

## **EXHIBIT A**

### **TASK ORDER 5**

This Task Order pertains to an Agreement by and between the City of Dripping Springs, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated January 18, 2022 (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

**TASK ORDER NUMBER: 5**

**PROJECT NAME: Roger Hanks PS&E**

#### **PART 1.0 PROJECT DESCRIPTION:**

HDR (CONSULTANT) will assist the City of Dripping Springs (CITY) in the development of Plans, Specifications, and Estimates for the Shane Lane and Golden Eagle construction project connecting to the proposed Roger Hanks Parkway extension project. In addition, HDR will assist in reviewing the construction plans for the Roger Hanks Parkway extension project. This project includes utility location and relocation services, if required. Right-of-way acquisition services are included.

#### **PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:**

##### **Project Management and Coordination - \$5,560**

- Coordinate with the CITY to verify scope of work for the study and discuss project status.
- Coordinate with the CITY to obtain available information.
- Coordinate with project team throughout permitting, design, and review process.

##### **Project Meetings - \$3,180**

- Attend two (2) team meetings.
- Attend two (2) meetings with the developers of the Heritage residential development.

##### **Roger Hanks PS&E - \$40,965**

- Review available survey conducted by the Developer of the Heritage development as part of the Roger Hanks Parkway extension project.

- Develop and submit a Contributing Zone Plan Exception Request to the Texas Commission of Environmental Quality.
- Develop 90% Plans, Specifications, and Estimates for the Shane Lane and Golden Eagle Lane construction project and submit draft plans to the CITY. The plans shall include the following:
  1. Title Sheet, with project information, limits, location map, sheet index, signature blocks, and other City information.
  2. Project Layout Sheet, showing the location of major work items.
  3. Existing and proposed Typical Section Sheet, with dimensioned roadway and ROW widths, cross slopes, station limits, and pavements sections. Pavement section will be developed based on the Roger Hanks Parkway extension project. A geotechnical report is not assumed as part of this project.
  4. General Notes, necessary for construction of the project.
  5. Summary Sheets, with quantities broken down by discipline.
  6. Traffic Control Plan, including narrative, plan, and standards.
  7. Horizontal Alignment Data Sheets, with information necessary to establish roadway alignment.
  8. Removal plan sheets.
  9. Plan and Profile Sheets, with station and offsets of roadway geometry, drainage structure locations with flow lines, signing, and striping.
  - 10.
  11. Drainage Area Maps.
  12. Hydrologic and Hydraulic Tables with 25- & 100-year calculated flows for drainage areas, ditches, and culverts.
  13. Culvert layout sheet.
  14. Stormwater Pollution Prevention Plan (SW3P) Narrative, for permitting.
  15. SW3P Plan Sheets, with temporary and permanent Best Management Practices (BMPs).
  16. Applicable City and TxDOT standards.
- Review CITY comments, and submit 100% Plans, Specifications, and Estimates for construction.
- Perform QA/QC on deliverables.
- Provide bid phase services to the CITY.
  1. Prepare the bid documents including forms, contracts, and specifications
  2. Conduct the pre-bid conference, including agenda preparation and meeting minutes.
  3. Respond to contractor questions and issue one (1) addendum prior to Bid Opening.
  4. Conduct the Bid Opening, including minutes, if necessary.
  5. Prepare Bid Tabs, Recommendation of Award, and conformed contract documents for OWNER execution.

### **Roger Hanks Plan Review - \$1,320**

- Review Roger Hanks Parkway extension construction plans, prepared by KHA, and provide comments to the CITY. One plan review is assumed for budget purposes.
- Review updated Roger Hanks Parkway extension plan set addressing comments.

### **Utility Coordination - \$30,060**

- Coordinate and Conduct utility coordination meetings. Prepare meeting minutes. One meeting is assumed.
- Identify utility conflicts with proposed improvements and constructability of improvements with labeling corresponding numerical ID.
- Create and maintain Utility Conflict Matrix identifying each Conflict ID.
- Calculate conflict confirmation/ clearance with pavement/ drainage/ improvement design information Including proposed water, wastewater and storm sewer.
- Provide formal QC of Utility Layout, Conflict Matrix utilizing Calculation Binder.
- Upon confirmation of conflicts, work with design team(s) and utility companies to obtain a solution to resolve each conflict - Design Modifications, or Protect in Place, or Relocate facility.
- Attend internal & external project mtgs with design teams, client, etc. as needed. Sixteen meetings are assumed.
- Develop and deliver Utility Coordination Status Reports and Schedules to internal team and Client. Ten status reports are assumed.
- Review confirmed utility conflicts with each utility company and determine best mitigation of each.
- Coordinate with each utility company to determine design time, long-lead material time, moratorium periods, bidding/ award time, construction time and removal/ proper abandonment.
- Prepare Proposed Utility layout.
- Assist utility companies in the relocation design by providing interim over-the-shoulder reviews on their relocation design plans. Four utilities are assumed.
- Review final relocation plan. (Compatibility with road/ drainage improvements, Compliance to Design Criteria Manual, Utility Accommodations Rules and/ or applicable Regulations, Constructability, Schedule/ sequencing for Installations, Cutovers and customer outages, removal/ abandonment of old facilities)
- Provide a finalized utility layout, conflict matrix and evidence.

