



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
Shannon Carroll, Councilmember
Clay Brett, Councilmember
Matt Hart, Councilmember

STAFF

David Beach, City Manager
Scott Bounds, Olson & Olson, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a meeting of the West University Place City Council to be held on **September 9, 2024**, beginning at **6:00 p.m.** in the **Municipal Building, located at 3800 University Boulevard**, for the purpose of considering the agenda of items listed.

Residents can attend in-person, by telephone, or via Zoom. **Be advised that residents attending via Zoom will have only the ability to listen to the meeting.**

To attend the meeting via telephonic means, please call [346-248-7799](tel:346-248-7799) or you can join at <https://us02web.zoom.us/j/81796848946>. **The Meeting ID Number is 817 9684 8946.** Should you have difficulty entering the meeting or need assistance during the meeting, email westuzoom@westutx.gov.

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and, if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

The agenda packet is accessible to the public on the City's website.

Violation of the rules of procedure does not invalidate an action unless a point of order is raised before the end of the next regular meeting.

SPECIAL MEETING (6:00 p.m.)

1. Call Meeting to Order

2. Recess Special Meeting and Convene Executive Session

City Council will recess to deliberate (1) the purchase, exchange, lease, or value of real property in accordance with Section 551.072 of the Texas Government Code; and (2) consult with the attorney and as permitted by Tex. Gov't Code Section 551.071 about: City of West University Place v. Franklin, Cause No. 2023-63640, Harris County District Court.

3. Adjourn Executive Session and Reconvene Special Meeting

Matters related to any action resulting from Executive Session deliberations.

4. Adjourn Special Meeting

REGULAR MEETING (6:30 p.m.)

5. Call Meeting to Order

6. Pledge of Allegiance

7. Public Comments

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items. Speakers are required to register in advance and must limit their presentations to three minutes each. If the topic the speaker wishes to address is on the agenda, the speaker may either speak at this time or defer his/her comments until such time the item is discussed.

8. Public Works Facility – Construction Manager at Risk (CMAR) Update

Matters related to an update from staff regarding the CMAR process for construction of the Public Works facility. *Recommended Action: Discuss and take any desired action. Mr. Austin Bishop, Asst. to the City Manager, Mr. Jimmy McBee, Christensen Building Group (CMAR), and Mr. Jeff Gerber, PGAL* [See Agenda Memo 8]

9. Facilities Master Plan – Phase II Update on Building Programming

Matters related to an update regarding the Master Facilities Plan. *Recommended Action: Discuss and take any desired action. Mr. Jeff Gerber, PGAL* [see Agenda Memo 9]

10. Westside Drainage Improvements – Phase I - Design Services for New Storm Sewer Trunkline

Matters related to a Professional Services Agreement for westside drainage improvements and design of a new storm sewer trunkline within the gas pipeline corridor. *Recommended Action: (1) Adopt an ordinance amending the fiscal year 2024 budget for the Westside Drainage project budget on the first and final reading and (2) award the contract to HDR Engineering, Inc., in an amount of \$3,562,538.50 and authorize the City Manager to execute the contract. Mr. Brett Cast, Assistant Public Works Director* [See Agenda Memo 10]

11. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed from the Consent Agenda and be considered in its normal sequence on the agenda.

A. City Council Meeting Minutes

Matters related to approving the City Council Minutes of August 26, 2024, and the Budget Workshop of September 3, 2024. *Recommended Action: Approve Minutes of August 26, 2024, and the Budget Workshop of September 3, 2024. Ms. Thelma Gilliam, City Secretary* [See Agenda Memo 11A]

B. Water Conservation and Drought Contingency Plans

Matters related to approving the ordinance to adopt the Water Conservation and Drought Contingency Plans on the second and final reading. *Recommended Action: Approve ordinance to adopt the Water Conservation and Drought Contingency plans on the second and final reading. Mr. Brett Cast, Assistant Public Works Director* [See Agenda Memo 11B]

12. Adjourn Regular Meeting

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheelchair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that this notice and agenda of items to be considered by the West University Place City Council on September 9, 2024, was posted on the Municipal Building bulletin board on September 5, 2024, at approximately 3:30 p.m.

(SEAL) Thelma A. Gilliam
Thelma A. Gilliam, City Secretary



AGENDA MEMO

Business of the City Council
City of West University Place, Texas

Meeting Date	09.09.2024	Agenda Item	8
Approved by City Manager	Yes	Presenter(s)	A. Bishop, Asst. To the City Manager J. McBee, Christensen Building Group J. Gerber, PGAL
Reviewed by City Attorney	N/A	Department	Administration
Subject	Public Works Facility - Construction Manager At Risk (CMAR) Update		
Attachments	Presentation		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

As part of the Facilities Master Plan, in July 2022, the City issued a request for proposals (RFP) for Construction Manager at Risk (CMAR) services for constructability review and construction of the Public Works Maintenance Facility to be located at 5004 Dincans.

Tonight, staff along with PGAL Architects and the contractor Christensen Building Group (CBG) will discuss the CMAR process and CBG’s experience in constructing these types of facilities. The City has utilized the CMAR structure in previous West U projects, including the Recreation Center, Colonial Park Pool, and the Police Station expansion onto City Hall.

The CMAR process is not a typical lump sum bid process where the City receive a single number to complete the project. The CMAR process is a culmination of bid responses across the various trades (plumbing, utility, electrical, furnishing, equipment, etc.) necessary to complete the project that the City will select from to provide best value to our City. This culminates in the Contractor developing a Guaranteed Maximum Price (GMP) for the City Council approve.

At the September 23, 2024, regular meeting, the CBG will outline the details of the GMP for city council to review and award. If the GMP is awarded, construction is expected to begin this October.

Recommended Action

Staff recommends that City Council discuss and take any desired action.

Construction Manager At Risk (CMAR) Update

Austin Bishop – Asst. To the City Manager

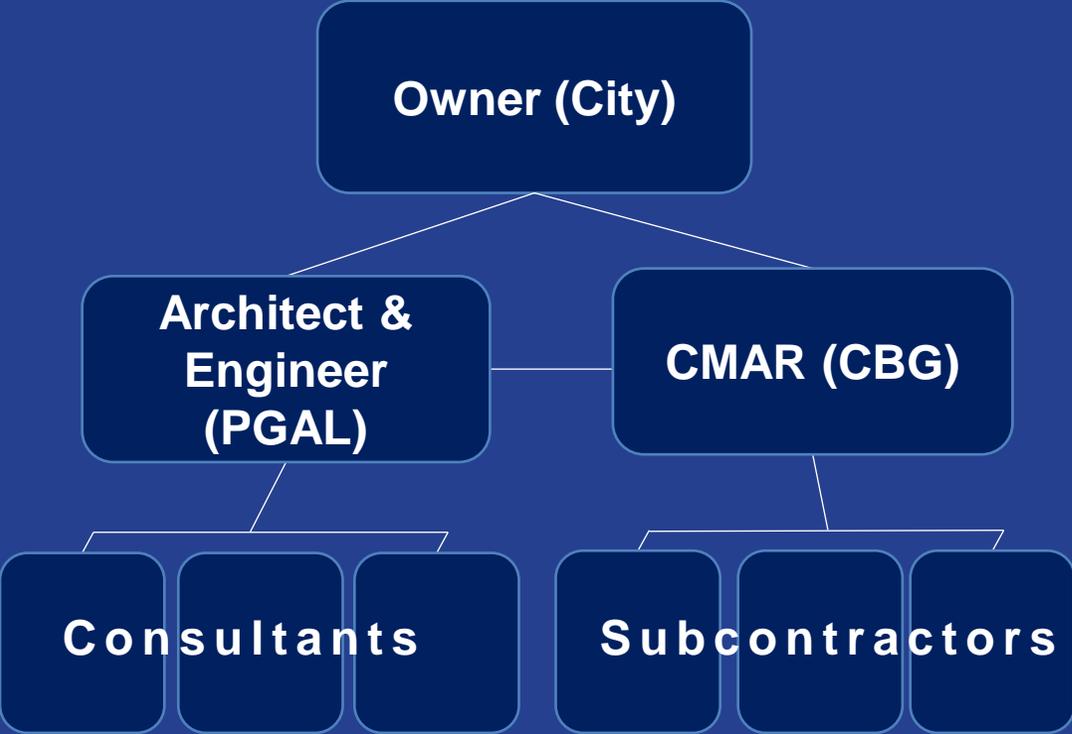
Jimmy McBee – Christensen Building Group (CBG)

Jeff Gerber – PGAL

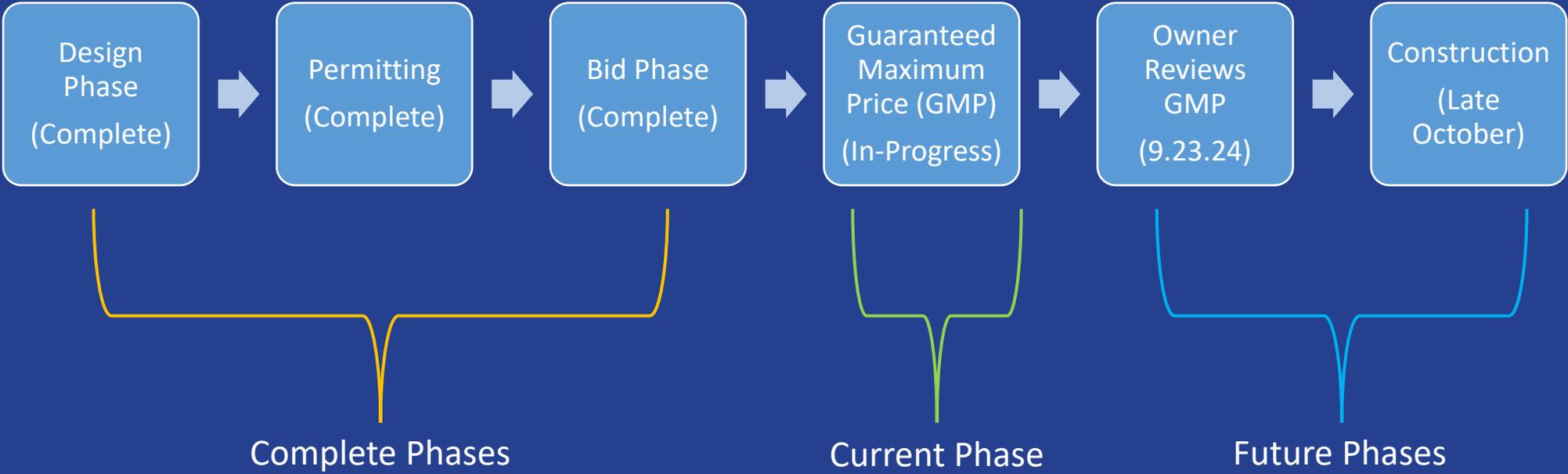
CMAR Overview

- Qualifications-based selection
- Construction Manager at Risk holds trade contracts/performance risk
- Fosters team collaboration
- Minimizes errors/omissions, change orders, warranty issues and claims
- CMAR was used for the Recreation Center, Colonial Park Pool and the Police Station addition on City Hall

CMAR Overview



CMAR Process



CMAR Justifications

- Establishes a Guaranteed Maximum Price (GMP)
- Attracts quality bidders
- Allows rebidding if we do not like bid submissions from trades
- More transparent method than Design-Bid-Build and Competitive Sealed Proposals
- Can customize selection criteria
- Owner receives granular understanding of bid responses

CMAR Process

- Construction Manager at Risk manages bid responses for various trades necessary to construct the project (plumbing, electrical, landscaping, etc.)
- CMAR oversees day-to-day construction management and submits reports to the City
- Recommends selection of bid responses used to develop the guaranteed maximum price (GMP)
 - The CMAR is responsible to pay if costs exceed the GMP
 - If the costs are less than the GMP, the City keeps the savings

CMAR Introduction

- Selected from request for proposals in October 2022
- Christensen Building Group has completed over \$100 million in Construction Manager-at-Risk projects in the past five years
 - \$54 million in CMAR projects with PGAL
- Variety of experience in CMAR and municipal projects
 - Bellaire City Hall/Civic Center and Bellaire PD/Courts projects with PGAL
- Christensen Building Group Introduction

Public Works Facility Next Steps

- September 2024: Council considers guaranteed maximum price
- Late October 2024: Construction Begins
- Fall 2025: Est. Construction Completion

Questions?



AGENDA MEMO

Business of the City Council
City of West University Place, Texas

Meeting Date	09.09.2024	Agenda Item	9
Approved by City Manager	Yes	Presenter(s)	D. Beach, City Manager J. Gerber, PGAL
Reviewed by City Attorney	N/A	Department	Administration
Subject	Facility Master Plan – Phase II Update on Building Programming		
Attachments	Presentation		
Financial Information	Expenditure Required:		None
	Amount Budgeted:		None
	Account Number:		None
	Additional Appropriation Required:		None
	Additional Account Number:		None

Executive Summary

In February 2024, City Council approved the design services agreement to begin design on Phase II of the Facilities Master Plan which includes civic center improvements (pedestrian safety, traffic calming, green space, additional parking and community space), as well as a new Senior Center, Community Building and Library on the site of the existing Public Works Maintenance Facility.

Since that time, the architect, staff, library district, boards, council and the community have been busy participating in the design process through a series of town halls, Council workshops, board meetings and a survey to help design a community space and buildings that reflect our great community.

Tonight, PGAL will update Council on the design services related to the building programming and the process for developing spaces within the new buildings to support our current programming, as well as flexibility to accommodate our future programming needs.

Future public engagement for the building programming is planned for the following dates:

- Sep. 12, 2024 Senior Board Meeting
- Oct. 1, 2024 Parks Board Meeting
- Nov. 12, 2024 Town Hall Meeting
- Mar. 4, 2025 Town Hall Meeting

Additional meetings with boards and City Council will be held as needed.

Recommended Action

Staff recommends City Council discuss and take any desired action.

City of West University Place Facilities Master Plan- Phase 2 Building Programming Update September 9, 2024

Meeting Agenda

- **Senior Center, Community Building and Library Programming Update**
- **Schedule Update**
- **Upcoming Public Meetings**

Meeting Objectives

- **Provide Update on Progress to Date**
- **Provide Update on Building Programming**

Feedback Requested Tonight

- **Receive Council Input on Building Programming**

Recap of Public Input Meetings

- **Citizens Programming Survey Town Hall – June 4, 2024**
- **Senior Board Facility Tour – June 3, 2024**
- **Seniors Board – June 13, 2024**
- **City Council Meeting – September 4, 2024 (Tonight)**

Future Planned Public Input Meetings

- **Senior Board – September 12, 2024**
- **Parks and Recreation Board – October 1, 2024**
- **Town Hall Meeting (Design Review) – November 12, 2024**
- **Town Hall Meeting (Design Review) – March 4, 2025**

- **Additional meetings will be scheduled with City Council as needed between now and March 2025**

Programming Meetings with Harris County Library District

- **Kick-off Meeting – May 10, 2024**
- **Programming Meeting – July 26, 2024**
- **Programming Meeting – August 12, 2024**



Site Visits – June 3

- The Grove - Frisco
- Thrive – Lewisville
- Senior Activity Center – Keller
- The Summit – Grand Prairie

Previous Senior Board Site Visit to
Mt. Belvieu, TX

Programming Feedback from Town Hall Meetings

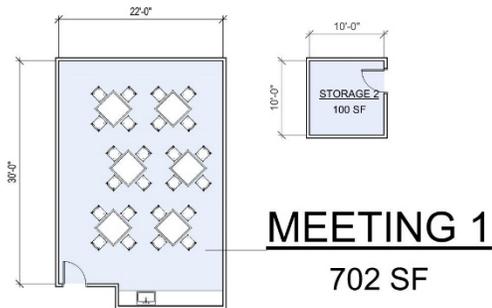
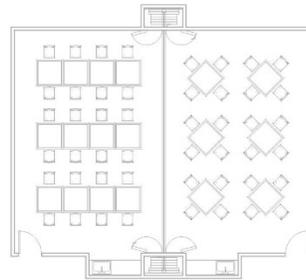
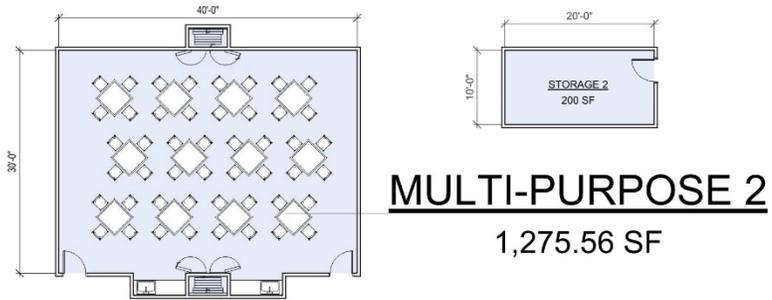
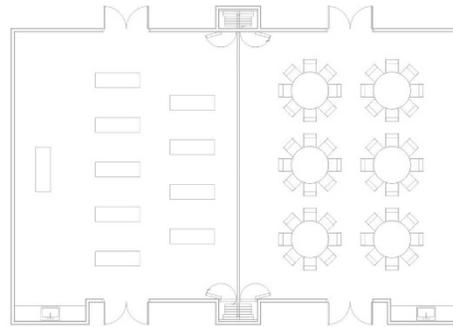
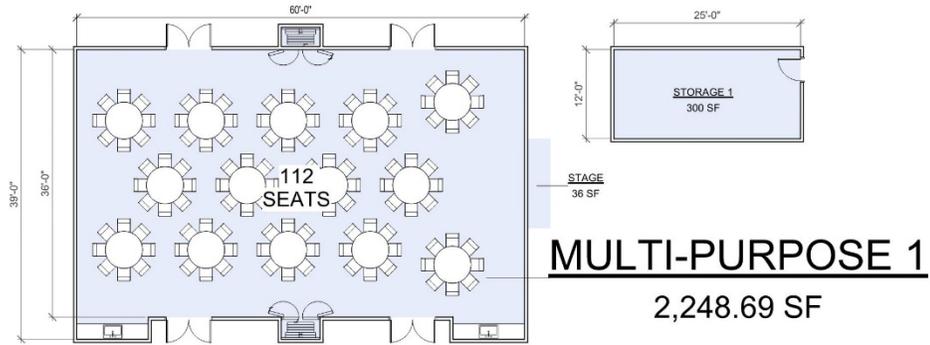
- **Desire for Covered Dropoff for Seniors**
- **Desire for Outdoor Spaces with Shade**
- **Senior Center and Community Building should be same Building**
- **Varying Opinions regarding Intergenerational Approach**
- **Inclusion of Pickleball**
- **Appropriately sized rooms and heights of spaces**
- **Don't duplicate spaces currently available at Recreation Center**

Additional Programming Feedback from Town Hall Meetings

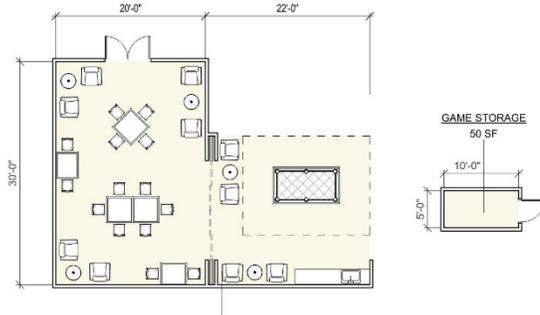
- **Desire for Meeting Spaces that are Separated from Noisy Areas**
- **Provide Outdoor Spaces for Walking and Exercise**
- **Desire a multi-use Auditorium Space**
- **Desire for new Programs as well as the existing Programs**
- **Desire Space for Existing Programs, but are Flexible Enough to handle a Variety of New Programs in the Future**
- **Interested in “Club Feel” for Social Spaces**
- **Desire more Technology and better Acoustics**
- **Interest in Blue Zone Approach**
- **Desire Arts and Craft Spaces**

COMMUNITY BUILDING AND SENIORS CENTER PROGRAM SPACES

MEETING SPACES



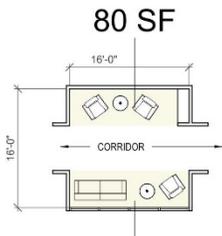
SOCIAL SPACES



FLEX GAME ROOM

1,040 SF

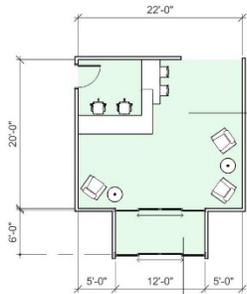
SOCIAL SPOT



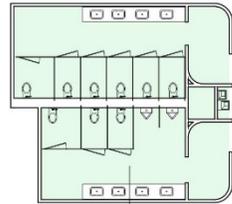
SOCIAL SPOT

80 SF

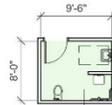
SUPPORT SPACES



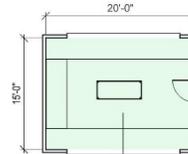
Lobby
440 SF



RESTROOMS



FAMILY RR



KITCHEN

VESTIBULE

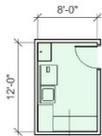
76.44 SF

698.56 SF

76 SF

300 SF

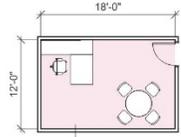
BACK OF HOUSE



LAUNDRY/ JC

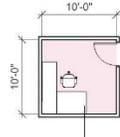
96 SF

STAFF SPACES



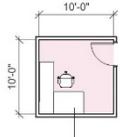
DIRECTOR

216 SF



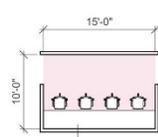
SUPPORT

100 SF



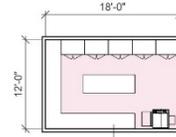
FUTURE

100 SF



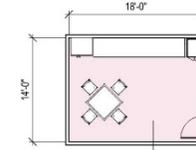
VOLUNTEER

150 SF



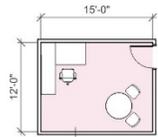
WORK ROOM

216 SF



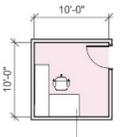
BREAKROOM

252 SF



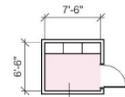
MANAGER

180 SF



SUPPORT

100 SF

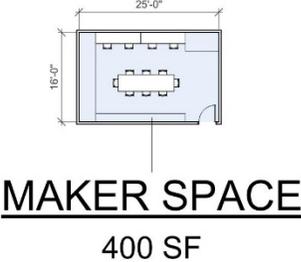
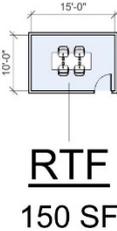
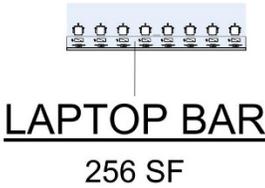
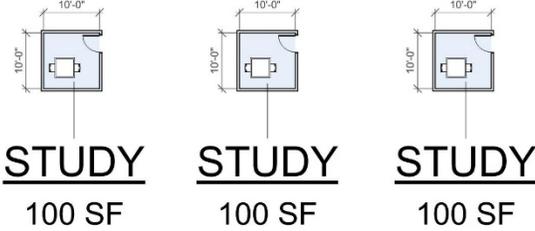
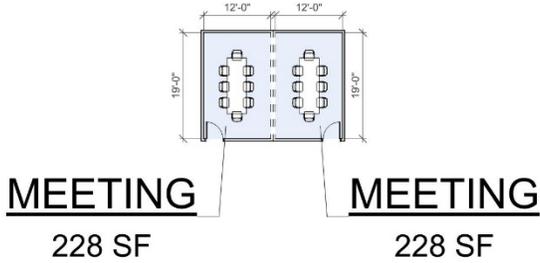


STORAGE

48.75 SF

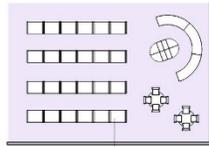
LIBRARY PROGRAM SPACES

MEETING SPACES



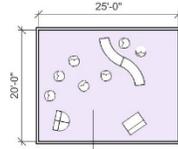
STACKS/ READING ROOMS

CHILDREN'S:



STACKS

900 SF



READING ROOM

500 SF



PLAY

60 SF



INFO

100 SF



RR

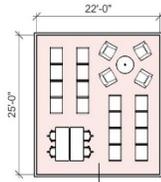
60 SF



CALMING

60 SF

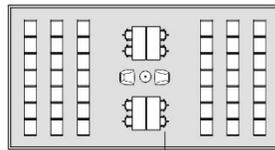
YOUNG ADULT:



YA STACKS

550 SF

ADULT:



ADULT STACKS

1,200 SF



COPY/ PRINT

98 SF

SUPPORT SPACES



LOBBY

200 SF



CIRCULATION DESK

150 SF

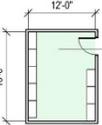


BOOK QUEUING

111 SF

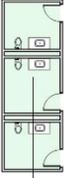
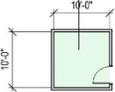
BOOK DROP

100 SF



BOOK LOADING/SORTING

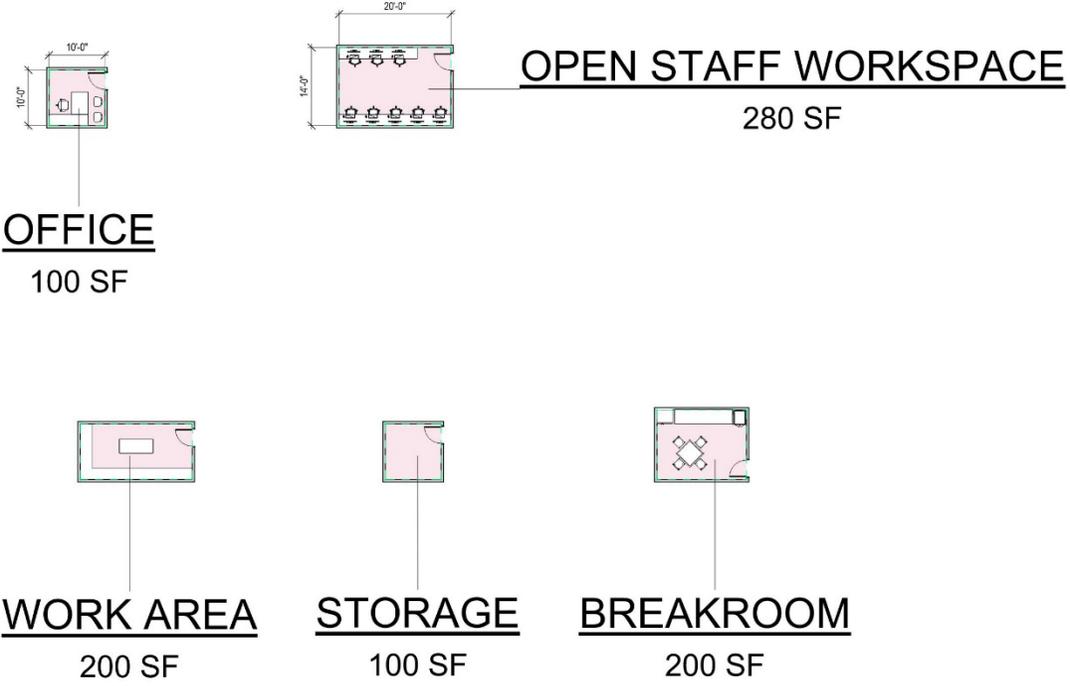
192 SF



RESTROOMS

300 SF

STAFF SPACES



West University Place
Community Building/Senior Center and Library
04/15/2024

ID	Task Name	Duration	Start	Finish	2024		2025		2026		2027	
					H2	H1	H2	H1	H2	H1	H2	
1	Urban Planning	59 days	Wed 4/17/24	Mon 7/8/24								
2	Citizen Survey	14 days	Wed 4/17/24	Mon 5/6/24								
3	First Public Engagement to Discuss Survey Results	1 day	Tue 5/14/24	Tue 5/14/24								
4	Review of Urban Planning Concepts	10 days	Mon 6/3/24	Fri 6/14/24								
5	Presentation of Urban Planning Concepts at City Council Workshop	1 day	Mon 6/24/24	Mon 6/24/24								
6	Revisions to Urban Planning Concepts	10 days	Tue 6/25/24	Mon 7/8/24								
7	City Council Workshop	1 day	Mon 7/8/24	Mon 7/8/24								
8	New Community Building/Library/Seniors Center	785 days	Mon 5/13/24	Fri 5/14/27								
9	Town Hall Programming Meeting	1 day	Tue 6/4/24	Tue 6/4/24								
10	Programming	26 days	Fri 6/7/24	Fri 7/12/24								
11	Site Visits	15 days	Mon 5/13/24	Fri 5/31/24								
12	Preliminary Design	60 days	Mon 7/15/24	Fri 10/4/24								
13	Schematic Design	60 days	Mon 10/7/24	Fri 12/27/24								
14	Public Engagement	1 day	Tue 11/12/24	Tue 11/12/24								
15	Design Development	90 days	Mon 1/6/25	Fri 5/9/25								
16	Public Engagement	1 day	Tue 3/4/25	Tue 3/4/25								
17	Construction Documents	110 days	Mon 5/12/25	Fri 10/10/25								
18	Permit	46 days	Mon 10/13/25	Mon 12/15/25								
19	Construction	370 days	Mon 12/15/25	Fri 5/14/27								
20	Renovation of Recreation Center	420 days	Mon 10/7/24	Fri 5/15/26								
21	Design	60 days	Mon 10/7/24	Fri 12/27/24								
22	Public Engagement	1 day	Tue 11/12/24	Tue 11/12/24								
23	Construction Documents	135 days	Mon 12/30/24	Fri 7/4/25								
24	Permit	45 days	Mon 9/1/25	Fri 10/31/25								
25	Construction	140 days	Mon 11/3/25	Fri 5/15/26								

QUESTIONS?



