

October 15, 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
Additional Services Request No. 3

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.

The City amended the Master Planning and Impact Fee Study in September 2021 to provide for the necessary funding to complete the stormwater master planning documents due to outdated modeling information.

On February 28, 2023, the City approved a second amendment to provide for additional meetings associated with the Capital Improvement Advisory Committee (CIAC) meetings as well as the efforts needed to edit the Drainage Criteria Manual.

As the City has progressed through the master planning and capital improvement planning portion of this project, several meetings have occurred and are slated to occur to further assist the CIAC in their understanding of the process. These meetings will facilitate the recommendations to be made to City Council regarding the land use assumptions, capital improvement plans for water, wastewater, stormwater and roadway and potentially, impact fee recommendations for these same service types. All of these meetings included or will include the CIAC as attendees. This amounts to 9 additional CIAC meetings not contemplated in the original scope or the two budget adjustments. There are also 6 additional public hearings and/or workshops with the Planning Commission and the City Council not originally contemplated in the current Agreement for Services.

The schedule has been extended. The original schedule contemplated a 24 month project. The second budget adjustment assumed that the recommendations would go to Council by the end of 2023. This requires additional project management. It will also require a contract extension to at least April 30, 2024 (the proposed City Council meeting contemplating the impact fees.) We would recommend an extension to at least May 31, 2024 in case there is an unforeseen delay.

To minimize the impact on the budget, many of the additional staff meetings beyond those contemplated in the original scope and two budget adjustments have been held virtually. We anticipate additional meetings to respond to staff’s questions on the impact fee process and implementation.

The breakdown is as follows:

• Additional CIAC meetings, preparation and on-site workshops held or to be held	\$97,000
• Additional public hearings/workshops with Planning Commission/ City Council	\$45,300
• Additional staff meetings	\$6,500
• Additional project management (5 months)	\$30,800
• Additional travel expenses associated with activities above	<u>\$10,500</u>
	\$190,100

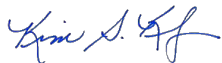
This request assumes the following:

- The discussions and procedures regarding the amendments to the Master Plan are not part of the CIAC’s purview and will be handled separately and outside our contract.
- Conversations where CIAC members ask about specific roads and potential changes within the Master Plan are also outside our purview and should be referred back to the Owning Department.
- Coordination of documentation between the City’s IDM and roadway can be provided as an additional service to those listed above.

Pape-Dawson is requesting the attached additional services request of **\$190,100** 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 S. Keefer, P.E.
Managing Vice President Water/Wastewater Infrastructure