



April 6, 2017

Ms. Kristina Ramirez, PE, CFM  
City of Killeen  
Director of Environmental Services  
200 E. Avenue D, 2<sup>nd</sup> Floor  
Killeen, TX 76541

RE: Killeen - Liberty Ditch Bank Stabilization Project – Additional Services Request

Dear Ms. Ramirez:

Attached please find our proposed additional services scope of services for the Liberty Ditch Bank Stabilization project within the Bell County WC&ID #1 facility located just south of the BNSF railroad. Attached to this letter proposal includes the following:

- Additional Services Confirmation
- Attachment A: Proposed Scope of Services
- Attachment B: Proposed Fee & Schedule

The scope of services includes additional geotechnical investigation, bid and award assistance, and construction support services to stabilize the Liberty Ditch bank failure. Please give me a call if you have any questions and thank you for this opportunity.

Sincerely,

**HALFF ASSOCIATES, INC.**

A handwritten signature in blue ink, appearing to read "Paul Morales", is written over a horizontal line.

Paul Morales, PE, CFM, CPESC  
Project Manager



SMARTER SOLUTIONS

2500 Amberglen Blvd.  
Bldg. F, Ste. 125  
Austin, Texas 78729  
(512) 777-4600  
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## ADDITIONAL SERVICES CONFIRMATION

**TO:** Kristina Ramirez, PE, CFM  
City of Killeen  
200 E. Avenue D, 2<sup>nd</sup> Floor  
Killeen, TX 76541

**DATE:** April 6, 2017

**AVO:** 32033

**FROM:** Paul Morales, PE, CFM, CPESC  
Email: [pmorales@halff.com](mailto:pmorales@halff.com)

**PROJECT:** Liberty Ditch Bank Stabilization  
Project - Addendum 1

**VIA:** email and hard copy

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As per our discussion, attached is Halff Associates' scope of services for the Liberty Ditch Bank Stabilization Project. **Attachment A and B** describes the proposed additional scope of services, fee, and schedule for Addendum 1 which will amend the existing contract executed on 9-26-2016.

The proposed scope of services for the additional effort to complete the project includes additional geotechnical investigation, bid and award assistance, and construction support services. Our additional fee estimate for professional services is **\$31,605.00** to perform these additional services. We request your signature below to confirm the scope and fee. If the scope and/or fee is not acceptable, please notify us immediately.

### City of Killeen, TX

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

### Halff Associates, Inc.

By:  \_\_\_\_\_

Printed Name: Cindy Engelhardt, PE, CFM

Title: Team Leader

Date: April 6, 2017

☒ Attachments: Attachments A and B

**ATTACHMENT A  
PROPOSED ADDITIONAL SCOPE OF SERVICES**

**Killeen – Liberty Ditch Bank Stabilization  
Killeen, Texas**

**PROJECT DESCRIPTION**

Halff Associates, Inc. (Halff) is submitting this proposal for additional services for the Killeen – Liberty Ditch Bank Stabilization project to stabilize approximately 200 linear feet of bank that is experiencing erosion due to high creek velocities and threatening an existing aerial pipeline and underground utilities. These additional services include additional geotechnical services and coordination due to existing utility constraints, bid and award assistance, and construction support services. The following tasks outline the various requested services.

**Task 1 – Project Management**

**Task 2 – Site Data Collection**

**Task 3 – Preliminary Engineering Memorandum**

**Task 4 – Design Services**

**Task 5 – Bid & Award Assistance**

**Task 6 – Construction Support Services**

**TECHNICAL STANDARDS AND PROCEDURE ASSUMPTIONS**

- Microstation and/or Geopak computer applications will be used for all design and plan sheets produced on this project, as well as the following:
- City of Killeen Design Standards and Specifications
- Texas Department of Transportation (TxDOT) Construction Manual
- TxDOT Standard Specifications (2014)

**ITEMS EXCLUDED FROM SCOPE OF SERVICES**

- Design of public and franchised utility adjustments
- Environmental Documents, Permits or Coordination (by others under separate City contract)
- USACE Individual 404 Permit
- TPWD Sand and Gravel permit

- Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR)
- Design of water quality or detention ponds
- Property acquisition or negotiations
- Filing fees or permit fees
- Construction staking or inspection
- Quality control and material testing services during construction

## **TASK 1: PROJECT MANAGMENT**

### **1.1 Project Performance Management**

As the project continues, the goal of this task is to provide continued communication to the CoK project manager and team members. Engineer shall provide to the CoK

1. Coordination with project team staff and geotechnical sub-consultant.
2. Monthly progress reports and invoices, in electronic format.
3. Meeting minutes in electronic format.

