



January 19, 2023

Honorable Julia Douglas, Mayor
City of Glen Rose
201 NE Vernon Street
Glen Rose, Texas 76043

**Re: Project No. 5722, Work Order No. 39 under General Services Agreement
WWTP TPDES Discharge Permit Renewal 2023**

Dear Mayor Douglas:

The City of Glen Rose (City or OWNER) is requesting Enprotec / Hibbs & Todd, Inc. (eHT or ENGINEER) to provide the following engineering and surveying services to renew the City's existing Wastewater Treatment Plant (WWTP) discharge permit (Permit WQ0010177001).

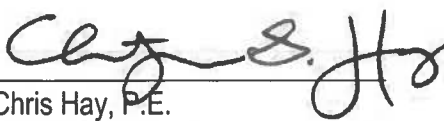
The services to be performed include the Basic Services as detailed in the scope of services shown in *Exhibit A*, attached. The work is authorized under the terms and conditions of the General Services Agreement dated February 11, 2013 between the City and eHT. eHT estimates approximately \$8,000.00 for the scope of services. The compensation for services shall be on an hourly billing basis in accordance with the attached Schedule of Charges (*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.

Julia Douglas
Mayor
Date: _____


Chris Hay, P.E.
Associate Vice President
Date: 1/19/23

Attachments: *Exhibits A and B*

Work Order 39
Exhibit "A"
Scope of Services

Attached to and Incorporated into by Reference the Work Order No. 39

The City of Glen Rose's (City's) Wastewater Treatment Plant (WWTP) Texas Pollutant Discharge Elimination System (TPDES) permit (WQ0010177001) will expire on April 22, 2024. The renewal application is due to the Texas Commission on Environmental Quality (TCEQ) 180 days prior to expiration or on October 25, 2023.

The scope of services for the renewal application includes the completion of all required sections of the application, maps, initial TCEQ coordination, and required attachments.

The renewals will require additional sampling of the effluent and analyses of parameters not required in the City's current permit. eHT will send a list of parameters needed and instructions for the analyses to the City. Costs for the laboratory analyses are not included in the eHT estimate, as they are generally paid directly to the laboratory by the City. eHT estimates approximately \$500 for the WWTP effluent samples.

Additionally, the City will need to submit an application fee to the TCEQ. The fee for the WWTP permit renewal application is \$1,615.00. eHT will send the City the instructions for the TCEQ renewal application fee payment along with the draft permit application when completed.

As part of the renewal process, the TCEQ will require notice publications. eHT will handle the newspaper publications. The newspaper publication costs are included in eHT's cost estimate. eHT will assist with reviewing the notices prior to publication and subsequent submittal of the notice verifications to the TCEQ; the costs for these publication-related items are also included in eHT's cost estimate.

Timeframe: Renewal application completion is by October 25, 2023, for the City's WWTP permit renewal application.

Deliverables

- Completed WWTP TPDES renewal application, and
- Review draft permit and make recommendations.

Items not in the scope of services are as follows:

- Costs for the laboratory analyses.
- TCEQ renewal application fee.
- No public meeting or contested case hearing activities.

If additional work is requested in writing by the City that is beyond this Scope of Services, it will be charged on an hourly basis per the attached rate schedule "Exhibit B" for the time necessary to complete the task.

Work Order 39
Exhibit "B"
Payment

Attached to and Incorporated into by Reference the Work Order No. 39

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.

The estimated cost for the services is \$8,000.00. Only hours for services actually provided, as well as expenses, will be charged. eHT's engineering services will be hourly in accordance with eHT's current standard billing rates. The current rates are attached. eHT reserves the right to increase its standard billing rates annually, in January of each year, this work order/contract is in effect.

Enprotec / Hibbs & Todd, Inc.
HOURLY CHARGES FOR PROFESSIONAL SERVICES (2023)

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

Principal	\$ 240.00 per hour
Senior Project Manager	200.00 per hour
Project Manager.....	175.00 per hour
Senior Engineer / Geologist	160.00 per hour
Project Engineer / Geologist	140.00 per hour
Staff Engineer I / Geologist I	120.00 per hour
Staff Engineer II / Geologist II	115.00 per hour
RPLS I.....	160.00 per hour
Operations Specialist / Regulatory Compliance Specialist.....	155.00 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.....	140.00 per hour
Engineering / Field Technician II.....	115.00 per hour
Engineering / Field Technician III.....	90.00 per hour
Survey Tech I.....	90.00 per hour
Survey Tech II.....	70.00 per hour
CAD I	135.00 per hour
CAD II	105.00 per hour
CAD III	70.00 per hour
Administrative	75.00 per hour
Survey Party	235.00 per hour - 3 man
.....	210.00 per hour - 2 man
.....	185.00 per hour - 1 man

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