



PLUMMER

0537-047-01

March 1, 2023

Mr. Edwin Santillan, P.E.
Project Manager
Engineering Department
City of Corpus Christi, Texas
1201 Leopard Street
Corpus Christi TX 78401

Re: ONWTP Recycle Pond Improvements
Project No. 22406
Task Order 1 - Scope and Fee Proposal

Dear Mr. Hedrick:

This letter is a request for the ONSWTP Recycle Pond Improvements Task Order 1 to provide preliminary design services for repairs and improvements to the pond berm and pump station structure. The preliminary design services are to provide field investigation, evaluation, testing and a technical memorandum with recommendations and an Opinion of Probable Construction Costs (OPCC). Supplemental services are included to provide a budget for design, bid and construction phase services based on the recommended improvements.

Fee

The fee request of \$500,000 is detailed in the attached spreadsheet. A summary of fee is shown in the table below.

Task	Fee
BASIC SERVICES	
Technical Memorandum	\$120,133
TOTAL	\$120,133
SUPPLEMENTAL SERVICES	
Budgetary Allowance for Design, Bid and Construction Services	\$379,867
PROJECT TOTAL	\$500,000

Mr. Edwin Santillan, P.E.

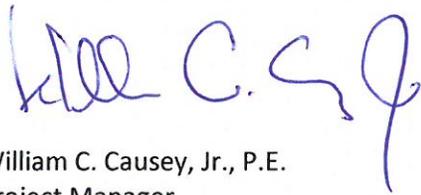
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March 1, 2023

The detailed scope and fee schedule are attached. If you have any questions regarding this request, please let me know.

Sincerely,

PLUMMER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Will C. Causey, Jr.", written in a cursive style.

William C. Causey, Jr., P.E.
Project Manager

Cc: Mary Portillo

Enclosures

ATTACHMENT A**City of Corpus Christi, Texas****Project #22406
ONSWTP Recycle Pond Improvements****Task Order No. 1****Scope of Services****PROJECT DESCRIPTION**

Plummer will provide engineering evaluation services for repairs and improvements needed at the O.N. Stevens Water Treatment Plant Filter Wash Water Recycle Pond. The recycle pond is an earthen berm pond with a submersible pump station and intake structure. The earthen berm has approximately 300-ft exhibiting leakage and erosion of the top bank due to fluctuating water levels within the pond. Additionally, the pump station concrete structure has leakage. Preparation of design documents, permitting, advertisement/award, and construction phase services are not included herein and will be performed under a separate task order.

BASIC SERVICES

Engineer agrees to perform BASIC ENGINEERING SERVICES for modifications to the recycle pond and pump station structure. The Engineer shall perform BASIC ENGINEERING SERVICES necessary for the development of the PROJECT as follows:

A. Meetings and Coordination

1. Project Kickoff Meeting: Engineer to conduct a project kick-off meeting at the beginning of the Project with the CITY to confirm the scope of work, deliverables, schedule, critical project milestones, design criteria, information and data needs, and success factors. Discuss initial steps for coordination of site visits and collection of data and information. Confirm lines of communication.
2. Progress Meetings (2): Engineer will coordinate, prepare for, and conduct project meetings monthly with City PM. Engineer shall prepare an agenda for the meetings, moderate the meetings, and prepare/distribute meetings notes. An updated project schedule will be presented at each meeting. Draft and final meeting notes and schedules will be prepared and distributed in electronic Portable Document Format (PDF).
3. Quality Review Meetings: Conduct two (2) internal QC meetings utilizing senior staff members. QC meetings are to be held at project commencement (0% QC Kickoff Meeting) and to review Technical Memorandum QC comments.
4. Team Coordination Meetings: Engineer will conduct weekly internal team collaboration meetings to review project progress, data needs, action items, track project schedule

and budget, coordinate with subconsultants, and collaborate on technical design concepts and solutions.

5. Conduct one (1) Technical Review Meeting with the CITY. The meeting shall be held with City staff to present the draft Technical Memorandum and provide CITY staff with an overview of findings and recommendations.

DELIVERABLES: Meeting Agendas, Sign-in Sheets, Meeting Notes

MEETINGS: As listed above.

