

EXHIBIT "A"

**Fair Oaks Ranch  
Pape-Dawson Task Order  
Dietz-Elkhorn (East) Reconstruction (Final Design and Construction)**

**SCOPE OF SERVICES**

**PROJECT DESCRIPTION**

The City of Fair Oaks Ranch (FOR) capital improvement project number 5 is the reconstruction of Dietz-Elkhorn Road with pavement width modifications from Fair Oaks Parkway to FM 3351 "Ralph Fair Road." The estimated project construction cost is approximately \$3.5M.

Pape-Dawson will advance the schematic design recently completed to final design, bid and construction. We will perform the roadway design, hydrologic and hydraulic analysis.

**A) Project Schedule**

1. Project Schedule – Pape-Dawson Engineers shall submit an approved Program format Project Schedule within 10 calendar days after the kick-off meeting.

**B) Invoice Submittals and Progress Reports** – Pape-Dawson Engineers shall submit to the City of Fair Oaks Ranch its invoices of services completed and compensation due, arranged by tasks.

1. The invoice submittal shall be submitted to the Public Works Department by the 1<sup>st</sup> day of each month will include the following:
  - a) Invoice – The budgeted and currently authorized amounts for each task, along with the invoiced and to-date amounts.
  - b) Project Schedule Updates – An updated Project Schedule and related documents.
  - c) Progress Reports – A monthly report of the status of work performed through the end of the month. Pape-Dawson Engineers shall summarize decisions or agreements made, and shall outline unresolved or pending issues requiring the City's involvement.

**C) Progress Reports, and Progress Meetings**

1. Kick-off and Progress Meetings – Pape-Dawson Engineers shall meet with the City of Fair Oaks Ranch Public Works Department no more than twice a month. Progress Meetings shall be coordinated to take place at completion or near completion of major scheduled milestones. Pape-Dawson Engineers shall prepare an agenda and will be submitted 24-hours before the meeting. Pape-Dawson Engineers shall prepare and distribute meeting minutes within three (3) working days of a meeting.

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**I. DESIGN PHASE ENGINEERING SERVICES**

**A. Utility Coordination (Continuation from the Schematic Design)**

1. Pape-Dawson Engineers will serve as the central point of information sharing and communication between City of Fair Oaks Ranch Public Works Department and Utility Companies.
2. Pape-Dawson Engineers shall coordinate with each of the Utility Company Coordinators throughout the Final Design Phase. Unless directed otherwise, a representative of the City of Fair Oaks Ranch Public Works Department shall be present at all meetings with the Utility Companies. Pape-Dawson Engineers shall deliver to each of the Utility Companies, a file transfer of pdf and electronic files (or other submittal requirements as dictated by the Utility Company) of each Project Submittal for their review and comments. *(Including but not limited to the following Utility Co's: CPS Electric, Telecommunication [AT&T, Spectrum, GVTC], Pipelines, Pedernales Electric Cooperative (PED), etc.)*
3. Pape-Dawson Engineers to identify all existing utility infrastructures within the proposed project alignments of the project.
4. Pape-Dawson Engineers to identify proposed or planned utility projects within the project limits.
5. Pape-Dawson Engineers shall compile, maintain, and update a Utility Conflict Matrix to include email and all correspondence with all utility owners. Provide the most current copy of the conflict list to the City of Fair Oaks Ranch at each progress meeting and milestone submittal, and coordinate with utility companies to resolve conflicts. The Utility Conflict Log should include the following information:
  1. Owner of the facility, including the facility address and the name, email and telephone number of the contact person at the facility;
  2. Location of conflict, identified by station and offset;
  3. Type of facility;
  4. Expected clearance date;
  5. Status;
  6. Effect on construction; and
  7. Type of adjustment required.
6. Pape-Dawson Engineers shall create utility layout exhibits clearly reflecting existing and proposed utility locations, type of facility, and potential conflicts. Layouts will be updated to include proposed utility adjustments as needed during the life of the project.

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7. Pape-Dawson Engineers will review project plans to identify utility conflicts early in the planning process and work with utility companies to resolve any identified conflicts.
8. Pape-Dawson Engineers will work with utility companies to eliminate or minimize impacts to the utility company's designs, construction, schedules and costs.