AGENDA MEMO

Business of the City Council
City of West University Place, Texas

Meeting Date	09.09.2024	Agenda Item	10
Approved by City Manager	Yes	Presenter(s)	D. Cameron, Director J. Peterson, HDR Engineering, Inc.
Reviewed by City Attorney	Yes	Department	Public Works
Subject	Westside Drainage Improvements – Phase I - Design Service for New Storm Sewer Trunkline		
Attachments	<ol style="list-style-type: none"> 1. Budget Amendment Ordinance 2. Professional Services Agreement 3. Presentation 		
Financial Information	Expenditure Required:	\$3,562,538.50	
	Amount Budgeted:	\$3,370,000	
	Account Number:	325-7000-85001 (DR2002)	
	Additional Appropriation Required:	\$193,000	
	Additional Account Number:	302-7000-85002 (DR2002)	

Executive Summary

Since 2021, the city has evaluated drainage improvements to determine the best design to provide flood relief to the west side of the city. At the November 2023 Council meeting, Halff Associates recommended the following multi-phase solution:

- Phase I – New Storm Sewer Trunkline
 - This phase would construct a new storm sewer trunkline on existing city property that runs along the west side of the City from Bissonnet St. south to Brays Bayou.
- Phase 2 – West Side Drainage Improvements
 - This phase would construct improvements within the City that would include rerouting existing storm sewer lines for efficiency and directing storm water to the new trunkline, as well as upsizing pipes throughout the system. Phase 2 will more than likely be broken into multiple phases to ensure the impact from construction is not overly disruptive to the entire westside at one-time.

This design agreement is for Phase I of the project, which is to construct the new storm sewer trunkline within the City’s 40-foot-wide corridor located along the western city limits from Bissonnet St. south through the City of Houston to Brays Bayou.

The proposed storm sewer trunk line crosses three major intersections (Bissonnet Street, Bellaire Boulevard and North Braeswood Boulevard) within the City of Houston right-of-way and outfalls to Harris County Flood Control District’s (HCFCD) Brays Bayou. This project requires the city’s coordination with the Harris County Flood Control District (HCFCD), the cities of Houston and Bellaire, the United States Army Corps of Engineers (USACE), Union Pacific, private utilities, and pipelines.

Due to the close proximity of the railroad tracks and to some tower bases within the CenterPoint Energy corridor, HDR will evaluate any issues and remedies posed by the two entities. Typically, this work would be completed in the 30 – 60% work.

HDR Engineering submitted a proposal and four (4) alternates to complete preliminary and final design plans for this phase. The Preliminary Engineering Design (30%) is expected to last 15 months, while the remaining Final Design (60, 90, and 100%) is approximately 13 months to complete. Total estimated schedule for Phase I design would be 28 months, which would include permitting and approvals from regulatory agencies.

In addition, a budget amendment in the amount of \$5,163,000 is requested to transfer the full west side design budget (including costs already incurred) from the east side project to keep the full cost of each project separate and identifiable.

The community will have opportunities for engagement via town hall meetings, council meetings, and council workshops.

Recommended Action

Staff recommends Council (1) adopt an ordinance amending the fiscal year 2024 budget for the Westside Drainage project budget on the first and final reading and (2) award the contract to HDR Engineering, Inc., in an amount of \$3,562,538.50 and authorize the City Manager to execute the contract.

**City of West University Place
Harris County, Texas**

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING THE BUDGET OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024; CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.

WHEREAS, it is found and determined that changes in the current budget are necessary for municipal purposes and that amendments are necessary for emergencies of the kind contemplated by state law, and it is formally found, determined and declared that such emergencies exist;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. That the budget of the City of West University Place for the 12-month period beginning January 1, 2024, and ending December 31, 2024 as heretofore adopted be, and it is hereby, amended as shown in Exhibit A attached.

Section 2. The City Council approves, adopts and ratifies the findings set out in the preamble hereof and directs that the City Secretary file a copy of this ordinance with the county clerk, in the same manner as original budgets are required to be filed.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 4. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section, or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

Section 5. The public importance of this measure and the requirement of the law create an emergency and an urgent public necessity requiring that this ordinance be passed and take effect as an emergency measure, and a state of emergency is hereby declared. This ordinance is accordingly passed as an emergency measure and shall take effect immediately upon adoption and signature.

PASSED, APPROVED, AND ADOPTED ON FIRST AND FINAL READING on the _____
day of _____, 2024.

SIGNED:

ATTEST:

Susan Sample, Mayor

Thelma Gilliam, City Secretary

RECOMMENDED:

REVIEWED:

Dave Beach, City Manager

Olson & Olson, LLP, City Attorney
By Loren Smith

Exhibit A
CITY OF WEST UNIVERSITY PLACE, TEXAS
2024 BUDGET AMENDMENT

	Budget	Amendment September 9, 2024	Amended Budget
Transportation Improvement Fund			
Eastside Street & Drainage Improvements	\$ 22,370,000	\$ (5,163,000)	\$ 17,207,000
Westside Drainage Improvements	\$ 4,700,000	\$ 5,163,000	\$ 9,863,000



The City of West University Place

PROFESSIONAL SERVICES AGREEMENT Revised 12/12/2023

This Professional Services Agreement (Contract) is made between the City of West University Place, Texas (City), and Contractor. The City and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- I. Summary of Contract Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Special Terms and Conditions
- V. Additional Contract Documents

I. Summary of Contract Terms.

Contractor: HDR Engineering, Inc.

Description of Services/Scope of Work: Professional Engineering Services for West Side Drainage – New Storm Sewer Trunkline within ELPH Corridor

Base Contract Price: \$3,562,538.50

Length of Contract: 28 Months

Repairs/Additional Work in addition to Base Contract Price: **Any additions to the Scope of Work must be submitted in writing and approved by the City via Addendum.**

Effective Date: 09/09/2024

Termination Date: 01/09/2027

Renewal: **As per written agreement only**

II. Signatures. By signing below, the parties agree to the terms of this Contract:

CITY OF WEST UNIVERSITY PLACE:*

CONTRACTOR:

By: _____

By: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

____ Council Approved on ____/____/____

____ City Manager

____ Department Head

____ Division Head

*Contract Signature Authority:

Division Head & Managers -\$6,999 or less

Director - \$7,000 to \$24,999

City Manager - \$25,000 to \$49,999

Over \$50,000 – City Manager with City Council authorization

Attest: City Secretary

III. Standard Contractual Provision.

A. Definitions.

Contract means this Professional Services Agreement.

Services means the services for which the City solicited bids or received proposals as described in this Contract.

B. Services and Payment. Contractor will furnish Services to the City in accordance with the terms and conditions specified in this Contract. Contractor will bill the City for the Services provided at intervals of at least 30 days, except for the final billing. The City shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments to be made by the City to Contractor, including the time of payment and the payment of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Government Code.

C. Termination Provisions.

- (1) *City Termination for Convenience.* The City may terminate this Contract during its term at any time for the City's own convenience where the Contractor is not in default by giving thirty (30) days written notice to Contractor. If the City terminated this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.
- (2) *Termination for Default.* Either party to this Contract may terminate this Contract if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice within 10 days, the party giving the notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Termination of the Contract under this paragraph does not affect the right of either party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either party.
- (3) *Multi-Year Contracts and Funding.* If this Contract extends beyond the City's fiscal year in which it becomes effective or provides for the City to make any payment during any of the City's fiscal years following the City's fiscal year in which this Contract becomes effective and the City fails to appropriate funds to make any required Contract payment for that successive fiscal year and there are no funds from the City's sale of debt instruments to make the required payment, then this Contract automatically terminates at the beginning of the first day of the City's successive fiscal year of the Contract for which the City has not appropriated funds or otherwise provided for funds to make a required payment under the contract.

D. Liability and Indemnity. Any provision of any attached contract document that limits the Contractor's liability to the City or releases the Contractor from liability to the City for actual or compensatory damages, loss, or costs arising from the performance of this Contract or that provides for contractual indemnity by one party to the other party to this Contract is not applicable or effective under this Contract. Except where an Additional Contract Document provided by the City provides otherwise, each party to this Contract is responsible for defending against and liable for paying any claim, suit, or judgment for damages, loss, or costs arising from that party's negligent acts or omissions in the performance of this Contract in accordance with applicable law. This provision does not affect the right of either party to this contract who is sued by a third party

of acts or omissions arising from this Contract to bring in the other party to this Contract as a third-party defendant as allowed by law.

- E. Assignment. The Contractor shall not assign this Contract without the prior written consent of the City.
- F. **Law Governing and Venue**. **This Contract is governed by the law of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Harris County, Texas.**
- G. Entire Contract. This Contract represents the entire Contract between the City and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
- H. Independent Contractor. Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the City. The City has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, methods, or details of the work to be performed by Contractor under this Contract. The City and Contractor agree that the work performed under this Contract is not inherently dangerous, that Contractor will perform the work in accordance with the professional skill and care ordinarily provided by competent engineers practicing in the same or similar locality and under the same or similar circumstances and professional license and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer, and that Contractor will take proper care and precautions to insure the safety of Contractor's officers and employees.
- I. Dispute Resolution Procedures. The Contractor and City desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either party disputes any matter relating to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.
- J. Attorney's Fees. Should the City bring suit against the Contractor for breach of contract or for any other cause relating to this Contract, the City shall be entitled to seek an award of attorney's fees or other costs relating to the suit.
- K. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.
- L. Work Product. Any work product generated as a result of this Contract shall be the property of the City.

IV. Special Terms or Conditions.

- A. State Disclosure Requirements. As required by Section 2252.908, Texas Government Code, if this Contract requires an action or vote by the City before the contract may be signed, or has a value of at least \$1 million, then the City may not enter into such Contract unless the Contractor submits a disclosure of interested parties to the City at the time the Contractor submits the signed Contract to the City. The Contractor agrees to submit such disclosure as required by Section 2252.908 of the Texas Government Code on the form 1295, prescribed by the Texas Ethics Commission, unless the Contractor is a publicly traded entity or a wholly owned subsidiary of same, in which case no disclosure is required. The Contractor agrees to access the Texas Ethics Commission website and complete the form 1295, receive a confirmation number and a PDF version of the completed form 1295, execute and notarize a hard copy version of the completed form 1295, and submit it, along with the confirmation number, to the City.
- B. Other State Requirements. The Contractor hereby certifies that it and its parent company, wholly-owned or majority-owned subsidiaries, and other affiliates comply with and agree to abide by the requirements of Texas Government Code Chapter 2252 (foreign terrorist organizations prohibited), Chapter 2264

(undocumented workers), Chapter 2271 (boycott-Israel), and Chapter 2274, Texas Government Code (boycotts-energy company; discrimination – firearms entity or trade association).

V. *Additional Contract Documents.* The following specified documents attached to this Contract are part of this Contract, except as follows: any provision contained in any of the Contractor's Additional Contract Documents specified below that conflicts with a Contract provision does not apply to this contract.

A. Contractor's Additional Contract Documents:

1. HDR Proposal

B. City's Additional Contract Documents:

1. REQUIRED INSURANCE PROVISIONS FOR DESIGNATED PROFESSIONAL SERVICE CONTRACTS

END OF DOCUMENT



August 27, 2024

Mr. Danny Cameron
Public Works Director
City of West University Place
3826 Amherst Street
West University Place, Texas 77005

Re: Proposal for Professional Engineering Services
Preliminary, Final Design, and Bid Phases Services for
West Side Drainage – New Storm Sewer Trunkline within ELPH Corridor

HDR Engineering, Inc. (HDR) is pleased to submit this proposal for preliminary and final design and bid phase services for the above referenced project. A general overview, project understanding, proposed scope of services, fee summary, schedule, and invoices are included herein.

GENERAL OVERVIEW

HDR has been selected by the City of West University Place to provide professional engineering services for the design of a new storm sewer trunkline within the 40-foot wide ELPH Enterprises (ELPH) corridor from Bissonnet Street to Brays Bayou. The project will include crossings under Bissonnet Street, Bellaire Boulevard and North Braeswood Boulevard with a new direct outfall into HCFCD's Brays Bayou.

This proposal provides a description of the engineering services to be provided. HDR will provide preliminary and final design and bid phase services for the new storm sewer trunkline and phasing plan. Construction phase services will be performed under a separate contract.

The following is our understanding of the project:

PROJECT UNDERSTANDING

In February 2024, Halff Associates completed the West Side Drainage Modeling Technical Memorandum for the proposed improvements within the western portion of the City of West University Place. These improvements include a dual 10'x10' RCB storm sewer that discharges into Brays Bayou and other various storm sewer improvements throughout the west side of the city. The City has requested HDR provide a proposal for completing preliminary and final design plans and specifications, and bid phase services for the proposed storm sewer trunkline identified in the Halff West Side Drainage Modeling Technical Memorandum. The City also requested to perform the Alternatives Analysis for up to 4 alternatives and perform a memo summarizing the alternatives and findings.

The City of West University Place is in the process of acquiring the ELPH corridor fee strip for the proposed project. It is assumed the land be acquired prior to commencing final design. As part of the City's efforts to acquire the ELPH corridor fee strip, the City performed a boundary survey from Bissonnet Street to Brays Bayou and has performed some preliminary environmental work for the acquisition.

The proposed storm sewer trunk line crosses three major intersections (Bissonnet Street, Bellaire Boulevard and North Braeswood Boulevard) within City of Houston right-of-way and outfalls to Harris County Flood Control District's (HCFCD) Brays Bayou. Coordination is key to this project with agency coordination with City of West University Place, HCFCD, City of Houston, City of Bellaire, USACE, Railroad, Private Utilities and Pipelines. This project also includes Community Engagement with residents, Town Hall Meetings, and Council Workshops.

This project includes an extensive team which includes HDR Engineering as the Prime Design Consultant, drainage model, alternatives analysis and drainage impact analysis by Halff Associates, Inc. (Halff), topographic survey and SUE work by MBCO Engineering, LLC (MBCO), Geotechnical Investigation by Geotest Engineering, Inc. (Geotest) and Environmental services by Berg Oliver Associates (BOA). HDR will also include their structural and railroad team on this project due to the close proximity of the ELPH corridor fee strip to the existing railroad tracks. The deliverables are to provide preliminary and final design plans, specifications, and construction estimates. Bid phase services will follow the deliverable.

SCOPE OF SERVICES

1 DESIGN BASIC SERVICES

1.1 Coordination and Meetings for 30%, 60%, 90% and 100% Milestones

- Attend and document a Kickoff Meeting with the City/IDS staff to discuss and finalize design criteria and acquire pertinent information regarding the Project.
- Attend and document an internal Kickoff Meeting with the team.
- Project Management over the 28-month period, including invoicing, progress reports and schedule updates monthly.
- Subconsultant coordination, subconsultant agreements and review information received from subconsultants.
- Coordination with Halff. Attend up to four (4) coordination meetings to manage progress, coordinate drainage concepts, and results of alternatives analysis and drainage impact analysis.

- Attend up to two (2) response to comments meetings with Halff to discuss comments received from HCFCD and how to address those comments. Coordinate with Halff and HDR design team throughout detailed design to verify that assumptions made in drainage impact analysis are accounted for in proposed trunkline design package by HDR.
- HDR to coordinate with BOA for an estimated three (3) meetings which will be held with Berg Oliver through electronic media. Two meetings will be completed with West University and Berg Oliver personnel.
- Coordinate with the City of West University Place staff during the design phase.
- Periodic meetings (assuming 12 for the design phase) shall be held to review the progress of the engineering effort, or to address other issues which may arise. The City shall initiate meetings that include the Engineer and his Consultants, and if necessary, the City and other applicable parties. The Engineer shall prepare and deliver meeting record memorandum of decisions and action items to the City after each meeting.
- Conduct submittal review meetings with the City/IDS at 30%, 60%, 90% and 100% milestones. Address City's review comments and provide a comment response log.

1.2 Quality Assurance/Quality Control for 30%, 60%, 90% and 100% Milestones

- Provide up to one (1) in-progress quality assurance reviews of Halff's hydraulic models, results, and draft alternatives analysis report.
- Provide up to two (2) in-progress independent quality assurance reviews of Halff's hydraulic models, results, draft drainage impact analysis report, and final drainage impact analysis report.
- Provide up to two (2) in-progress independent quality assurance reviews of Geotest's draft and final geotechnical report.
- HDR shall provide review and quality assurance of primary documents provided by BOA in support of the Project. Subtasks within the Document Review task include reviews of draft and final versions of the following deliverables:
 - Phase I ESA
 - Work Plan (this would be part of BOA task VIII – Phase II Testing)
 - Section 408 Coordination
 - Archaeology Coordination Letter
 - Plan Review Letter

- Threatened and Endangered Species Survey Update

- Perform QA/QC reviews and comments addressed at the 30%, 60%, 90% and 100% milestones.

1.3 Preliminary Engineering (30%)

- Prepare Construction Cost Estimates for Alternatives Analysis up to 4 alternatives. If the City decides to proceed with an alternative where the trunk line alignment is proposed along a street and within the ELPH corridor, then this would require an amendment for additional scope and fee for preliminary and final design services. Should the City also decide to break the project into multiple bid packages (due to the large construction cost), then this would also require an amendment.
- Request Utility Map from private utility and pipeline companies. Provide information to surveyor/SUE service provider (MBCO).
- Review information received from the City/IDS.
- Process topographic survey in plan and profile views.
- Check and provide private utility companies (i.e. gas, electrical, telephone, etc.), pipeline, record drawings and GIS information on their existing facilities to Surveyor (MBCO).
- Perform site visit to verify survey/CADD field redlines.
- HDR to provide engineering and design details for storm sewer box culverts that withstand adjacent railroad loadings (Cooper E80 loading).
- Determine if temporary shoring is required.
- Design new storm sewer trunk main in plan and profile views in CADD.
- Develop an Encroachment list.
- Determine additional Easements and ROW Acquisitions, as needed.
- Coordinate with utility companies to identify the location of existing utilities in the project and identify potential conflicts. Determine any critical locations for SUE work. Update Utility Conflict Matrix and update at each milestone deliverable.

- Determine critical path items and identify problem areas with potential resolutions.
- Identify and process permit and regulatory requirements.
- Prepare a 30% Quantity take-off, conduct unit price research and prepare a construction cost estimate.
- Deliverable: concise letter report/technical memo documenting items listed above, including 30% plan and profiles.

1.4 Final Design Phase

1.4.1 60% Submittal

- Incorporate 30% comments received from the City/IDS.
- Prepare Cover and Index Sheet for Drawings.
- Receive/Review City of West University Place general notes, City of Houston notes and Harris County Flood Control District notes.
- Prepare Harris County Flood Control Review Sheet.
- Receive/Review private utility/pipeline notes.
- Review Survey Control Map.
- Prepare Sheet Layout.
- Prepare Drainage Area Map.
- Prepare Typical Sections.
- Update Plan and Profile sheets for 60% milestone.
- Create new side streets plan and profile sheets in CADD for future storm sewer stubouts.
- Create new side streets plan and profile sheets in CADD for Bellaire Boulevard and North Braeswood Boulevard for proposed trunk line crossing.
- Temporary shoring - If needed for construction and UPRR approval, HDR to provide shoring parameters and design sufficient to withstand adjacent Railroad

loadings outlined in UPRR's Guidelines for Temporary Shoring for the installation of the box culverts.

- Update critical locations information in plan and profile from SUE work and the Utility Conflict Matrix.
- Design sanitary sewer/conflict junction boxes (assume 2) where proposed improvements conflict with existing sanitary sewer line.
- Design detail sheets for Pavement Repair and Drainage. Include COH and HCFCD details.
- Design structural cast-in-place junction boxes (assume 7).
- Design Outfall Structure details for tie-in at Brays Bayou.
- Prepare Sanitary Sewer Details.
- Prepare Miscellaneous Details.
- Update private utility information and update plan and profile sheets.
- Coordinate with residents on encroachments and update Encroachment list.
- Prepare draft Project Manual, including Measurement and Payment and Special Conditions.
- Prepare a 60% Quantity take-off, conduct unit price research and prepare a construction cost estimate.
- Deliverable: Provide plan drawings for 60% submittal to the City and private utility companies. Submit to City 60% Project Manual, Opinion of Probable Construction Cost, Encroachment List and Utility Conflict Matrix.

1.4.2 90% Submittal

- Incorporate 60% comments received from the City/IDS.
- Site visit to check final design and resolutions.
- Create/update Plan and Profile sheets for 90% milestone.
- Update side streets plan and profile sheets for 90% milestone.

- Continue design of sanitary sewer/conflict junction boxes (assume 2).
- Continue design of cast-in-place junction boxes (assume 7).
- Continue design of Outfall Structure details for tie-in at Brays Bayou.
- Finalize Project Manual, including Measurement and Payment and Special Conditions.
- Utility coordination and relocation.
- Coordinate with residents on encroachments and update Encroachment list.
- Prepare a 90% Quantity take-off, conduct unit price research and prepare a construction cost estimate.
- Deliverable: Provide plan drawings for 90% submittal to the City and private utility companies. Submit to City 90% Project Manual, Opinion of Probable Construction Cost, Encroachment List and Utility Conflict Matrix.

1.4.3 100% Final Submittal

- Incorporate 90% comments received from the City/IDS.
- Plan and Profile sheets for 100% milestone.
- Prepare a 100% Quantity take-off, conduct unit price research and prepare a construction cost estimate.
- Prepare Bid documents with bid information and dates.
- Finalize construction documents and submit plans to City and Private utility companies. Submit to City Final Opinion of Probable Construction Cost, Encroachment List and Utility Conflict Matrix.
- Obtain agency and utility signatures.

SPECIAL SERVICES

2. Materials Management Plan

- HDR shall prepare a Materials Management Plan (MMP) to address contaminated soil and materials identified during construction.

Subtasks in the MMP include:

- A. One meeting with the City/BOA to review the task deliverables.
- B. One Draft and one electronic .pdf copy of the Final MMP will be provided. HDR will respond to one round of consolidated comments and submit a Final MMP.
- C. The MMP will be completed based on the RECs and findings identified in the most recent Phase I and/or II ESAs.
- D. The MMP may require updates if conditions change on the site during design and construction.

MMP Assumptions:

- The Client will designate a location(s) to stage impacted soil encountered during construction of the project.
- Soils with a Photoionization Detector reading greater than 25 parts per million (or a ppm acceptable to TCEQ) will be placed into the approved staging area.
- Soil will be placed into drums, dumpsters or placed on plastic depending upon the volume of material encountered. All containers or piles will require that a cover be maintained through disposal.
- Samples will be collected from each stockpile of contaminated soil. Grab and composite samples will be analyzed for the receiving landfill disposal parameters. This may include Toxicity Characteristic Leaching Procedure (TCLP) VOC, TCLP SVOC, TCLP Metals, ignitability, reactivity and corrosivity. The landfill may require additional analysis and coordination to be completed prior to soil sampling.
- Water used for decontamination of equipment will be placed directly onto the pile, dumpster or drum. Use of water will be minimized.
- The soil should be disposed of within 90 days of collecting the soil samples.
- Weight tickets from soil disposal shall be provided by the trucking company to track volume of material disposed.
- If materials are deemed to be hazardous, the Client will designate a person to sign manifest prior to shipment.
- Groundwater is expected and has not been addressed as part of the MMP. The construction contractor will be required to address the dewatering and treatment of contaminated groundwater.

3. Agency Coordination (HCFCD, COH, Bellaire, USACE, UPRR)

- HCFCD Drainage Impact Analysis Coordination: Attend two (2) pre-project coordination meetings with Harris County Flood Control District, City of West University Place, and Halff to understand HCFCD requirements for drainage impact analysis and trunkline storm sewer discharge to Brays Bayou. Attend up to one (1) pre-submittal meeting with HCFCD staff to discuss concepts presented in drainage impact analysis. Halff is responsible for preparing the Drainage Impact Analysis and obtaining approvals from HCFCD.
- HCFCD – Outfall Permitting: This task is also to include HCFCD review, incorporate HCFCD comments and obtain approval of the plan drawings for proposed new outfall into HCFCD Brays Bayou.
- COH Permitting: HDR will coordinate and obtain approval for proposed plans from City of Houston for the storm sewer box culvert crossing at three intersections located at Bissonnet Street, Bellaire Blvd and North Braeswood Boulevard and storm sewer located on property within City of Houston city limits. This may include coordination, permitting and approval with City of Houston, including Office of the City Engineer (OCE) and Code Enforcement. Obtain Encroachment Permit if required.
- USACE: In support of BOA Task II Section 408 Coordination, HDR will assist with NEPA support as needed for the 408 application. BOA will assist the client and/or Harris County Flood Control (HCFCD) with submission and coordination in relation to Section 408 review by the USACE Operations Division. It is anticipated that the existing and new or updated reports within this scope of work will provide the USACE with the bulk of the information needed for their 408 NEPA decision. This task provides additional contingency to document environmental information as requested by USACE. The creation of full technical reports or full CE, EA, or EIS technical reports are not included.
- UPRR Coordination: If needed, HDR will facilitate coordination between Union Pacific Railroad (UPRR) based on their published Public Projects Manual. HDR will attend and moderate site meetings (Up to 2) and attend and moderate virtual meetings (Up to 8) to discuss the design of the project as it pertains to UPRR Right of way and impacts to UPRR's existing and future facilities. HDR will submit, as requested by UPRR, concrete box designs and calculations and temporary shoring designs and calculations for UPRR's review and approval. Comments provided by UPRR will be responded to and incorporated into the design as needed for UPRR approval.
- City of Bellaire: If it is determined during construction that open cut trench is the method for the proposed storm sewer box culvert crossing at Bellaire Boulevard, HDR would need to prepare traffic control plans. To remain in compliance with TXMUTD requirements, traffic control may be required to be implemented in the City of Bellaire and obtain their approval.
- This task also includes any other agency coordination during the design phase.
- These costs do not include any potential fees associated for obtaining approval. The City will be responsible for any fees if required for the reviewing entity or be invoiced through Reimbursable Expenses.

4. Traffic Control Plans

- If it is determined during construction that open cut trench is the method for the proposed storm sewer box culvert crossing at any of the three major intersections (Bissonnet Street, Bellaire Boulevard, North Braeswood Boulevard), HDR to prepare traffic control plans. This may also include any other traffic control sheets needed for other streets. This plan will include phasing and required signs and lane closures to complete the proposed improvements.
- A detailed TCP shall be developed in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices for Streets and Highways (TMUTCD).

5. Storm Water Pollution Prevention Plan, Notes and Details

- Prepare drawings for the required Storm Water Pollution Prevention Plan (SWPPP), in accordance with the current Texas National Pollutant Discharge Elimination System (TPDES) General Permit for Storm Water Discharge from construction sites.

6. Reimbursable Expenses

- A budgetary amount will be allocated for typical reimbursable expenses such as reproduction, exhibits, permit fees, courier services and mileage. The cost for plans and specifications for review sets and construction documents to be provided to the City and other review agencies will be included in this task at cost Plus 10%.
- Mileage will be charged at prevailing IRS rates. Cost of plans and specification that are uploaded to CivCast during the bid phase will be paid under Reimbursables.

7. Council Workshops

- Four Council workshops are included during the design phase. This includes the Alternatives Analysis and after the 30%, 60% and 90% milestone deliverables. The purpose of the Pre-workshop is to allow City staff and City Engineer to review the alternatives analysis and findings and the preliminary and final design, presentation materials, and recommendations. The purpose of the workshop meeting is to provide an update and design recommendations to the City Council. City Council will evaluate the Engineer's recommendations and approve or modify as appropriate. Within 10 days following the City Council Workshop Meeting, the Engineer shall submit a summary of the decisions and action items from the meeting.

8. Public Town Hall Meetings

- The City has requested that HDR present project information, provide exhibits, and address any questions after the 30%, 60% and 90% milestone deliverables. HDR to prepare draft presentation for review by City staff and City Engineer. HDR to address review comments and prepare final presentation and exhibits.

9. Bid Phase Services

The City will enter into this phase after the acceptance of the Design Phase documents for the proposed dual box culvert trunkline.

- Assist the City in obtaining bids for the project. The City will advertise the project and will absorb all related advertising costs. HDR will coordinate with the City and will assist in developing the wording of the advertisement.
- HDR will post project plans and specifications on CivCast to generate interest for the project during the bidding process, provide information to and answer questions from potential bidders concerning the Project's construction documents and prepare addendums as necessary. The costs associated to posting on CivCast will be paid under Reimbursables.
- Conduct a pre-bid conference for potential bidders, including the preparation of the meeting agenda and preparing a meeting minutes summary.
- Attend the bid opening.
- Create bid tabulations, evaluate the bids and the qualifications of the apparent low bidder and advise the City as to the acceptability of the apparent low bidder.
- Prepare a letter of recommendation and advise the City as to the acceptability of the apparent low bidder.
- Attend a City Council Meeting to award construction project.
- Assist City to prepare contracts for execution.

SUBCONSULTANTS

Alternatives Analysis and Drainage Impact Analysis, Coordination and Approvals with HCFC

- Half completed the West Side Drainage Modeling Technical Memorandum for the proposed improvements within the western portion of the City of West University

Place. These improvements include a proposed storm sewer trunkline that discharges into Brays Bayou and various storm sewer improvements which tie into the proposed storm sewer trunkline. In order to reduce potential impacts on downstream flow rates, a set of restrictors are proposed that vary in size based on how much detention can be acquired by the City. Based on our discussions with the City, Halff's study has not been reviewed or approved by Harris County Flood Control District. Halff has provided a scope of services which can be seen in **Attachment A** to prepare an alternatives analysis and drainage impact analysis for the West Side Improvements and obtain approval by Harris County Flood Control District.

Environmental Services

- Berg Oliver Associates (BOA; subconsultant) will perform environmental services in support of the City of West University Place West Side Drainage – New Storm Sewer Trunkline within ELPH Corridor Project. BOA has recently completed various environmental studies for the project. These studies will be utilized where possible, updates (if needed) will be performed, and additional studies will be performed as required.
- BOA has performed previous studies in the project area and will perform the majority of the environmental services for the project. HDR will provide review and quality control of the BOA deliverables, environmental task management and coordination, as well as prepare a Materials Management Plan (MMP) to address contaminated soil and groundwater identified during construction.
- BOA's Environmental Services Proposal can be seen in **Attachment B** and is summarized as follows:

TASK I: WOTUS DELINEATION UPDATE (IF NEEDED)

- BOA will update the previously completed AQUATIC RESOURCES DELINEATION AND DETERMINATION REPORT, February 2024 as needed. Updates will include BOA's professional opinion related to aquatic resource jurisdiction at the time of report update. Due to the Supreme Court's recent decision in *Sackett v. Environmental Protection Agency*, jurisdiction of WOTUS is in flux and may need to be revisited upon further agency guidance or rulemaking.

