

**EXHIBIT A**  
**CITY OF GRAND PRAIRIE**  
**FLOOD STUDY & DETENTION REVIEW ASSISTANCE - FY 2024**  
**AMENDMENT**  
**ATTACHMENT "A"**

**Introduction**

This scope is an amendment to the existing contract (contract number 22630). The scope of this amendment includes assisting the City of Grand Prairie Engineering Department with engineering reviews for private development projects in addition to the current contract scope which includes flood study and detention reviews. Reviews will be based on the latest design standards, drainage design manual, and other applicable ordinances.

**SCOPE OF WORK**

**A. Engineering Plan Review Assistance**

1. Halff's engineers will assist Engineering Department staff with plan reviews including:
  - a. City checklists confirmation
  - b. General Notes review
  - c. Accuracy of general notes and other notes on plans
  - d. Plat & easement review - confirmation of easements with underground utility features, detention ponds, etc. Review of plats and easements will be at the time of engineering plan review and not at time of preliminary or final plat reviews by City staff, if in advance of engineering plan submittal.
  - e. Grading plans
  - f. Paving plans & profiles
  - g. Drainage plans, including drainage area maps, hydraulic calculations, storm drainage plan and profiles, and all other drainage features that the project may include:
    - i. Detention pond plans and calculations
    - ii. Erosion Control Plans
  - h. Water & Sanitary Sewer plans & profiles
  - i. City Standard Details and other details provided
2. Halff's engineer will meet with or have conference calls with applicants/engineers, as needed, to answer questions or address comments about plan or design comments.
3. Halff will assist the City with the facilitation of the plan review process to ensure reviews are completed in a timely manner and will assist with any recommendations for the overall plan review process
4. Halff will provide feedback to the City if any updated checklist items are recommended
5. Halff will utilize OneDrive (or City's current digital file storage/transfer system) to facilitate reviews.
6. Halff will provide a monthly update of reviews and progress on reviews in Excel format.



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**Compensation**

The total maximum fee for this scope of work shall be based on an hourly, not-to-exceed fee of \$100,000. Direct charges and travel expenses will be billed within the limits of this budget.

The project will be billed monthly based on the actual fees charged. A progress report will be provided listing the plan reviews that have been performed and total hourly cost for each review. Halff will bill per our current rates. A list of staff that will be associated with engineering plan reviews are included in Attachment C.

Total fees will not be exceeded without prior approval.

A cost breakdown of the total fees is shown below:

Cost Breakdown	
A. Engineering Plan Review Assistance – FY 24-25	\$100,000
B. Initial Contract Award	\$48,000
Total	\$148,000



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**Project Team and Organization Chart**

Following is a list of Halff personnel and roles.

Michael O’Connell, PE, CFM - Project Manager

Jacob Hays, PE – Additional Review Manager

Stephen Crawford, PE, CFM - Overall Project Manager/Engineering Plan Technical Advisor

Scott Rushing, PE, CFM - H&H Technical Advisor

\*Note: The Project Team may change over the duration of the contract. Halff will notify the City of Grand Prairie in advance of any changes to the Project Team

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**Project Schedule**

- NOTICE TO PROCEED
- ENGINEERING PLAN REVIEW ASSISTANCE
  - OVERALL SCHEDULE
    - From Notice to Proceed through the end of FY 2024
    - If budget is available, Halff can continue services beyond FY 2024, as needed
  - INDIVIDUAL PLAN REVIEW SCHEDULE
    - Two weeks (14 calendar days) for initial plan review
    - One week (7 calendar days) for second plan review and each subsequent submittal
  - Notes:
    - Submittal completeness to be determined by the City prior to initial review by Halff
    - Halff will confirm the schedule to complete the review when the plans are received
    - Review times may take longer if the project design is non-standard or high complexity
    - Review times may take longer if initial submittal is not complete and if subsequent reviews do not address comments appropriately
    - If significant changes are made to the design after the first review, then the subsequent review may take longer than the stated 7 calendar days