



May 30, 2025

10409855

Mr. Jeff H. Edmonds, P.E.,
Director of Engineering Services
City Of Corpus Christi
1201 Leopard Street
Corpus Christi, TX 78401

RE: ONSWTP Electrical Reliability Upgrades (Project No. 23024)

Dear Mr. Edmonds,

We appreciate another opportunity to work alongside the City of Corpus Christi on the O.N. Stevens Water Treatment Plant Electrical Reliability Upgrades project. This project first focuses on two main tasks. The first task is evaluation of AEP's recommended infrastructure improvements to reduce service interruptions to the ONSWTP. The second task is evaluation of medium-voltage infrastructure within the ONSWTP and recommended improvements. Until the recommended improvements have been identified for both tasks, the design-related tasks are deferred. A detailed scope of services (Exhibit A) is enclosed.

In summary, HDR is requesting a not-to-exceed amount of \$144,199.00 on a time-and-material basis as detailed in the Fee Summary for providing the services outlined in Exhibit A.

If you have any questions, don't hesitate to contact us to discuss further.

Sincerely,
HDR ENGINEERING, INC.

Samuel Saldivar, Jr., PE
Civil Group Lead

David C. Weston
Vice President

Cc: Edwin Santillan, P.E., City of Corpus Christi

Enclosure:
Exhibit A – Scope of Services
Summary of Fees



Exhibit A

Scope of Services

Project Description

The goal of this project is to evaluate and recommend solutions to improve electrical reliability and resiliency of the ON Stevens Water Treatment Plant (ONSWTP). The evaluation of ONSWTP electrical reliability will be comprised of two main project tasks. The first task is to coordinate AEP to evaluate their proposed infrastructure improvement solutions for reducing service interruptions to the plant and increasing the reliability of the power supply. HDR will review AEP's solutions and recommend modifications or alternatives to the AEP proposal. The second and parallel task will focus on evaluating targeted on-site plant electrical distribution equipment to increase the reliability for current and future plant loading.

Task 1.0 – AEP Solutions Development and Coordination

Objective:

Act as the City's representative to communicate and coordinate with AEP on developing value-based engineering solutions required for the water plant to improve the quality, safety, reliability and maintaining accountability throughout the process.

Activities:

- AEP Monthly Meetings (Months 1 to 6, 6 mtgs virtual, 60 minutes)
 - HDR will initiate meetings, develop meeting minutes with action items
- Review of existing AEP data including, but not limited to, outage reports, system one-lines, as-built construction documents, maps, proposed substation arrangement and past communications with ONSWTP.
- Coordination communications, including emails and phone calls, with AEP to discuss solutions and recommendations.

Deliverables:

- Meeting minutes (PDF, letter format)
- Documents received from AEP regarding recommended solutions of their system (PDF)
- Relevant emails documenting AEP's development of solutions. (PDF)

Task 1.1 – AEP Recommendations Evaluation

Objective:

Evaluate the proposed recommended solutions developed by AEP for feasibility and benefits to ONSWTP.



Activities:

- Coordinate and evaluate the most value-based engineering substation arrangement solution for the AEP-proposed solutions for infrastructure improvements
- Evaluation will determine if solutions are likely to increase the reliability of the electric service to ONSWTP
- Report summarizing HDR evaluation of the proposed AEP solutions
- Meeting with City to present draft of report (1 mtg virtual, 60 min)

Deliverables:

- Report detailing the proposed AEP recommended solutions, evaluation of solutions, and recommendations. (PDF, letter format)
- Relevant supporting documentation regarding the evaluation of solutions (PDF)

Task 1.2 – Task Management

- Project Initiation
 - Initiation includes profile electronic folder set-up, creation of management documents, creation of safety documents, and communication plan.
- Invoicing and Progress Reports
 - HDR will submit monthly progress reports and invoices. Progress reports will follow the City's Project Status Report template.
- Project Metrics (schedule and budget)
 - HDR will monitor and track the performance of the project schedule and services budget monthly. HDR will report to the City if project metrics indicate a deviation from the planned project schedule and budget.
- Project Kick-Off City Meeting (1 mtg virtual, 1 hour)
- Project Kick-Off Internal HDR Meeting (1 mtg virtual, 1 hour)
- City Bi-weekly Meetings (4 mtgs virtual, 1 hour)
- Project Close-out
 - Includes a close-out procedure to verify HDR has completed and transmitted to the City deliverables as per an executed contract inclusive of amendments. Completing a final progress report and invoice and transmittal to City.

Task 2.0 – ONSWTP On-Site Evaluation

Objectives:

- Evaluate existing medium voltage electrical distribution system, identify equipment without a redundant power feed and provide recommendations for potential solutions to improve reliability.