TASK II: SECTION 408 COORDINATION

- BOA will assist the client and/or Harris County Flood Control (HCFCF) with submission and coordination in relation to Section 408 review by the USACE Operations Division. This task is for the initial submittal of the application form and any coordination associated with the submission.

TASK III: ARCHAEOLOGY COORDINATION LETTER

- The objective of the Archaeological Coordination letter is to obtain project clearance from the Texas Historic Commission (THC) in relation to the Antiquities Code of

Texas since the project will be undertaken by a political subdivision of the state. The coordination letter and coordination with the THC will be conducted by subcontract and reviewed by BOA personnel. This task does not include a full Archaeology Pedestrian Survey. If the THC ultimately requires a full survey, this cost is provided under Task VII.

TASK IV: PLAN REVIEW LETTER

BOA will evaluate the proposed outfall location for potential impacts of the project to “Jurisdictional Waters of the United States” based on the U.S. Army Corps of Engineers Nationwide Permits. BOA will review construction plans, current and historical wetland and topographic maps, current and historical aerial photography. A letter report of the findings with permitting recommendations will be submitted to the client following the review.

TASK V: PHASE I ENVIRONMENTAL SITE ASSESSMENT

- The Phase I Environmental Site Assessment (Phase I) will be performed in accordance with ASTM standard practice E 1527-2021, Environmental Site Assessments: Phase I Environmental Site Assessments. The objective of the Phase I is to identify, to the extent feasible under the processes prescribed in ASTM E 1527-2021, the potential for recognized environmental conditions; that is, the presence or likely presence of any hazardous substances or petroleum products on the property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into the ground, groundwater, or surface water of the property. The Phase I will have four components: Records Review, Site Reconnaissance, Interviews, and Evaluation and Report Preparation.

TASK VI: NATIONWIDE PERMIT (IF NEEDED)

- Scope of work for the preparation of a Clean Water Act Section 404 Permit and submission to the USACE will follow the criteria set forth in 33 CFR 330 (Nationwide). A conceptual development plan including profiles must be provided by the client or the client’s consulting engineer. BOA will utilize these plans to create the required permit submittal drawings in the USACE’s preferred format. The USACE may request an alternatives analysis and best management practice information that must be provided to BOA from the client or consulting engineer.

TASK VII: ARCHAEOLOGY PEDESTRIAN SURVEY (IF NEEDED)

- The cultural resources study would consist of desktop archival research, an intensive archeological field survey, and production of a report suitable for review by the SHPO in accordance with the THC’s Rules of Practice and Procedure, Chapter 26, Section 26, and the Council of Texas Archeologists’ (CTA) Guidelines for Cultural Resources Management Reports. Tasks would include the following:
 - Task 1—Texas Antiquities Permit and Agency Coordination
 - Task 2—Archeological Survey Fieldwork
 - Task 3—Technical Report

- Task 4—Records Curation

TASK VIII: PHASE II TESTING (PIPELINE REMOVAL)(IF NEEDED)

- BOA will conduct Phase II Testing for the area surrounding the removal of the abandoned pipelines. The exact location, number of samples, types of testing, etc. will be determined at a later date prior to removal of the pipelines. As part of this task, BOA will prepare a workplan for coordination with HDR prior to testing.

TASK IX: PROJECT MANAGEMENT

- BOA will provide consulting services that will include, but not be limited to the following: project coordination; communicating with the client to expedite completion of the project; determining and evaluating options with the client; attending meetings with the client, as necessary; and making recommendations for the project.

TASK X: ARCHITECTURAL RESOURCES STUDY (IF NEEDED)

- The architectural resources study would consist of desktop archival research, a field survey, and production of a letter report suitable for review by the THC. Tasks would include the following:
 - Task 1—Archival Research and Agency Coordination
 - Task 2—Architectural Survey Fieldwork
 - Task 3—Technical Report

TASK XI: THREATENED AND ENDANGERED SPECIES SURVEY UPDATE

- BOA will update the previously completed Threatened and Endangered Species Survey, February 2024, as needed. Update will occur later in the design phase to ensure the project has current information related to species listings that could impact the project.

Survey and SUE Services

- MBCO Engineering, LLC (MBCO) will be performing topographic survey for 11,200 linear feet along the ELPH Enterprises (ELPH) pipeline fee strip and 15 feet east of ELPH fee strip. MBCO has provided a scope of services which can be seen in **Attachment C**. Limits will include road crossings (200 linear feet) at Bissonnet St., Bellaire Blvd., and N. Braeswood Blvd., and 200 linear feet of additional side streets, and 200 linear feet of neighborhood open space. The total linear foot of topographic survey is 12,600.
- MBCO to perform 5 cross-sections of Brays Bayou from top bank to top bank.
- MBCO will have a sub consultant use an aerial drone with lidar and orthometric imagery to collect the horizontal position of the railroad tracks and horizontal and vertical information of the natural terrain and improvements where possible within the ELPH strip. Heavy tree canopy will interfere with the lidar data collection

within the limits of the survey. Drone Lidar will be supplemented with conventional and GPS survey data as needed.

- MBCO will provide Full-Service Quality Level B SUE services to determine the horizontal location of all non-gravity subsurface utilities and provide electronic depths on the two parallel abandon pipelines at 1000' intervals and two active CenterPoint gas pipelines at 300' intervals within the ELPH fee strip.
- MBCO will provide up to eighteen (18) Full-Service Quality Level A SUE (QLA) by pneumatic excavation with a minimum of ten (10) QLA test-holes to verify horizontal location and obtain vertical elevation of subsurface utility.
- Survey control map will be included.

Geotechnical Investigation and Report

- Geotest will perform the geotechnical investigation services for the project. Geotest has provided a scope of services which can be seen in **Attachment D**.
- Boring locations shall be spaced at a maximum spacing of 500' intervals for a total of thirty-three (33) bores for 1,375 vertical feet for the proposed trunkline.
- The information provided in the geotechnical report will include boring logs and test data, ground water conditions, geotech recommendations for bedding and backfill for trunkline and drainage structures, provide soil information, groundwater control and trench safety requirements for open cut and trenchless construction, perform slope stability at the outfall location for during construction in accordance with HCFCD requirements. The geotechnical report will be submitted to HCFCD for approval.

Urban Forestry for Tree Protection Plans

- Due to the anticipated impact on existing trees in the project area, HDR will utilize the services of an Urban Forester, CN Koehl Urban Forestry. CN Koehl Urban Forestry has provided a scope of services which can be seen in **Attachment E** to evaluate tree protection measures needed and provide a tree protection plan identifying each significantly impacted tree along the project alignment. It will identify the location, species and size of tree, condition of the tree currently prior to construction and mitigation measures. The urban forester will provide tree protection plans, specifications, quantities and estimated construction cost and attend three public townhall meetings.

ADDITIONAL SERVICES

- Additional Services shall only be performed when directed by the City to HDR. These services are not considered normal or customary engineering services.
- Services resulting from significant changes in the extent of the project or its design including but not limited to changes in size, complexity, the City’s schedule, or character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are due to causes beyond HDR’s control.
- Preparing documents for alternate bids outside of the original scope requested by the City or documents for out of sequence work.
- Preparing to serve or serving as a consultant or witness for the City in any litigation, public hearing or other legal or administrative proceeding involving the Project.
- HDR will endeavor to appraise the City of any potential additional or extended services that may result from the above listed items, prior to HDR’s expenditure of time on such services. As previously noted, any such extended or additional services shall only be performed when directed by the City to HDR.

FEE SUMMARY

Basic Services

Design Basic Services (Lump Sum):	\$2,172,552.20
Bid Phase Services (Lump Sum):	\$19,065.00
Total Basic Services:	\$2,191,617.20

Special Services:

Materials Management Plan (Lump Sum):	\$17,825.00
Agency Coordination (HCFCD, COH, USACE, UPRR, Bellaire) (Hourly):	\$172,665.00
Traffic Control Plan (Hourly):	\$50,955.00
Storm Water Pollution Prevention Plan, Notes, Detail (Lump Sum):	\$16,240.00
*Reimbursables (Cost plus 10% or Mileage at IRS Rate):	\$27,500.00

Four Council Workshops (Lump Sum):	\$78,955.00
<u>Three Public Town Hall Meetings (Lump Sum):</u>	<u>\$73,505.00</u>
Total Special Services:	\$437,645.00
Total HDR Fee:	\$2,629,262.20

Subconsultants:

Alternatives Analysis, Drainage Impact Analysis, Coordination and Approvals with HCFCFCD (Cost plus 10%): (See Attachment A by Halff)	\$266,200.00
**Environmental Services (Cost plus 10%): (See Attachment B by BOA)	\$99,110.00
**Survey and SUE Services (Cost plus 10%) (See Attachment C by MBCO)	\$377,927.00
**Geotechnical Investigation and Report (Cost plus 10%) (See Attachment D by Geotest)	\$177,207.80
Urban Forestry for Tree Protection Plans (Cost plus 10%): (See Attachment E by CN Koehl Urban Forestry)	<u>\$12,831.50</u>
Total Subconsultants fee:	\$933,276.30
Total Engineering Services:	\$3,562,538.50

* At this time the magnitude of these tasks are not known. Therefore budgetary amounts are provided. These figures may increase or decrease depending upon actual work required. If an increase becomes necessary it can be accomplished by utilizing available funds from other line items that have under run, or funds from the miscellaneous special services line item or by contract amendment.

** There is a 10% Minority Requirement. The subconsultants noted with ** are DBE firms. The percentage of fee for DBE firms for this project is approximately 17%.

SCHEDULE

It is estimated that the schedule to accomplish the complete design phase for the proposed storm sewer box culvert trunkline is approximately twenty-eight (28) months from the date of authorization to proceed. It is also noted that other governmental agencies such as HCFCFCD, USACE, City of Houston, and Union Pacific Railroad may take longer for their reviews, permitting and approval which is beyond HDR's control. HDR will begin the process early to minimize impacts to the schedules.

INVOICES

HDR will submit monthly invoices for all engineering work completed to invoice date. The invoices for lump sum work would be based on a percentage of completion of each phase applied to the lump sum fee and based on the appropriate fee cost for work from our subconsultants. Time and materials charges and additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.18 and direct cost plus 10%. Mileage will be charged at prevailing IRS rates.

HDR appreciates the opportunity to submit this proposal and we look forward to continuing our work with the City of West University Place.

Sincerely,

HDR ENGINEERING, INC.



David Weston
Vice President/Gulf Coast Area Manager



August 25, 2024

Mr. John Peterson, PE, CFM
HDR Engineering, Inc.
4828 Loop Central Drive
Houston, Texas 77081

**RE: West University Place Westside Drainage Improvements
Hydrology and Hydraulics (H&H) Design Support**

Dear Mr. Peterson:

Halff Associates, Inc. (Halff) is pleased to present a proposed scope and fee associated with hydrology and hydraulics for design services in the City of West University (City).

Project Description

In 2023, the City of West University contracted Halff to review and update a previous drainage study that was completed for the west side of the City. Halff reviewed and revised the existing model in order to determine where flooding concerns were located. Halff then modeled potential solutions to identified flooding areas, including increasing the storm sewer capacity and assessing mitigation. As a result of the modeling effort completed by Halff, the City is proceeding with preliminary design of the proposed improvements to the west side storm sewer system. The City has selected HDR to perform the preliminary engineering and design. Halff will remain a part of the team and provide hydrologic and hydraulic modeling support to HDR as described in this scope of work.

Scope of Work

The Scope of Services is divided into five (5) major tasks: 1) Alternatives Analysis, 2) Agency Coordination, 3) Drainage Impact Analysis, 4) Design Support, and 5) Project Management and Coordination. Each task is described in detail below.

Alternatives Analysis

Perform an alternatives analysis to determine additional options for trunkline improvements proposed within the ELPH corridor and Community Drive. With input from the City and HDR, up to three alternatives will be analyzed besides the original option. Each alternative will be assessed under three scenarios: unrestricted, partially restricted, and fully restricted case. Ponding maps will be created to assess and compare the alternatives. HDR will perform cost estimates for all alternatives. Halff will prepare a memorandum summarizing the alternatives analysis and findings, including a discussion on detention requirements.

Agency Coordination

The proposed design solution will affect channels that are owned and/or maintained by the Harris County Flood Control District (HCFCD) including Poor Farm Ditch (HCFCD Unit No. D111-00-00), Kilmarnock Ditch (HCFCD Unit No. D113-00-00), and a new outfall to Brays Bayou (HCFCD Unit No. D100-00-00). Significant coordination with the HCFCD is anticipated in order to describe the proposed project and mitigation approach prior to submitting for agency approval. In addition, it will likely be necessary to coordinate during review of the drainage impact analysis, and continue coordination as the project moves through preliminary design. Additional coordination may be required with adjacent communities such as the City of Houston and the City of Bellaire.

HALFF ASSOCIATES, INC.

14800 ST. MARY'S LANE, SUITE 160
HOUSTON, TX 77079-2943

TEL (713) 588-2450
FAX (713) 588-2488

WWW.HALFF.COM

Drainage Impact Analysis (DIA)

The models created during the initial modeling update will be reviewed in conjunction with recently acquired survey data and refined in order to represent the most current condition as well as any updates that may be required after an initial design coordination meeting with HDR. These revisions will be incorporated into a Drainage Impact Analysis (DIA) submittal to HCFCD. This analysis will involve evaluating the results and impacts of the proposed drainage system improvements and refining the detention volume required for mitigation of any adverse impacts. The mitigation will be addressed with two approaches: 1) a "restricted" condition which provides mitigation within the proposed system through the use of restrictor(s), but is less effective in reducing ponding elevations within the City, and, 2) an "offsite" condition which provides surface mitigation (detention basins) outside of the immediate project area but within the general area. The DIA will include an evaluation of peak water surface elevations and peak discharges into receiving streams to ensure no adverse impacts are caused by the proposed alternative in both mitigation approaches identified above. The 2-year, 10-year, and 100-year storm events will be analyzed.

The DIA will be submitted to HCFCD and the City. This task assumes three (3) rounds of comment responses to achieve HCFCD acceptance of the approach and the results.

Design Support

Some changes to the modeling are expected as more information becomes available and the design is progressed. Changes due to utility conflicts, physical obstructions, value engineering, and stakeholder input will be incorporated into the models as required to ensure the project continues to function as anticipated. This task would involve updating the model layout and results based on HDR's final design as well as providing modeling of phases proposed for construction.

Project Management

Halff will perform project management and coordination services throughout all phases of the project. Specific tasks include:

- Kickoff meeting with HDR.
- Attend up to three (3) City Council meetings, including preparing associated meeting materials. Meetings may be virtual or in-person.
- Attend up to three (3) public meetings associated with the project.
- Attend up to twelve (12) progress meetings with the City/HDR to discuss the project.
- Progress reporting, schedule management, and invoicing for the project.
- Perform QA/QC in accordance with Halff policies.

Deliverables

Halff will provide the following deliverables:

1. Alternatives Analysis technical memorandum and models.
2. Revised final XP-SWMM model.
3. Drainage Impact Analysis (DIA) report.
4. Presentations to City Council.

Exclusions

The following tasks are excluded from this scope of work:

1. Environmental, geotechnical, or surveying services.
2. Stakeholder coordination beyond meetings specifically described in scope.
3. Opinion of Probable Construction Cost (OPCC) estimates.
4. Revisions to accepted DIA based on significant changes to the proposed improvements.

Compensation

Halff proposes to perform the scope described herein on a lump sum basis not to exceed \$242,000. If conditions not anticipated under these services arise, or other circumstances warrant an increase in this labor budget, Halff will notify HDR and wait for approval before performing work in excess of this total. Invoices for professional services will be issued monthly and will be based on the estimated percentage complete of each task listed below.

TASK	FEE AMOUNT
Task 1. Alternatives Analysis	\$ 41,000
Task 2. Agency Coordination	\$ 16,000
Task 3. Drainage Impact Analysis	\$ 110,000
Task 4. Design Support	\$ 45,000
Task 5. Project Management	\$ 30,000
	TOTAL: \$ 242,000

Schedule

Halff proposes to complete the scope of work over the course of the proposed design effort, which is anticipated to occur in phases over 1-2 years. However, the majority of our work will occur within the first 9-12 months to secure understanding and acceptance of the project approach and modeling results from HCFCD.

We appreciate the opportunity to work with you on this important project. Please contact me by email at cmaske@halff.com if you have any questions or if you need additional information regarding this proposal.

Sincerely,

Craig Maske, PE, CFM, ENV SP
Director of Water Resources
Halff Associates, Inc.

C: Johnny Kim, PE, CFM – Halff

AVO File 057106.001

City of West University Place
Westside Drainage Improvements
Hydrology and Hydraulics Design Support
Level of Effort

Tasks	LABOR (HOURS)							Subtotal Subconsultant Cost	TOTALS		
	Director	Project Manager	Project Engineer	Graduate Engineer	GIS Analyst	Administrative Assistant	Subtotal Labor Cost		Fee Subtotal	Direct Costs	Total Fee
Billing Rate	345.00	195.00	150.00	125.00	100.00	75.00					
Task 1: Alternatives Analysis											
1.1 Alternatives modeling	4	16	40	80			\$20,500	\$0	\$20,500	\$0	\$20,500
1.2 Alternatives results analysis, detention requirements	2	4	8	24	8		\$6,470	\$0	\$6,470	\$0	\$6,470
1.2 Alternatives memorandum	4	8	16	32	16		\$10,940	\$0	\$10,940	\$0	\$10,940
1.3 Alternatives QAQC		16					\$3,120	\$0	\$3,120	\$0	\$3,120
Task 2: Agency Coordination											
2.1 Prepare for and attend up to three (3) meetings with HCFCD	12	12	12				\$8,280	\$0	\$8,280	\$0	\$8,280
2.2 Additional coordination based on preliminary design changes	8	8	8				\$5,520	\$0	\$5,520	\$0	\$5,520
2.3 Coordination with Cities and other Agencies	4	4	4				\$2,760	\$0	\$2,760	\$0	\$2,760
Task 3: Drainage Impact Analysis											
3.1 Update model based on survey and initial design coordination		8	24	40	16		\$11,760	\$0	\$11,760	\$0	\$11,760
3.2 Update proposed improvements based on updated model	16	40	80	160	24		\$47,720	\$0	\$47,720	\$0	\$47,720
3.3 Draft DIA for HCFCD submittal	8	16	40	80	24		\$24,280	\$0	\$24,280	\$0	\$24,280
3.4 Address HCFCD comments (assume up to 3 rounds)	2	16	24	64	16		\$17,010	\$0	\$17,010	\$0	\$17,010
3.5 DIA QAQC	8	32					\$9,000	\$0	\$9,000	\$0	\$9,000
Task 4: Design Support							\$0				
4.1 Update models as design progresses		8	16	40			\$8,960	\$0	\$8,960	\$0	\$8,960
4.2 Optimize alternative based on design constraints	4	16	40	64			\$18,500	\$0	\$18,500	\$0	\$18,500
4.3 Model phases proposed for construction	4	16	32	64			\$17,300	\$0	\$17,300	\$0	\$17,300
Task 5: Project Management							\$0				
5.1 Kickoff meeting and progress meetings (up to 12) with HDR/Ci	8	16	16	16			\$10,280	\$0	\$10,280	\$0	\$10,280
5.2 Prepare for and attend up to three (3) City Council meetings	8	12	12	12			\$8,400	\$0	\$8,400	\$0	\$8,400
5.3 Attend up to three (3) public meetings		12	12	12			\$5,640	\$0	\$5,640	\$0	\$5,640
5.4 Progress reporting, invoicing		24				12	\$5,580	\$0	\$5,580	\$0	\$5,580
TOTAL	92	284	384	688	104	12	\$242,020	\$ -	\$242,020	\$ -	\$ 242,020

Fee Summary	
Total Labor	\$242,020
Total Estimated Cost	\$242,020
REQUESTED BUDGET	\$242,000

ATTACHMENT B



BERG ♦ OLIVER ASSOCIATES

Environmental Science & Land Use Consultants
14701 St. Mary's Lane, Suite 400, Houston, Texas 77079
(281) 589-0898 fax: (281) 589-0007
Houston ♦ Dallas/ Fort Worth ♦ www.bergoliver.com

MEMORANDUM

TO: Mr. Mark Everett

EMAIL: Mark.Everett@hdrinc.com

FROM: Mr. Keith Morgan

NO. OF PAGES: 18 (incl. cover)

DATE: August 26, 2024

SUBJECT: Environmental Services Proposal

Dear Mr. Everett,

Attached is our proposal/agreement for environmental services for the site discussed with our firm. Please review the proposal/agreement and, if acceptable, execute the agreement and return to us by email.

We look forward to working with you and HDR Engineering, Inc. on this project. Thank you for considering Berg ♦ Oliver Associates to assist you with your environmental planning.

Sincerely,

Keith Morgan
Vice President



BERG ♦ OLIVER ASSOCIATES

Environmental Science & Land Use Consultants
14701 St. Mary's Lane, Suite 400, Houston, Texas 77079
(281) 589-0898 fax: (281) 589-0007
Houston ♦ Dallas/ Fort Worth ♦ www.bergoliver.com

August 26, 2024

HDR Engineering, Inc.
Mr. Mark Everett.
4828 Loop Central Drive, Suite 800
Houston, TX 77081

Via email: Mark.Everett@hdrinc.com

Re: Proposal for Environmental Services for approximately 10 acres, City of West University Place Project, located South of Bissonnet St. to Brays Bayou, in Harris County, Texas
BO2762-13407.ES

Dear Mr. Everett.:

The following proposal is provided to HDR Engineering, Inc.(the "Client") for environmental services for approximately 10 acres, City of West University Place Project, located South of Bissonnet St. to Brays Bayou, in Harris County, Texas. Berg ♦ Oliver Associates ("Berg ♦ Oliver" or "BOA") will provide special attention to complete the work in a timely and professional manner. We will begin the assessment upon your acceptance and execution of this proposal.

Berg ♦ Oliver is proposing to provide the following services: Task I) Waters of the U.S. (WOTUS) Delineation Update (**WDU**) (**If needed**), Task II) Section 408 Coordination (**UC**), Task III) Archeology Coordination Letter (**AC**), Task IV) Plan Review Letter (**PR**), Task V) Phase I Environmental Site Assessment (**P1**), Task VI) Nationwide Permit (**NWP**) (**if needed**), Task VII) Archaeology Pedestrian Survey (**ARPS**) (**if needed**), Task VIII) Phase II Testing (**PHII**) (**if needed**), Task IX) Project Management (**PM**), Task X) Architectural Resources Study (**ARS**) (**If needed**), and Task XI) Threatened and Endangered Species Study (**TE**) . Attachment A describes each service.

PROJECT SCHEDULE

The scope of work involved in Task I-V is anticipated to be complete within thirty (30) calendar days of the receipt of an executed proposal and boundary survey/plat, or other suitable boundary map by Berg ♦ Oliver. Task VI is anticipated to be submitted to the USACE within forty-five (45) calendar days. The permit review process by the USACE normally takes between three (3) and six (6) months for a Nationwide Permit. Task VII and X are anticipated to be completed within sixty (60) calendar days of the receipt of an executed proposal and boundary survey/plat, or other suitable boundary map by Berg ♦ Oliver. Task VIII is anticipated to be completed on an as needed basis depending on the construction schedule and Task IX will be ongoing throughout the life of the project. The process begins upon the USACE determination that the application is complete. Upon review of the initial submittal, the USACE may request additional information beyond that listed in the Code of Federal

If additional tasks require more than a 10% overage (as described above), Berg ♦ Oliver will provide the client with an appropriate change order.

This cost estimate is valid for a period of six (6) months beyond the date shown below. After six (6) months, cost estimates may change due to fluctuations in fuel, subcontractors, and other sources required to complete the project.

Berg ♦ Oliver will begin the work described herein upon the execution of this proposal by the client. Invoices for each lump sum amount will be invoiced upon completion of the task or upon 50%, 75%, and 100% completion if the project takes longer than thirty (30) days to complete. Invoices for all hourly work will be submitted monthly and will be based upon the attached Rate Schedule in Attachment B.

CONFIDENTIALITY OF ASSESSMENT

The assessment and all related work and services of Berg ♦ Oliver Associates are confidential. Berg ♦ Oliver Associates is hereby employed by HDR Engineering, Inc. pursuant to this contract. Under such contract relationship, all correspondence, written or oral, which relates to the findings of this study are, to the extent permitted by law, strictly confidential between the parties hereto, unless Berg ♦ Oliver Associates receives a written request from the client to offer the results of this study to a third party not a part of this agreement/proposal. Environmental assessments may occasionally uncover extremely sensitive findings. It is the responsibility of Berg ♦ Oliver Associates, Inc. to report these findings to the authorizing client and to no other party.

PROPOSAL ACCEPTANCE AND EXECUTION

Berg ♦ Oliver shall be authorized to commence the Services upon execution of this Agreement. Client and Berg ♦ Oliver agree that this Agreement and attachments herein incorporated by reference (the "Agreement") constitute the entire agreement between them relating to this proposal. The signatory below also represents that the client has, or has secured, the authority to grant permission for Berg ♦ Oliver personnel to enter the subject property as necessary to conduct these assessments and that such permission is granted to Berg ♦ Oliver by the execution of this agreement/proposal. If the client is a Corporation or a Partnership, then the signature below will also represent the personal guarantee of the individual signing on behalf of the Client. This Agreement contains a limitation of liability clause and the Client has read and consents to all terms.

IN WITNESS THEREOF, HDR Engineering, Inc. and Berg ♦ Oliver Associates have accepted and executed this proposal for environmental services on this the _____, 2024.

HDR ENGINEERING, INC.

By: _____
Authorized Signature

BERG ♦ OLIVER ASSOCIATES

By: 

Keith Morgan
Vice President

- Attachments:
A – Scope of Work
B – Personnel Rate Sheet
C – General Conditions for Services

ATTACHMENT A

TASK I

WOTUS DELINEATION UPDATE (IF NEEDED)

SCOPE OF WORK

The objective of the delineation is to evaluate and document any portion of the site to be classified as a "Jurisdictional Water of the United States" as defined in 33 CFR 328 and subject to U.S. Army Corps of Engineers (USACE) jurisdiction. The delineation will be conducted according to the 2010 Regional Supplement to the Corps of Engineers (USACE) Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (v.2). The recent guidance and supplemental criteria have altered the primary determining factors for identifying waters of the United States. However, compliance with these criteria requires a significant increase in the documentation and scientific evaluation. The delineation report will be updated to reflect the rules and regulations that are in place at the time of the report update since the *Sackett v. EPA* U.S. Supreme Court Decision make ultimately effect the definition of what constitutes a Water of the United States in the future..

Delineation work will consist of the following tasks:

Task 1: Review of NRCS Soil Surveys: Task 1 will include a review of previously published soil data published by the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS), to determine the types of surface soils expected to be confirmed by on-site soil analysis.

Task 2: Review of Aerial Photographs: Task 2 will include a review of historical aerial color and black/white photographic enlargements for selected years. Infrared color photographs will be analyzed for the presence of wetland signature color distortions. Information for all photographic interpretation will be compared to locate recurring sites where wetland signatures are present.

Task 3: Site Reconnaissance for WOTUS Indicators.: Task 3 will include inspecting the property under the field procedures outlined in the Corps of Engineers Wetland Delineation Manual – Technical Report Y-87-1 by the USACE.

Transects are required for tracts greater than 5 acres in size, unless negotiated with the USACE to forego transects based on the homogeneous landscape and habitat type. If necessary, transects will be performed across the property, perpendicular to the nearest watercourse. Samples of vegetation, soils, and hydrology indicators will be taken at each change in topography or vegetation. Vegetation samples will be evaluated and recorded at each sample area. Upland vegetation will be verified, for it is as significant as wetland vegetation in the determination process. Inspection of the property for evidence or lack of wetland hydrology will be performed at each sample area. Soil samples will be evaluated at each test site for their hydric and non-hydric characteristics. Non-hydric soils verify upland status and are as significant as hydric soils in the determination process.

Task 4: Demarcation of WOTUS Areas: Task 4 will include the marking of the jurisdictional wetland areas and/or the ordinary high-water mark for location by a Registered Professional Land Survey (RPLS) or Global Positioning System (GPS). Location of the

areas by RPLS or GPS survey using the USACE- Galveston District April 2016 Standard Operating Procedures for Jurisdictional Delineations using GPS and Geographic Information Systems (GIS) Tool and Technologies.

Task 5: Preparation of a Map Representing WOTUS Areas: Upon receipt of the RPLS or GPS wetland areas and the limits of the Jurisdictional Waters, information regarding the field location of the boundaries of all Section 10 and 404 waters/wetland limits within the property boundaries will be plotted on a scaled map. Each Jurisdictional area will be depicted with the following information: (1) size and shape; (2) surface area calculation (acres); and (3) combined total wetland and Jurisdictional Water area calculations for the entire subject tract. The final report submitted to the client from Berg ♦ Oliver will reflect the surveyed data from the RPLS or GPS survey showing the location of the wetlands.

Task 6: Report Preparation: Task 6 will include the preparation of a final report. Upon completion of the site reconnaissance, data translation, and map preparation, a report will be completed, two copies of which will be given to the client. The report will include a discussion of methodology used to delineate the tract, site findings, copies of all historical information reviewed, such as U.S. Geological Survey topographical maps, NRCS soil survey maps, aerial photographs, site photographs, USACE routine data sheets, and a WOTUS Delineation map.

TASK II
SECTION 408 COORDINATION
SCOPE OF WORK

Berg ♦ Oliver will assist the client and/or Harris County Flood Control (HCFCD) with submission and coordination in relation to Section 408 review by the USACE Operations Division. This task is for the initial submittal of the application form and any coordination and documentation associated with the submission. A subsequent change order proposal will be submitted to the client for any additional studies and tasks, not already completed by BOA, required by the USACE as part of their review under Section 408.

TASK III
ARCHAEOLOGY COORDINATION LETTER
SCOPE OF WORK

The objective of the Archaeological Coordination letter is to obtain project clearance from the Texas Historic Commission (THC) in relation to the Antiquities Code of Texas since the project will be undertaken by a political subdivision of the state.

The coordination letter and coordination with the THC will be conducted by subcontract and reviewed by Berg ♦ Oliver personnel. This task does not include a full Archaeology Pedestrian Survey. If the THC ultimately requires a full survey, this cost is provided under Task VII.

