

January 6, 2023  
(Revised February 16, 2023)

Mr. Al Raymond, AIA, CBO  
Director Development Services  
City of Corpus Christi  
PO Box 9277  
Corpus Christi, TX 78469-9277

Re: City of Corpus Christi – Master Planning and Impact Fee Study – RFQ 3083  
Job No. 12383-00  
Additional Services Request No. 2

Dear Mr. Raymond:

On March 4, 2021, the City of Corpus Christi executed an agreement with Pape-Dawson Engineers, Inc. to prepare master plans for water, wastewater, stormwater, and thoroughfare infrastructure with the purpose of developing capital improvement projects (CIP) and conducting an Impact Fee Study for the respective infrastructure.

Over the past 6 months, through meetings with City staff, it was determined that a simple consolidation of the draft Drainage Design Manual (DDM) and the Drainage Design Criteria Manual (DCM) would not meet the needs of the City. The City requested a more robust effort to create a final document. This effort is estimated at **\$52,500**.

In addition, pursuant to state code, the City is required to compose an advisory group to review key planning documents and decisions related to master plan and impact fee development. As part of this effort, the Public Outreach task (City Task 5) was scoped to assist the City in coordinating these efforts. The original scope of services envisioned six meetings, the four described below and 2 optional meetings if needed:

1. Kickoff and Land Use Meeting. In this first meeting, we will charter the group and provide a basic primer on what an impact fee is and how it contrasts with the trust fund. Second, we will explore and agree on land use assumptions for each of the four applications.
2. CIP Meeting. In this second meeting, we will share the land use assumptions we made from the last meeting and review and obtain input into the CIPs for each of the applications.
3. Impact Fee Meeting. In this third meeting, we will share the draft impact fees for each of the four applications and obtain feedback from the group.
4. Final Meeting. In this fourth meeting, we will share the final decisions of the staff and planned recommendations to be made to the City Council

Due to the nature of the committee, the City agreed that splitting the meetings by service type (water, wastewater, stormwater, roadway) would be beneficial for the Capital Improvement Advisory Committee

(CIAC). Given the above, 11 meetings have already been completed for Public Outreach, with an anticipated 15 additional meetings. This is 26 meetings, in lieu of 6. These meetings have been or will be attended by various combinations of our Team (Pape-Dawson, Raftelis and LAN). Where possible, we are trying to limit attendance to be efficient with the City’s funds. These meetings have yielded positive feedback and efforts from those in attendance. We believe they will make the process smoother as we navigate to the end of the master planning and impact fee process. This additional effort is estimated at **\$219,400**.

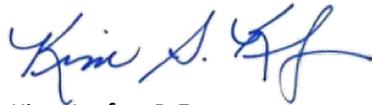
**SUMMARY**

I.	Public Outreach	Task 906	\$52,500
II.	Project Management and Meetings	Task 501	<u>\$219,400</u>
		<b>Total:</b>	<b>\$271,900</b>

Pape-Dawson is requesting **\$271,900** to accomplish these additional tasks in development of the comprehensive CIP Plans and Impact Fee Studies. We believe this request is reasonable and comparable to other similar past efforts performed by various other municipal organizations in the coastal area of Texas of similar size.

If you have questions or need additional information, please do not hesitate to contact me at your earliest convenience.

Sincerely,  
Pape-Dawson Engineers, Inc.



Kim Keefer, P.E.  
Managing Vice President Water /  
Wastewater Infrastructure

**ACKNOWLEDGED & ACCEPTED**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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