- Utility Relocation Design and Construction Verification are not assumed.

### **Right-of-Way Acquisition - \$17,940**

#### **RIGHT OF WAY (ROW) PROJECT ADMINISTRATION SERVICES**

- Attend Face to Face monthly status meetings with CITY Staff. Estimate of 6 months; one meeting per month.
- Attend weekly status call meetings with CITY when not meeting face to face. Estimate of 3 weekly meeting for 6 months.
- Maintain current status of parcel activities and provide status to CITY Staff.
- Provide schedule of areas of work indicating anticipated start and end dates.
- Prepare initial property owner list with property owner contact information.

#### **RIGHT OF ENTRY SERVICE**

- Prepare Right of Entries
- Request Right of Entries from property owners for property surveys and environmental surveys and Environmental Site Assessments (ESA).

#### **TITLE AND CLOSING SERVICES**

- Secure preliminary title reports for the parcel from a CITY approved Title Company and secure title report updates when requested by CITY. Request title insurance from the Title Company if requested by CITY if the parcel closes by Deed. The charges from the Title Company for the preliminary title reports, title insurance and closing costs will be paid by the CITY.
- Analyze preliminary title report to determine potential title problems, propose and inform CITY of methods to cure title deficiencies.
- Provide curative services necessary to provide clear title to the CITY.
- CONSULTANT has the responsibility of direct contact with the Title Company to obtain an updated title commitment along with other forms required to close the parcel with clear title.
- CONSULTANT will provide closing services in conjunction with the Title Company and will be required to attend closing.
- Any fee related to obtaining certified court documents and fees for recording same which are not collected at the closing of the parcel shall be paid by CITY.

#### **INITIAL APPRAISAL SERVICE**

- Appraisers must be approved by CITY staff.

- Appraisers should provide advance notice of the date and time of their appraisal inspections of the subject property to the CONSULTANT's ROW Manager in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the property owner by the Negotiation Agent and if applicable the Displacee by the Relocation Agent.
- Prepare and conduct personal pre-appraisal contact with interest owner(s) for each parcel.
- Contact property owners or their designated representative to offer opportunity to accompany the appraiser on the appraiser's inspection of subject property. Maintain record of contact in file.
- For the initial appraisal assignment, prepare appraisal report for each parcel to be acquired utilizing CITY approved forms. These reports shall conform to the Uniform Standards of Professional Appraisal Practices as promulgated by the Appraisal Foundation.
- Completed appraisals will be approved by the CITY.
- CITY staff coordinates with CONSULTANT's review appraiser (if applicable) regarding revisions, comments, or additional information that may be required. CONSULTANT's review appraiser will then coordinate with the appraiser.
- As necessary, the appraiser will coordinate with the review appraiser regarding revisions, comments, or additional information that may be required.

#### **APPRAISAL REVIEW SERVICE**

- Review Appraiser must be approved by the CITY.
- Review appraisal reports acquired utilizing approved CITY forms for each parcel to determine consistency of values, supporting documentation related to the conclusion reached, compliance with the Uniform Standards of Professional Appraisal Practices.
- Prepare and submit to CITY the appraisal review for each appraisal to be approved by CITY.

#### **NEGOTIATION SERVICES**

- Analyze appraisal and appraisal review reports and confirm CITY's approved value prior to making offer for each parcel.
- Prepare and send the letter transmitting the Landowners' Bill of Rights by Certified Mail-Return Receipt Requested (CMRRR).
- Prepare the initial offer letter, purchase contract, and instruments of conveyance approved by CITY.
- The written offer and appraisal report must be sent to each property owner or the property owner's designated representative through CMRRR. Maintain follow-up contacts and

secure the necessary instruments upon acceptance of the offer for the closing. Retain copies of signed and unsigned CMRRR receipt.