TASK IV
PLAN REVIEW LETTER
SCOPE OF WORK

Berg ♦ Oliver will evaluate the proposed outfall location for potential impacts of the project to “Jurisdictional Waters of the United States” based on the U.S. Army Corps of Engineers Nationwide Permits. Berg ♦ Oliver will review construction plans, current and historical wetland and topographic maps, current and historical aerial photography. A letter report of the findings with permitting recommendations will be submitted to the client following the review.

TASK V
PHASE I SITE ASSESSMENT

The Phase I Environmental Site Assessment (Phase I) will be performed in accordance with ASTM standard practice E 1527-2021, Environmental Site Assessments: Phase I Environmental Site Assessments.

This practice is intended to permit you to satisfy one of the requirements to qualify for the innocent landowner defense to CERCLA (Comprehensive Environmental Response, Compensation and Liability Act) liability: that is, the practices that constitute "all appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice" as defined in 42 USC '9601§(35)(B).

SITE LOCATION

The site location is reported to be approximately 10 acres, City of West University Place Project, located South of Bissonnet St. to Brays Bayou, in Harris County, Texas. **The Client will need to furnish Berg ♦ Oliver with the following items in order to begin the Phase I ESA process:**

- **A survey map of the site;**
- **Metes and bounds or legal description; and**
- **Contact name of the current owner or owner's representative to complete an owner/occupant inquiry.**

These items should show or describe the exact location of the subject property to be assessed.

SCOPE OF WORK

The objective of the Phase I is to identify, to the extent feasible under the processes prescribed in ASTM E 1527-2021, the potential for recognized environmental conditions; that is, the presence or likely presence of any hazardous substances or petroleum products on the property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into the ground, groundwater, or surface water of the property. The Phase I will have four components, described as follows:

1. **Records Review:** Obtain and review records that will help identify recognized environmental conditions in connection with the property. Some records will pertain to properties within an additional approximate search distance in order to help assess the likelihood of potential problems from migrating substances.

2. **Site Reconnaissance:** Visually and physically inspect the property and adjoining properties, to the extent not obstructed by bodies of water, adjacent buildings, or other obstacles, for evidence of hazardous substances or petroleum products.
3. **Interviews:** a) Interview owners and occupants, or their designated representatives, to obtain information regarding current and historical uses of the property that may be related to environmental conditions. b) Conduct inquiries of local agency (e.g. fire department, health department) officials or staff members that may have knowledge or records of environmental conditions or incidents related to the property or the surrounding area. Interviews may in the form of personal contact, telephone contact, or written correspondence.
4. **Evaluation and Report Preparation:** The information gathered from the previous tasks will be evaluated, and the findings will be presented in a report that describes, at minimum, site and vicinity descriptions, current and past uses of the property and adjoining properties, information from records reviews, information from site reconnaissance and interviews, conclusions and opinions of impacts, if any, of recognized environmental conditions. The report will also describe the methodologies used, and will include appropriate documentation and exhibits of information used to conduct the assessment. Recommendations for further study, if any, will be provided in a separate document.

INVESTIGATIVE WORK

Phase I investigative work includes, but may not be limited to, four basic tasks which are each comprised of several components. The details of these tasks are set forth below, listing the standard components of each. The ASTM E 1527-2021 standard prescribes a review of *reasonably ascertainable* information; that is, information that is publicly available, obtainable from its source within reasonable time and cost restraints, and practically reviewable. The availability of information will vary based on the location of a given site. Berg ♦ Oliver will attempt to review as much of the following information as is reasonably ascertainable for this project.

Task 1: Records Review

Standard Environmental Record Sources

Review documented environmental site listings from Federal and State regulatory agency database sources, including the following:

<u>Sources</u>	<u>Minimum Search Distance</u>
1. Federal NPL Facilities/Sites Lists	1.0 Mile Radius
2. Federal NPL-Delisted Sites List	0.5 Mile Radius
3. Federal CERCLIS List	0.5 Mile Radius
4. Federal NFRAP List	0.5 Mile Radius
5. Federal RCRA Corraacts List	1.0 Mile Radius
6. Federal RCRA TSD List	0.5 Mile Radius
7. Federal RCRA Generator List	Adjoining

8. Federal Finds List	0.5 Mile Radius
9. Federal ERNS List	Site Specific
10. State Priority List	1 Mile Radius
11. State IOP List	0.5 Mile Radius
12. State SWLF/CLI List	0.5 Mile Radius
13. State CLI List	0.5 Mile Radius
14. State LPST List	0.5 Mile Radius
15. State Registered UST/AST List	Adjoining
16. State PST List	0.5 Mile Radius
17. State TCEQ VCP List	0.5 Mile Radius
18. State Brownfield List	0.5 Mile Radius
19. Dry Cleaner List	0.5 Mile Radius
20. IHW List	Adjoining
21. Local Hazmat Spills	Site Specific

Documented regulatory agency sites located within the ASTM prescribed minimum search distance will be identified and plotted on a composite site map.

Physical Setting Sources

USGS Topographic Map(s) will be reviewed to determine site topography and surface drainage patterns of the site and the surrounding area. Current and past structures, roads, well installations, and other improvements will be evaluated, as well as other pertinent physical features such as streams or water bodies. **Federal Emergency Management Agency** floodplain map(s) will be evaluated to determine if the subject property lies within a known floodplain. The appropriate **Soil Survey** from the **USDA Natural Resource Conservation Service** will be reviewed to determine the site's soil conditions and general surface geology of the area. General descriptions will be made of the subsurface hydrogeology based on information from **USGS Groundwater Maps** or other sources.

Historical Use Information

Historical Aerial Photographs will be obtained from aerial photography firms having inventory of the subject area. The photographs will be reviewed to evaluate previous land use characteristics for the property and adjacent parcels. The photographs will also be checked for possible oil and gas exploration activities, surficial anomalies associated with waste ponds or dumps, and previous commercial and/or industrial activities. Under ASTM Standard E1527-21, review of title and judicial records for AULs falls under “*user’s responsibilities*” and may include Preliminary Title Reports, Title Commitments, Condition of Title, and Title Abstracts. If such information is not provided, Berg □ Oliver may obtain a **Chain of Title** from the appropriate county clerk's records to identify site ownership for 50 years or more from the assessment date. To perform the title search, Berg □ Oliver must be provided with a legal description of the property, and the costs and level of effort to obtain the information must meet the criteria for “*reasonably ascertainable*” information. The records will be reviewed to evaluate the potential for industrial or environmentally significant land use activities onsite, based on the identities of previous owners, and environmental liens or other AULs. This task will be subcontracted to a title search company.

Local **City Directories** and **Sanborn Fire Insurance Maps**, if available, will be reviewed

for listings of the types of past structures or business operations that may have existed on the property. In addition, **Texas Railroad Commission Records** will be reviewed to determine if oil and/or gas exploration or production has occurred on the site. This information will be obtained from a **Regional Oil and Gas Survey Map** prepared by Tobin Research, Inc.

Task 2: Interviews and Agency Inquiries

Owner/Occupant Inquiry

Inquiries will be made of person(s) who may have knowledge of current or historical conditions associated with the subject property. One or more of the following individuals may be contacted for an interview: 1) **Current Owner** 2) **Owner's Representative** 3) **Occupants or Tenants** 4) **Adjacent Property Owners/Occupants**. Interviews may be conducted in person, by telephone, or by written correspondence in the form of an **Owner/Occupant Questionnaire**.

Local Agencies and/or Officials

Inquiries will be made of local agencies or officials that may have records of environmental conditions or incidents related to the subject property or adjacent properties. Such agencies may include the **Local Fire Department, Hazardous Materials Response, City/County Health Department, Local Pollution Control Agency**, or others deemed appropriate for the property, its location, or specific conditions.

Task 3: Additional Records Sources

In the event that site-specific conditions or standard information sources indicate a potential environmental condition(s) associated with the property, other selective files or records may be reviewed for additional information regarding such conditions. This information will be obtained at the discretion of Berg ♦ Oliver based on the findings of the investigation. Other typical sources include specific files from the **Texas Railroad Commission**, the **Texas Commission on Environmental Quality**, and the **Environmental Protection Agency**.

Task 4: Site Reconnaissance

General Site Setting

Site reconnaissance will be conducted to physically and visually inspect the property for indications of environmental conditions. Observations will be made of the **Current Site Usage, Adjacent Site Usage, Topography and Landscape, Structures, Roads, Improvements** and, to the extent practicable, **Potable Water Supply, Sewage Disposal System**, and other **Utility Installations**.

Interior and Exterior Observations

The property and any buildings or structures will be inspected for visual or physical evidence of hazardous substances or petroleum products. Exterior observations include, but are not limited to, pits, ponds, lagoons, stained soil or pavement, pools of liquid, strong odors, stressed vegetation, solid waste, waste water and associated discharge(s), above or below

ground storage tanks, drums or containers, unidentified substances, wells, or septic systems. If interior inspection is required, observations will include those listed above, if applicable, as well as heating/cooling sources and fuels, stains or corrosion, drains and sumps, storage or treatment areas, and construction materials. Any listed, or non-listed, indicator of hazardous substances or petroleum products will be identified in the findings of the report.

TASK VI
NATIONWIDE PERMIT (IF NEEDED)
SCOPE OF WORK

Scope of work for the preparation of a Clean Water Act Section 404 Permit and submission to the USACE will follow the criteria set forth in 33 CFR 330 (Nationwide). A conceptual development plan including profiles must be provided by the client or the client's consulting engineer. Berg ♦ Oliver will utilize these plans to create the required permit submittal drawings in the USACE's preferred format. The USACE may request an alternatives analysis and best management practice information that must be provided to Berg ♦ Oliver from the client or consulting engineer.

Berg ♦ Oliver will perform the following under this task:

1. Draft and submit the Nationwide Permit application and support documents to the applicant/client for review prior to submittal to the USACE. (Berg ♦ Oliver must have written approval from the client authorizing Berg ♦ Oliver to submit the permit application to the USACE.)
2. Prepare the necessary data sheets from previous work on the property, conduct a site visit to assess the hydrogeomorphic functional assessment (iHGM) to determine compensatory mitigation, and jurisdictional determination forms for verification by the USACE. It is suggested that a Preliminary Jurisdictional Determination be requested.
3. Attend two (2) on-site meetings with USACE, and resource protection agencies.
4. Attend two (2) additional meetings with the USACE.
5. Consult with the client, engineer, and land planner regarding the site development plan and alternatives.
6. Consult with the applicant regarding the Wetland Mitigation Plan and design, if deemed necessary. (If client chooses, Berg ♦ Oliver can prepare the mitigation plan and design under a separate proposal.)
7. Assist the applicant/client in providing the USACE site specific requested information and/or Revised Site Development Plan, if necessary.

TASK VII
ARCHAEOLOGY PEDESTRIAN SURVEY (IF NEEDED)
SCOPE OF WORK

Horizon Environmental Services (Horizon) appreciates the opportunity to present this scope of services and to conduct a cultural resources inventory survey and assessment. The project would involve constructing subsurface utilities within a linear corridor extending between Bissonnet Street on the north and Brays Bayou on the south. For purposes of the cultural resources survey, the project area is assumed to consist of a linear project corridor measuring approximately 2.1 miles in length by 30.0 feet in length, inclusive of all permanent and temporary workspaces and easements.

Regulatory Jurisdiction

The proposed undertaking would be sponsored by City of West University Place, a political subdivision of the state of Texas; as such, the project would fall under the regulatory jurisdiction of the Antiquities Code of Texas. In addition, the project may require the use of Nationwide Permits (NWP) if the project would impact any water bodies that qualify for designation as “waters of the US” under Section 404 of the Clean Water Act. In this case, those portions of the overall project area that fall within the federal permit area would fall under the regulatory jurisdiction of Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended. As the proposed project represents a publicly sponsored undertaking, the project sponsor is required to provide the applicable and the Texas Historical Commission (THC), which serves as the State Historic Preservation Office (SHPO) for the state of Texas, with an opportunity to review and comment on the project’s potential to adversely affect historic properties listed on or considered eligible for listing on the National Register of Historic Places (NRHP) and/or for designation as State Antiquities Landmarks (SAL). At this time, no other federal or state jurisdiction has been identified for the project. If any additional regulatory triggers are identified as the project moves forward, Horizon will evaluate whether or not any additional, out-of-scope cultural studies or agency coordination may be required.

Scope of Services

The cultural resources study would consist of desktop archival research, an intensive archeological field survey, and production of a report suitable for review by the SHPO in accordance with the THC’s Rules of Practice and Procedure, Chapter 26, Section 26, and the Council of Texas Archeologists’ (CTA) Guidelines for Cultural Resources Management Reports.

Task 1—Texas Antiquities Permit and Agency Coordination

Prior to initiating fieldwork, Horizon will:

- Apply for and obtain a Texas Antiquities Permit from the THC (required for any project that falls under the jurisdiction of the Antiquities Code of Texas). The application for a Texas Antiquities Permit requires the signature of the project sponsor and/or landowner, as appropriate, as well as the archeological Principal Investigator. The Texas Antiquities Permit must be issued by the THC prior to the initiation of any cultural resources field activities.

Task 2—Archeological Survey Fieldwork

Horizon will:

- Perform an intensive archeological survey, consisting of pedestrian walkover with surface inspection and systematic shovel testing at a level of intensity sufficient to meet or exceed the Texas State Minimum Archeological Survey Standards (TSMASS) and guidelines established by the CTA unless field conditions warrant excavation of more or fewer shovel tests.
- Document any cultural resources encountered to a sufficient degree to make preliminary recommendations of the significance of the resources in terms of their eligibility for inclusion in the NRHP and/or for designation as SALs, as appropriate.
- Inspect the locales of any previously recorded archeological sites within the project area, assess their current condition, and document the sites to a sufficient degree to make preliminary recommendations of the significance of the resources in terms of their eligibility for inclusion in the NRHP and/or for designation as SALs, as appropriate.

Task 3—Technical Report

Horizon will:

- Complete and submit *State of Texas Archeological Site Data Forms* (for new archeological sites) or *State of Texas Archeological Site Update Forms* (for previously recorded archeological sites) to TARL. Permanent site trinomials will be obtained from TARL for any new archeological sites documented within the project area during the survey.
- Assess the significance of any cultural resources within the project area in terms of their potential eligibility for inclusion in the NRHP and/or for designation as SALs, as appropriate.
- Develop a draft technical report detailing the project background, environmental and cultural setting of the project area, research goals and survey methods, survey results, recommendations for any cultural resources documented during the survey, and a bibliography of references cited suitable for review by the THC and any other applicable regulatory agencies.
- Submit a preliminary review copy of the archeological draft report describing the results of the survey in electronic (PDF) format to the client or review. Following approval of the draft report by the client, Horizon will submit an electronic copy of the report to the THC and any other applicable regulatory agencies for review and comment. Horizon will coordinate review with the regulatory agencies unless the client would prefer to coordinate agency review directly.
- Respond to any comments on the draft report offered by the THC and any other applicable regulatory agencies and produce a final report.
- Submit the final report to the client and the THC.

Task 4—Records Curation

Horizon will:

- Prepare project records for curation at TARL per the requirements of the Antiquities Code of Texas and TARL's *Stipulations and Procedures for the Preparation of Archeological Records and Photographs, Curation Supplies, and Sources* and/or *Stipulations and Procedures for the Preparation of Archeological Material Collections*, as appropriate.

Schedule

Horizon will initiate the process of applying for the Texas Antiquities Permit within 48 hours of receiving the client's notice to proceed. Note that the Texas Antiquities Permit must be issued by the THC before field activities can commence. Fieldwork will be completed within 30 days of receiving the Texas Antiquities Permit. Barring inclement weather conditions, access restrictions, or other unusual circumstances, Horizon anticipates that cultural resources survey fieldwork will take no more than two to three days to complete, inclusive of round-trip travel between Horizon's corporate headquarters in Austin, Texas, and the project area.

The draft report of the cultural resources survey will be completed within 30 days of the completion of the fieldwork and submitted for preliminary review to the client. Horizon will respond to the client's comments and submit the draft report to the THC and other regulatory agencies, as appropriate, for review unless the client would prefer to coordinate agency review directly. Under state law, the THC has 30 days to review technical reports for cultural resources surveys. Federal agency review timeframes are often tied to the overall permitting process and may take longer.

Assumptions

- All cultural resources investigations are supervised by an archeological Principal Investigator who meets the Secretary of the Interior's (SOI) Professional Qualification Standards for Archeology, and all architectural history investigations are supervised by an architectural history Principal Investigator who meets the SOI's Professional Qualifications for Architectural History.
- The project area consists only of the proposed project facilities described in this proposal. This proposal does not provide for surveys of reroutes, alternate alignments, or additional or ancillary locations that fall outside the boundaries of the project area as described herein.
- The client will secure right-of-entry (ROE) for all segments of the project area to be surveyed, and ROE to the entire project area will be available to Horizon upon receiving notice to proceed with field activities. Any portions of the project area to which ROE is not available will not be surveyed and may be subject to future survey-level investigations not covered under the terms of this proposal.
- This proposal assumes that no more than one field mobilization would be required to complete the cultural resources survey. Any extra mobilizations or special client requests, such as appointments to survey tracts under emergency limited access agreements (e.g., temporary restraining orders [TRO], writs of possession), reroutes, or on-call requests, will be billed as out-of-scope activities on a time-and-materials basis using Horizon's standard rate schedule.
- The base cost estimate assumes that the cultural resources survey will be negative for cultural resources. In the event that archeological sites are encountered within the project area, an additional fee not to exceed **\$3,500** per prehistoric/protohistoric site or **\$4,500** per historic-age site will be incurred, which is inclusive of additional site recording time in the field, site form filing fees, and additional mapping and reporting requirements. In addition, for historic-age sites, the extra fee covers historical/archival research required under the state's survey guidelines. Note that these estimated fees apply to small to moderate-sized sites that can be recorded in approximately a half day or less. Large, deep, or unusually complex sites may require additional time to record and incur additional charges. As Horizon is required to record any archeological sites encountered during fieldwork, this is not considered an out-of-scope cost and will be incurred automatically if archeological sites are found. Depending on the number, type, and specific characteristics of the sites, the full fee may not be required for each site. Horizon will notify the client within 48 hours of completion of the archeological field survey as to how many archeological sites were recorded and the scale of additional fees anticipated to be necessary.
- This cost estimate does not include provisions for mechanical excavations, such as backhoe trenching in areas of deep alluvium or Gradall stripping adjacent to cemeteries, if such are encountered during the survey fieldwork. Mechanical operations are required by the state's survey guidelines in areas with a moderate to high probability to contain cultural resources buried more deeply than standard shovel testing is capable of reaching (i.e., about 1.0 meter [3.3 feet] below ground surface depending on soil type). Due to the physiographic setting of the project area, backhoe trenching is anticipated to be unnecessary for this project, though it is possible that any stream crossings or areas of intact alluvium may require mechanical excavations. In the event that mechanical excavations are determined to be necessary based

on the results of the pedestrian survey, a supplemental work authorization may need to be executed to cover any additional fieldwork.

- This proposal includes a limited review of existing literature, site files, and online map sources to determine the estimated time period of occupation of any historic-age archeological sites and/or construction dates of historic-age structures or engineering features that may be encountered during the survey. If extensive historical research is required to more fully develop the context of historic-age resources, such as architectural evaluations; detailed reviews of historic records, deed records, genealogical records; or library or museum collections, a supplemental work authorization may need to be initiated.
- Horizon will employ a non-collection policy to the maximum extent practicable. Diagnostic (i.e., time- or culturally sensitive) and non-diagnostic artifacts will be sketched and photodocumented in the field, and notes will be recorded on their provenience and apparent cultural and chronological affiliation. In the event that any cultural materials are collected during the survey, they will be temporarily housed at Horizon's laboratory facilities in Austin, Texas, and processed for analysis. Any cultural materials collected from private land would be returned to the landowner. Any artifacts collected from public land during the survey may need to be curated at an approved curational facility according to the guidelines of the THC and the curational facility. This scope of work does not cover the costs of processing artifacts for curation, the negotiation of a curation agreement with an approved curational facility, or curation fees.
- This proposal includes provisions for curating cultural resources survey records (e.g., field forms, field notes, digital photographs, photo sheets, official agency correspondence), which is required for all held-in-trust projects conducted under the Antiquities Code of Texas, at an approved curational facility, including Horizon's charges for preparing project records for curation as well as the curational facility's fees for permanently housing the project records. TARL charges a minimum fee for records-only curation for project records that occupy less than 1.5 inches of drawer space. This proposal assumes that 1.5 inches or less of drawer space would be required. In the event that more than 1.5 inches of drawer space is required or if TARL's records policies or fees change prior to submission of project records for curation, additional curation fees may be incurred that are not covered under the terms of this proposal.
- This proposal does not include provisions for conducting surveys for Traditional Cultural Properties or Traditional Cultural Plants. Information regarding these cultural resources is typically restricted within federally recognized tribes and not available to archeological contractors.
- This proposal covers only a Phase I cultural resources inventory. In the event that potentially significant prehistoric and/or historic-age resources are present within the project area, additional investigations may be required, such as significance testing and/or mitigation studies, that are not covered in this proposal.
- One technical report will be written describing the results of the cultural resources survey of the project area. This proposal does not provide for generating multiple or supplemental technical reports.
- This proposal provides for responding to two (2) rounds of comments, including one initial set of client comments and one (1) set of agency comments. Additional rounds of comments may

not be covered under the terms of this proposal and may be billed as out-of-scope activities on a T&M basis using Horizon's standard rate schedule.

Title 13, Part 2, Chapter 26, Subchapter C, Rule 16.16 of the Texas Administrative Code requires the holder of a Texas Antiquities Permit to submit a technical report presenting the results of the permitted investigation to the THC for review. Horizon will provide the client with a reasonable opportunity to review, comment upon, and approve the technical report prior to submission to the THC. Horizon can delay initiating the review process within reasonable limits given project scheduling needs but must allow for sufficient time to complete the entire review process prior to the expiration date of the Antiquities Permit. This requirement applies even if the development of the project is postponed or canceled. Horizon will invoice the client for report preparation and records curation charges as described in this proposal pursuant to fulfillment of the conditions of the permit.

TASK VIII
PHASE II TESTING (PIPELINE REMOVAL) (IF NEEDED)
SCOPE OF WORK

BOA will conduct Phase II Testing for the area surrounding the removal of the abandoned pipelines. The exact location, number of samples, types of testing, etc. will be determined a later date prior to removal of the pipelines. As part of this task, BOA will prepare a workplan for coordination with HDR prior to testing.

TASK IX
PROJECT MANAGEMENT
SCOPE OF WORK

Berg♦Oliver will provide consulting services that will include, but not be limited to the following: project coordination; communicating with the client to expedite completion of the project; determining and evaluating options with the client; attending meetings with the client, as necessary; and making recommendations for the project.

TASK X
ARCHITECTURAL RESOURCES STUDY (IF NEEDED)
SCOPE OF WORK

Scope of Services

The architectural resources study would consist of desktop archival research, a field survey, and production of a letter report suitable for review by the THC.

Task 1—Archival Research and Agency Coordination

Prior to initiating fieldwork, Horizon will:

- Perform basic archival research at the THC, the General Land Office (GLO), the National Park Service's (NPS) online National Register Information System (NRIS), and/or other relevant archives for information on previous cultural resources investigations conducted in the vicinity of the project area and historic properties within and in the vicinity of the project area.
- Review the abovementioned archives; historical, topographic, Central Appraisal District data and aerial photographs prior to initiating fieldwork to evaluate the potential for encountering

historic-age (defined 50 years or older) within the APE (described as all historic-age resources within the project area and adjacent parcels to the project area).

Task 2—Architectural Survey Fieldwork

Horizon will:

- Conduct field research to identify above-ground resources that are 50 years or older within or adjacent to the project area.

Task 3—Technical Report

Horizon will:

- Assess the significance of any historic-age cultural resources within the APE in terms of their potential eligibility for inclusion in the NRHP and/or for designation as SALs, as appropriate.
- Develop a draft technical letter report detailing the project background and cultural setting of the project area, description of the historic-age resources, recommendations for historic-age resources documented during the survey and a bibliography of references cited suitable for review by the THC and any other applicable regulatory agencies.
- Submit a draft letter report describing the results of the survey to the client for review. Following approval of the draft report, Horizon will address comments and prepare a final report.
- Respond to comments on the draft report offered by the THC and any other applicable regulatory agencies and produce a final report.
- Submit the final report.

Assumptions

- The client will provide a project (undertaking) description and available schematics or plans
- The scope of work does not include public involvement or public notification steps of the Section 106 process.
- The scope of work does not include the preparation or coordination of a Memorandum of Agreement (MOA) or mitigation work, if requested by THC.
- The scope of work does not include contacting or informing additional consulting parties.
- This proposal and cost estimate are valid for 90 days.

TASK XI **THREATENED AND ENDANGERED SPECIES STUDY** **WITH IPAC** **SCOPE OF WORK**

The objective of the Threatened and Endangered Species Study is to evaluate the potential for the existence of critical or irreplaceable habitats, which are considered protected under the Endangered Species Act of 1973 and subsequent amendments and listings. The following selected tasks will be considered for the project area:

1: Prepare and Review U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (iPAC) Listing: The purpose of using iPAC is to initially determine if

species listings, critical habitat, migratory birds or other natural resources listed by USFWS may be impacted by the project. Information included in the iPAC will be utilized to also identify potential conservation measures required for the minimization of impact to protected species.

2: Agency Consultation: iPAC system will be utilized to request an official letter from the USFWS field office.

3: Site Reconnaissance and Effect Determination. The biological aspects of the potential habitat will be physically reviewed and documented to determine if the habitat is desirable or reproductively useful to the specific species to make an effect determination.

4: Preparation of Letter of Findings and Recommendations. Following the completion of all research and site reconnaissance, a letter of findings and recommendations will be completed and forwarded to the client.

ATTACHMENT B



BERG ♦ OLIVER ASSOCIATES

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Houston ♦ Dallas/ Fort Worth ♦ www.bergoliver.com

2024 PERSONNEL RATE SCHEDULE

<u>Personnel</u>	<u>Hourly Billing Rate</u>
Principal In Charge	\$285.00
Project Director	\$280.00
Sr. Vice President	\$265.00
Vice President	\$255.00
Sr. Project Manager	\$210.00
Project Manager	\$190.00
Assistant Project Manager	\$175.00
Project Coordinator III	\$175.00
Project Coordinator II	\$165.00
Project Coordinator I	\$150.00
Project Leader	\$165.00
Field Leader	\$130.00
GIS Analyst II	\$165.00
GIS Analyst I	\$125.00
Field Tech II	\$115.00
Field Tech I	\$90.00
Project Support Officer II	\$135.00
Project Support Officer I	\$110.00
Editor	\$110.00
Admin IV	\$150.00
Admin III	\$125.00
Admin II	\$95.00
Admin I	\$85.00
Specialist Subcontractors	Cost + 15%

Above rates include all normal expenses of LJA's business, including mailing charges, in-house photocopying, long distance telephone costs, in-house graphic systems, and local area travel, unless otherwise stated in the agreement. Expenses, such as travel beyond fifty (50) miles, outside photocopying, delivery charges, photographic reproduction, and other outside services, are considered reimbursable by the client at rate of cost +15%. Any extraordinary reimbursable expenses, in excess of \$250.00 must have authorization from the client. NOTE: Hourly rates are adjusted annually as inflation dictates. If this contract spans more than one fiscal year (ending December 31), hourly rates may be adjusted. Regardless of any rate adjustment, the "not to exceed" figures in a contract will not change.



1505 Highway 6 South, Suite 180
Houston, Texas 77077
281.760.1656
MBCOEngineering.com
SBE/WBE/DBE/HUB
TBPELS Engineering Firm #F-16850
TBPELS Surveying Firm #10194810

PROPOSAL FOR LAND SURVEYING SERVICES

August 22, 2024

John Peterson P.E. CFM
Associate Vice President
Municipal Practice Lead
HDR Engineering Company
4828 Loop Central Drive
Suite 700
Houston, Tx 77081

Ref: Proposal Request for Survey Services for the City of West University Westside Improvement Project.

Mr. Peterson:

MBCO Engineering, LLC. (MBCO) is pleased to submit this proposal for professional surveying services for the scope provided by HDR and for the limits as shown in Exhibit "A" below.

CONTROL SURVEY

- MBCO will establish horizontal control based on the Texas Coordinate System of 1983, South Central Zone No. 4204, and utilize the vertical datum NAVD88 and Geoid 18.
- Vertical control will be tied to the nearest City of West University or Harris County Flood Control District benchmark monumentation.
- Control maps will be created for the primary control points set, control maps will include an overall index sheet of all primary control and a detail with three - point ties for each control point.

CATEGORY 1B, CONDITION III STANDARD LAND SURVEY

- A boundary survey was not requested and therefore boundary information is excluded from this proposal.

CATEGORY 6, CONDITION II TOPOGRAPHIC SURVEY

MBCO will perform a Topographic Survey that meets the standards contained in the Manual of Practice for Land Surveying in the State of Texas for a Category 6, Condition II Topographic Survey including, but not limited to the following:

- Perform topographic survey for **11,200** linear feet (LF) along the ELPH Enterprises (ELPH) pipeline fee strip and 15 feet east of ELPH fee strip. Limits will include road crossings at Bissonnet St., Bellaire Blvd., and N. Braeswood Blvd. each at **200** LF, **200** linear feet of additional side streets,



and 200 linear feet of neighborhood open space, for a total of **12,800 LF** as noted and depicted by the limits shown on Exhibit "A":

- **Amherst St.**
 - **Bryon St.**
 - **Marquette St.**
 - **Access Rd. south of Bellaire Blvd to the horse stables.**
- 5 cross-sections of Brays Bayou from top bank to top bank as shown on Exhibit "A".
 - Establish elevations and locations of physical features, above ground improvements, and Appurtenances including buildings, fences, structures, signs, pools, decks, power poles, curbs, driveways, water meters, manholes, pedestals, ponds, light poles, etc. within the survey limits.
 - Provide pipe flow line elevations, size, material and directions of all accessible sanitary sewer lines, storm sewer lines and driveway culverts. Top of rim or top of grate and flow line elevations shall be recorded on all accessible inlets, manholes and drainage structures.
 - Locate Ornamental trees or Landscape trees with a diameter of 4" and larger shall be located. Wooded/brushed areas shall be limited to an outlined area only. No Individual Trees shall be located on natural vegetation areas.
 - Locate soil borings.
 - MBCO will use a City of W. University right of entry (ROE) template to mail up to fifty (50) parcels to request right of entry. Mailing do not guarantee ROE approval. The City of W. University will have to further coordinate with owners who initially deny ROE.
 - MBCO will track mailings and responses of ROE letters.
 - MBCO will thru a sub consultant use an aerial drone with lidar and orthometric imagery to collect the horizontal position of the railroad tracks and horizontal and vertical information of the natural terrain and improvements where possible within the ELPH strip. Heavy tree canopy will interfere with the lidar data collection within the limits of the survey.
 - Drone Lidar will be supplemented with conventional and GPS survey data as needed.

