorine gas system to a sodium hypochlorite treatment.

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

1. SCOPE OF SERVICES

1.1. Refer to APPENDIX A – SCOPE OF SERVICES.

2. PAYMENT

2.1. The lump sum amount to be paid under this Agreement is \$985,016.00. The total amount under this Agreement is \$985,016.00. For informational purposes, a breakdown of Garver’s estimated costs is included in APPENDIX B – FEE SUMMARY.

3. APPENDICES

3.1. The following Appendices are attached to and made a part of this Work Order:
Appendix A – Scope of Services
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: _____
Printed Name

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

Title: _____

Title: Vice President

Date: _____

Date: 1/4/2024

Attest: _____

Attest: Brianna

Appendix A

SCOPE OF SERVICES

CITY OF BAY CITY, TEXAS 6th and Avenue I Arsenic Treatment and Facility Rehabilitation Design and Bidding Phase Services

I. Background

These services follow the previously authorized Work Order No. 2 signed on October 27, 2020. The City of Bay City (“City”) selected Garver to prepare detailed design and construction phase services for arsenic treatment at the 6th and Avenue I water plant. This project is needed to address the TCEQ agreed order and provide water supply, storage, and flows to meet the COBC’s existing and future demands. The detailed design and construction phase services will be for the following improvements.

- Arsenic treatment system
- Existing booster pump station electrical and instrumentation improvements
 - This includes new service entrance gear, motor control center (MCC), transformer, lighting panel, PLC control panel, GST level instrumentation, conduit, conductors, ductbank, and programming.
- Disinfection Conversion to Sodium Hypochlorite as a Proposal Alternate

Garver participated in securing funding for the work through the Texas Water Development Board’s (TWDB) State Revolving Funds (SRF). The COBC is both owner and the client for this project. Engineering and construction for this project are intended to be financed through the TWDB SRF process. Construction for this work is expected to be executed under one design-bid-build construction contracts.

II. Scope of Work

The following scope of work describes the services to be provided.

A. Task I – Program Management and DWSRF Funding Support

1. Provide program management assistance to the City for execution of the Drinking Water State Revolving Fund (DWSRF) projects.
 - a. Support the City with project scheduling and budget forecasting.
2. Provide Texas Water Development Board (TWDB) funding support assistance to execute the DWSRF projects.
 - a. Provide and respond to coordination with TWDB, bond counsel, financial advisor, and the City.
 - b. Assist the City with completion of forms and documentation associated with funding.
 - c. Prepare environmental assessment documentation and coordination with TWDB for approval.

B. Task II – Project Administration

1. Garver will prepare the Project Management Plan (PMP) and Quality Control/Assurance Plan.
2. Schedule and conduct up to eight progress meetings with the Owner. In addition to reviewing

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progress at each meeting, review project deliverable status, current schedule, outstanding action items, and project bottlenecks that could impact schedule, budget status, and decisions made. Prepare agenda and meeting materials, direct and document meetings to review progress, and facilitate the exchange of ideas and information. Prepare draft meeting minutes, to include action lists and decision lists, within ten business days to submit to the Owner for review and approval. Final minutes will be issued after receipt of review comments. The first progress meeting will include a project start-up meeting to confirm project scope, personnel, lines of communication, security protocols, change management, and schedule.

3. Garver will prepare and provide monthly progress/status reports, sufficient to support monthly invoices. Monthly status reports shall be submitted with monthly invoices and project updates.
4. Schedule and participate in a Kick-Off Meeting with the City to discuss project objectives, team members, document management, stakeholders, and schedule.

C. Task III – TWDB Engineering Feasibility Report

1. Consultant shall prepare a Draft TWDB Engineering Feasibility Report (EFR) to address the facility design criteria and listed requirements. The report is required as part of the DWSRF program. Pertinent items that are anticipated for the EFR include:
 - a. Site and Surrounding Area
 - b. Summary of Arsenic Mitigation Options and Alternatives Analysis (Referencing Arsenic Treatment and Well Siting Studies)
 - c. Arsenic Treatment parameters
 - d. Electrical Design parameters
 - e. Disinfection Design parameters
 - f. Design Requirements for Normal and Emergency Conditions
 - g. Control Strategies
 - h. Operations and Maintenance Effects
 - i. Cost Opinion
 - j. Project Schedule
2. Consultant will prepare for and facilitate a workshop to review the Draft EFR with City staff.
3. Consultant will incorporate written comments and Draft EFR workshop comments into the Final EFR.
4. Consultant will submit and address comments from TWDB for completion of EFR.
5. Consultant will conduct quality review of deliverable per PMP.