- Respond to property owner inquiries verbally and in writing within five (5) business days.
- Prepare a negotiator contact report for each parcel, per contact, on CITY approved form.
- Original documents generated or received by CONSULTANT must be delivered to the CITY. Copies or working file documents may be kept by CONSULTANT. Maintain parcel files related to the purchase of the real property or property interests.
- Advise property owner of the Counteroffer process. Transmit to the CITY any written counteroffer from property owners including supporting documentation, and CONSULTANT's recommendation with regard to the counteroffer.
- Prepare the Final Offer letter and mail Final Offer letter.
- The written Final Offer and appraisal report must be sent to each property owner or the property owner's designated representative through CMRRR. Maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing.

#### **DOCUMENT CONTROL AND FILE MANAGEMENT SERVICES**

- Files will be kept in CONSULTANT's office. CONSULTANT will maintain electronic files for each parcel. Required original documents will be kept by CONSULTANT until ROW activities are complete.
- Prepare invoices utilizing CONSULTANT standard payment submissions forms.
- Maintain records of payments for property and closing costs.
- Deliver ROW file documents electronically to the CITY.
- Deliver hard copies of original deed, and title policy to the CITY.
- If the Parcel does not close by Deed deliver complete file with documents, title reports, appraisal, and property owner contact logs electronically to the CITY.

**Direct Expenses - \$986.80**

**Subconsultant Costs - \$9,500**

#### **PART 3.0 EXCLUSIONS:**

- Subsurface utility engineering is not assumed. If needed due to utility conflicts, an amendment will be required.
- Geotechnical investigation and pavement design is not assumed.

- Utility relocation design and construction verification are not assumed.

**PART 4.0 OWNER’S RESPONSIBILITIES:**

- CITY will review the Shane Lane and Golden Eagle Lane PS&E submittal and will provide comments.
- CITY will review HDR comments for the Roger Hanks Parkway extension construction plans.
- The charges from the Title Company for the preliminary title reports, title insurance and closing costs will be paid by the CITY.
- Any fee related to obtaining certified court documents and fees for recording which are not collected at the closing of the parcel shall be paid by CITY.
- Completed appraisals will be approved by the CITY.
- CITY staff coordinates with CONSULTANT’s review appraiser (if applicable) regarding revisions, comments, or additional information that may be required. CONSULTANT’s review appraiser will then coordinate with the appraiser.
- Review Appraiser must be approved by the CITY.

**PART 5.0 ENGINEER’S FEE:**

**HDR will perform the above scope of work for Task Order 5 for an hourly not to exceed fee of \$108,773.**

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.


City of Dripping Springs

HDR ENGINEERING, INC.

\_\_\_\_\_  
“OWNER”

\_\_\_\_\_  
“ENGINEER”

BY: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BY:   
 NAME: Justin Word, P.E.  
 TITLE: Vice President  
 ADDRESS: 504 Lavaca St. #900  
Austin, TX 78701