**B. Coordination with Texas Department of Transportation (TxDOT)**

Pape-Dawson will provide a supporting role in coordination with TxDOT for the Ralph Fair Road and Diet Elkhorn intersection. This is to include the creation of exhibits or analysis being requested by TxDOT.

**C. Drainage Analysis**

1. Update schematic drainage report to Final deliverable
2. Confirm need for Water Pollution Abatement Plan/Contributing Zone Plan
3. Finalization of 3 drainage structure areas along Dietz Elkhorn road as described in drainage report.

**D. Project Submittals**

**1. 70% Submittal Package**

- a. Submittal package shall contain/include but not be limited to at a minimum a written response to the City of Fair Oaks Ranch Schematic review comments and the following documents:
  - A. Cover Sheet
  - B. Sheet Index
  - C. General Notes and Construction Notes
  - D. Project Layout Sheets
  - E. Survey Control Sheets
  - F. Quantity Summaries
  - G. Construction Sequence/Traffic Control Plans/Detour Route Plans
  - H. Typical Sections
  - I. Roadway Plan and Profile Sheets
  - J. Roadway intersection Sheets
  - K. Driveway Sheets
  - L. Drainage Area Sheets
  - M. Culvert Plan and Profile Sheets
  - N. Ditch Grading Sheets
  - O. Scour Mitigation Sheets

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- P. Utility Plan Sheets
- Q. Permanent Pavement Markings and Sign Drawings
- R. Storm Water Pollution Prevention Plan & Narrative
- S. Tree Preservation Plan (if applicable)
- T. Roadway/Driveway Cross-Section Layouts
- U. Project specific details
- V. Opinion of Probable Construction Cost
- W. QA/QC Certification Form
- X. Schematic Submittal Review Record spreadsheet reflecting all comments addressed and modified as needed
- Y. Key Specifications for review

- b. Deliver all electronic files (models, spreadsheets, shapefiles, CADD files, etc.) via email upon request.
- c. Within fourteen (14) calendar days of the submittal, Pape-Dawson Engineers shall meet with the City of Fair Oaks Ranch (70% Design Review Meeting) to discuss the submittal package. Approval of the submittal package shall be required prior to continuing with the detailed design.

**2. 95% Submittal Package**

- a. Submittal shall include a written response to City of Fair Oaks Ranch 70% review comments and the following additional documents:
  - A. Updated plan set
  - B. Updated Opinion of Probable Construction Cost
  - C. QA/QC Certification Form
  - D. 70% Submittal Review Record spreadsheet reflecting all comments addressed and modified as needed
- b. Deliver all electronic files (models, spreadsheets, shapefiles, CADD files, etc.) via email upon request.
- c. Within seven (7) calendar days of the submittal, Pape-Dawson Engineers shall meet with the City of Fair Oaks Ranch (95% Design Review Meeting) to discuss the submittal package. Approval of the submittal package shall be required prior to continuing with the detailed design.

**3. Final Submittal Package**

- a. Submit 100% signed and sealed design original documents (Bid-ready Drawings and Specifications), Final Front End Documents (Specifications/Bid Form), and Opinion of

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Probable Construction Cost estimate (excluding land costs) along with the reviewed Pre-Final drawings, specifications, and Opinion of Probable Construction Cost (if necessary). Pape-Dawson Engineers shall also submit an approximated construction schedule and an estimate of construction duration. Plans shall be submitted with the QA/QC Certification Form.

- b. Furnish as a part of Pape-Dawson Engineers basic fee not more than five (5) paper sets of bidding documents along with a electronic file transfer of these documents. Bidding documents shall include but are not limited to the following:
  - A. Plan Set
  - B. Specifications
  - C. Geotech Study
  - D. Other project-related documents
- c. Deliver a PDF copy of the bidding documents and all electronic files (models, spreadsheets, shapefiles, CADD files, etc.) via file transfer. All files must be fully operational and located on the appropriate levels.

