



September 15, 2025

Honorable Joe Boles, Mayor
City of Glen Rose
201 NE Vernon St.
Glen Rose, Texas 76043

**Re: Project No. 5722, Work Order No. 47 under General Services Agreement
Golden Heights Drainage Improvements – Design and Bidding Phase Services**

Dear Mayor Boles:

The City of Glen Rose (Owner) is requesting Enprotec / Hibbs & Todd, Inc. (eHT) to provide the following engineering and surveying services for the following project: Golden Heights Drainage Improvements – Design and Bidding Phase Services.

The services to be performed include the Basic Services and Designated Additional Services as detailed in the scope of services shown in *Exhibit A*, attached. The work is authorized under the terms and conditions of the General Services Agreement dated February 11, 2013 between the City of Glen Rose and eHT. The compensation for services shall be for a lump sum amount of \$205,000.00, in accordance with the breakdown shown in *Exhibit B*. Upon execution, this Work Order authorizes eHT to invoice for the above-referenced services.

Please sign this Work Order, keep a copy for your files, and return a copy to me.

City of Glen Rose

Enprotec / Hibbs & Todd, Inc.

Joe Boles
Mayor
Date: _____



Chris Hay, P.E.
Vice President
Date: September 15, 2025

Attachments: *Exhibits A and B*

Work Order 47
Exhibit "A"
Scope of Services

Attached to and Incorporated into by Reference the Work Order No. 47

SECTION A - BASIC ENGINEERING SERVICES

The ENGINEER shall furnish BASIC ENGINEERING SERVICES as follows in accordance with the GENERAL PROVISIONS of the Agreement. Performance of the services requested during this phase will be initiated by the ENGINEER promptly and after the OWNER issues a written authorization to proceed.

I. Design Phase

A. ENGINEER shall:

1. Consult with the OWNER to define and clarify OWNER's requirements for the Project and available data.
2. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project designed or specified by ENGINEER.

B. After acceptance by OWNER of the defined project scope and design requirements of the Project desired by OWNER, ENGINEER shall:

1. On the basis of the above acceptance, selection and authorization, prepare Design Phase documents consisting of final design criteria, drawings, specifications and written descriptions of the Project.
2. Advise OWNER if additional reports, data, information, or Services of the types not contained in this Agreement are necessary and assist OWNER in obtaining such reports, data, information, or Services.
3. Based on the information contained in the Design Phase documents, submit a revised opinion of probable construction cost and any adjustments to Total Project costs known to ENGINEER.
4. Perform or provide the following additional Preliminary Design Phase tasks or deliverables at the 95% completion level:
 - a. Furnish the Preliminary Design Phase documents to and review them with the OWNER.
 - b. Submit to OWNER 3 copies of the Preliminary Design Phase documents and revised opinion of probable construction cost.

C. After acceptance by OWNER of the Design Phase documents and revised opinion of probable construction cost, but subject to any OWNER directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, ENGINEER shall:

1. On the basis of the above acceptance, direction and authorization, prepare final Drawings indicating the scope, extent, and character of the Work to be performed and furnished by Contractors. Specifications will be prepared, where appropriate, in general conformance with the North Central Texas Council of Governments (NCTCOG).
 2. Advise OWNER of any adjustments to the opinion of probable construction cost and any adjustments to Total Project Costs known to ENGINEER.
 3. Prepare and furnish Bidding Documents for review and approval by OWNER, its legal counsel, and other advisors, as appropriate, and assist OWNER in the preparation of other related documents.
 4. Submit 3 final copies of the Bidding Documents and a revised opinion of probable Construction Cost to OWNER. Print additional copies of documents as required during bidding.
- D. The prime contracts for Work designed or specified by ENGINEER upon which the ENGINEER's compensation has been established under this Agreement are as follows:
1. Installation of drainage improvements for the Golden Heights subdivision and extension of roadway to interconnect Golden Heights Subdivision and English Street.

II. Bidding Phase

- A. After acceptance by OWNER of the Bidding Documents, ENGINEER shall:
1. Assist OWNER in advertising for and obtaining bids and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, and receive and process Contractor deposits or charges for the Bidding Documents.
 2. Issue Addenda as appropriate to clarify, correct, or change the Bidding Documents.
 3. Consult with OWNER as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by Contractor for those portions of the Work as to which such acceptability is required by the Bidding Documents.
 4. Attend the Bid opening, prepare Bid tabulation sheets, and assist OWNER in evaluating Bids or proposals (including a written recommendation for contract award) and in assembling and awarding contracts for the Work.

