



June 6th, 2024

Jim Bolz
Public Works Director
City of Sanger, Texas
502 Elm St, Sanger, TX 76266
Office: 940-458-2571

RE: *Proposal for Professional Engineering Services*
 City of Sanger - Lead & Copper Inventory
 KSA Project No. 103154

Dear Mr. Bolz,

KSA Engineers, Inc., (KSA) is pleased to present this letter to serve as our understanding of the proposed project and the scope of the professional engineering services necessary to assist you with completion of the work. This proposal is not a contract for professional services. Upon acceptance of the proposal, KSA will prepare and submit a professional services agreement to be executed by both parties.

KSA understands that the City desires to create a Service Line Inventory (SLI) as detailed in the EPA's Lead and Copper Rule Revisions (LCRR) issued to public water systems in the U.S. The Texas Commission on Environmental Quality (TCEQ) oversees the program in Texas. As requested, KSA will perform services under part lump sum and part reimbursable (Time and Materials) budget to assist the City to advance the production of the SLI with administrative support and general consulting services. The City purportedly has inventory information on approximately two thirds (2,370 connections) of the existing public water system connections. The remaining one third of the connections (1,280 connections) will be field surveyed to complete the LSLR inventory. The lump sum scope will include assisting the City with preparation of entire LSLR inventory (see below). The field work portion will be completed under the reimbursable portions of the project.

It is KSA's understanding that the City will prepare the final SLI and submit it to TCEQ for approvals.

Scope of Services

KSA proposes to provide professional services in accordance with a Professional Services Agreement (Agreement) which will be subsequently prepared following your acceptance of the information presented in this proposal. The scope of our Basic Services will be divided into two phases – Documentation and Field Work for connection inventory. The tasks under each of these phases are fully described in Exhibit A of the future Agreement and generally include the following:

Documentation for connection inventory includes the following:

- Project management and coordination including preparation of a project plan, Kick-off meeting and a site visit, Invoicing and project administration, Monthly Progress meetings.
- Preparation of a SLI template for the City, based on minimum fields required by TCEQ.



- Preparation of a web-based online survey for City customers to enter service line data.
- Attend virtual check-in meetings with City Staff and provide survey data updates.
- Support the City with limited 80 hours of County CAD research and SLI data-entry utilizing City-provided plats and other records.
- Support the City with general consultation regarding the LCRR and the methodology for addressing undiscovered data (for example, discussions with City regarding strategy and general approach for accomplishing field verifications)
- Mobilization of field crew to survey roughly 1,280 connections.

Field work for connection inventory includes the following:

- The field work portion of meter inventory is divided into three main categories: (1) base unit price, (2) excessive dig unit price, (3) inaccessible meter unit price, based on field conditions at meter locations. Field work will be accomplished on a reimbursable budget depending on the meter inventory category (please Appendix A from KSA's subconsultant).

The following services are excluded from this proposal but can be added to the scope and a fee negotiated if desired:

- Environmental Services
- Public Meetings
- Design, Bidding, and Construction Phase Services
- GIS Services
- New Water Meter Installation

Compensation

We propose to perform the services described for the above outlined scope for the following fees:

Lump Sum Items

Project Management Services	\$ 15,660
Assistance with LSLR Inventory Management Spreadsheet	\$ 30,900
Field Work Mobilization	\$ 2,500
Lump Sum Subtotal	\$ 49,060

Time and Materials for Remaining Existing Connection Inventory Category

1. Base Option (with minimal digging) to Identify LSLR Inventory	\$ 75 Per connection
2. Excessive Dig Option to identify LSLR Inventory	\$ 98 Per connection
3. Inaccessible Meter Option (no digging) to identify LSLR Inventory	\$ 35 Per connection

KSA proposes a reimbursable **(Time and Materials) budget not to exceed \$99,360**. The estimated T&M budget of \$120,000 was based on LSLR category assumptions for the remaining 1,280 connection. It is assumed 60% of the 1,280 remaining connections can be identified using the base option (1), 30% identified using the excessive digging option (2), and 10% will be inaccessible option (3). KSA will not exceed this budget without the City's written authorization.

Total \$148,420

Schedule

We propose to perform the services described for the above outlined scope in accordance with the following schedule:

	From Owner's Date of Notice to Proceed
• Field Work for Connection Inventory	90 calendar days
• Documentation of Connection Inventory	40 calendar days
Total Project Duration	130 calendar days

(City to submit completed inventory within 30 days of contract execution to guarantee above schedule)



Note: Project schedule does not include extended times for Owner or stakeholder review, KSA anticipates providing support for this project through October 16th, 2024, which is the deadline for the City to complete the SLI (per LCRR current guidance). Timing of completion of KSA's tasks will be dependent on the City providing information on the two thirds of the known connections and the timing of the submittal of the SLI by City Staff. However, the preparation of the SLI template, and the setup of the online web survey is estimated to be completed within 30 days of authorization to proceed.

Next Steps

Please let us know if this proposal is acceptable. This proposal is not a contract for professional services. Upon acceptance of the proposal, KSA will prepare and submit a professional services agreement to be executed by both parties.

KSA appreciates the opportunity to provide the above proposal for your review. Please let us know of any questions you may have.

Respectfully,
KSA Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'TJ Schneider', with the date '6/6/2024' written below it.

Ted J Schneider, PE
Project Manager

Attachments: Appendix A

Appendix A

KSA's subcontractor shall perform a field survey of the City of Sanger water meters to evaluate the types of piping on each side of the water meter, in order to perform EPA Lead & Copper Pipe Identification Survey under the Lead and Copper Rule Revisions. The following will be completed.

