

Work Authorization # 5
Capital Improvements Program
KFA PROJECT # 0764
City of Rollingwood General Engineering Services

This work authorization is made pursuant to the terms and conditions of the original Professional Service Agreement dated November 16, 2020, by and between K Friese & Associates, Inc. and the City of Rollingwood

SERVICES PROVIDED BY K FRIESE & ASSOCIATES, INC.:

Refer to Attachment A for details.

DELIVERABLES: Refer to Attachment A for details.

DURATION:

This Agreement shall remain in effect until February 28, 2022, unless terminated as provided herein, or extended by mutual agreement in writing. This Agreement is subject in all respects to the Terms and Conditions attached hereto and incorporated herein by reference.

BUDGET: Time and materials not to exceed **\$24,911.00**: Refer to Attachment B for details.

CLIENT:

CITY OF ROLLINGWOOD

K FRIESE & ASSOCIATES, INC.

SIGNED: _____

SIGNED: _____

TYPED NAME: Amber Lewis

TYPED NAME: Thomas M. Owens, P.E.

TITLE: City Administrator

TITLE: Executive Vice President

DATE: _____

DATE: _____

Attachments:

Attachment A – Scope

Attachment B – Fees

ATTACHMENT A – SCOPE OF SERVICES
CITY OF ROLLINGWOOD
WATER SYSTEM CAPITAL IMPROVEMENTS PROGRAM

PROJECT DESCRIPTION

The City of Rollingwood (City) desires to prepare a 10-year Capital Improvements Program (CIP). The CIP Program will include addressing ongoing maintenance issues and looking at a 10-year period for anticipated growth. For the 10-year projection, the existing Rollingwood water model (WaterCAD) will be used to evaluate needs to meet the projected growth over that time period for max day demands and fire flow demands. The projected growth and water demands will be based on information provided by the City. Maintenance issues will be included in the CIP Program based on information from the City and their utility maintenance contractor. KFA will prepare the CIP list, create cost estimates for the various projects, and prioritize them based on the cost/benefit of each item.

SCOPE OF SERVICES

A. PROJECT MANAGEMENT AND COORDINATION

1. Conduct a project kickoff meeting with the City to establish procedure for project coordination and schedule.
2. Conduct up to two (2) project meetings with City to communicate project updates and coordinate efforts. Any additional meetings will be performed on an hourly basis, as requested and authorized by the City.
3. Project administration includes the preparation of project status reports, general coordination with City staff, coordination and supervision of the project team, and quality management so that the project milestones and deliverables meet schedule and budget constraints.

B. BACKGROUND RESEARCH

1. KFA will review existing GIS data and as-builts of the existing water system to ensure that the existing water model is accurate based on known information
2. KFA will conduct two (2) meetings and ongoing coordination with City staff to review the existing water system information to better update the model for pipe alignments, diameters, and materials. KFA will discuss with the City's maintenance staff to determine locations of recurring water main breaks in the system, or other system failures/deficiencies, to determine improvements that need to be made.
3. KFA will coordinate with the City to identify any known developments requiring water service within the 10-year planning period.

C. WATER MODELING

1. KFA will update the existing water model based on the background research.
2. KFA will develop a 10-year model scenario to model to determine locations of any existing deficiencies in pressures and fire flows in both planning periods. The model will be used to evaluate near term projects to meet recent and planned developments.

ATTACHMENT A – SCOPE OF SERVICES
CITY OF ROLLINGWOOD
WATER SYSTEM CAPITAL IMPROVEMENTS PROGRAM

D. CIP DEVELOPMENT

1. Following the meetings with City staff and completion of the water modeling effort, KFA will develop a list of CIP projects to be completed within the 10-year planning period. KFA will work with the City to rank the projects based on highest priority.
2. KFA will develop exhibits for each proposed project to identify project limits and scope.
3. KFA will prepare high-level cost estimates for each project.

ASSUMPTIONS AND EXCLUSIONS MADE FOR THIS PROPOSAL

- A. This Work Authorization does not include modeling of future conditions/demands outside of the 10-year window of capital improvement program recommendations.
- B. No environmental, geotechnical, or other field investigations are proposed to be performed as part of this scope of work. If necessary, additional services will be requested.
- C. KFA is using available data provided by the City's previous consultant as the best available data.

ADDITIONAL SERVICES

1. The City and KFA may agree that KFA shall perform services outside the Scope of Services described in this proposal. KFA will submit a written estimate of fees, based on standard rates indicated on the "Compensation Rate Schedule" included as part of the Professional Services Agreement contract. KFA will obtain the City's authorization prior to initiating any Additional Services.

Attachment B - KFA MANPOWER/BUDGET ESTIMATE
 CITY OF ROLLINGWOOD GENERAL ENGINEERING SERVICES
 WATER SYSTEM CAPITAL IMPROVEMENTS PROGRAM

Date: 8/20/2021

Hourly Bill Rate		\$ 260.00	\$ 205.00	\$ 178.00	\$ 106.00	\$ 120.00	\$ 114.00	\$ 85.00			
Task	Quality Manager Hours	Senior Project Manager Hours	Project Engineer Hours	EIT Hours	Senior GIS Operator Hours	Senior CADD Operator Hours	Clerical Hours	Total Labor Hours	Total Labor Cost	Expenses Cost	Total Cost
A PROJECT MANAGEMENT AND COORDINATION											
1	Project Management/Administration (6 months duration)										
		4	8				6	18	\$2,754.00	\$0	\$2,754.00
2	Project Meetings (1 kickoff meeting, 2 progress meetings)										
		4	4					8	\$1,532.00	\$0	\$1,532.00
	Task A Subtotal	0	8	12	0	0	6	26	\$4,286.00	\$0	\$4,286.00
B BACKGROUND RESEARCH											
1	Review Existing Information										
		1	4	8		4		17	\$2,221.00	\$0	\$2,221.00
2	Meet with City Staff										
		2	2					4	\$766.00	\$0	\$766.00
3	Identify Known Developments										
		1	2	2				5	\$773.00	\$0	\$773.00
	Task B Subtotal	0	4	8	10	0	4	26	\$3,760.00	\$0	\$3,760.00
C WATER MODELING											
1	Existing Model Update										
		1	4	8				13	\$1,765.00	\$0	\$1,765.00
2	Model Future Scenarios										
		2	16	40				58	\$7,498.00	\$0	\$7,498.00
	Task E Subtotal	0	3	20	48	0	0	71	\$9,263.00	\$0	\$9,263.00
D CAPITAL IMPROVEMENTS PLAN											
1	Develop CIP List										
		4	8	16				28	\$3,940.00	\$0	\$3,940.00
2	Project Exhibits										
		1	2	4		8		15	\$1,897.00	\$0	\$1,897.00
3	Cost Estimates										
		1	4	8				13	\$1,765.00	\$0	\$1,765.00
	Task D Subtotal	0	6	14	28	0	8	56	\$7,602.00	\$0	\$7,602.00
	Project Totals	0	21	54	86	0	12	179	\$24,911.00	\$0.00	\$24,911.00