QUALITY LEVEL B SUE SERVICES

- MBCO will provide partial-Service Quality Level B SUE services to determine the horizontal location of all non-gravity subsurface utilities. This proposal specifically excludes identifying all irrigation systems and buried storage tanks within the project limits.
- MBCO will provide electronic depths on the two parallel abandon pipelines at 1,000 foot intervals and 300 foot intervals for the two active CenterPoint pipelines within the ELPH fee strip.
- MBCO will use the Harris County Engineering Departments Template to provide a utility contact list (UCL) of utility owners and contact information and a utility conflict table (UCT) showing utility line in relation to the baseline alignment. MBCO will not note if a utility is within conflict of the future design, that task will be the responsibility of HDR as the design engineer.

Assumptions

- Subsurface gravity utility systems (sanitary sewer and storm sewer) will be included in the topographic survey scope of work.
- If a non-gravity subsurface utility cannot be designated electronically as a Level B line type then we will depict it as a Level C line type. This may be the case with PVC potable water mains and

services and PE natural gas mains and services without aluminum trace tape or copper trace wire co-buried with the utility.

- If there are utility owners on the project that are unresponsive to utility records requests, then this will impact the Quality Level B deliverable. In the event that a subsurface utility cannot be electronically designated, Level B, and there is no available associated utility record, then there will be some limitations in how much we will reflect per record and that utility system may not be reflected completely.
- MBCO assumes HDR will complete all utility record drawing requests and research and provide the records to MBCO.

QUALITY LEVEL A SUE SERVICES

- MBCO will provide up to eighteen (18) Full-Service Quality Level A SUE (QLA) by pneumatic excavation with a minimum of ten (10) QLA test-holes to verify horizontal location and obtain vertical elevation of subsurface utility. We will reuse spoils as backfill in each test hole.
- QLA test-holes above and beyond the initial ten will be at a price per hole within the same mobilization timeframe.

Assumptions

- Test holes will be selected only on subsurface non-gravity utility systems.
- Test hole selection will be a collaborative effort between MBCO & client.
- Gravity utility systems do not require test holes if manholes are present to gather size, material and invert elevations.
- Survey and post processing of test holes is included in this service.
- Test holes will be selected and performed in accessible areas such as Bissonnet Street, Amherst Street, Byron Street, Marquette Street, gravel road north of Bellaire Boulevard, Bellaire Boulevard, gravel road south of Bellaire Boulevard, N. Braeswood Boulevard.
- Through the use of subcontractors and other direct expenses for equipment rental MBCO will perform lane closures and traffic control when necessary for QLA test holes.

MBCO ASSUMPTIONS

- MBCO will be provided with right-of-entry and field crews will be able to freely access all areas of the project limits.
- MBCO has budgeted time for field crews to visit each home on a strict one trip basis to collect survey or SUE data. Field crews must be granted ROE on the scheduled day of survey in a timely manner. If return trips are necessary to gain access additional fees will apply on a time and materials basis (T&M).
- MBCO will not access any yard by scaling over or going through locked gates or fences.
- MBCO will not enter yards with any animals regardless if the animal is restrained or not.
- MBCO does its best to deliver within the scheduled timeframe but cannot be held responsible for any schedule delays due to inclement weather.
- MBCO will either create the project alignment or be provided the alignment to complete all tasks before the scheduled survey delivery date. Once set, any changes by the client to the alignment will incur additional fees.

- To complete the project by the proposed scheduled delivery date, MBCO must be provided with all necessary borders and files.
- MBCO anticipates working and completing all proposed basic services tasks during the proposed schedule.
- Failure to be provided all necessary files may cause delays in the schedule and incur additional fees.
- This proposal is based solely and exclusively on the best interpretation of the scope as provided by HDR and as shown on Exhibit "A". Any changes to the project location, area, or scope will significantly impact costs and fees and will require a new cost proposal.

ADDITIONAL SERVICES

- T&M for remobilizations due to denial of ROE. Time will be charged from portal to portal at the hourly rate used in the LOE for this proposal.
- Remobilizations will occur once MBCO Surveying or SUE field crews have completed the initial field work and are no longer on the project site.
- MBCO assumes the city will secure the right of entry or access to the survey area before being called back to the residence.
- Fee is not to exceed without prior approval.

DELIVERABLES

- Signed and sealed 22" x 34" topographic survey in .pdf format.
- Signed and sealed survey control maps in .pdf format.
- Point file in the standard ASCII (P, N, E, Z, D) format.
- Civil3D (.dwg) file in grid coordinates
- Digital Terrain Model (DTM).
- UCT and UCL

COMPENSATION

SUMMARY OF SURVEY TOTALS	
Total Basic Services	\$ 153,135.00
Total Right of Entry	\$ 10,045.00
Total Survey LUMP SUM Fee	\$ 163,180.00
SUMMARY OF SUE TOTALS	
QL-B Total	\$ 94,360.00
QL-A Test-Holes Minimum of 10 Total (Estimated 18)	\$ 35,080.00
SUB CONTRACTOR AND OTHER DIRECT EXPENSES (Billed as Needed)	
Traffic Control sub \$2850 per Day (estimated 3 days)	\$ 8,550.00
Asphalt/concrete removal & hot asphalt/concrete restoration sub (estimated 3 Holes)	\$ 2,250.00
Total SUE Fee	\$ 140,240.00
SUE AND SURVEY BASIC SERVICES TOTAL	\$ 303,420.00
Additional Services	
Time and Materials SUE & SURVEY ReMobilization	\$ 40,150.00

SCHEDULE

MBCO will complete the above-described initial basic service tasks for the control, topographic and SUE survey within one hundred (100) business days of the receipt of both the signed Sub- Agreement and written Notice to Proceed.

The above-mentioned surveying services and fees are based on estimated times to complete tasks and will be billed per task on a *LUMP SUM, TIME AND MATERIALS, OR PER TEST HOLE (AFTER MINIMUM)* basis, which will be billed at project completion or percent complete at the end of every month for the duration of the project, to be paid in full within 30 days of invoice date.

This cost proposal is valid for 30 days and may be re-evaluated after such time to account for any changes with the project scope, environmental factors and/or the general rate schedule. If this proposal is acceptable, please sign and return a copy. If you have any questions, you may reach me at Jeff.Ketchum@mbcoengineering.com.

Thank you for the opportunity and we appreciate doing business with you.

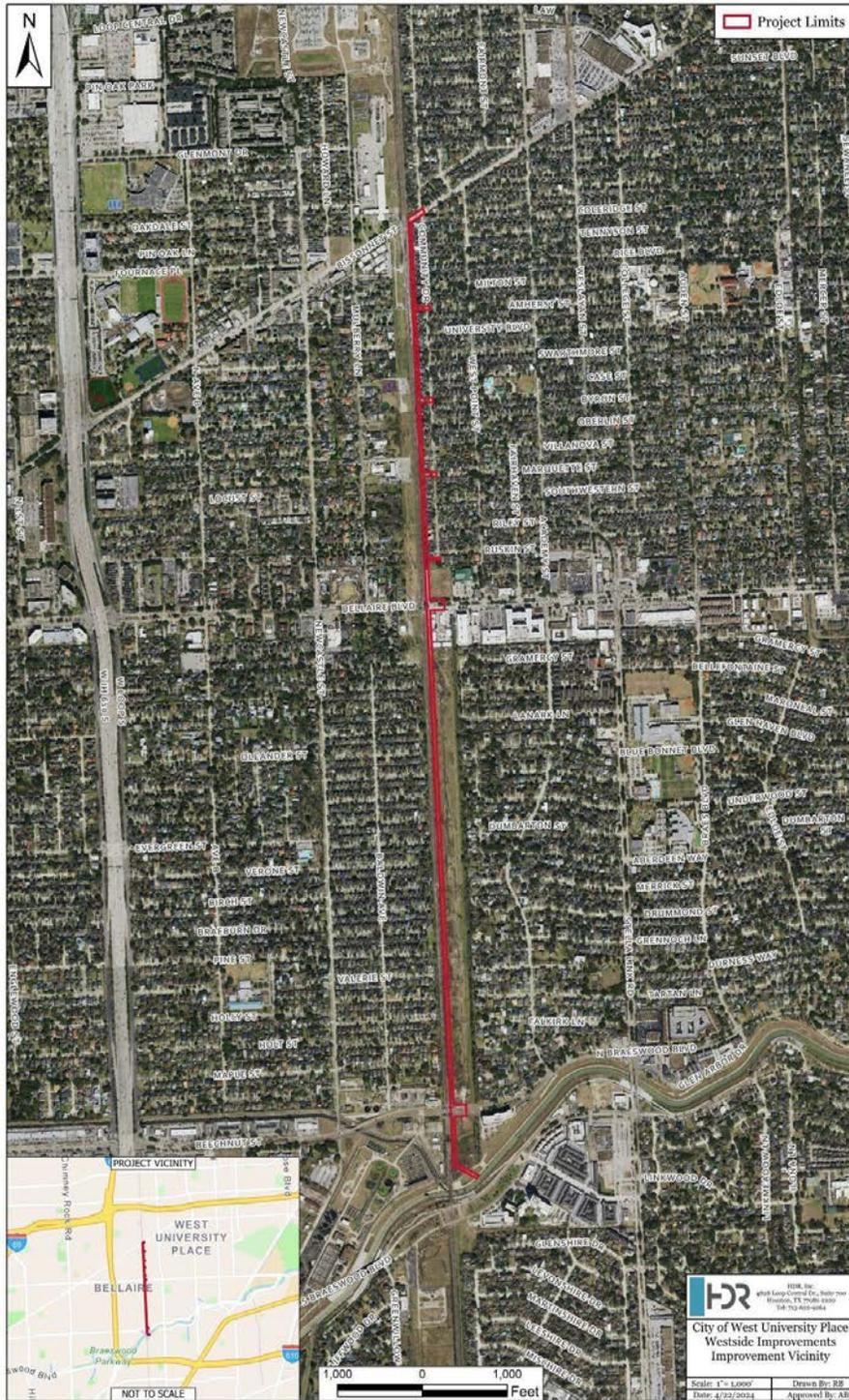
Sincerely,



Jeff Ketchum

Survey Project Coordinator

EXHIBIT "A"



TASK DESCRIPTION	Office						Field			TOTAL HRS.	Total Office Hrs.	Total Field Hrs.	TOTAL LABOR HRS. & COSTS
	SUE PROJECT MANAGER	SUE Sr.PROJECT MANAGER	SUE ENGINEER	SUE CAD TECHNICIAN	SR CAD TECHNICIAN	ADMIN/ CLERICAL	1-MAN SUE CREW	2-MAN SUE CREW	3-Man SUE CREW				
QL-B SUE Services	Office						Field						
Project Setup						2				2	\$ 170.00	\$ -	\$ 170.00
Kickoff Meeting		3								3	\$ 705.00	\$ -	\$ 705.00
Utility Records Research DONE BY HDR										0	\$ -	\$ -	\$ -
Utility Records Review									12	12	\$ -	\$ 1,680.00	\$ 1,680.00
Utility Owner Correspondence										0	\$ -	\$ -	\$ -
Field - Utility designating of non-gravity subsurface utilities, utility sketching, & electronic depths										0	\$ -	\$ -	\$ -
43 Houses										90	\$ -	\$ 22,050.00	\$ 22,050.00
Bissonnet Street										19	\$ -	\$ 4,655.00	\$ 4,655.00
Bellaire Blvd.										20	\$ -	\$ 4,900.00	\$ 4,900.00
Blvd.										19	\$ -	\$ 4,655.00	\$ 4,655.00
4 neighborhood streets										20	\$ -	\$ 4,900.00	\$ 4,900.00
South of Bellaire										20	\$ -	\$ 4,900.00	\$ 4,900.00
St./Braeswood Blvd.										10	\$ -	\$ 2,450.00	\$ 2,450.00
Field Coordination		29								29	\$ 6,815.00	\$ -	\$ 6,815.00
CADD - QLB SUE drawing					60					60	\$ 8,400.00	\$ -	\$ 8,400.00
Utility Records Correlation		15								15	\$ 3,525.00	\$ -	\$ 3,525.00
QAQC		32								32	\$ 7,520.00	\$ -	\$ 7,520.00
Engineer Review			8							8	\$ 1,880.00	\$ -	\$ 1,880.00
Progress Meetings		10								10	\$ 2,350.00	\$ -	\$ 2,350.00
Client Coordination		33								33	\$ 7,755.00	\$ -	\$ 7,755.00
Utility Contact List						10				10	\$ 850.00	\$ -	\$ 850.00
Utility Conflict Table					30					30	\$ 4,200.00	\$ -	\$ 4,200.00
QL-B TOTAL	0	122	8	0	90	12	12	0	198	442	\$ 44,170.00	\$ 50,190.00	\$ 94,360.00
QL-A SUE Services	Office						Field						
Project Setup										0	\$ -	\$ -	\$ -
Kickoff Meeting										0	\$ -	\$ -	\$ -
Utility Records Research										0	\$ -	\$ -	\$ -
Utility Records Review										0	\$ -	\$ -	\$ -
Utility Owner Correspondence										0	\$ -	\$ -	\$ -
Field - Test hole set up										18	\$ -	\$ 4,410.00	\$ 4,410.00
Field - Traffic control set up										4	\$ -	\$ 980.00	\$ 980.00
Field - Asphalt/concrete cut or core										0	\$ -	\$ -	\$ -
Field - Execute test hole (dig, document, backfill)										85	\$ -	\$ 20,825.00	\$ 20,825.00
Field - Utility trenching (when test hole isn't possible)										0	\$ -	\$ -	\$ -
Field - Survey test holes										0	\$ -	\$ -	\$ -
Field - Reinstate core, new concrete, or hot asphalt patch										0	\$ -	\$ -	\$ -
Field Coordination		5								5	\$ 1,175.00	\$ -	\$ 1,175.00
CADD - Add test holes to QLB SUE drawing					18					18	\$ 2,520.00	\$ -	\$ 2,520.00
CADD - Test Hole Data Sheets										0	\$ -	\$ -	\$ -
Utility Records Correlation										0	\$ -	\$ -	\$ -
QAQC		18								18	\$ 4,230.00	\$ -	\$ 4,230.00
Engineer Review			3							3	\$ 705.00	\$ -	\$ 705.00
Progress Meetings		1								1	\$ 235.00	\$ -	\$ 235.00
Client Coordination										0	\$ -	\$ -	\$ -
Utility Contact List										0	\$ -	\$ -	\$ -
Utility Conflict Table										0	\$ -	\$ -	\$ -
DRAWING SUBTOTAL	0	24	3	0	18	0	0	0	107	152	\$ 8,865.00	\$ 26,215.00	\$ 35,080.00
Subcontractors / Other Direct Expenses													
Traffic Control sub \$2850 per Day (estimated 2 days)										2850		3	\$ 8,550.00
Asphalt/concrete removal & hot asphalt/concrete restoration sub Flowable fill backfill sub										750		3	\$ 2,250.00
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
SUBCONTRACTORS TOTAL	0	0	0	0	0	0	0	0	0	3600	0	6	\$ 10,800.00
QL-A TOTAL	0	48	6	0	36	0	0	0	7397	7397	\$ 8,865.00	\$ 26,215.00	\$ 35,080.00
Reimbursables and Additional Expenses													
													\$ -
													\$ -
													\$ -
													\$ -
Reimbursables and Additional Expenses Subtotal													
HOURS SUB-TOTALS	0	146	11	0	108	12	12	0	305	4194	53035	76411	\$ 140,240.00
CONTRACT RATE PER HOUR	\$ 200.00	\$ 235.00	\$ 235.00	\$ 130.00	\$ 140.00	\$ 85.00	\$ 140.00	\$ 190.00	\$ 245.00				
TOTAL LABOR COSTS	\$0.00	\$34,310.00	\$2,585.00	\$0.00	\$15,120.00	\$1,020.00	\$1,680.00	\$0.00	\$74,725.00				
SUBTOTAL Task	\$0.00	\$34,310.00	\$2,585.00	\$0.00	\$15,120.00	\$1,020.00	\$1,680.00	\$0.00	\$74,725.00	\$0.00	\$0.00	\$0.00	\$ 140,240.00
Basic Services Total													\$ 140,240.00



GEOTEST ENGINEERING, INC.

Geotechnical Engineers & Materials Testing

5600 Bintliff Drive

Houston, Texas 77036

Telephone: (713) 266-0588

Fax: (713) 266-2977

Proposal No. 1140655099

April 4, 2024

Mr. John Peterson, PE, CFM
HDR
4828 Loop Central Drive, Suite 700
Houston, TX 77081

**Re: Proposal for Geotechnical Services
West Side Improvements
City of West University Place, Houston, Texas**

Dear Mr. Peterson:

In accordance with your request, Geotest Engineering, Inc. is pleased to submit this revised proposal for the referenced project.

The project is comprised of construction of new storm sewer trunk line (dual 10-foot x 10-foot storm sewer box), along the east side of the existing railway tracks, starting from Bissonnet St and running south and finally out falling into Brays Bayou within the City of West University Place (West U). The project is roughly 12,500 L.F long. Based on the provided information, the trunk line will be installed by trenchless (tunnel) method of construction under the paving on intersections (Bissonnet Street, Bellaire Boulevard, and Beechnut Street), near transmission lines and near Brays Bayou, at a maximum invert depth of 20 to 25 feet below existing grade, and open-cut at all other places at a maximum invert depths of 20 to 23 feet below existing grade. We understand that right-of-entry to the corridor will be coordinated by HDR with the City of West University Place.

Purpose and Scope

The purposes of this study are to evaluate the soil and groundwater conditions along the project alignment to provide geotechnical recommendations for the proposed trunk line construction in accordance with the City of Houston Infrastructure Design Manual requirements. Based on the information provided to us by your e-mail on February 29, 2024, March 7, 2024, April 1, 2024, and April 3, 2024, the scope of this study will consist of the following:

- Provide utilities clearance for boring locations.
- Drill and sample a total of thirty-three (33) borings to depths ranging from 35 to 40 feet.

- Convert five (5) soil borings into piezometers to monitor long term water level measurements. The water level measurements will include 24 hours, 30 days.
The number and location of the borings are as per your suggestion. The proposed boring program is provided in Attachment No. 1 and also shown on Figure 1.

The boring within HCFCD ROW will be drilled with a marsh buggy mounted drilling rig and sampled in accordance with Part 3 of the HCFCD “Geotechnical Investigation Guidelines” dated December 2021.

- Grout all boreholes, except piezometer borings, using non-shrink cement bentonite grout after completion of drilling and groundwater level measurements. The use of cement bentonite grout will eliminate the potential problems and safety hazards associated with surface settlements that might occur if boreholes are backfilled with soil cuttings.
- Perform appropriate laboratory tests on selected representative samples to develop the engineering properties of the soil. The tests as minimum will include moisture contents, unit dry weights, Atterberg limits, unconsolidated undrained triaxial compression tests, grain size analyses, and for boring performed within HCFCD ROW will include double hydrometer, and crumb tests in accordance with Part 4 of the HCFCD "Geotechnical Investigation Guidelines."
- Perform engineering analyses in accordance with the latest City of West University Place & City of Houston requirements to develop geotechnical recommendations for bedding and backfill for trunk line and drainage structures, provide soil information, groundwater control and trench safety requirements for open cut and trenchless construction, perform slope stability at the outfall location for during of construction condition (utilizing short term parameters) in accordance with HCFCD requirements, and general construction considerations.
- Review available fault information to determine any impact of faults crossing the proposed construction.
- Prepare a draft and final geotechnical engineering report. For the work performed within HCFCD ROW, the report will be in the format as required by Part 6 of the December 2021 HCFCD “Geotechnical Investigation Guidelines” summarizing the results of our field investigation, laboratory testing and geotechnical analyses and recommendations. Submit a draft report for review and a final report incorporating the HCFCD review comments as appropriate.

It is assumed that the borings will be located and tied-in by you or your surveyors after completion of drilling.

Project Schedule

We should be able to start the fieldwork within one (1) week after receiving your written authorization. It is estimated that the fieldwork will be completed in about four (4) weeks, barring bad weather. The laboratory tests will be completed in about eight (8) weeks. The final report, which will include field and laboratory data and geotechnical recommendations, will be submitted in about twenty (20) weeks after receiving your notice to proceed.

Cost

Based on the scope of work outlined above, the cost of the field investigation, laboratory testing, engineering analyses and geotechnical report will be a total cost of \$161,098.00. The cost breakdown provided in Attachment No. 2 is for additional information only. The invoices will be billed on Lump Sum basis based on percent completion.

We appreciate the opportunity to propose on this project. We hope that this proposal meets your approval. If you have any questions, please call us at (713) 266-0588. Please indicate your formal acceptance by signing one copy of this letter in the space below and returning one original to us.

Sincerely,
GEOTEST ENGINEERING, INC.



Krishna M. Pradeep, E.I.T.
Graduate Engineer



Naresh Kolli, P.E.
Senior Project Manager

NK\KMP\ego
Copies Submitted: (1-PDF)
Enclosure: Attachment No. 1 – Proposed Boring Program
Attachment No. 2 – Cost Breakdown
Figure 1 – Proposed Boring Locations
Scans\Geotechnical\Proposals\2020\40655099R1.DOC

ACCEPTED BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT NO. 1

PROPOSED BORING/PIEZOMETER PROGRAM

Structure/Location	Borings			Piezometer Borings		
	Quantity (number)	Depth (feet)	Footage (feet)	Quantity (number)	Depth (feet)	Footage (feet)
Open-Cut Trunk Line from Bissonnet St to Brays	11	35	385	2	35	70
Tunneling Trunk Line under intersections, near transmission lines and near Brays Bayou	22	45	990	3	45	135
	33		1375	5		205

ATTACHMENT NO. 2
COST BREAKDOWN

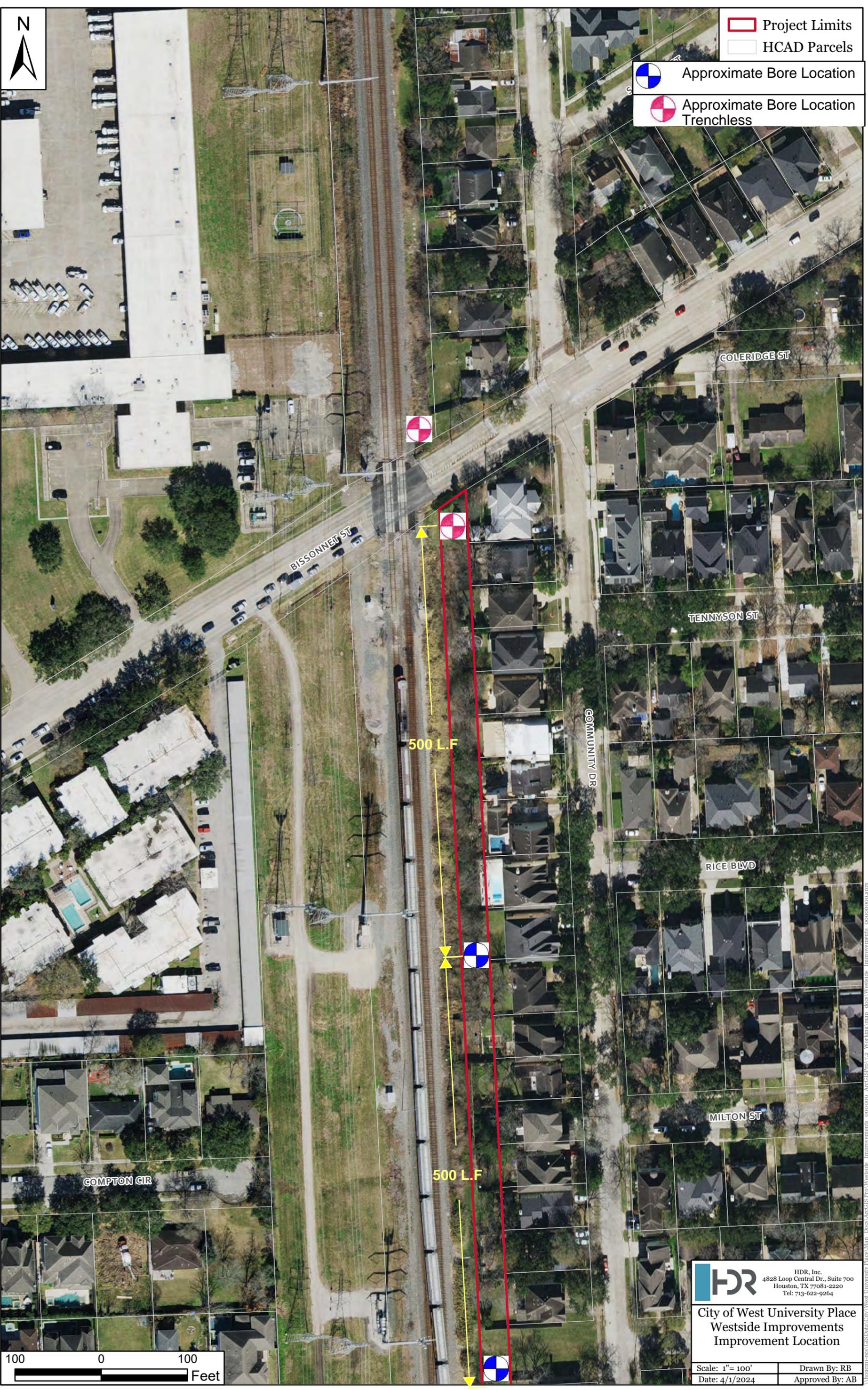
	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Amount</u>
<u>Field Investigation</u>				
Mob and Demob of Buggy Mounted Drilling Rig	1	LS	\$400.00	\$400.00
Drilling and Continous Sampling (0'-50')	1375.0	ft.	\$24.00	\$33,000.00
ATV Mobilization/Dembilization Surcharge	1.0	LS	\$150.00	\$150.00
ATV Surcharge	1375.0	ft.	\$6.00	\$8,250.00
Grouting of Completed Bore Holes	1170.0	ft.	\$8.00	\$9,360.00
Marking borings in the field and logging	183.0	hr.	\$75.00	\$13,725.00
Utility Clearance for Boring Locations and Field Coordination for drilling and Traffic Control	20.0	hr.	\$75.00	\$1,500.00
Piezometer Installation	205.0	ft.	\$18.00	\$3,690.00
Piezometer Abandonment	205.0	ft.	\$16.00	\$3,280.00
Water Level Readings in Piezometers (24-hr and 30-Day)	12.0	hr.	\$75.00	\$900.00
Vehicle Charge	195.0	hrs.	\$9.00	\$1,755.00
Site Clearance	3.0	day	\$2,200.00	\$6,600.00
			Subtotal	\$82,610.00
<u>Laboratory Testing</u>				
Liquid and Plastic Limits	184	ea.	\$60.00	\$11,040.00
Moisture Content Only	504	ea.	\$9.00	\$4,536.00
Mechanical Sieve Analysis, through No. 200 Sieve	10	ea.	\$55.00	\$550.00
Percent Passing No. 200 Sieve	174	ea.	\$46.00	\$8,004.00
Unconsolidated Undrained Triaxial Compression	184	ea.	\$61.00	\$11,224.00
<i>Double Hydrometer Tests (to determine erosion characteristics at outfall)</i>	2	ea.	\$245.00	\$490.00
<i>Crumb Test (to determine erosion characteristics at the outfall)</i>	2	ea.	\$42.00	\$84.00
Aggressivity Testing (Resistivity, pH, Chloride and Sulphate)	4	ea.	\$190.00	\$760.00
			Subtotal	\$36,688.00
<u>Engineering Services</u>				
Sr. Project Manager	22.00	hr.	\$210.00	\$4,620.00
Sr. Engineer, P.E.	44.00	hr.	\$150.00	\$6,600.00
Project Engineer, P.E.	88.00	hr.	\$105.00	\$9,240.00
Staff Engineer, E.I.T.	220.00	hr.	\$85.00	\$18,700.00
Support Personnel, Word Processing	44.00	hr.	\$60.00	\$2,640.00
			Subtotal	\$41,800.00
			Total	\$161,098.00



Project Limits
HCAD Parcels

Approximate Bore Location

Approximate Bore Location Trenchless



500 L.F

500 L.F



HDR
HDR, Inc.
4828 Loop Central Dr., Suite 700
Houston, TX 77081-2220
Tel: 713-622-9264