## **TASK 2: SITE DATA COLLECTION**

The purpose of this task is to acquire detailed infield data required for civil design of the proposed slope stabilization reparations. This task will include the collection of data by the means of topographic surveys, subsurface utility investigation, geotechnical borings, field reconnaissance, and data requests from the CoK.

### **2.1 Field Reconnaissance**

- No additional work requested.

### **2.2 Topographic Survey**

- No additional work requested.

### **2.3 Subsurface Utility Investigation**

- No additional work requested.

### **2.4 Geotechnical Investigation**

Due to site constraints, additional time and coordination is required to obtain geotechnical borings and recommendations for the proposed design to stabilize the eroding channel bank and potentially stabilize

existing support piers for an existing aerial pipeline. Additional services is requested to obtain soil borings and parameters utilizing a geoprobe method to avoid existing overhead and subsurface utilities.

### **TASK 3: PRELIMINARY ENGINEERING MEMORANDUM**

- No additional work requested.

### **TASK 4 – DESIGN SERVICES**

- No additional work requested.

### **TASK 5 – BID & AWARD ASSISTANCE**

Halff will assist CoK staff during the bidding and award phase of the project. This scope is limited to the budget assumed for this task. If the requests from CoK exceed the budget estimated for this work, a contract amendment would be prepared to cover the additional costs to complete the work requested. The following items are scoped for this task.

- Attend a pre-bid conference with CoK staff and potential contractors regarding the proposed project.
- Provide up to two (2) addenda as needed for the pre-bid conference and attend the pre-bid conference. CoK will take the lead on issuing the addenda.
- Respond to contractor questions and provide clarifications as needed during bid advertisement.
- Review contractor submittals and provide recommendation letter of best qualified contractor.

### **TASK 4 – CONSTRUCTION SUPPORT SERVICES**

This scope of work assumes that CoK will be responsible for daily construction management of the project. Engineer's duties will be limited to providing assistance as requested by CoK. This assistance could include site visits, shop drawing/submittal reviews, and responding to Request for Information (RFI) design clarifications and/or modifications. This scope is limited to the budget assumed for this task. If the requests from CoK exceed the budget estimated for this work, a contract amendment would be prepared to cover the additional costs to complete the work requested.

- Attend one (1) pre-construction meeting which includes meeting preparation and post-meeting clarifications
- Attend up to four (4) site meetings at the construction location at the request of the CoK
- Review and approve shop drawings submitted by contractor during construction. A maximum of eight (8) shop drawing submittals are proposed for review.
- Review and respond to Request's for Information (RFI's) provided by the contractor. This may include engineering analysis and design modifications. A maximum of five (5) RFI's are proposed to be reviewed.

**ATTACHMENT B  
PROPOSED FEE & SCHEDULE**

**Killeen – Liberty Ditch Bank Stabilization  
Killeen, Texas**

Task 1: Project Management .....	\$6,300
Task 2: Site Data Collection.....	\$ 3,615
Task 5: Bid & Award.....	\$ 6,558
Task 6: Construction Support Services.....	\$ 15,132

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<b>TOTAL ENGINEERING SERVICES</b>	<b>\$ 31,605.00</b>
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The fees for Task 1, 2, 5, and 6, established above, shall be considered **lump sum** fees unless otherwise noted. Our services will be invoiced monthly based on the percentage of work completed. Costs incurred will be carefully monitored during the progress of this project and the fees will not be exceeded without prior approval from the City.

**ANTICIPATED SCHEDULE**

Halff will follow the CoK anticipated schedule for this project as outlined below:

6/5/2017	CoK review of plans and specifications completed
8/16/2017	Advertise date for project solicitation
9/26/2017	Award project to selected contractor