**PRIME PROVIDER NAME: HDR ENGINEERING, INC.**

**TO 5 Roger Hanks PS&E**

| TASK | TASK DESCRIPTION   | SENIOR UTILITY ENGINEER | PROJECT MANAGER | SENIOR ENGINEER | PROJECT ENGINEER | SENIOR CADD TECHNICIAN | EIT         | ADMIN      | Real Estate Project Manager | Appraiser (review) | Negotiation Agent III | Technical Assistant II | TOTAL LABOR HRS | TOTAL LABOR COST |
|------|--|-------------------------|-----------------|-----------------|------------------|------------------------|-------------|------------|-----------------------------|--------------------|-----------------------|------------------------|-----------------|------------------|
| 5    | <b>Project Management and Coordination</b>                       | \$300.00                | \$265.00        | \$240.00        | \$165.00         | \$160.00               | \$125.00    | \$100.00   | \$185.66                    | \$169.75           | \$175.05              | \$90.18                | 32              | \$5,560.00       |
|      | <b>Project Meetings</b>  |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        |                 |                  |
|      | Team Meetings  |                         | 8               |                 |                  |                        |             |            |                             |                    |                       |                        | 8               | \$2,120.00       |
|      | Heritage Meetings  |                         | 4               |                 |                  |                        |             |            |                             |                    |                       |                        | 4               | \$1,060.00       |
|      | <b>Roger Hanks PS&amp;E</b>                                      |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        |                 |                  |
|      | Data Acquisition and Review Survey                               |                         | 1               | 1               |                  |                        |             |            |                             |                    |                       |                        | 2               | \$505.00         |
|      | Contributing Zone Plan Exception Request (VFS and GS)            |                         | 1               |                 | 12               |                        | 8           |            |                             |                    |                       |                        | 21              | \$3,245.00       |
|      | 90% PS&E   |                         | 5               |                 | 40               |                        | 100         |            |                             |                    |                       |                        | 145             | \$20,425.00      |
|      | QC   |                         | 1               | 4               | 2                |                        | 8           |            |                             |                    |                       |                        | 15              | \$2,555.00       |
|      | Review City Comments   |                         | 1               |                 | 2                |                        | 8           |            |                             |                    |                       |                        | 11              | \$1,595.00       |
|      | 100% PS&E  |                         | 1               |                 | 8                |                        | 20          |            |                             |                    |                       |                        | 29              | \$4,085.00       |
|      | Bid Phase Services   |                         | 11              |                 | 16               |                        | 24          |            |                             |                    |                       |                        | 51              | \$8,555.00       |
|      | <b>Roger Hanks Plan Review</b>                                   |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        |                 |                  |
|      | Plan Review + Comments (2)                                       |                         |                 |                 | 8                |                        |             |            |                             |                    |                       |                        | 8               | \$1,320.00       |
|      | <b>Utility Coordination</b>                                      |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        |                 |                  |
|      | Confirm POC's, send Notification Letters                         |                         |                 |                 | 1                |                        | 4           | 2          |                             |                    |                       |                        | 7               | \$865.00         |
|      | Utility Communication Log  |                         |                 |                 | 1                |                        | 8           |            |                             |                    |                       |                        | 9               | \$1,165.00       |
|      | Existing Utility Layout  |                         |                 | 2               | 1                |                        | 2           |            |                             |                    |                       |                        | 5               | \$895.00         |
|      | Utility coordination meetings                                    |                         |                 |                 | 2                |                        | 4           |            |                             |                    |                       |                        | 6               | \$830.00         |
|      | Identify utility conflicts with proposed improvements            |                         |                 |                 | 1                |                        | 4           |            |                             |                    |                       |                        | 5               | \$665.00         |
|      | Utility Conflict Matrix  |                         |                 |                 | 2                |                        | 12          |            |                             |                    |                       |                        | 14              | \$1,830.00       |
|      | Calculate conflict confirmation/ clearance                       | 4                       |                 |                 | 2                |                        | 8           |            |                             |                    |                       |                        | 14              | \$2,530.00       |
|      | Calculation Binder   | 4                       |                 | 4               | 2                |                        | 8           |            |                             |                    |                       |                        | 18              | \$3,490.00       |
|      | QC Reviews   | 6                       |                 |                 |                  |                        |             |            |                             |                    |                       |                        | 6               | \$1,800.00       |
|      | Conflict Resolution  | 4                       |                 |                 | 2                |                        | 10          |            |                             |                    |                       |                        | 16              | \$2,780.00       |
|      | Internal & external project mtgs                                 |                         |                 | 4               | 4                |                        | 10          |            |                             |                    |                       |                        | 18              | \$2,870.00       |
|      | Utility Coordination Status Reports and Schedules                |                         |                 | 2               | 2                |                        | 8           |            |                             |                    |                       |                        | 12              | \$1,810.00       |
|      | Review confirmed utility conflicts                               |                         |                 |                 | 2                |                        | 10          |            |                             |                    |                       |                        | 12              | \$1,580.00       |
|      | Utility Company Coordination                                     |                         |                 |                 | 2                |                        | 10          |            |                             |                    |                       |                        | 12              | \$1,580.00       |
|      | Prepare Proposed Utility layout                                  |                         |                 |                 | 2                |                        | 10          |            |                             |                    |                       |                        | 12              | \$1,580.00       |
|      | Interim over-the-shoulder reviews                                |                         |                 | 2               | 2                |                        | 12          |            |                             |                    |                       |                        | 16              | \$2,310.00       |
|      | Review final relocation plan                                     |                         |                 | 2               | 2                |                        |             |            |                             |                    |                       |                        | 4               | \$810.00         |
|      | Provide a finalized utility layout, conflict matrix and evidence |                         |                 |                 | 2                |                        | 4           |            |                             |                    |                       |                        | 6               | \$830.00         |
|      | <b>ROW Acquisition</b>   |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        |                 |                  |
|      | Right of Way (ROW) Project Administration Services               |                         |                 |                 |                  |                        |             |            | 29                          |                    |                       |                        | 29              | \$5,384.14       |
|      | Right of Entry Service   |                         |                 |                 |                  |                        |             |            |                             | 10                 | 5                     |                        | 15              | \$2,201.40       |
|      | Title and Closing Services                                       |                         |                 |                 |                  |                        |             |            |                             | 5                  |                       |                        | 5               | \$875.25         |
|      | Initial Appraisal Service  |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        | 0               | \$0.00           |
|      | Appraisal Review Service   |                         |                 |                 |                  |                        |             |            |                             | 7                  |                       |                        | 7               | \$1,188.25       |
|      | Negotiation Services   |                         |                 |                 |                  |                        |             |            |                             | 35                 |                       |                        | 35              | \$6,126.75       |
|      | Document Control and File Management Services                    |                         |                 |                 |                  |                        |             |            |                             |                    |                       | 24                     | 24              | \$2,164.32       |
|      | <b>HOURS SUB-TOTALS</b>  | 18                      | 41              | 21              | 136              | 0                      | 292         | 10         | 29                          | 7                  | 50                    | 29                     | 633             |                  |
|      | <b>DIRECT LABOR</b>  | \$250.00                | \$265.00        | \$240.00        | \$165.00         | \$160.00               | \$125.00    | \$100.00   | \$185.66                    | \$169.75           | \$175.05              | \$90.18                |                 |                  |
|      | <b>TOTAL LABOR COSTS</b>   | \$4,500.00              | \$10,865.00     | \$5,040.00      | \$22,440.00      | \$0.00                 | \$36,500.00 | \$1,000.00 | \$5,384.14                  | \$1,188.25         | \$8,752.50            | \$2,615.22             |                 | \$98,285.11      |
|      | <b>SUB-TOTAL</b>   |                         |                 |                 |                  |                        |             |            |                             |                    |                       |                        |                 | \$98,285.11      |

