

TASK ORDER

This is Task Order
No. 5 , consisting of
 6 pages.

Task Order No: 5 – Drainage Master Plan

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services D– Task Order Edition, dated 1-10-2024, Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order:
- b. Owner: **City of Woodcreek**
- c. Engineer: **Freeland Turk Engineering Group**
- d. Specific Project: **Drainage Master Plan**

2. Basic Services of Engineer

Phase 1 Scope

- **Data Collection and Review**

- Collect data from Hays County Appraisal District including GIS parcel data to identify approximate right-of-way location
- Utilize aerial imagery to identify existing improvements
- Collect open source lidar contour elevation data
- Collect available FEMA models for mapped areas
- Review previous drainage master plans
- Perform site visits

- **Preliminary Proposed Drainage Improvements**

- Use collected data to identify top 10 preliminary areas of concern
- Preliminary hydrologic and hydraulic analysis of each location.
- Prepare preliminary design based on a 10-year frequency storm without increasing 100-Yr. FEMA floodplain water surface elevations (where applicable). Freeland Turk will use FEMA base line engineering data where available. Preliminary design will be limited to sizing required drainage structures to determine a budgetary cost for potential improvements.

- **Opinion of Probable Costs**
 - Develop opinions of probable costs for 10 preliminary areas of concern
 - Include cost for potential easement acquisition
 - Include cost for engineering, permitting, and construction
- **Preliminary Areas of Concern Report**
 - Summarize findings in a brief report
 - Present report and findings to City Council
 - City Council to select 5 areas of concern prior to proceeding to Phase 2 scope

Phase 2 Scope

- **Design Surveying**
 - Design surveying at selected 5 locations:
 - Surveying Control
 - Apparent Right of Way
 - Topography & Improvements
 - Utilities (811 – One Call)
 - Freeland Turk will augment topo survey using open source lidar contour elevation data for site topography outside of the existing right-of-way and surveyed areas.
- **Proposed Drainage Improvements**
 - Use survey data to expand on design for 5 selected locations
 - Hydrologic and hydraulic analysis of each location to include modeling in HEC-RAS or HEC-HMS. Freeland Turk will use FEMA base line engineering data where available.
 - Prepare preliminary design based on a 10-year frequency storm without increasing 100-Yr. FEMA floodplain water surface elevations (where applicable).
- **Permitting and Easement Requirements**
 - Identify permitting requirements and potential challenges
 - Identify potential areas of easement acquisition
 - Identify and discuss potential impacts
- **Opinion of Probable Costs**
 - Develop opinions of probable costs for 5 areas of concern
 - Include cost for potential easement acquisition
 - Include cost for engineering, permitting, and construction

- **Implementation Plan**

- Develop an implementation plan comprised of the following components
 - Notable activities
 - Deliverables
 - Roles and responsibilities
 - Project timeline and milestones
 - Potential phasing for a budget of \$4M over a 10 year timeline

- **Drainage Master Plan**

- Prepare a draft Drainage Master Plan summarizing our findings
- Submit to the City of Woodcreek for review and comment
- Present report and findings to City Council
- Consider comments received and finalize the Drainage Master Plan

3. Additional Services

The items and services listed below are currently understood to be not required and are specifically excluded from the scope of work in this proposal. If the project needs change, any excluded items and other additional services deemed necessary will be provided for compensation based on hourly rates plus reimbursable expenses.

Any services that are not specifically listed in the scope of services are additional services requiring additional compensation. A list of possible additional services is provided below:

- Easement acquisition documents (survey and field notes).
- Design and preparation of bid and construction documents
- Permitting
- Subsurface utility engineering (potholing)
- Environmental site assessments and studies.
- TDLR/ADA Review
- Geotechnical investigation
- Permitting assistance
- Utility coordination
- FEMA map revisions
- Structural design
- Detention or water quality design
- Bidding and Construction Administration

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

- The Owner shall promptly provide the Engineer access to all pertinent assignment(s) information. Such information may include background information, correspondence, reports, construction documents, permits, applications, agreements, surveys, utility mapping, easements, photographs, project objectives, desired outcomes, contact information, and other material documentation and valuable knowledge.
- The Owner shall provide one point of contact for decision-making and project coordination.
- The Owner shall provide timely reviews and decision-making to keep the project on schedule.

5. Task Order Schedule

The parties shall meet the following schedule:

City of Woodcreek
Drainage Master Plan
Schedule

Activity	Months					
	1	2	3	4	5	6
Phase 1						
Data Collection and Review						
Preliminary Drainage Improvements						
Cost Estimates						
Preliminary AOC Report						
Phase 2						
Design Surveying						
Proposed Drainage Improvements						
Permitting and Easement Requirements						
Cost Estimating						
Implementation Plan						
Drainage Master Plan Report						

6. Payments to the Engineer

The Engineer shall be compensated based on Freeland Turk 2025 Billing Rate Schedule. The Engineer's billing amount shall not exceed \$75,000 without the City's written authorization.

7. Consultants retained as of the Effective Date of the Task Order:

Not Applicable

8. Other Modifications to Agreement and Exhibits:

Not Applicable

9. Attachments: Refer to Attached Exhibits A – Freeland Turk 2025 Billing Rate Schedule

10. Other Documents Incorporated by Reference:

Not Applicable

11. 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:

ENGINEER:

By: _____

By: _____

Print Name: Jeff Rasco

Print Name: Thomas N. Turk, P.E.

Title: Mayor – City of Woodcreek

Title: Principal

TBPE Firm Registration Number: F-21047

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jeff Rasco

Title: City Manager – City of Woodcreek

Address: 41 Champions Circle
Woodcreek, Texas 78676-3327

E-Mail manager@woodcreek.gov
Address: _____

Phone: (512) 847-9390

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Thomas N. Turk, P.E.

Title: Principal

Address: 18830 Forty Six Parkway, Build. 2, Ste. B
Spring Branch, Texas 78070

E-Mail tturk@freelandturk.com
Address: _____

Phone: (830) 322-6208

Attachment "A"
2025 Billing Rate Schedule
Freeland Turk Engineering Group, LLC

The following rate schedule is in effect for the calendar year specified and is subject to change after December 31, 2025.

Hourly Rates

Principal	\$ 225/hour
Senior Project Manager	\$ 215/hour
Project Manager	\$ 200 /hour
Sr. Design Engineer (P.E.)	\$ 180/hour
Design Engineer (P.E.)	\$ 165/hour
Engineering in Training - 2	\$ 150/hour
Engineering in Training - 1	\$ 140/hour
Sr. Design Technician	\$ 125/hour
Design Technician	\$ 115/hour
Construction Inspector	\$ 115/hour
Engineering Intern	\$ 95/hour
Administrative/Support Staff	\$ 95/hour

Reimbursable Expenses

Mileage – Current IRS Standard Mileage Rate times Miles Traveled

Inside Office Printing - \$0.05 per page

Outside/Contract Printing & Plotting – Direct Cost plus 15%

Shipping – Direct Cost plus 15%

Other miscellaneous expenses – Direct Cost plus 15%

Overnight travel expenses (airfare, hotel, meals, rental cars, etc.) – Direct Cost plus 15%

Sub-consultants – Direct Cost plus 15%