D. Task IV – 60% Design Deliverable

1. Garver to visit site, meet with operators and conduct field investigation.
 - a. Conduct topographic site survey of the existing site.

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2. Prepare 60% design drawings for one construction contract.
3. Garver will develop a list of technical specifications and develop preliminary front-end documents. Garver will utilize the Texas Water Development Board (TWDB) and Engineers Joint Council Documents Committee (EJCDC) standard documents as a base for developing the project's front-end documents.
 - a. EJCDC's standard General Conditions shall be utilized with edits being provided by the Supplemental Conditions. Standard forms, as required by the funding source, will be incorporated.
 - b. Front-End Documents are to be prepared assuming a Competitive Sealed Proposal (CSP) procurement of the contractor.
 - c. Draft technical specification for Arsenic Mitigation unit will be provided for team review.
4. Prepare an estimate of construction quantities and develop an AACE Class 3 preliminary opinion of probable construction cost (OPCC).
5. Garver to conduct QA/QC of 60% Design based on the Project Management Plan.
6. 60% Design Workshop with COBC.

E. Task V – 90% Design Deliverable

1. During the Final Design (90%) phase of the project, Garver will incorporate the comments from the 60% reviews to complete the design.
2. Prepare 90% Design drawings for one construction contract.
3. Prepare a specification book including any technical specifications needed for the project, draft bid item description narrative, and bid item schedule.
 - a. EJCDC's standard General Conditions shall be utilized with edits being provided by the Supplemental Conditions. Standard forms, as required by the funding source, will be incorporated.
4. Prepare an estimate of construction quantities and develop an AACE Class 2 preliminary opinion of probable construction cost (OPCC).
5. Garver to conduct QA/QC of 90% Design based on the Project Management Plan.
6. 90% Design Workshop with COBC.

F. Task VI – Package Permitting Set

This task is to fulfill the TCEQ and TWDB requirement for updates to existing water supplies. TCEQ requires an engineering report to be submitted as part of the construction plan review. The EFR will be utilized for this purpose.

1. A summary letter will be developed, and a sealed permitting set will be compiled to submit to TWDB and TCEQ for construction approval. This set will include all drawings and specifications as required by TWDB and TCEQ. Responses to TWDB/TCEQ comments will be coordinated with the Owner and addressed in the final documents.
2. Garver to conduct QA/QC of Package Permitting Set based on Project Management Plan.

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G. Task VII – Bid-Ready Design Deliverable

1. During the Contract Documents (100%) phase of the project, Garver will incorporate the comments from the 90% reviews to create the biddable design documents.
2. Finalize specification book and special conditions, if any. The Contract Documents will consist of drawings and specifications that set forth requirements for construction of the improvements and shall include proposal forms, notice to bidders, bid forms, bond forms, and other information as required by the Owner to competitively bid the work.
3. Finalize construction quantities and prepare final OPCC (AACE Class 2).
4. Garver to conduct QA/QC of Bid-Ready Construction Package based on Project Management Plan.

H. Task VIII - Bidding Services

1. Bidding Assistance will include the following efforts:
 - a. Prepare and submit Advertisement for Bids to the COBC for newspaper publication as directed by the Owner. The owner will submit to the newspaper and will pay advertising costs outside of this contract.
 - b. Post advertisement for bids, construction contract documents, and any associated information to the Owner to be posted by Garver on its Website for download by prospective bidders.
 - c. Support the contract documents by preparing up to four (4) addenda, as appropriate.
 - d. Prepare for and participate in one pre-bid meeting.
 - e. Prepare a pre-bid meeting agenda.
 - f. Participate and lead a construction site tour following the pre-bid meeting by interested pre-bid meeting attendees and other interested parties.
 - g. Attend the bid opening.
 - h. Prepare bid tabulation.
 - i. Summarize and provide analysis for CSP evaluation.
 - j. Conduct and schedule interviews, if desired, for contractors in support of the CSP evaluation.
 - k. Evaluate bids and recommend awards.
 - l. Attend and participate in reporting recommendation of award to Owner Council.
 - m. Prepare construction contracts.
 - n. Prepare conformed documents.