City of West University Place
Westside Improvements
Improvement Location

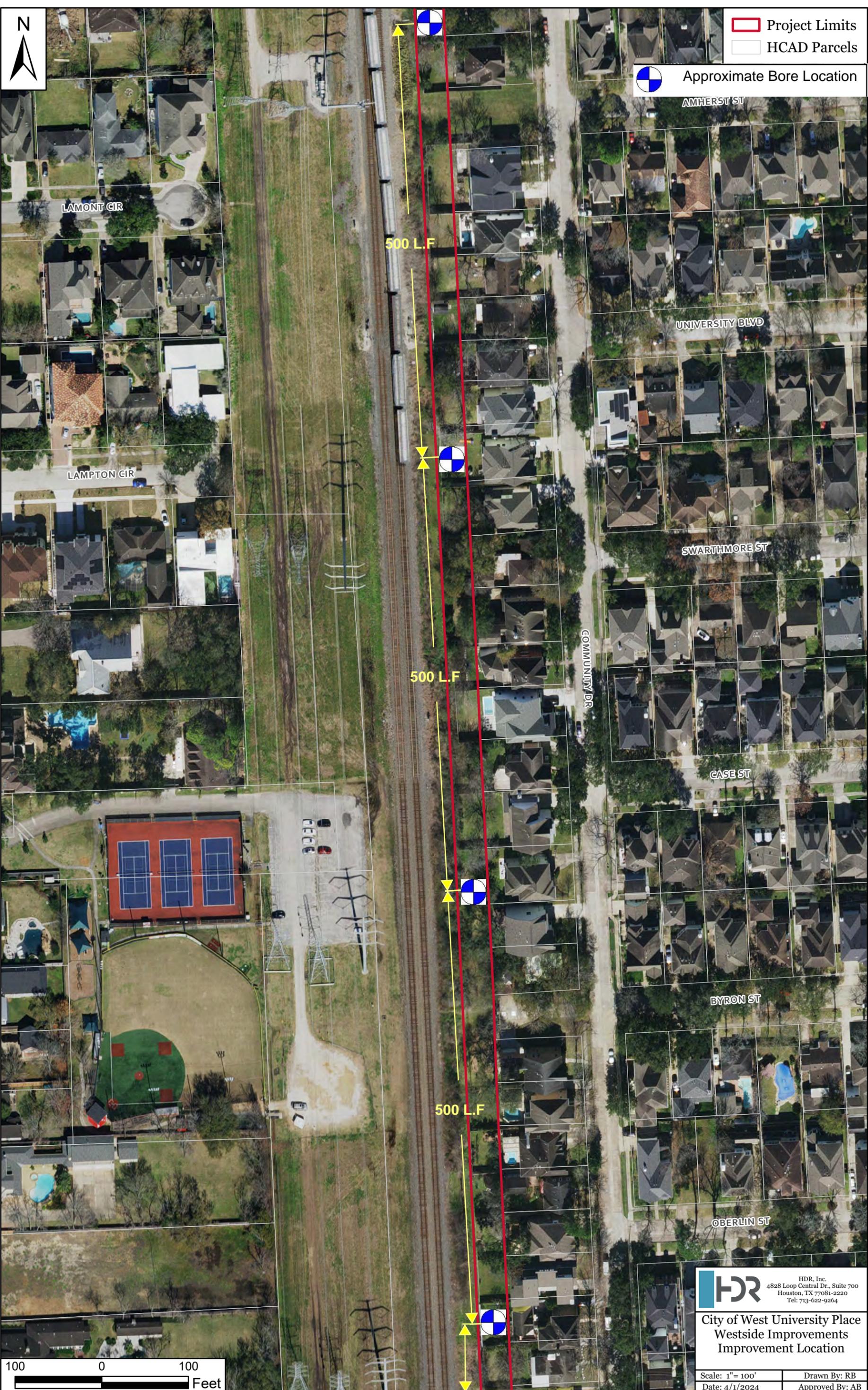
Scale: 1" = 100'
Date: 4/1/2024
Drawn By: RB
Approved By: AB

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Project Limits
HCAD Parcels

Approximate Bore Location



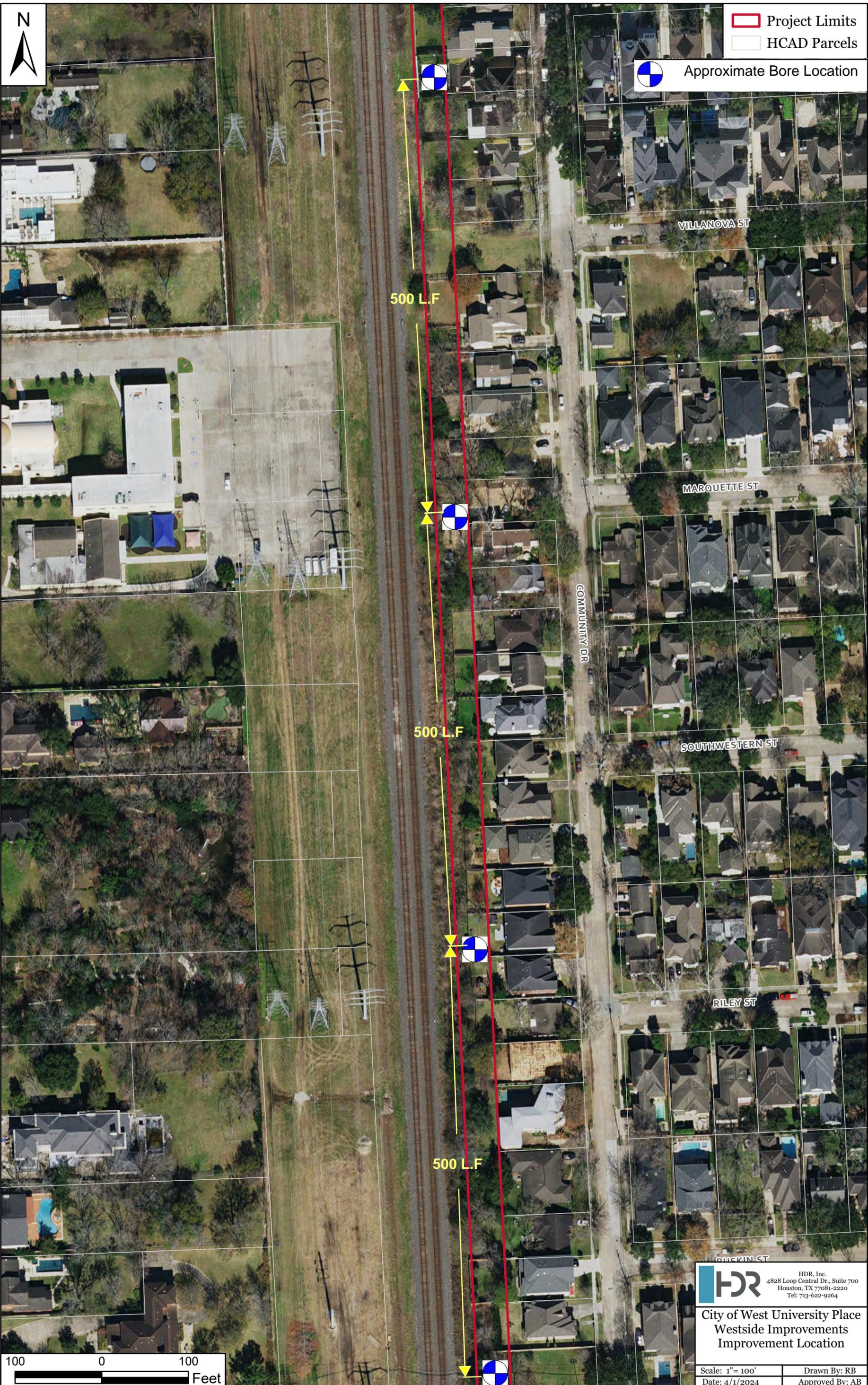
HDR
HDR, Inc.
4828 Loop Central Dr., Suite 700
Houston, TX 77081-2220
Tel: 713-622-9264

City of West University Place
Westside Improvements
Improvement Location

Scale: 1" = 100'
Date: 4/1/2024

Drawn By: RB
Approved By: AB

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 Project Limits
 HCAD Parcels

 Approximate Bore Location

500 L.F

500 L.F

500 L.F

VILLANOVA ST

MARQUETTE ST

COMMUNITY DR

SOUTHWESTERN ST

RILEY ST

RUSKIN ST

100 0 100
 Feet

HDR
 HDR, Inc.
 4828 Loop Central Dr., Suite 700
 Houston, TX 77081-2220
 Tel: 713-622-9264

City of West University Place
 Westside Improvements
 Improvement Location

Scale: 1" = 100'	Drawn By: RB
Date: 4/1/2024	Approved By: AB

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RUSKIN

-  Project Limits
-  HCAD Parcels
-  Approximate Bore Location
-  Approximate Bore Location Trenchless



HDR HDR, Inc.
4828 Loop Central Dr., Suite 700
Houston, TX 77081-2220
Tel: 713-622-9264

**City of West University Place
Westside Improvements
Improvement Location**

Scale: 1" = 100'	Drawn By: RB
Date: 4/1/2024	Approved By: AB

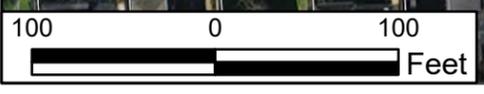
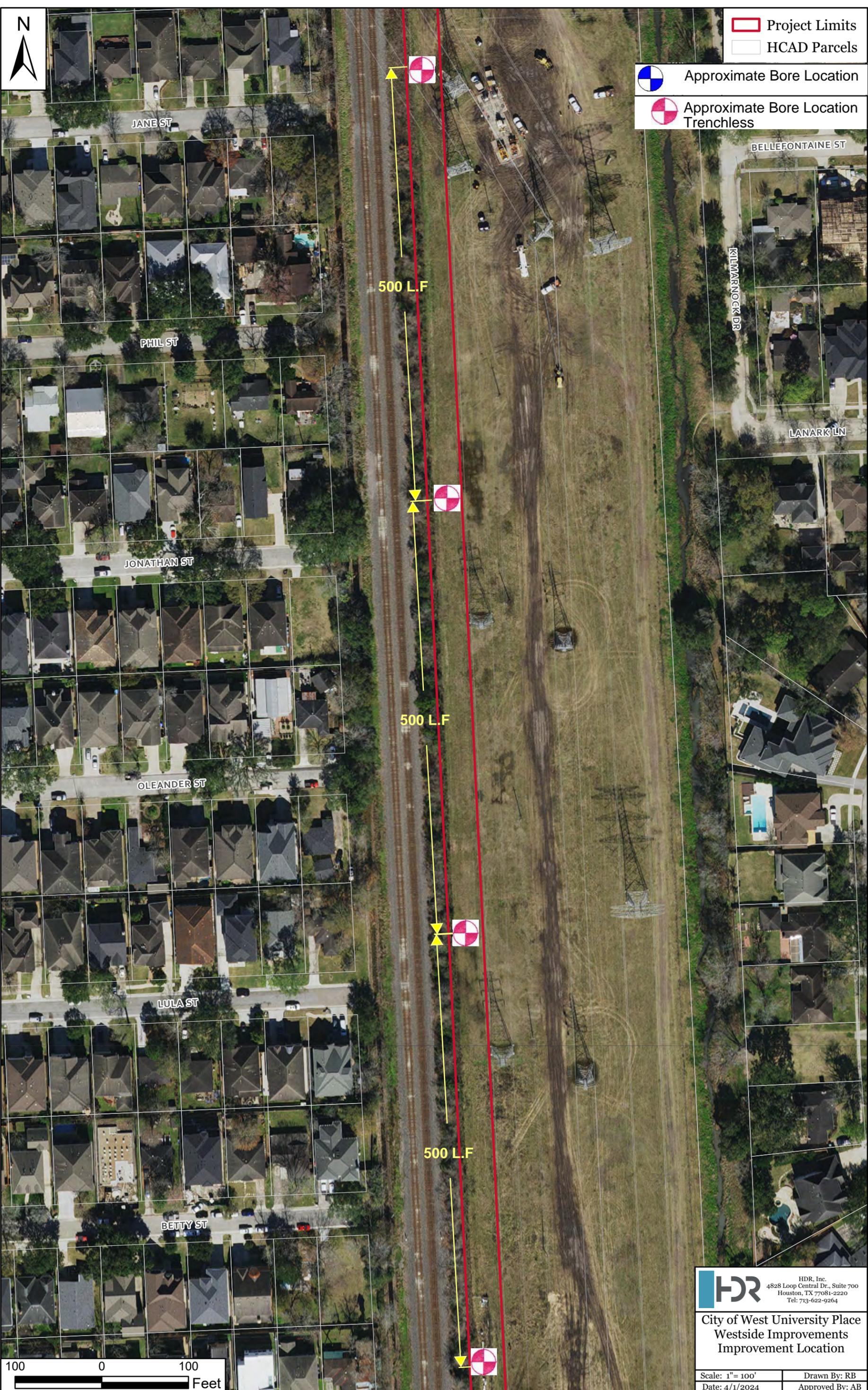
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 Project Limits
 HCAD Parcels

 Approximate Bore Location

 Approximate Bore Location Trenchless



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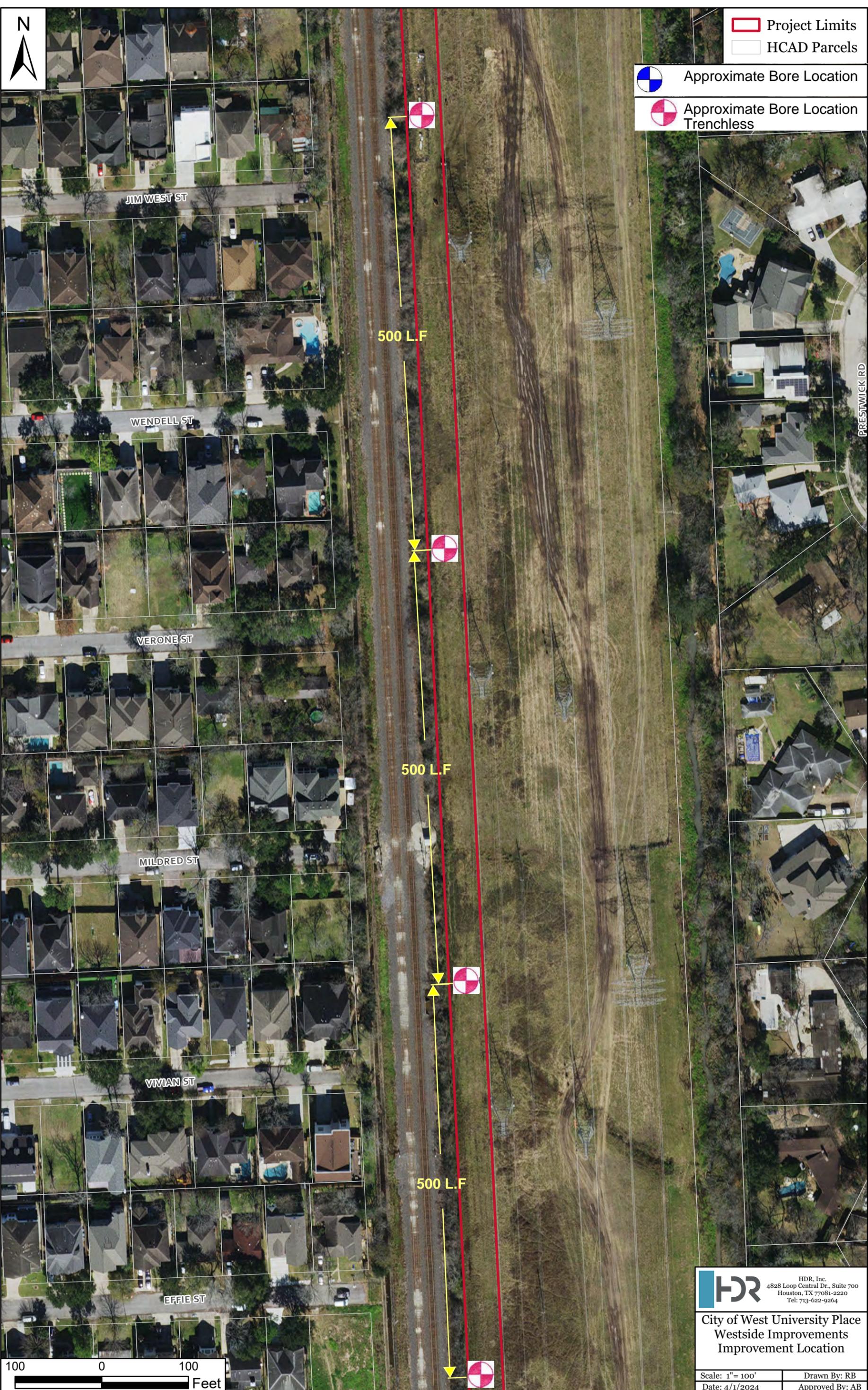
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100 0 100 Feet

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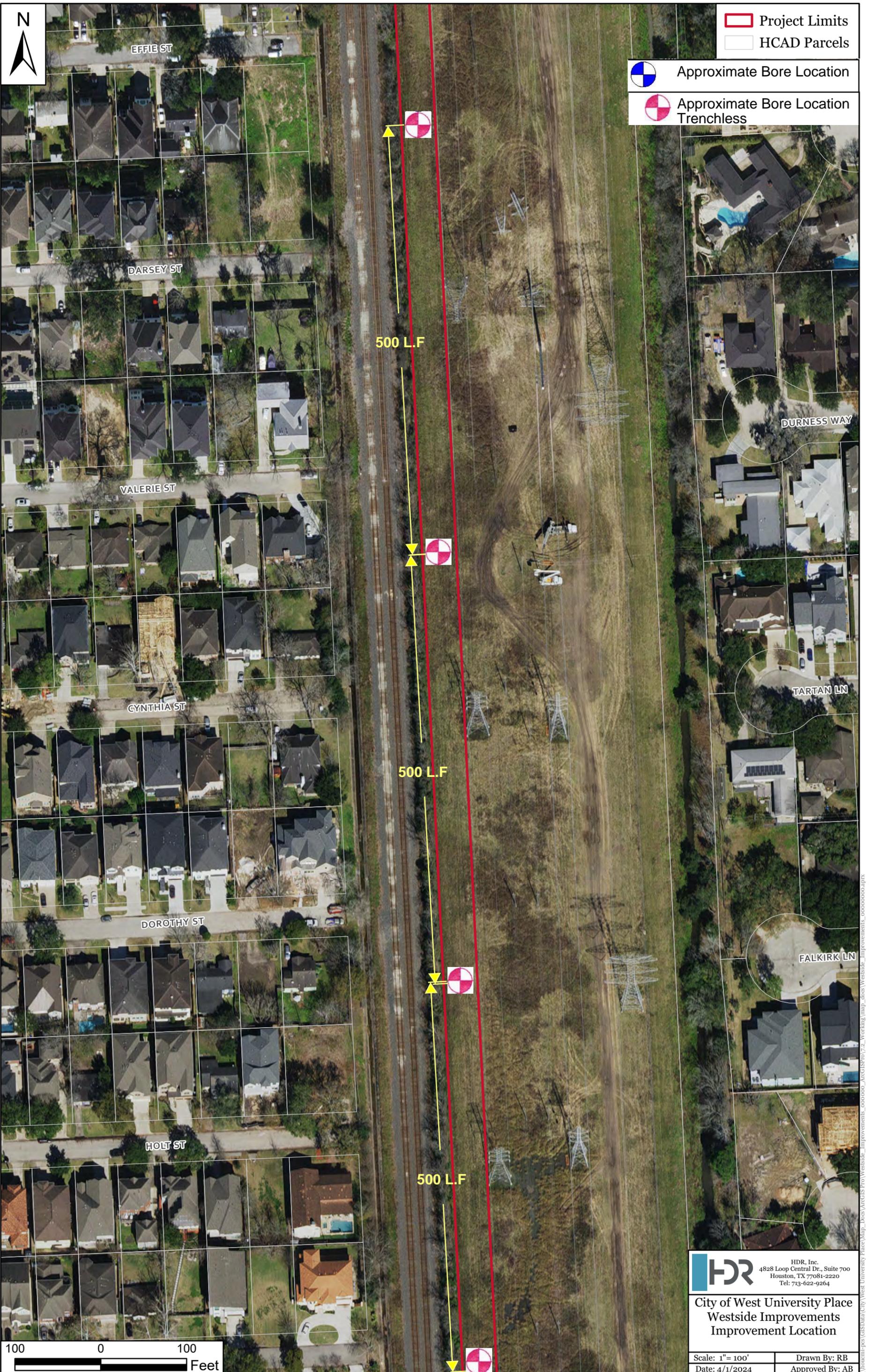
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 Project Limits
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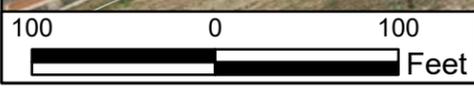
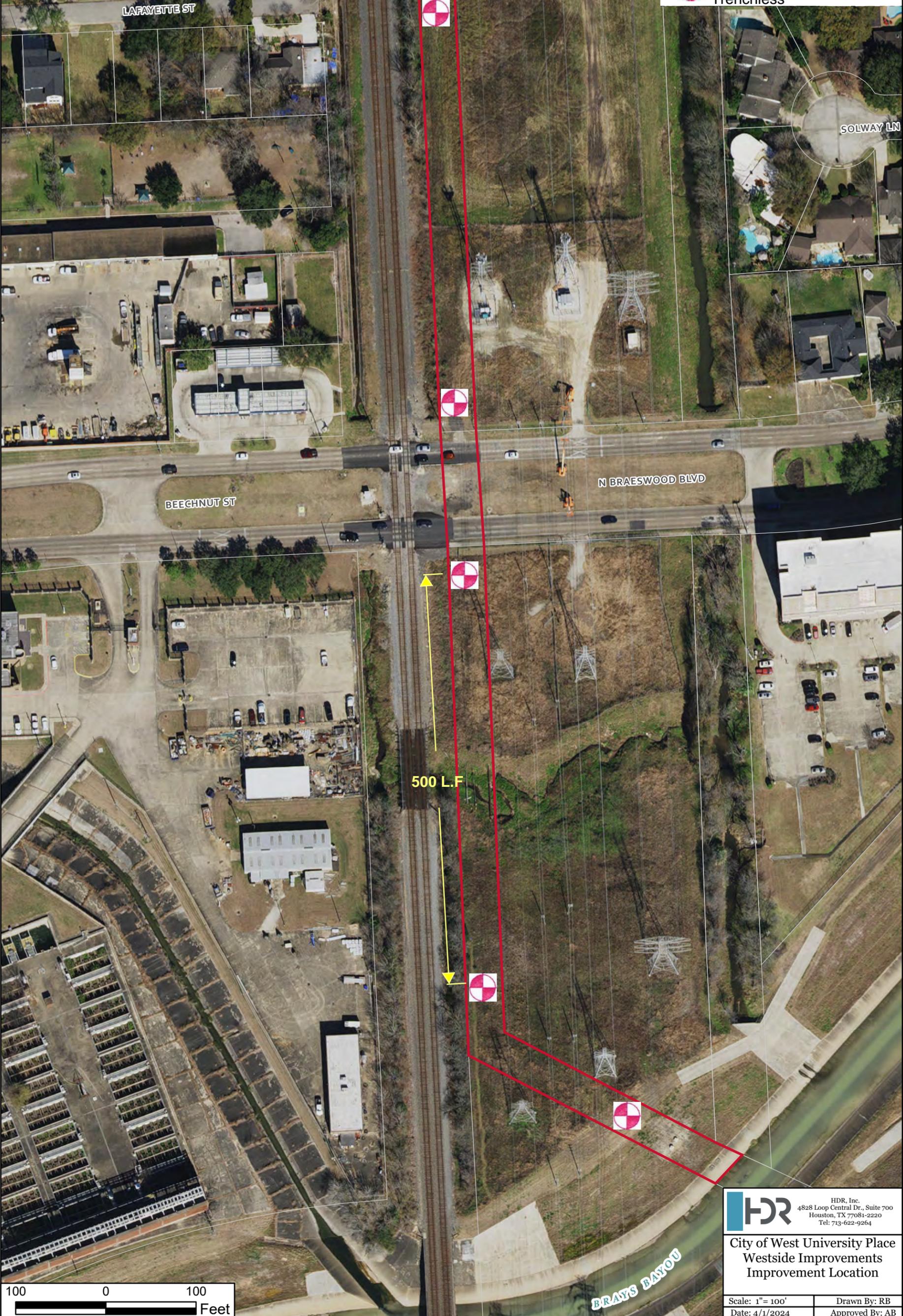
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Project Limits
HCAD Parcels

Approximate Bore Location

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City of West University Place
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April 19, 2024

Ms. Ngoc Kim Le, P.E.
HDR Engineering, Inc.
4828 Loop Central Drive, Ste. 700
Houston, Texas 77081

Re: Proposal for Urban Forestry Consulting Services on the City of West University Place, West Side Improvements Project.

Dear Ms. Le,

As per your request, C.N. Koehl Urban Forestry, Inc. proposes to provide technical assistance for tree preservation/protection during design phase of the City of West University Place, West Side Improvements Project (12,500 l.f.). Our tree preservation planning will help to ensure long term tree survival and continued growth, and address trees that could lose too much structural root system. We look forward to providing you and the City of West University Place the technical assistance needed for successful tree preservation. We are willing to provide services in whatever capacity you and the City deem appropriate, however, the following scope of services has worked well on similar projects in the past.

PHASE 2 – SERVICES FOR PROJECT DESIGN

Field Evaluation/Site Visit

We will walk the undeveloped right of way, and right of way that has been fenced in by adjacent private property owners where construction is proposed to evaluate the specific impacts of proposed construction design and the preservation feasibility of each tree. We will confirm the surveyed location of each tree and approximately locate any trees that may be impacted that were not picked up by surveyor. Proposed construction activity adjacent to each tree will be evaluated to determine impacts on long-term tree survival and structural integrity. The field evaluation/site visit will be scheduled in conjunction with our preliminary Tree Preservation Plan.

Fee for Field Evaluation/Site Visit

-Degreed Urban Forester	
19.0 hours @ \$100.00/hour.....	\$1,900.00
- Field Tech accompany for personal safety concerns	
19.0 hours @ \$75.00/hour.....	\$1,425.00

60% Submittal Tree Preservation Plan

The plan and profile drawings, provided by the engineer, will be reviewed between the 30 and 60 percent submittals, to determine treatment for each tree. Each tree will be numbered on the drawings. A tree treatment schedule will list each tree by number, species, diameter, condition, and recommended treatment. Each tree (public and private) adjacent to construction activity will be evaluated to ensure that construction activity will not destroy too much of the structural root system. Should we find any conflicts with proposed construction we will make recommendations for minor design changes or for removal of the tree. Recommendations for minor design changes will be redlined on plan and profile drawings copied to our Tree Submittal Form with a brief description of recommended changes and e-mailed to your office. Design change recommendations can then be reviewed by engineer and client to determine feasibility.

After we receive your comments on our design change recommendations we will develop an Autocad drawn tree protection plan which will identify the mitigative and protective treatments needed to ensure long term tree survival. Plan and profile drawings, provided by the engineer, will be used to indicate each tree by number, and exact location of preservation treatments (protection fencing, root pruning trench, etc.). A specification, addressing tree protection, will be provided to address all recommendations made in the treatment schedule and on the plans. Any replacement planting that may be necessary to comply with Tree Ordinance will be included on the tree protection plan and a specification section provided. Details for tree treatments will be included in the tree protection plan. Quantity totals and cost estimates for each tree treatment will be provided. The tree protection plan, specifications, and quantity totals and cost estimates will be emailed to you so that your staff may use the specs and quantity estimates as needed and plot the tree protection plan as it is needed. The tree protection plan will include our logo with a signature line, which we provide signed PDF file at the mylar stage. The tree protection plan, specifications and quantity/cost estimate can be included in your 60% submittal so that the City's staff can review our plan and provide comments prior to the final submittal. We will need 15-18 business days to schedule and complete the field evaluation and preliminary tree protection plan.

Fee for 60% Submittal Tree Preservation Plan
34.0 hours @ \$100.00/hour.....\$3,400.00

90% Submittal Tree Preservation Plan

We will review the construction design between the 60% and 90% submittal, following comments from the City on recommendations made in the 60% submittal, to ensure that any design changes that may have been made are incorporated into the tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for plotting. Quantity/Cost estimates, and specifications will be updated and forwarded to engineer for inclusion in project. We will need 7-10 business days to schedule and complete the 90% Evaluation and Plan.

Fee for 90% Submittal Tree Preservation Plan
10.0 hours @ \$100.00/hour\$1,000.00

Final Submittal Tree Preservation Plan and Specifications

We will review the construction design just prior to the final submittal, following comments from the City on recommendations made in the 90% submittal, to ensure that any design changes that may have been made are incorporated into the final tree protection plan. Changes necessary to the tree protection plan will be completed in the DWG drawings and resubmitted to engineer for final plotting. Quantity/Cost estimates, and specifications will be finalized and forwarded to engineer for inclusion in project. We will need 7-10 business days to schedule and complete the Final Evaluation and Plan.

Fee for Final Tree Preservation Plan and Specifications
8.0 hours @ \$100.00/hour\$800.00

Drafting AutoCAD (DWG) files of Tree Preservation Plan

We do have AutoCAD capabilities and will provide a CAD drawn document. We will need the electronic files of proposed construction in DWG format. We will use the project title block and insert plan drawings at a 1:40 scale, double banked on each sheet, similar to most traffic control plans. Tree treatment schedule will be included on each sheet which will call out treatments for each specific tree. This format typically allows us to fit approximately 1,200-1,500 l.f. per plan sheet, which would give us 9-11 sheets on this project. Two sheets with project details & specs will also be included, which would give us a total of 11 to 13 sheets. The drawings will be emailed or uploaded to FTP site, so that you may plot the files as you need them. CAD drafting will be completed in conjunction with the Preliminary and Final Plans. No additional time required.

Fee for Drafting DWG files of the Tree Preservation Plan
24.0 hours @ \$60.00/hour\$1,440.00

Public Meetings

We will be available to attend three public meetings at the City of West University Place.

Fee for Public Meetings
17.0 hours @ \$100.00/hour.....\$1,700.00

Total Phase 2 Fees

Urban Forestry Services for development of Tree Protection Plan.....\$8,525.00
Drafting Services Fee for DWG files.....\$1,440.00
Public Meetings.....\$1,700.00
Total Fee for CAD drawn Tree Protection Plan.....\$11,665.00

We have utilized the services contained in this proposal on similar projects for The City of West University Place Infrastructure Replacement Program, City of Houston Neighborhood Street Reconstruction Program, City of Houston Surface Water Transmission Program, City of Missouri City Street Reconstruction, City of Friendswood Street Reconstruction, City of Piney Point Street Reconstruction, City of Humble Street Reconstruction, City of Texas City Street Reconstruction, City of Sugarland Street Reconstruction, City of Southside Place Street Reconstruction and numerous City of Houston waterline and sewer projects in the past.