**E. Conduct a Progress Meeting with the City of Fair Oaks Ranch**

1. For every milestone submittal Pape-Dawson Engineers will meet with the City of Fair Oaks Staff to discuss Project Progress and goals.
  - a. There will be a minimum of 2 meetings (70% and 95%).

**F. Supplemental Items (if necessary)**

1. Water Pollution Abatement Plan /Contributing Zone Plan (CZP)
  - a. Since this project is located over the Aquifer Contributing Zone development activity is regulated by the Texas Commission on Environmental Quality (TCEQ). TCEQ requires the submittal outlining project development and describing treatment of storm water runoff. TCEQ approval can take up to 120 days from date of submittal. To expedite this review time, it is extremely important to have a site plan at the earliest possible date, and begin preparation based on this site plan. This task includes:
    - Review of site plan to calculate the percentage of impervious cover.
    - Calculation of background pollutant loads for site prior to development.
    - Calculation of pollutant loads after development.
    - Select temporary and permanent pollution abatement measures.
    - In conjunction with the grading and drainage plan, Pape-Dawson to size, locate, and design sand filtration basin(s) or other treatment methods.

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- Preparation of plans and details for sand filtration basin or coordination with the manufacturer to obtain plans and details for other permanent alternative measures.
- Prepare a report using the forms and format required by TCEQ.
- One-time site reconnaissance with TCEQ and San Antonio Water System (SAWS) representatives, where appropriate.
- Submittal of application package to the TCEQ for review and approval.
- Monitor the review process/BMP Certification.

*Note: Review fee (provided by Owner) to be included with submittal.*

**G. Exclusionary items on this Scope of Services**

1. There shall not be CLOMRs or LOMRs affiliated with this scope.
2. No subsurface utility engineering is included.
3. Any addition or change to the roadway/pavement design not described within this scope or current geotechnical report will be supplemental as Additional Services and a separate Scope of Services.
4. Any addition of a drainage structure design/location not described within this scope will be supplemental as Additional Services and a separate Scope of Services.
5. Water/wastewater adjustments will be considered Additional Services.
6. Permit submittal with the Texas Department of Transportation.

**H. Bid Phase Services**

1. Pape-Dawson Engineers shall attend the Pre-Bid Conference with City of Fair Oaks Ranch representatives and prospective bidders, prepare a sign-in sheet, and Pre-Bid Conference Minutes, prepare and issue addenda as appropriate to clarify, correct, or change the bidding documents.
2. Pape-Dawson Engineers shall tabulate and furnish to the City of Fair Oaks Ranch the bid tabulation and written recommendation (Based on best value or Competitive Sealed Proposal Methods) regarding the award of the contract within seven (7) calendar days of receiving the bid documents.

**I. Workshop/Public Involvement/HOA and group meetings**

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1. Public Meeting – A “Here we come” Public Meeting/Workshop will be coordinated and held before breaking ground. Pape-Dawson Engineers shall assist the City of Fair Oaks Ranch in presenting those findings to property owners and stake holders.

**II. CONSTRUCTION PHASE SERVICES**

**A. Construction Services**

1. Pape-Dawson shall attend a Pre-construction Conference with the representatives of the City of Fair Oaks Ranch and the Contractor.
2. Pape-Dawson Engineers shall attend monthly virtual status meetings with the Contractor and City of Fair Oaks Ranch representatives.
3. Pape-Dawson Engineers shall make monthly visits to the site to observe as an experienced and qualified design professional the progress and quality of the executed work, and to determine in general if the work is proceeding in accordance with the plans and specifications and submit brief, monthly written reports relating to such visits; Pape Dawson Engineers shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work; Pape Dawson Engineers shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor or the safety precautions and programs incident to the work of the Contractor. Pape Dawson’s efforts will be directed towards providing CONSULTANT’s professional judgment to City that the completed Project will conform to the plans and specifications. City shall not be responsible for the failure of the Contractor to perform the construction work in accordance with plans and specifications and the Contractor’s contract. However, CONSULTANT shall report to City any deficiencies in the work actually detected by CONSULTANT.
4. After Contractor’s approval, Pape-Dawson Engineers shall review and take appropriate action (approve with modifications, reject, etc.) upon the Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such action shall be taken with reasonable promptness so as to minimize delay. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The approval of a specific item shall not indicate approval of an assembly of which the item is a component.
5. City will require the CONTRACTOR to submit to Pape-Dawson Engineers any request for additional information (RFI) requests. The Pape-Dawson Engineers shall review and deliver to the City of Fair Oaks Ranch its written recommendation regarding the RFI. It is anticipated that there will be one (1) RFI per month during the project. If additional RFI’s are generated

