

TASK ORDER NO. 1
City of Dripping Springs
OWNER
AND
CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the

_____ day of _____, 20__, in connection with:

The City of Dripping Springs Advanced Purification Project

(Project)

PURPOSE

The purpose of this Task Order is to prepare a competitive application for a Texas Water Development Board (TWDB) funded Water Supply Infrastructure (WSI) Grant that will support the City's efforts to develop an Advanced Purification Project.

Project components covered by the grant application may include and are not limited to:

- An update to the 2015 Direct Potable Reuse Feasibility study, including a review of potential additional funding sources.
- Development of an advanced water purification pilot test plan for submittal to the Texas Commission on Environmental Quality.
- Design, procurement, construction and operation of an advanced water purification pilot.
- Completion of a Pilot Test Report.
- Preliminary and final design services for an advanced purification facility.
- Partial construction funding for a full-scale advanced purification facility.
- Additional planning, regulatory, and public outreach efforts as needed.

This Task Order #1 covers only the services associated with preparing a grant application that may help fund the project components listed above. Services to support implementation of the project components will be addressed in separate future task orders.

ENGINEER'S SERVICES

Task 1: Project Kick-off Meeting and Project Management

Carollo will lead a virtual project initiation meeting with the City's engineering, finance, and other departments as identified by the City. The intent of the kick-off meeting is to gain a better understanding of the City's application and project priorities, discuss agency concerns or restrictions, and delineate proposed next steps including schedule.

Topics to be discussed include: 1) projects to be included in the grant application, 2) confirmation of project understanding, 3) discussion of how projects address the grant priorities, 4) identification of

specific documentation needs for the grant application, and 5) identification of key milestone dates and task assignments.

Carollo will also provide overall management and administration for the project, including project resourcing, oversight of project budget, submittal of monthly invoices, and development and maintenance of a project schedule. This task includes recurring progress meetings as needed to review project status, intermediate grant and/or loan applications or deliverables, and discuss various project-related issues with the project team.

Deliverables

- Meeting agenda and presentation files (via electronic delivery).
- Kick-off meeting minutes (via electronic delivery).
- Progress meeting agendas and meeting minutes.

Task 2: Develop Funding Application

Carollo will develop grant application for the TWDB WSI Grant program. ENGINEER will use information provided by the City, its consultants, and/or existing project documents to prepare a competitive application for the grant. The City will provide available technical and budget information needed for the application.

The team can also help with the submission of applications and communications with the grant or loan agency.

Deliverables

- Draft and Final grant application (via electronic delivery).

TIME OF PERFORMANCE

WSI grant applications are due to TWDB by July 30, 2026 at 10:59 pm. [The deadline is labeled as “11:59pm CST” in TWDB guidance. While the intent was likely to show the deadline as 11:59pm, the offset between standard (CST) and daylight (CDT) time pushes the deadline forward by one hour.]

The kickoff meeting will be scheduled approximately as soon as reasonable after notice to proceed. Additional meetings will be scheduled as needed. ENGINEER will provide a DRAFT full application package to OWNER for review no later than July 14 and a final application package to OWNER by July 28, 2026.

PAYMENT

OWNER and ENGINEER have established a not-to-exceed budget of \$39,546 to complete all services under this Task Order No. 1. This amount will not be exceeded without a contract amendment.

OWNER will pay the ENGINEER to complete all services listed herein but in an amount solely based on the amount of time spent completing the tasks identified in Task Oder No. 1. The budget for the tasks, broken down by subtask, are presented in Exhibit A. OWNER and ENGINEER agree to allow redistribution of funds between Task 1 and Task 2 as appropriate to allow flexibility in providing the needed services within he not-to-exceed budget.

EFFECTIVE DATE

This Task Order No. ____ is effective as of the ____ day of _____, 20__.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. ____ evidencing its issuance by OWNER and acceptance by ENGINEER.

CAROLLO ENGINEERS, INC.

OWNER

Accepted this ____ day of _____, 20__

By: _____
Senior Vice President

By: _____
Officer

By: _____
Senior Vice President

EXHIBIT A - Fee Proposal

TWDB Water Supply and Infrastructure Grant Application Support for City of Dripping Springs, TX

Tasks	Labor Costs						Direct Cost: PECE	Total Cost
	Principal-in-Charge	Project Engineer	Senior Grant Professional	Grants Analyst	Total Hours	Total Labor Cost		
Hourly Rates	\$367	\$238	\$195	\$175			\$17	
1.0 Project Management and Meetings								
1.1 Project Management	1	3	5		9	\$2,056	\$153	\$2,209
1.2 Kickoff and Progress Meetings	5	2	8	8	23	\$5,271	\$391	\$5,662
Task 1 Subtotal	6	5	13	8	32	\$7,327	\$544	\$7,871
2.0 Develop Application Package	5	5	80	60	150			
Task 2 Subtotal	5	5	80	60	150	\$29,125	\$2,550	\$31,675
Project Totals	11	10	93	68	182	\$36,452	\$3,094	\$39,546

Notes:
PECE: Project Equipment Communication Expense