B. Technical Memorandum (TM)

The Engineer shall develop a Technical Memorandum that presents the existing conditions of the recycle pond and pump station, identify unique challenges and constraints, and recommendations for repairs for the ON Stevens WTP Recycle Pond Improvements Project (the PROJECT) described in the following paragraphs. The evaluation will consider the following improvement activities:

1. Site Visits: Engineer shall visit the project site to confirm previously identified repairs and to further evaluate existing conditions and needs for recycle pond.
2. Assessments/Records and Data Review: Engineer will request record drawings, aerial imagery, and topographic and floodplain maps; data and information available for recycle pond; and pump station performance information. Engineer will review provided records and data.
3. Site Survey: Site assessment will include evaluation phase surveying services including collecting orthometric images of recycle pond and geospatial calibration of those images. Products will be developed in dwg (civil 3D 2020) format for use in preparing site drawings and exhibits in conjunction with record as-built information available. Design-level topographic survey will be provided as an Additional Service in future project design phase and as-needed based on complexity of repairs and recommendations identified in the Technical Memorandum.
4. Preliminary Recycle Pond and Pump Station Drawings: Prepare preliminary drawing exhibits showing existing recycle pond and pump station site plan; configuration and layout; equipment and structures.
5. Civil Evaluation: Evaluation will include review and recommendations related to overall site condition/ appearance, site accessibility, site security, and the observed condition of existing structures. Prepare preliminary drawings for temporary or permanent coffer dams/berms and pump station suction piping during construction.
6. Geotechnical Evaluation: Provide geophysical survey to map potential leakage from approximately 300-ft section. Up to four lines of geophysical data less than 300 feet long will be collected.

Two 50-foot geotechnical bores will be conducted. Results and recommendations will be provided in a geotechnical engineering report. Location of bores will be determined based on geophysical survey and coordinated with Owner.

7. Structural Evaluation: Provide structural condition assessment, develop recommendations for repairs for recycle pond pump station.
8. Permitting/Regulatory Evaluation: Engineer will identify and evaluate conformance of existing conditions and applicability of current TCEQ regulations.

DELIVERABLES: Recycle Pond Preliminary Phase Technical Memorandum, Draft and Final, Survey (CADD files), Geophysical Survey data, Geotechnical Engineering Report.

MEETINGS: Field Site Visits, Records Research at Utility offices, Field survey, Geophysical Survey, Geotechnical Bores (2)

C. Project Management and Quality Review

1. Monthly Monitoring: Provide project management for the project. Project management shall include developing and implementing a project management plan; tracking and managing internal schedules of work; monitoring and addressing issues related to the scope of work, budget and deliverables; providing labor resources necessary to fulfill scoped work; and scheduling and participating in quality control reviews.
2. Subconsultant Management: Provide coordination with geotechnical engineering subconsultant, Raba Kistner Inc. and structural engineering subconsultant, Jose I. Guerra, Inc.. Includes coordination of work and combination of work product into a cohesive deliverable.
3. Quality Review: Engineer will be responsible for conducting technical reviews of concepts, design criteria, calculations, and deliverables. Technical reviews to be completed by senior level staff.

Deliverables: Monthly Progress Reports, Monthly Invoices, Project Schedule

Meetings: Listed in Section A above.

SUPPLEMENTAL SERVICES

Supplemental services consist of the following:

1. Scope and fee will be developed for design, bidding, and construction phase services based on the recommendations provided and in the Technical Memorandum and available remaining budget for the repair of the earthen berm and pump station concrete structure. The estimate presented in the fee is the balance of available funding. Scope and fee will be further developed once the TM establishes the basis of future work.

OWNER TO PROVIDE

The OWNER shall provide any available data from existing records and studies:

1. Record drawings from the recycle pond and pump station construction.
2. Geotechnical Boring logs and recycle pond construction testing data.