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above four (4) per month compensation will be requested as stated under Construction Phase Optional Services. RFI deemed to be due to inconsistencies in the design documents will not be counted in the estimated number of RFI's in the contract.

6. Pape-Dawson Engineers shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
  
7. After completion of the work, and before final payment to the Contractor, it shall be City's responsibility to require (through contract documents prepared by Pape-Dawson Engineers) a set of "Record Drawings" from the Contractor, who has control of the work and who is in a position to know how the Project was constructed. Pape-Dawson Engineers, after receiving this information, shall use the information to create a set of electronic "Record Drawings" for City's permanent file. Record Drawings and documents shall also be provided to the City in PDF format. City of Fair Oaks Ranch shall not hold Pape-Dawson Engineers liable for the information supplied by the Contractor.



Exhibit 2A

PD Project No. 12692-XX Project Name: Dietz-Elkhorn (East) Reconstruction -Final Design and Construction		Total Task Hours	Total Task Cost	Vice President	Project Manager	Project Engineer	EIT 4	EIT 1	GIS Analyst	Technician	Operations/Clerical	Direct Expenses
				\$ 345	\$ 225	\$ 185	\$ 140	\$ 125	\$ 125	\$ 115	\$ 85	
<b>Basic Services</b>												
<b>1) Project Management</b>			\$ 17,605.00									\$ -
a)	Maintain project schedule	12	\$ 2,620.00		10	2						\$ -
b)	Conduct internal coord.	27	\$ 6,595.00	5	20	2						\$ -
c)	Prepare monthly invoices	26	\$ 5,770.00		24	2						\$ -
d)	Host monthly client coord. meetings	12	\$ 2,620.00		10	2						\$ -
<b>70% Design</b>												
<b>2) Roadway Design</b>			\$ 88,615.00									\$ -
a)	Kick-off meeting w/ CLIENT & GEC	4	\$ 1,140.00	2	2							\$ -
b)	Conduct site visit	6	\$ 1,100.00		2	2	2					\$ -
70% Design and Plans												
c)	Cover Sheet	2	\$ 230.00							2		
d)	Sheet Index Sheet	4	\$ 640.00		1	1				2		
e)	General Notes/ Construction Notes	13	\$ 2,055.00		2	4		6		1		
f)	Project Layout Sheets	22	\$ 2,750.00		1	1		4		16		
g)	Survey Control Sheets	15	\$ 2,015.00		1	2		4		8		
h)	Quantity Summaries	28	\$ 3,790.00		1	2	8	12		5		
i)	Construction Sequence/Traffic Control Plans/Detour Route Plans	47	\$ 6,170.00	1	2	2	5	5		32		
j)	Typical Roadway Sections	14	\$ 1,890.00		1	1	4			8		
k)	Roadway Plan and Profile Sheets	89	\$ 11,315.00	1	2	4	6	20		56		
l)	Intersection Sheets	29	\$ 3,885.00		1	4		16		8		
m)	Drainage Area Sheets	41	\$ 5,505.00		2	4	6	14		15		
n)	Culvert Structure Plan and Profile Sheets	28	\$ 3,780.00		2	4		6		16		
o)	Ditch/Grading Sheets	38	\$ 5,130.00		2	4	4	16		12		
p)	Scour Mitigation Sheets	26	\$ 3,690.00		2	4	8			12		
q)	Utility Layout Sheets	19	\$ 2,495.00		1	2		6		10		
r)	Permanent Pavement Markings and Sign Drawings	33	\$ 4,475.00		2	4	4	8		15		
s)	Cross Sections	28	\$ 3,420.00			2		6		20		
t)	Driveway Layouts and Summary Table	35	\$ 4,555.00		1	2	8	8		16		
u)	Project Specific Details	26	\$ 3,590.00		2	4	4			16		
v)	Storm Water Pollution Prevention Plan and Narrative	50	\$ 8,010.00		20				6	24		
w)	Opinion of Probable Costs	18	\$ 3,300.00		6	6	6					
x)	Submittal Preparation	13	\$ 2,265.00	1	2	4	4				2	
y)	70% Design Review Meeting	6	\$ 1,420.00	2	2		2					
<b>3) Drainage Analysis</b>			\$ 27,440.00									\$ -
a)	Internal drainage area map	33	\$ 4,655.00		3	4	10			16		
b)	Detailed design of three cross culverts	50	\$ 7,630.00		4	12	24			10		\$ -
c)	Detailed ditch and driveway culvert analysis and design	50	\$ 7,630.00		4	12	24			10		\$ -
d)	Review criteria for Water Pollution Abatement Plan/Contributing Zone Plan	10	\$ 2,010.00		4	6						
e)	Update Drainage Report	35	\$ 5,515.00	1	4	4	24				2	

