

## EXHIBIT A

### Statement of Work (SOW) No. 12

#### TO MASTER SERVICES AGREEMENT

Statement of Work No. 12 to the Master Services Agreement between the City of Manor, Texas, as CITY, and George Butler Associates, Inc., as ENGINEER, dated October 7, 2020.

Through this SOW, CITY hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Master Services Agreement, except as modified herein.

**ASSIGNMENT:** Professional Engineering Services to provide preliminary engineering, final design, permitting, bidding and construction phase services for the sanitary sewer gravity main extension to extend wastewater service north to the City limits for future growth (CIP S-35). These improvements include the design of approximately 8,130 linear feet (LF) of 12-inch diameter gravity sewer main and 18 manholes.

#### SCOPE OF SERVICES:

##### **TASK 1: PROJECT MANAGEMENT**

Coordinate project goals and align CITY and ENGINEER expectations and purposes. Subtasks will include:

- SUBTASK 1: Kickoff Meeting
- SUBTASK 2: Schedule Maintenance
- SUBTASK 3: Progress Meetings
- SUBTASK 4: Invoices and Progress Reports
- SUBTASK 5: Principal Oversight

##### **TASK 2: PRELIMINARY ENGINEERING**

- SUBTASK 1: Collect all maps, drawings, and specifications available on the relevant portions of the project.
- SUBTASK 2: Define the project criteria in accordance with funding commitments and limits.
- SUBTASK 3: Review field investigations, surveying and mapping analysis to refine the quantitative limits of the project.
- SUBTASK 4: Identify alternative designs, methodologies, equipment and configurations for the proposed project.
- SUBTASK 5: Complete preliminary design calculations and drawing for the construction of the facilities.
- SUBTASK 6: Submit preliminary design to Owner for review and approval.

SUBTASK 7: Prepare preliminary opinion of probable cost for the anticipated quantities involved for identified alternatives.

**TASK 3: CONSTRUCTION DOCUMENT PHASE**

SUBTASK 1: Review field investigation, survey and other data for performance of detailed designs, as required.

SUBTASK 2: Prepare drawings for construction of the project.

SUBTASK 3: Prepare technical specifications for construction of the project.

SUBTASK 4: Prepare contract documents for construction of the project.

SUBTASK 5: Prepare Texas Commission on Environmental Quality (TCEQ) permitting submittal for construction of the project.

**TASK 4: PERMITTING PHASE**

SUBTASK 1: Prepare and submit application for TCEQ.

SUBTASK 2: Respond to reviewing entity comments.

SUBTASK 3: Finalize plans and documents accordingly with any necessary changes from regulating entities.

**TASK 5: BIDDING PHASE**

SUBTASK 1: Provide bidding documents to CITY and assist with bidding.

SUBTASK 2: Issue bid documents to potential bidders.

SUBTASK 3: Answer potential bidder inquiries and issue addenda as necessary.

SUBTASK 4: Conduct pre-bid conference.

SUBTASK 5: Submit opinion of probable construction costs (OPCC) and attend bid opening.

SUBTASKS 6: Reviewing bids, develop bid tabulation, perform contractor qualifications verification and provide recommendation of award.

SUBTASK 7: Submit to CITY for review and approval to award.

SUBTASK 8: Provide contracts and execution of award.

**TASK 6: CONSTRUCTION PHASE**

SUBTASK 1: Review required bonding and insurance requirements and prepare notice to proceed.

SUBTASK 2: Conduct pre-construction conference and review contract requirements.

SUBTASK 3: Perform submittal review and approval in accordance with construction documents.

SUBTASK 4: Conduct periodic observations of construction progress and prepare record copies of inspections.

SUBTASK 5: Review field testing reports.

SUBTASK 6: Issue construction-related decisions to contractor on proceeding with alternative or unit price work items.

SUBTASK 7: Review contractor's pay requests for accurate progress representation and make recommendations to Owner for payment.

SUBTASK 8: Conduct a final inspection of all completed work and quantities, and issue recommendations for final payment.

SUBTASK 9: Issue a certificate of substantial construction compliance and closeout documents.

SUBTASK 10: Prepare record construction drawings to reflect any adjustments.

**ADDITIONAL SERVICES:**

Services specifically excluded under this Agreement include:

1. Easement acquisition services.
2. Re-designs after first approval or due to changes in regulatory criteria or Owner options.
3. Topographic or boundary surveys or survey corrections, easement surveys and field notes/descriptions.
4. Design or survey services for other improvements, conveyances, or utilities other than listed.
5. Permitting not specifically listed, payment of review fees, filing fees, permit fees, advertising fees, service commitment charges, aid to construction or other similar charges.
6. Inspection or testing services.
7. SWPPP or TPDES permits.
8. Permitting Support.
9. Construction phase services not specifically listed.
10. Any designs or reports not specifically listed.
11. Additional meetings and site visits not specifically listed.
12. Any other service not specifically listed.



JAY ENGINEERING, A DIVISION OF GBA

Texas Engineering Firm #4242

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**COMPENSATION:**

TASK 1. FEE:	\$9,300
TASK 2. FEE:	\$52,400
TASK 3. FEE:	\$69,000
TASK 4. FEE:	\$12,600
TASK 5. FEE:	\$11,700
TASK 6. FEE:	\$35,200

**TOTAL:** \$190,200

CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: 11/19/2021