| TASK | DIRECT COSTS                        | CONTRACT RATE | UNIT     | QUANTITY | AMOUNT     |  |  |  |  |  |  |  |                   |             |
|------|-------------------------------------|---------------|----------|----------|------------|--|--|--|--|--|--|--|-------------------|-------------|
| 5    | 8 1/2x11 B/W Paper Copies           | 0.1           | Sheet    | 50       | \$5.00     |  |  |  |  |  |  |  |                   |             |
|      | 8 1/2x11 Color Paper Copies         | 1             | Sheet    | 50       | \$50.00    |  |  |  |  |  |  |  |                   |             |
|      | 11x17 B/W Paper Copies              | 0.15          | Sheet    | 500      | \$75.00    |  |  |  |  |  |  |  |                   |             |
|      | 11x17 Color Paper Copies            | 1.5           | Sheet    |          | \$0.00     |  |  |  |  |  |  |  |                   |             |
|      | Turning Movement Counts             | 50            | hour     |          | \$0.00     |  |  |  |  |  |  |  |                   |             |
|      | Roadway Tube (per counter/24 Hours) | 110           | each/day |          | \$0.00     |  |  |  |  |  |  |  |                   |             |
|      | Travel Time Runs                    | 200           | hour     |          | \$0.00     |  |  |  |  |  |  |  |                   |             |
|      | Mileage                             | 0.56          | Per Mile | 1280     | \$716.80   |  |  |  |  |  |  |  |                   |             |
|      | Postage Certified Mail Actual Cost  | 10            | each     | 10       | \$100.00   |  |  |  |  |  |  |  |                   |             |
|      | UPS Overnight Actual Cost           | 20            | each     | 2        | \$40.00    |  |  |  |  |  |  |  |                   |             |
|      |                                     |               |          |          |            |  |  |  |  |  |  |  |                   | \$986.80    |
|      | <b>SUBCONSULTANT COSTS</b>          |               |          |          |            |  |  |  |  |  |  |  |                   |             |
| 5    | Survey (Doucet & Associates)        | \$5,000.00    | lump sum | 1        | \$5,000.00 |  |  |  |  |  |  |  |                   |             |
|      | Initial Appraisal                   | \$3,500.00    | lump sum | 1        | \$4,500.00 |  |  |  |  |  |  |  |                   |             |
|      | Updated Appraisal                   | \$3,500.00    | lump sum | 0        | \$0.00     |  |  |  |  |  |  |  |                   | \$9,500.00  |
|      | <b>SUB-TOTAL DIRECT COST</b>        |               |          |          |            |  |  |  |  |  |  |  |                   | \$10,487.00 |
|      | <b>SUB-TOTAL LABOR COSTS</b>        |               |          |          |            |  |  |  |  |  |  |  |                   | \$98,285.11 |
|      | <b>TOTAL COST</b>                   |               |          |          |            |  |  |  |  |  |  |  | <b>TOTAL HNTE</b> | \$108,773   |