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<b>4) Utility Coordination</b>			\$ 20,500.00									\$ -
a)	Update existing utility base map & conflict matrix	50	\$ 6,410.00		2	2		30		16		\$ -
b)	Prepare for and attend utility coord. meetings	62	\$ 8,450.00		2	10		40		10		\$ -
c)	Utility Sheets	40	\$ 5,640.00		2	10		12		16		\$ -
<b>95% Design</b>												
<b>5) Roadway Design</b>			\$ 58,850.00									\$ -
a)	Review and respond to 70% Design Review Comments	9	\$ 1,985.00	1	4	4						\$ -
95% Design and Plans												
b)	Cover Sheet	1	\$ 115.00							1		\$ -
c)	Sheet Index Sheet	1	\$ 115.00							1		\$ -
d)	General Notes/ Construction Notes	7	\$ 1,105.00		1	2	2			2		\$ -
e)	Project Layout Sheets	7	\$ 985.00		1		2	2		2		\$ -
f)	Survey Control Sheets	8	\$ 1,075.00		1		1	2		4		\$ -
g)	Quantity Summaries	30	\$ 4,000.00		1	2	2	25				\$ -
h)	Construction Sequence/Traffic Control Plans/Detour Route Plans	25	\$ 3,365.00	1	1	1		8		14		\$ -
i)	Typical Roadway Sections	7	\$ 1,075.00		1	2		2		2		\$ -
j)	Roadway Plan and Profile Sheets	42	\$ 5,730.00	1	1	2	12	12		14		\$ -
k)	Intersection Sheets	19	\$ 2,675.00		1	2	8	4		4		\$ -
l)	Drainage Area Sheets	23	\$ 3,155.00		1	2	8	6		6		\$ -
m)	Culvert Structure Plan and Profile Sheets	25	\$ 3,285.00		1	2	4	6		12		\$ -
n)	Ditch/Grading Sheets	27	\$ 3,495.00		1	2	4	4		16		\$ -
o)	Scour Mitigation Sheets	19	\$ 2,495.00		1	2		6		10		\$ -
p)	Utility Layout Sheets	20	\$ 2,600.00		2			8		10		\$ -
q)	Permanent Pavement Markings and Sign Drawings	26	\$ 3,220.00				6	8		12		\$ -
r)	Cross Sections	21	\$ 2,875.00		2	1	2	12		4		\$ -
s)	Driveway Layouts and Summary Table	14	\$ 1,750.00				4	4		6		\$ -
t)	All Standard and Project Specific Details	31	\$ 3,895.00		1	2		8		20		\$ -
u)	Storm Water Pollution Prevention Plan and Narrative	16	\$ 2,100.00		1	1		8		6		\$ -
v)	Opinion of Probable Costs	18	\$ 3,210.00		6	6		6				\$ -
w)	Submittal Preparation	19	\$ 3,035.00	1	4	2		4		8		\$ -
x)	95% Design Review Meeting	6	\$ 1,510.00	2	2	2						\$ -
<b>100% Design</b>												
<b>6) Roadway Design</b>			\$ 14,705.00									\$ -
a)	Review and respond to 95% Design Review Comments	10	\$ 2,170.00	1	4	5						\$ -
100% Design and Plans												
b)	Finalize Plan Sheets	48	\$ 6,535.00	1	3	4	5	5		30		\$ -
c)	Final Specifications	9	\$ 1,515.00		3		6					\$ -
d)	Final Opinion of Probable Cost	10	\$ 1,740.00		4		6					\$ -
e)	Submittal Preparation	15	\$ 2,745.00	1	2	6	6					\$ -