It is our goal to provide you the most effective, efficient, and value added services we can provide. We are willing to provide services in whatever capacity you deem appropriate, be it all services outlined herein, or a desired few. All fees included in this proposal should be considered not to exceed fees, as we will invoice only for time and mileage needed in each step. Time will be invoiced at \$100.00/hour for Degreed Urban Forester, \$75.00/hour for field tech, \$60.00/hour for draftsman and mileage at \$0.60/mile.

If this proposal meets with your approval and you would like to retain our services, please forward your standard agreement or a notice to proceed, and we will schedule the work to meet your project submittals. We greatly appreciate the opportunity to present this proposal and look forward to working with you on this project. If you have any questions or would like to make any changes, please do not hesitate to call me at 281-391-0022.

Respectfully submitted,

A handwritten signature in blue ink that reads "Craig M. Koehl". The signature is written in a cursive, flowing style.

Craig Koehl
Urban Forestry Consultant

CITY OF WEST UNIVERSITY PLACE

REQUIRED INSURANCE PROVISIONS FOR DESIGNATED PROFESSIONAL SERVICE CONTRACTS

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain, until the work covered in the contract is completed and accepted by The City of West University Place, the minimum insurance coverages as follows:

1. Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractors obligations contained in the contract.
2. Workers Compensation insurance at statutory limits, including Employers Liability coverage a minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate.
3. Commercial Automobile Liability insurance **at minimum** combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired car coverage.
4. Errors & Omissions coverage as follows:
 - a. Professional Liability with minimum limits of \$1,000,000 per claim and a \$2,000,000 annual aggregate.
 - b. Contractor and employee's of Contractor must be named as the insured.
 - c. This coverage must be maintained for at least two (2) years after the project is completed. If coverage is written on a claims-made basis, a policy retroactive date equivalent to the inception date of the contract (or earlier) must be maintained during the full term the contract.

PLEASE NOTE: The required limits may be satisfied by any combination of primary, excess, or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following-form. The Contractor may maintain reasonable and customary deductibles in excess of \$100,000 are subject to approval by the City of West University Place.

Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of West University Place accepts **no responsibility** arising from the conduct, or lack of conduct, of the Subcontractor.

A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards, and contractual liability.

With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of West University Place shall be named as an additional insured with respect to General Liability and Automobile Liability.

2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of the City of West University Place shall be contained in the Workers Compensation, and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to provide at least thirty (30) days prior written notice to notify the City of West University Place of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that the City of West University Place will receive at least thirty (30) days' written notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name the City of West University Place as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by the City of West University Place.
9. Insurance must be purchased from insurers having a minimum AmBest financial rating of A.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance; be an admitted carrier in the State of Texas. Certificates of Insurance shall be prepared and executed by the insurance company or it's authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to the City of West University Place.

A valid certificate of insurance verifying each of the coverage's required above shall be issued directly to the City of West University Place within ten (10) business days after contract award by the successful contractor's insurance agent of record or insurance company. The certificate of insurance shall be sent to:

City of West University Place
City Secretary's Office
3800 University Blvd.
West University Place, TX 77005

Reduction or Waiver of Insurance Requirements

The City may at any time reduce or waive all or part of the insurance requirements established by this document for any contractor that has entered into an agreement with the City to provide the services for which this insurance applies, if the City determines that the reduction or waiver will not unreasonably expose the City to a risk of liability or loss. An authorized City representative must authorize any reduction or waiver of these insurance requirements in writing before the reduction or waiver is effective.

West Side Drainage Phase 1

Storm Sewer Trunkline in 40' City Corridor

September 9, 2024

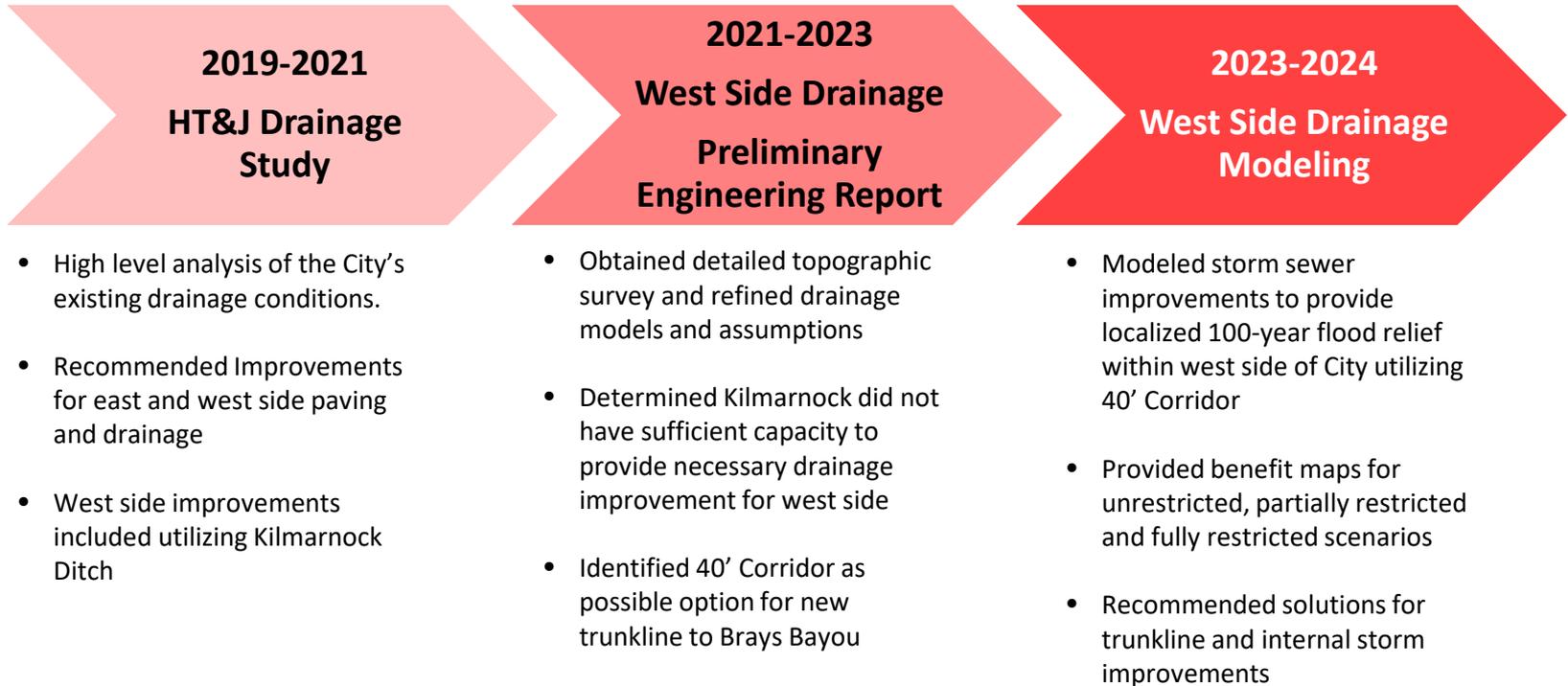


City of
West University
Place

Agenda

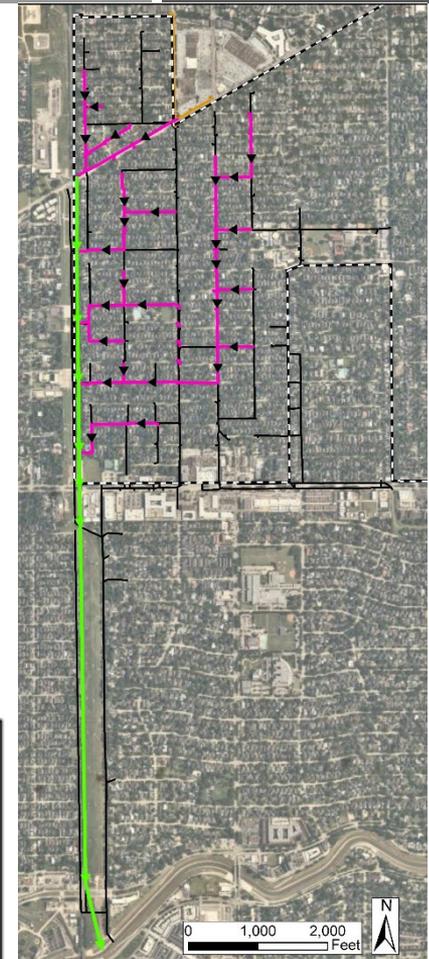
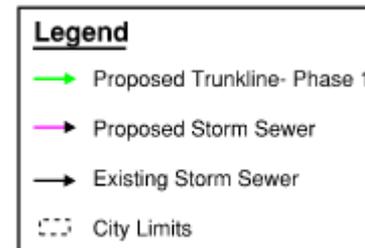
- Review Project History
- Proposed West Side Project Improvements & Benefits
- Project Schedule, Possible Phasing and Budget
- Storm Sewer Trunkline Design

Project History



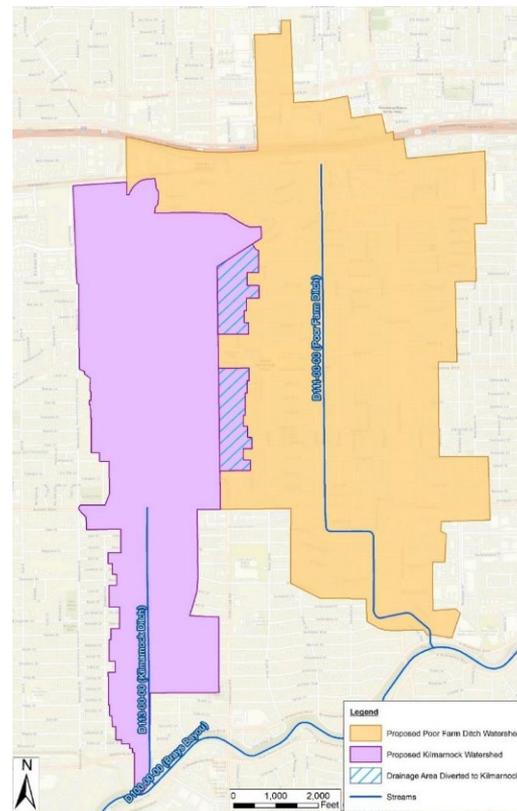
West Side Drainage Project

- Construct new storm sewer trunkline within 40' City corridor on the west side of the City from Bissonnet to Brays Bayou
- Upsize storm sewers throughout west side
- Reroute existing storm sewer network for efficiency and direct toward the new trunkline
- Replacement identified cast iron waterlines within project area



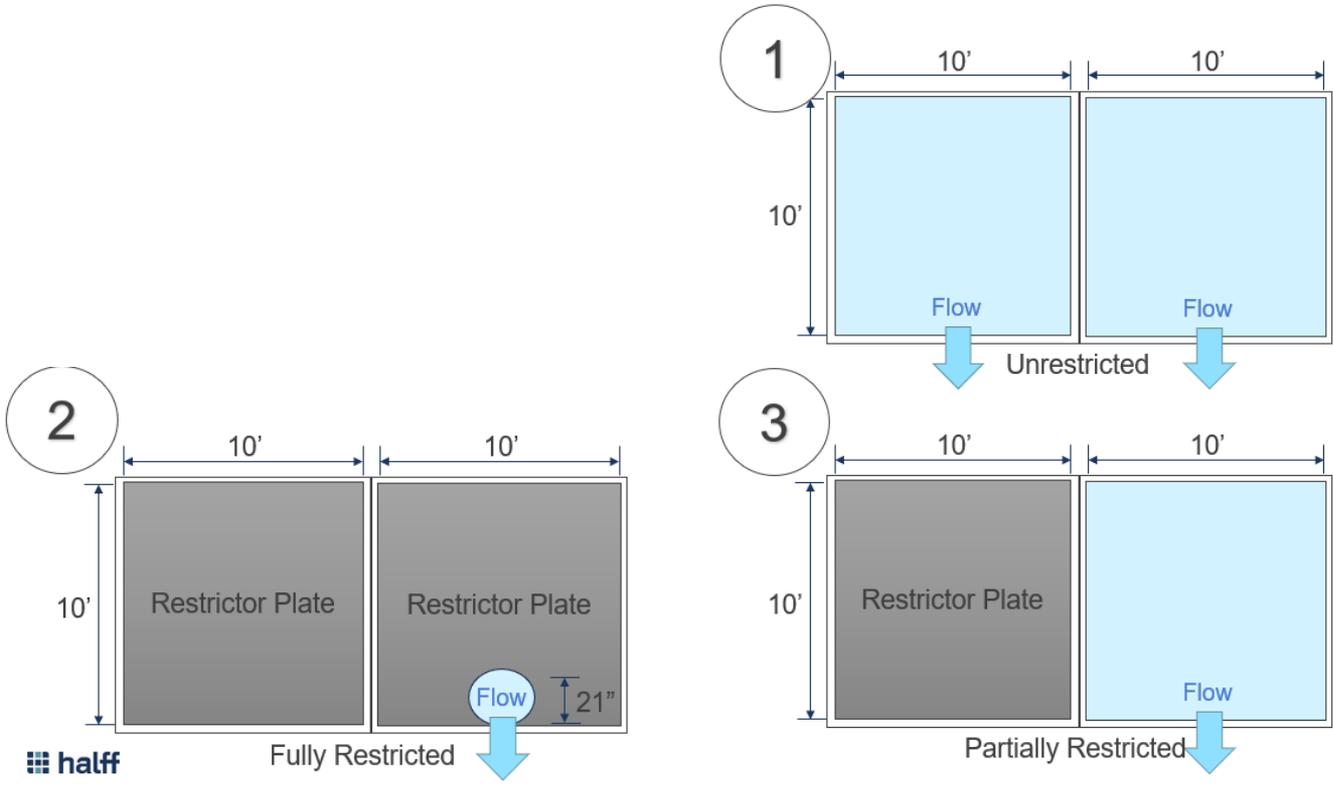
Mitigation Analysis

- Proposed project diverts drainage area (92 ac-ft) from Poor Farm Ditch watershed to Kilmarnock Ditch watershed
- Proposed project improves drainage efficiency
- Increase in runoff in the Kilmarnock watershed requires mitigation (detention) : 116 to 208 acre-feet*
- Project will be designed with restrictors until offsite detention is obtained

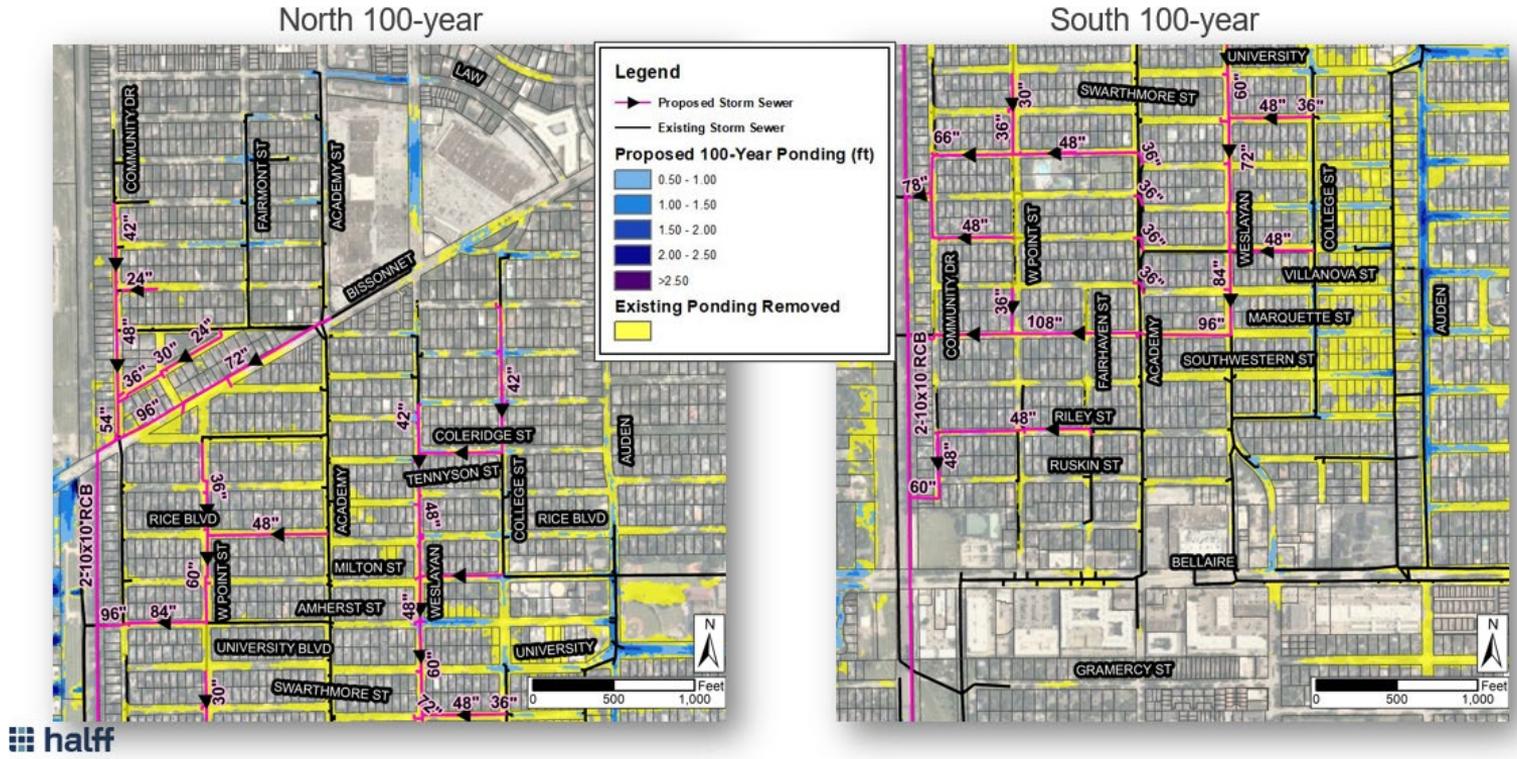


*Needs agreement with HCFC D

Possible Trunkline Outfall Configurations

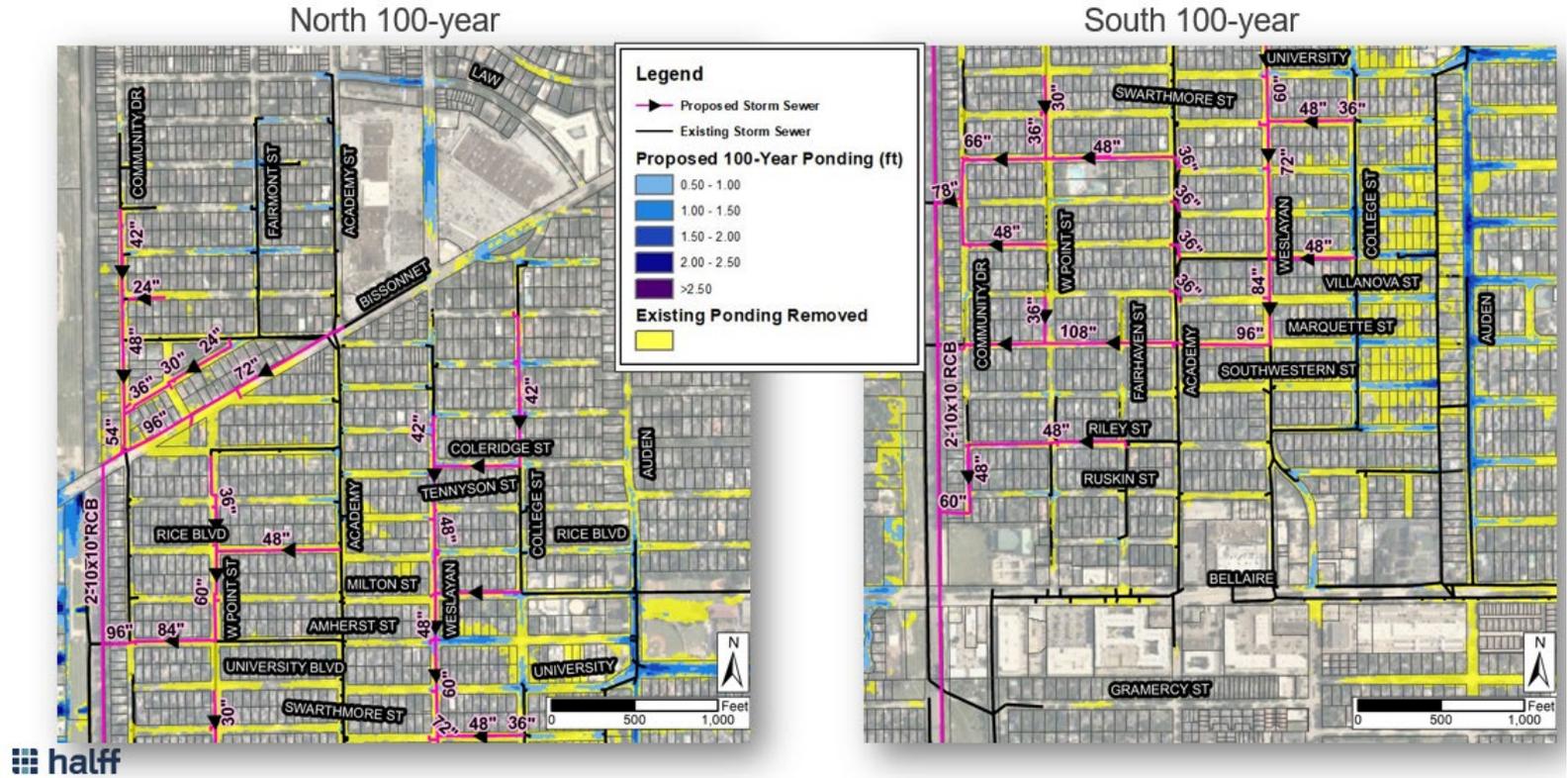


Ultimate Solution (Unrestricted)

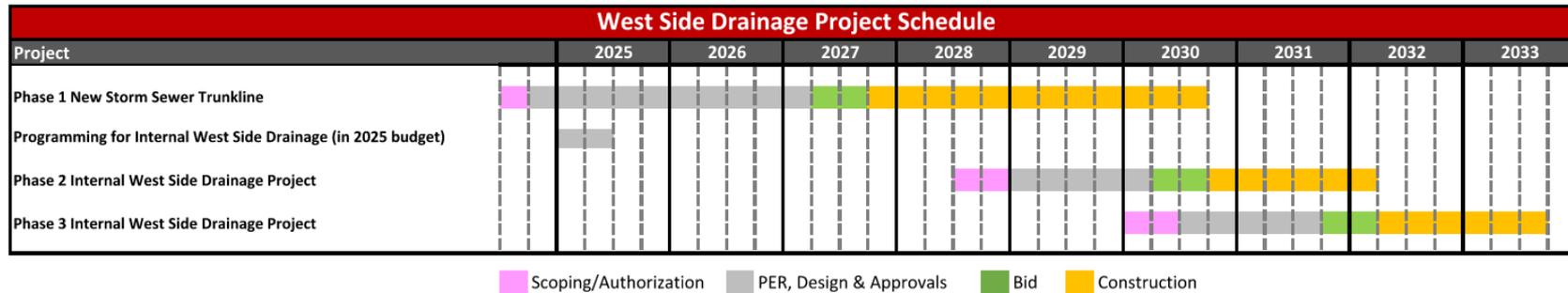


Assumes offsite detention

Partially Restricted Outfall

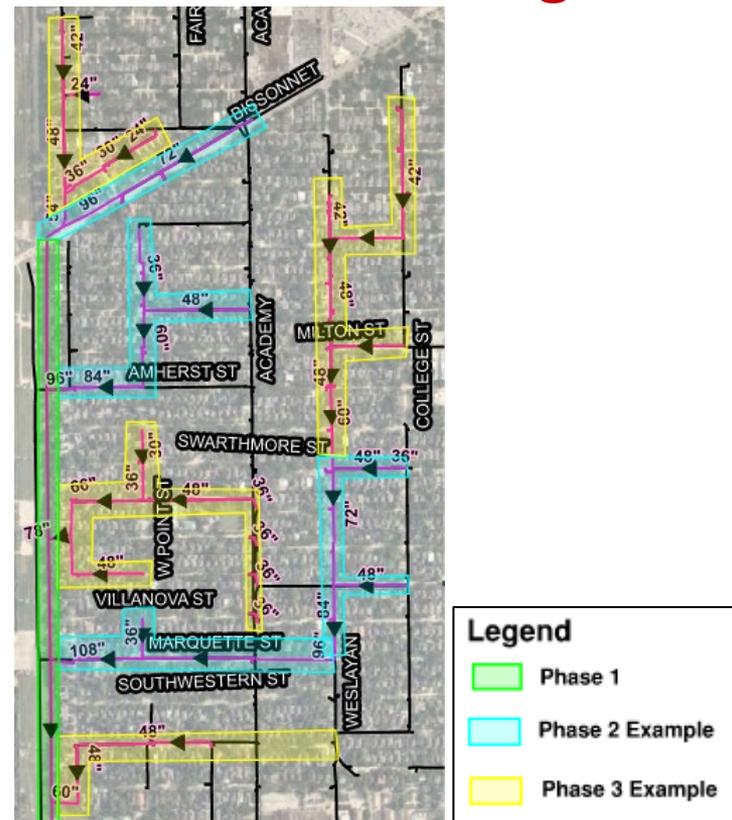


Anticipated Project Schedule - Overall



Example of Possible Phasing of West Side Drainage

- Programming for Internal West Side Drainage to begin in 2025
- Construct from Downstream at trunkline to Upstream
- Trunkline in place prior to beginning construction of internal improvements
- Phase construction to minimize road closures and disruption to residents



Possible Phasing of Internal Improvements

Estimated Project Budget

Project Phase	Estimated Project Budget
Trunkline from Bissonnet to Brays Bayou	\$150M - \$203M
Internal Storm Sewer Improvements	\$55M
Total Estimated Budget	\$205M - \$258M

Storm Sewer Trunkline Design Considerations

Narrow 40-foot wide
Corridor

Crosses 3 major
intersections (Bissonnet,
Bellaire, North
Braeswood) within COH
right-of-way

Outfalls into HCFCD
Brays Bayou

Railroad tracks to the
west of corridor

City of West University
residential properties
(Bissonnet to Bellaire) to
the east

CenterPoint Transmission
Towers (Bellaire to Brays
Bayou) to the east

2 active CenterPoint gas
lines within corridor

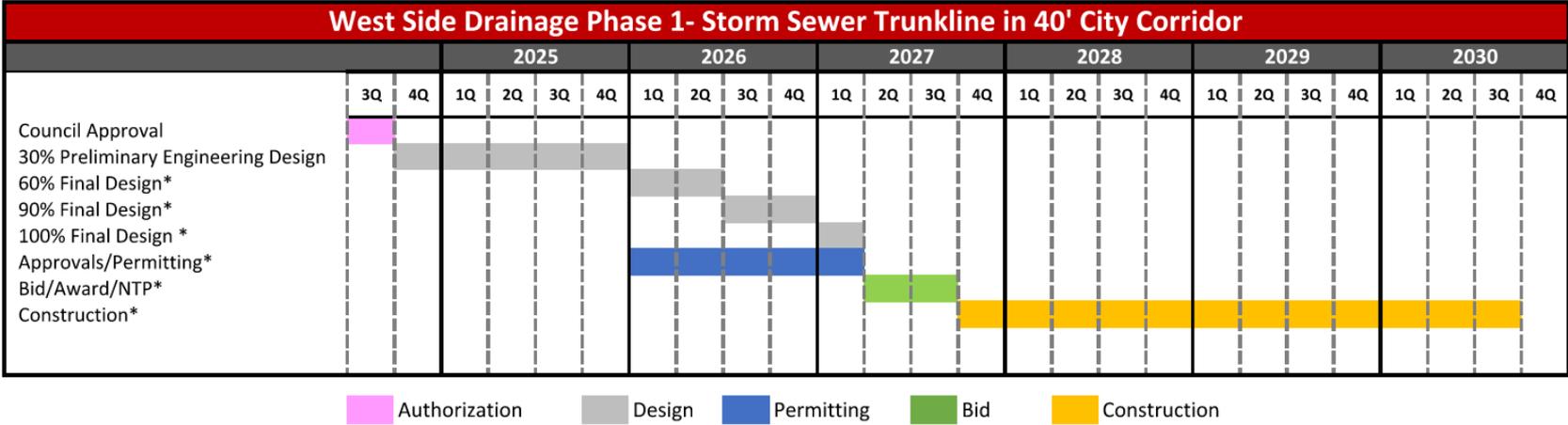
2 abandoned crude oil
transmission lines within
corridor



Design Contract for Storm Sewer Trunkline

- Preliminary Engineering Design (30%)
 - Alternatives Analysis utilizing ELPH Corridor
 - Preliminary Engineering Design (incl. railroad and shoring requirements)
 - Topographic Survey, Geotech, Environmental, Subsurface Utility Engineering (SUE)
 - Drainage Impact Analysis
 - Council Workshops
- Final Design Plans and Specifications (60%, 90%, 100%)
 - Agency Approvals and Permitting
 - Private Utility Coordination
 - Council Workshops and Town Hall Meetings
- Bidding Phase Services

Anticipated Project Schedule - Trunkline



*Each milestone to be authorized by Council prior to beginning work



AGENDA MEMO

Business of the Employee Benefits Trust
City of West University Place, Texas

Meeting Date	09.09.2024	Agenda Item	11A
Approved by City Manager	N/A	Presenter(s)	T. Gilliam, City Secretary
Reviewed by City Attorney	N/A	Department	Administration
Subject	City Council Minutes		
Attachments	Minutes		
Financial Information	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:	N/A	
	Additional Appropriation Required:	N/A	
	Additional Account Number:	N/A	

Executive Summary

Attached are the Minutes of the City Council Regular Meeting of August 26, 2024, and the Budget Workshop of September 3, 2024.

Recommended Action

Approve the Minutes of the City Council Regular Meeting of August 26, 2024, and the Budget Workshop of September 3, 2024.



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
Shannon Carroll, Councilmember
Clay Brett, Councilmember
Matt Hart, Councilmember

STAFF

David J. Beach, City Manager
Scott Bounds, Olson and Olson, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL MEETING MINUTES

The City Council of the City of West University Place, Texas, met on **Monday, August 26, 2024, at 6:30 p.m.**, in the Municipal Building at 3800 University Boulevard, for the purpose of considering the agenda of items listed. The meeting was held in person and the public was able to listen in via Zoom.

