



December 20, 2021

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

**Re: Project No. 5722, Work Order No. 38 under General Services Agreement
Senate Bill (SB) 3 Notifications & Emergency Preparedness Plan (EPP)**

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 services eHT will assist the City in the development and submission of the Emergency Preparedness Plan (EPP) as required by the TCEQ and coordinate with the TCEQ and the City until the EPP is approved and implemented as required by the newly passed Senate Bill 3.

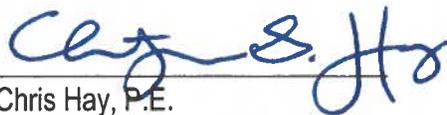
The services to be performed include the Basic Services as detailed in the scope of services shown in *Exhibit A*, attached. The work is authorized under the terms and conditions of the General Services Agreement dated February 11, 2013 between the City and eHT. The compensation for services shall be at eHT's standard billing rates not to exceed a maximum of \$7,500.00, in accordance with the provisions and standard billing rates 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.

Julia Douglas
Mayor
Date: _____



Chris Hay, P.E.
Associate Vice President
Date: 12/20/21

Attachments: *Exhibits A and B*

Environmental, Civil & Geotechnical Engineers

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PE Firm Registration No. 1151
PG Firm Registration No. 50103
RPLS Firm Registration No. 10011900

Work Order 38
Exhibit "A"
Scope of Services

Attached to and Incorporated into by Reference the Work Order No. 38

Task 1: SB 3 Notifications

Assist the OWNER with the coordination of emergency operations pursuant to TWC §13.1396(C) (aka SB 3 Notifications). Coordination with the electric utilities has been conducted by the OWNER. eHT will prepare the notification to the Public Utility Commission, County Emergency Management Office, and Texas Department of Emergency Management.

Timeline: SB 3 Notification by November 1, 2021.

Task 2: EPP Assistance

Assist the OWNER with preparation of the EPP required by TWC Section 13.1394. The TCEQ has an EPP template. Each public water system must develop an EPP outlining how the system will maintain the ability to provide a minimum of 20 pounds per square inch (PSI) of pressure to each customer in the event of an emergency lasting longer than 24-hours. eHT will assist the OWNER with completing the EPP template for its critical water facilities. No design is included in the cost estimate.

Timeline: EPP by March 1, 2022.

**Work Order 38
Exhibit "B"
Payment**

Attached to and Incorporated into by Reference the Work Order No. 38

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 Task 1 and Task 2 services is \$7,500.00. 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 (2021)

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

Principal	\$ 220.00 per hour
Senior Project Manager	180.00 per hour
Project Manager.....	160.00 per hour
Senior Engineer / Geologist	145.00 per hour
Project Engineer / Geologist	130.00 per hour
Staff Engineer I / Geologist I	115.00 per hour
Staff Engineer II / Geologist II	100.00 per hour
RPLS I.....	145.00 per hour
RPLS II.....	95.00 per hour
Operations Specialist / Regulatory Compliance Specialist.....	140.00 per hour
Contract Operator (Certified Class B Water Operator)	100.00 per hour
Engineering / Field Technician I.....	135.00 per hour
Engineering / Field Technician II.....	110.00 per hour
Engineering / Field Technician III.....	85.00 per hour
Survey Tech I.....	85.00 per hour
Survey Tech II.....	65.00 per hour
CAD I	130.00 per hour
CAD II	100.00 per hour
CAD III	65.00 per hour
Administrative	70.00 per hour
Survey Party	225.00 per hour - 3 man
.....	200.00 per hour - 2 man
.....	175.00 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