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<b>7)</b>	<b>TxDOT Coordination</b>		\$ 4,560.00									\$ -
a)	Supporting TxDOT Documents (Exhibits)	32	\$ 4,560.00		2	8	4			18		
<b>8)</b>	<b>Bidding</b>		\$ 6,850.00									\$ 1,500.00
a)	Pre-Bid Conference (Attendance) (Documents- 5 sets @\$300 ea)	9	\$ 1,705.00	1	2	4					2	\$ 1,500.00
b)	Prepare and Issue Addenda as Appropriate	22	\$ 4,550.00	2	4	16						
c)	Prepare Bid Tabulation Documents	3	\$ 595.00		1	2						
<b>9)</b>	<b>Construction</b>		\$ 26,605.00									\$ -
a)	Public Meeting/Workshop/Here we come	6	\$ 1,220.00	1	1	2	2					\$ -
b)	Pre-Construction Conference	4	\$ 1,140.00	2	2							
c)	Monthly Status Meetings w/ Contractor & City (15 @ 1 hr/ea) (Virtual)	15	\$ 3,375.00		15							
d)	Monthly Site Visits (Avg 1 hr/ea for 15 months), plus prep & travel time	50	\$ 7,420.00		2	10	30			8		
e)	Review Shop Drawings, Product Data and Samples only as per design.	25	\$ 3,725.00		5		12			8		
f)	Address RFI requests (Anticipated one (1) RFI per month)	28	\$ 3,960.00		4		12			12		
g)	Final Inspection	8	\$ 1,300.00			4	4					
h)	Prepare Record Drawings for City's permanent file.	30	\$ 4,465.00	1	6		5			18		
<b>LABOR TOTAL</b>				29	243	229	300	353	6	620	6	

Summary		
Sub-Total Design & Permitting		\$ 232,275.00
Sub-Total Bidding & Construction		\$ 33,455.00
Supplemental Services		\$ 17,990.00
Direct Expenses		\$ 1,500.00
<b>Total</b>		<b>\$ 285,220.00</b>



Exhibit 2A

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Half 2, 2024					Half 1, 2025					Half 2, 2025					Half 1, 2026					Half 2, 2026					
								J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
1		NTP	1 day	Thu 8/1/24	Thu 8/1/24																												
2		Kick Off Meeting	1 day	Fri 8/2/24	Fri 8/2/24	1																											
3		Utility Coordination	45 days	Mon 8/5/24	Fri 10/4/24	2																											
4		70% Design Phase	50 days	Mon 8/5/24	Fri 10/11/24	2																											
5		Submittal Review and Comment Meeting	14 days	Mon 10/14/24	Thu 10/31/24	4																											
6		95% Design Phase	45 days	Fri 11/1/24	Thu 1/2/25	5																											
7		Submittal Review and Comment Meeting	7 days	Fri 1/3/25	Mon 1/13/25	6																											
8		Final Design Phase	21 days	Tue 1/14/25	Tue 2/11/25	7																											
9		Submittal Review and Comment Meeting	7 days	Wed 2/12/25	Thu 2/20/25	8																											
10		Bid Phase	30 days	Fri 2/21/25	Thu 4/3/25	9																											
11		Public Meeting - Here We Come	7 days	Fri 4/4/25	Mon 4/14/25	10																											
12		Construction Phase	365 days	Tue 4/15/25	Mon 9/7/26	11																											
13		Final Close out	21 days	Tue 9/8/26	Tue 10/6/26	12																											

Project: DietzElkhorn\_240417  
Date: Wed 5/29/24

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			