Scope of Work:

- Piping survey to be performed on up to 1,300 meter locations for both residential and commercial locations. KSA's subconsultant will utilize the 10 categories listed in the EPA guidelines MS Excel workbook to define pipe types.
- Data will be provided to Client in a 'CSV' file format. This data will be updated at least weekly and provided to Client at a minimum of monthly with the progress payment invoice. KSA's subconsultant will not be responsible for completing EPA's required MS Excel workbook.
- Removal of dirt/debris as needed for inspection.
- All coordination and project management, including weekly updates.
- Provide pictures to document work performed for invoicing and site conditions.

Project Assumptions:

- Assumes that meters are located in the utility easement for that property,
- Assumes piping is no deeper than 2 to 3 feet,
- Piping identification on the resident/business side of the meter can be done with a visual inspection at the building rather than digging if accessible.
- Meter pit locations in concrete will only be completed, if possible, by inspection/digging inside the meter pit. If piping is unable to be determined, this location will be skipped and noted for the Client. In this situation, Client will be billed an Inaccessible Meter Unit Price as shown in Attachment B for that specific meter location.
- Lead testing is not included in the Unit Prices defined in Attachment B.
- No Davis Bacon or Prevailing Wages are required on this project.
- No MWBE requirements.
- Client to provide location to dispose of any spoils (dirt, debris, etc.) removed from meter pits in order for Scope of Work to be completed. Any cost associated with this location or containers are to be paid for by Client.
- Meters that are visited but cannot be located, will be returned to the Client. This will be called a RTU (Return to Utility). Client will then send Client's staff to location to do one of the following:
Locate the meter, document the specific location by providing sub-meter GPS location or clearly mark the area with flags or paint, along with pictures of meter box location. Client will provide locations within 10 business days of being notified and after completing locating the meter, return location data back to KSA's subconsultant to complete required data collection.
Client to gather data using Client's staff and this location will be removed from KSA's subconsultant's Scope of Work.
- Meter boxes will not be relocated or replaced unless requested by Client as Additional Services.

Estimated Project Duration:

After receipt of Notice to Proceed, 2-6 weeks are needed for mobilization. Depending on condition of the meter pits and weather conditions estimated duration is two months assuming project execution happens before June 21, 2024.

Project Deliverables:

- Classification of piping material defined above per the (10) EPA defined categories will be provided in a .CSV format file.
- Pictures of the meter pit for condition assessment and defining Unit Costing in Attachment B.
- Issues list at meter locations.

Information needed from the Client before a site visit is completed is the following:

- Client to provide database of all meter accounts in a MS Excel or CSV file. Client to pay for any fees associated with the process to provide this data to KSA's subconsultant including any fees charged by the Client's utility billing software provider.

TASK ORDER FORM

This is Task Order No. 103154,
consisting of 3 pages,
dated _____.

KSA Project Number: 103154

Owner Project (or Purchase Order) Number:

Project Name: Lead and Copper Inventory

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated September 8, 2020 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Owner: City of Sanger, Texas
- B. Title: Lead and Copper Inventory
- C. Description: Inventory of Existing Water Service Connections

2. Services of Engineer:

Engineer shall provide, or cause to be provided, the following services:

Field work to complete existing water connection inventory; Assist in the completion of water service connection inventory spreadsheet as further detailed in Attachment 1.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

Provide existing connection inventory information as further detailed in Attachment 1; submit completed inventory to TWDB

4. Times for Rendering Services

Engineer shall complete its services in accordance with the following schedule:

Complete for inventory submission to the Texas Water Development Board by October 16th, 2024

5. Payments to Engineer

Owner shall pay Engineer for services rendered as follows:

Lump sum in the amount of \$49,060, and additional time and materials for field work investigation of existing connections of estimated \$99,360. The field work fee of \$99,360 shall not be exceeded without prior written approval of Owner.

6. Hourly Rates and Reimbursable Expenses Schedule

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Senior Advisor	\$300.00/hour
Principal	\$280.00/hour
Senior Aviation Planner	\$225.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$190.00/hour
Electrical Design Engineer	\$155.00/hour
Senior Project Manager	\$250.00/hour
Project Manager	\$185.00/hour
Senior Project Engineer	\$180.00/hour
Project Engineer	\$160.00/hour
Senior Design Engineer	\$140.00/hour
Design Engineer	\$120.00/hour
Senior Project Architect	\$240.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$210.00/hour
Engineering Technician	\$115.00/hour
Senior Design Technician	\$135.00/hour
Design Technician	\$ 95.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
Regulation Compliance Specialist	\$120.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$120.00/hour
Project Representative	\$105.00/hour
Graphic Designer	\$ 80.00/hour
Administrative Assistant	\$ 85.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$210.00/hour
Two-Man Survey Crew	\$180.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$155.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.66/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day

Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually as of January to reflect equitable changes in the compensation payable to Engineer.

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER: City of Sanger, Texas

By: _____

Name: John Noblitt

Title: City Manager

Date Signed: _____

ENGINEER: KSA Engineers, Inc.

By: 

Name: Joncie H. Young, P.E.

Title: Director of Client Services

Date Signed: June 13, 2024

Engineer License or Firm's
Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: Jim Bolz

Title: Public Works Director

Address: 502 Elm Street
Sanger, TX 76266

E-Mail Address: jbolz@sangertexas.org

Phone: 940-458-7930

Fax: _____

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Ted J. Schneider, P.E.

Title: Project Manager

Address: 140 E. Tyler Street
Suite 600
Longview, TX 75601

E-Mail Address: tschneider@ksaeng.com

Phone: 972-542-2995

Fax: 888.224.9418