I. Task IX – TWDB Coordination

Garver will assist the Owner in meeting the funding program requirements of the TWDB's Clean Water State Revolving Fund (CWSRF). Garver will perform the following tasks:

1. Provide design deliverables to the TWDB at each phase.
 - a. Deliver report, plans, and/or specifications at each design deliverable to the Owner for submittal to the TWDB.
2. Coordinate bid documents with the TWDB to provide program compliance.

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- a. Coordinate with the TWDB to address comments regarding the design deliverables.
3. Coordinate with the TWDB regarding questions and comments for bidding documents and bidding requirements.
 - a. Garver will be responsible for all other TWDB coordination, forms, and reimbursement requests.

III. Additional Services

Additional Services is to be authorized as needed after written confirmation by the COBC.

1. Easement and Property Acquisition
2. Subsurface Utility Engineering (SUE)
3. Geotechnical Investigation
4. Environmental Site Assessment

DELIVERABLES

The following will be submitted to the Owner, or others as indicated, by Engineer:

1. Electronic copy (pdf) of the DRAFT TWDB Engineering Feasibility Report.
2. Electronic copy (pdf) of the FINAL TWDB Engineering Feasibility Report.
3. Electronic copy (pdf) of the 60% drawings and specifications with requisite AACE construction cost estimate.
4. Electronic copy (pdf) of the 90% drawings and specifications with requisite AACE construction cost estimate.
5. Electronic copy (pdf) of the 100% Design submittal.
6. Electronic copy (pdf) of the addenda posted Final Plans and Specifications to the Construction Contractor and City.
7. Electronic copy (pdf) of approved shop drawings/submittals from the Construction Contractor.
8. Electronic copy (pdf) of Final Record Drawings.
9. Electronic files as requested.

EXTRA WORK

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

1. Construction Phase Services.
2. Well Decommissioning Plan.
3. Traffic Control Plan (TCP).
4. Stormwater Pollution Protection Plan (SWPPP).
5. Construction materials testing.
6. Redesign for the City's convenience or due to changed conditions after previous alternate direction and/or approval.
7. Submittals or deliverables in addition to those listed herein.
8. Design of any utilities relocation beyond those listed herein.
9. Services after construction, such as warranty follow-up, operations support, etc.
10. SCADA design or programming services of any kind.
11. Arc flash or other power system studies.

Appendix A

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:

Phase Description	Calendar Days
Kickoff Meeting	10 days from Notice to Proceed
Deliver Draft Engineering Feasibility Report	90 days from Kickoff Meeting
Notice to Proceed Issued for Topographic Survey	14 days from Final EFR Submittal
Deliver 60% Design Documents	120 days from receipt of Topographic Survey and Geotechnical Investigation
60% Design Workshop	14 days after delivery of 60% Design Documents
Deliver 90% Design Documents	90 days from 60% Design Workshop
90% Design Workshop	14 days after delivery of 90% Design Construction Documents
Submit Bid-Ready Design Documents to TWDB/TCEQ Permitting	60 days from 90% Design Workshop

*Note: for planning purposes, 10 days are assumed for City review from receipt of a DRAFT submittal until comments are expected to be received.

Appendix B

City of Bay City, Texas

6th and Ave. I Arsenic Treatment Design and Bidding Phase Services

FEE SUMMARY

Basic Services Section	Estimated Fees
TASK I - Program Management and DWSRF Funding Support	\$ 78,060.00
TASK II - Project Administration	\$ 31,982.00
TASK III - TWDB Engineering Feasibility Report	\$ 129,848.00
TASK IV - 60% Design Deliverable	\$ 341,078.00
TASK V - 90% Design Deliverable	\$ 239,636.00
TASK VI - Package Permitting Set	\$ 27,100.00
TASK VII - Bid-Ready Design Deliverable	\$ 78,776.00
TASK VIII - Bidding Services	\$ 32,228.00
TASK IX - TWDB Coordination	\$ 26,308.00
Subtotal for Basic Services Section	\$ 985,016.00