

**WORK AUTHORIZATION #04  
Transportation Bond Project  
KFA Project #0915**

This work authorization is made pursuant to the terms and conditions of the original Professional Service Agreement dated November 13, 2020, by and between K Friese & Associates, Inc. and the City of Woodcreek.

**SERVICES PROVIDED BY K FRIESE & ASSOCIATES, INC.:**

City of Woodcreek Transportation Bond Project: Refer to Attachment A for details.

**DELIVERABLES:** Refer to Attachment A for details.

This Agreement shall remain in effect until December 31, 2023 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:** Lump sum not to exceed **\$177,136.00**. Refer to Attachment B for budget details and breakdown.

CLIENT:

CITY OF WOODCREEK

K FRIESE + ASSOCIATES, INC.

SIGNED: \_\_\_\_\_

SIGNED: Charlotte Gilpin

TYPED NAME: Kevin Rule

TYPED NAME: Charlotte A. Gilpin, P.E., CFM

TITLE: City Manager

TITLE: Vice President

DATE: \_\_\_\_\_

DATE: April 14, 2023

Attachments:  
Attachment A  
Attachment B

**ATTACHMENT A  
SCOPE OF SERVICES  
CITY OF WOODCREEK  
TRANSPORTATION BOND PROJECT**

**WORK SUMMARY**

On November 8, 2022, the voters approved the issuance of bonds for the purpose of making street improvements in the City. This scope and fee is to prepare a construction project manual with work maps suitable for bidding of a citywide asphalt overlay project along with bid phase services.

**PROJECT MANAGEMENT**

1. Overall Project Management – KFA will conduct internal meetings, attend City Council meetings, schedule work, and coordinate on an ongoing basis with City staff and project team. This task includes invoicing, and compiling work products, and deliverables. This assumes a project design duration of 3 months.
2. Project Initiation and Setup includes the preliminary analysis of the Scope of Work, reviewing options for asphalt overlay, chip & seal treatments or a combination thereof.

**DESIGN & BID PHASE**

1. GIS Basemap – KFA will develop a project basemap from available data including parcels, aerial photography, LiDAR topographic survey, and applicable floodplain data.
2. Construction Documents – KFA will prepare a construction project manual suitable for bidding. This proposal assumes interim submittals will be made at the 90% and 100% milestones and is anticipated to consist of the following items:
  - a. Front End Contract Documents – KFA will utilize document templates from the Engineers Joint Contract Documents Committee (EJCDC) and will update applicable items as appropriate for this project
  - b. Bid Form – Including bid items, units, and quantities
  - c. Technical Specifications – KFA will use applicable TxDOT technical specifications (2014) for bid items and special provisions as necessary for this project.
  - d. Work Maps – KFA will prepare work maps on 11” x 17” sheets showing items of work, existing edges of pavement, and driveways. Areas of overlay and pothole repair will be depicted and annotated.
  - e. Traffic Control Narrative and Details – KFA will prepare a traffic control narrative and details for daytime flagger operations during construction.
3. Cost Estimates – KFA will gather quantities and TxDOT average low bid data to prepare cost estimates at the 90% and 100% milestones.
4. Bid Phase Services – KFA will provide bid phase assistance, which is anticipated to include

**ATTACHMENT A  
SCOPE OF SERVICES  
CITY OF WOODCREEK  
TRANSPORTATION BOND PROJECT**

- a. Attend Pre-Bid Meeting
- b. Respond to Bidder Questions
- c. Prepare Addenda – this proposal assumes preparation of one (1) addendum
- d. Bid Opening – KFA will attend and facilitate the opening and public reading of bids
- e. Bid Tabulation and Award Recommendation – KFA will prepare a tabulation of bids, check for mathematical errors or irregularities, and verify contractor references (if applicable). KFA will prepare a recommendation of award letter.
- f. Issue Conforming Documents – KFA will incorporate addenda and contract information into the project manual for issuance to the Contractor and City.

**ASSUMPTIONS MADE FOR THIS PROPOSAL**

1. No permitting will be required.
2. Utility coordination and relocation are not included in this proposal.
3. Construction Phase Services to be authorized under a separate Work Authorization.

**ATTACHMENT B - DESIGN BUDGET / WORK PLAN**

**Woodcreek Mill & Overlay Project**

Firm Name: **K Friese + Associates**

Discipline Services Provided: **Roadway Design**

Proposal Phase: **Design Phase Services**

<b>Personnel Title:</b>	Ryan Thomas Senior Technical Advisor	Jeremiah Davis Project Manager	Austin Messerli Project Engineer	Alex Magdaleno CAD Mid Level	Admin Assistant	
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<b>COA Approved Loaded Hourly Rate:</b>	<b>\$290.00</b>	<b>\$265.00</b>	<b>\$185.00</b>	<b>\$115.00</b>	<b>\$105.00</b>	<b>TOTAL</b>
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Phase	Task Name	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	\$	Hrs.	TOTAL \$
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**Design Phase Services**

**Project Management**

Project Initiation and Setup	23.00	\$6,670.00	0.00	\$0.00	40.00	\$7,400.00	0.00	\$0.00	0.00	\$0.00	63.00	\$14,070.00
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Ongoing Project Management	13.00	\$3,770.00	38.00	\$10,070.00	40.00	\$7,400.00	0.00	\$0.00	15.00	\$1,575.00	106.00	\$22,815.00
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**90% Design Phase (Design Development)**

Pavement Inspection	0.00	\$0.00	20.00	\$5,300.00	10.00	\$1,850.00	30.00	\$3,450.00	0.00	\$0.00	59.00	\$10,527.98
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Project Design Manual	0.00	\$0.00	46.00	\$12,190.00	115.00	\$21,275.00	234.00	\$26,910.00	0.00	\$0.00	395.00	\$60,375.00
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Cost Estimate Development	0.00	\$0.00	8.00	\$2,120.00	24.00	\$4,440.00	48.00	\$5,520.00	0.00	\$0.00	80.00	\$12,080.00
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**100% Design Phase (Construction Documents)**

Project Design Manual	0.00	\$0.00	31.00	\$8,215.00	77.00	\$14,245.00	156.00	\$17,940.00	0.00	\$0.00	264.00	\$40,400.00
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Final Cost Estimate	0.00	\$0.00	8.00	\$2,120.00	12.00	\$2,220.00	24.00	\$2,760.00	0.00	\$0.00	44.00	\$7,100.00
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Bid Documents Design Services	8.00	\$2,320.00	8.00	\$2,120.00	8.00	\$1,480.00	16.00	\$1,840.00	0.00	\$0.00	41.00	\$7,832.02
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<b>Task Subtotal</b>	<b>36.00</b>	<b>\$10,440.00</b>	<b>151.00</b>	<b>\$ 40,015.00</b>	<b>318.00</b>	<b>\$ 58,830.00</b>	<b>492.00</b>	<b>\$56,580.00</b>	<b>15.00</b>	<b>\$1,575.00</b>	<b>952.00</b>	<b>175200.00</b>
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Reimbursable Expenses (Preconstruction Costs/Supplies)	Description, clarification, or justification (if necessary)	U/M	UNIT \$	QTY	TOTAL \$
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Travel	Government Rate: \$0.65   Round Trip Miles (San Antonio Office): 120 Miles	TRPS	\$ 78.00	12.0	\$ 936.00
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Reproduction Services (CivCast)		LS	\$ 1,000.00	1.0	\$ 1,000.00
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Reimbursable Expenses Subtotal					<b>\$ 1,936.00</b>
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**PROPOSAL TOTAL** **\$177,136.00**