



1500 County Road 269  
Leander, TX 78641

P.O. Box 2029  
Leander, TX 78646-2029

## EXHIBIT A

### Statement of Work (SOW) No. 20

#### TO MASTER SERVICES AGREEMENT

Statement of Work No. 20 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 for preliminary engineering, design, permitting, bidding and construction phases for the Gregg Lane Ground Storage Tank and Pressurization Facilities project. These improvements include the design of a 500,000-gallon ground storage tank and water pressurization facility, including ground storage tank, pump building, pumps, hydropneumatic tank, chemical feed, electrical, controls, SCADA, emergency generator set, yard piping and site improvements.

#### 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, geotechnical 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, geotechnical 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.

### **TASK 4: PERMITTING PHASE**

SUBTASK 1: Prepare and submit applications for City and TCEQ review.

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 (as necessary.)

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

SUBTASK 6: Review bids, develop bid tabulation, perform contractor qualifications verification and provide recommendation for award.

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

SUBTASK 8: Provide contracts and notice of award.

### **TASK 6: CONSTRUCTION PHASE**

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

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

SUBTASK 3: Perform submittal review 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. SWPPP or TPDES permits.
7. Construction phase services not specifically listed.
8. Any designs or reports not specifically listed.
9. Additional meetings and site visits not specifically listed.
10. Any other service not specifically listed.

**COMPENSATION:**

|              |           |
|--------------|-----------|
| TASK 1. FEE: | \$27,700  |
| TASK 2. FEE: | \$52,000  |
| TASK 3. FEE: | \$309,000 |
| TASK 4. FEE: | \$11,100  |
| TASK 5. FEE: | \$13,000  |
| TASK 6. FEE: | \$70,700  |

*TOTAL:* *\$483,500*



CITY OF MANOR, TEXAS

GEORGE BUTLER ASSOCIATES, INC.

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

*Frank T. Phelon*  
By: \_\_\_\_\_

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

Date: 8/30/2022