ADDITIONAL SERVICES

Additional services to be performed by the Engineer, if authorized by the CITY, which are not included in the above-described Basic Engineering Services, are described as follows:

- A. Mechanical Evaluation: Evaluation will include a review of the station piping and valves including adding, replacing, or moving valves to improve hydraulic efficiency. Installation of a quick connect for bypass pump connection will be evaluated for periods when the pump station is off-line.
- B. Evaluation of storage/ electrical and pumping capacity and expansion of the recycle pond.
- C. Providing shop, mill, field or laboratory inspection of materials and equipment.
- D. Sampling, testing or analysis beyond that specifically included in Basic Services.
- E. Preparing copies of Computer-Aided Drafting (CAD) electronic databases, drawings, or files for the CITY's use in a future CAD system.
- F. Attending additional meetings as requested by CITY.
- G. Permitting, SWPPP, Traffic Control Plans, Bypass Pumping Plans, force main condition inspections, environmental investigations related to site contamination.
- H. Providing architectural or landscape design.
- I. Providing Subsurface Utility Engineering (SUE).
- J. Any additional services that may be required by the CITY for completion of the project that are not included in the Basic Services.

SCHEDULE

Project duration is projected to be 26 weeks (6 months).

Submittal	Delivery Schedule
Kickoff Meeting	Within 2 weeks of Notice to Proceed
Submit Draft Technical Memorandum (TM)	Within 12 weeks Kickoff Meeting
TM Review Meeting	Within 3 weeks of submittal of draft TM
Submit Final TM	Within 3 weeks of receipt of City Comments on TM

FEE

The CITY will pay the Engineer on a lump sum basis for providing for “Basic Services” authorized as per the table below inclusive of labor, expenses and subconsultant services. The fees for Basic Services will not exceed those identified. The fee for this project is subject to the availability of funds. The Engineer may be directed to suspend work pending receipt and appropriation of funds. For services provided in “Basic Services”, Engineer will submit monthly statements for basic services rendered. The invoice will be based upon Engineer’s estimate (and CITY concurrence) of the proportion of the total services completed at the time of billing. CITY will make prompt monthly payments in response to Engineer’s monthly invoices.

Schedule of Fees:

Basic Services:		
Technical Memorandum	Lump Sum	\$120,133.00
Supplemental Services:		
Budgetary Allowance	TBD	\$379,867.00
Total of Fees:		\$500,000.00

A budgetary allowance of \$379,876.00 is proposed under Supplemental Services for design, bidding and construction phase services. Scope and fee will be developed for design, bidding, and construction phase services based on the recommendations provided and in the Technical Memorandum and available remaining budget for the repair of the earthen berm and pump station concrete structure. The estimate presented in the fee is the balance of available funding. Scope and fee will be further developed once the TM establishes the basis of future work.

A scope and fee proposal for supplemental services will be formally requested in writing by Plummer and authorized by the CITY under separate Task Order.

**ATTACHMENT B
PLUMMER ASSOCIATES, INC.
HOURLY RATE SCHEDULE FOR ADDITIONAL SERVICES**

Staff Description	Staff Code	2023 Rate
Admin Staff	A1 – A2	\$ 95.00
Admin Staff III	A3	\$ 110.00
Senior Admin Staff	A4	\$ 115.00
Designer/Technician	C1-C2	\$ 120.00
Designer/Technician III	C3	\$ 135.00
Senior Designer/Technician	C4	\$ 150.00
Field Tech I	LS1	\$ 95.00
Field Tech II	LS2	\$ 110.00
Survey Specialist I	LS3	\$ 120.00
Survey Specialist II	LS4	\$ 130.00
Survey Analyst	LS5	\$ 150.00
Chief of Parties	LS6	\$ 165.00
Engineer/Scientist Intern	ES0	\$ 75.00
Engineer-in-Training/Scientist-in-Training	ES1	\$ 130.00
Engineer-in-Training/Scientist-in-Training II	ES2	\$ 140.00
Engineer-in-Training/Scientist-in-Training III	ES3	\$ 160.00
Project Engineer/Scientist	ES4	\$ 175.00
Senior Project Engineer/Scientist	ES5	\$ 190.00
Project Manager	ES6	\$ 245.00
Senior Project Manager	ES7	\$ 275.00
Principal 1	ES8	\$ 310.00
Principal 2	ES9	\$ 360.00

Billing rates may be adjusted by up to 4 percent annually (at the beginning of each calendar year) during the term of this agreement. A multiplier of 1.10 will be applied to all direct expenses. A technology charge will be billed at \$5 per labor hour.