- Evaluate existing spare capacity based on 12-month peak demand recorded by AEP for future project loads and make recommendations to meet future demand as needed.
- Evaluate design and implementation of new emergency generators to be performed by Exergy under a separate contract.

Activities:

- Site visit meeting and debrief (2 mtgs with City, 1 – 3 hr mtg in-person, 1 – 1 hr mtg virtual)
- Develop recommendations for on-site improvements on medium voltage distribution system as depicted on overall One-Line Diagram (concept level). Recommendation includes the opinion of probable construction cost associated with the improvement(s) (Class V).
- Review Exergy's drawings and specifications for the new emergency generators project. Attend meetings with Exergy design team and CCW staff to discuss project specifics (6 mtgs, virtual).

Deliverables:

- Draft Report summarizing site improvements (PDF, letter format)
- City Meeting presentation of site improvements
- Final Report summarizing site improvements (PDF, letter format)

Task 2.1 – Task Management

- Project Initiation
 - Initiation includes profile electronic folder set-up, creation of management documents, creation of safety documents, and communication plan.
- Invoicing and Progress Reports
 - HDR will submit monthly progress reports and invoices. Progress reports will follow the City's Project Status Report template.
- Project Metrics (schedule and budget)
 - HDR will monitor and track the performance of the project schedule and services budget monthly. HDR will report to the City if project metrics indicate a deviation from the planned project schedule and budget.
- City Bi-weekly Meetings (4 mtgs virtual, 1 hour)
- Project Close-out
 - Includes a close-out procedure to verify HDR has completed and transmitted to the City deliverables as per an executed contract inclusive of amendments. Completing a final progress report and invoice and transmittal to City.

Task 3 – AEP Design Coordination (deferred to future task)



- AEP/City Monthly Meetings
- Progress reports to City

Task 4 – Design of ONSWTP Improvements (deferred to future task)

- Monthly City Meetings
- Design Milestones
- Bidding
- Construction Administration
- Construction Observation

Assumptions and Exclusions

- HDR will attempt to facilitate encouragement of AEP progressing their action items and deliverables, but we are not responsible for their delays and impacts to the City project schedule.
- HDR is currently assuming that AEP can provide updated solutions 3 months from initiating contact by the City-HDR team. Possible impact to schedule if AEP cannot provide updated solutions within this assumed period.
- HDR does not take any responsibility for the quality of AEP engineering data or design solution outcome. HDR has no control of AEP utilizing equipment, design approaches, or quality control processes to implement a non-standard AEP solution. Therefore, AEP may present the same solution as previously submitted to the City.
- HDR is only reviewing AEP's cost associated with their proposed solutions. HDR is not composing an independent cost of AEP's proposed solutions.
- HDR is not including the design of electrical or non-electrical equipment which is not specifically listed in Exhibit A. The on-site evaluation (Task 2) is limited to the medium voltage system.
- HDR assumes that the level of detail for the report evaluation of Task 1.1 AEP solution is similar to the Jacobs report, titled AEP Reliability Improvements Analysis, dated August 15, 2023, numbered WHXM0303.
- This scope does not include the development of a full detail cost-benefit analysis of the AEP recommended solutions.

Schedule

Description	Duration
Notice-to-Proceed	To Be Determined
Task 1 HDR Draft Report Submittal	5 months from NTP
Task 1 City Review	0.5 months from HDR Draft Report Submittal
Task 1 HDR Final Report Submittal	0.5 months from City Review

Description	Duration
Notice-to-Proceed	To Be Determined
Task 2 HDR Draft Report Submittal	3.5 months from NTP



Task 2 City Review	0.5 months from HDR Draft Report Submittal
Task 2 HDR Final Report Submittal	2 months from City Review

Fee and Payment Method

A) Not-to-exceed amount of \$144,199.00

Method of Payment will be on a time and material basis.

B) Summary of Fees

Summary of Fees

ONSWTP Electrical Reliability Upgrades (Project No. 23024)

	Original Contract	Total Contract Fee
Basic Services:		
1. AEP Solutions Development and Coordination	\$ 66,329.00	\$ 66,329.00
2. ONSWTP On-Site Evaluation	\$ 77,870.00	\$ 77,870.00
Subtotal Basic Services Fees	\$ 144,199.00	\$ 144,199.00
Additional Services:		
N/A	\$ -	\$ -
Subtotal Additional Services	\$ -	\$ -
Summary of Fees		
Basic Services Fees	\$ 144,199.00	\$ 144,199.00
Additional Services Fees	\$ -	\$ -
Total of Fees	\$ 144,199.00	\$ 144,199.00