SECTION B - ADDITIONAL ENGINEERING SERVICES

The following Additional Engineering Services shall be provided by the ENGINEER upon written authorization by the OWNER.

I. Designated Additional Engineering Services

- A. Provide necessary design survey and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility owners or operator.
- B. Provide a geotechnical investigation and report outlining pavement recommendations.

II. Potential Additional Engineering Services

- A. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by ENGINEER or its design requirements including, but not limited to, changes in size, complexity, OWNER's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of this Agreement or are due to any other caused beyond ENGINEER's control.
- B. Furnishing services of ENGINEER's Consultants for other than Basic Services or designated Additional Engineering Services.
- C. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, project peer review, value engineering, and constructability review request by OWNER; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- D. Preparing additional Bidding Documents or Contract Documents for alternate bids or prices requested by OWNER for the Work or a portion thereof, not specifically set-out in this Agreement as a separate Prime Contract.
- E. Assistance in connections with Bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
- F. Providing assistance in resolving any Hazardous Environmental Condition in compliance with current Laws and Regulations.
- G. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other dispute resolution process related to the Project, with the exception of land and/or rights-of-way condemnation proceedings set forth under designated Additional Engineering Services.
- H. Construction phase services shall be provided under separate agreement.
- I. Other services performed or furnished by ENGINEER not otherwise provided for in this Agreement

Work Order 47
Exhibit "B"
Payment

Attached to and Incorporated into by Reference the Work Order No. 47

This Exhibit, referred to in and part of the Agreement between the OWNER and ENGINEER, establishes the compensation to be paid to the ENGINEER for the services outlined under Exhibit A.

I. For Basic Services Having a Determined Scope - Lump Sum Method of Payment

A. OWNER shall pay ENGINEER for Basic Services set forth in Exhibit A, as follows:

1. Lump Sum Amount of \$175,000.00 for Basic Services based on the following assumed distribution of compensation. ENGINEER may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the OWNER.

TASK I	Design Documents	\$	170,000.00
TASK II	Bidding Phase	\$	5,000.00

2. The Lump Sum includes compensation for ENGINEER's services and services of ENGINEER's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and reimbursable expenses.
3. The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

II. For Designated Additional Engineering Services Having a Defined Scope – Lump Sum Method of Payment:

A. OWNER shall pay ENGINEER for designated Additional Engineering Services having a defined scope set forth in Exhibit A as follows:

1. Task III: Lump Sum Amount of \$20,000.00 for design survey services.
2. Task IV: Lump Sum Amount of \$10,000.00 for geotechnical investigation.

III. For Additional Engineering Services Not Having a Defined Scope - Time and Expense Method of Payment

- A. OWNER shall pay ENGINEER for services not having a defined scope in accordance with the attached Schedule of Charges. Services will not be performed unless authorized in writing by the OWNER

B. Schedule of Charges

Enprotec / Hibbs & Todd, Inc.
HOURLY CHARGES FOR PROFESSIONAL SERVICES (2025)

Charges include all salaries, salary expense, overhead, and profit.

Principal	\$ 250.00 per hour
Senior Project Manager	220.00 per hour
Project Manager	190.00 per hour
Senior Engineer / Geologist.....	170.00 per hour
Project Engineer / Geologist	150.00 per hour
Staff Engineer I / Geologist I.....	130.00 per hour
Staff Engineer II / Geologist II.....	125.00 per hour
RPLS I	180.00 per hour
RPLS II	150.00 per hour
Operations Specialist / Regulatory Compliance Specialist	165.00 per hour
Contract Operator (Certified Class A/B Operator)	120.00 per hour
Contract Operator (Certified Class C/D Water Operator)	100.00 per hour
Engineering / Field Technician I	150.00 per hour
Engineering / Field Technician II	125.00 per hour
Engineering / Field Technician III	95.00 per hour
CAD I	145.00 per hour
CAD II	115.00 per hour
CAD III	80.00 per hour
Administrative	80.00 per hour
Survey Party	235.00 per hour - 3 man
.....	210.00 per hour - 2 man
.....	185.00 per hour - 1 man
Survey Tech 1	100.00 per hour
Survey Tech 2	80.00 per hour

Expense Items

Consultants, Contractors & Supplies	Cost plus 10%
Travel (out of town only)	Current IRS rate per mile
Lodging and meals (out of town trips)	Actual cost