Exhibit 1 - Fee Schedule
City of Corpus Christi
ONSWTP Recycle Pond Improvements
Project No. 22406

0537-047-01
 3/1/2023
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	Principal In Charge Mary Portillo (hrs)	Project Manager William Causey (hrs)	Technical Lead Tim Noack (hrs)	Project Engineer Travis Grohman (hrs)	EIT III Kat Marotta (hrs)	CAD Brian Anderson (hrs)	Aerial Surveys Field Survey Crew (2) (hrs)	Survey Team In House Survey (hrs)	PQO/PQR David Gudal (hrs)	Plummer Labor (hrs)	Plummer Fee (\$)	Raba Kistner Sub Fee (\$)	Jose Guerra Sub Fee (\$)	Sub Markup 10%	Technology Fee \$5	Expenses (\$)	Total (\$)
BASIC SERVICES																	
A MEETINGS AND COORDINATION	4	16	2	10	8	4	0	0	10	54	\$ 12,468	\$ -	\$ -	\$ -	\$ 270	\$ -	\$ 12,738
A.1 Project Kickoff Meeting	2	4	0	2	0	0	0	0	0	8	\$ 2,070	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ 2,110
a. Develop PMP	2	2		2													
b. Baseline Schedule w/ key milestones		2															
c. Discuss design basis parameters																	
A.2 Progress Meetings (2)		4		4	4	2				14	\$ 2,689	\$ -	\$ -	\$ 70			\$ 2,759
A.3 Quality Review Workshops	2	4	0	0	0	0	0	0	10	16	\$ 4,470	\$ -	\$ -	\$ 80	\$ -		\$ 4,550
a. 0% Workshop	1	2							2								
b. Draft TM Workshop	1	2							8								
A.4 Team Coordination Meetings		2		2						4	\$ 900	\$ -	\$ -	\$ 20			\$ 920
A.5 Technical Review Meeting (CITY)		2	2	2	4	2				12	\$ 2,339	\$ -	\$ -	\$ 60			\$ 2,399
B TECHNICAL MEMORANDUM	6	18	20	48	56	48	12	12	0	220	\$ 38,400	\$ 49,050	\$ 8,000	\$ 5,705.00	\$ 1,100	\$ 2,900	\$ 105,155
B.1 Site Visit		4	4	4													
B.2 Assessments/Records and Data Review			4		4												
B.3 Site Survey							12	12								\$ 1,900	
B.4 Preliminary Drawings																	
B.5 Civil Evaluation		2		4	4											\$ 1,000	
B.6 Mechanical Evaluation																	
B.7 Getechnical Evaluation		2		4								\$ 49,050					
B.8 Structural Evaluation		2											\$ 8,000				
B.9 Electrical and I&C Evaluation																	
B.10 Permitting/Regulatory Evaluation	2		4		4												
B.11A Draft Technical Memorandum	2	4	8	28	36	40											
B.11B Final Technical Memorandum	2	4		8	8	8											
C PROJECT MANAGEMENT AND QUALITY REVIEW	0	8	0	0	0	0	0	0	0	8	\$ 2,200	\$ -	\$ -	\$ 40	\$ -		\$ 2,240
C.1 Monthly Monitoring	0	4	0	0	0	0	0	0	0								\$ -
C.2 Subconsultant Management		4															
TOTAL BASE SERVICES- LUMP SUM	10	42	22	58	64	52	12	12	10	282	\$ 53,068	\$ 49,050	\$ 8,000	\$ 5,705	\$ 1,410	\$ 2,900	\$ 120,133
SUPPLEMENTAL SERVICES																	
1 Design, Bidding and Construction Phase Services	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379,867
1.1 Design, Bid and Construction Phase Services																	\$ 379,867
TOTAL BASE + SUPPLEMENTAL SERVICES	10	42	22	58	64	52	12	12	10	282	\$ 53,068	\$ 49,050	\$ 8,000	\$ 5,705	\$ 1,410	\$ 2,900	\$ 500,000