Audio of this meeting in its entirety is temporarily on the City's website. If the audio is no longer on the website, you can obtain a copy of the audio, and any presentation, from the City Secretary's office.

Agenda Items were as follows:

1. **Call Meeting to Order**

Mayor Sample called the regular meeting to order at 6:33 p.m. Councilmembers in attendance were Mayor Pro Tem Montgomery and Councilmembers Brett, Carroll, and Hart.

Staff in attendance were City Manager Beach, City Secretary Gilliam, Assistant to the City Manager Bishop, Police Chief Walker, Assistant Police Chief Ratliff, Finance Director Kalka (via Zoom), Parks and Recreation Director (via Zoom), Public Works Director Cameron, Assistant Public Works Director Cast, IT Director Brown, IT Operations Manager Garner, and City Attorney Smith.

Michael Moriarty with Kimley-Horn and Carol Harrison with IDS were present.

2. **Pledge of Allegiance** – Councilmember Carroll led the Pledge.

3. **Public Comments**

This is an opportunity for citizens to speak to the Council relating to agenda and non-agenda items.

Bob Kelly, 3720 Plumb, reserved his comments until after discussion of Item 7.

Alida Drewes, spoke on various issues including, but not limited to, proper communication for the hearing impaired, piles of lumber on curb since the hurricane, closing of streets and sidewalks without notice, police department, and her being excluded from city events.

Kelly Rainsberger, 3121 Wroxton, spoke regarding the Building and Standards Commission and the city's inability and desire to properly manage building and standards. She said the city must hire adequate staff to address the never-ending demolition and construction it approves and train the staff to know the ordinances regarding their interpretation and enforcement.

Sam Harwell, 3809 Marquette, spoke to Council regarding his attempt to build a fence since March 2023. He said the building department has been fabricating rules not supported by the Code, which has costs him time and money. He said the building department are falsely informing residents that they are doing work without a permit, and as a result have been ridiculed, yelled at and threatened by members of the community. He asked if it is too much to expect for the building department to follow the law.

4. Police Department Communications

Matters related to a presentation on Police Department communications. *Recommended Action: Discuss and provide feedback. Mr. Gary Ratliff, Assistant Police Chief*

Following a brief presentation by Assistant Police Chief Ratliff, discussion ensued. Due to technology (i.e. virtual gate) resulting in more work for dispatchers and other police department personnel, Council directed staff to see what tools other cities are doing regarding use of technology versus humans and provide them an update in November or December.

5. Metropolitan Transit Authority (METRO) Interagency Agreement

Matters related to an Interagency Agreement with METRO to accept the award of a sub-grant. *Recommended Action: Accept award of the sub-grant from METRO by approving the Interagency Agreement and authorizing the City Manager to execute the agreement. Mr. Austin Bishop, Assistant to the City Manager and Mr. Brett Cast, Assistant Public Works Director*

Councilmember Brett moved to approve the Interagency Agreement and authorize the City Manager to execute the agreement. Councilmember Hart seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

6. Water Conservation and Drought Contingency Plans

Matters related to approving the ordinance to adopt the Water Conservation and Drought Contingency Plans on the first of two readings. *Recommended Action: Approve ordinance to adopt the Water Conservation and Drought Contingency plans on the first of two readings. Mr. Brett Cast, Assistant Public Works Director*

After discussion and before a vote, **Sam Harwell**, 3809 Marquette spoke to recommend that water not from West U's municipal water supply (e.g. collected rainwater) be exempt from the water use restrictions in Stage 3 and Stage 4 of the plan.

Councilmember Brett moved to approve the ordinance on the first of two readings. Mayor Pro Tem Montgomery seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

7. Wastewater Treatment Plant Improvement Project

Matters related to a resolution rejecting the bid for the Wastewater Treatment Plant improvement project. *Recommended Action: Adopt the resolution rejecting the bid for the Wastewater Treatment Plant improvements project from Industrial TX Corporation. Mr. Danny Cameron, Public Director*

After a lengthy discussion relative to the receipt of one bid, former mayor **Bob Kelly**, 3720 Plumb, spoke to say the WWTP is a very critical part of the city and, in his opinion, the city has a bid and can find \$10 million dollars. He said having a WWTP is what makes the city completely independent of Houston. He asked Council to take a real hard look and find that \$10 million and move forward.

The item was tabled until the September 23 Council meeting.

8. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion.

A. City Council Meeting Minutes

Matters related to approving the City Council Minutes Regular and Workshop Minutes of August 12, 2024. *Recommended Action: Approve Regular and Workshop Minutes of August 12, 2024.* **Ms. Thelma Gilliam, City Secretary**

B. Monthly Financial Report

Matters related to the May 2024 Monthly Financial Report. *Recommended Action: Receive the City's May 2024 Monthly Financial Report.* **Ms. Marie Kalka, Finance Director**

C. Microsoft Licensing Renewal

Matters related to renewing an agreement for Microsoft licensing for a period of one year. *Recommended Action: Approve renewal of the Microsoft Licensing agreement with SHI Government Solutions in the amount of \$66,977.74 for a period of one year and authorize the City Manager to execute the agreement.* **Mr. Russell Brown, IT Director**

Councilmember Brett moved to approve the consent agenda as presented. Councilmember Hart seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

9. Adjourn Meeting

At 8:10 p.m., Councilmember Hart moved to adjourn the meeting. Councilmember Carroll seconded the motion. **MOTION PASSED.**

Ayes: Sample, Montgomery, Brett, Carroll, Hart
Noes: None
Absent: None

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approved:



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
John Montgomery, Mayor Pro Tem
Shannon Carroll, Councilmember
Clay Brett, Councilmember
Matt Hart, Councilmember

STAFF

David Beach, City Manager
Scott Bounds, Olson & Olson, City Attorney
Thelma Gilliam, City Secretary

CITY COUNCIL MINUTES

The City Council of the City of West University Place, Texas, met in a budget workshop session on **Tuesday, September 3, 2024**, beginning at 9:00 a.m., in the Municipal Building, 3800 University, West University Place.

Agenda items were as follows:

1. Call to Order/Roll Call

Mayor Sample called the meeting to order at 9:00 am. Mayor Pro Tem Montgomery, Councilmembers Carroll, Brett, and Hart were present. Staff present were City Manager Beach, City Secretary Gilliam, Finance Director Kalka, Finance Manager Walker, Parks and Recreation Director White, Public Works Director Cameron, Assistant Public Works Director Cast, IT Director Brown, HR Director Urban, Police Chief Walker, Assistant Police Chief Ratliff, Interim Fire Chief/Fire Marshal Novak, Communications Coordinator Cuccerre, and Assistant to the City Manager Bishop.

2. 2025 Proposed Budget

Matters related to discussion regarding the City's annual budget, to include the City finances for all funds, Capital Improvement Program, tax rates, staffing, fees, and revenue and expenditures for all funds. *Recommended Action: Discuss the annual budget and provide staff with feedback and direction as desired.* **Mr. Dave Beach, City Manager**

City Manager Beach and Finance Director Kalka presented the proposed 2025 Budget to Council for discussion and direction.

3. Adjourn

Mayor Sample adjourned the Workshop at 2:14 p.m.,

Audio of the budget workshop is on the City's website or contact the City Secretary's office to obtain a copy.



AGENDA MEMO
Business of the City Council
City of West University Place, Texas

Meeting Date	8.26.2024	Agenda Item	
Approved by City Manager	Yes	Presenter(s)	D. Cameron, Public Works Director
Reviewed by City Attorney	Yes	Department	Public Works
Subject	Water Conservation and Drought Contingency Plans		
Attachments	Ordinance		
Financial Information	Expenditure Required:	None	
	Amount Budgeted:	None	
	Account Number:	None	
	Additional Appropriation Required:	None	
	Additional Account Number:	None	

Executive Summary

The Second reading of this document includes several nominal additions base on comments from a courtesy review performed by the Texas Water Development Board. These additions do not alter any of the plans water loss or water use goals nor do they alter any of the drought contingency stage restrictions or enforcement measures discussed in the previous council meeting.

A list of these additions is attached below and are highlighted within the document.

- A sentence about the city’s Master Meters (Page 4).
- Copy of a Chart detailing the city’s water loss goals and consumption goals (page 9) (discussed previously at council and in the plan).
- Verbiage about the city’s water consumption goals (page 9).
- Verbiage about the city’s tracking practices concerning meters, records, and practices (Page 10-11).
- Attachment chart with current water rates (page 14-15).
- Addition of an Appendix with the City’s 2024 Texas Water Development Board Form (page 30).
- Addition of an Appendix containing a copy of the city’s water rate resolution adopted by council in 2024 (page 43).

The Texas Commission on Environmental Quality (TCEQ) requires retail water providers with 3,300 or more connections to have water conservation and drought contingency plans in place and that they be re-adopted every five (5) years to ensure water availability, public health, economic development, and resource protection.

The city's plan includes four increasingly restrictive stages:

- Stage 1 – Annual Drought and Conservation Awareness Campaign
 - Public announcements will be issued every spring to increase customer awareness of water conservation and to encourage the most efficient use of water.
- Stage 2 – Voluntary Water Use Restrictions
 - Increased information to customers about conserving water during periods when water supplies are limited.
- Stage 3 – Moderate Water Use Restrictions (Mandatory)
 - Affirmative steps to control the use of water in response to periods of significant water shortage.
 - Includes mandatory restrictions on irrigation.
- Stage 4 – Critical Water Use Restrictions
 - Significant steps toward controlling the use of water in response to periods of critical water shortage.
 - Outside use of water is prohibited.

The practices, provisions, and restrictions in the city's updated plan are identical to the 2019 plan with the exception of Stage 3. Under the proposed plan restrictions in Stage 3 emphasizes that non-handheld outside watering (irrigation) would be allowed in a staggered fashion for even-numbered houses on Monday, Wednesday, and Friday and for odd-numbered houses on Tuesday, Thursday, and Saturday during the hours between 10 p.m. and 5 a.m. All outside watering on Sundays during Stage 3 will be completely prohibited.

Additionally in 2019, the Drought Contingency Plan was approved by Ordinance and established 5-year conservation goals for Reduction in Water Loss and Reduction in Water Use.

Reduction in Water Loss Goal:

The average water loss over the last five years has been 5.69 gallons per capita per day (gpcd). The updated five-year water loss goal for 2029 is to not exceed 5 (gpcd). The ten-year water loss goal, to be achieved by 2034, is to not exceed 2.5 gpcd.

Reduction in Water Use Goal:

The average water use over the last five years has been 147 gpcd. The updated five-year water consumption goal for 2029 is to not exceed 135 gpcd. The ten-year water consumption goal, to be achieved by 2034, is to not exceed 130 gpcd.

Recommended Action

Staff recommends that City Council approve the ordinance adopting the Water Conservation and Drought Contingency Plans on the second of two readings.

Harris County, Texas
City of West University Place

ORDINANCE NO. XXXX

AN ORDINANCE FINDING AND DETERMINING THAT THE WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN FOR THE CITY OF WEST UNIVERSITY PLACE, TEXAS, A COPY OF WHICH IS ATTACHED HERETO AND MARKED EXHIBIT "A", HAS BEEN PREPARED IN ACCORDANCE WITH ALL APPLICABLE LAWS, RULES, REGULATIONS, STANDARDS AND GUIDELINES PROMULGATED BY APPROPRIATE AUTHORITY, AND FURTHER, THAT SUCH PLAN IS ADEQUATE TO PROVIDE AN EFFECTIVE MEANS FOR WATER CONSERVATION AND DROUGHT CONTINGENCY WITHIN THE CITY LIMITS OF THE CITY OF WEST UNIVERSITY PLACE, ADOPTING THE SAME AS THE OFFICIAL WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN FOR THE CITY OF WEST UNIVERSITY PLACE, TEXAS, AND REQUIRING ADHERENCE TO ALL REQUIREMENTS, CONDITIONS AND PROCEDURES SPECIFIED THEREBY.

WHEREAS, heretofore previously, the City of West University Place has undertaken such studies and surveys as were necessary to determine appropriate facts upon which to base and develop a Water Conservation and Drought Contingency plan for the City of West University Place; and

WHEREAS, as a result of such preliminary work, a Water Conservation and Drought Contingency plan has been prepared, which fairly represents a sound policy for the City of West University Place;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. That the City Council of the City of West University Place hereby finds and determines that the Water Conservation and Drought Contingency plan, a copy of which is attached hereto and marked Exhibit "A", has been prepared in accordance with all applicable laws, rules, regulations, standards and guidelines promulgated by appropriate authority.

Section 2. That the City Council of the City of West University Place further finds and determines that the said Water Conservation and Drought Contingency plan is adequate to provide an effective means for water conservation and drought management within the city limits of the City of West University Place.

Section 3. That the Water Conservation and Drought Contingency plan, a copy of which is attached hereto and marked Exhibit "A", is hereby adopted as the official Water Conservation and Drought Contingency Plan for the City of West University Place, Texas.

Section 4. Further, that all of the requirements, conditions and procedures specified in the attached Water Conservation and Drought Contingency Plan for the City

of West University Place shall be adhered to by all persons affected thereby, including but not limited to all residents, citizens and inhabitants of the City of West University Place.

Section 5. Any person, firm, partnership, association, corporation, company, or organization of any kind who or which intentionally, knowingly, recklessly, or with criminal negligence violates any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed \$500 per day. Each day during which such violation shall exist or occur shall constitute a separate offense. The owner or owners of any property or premises and any agent, contractor, builder, architect, person, or corporation who shall assist in the commission of such offense shall be guilty of a separate offense, and upon conviction thereof, shall be punished as above provided.

Section 6. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of West University Place, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 7. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED AND ADOPTED ON FIRST READING on the ____ day of _____, 2024.

PASSED, APPROVED AND ADOPTED ON SECOND READING, AND SIGNED, on the ____ day of _____, 2024.

Attest: _____
City Secretary (Seal)

Signed: _____
Mayor

Recommended: _____
City Manager

Approved as to legal form: _____

**WATER CONSERVATION
AND
DROUGHT CONTINGENCY PLAN**



City of
**West University
Place**

September 2024

CONTENTS

INTRODUCTION.....	4
UTILITY PROFILE SUMMARY	5
DRINKING WATER SYSTEM FACILITIES.....	5
CUSTOMER DATA.....	6
ACTIVE CONNECTIONS	6
WATER USE DATA FOR SERVICE AREA	7
PROJECTED WATER DEMANDS.....	7
WASTEWATER UTILITY SYSTEM.....	8
WATER CONSERVATION PLAN.....	8
INTRODUCTION.....	8
GOALS.....	8
PUBLIC INVOLVEMENT	9
IMPLEMENTATION, TRACKING, & ENFORCEMENT	10
NEGLIGENT WASTE OF WATER	11
WATER CONSERVATION METHODS AND SCHEDULES	12
DROUGHT CONTINGENCY PLAN	15
Section 1 – Declaration of Policy, Purpose, and Intent.....	15
Section 2 – Public Involvement.....	16
Section 3 – Public Education.....	16
Section 4 – Coordination with Regional Water Planning Groups	16

Section 5 – System Supply Strategy	16
Section 6 – Response Stages.....	16
STAGE 1 – ANNUAL DROUGHT AND CONSERVATION AWARENESS CAMPAIGN	17
STAGE 2 – VOLUNTARY WATER USE RESTRICTIONS	18
STAGE 3 – MODERATE WATER USE RESTRICTIONS	19
STAGE 4 – CRITICAL WATER USE RESTRICTIONS.	22
APPENDIX A – WATER CONSERVATION AND DROUGHT MANAGEMENT INFORMATION SOURCES.....	24
APPENDIX B – WATER CONSERVATION TIPS	25
APPENDIX C – TEXAS WATER DEVELOPMENT BOARD UTILITY PROFILE.....	30
APPENDIX B – WEST UNIVERSITY PACE 2024 RATES.....	43

INTRODUCTION

For many years, the citizens and elected officials in the State of Texas have battled drought. During the 75th legislature, a bill was passed that required regional water planning groups to develop water plans that would ultimately be incorporated into a State Water Plan. The goals were to provide for the orderly development, management, and conservation of water resources; to prepare for, and respond to, drought conditions, so that sufficient water would be available at a reasonable cost to ensure public health, safety, and welfare; to further economic development; and to protect the agricultural and natural resources of the entire state. As part of the Regional and State Water Plans, all communities were required to develop Water Conservation and Drought Contingency Plans. These plans must be reviewed and amended every five years. These plans, upon approval, are submitted to the Region H Planning Group, along with the Texas Commission on Environmental Quality, and the Texas Water Development Board.

The City of West University Place has prepared its updated Water Conservation and Drought Contingency Plan. This updated plan includes elements required by the regulations promulgated by the Texas Commission on Environmental Quality and the Texas Water Development Board.

The City of West University Place owns and operates a water system that includes production, storage, and distribution facilities and equipment. The city has four master meters associated with the production of its water. These four 12" meters, two associated with surface water from the City of Houston and two associated with the city's wells, are each tested for accuracy annually. Additionally, the City owns and operates a wastewater collection and treatment system. This system is permitted and regulated by the Texas Commission on Environmental Quality. The City employs operators licensed by the Texas Commission on Environmental Quality to operate and maintain these systems.

The city's water and sewer systems serve an area of approximately two square miles. All properties within the City limits use these water and wastewater systems. The customer base in the City consists of single family residential, commercial, and institutional users. The institutional users consist of one public elementary school, several churches, and municipal properties. For accounting purposes, institutional users have always been listed in our billing system as commercial and are so reflected in our Utility Profile Summary.

The City will notify the Texas Commission on Environmental Quality within five days of activation of any mandatory water restrictions under the Drought Contingency Plan.

UTILITY PROFILE SUMMARY

The City of West University Place owns and operates the system that serves the residents and businesses located within its boundaries. This includes two water wells and the purchase of treated surface water from the City of Houston. West University Place also owns and operates a wastewater collection and treatment system. All residents and commercial properties within the boundaries of the City utilize the City's wastewater system for sewerage disposal.

DRINKING WATER SYSTEM FACILITIES

- Two Pump Stations with Ground Storage
 - Wakeforest Pump Station
 - Water well – 1,000 gallons per minute (1,300 feet deep)
 - Ground storage – Two 500,000-gallon tanks
 - Elevated storage – One 500,000-gallon tank
 - Two booster pumps – 1,500 gallons per minute
 - Treated water intake point
 - Milton Street Pump Station
 - Wakeforest Pump Station
 - Water well – 1,500 gallons per minute (1,300 feet deep)
 - Ground storage
 - One 400,000-gallon tank
 - One 1,500,000-gallon tank
 - Booster pumps
 - Two pumps – 2,000 gallons per minute
 - One pump – 1,500 gallons per minute
 - One pump – 1,000 gallons per minute
 - Treated water intake point
- Elevated storage – Bellaire Blvd. water tower – 250,000-gallon tank

- 57.00 miles of distribution piping
- 350 fire hydrants

Production/Procurement

- Well water – 2,500 gallons per minute
- Surface water – 3,000 gallons per minute

Distribution

- Booster capacity – 9,500 gallons per minutes

Storage

- Ground storage – 2,900,000 gallons
- Elevated storage – 750,000 gallons

CUSTOMER DATA

Population

- Based on 2020 census information the population of West University Place is 14,955. The City limits have been bounded since the 1940s by other municipal government corporate limits. Strict zoning regulations within the City establish most areas as Single-Family Occupancy, with some areas zoned for Commercial Occupancy.

ACTIVE CONNECTIONS

The City's water system had approximately 5,336 water meters in 2018:

- Residential
 - Domestic - 4,546
 - Irrigation only - 694

- Commercial - 89
- Institutional - 7

WATER USE DATA FOR SERVICE AREA

Water Production/Consumption

Year	Water Produced Gallons	Water Metered Gallons	Non-Metered Water Gallons
2023	877,372,012	833,782,791	43,589,221
2022	796,726,116	777,804,988	18,926,128
2021	696,669,086	633,317,105	47,542,481
2020	820,704,167	787,876,000	22,569,365
2019	825,616,667	792,592,000	22,704,459

PROJECTED WATER DEMANDS

Projected Water Supply Requirements for the Next 10 Years

- It is anticipated that water supply requirements for the city of West University Place Will continue to increase gradually. The City of West University Place is a landlocked city that is fully built out and the population is not expected to increase significantly, but year over year the city has witnessed a consistent trend of older properties being torn down and replaced with large single family residential homes. These newer and larger homes have been shown to considerably expand the city’s overall water demand. In view of this ongoing trend the city has identified and is currently in the design phase with a number of water pipe and pump capacity projects that will be able address the ongoing needs of our community.

WASTEWATER UTILITY SYSTEM

- Twelve Sanitary Sewer Pump Stations collect water from around the City, and pump or relay the wastewater to the Wastewater Treatment Plant.
- There are approximately 56 miles of sanitary sewer pipe with 1,101 manholes.
- There are approximately 5,336 connections to residential and commercial customers.
- There is one Wastewater Treatment Plant, rated at 2 million gallons per day, with a peak flow of 6 million gallons per day.

Wastewater flows average 30.8% of the total drinking-water production/procurement. Based on this average, there is significant evidence that there is substantial potential for savings in outdoor watering to support the reductions necessary to meet the established goals in this plan.

WATER CONSERVATION PLAN

INTRODUCTION

The City of West University Place has demonstrated a high level of concern for the protection of the environment through previous Water Conservation Plans, Storm Water Management Plans, and our Urban Forest Protection ordinance. The City continues to exercise diligence in the protection of the environment with the issuance of this revised Water Conservation and Drought Contingency Plan.

GOALS

The City has established goals for the measurement of the effectiveness of this Water Conservation and Drought Contingency Plan. The goals are in two areas: water loss reduction and municipal use of water.

	Historic 5yr Average	Baseline	5-yr Goal for year <u>2029</u>	10-yr Goal for year <u>2034</u>
Total GPCD ¹	147	161	135	130
Residential GPCD ²	132	133	130	125
Water Loss (GPCD) ³	4.85	7.98	2.5	2.4

1. Total GPCD = (Total Gallons in System ÷ Permanent Population) ÷ 365

2. Residential GPCD = (Gallons Used for Residential Use ÷ Residential Population) ÷ 365

3. Water Loss GPCD = (Total Water Loss ÷ Permanent Population) ÷ 365

- In 2023, the City metered 833,782,791 gallons of water and produced 877,372,012 gallons of water. The resulting amount of lost water came to 7.98 gallons per capita per day (gpcd). This is equivalent to approximately 4.96% of the water produced not being metered. This amount includes water from maintenance activities that include fire hydrant testing, water main flushing, and water storage tank maintenance. It also includes issues such as water not measured by faulty water meters, and water leaks.
- The City is establishing a five-year goal (to be achieved by the end of 2029) of a water loss not to exceed 5 gallons per capita per day (gpcd), and a 10-year goal (to be achieved by the end of 2034) of a water loss not to exceed 2.5 gpcd. Following the achievement of this goal it will be the stated goal thereafter to maintain a water loss at or below 2.5 gpcd.
- With the annual metered water of 877,372,012 gallons, the water consumption was 161 gpcd for 2023. This represents a demonstrable increase from the water consumption rate of 141.4 gpcd for 2018. Through the use of water conservation education, promotion of sustainable landscaping, promotion of native planting, a conservative water rate, and the provision of tools to assist the community with water conservation efforts, the City is setting a goal to be below 135 gpcd by the end of the calendar year 2029. This is the same goal that the city set for 2024 in its last plan. The ten-year water consumption goal, which will be achieved by 2034 is not to exceed 130 gpcd.

IMPLEMENTATION, TRACKING, & ENFORCEMENT

The City of West University Place is a municipal government based on a Home Rule Charter operating in a City Manager/Council format. The City has the legal authority to create ordinances and to enforce them with civil or criminal penalties.

The City maintains a full-time Police Department and a full-time Code Enforcement Officer.

These shall be responsible for enforcement of the plan where it calls for penalties for violations.

The City shall pass an ordinance to adopt the Water Conservation and Drought Contingency Plan and shall cause that ordinance to become part of the Code of Ordinances for the City of West University Place in order to assess fines in an amount not to exceed \$500 per day and to terminate water service in the event of a violation of the mandatory water use restrictions.

The Public Works Department will oversee the initiation of the Water Conservation and Drought Contingency Plan, along with the documentation and reporting required for the plan. This includes the creation and submission of annual reports to the Texas Commission on Environmental Quality and the Texas Water Development Board as required by rule.

The city will continue to annually test and calibrate its master meters. Meters 1" and smaller will be monitored for accuracy and replaced when issues arise with proper meter reading. The City will continue conduct on going water audits to identify water losses. The city's water meter system automatically flags irregular water use trends. When these flags occur the city's Public Works Department are able address these issues in on going fashion. This system also helps the city to identify and locate water leaks. Leak detection inspections are performed on an on-going basis.

In an effort to track these practices and policies the city will track be utilizing the following procedures:

- Logs shall be maintained for master meter calibration, meter inspection, and meter replacement program.
- Annual water audits shall be documented and kept in the utility department files.

- The number of educational material mailings shall be recorded and kept in the utility department files.
- A record of the location of leaks repaired will be maintained in order to identify lines needing replacement.

Any violation of the mandatory provisions of the Water Conservation and Drought Contingency Plan may result in a penalty and/or interruption of water service. The City Manager is empowered to enforce the mandatory provisions of the plan, and may interrupt water service based upon repeated violations. Penalties shall be paid before water service is restored. Violations will be reported by all City personnel to the City Manager or his delegate.

Variances to the mandatory restrictions may be granted by action of the City Council, and shall be requested in the writing of a letter to the City Manager, which will be delivered by certified mail, or hand-delivered with an added letter of receipt to be signed by an appropriately designated city employee. The letter must be received no later than the close of business on the Tuesday immediately preceding the Monday of the scheduled City Council Meeting, where the request will be heard and acted upon by the City Council and recorded in the meeting minutes. This time frame will allow for the action to be reviewed and posted on the City Council Meeting Agenda as required by law. The City Manager or his delegate shall allow for requests that have the potential for immediate human health effects to be granted on a temporary basis pending action by the City Council.

NEGLIGENT WASTE OF WATER

A retail public water customer in the City violates this section if the customer fails to repair a leak which causes water to flow through any portion of a public right-of-way 72 hours after written or in-person notice of the leak has been provided to the customer by the City's Public Works Department. Each day a violation exists constitutes a separate violation. A customer may be fined up to \$500 per violation of this section, and the customer's water service may be terminated without further notice.

A leak which causes water to flow through the public right-of-way necessarily constitutes a hazard to public health, safety, and welfare. Accordingly, the City, through the City Manager or his designee, may cause termination of service to the customer immediately following the City's

discovery of such a hazardous leak. The City must provide notice of termination to the customer as soon as is reasonably possible, but such notice is not required to precede termination.

PUBLIC INVOLVEMENT

The City of West University Place holds regular Council Meetings on the second and fourth Monday of each month at 6:30 p.m. These meetings are open to the public, and citizens are free to speak on any subject during the portion of the meeting designated for this purpose.

WATER CONSERVATION METHODS AND SCHEDULES

Water conservation methods are typically divided into two categories:

- Demand Management methods deal with water use on the downstream side of a customer's meter. Demand Management provides for education, disincentives, and/or incentives to reduce water use by the consumer. This includes usage at City facilities, such as at parks, pools, and municipal buildings.
- Supply Management methods deal with the utility's water system upstream of the customer's meter. The goal of Supply Management is to improve efficiency and reduce waste within the production, treatment, and distribution systems. Supply Management usually results in decreased costs to the utility, as water losses in the system are reduced.

During the previous plan years from 2019 through 2024, the City continued a series of activities in an effort to meet the established plan goals as specified in the previous plan:

- The City continued to monitor water consumption volumes as compared to production volumes on a regular basis.
- The City continued to run reports weekly on failing meters, through its meter reading program, and initiates changeouts of these meters.
- The City continued a program to reduce water losses. This program includes regular visual inspections along the route of water mains, with extra attention paid to mains not located within residential areas (where issues with mains are most likely to be reported quickly).
- It is the policy of the City's Public Works Operations Division to repair any leak that appears to exceed 10 gallons per minute within 72 hours, and any other leak within two weeks.

- The City has continued the distribution of educational material on water conservation through mailers, the *City Currents* newsletter, and provides the Water Conservation Plan and water conservation tips on the City's website.
- The City also participated in the Harris-Galveston Subsidence District's Regional Water Conservation Education Program, which has sponsored 3,000 students each year since 2013.

The City of West University Place provides for a continuing process of maintaining and/or reducing water consumption levels through good stewardship and conservation, and has planned the following activities to assist customers and further reduce usage at City facilities:

- Provide a continuing meter testing program for Water System Production meters on a yearly testing cycle.
- Provide a continuing meter testing program of customers' meters to identify meter failures and inaccuracies. The City will also test a set of meters from each size group of meters and from differing manufacturer production batches in order to attempt to predict failures and inaccuracies.
- Continue all the practices previously detailed in the 2019-2024 plan and listed above.

In September 2024, the City will provide for an increased notification of customers with high or unusual usage trends in order to assist in the early detection of leaks and potential irrigation system issues.

The City will also be:

- Continuing a program to educate customers who have the highest monthly flows of consumption levels and to provide conservation tips.
- Annually creating and making available water production vs. water metered information in a report that will be issued to all residents via the City's web page.
- Proceed with the replacement of antiquated water distribution lines as well as all pre 1920 cast iron water lines.
- Proceed with the rehabilitation of Wakeforest elevated storage tank and ground storage tank.

- Continuing to annually review the water rates and water rate structure to maintain sufficient income to support the ongoing maintenance and improvements to the Water System while ensuring that the rate is not promoting the inefficient use of water. The City currently has an increasing block structure that meets this standard:
 - Base Monthly Charge, which is based on the size of the water meter;
 - Water Usage, which is billed on an increasing tiered block structure, with the first tier at 3,000 gallons and increasing rates for water used in 6,000-gallon increments up to 15,000 gallons – up to the fifth tier for every thousand gallons above 25,000 gallons.
 - This tiered block structure which is attached within in this section is designed with conservation in mind and discourages the inefficient use of the city’s water resources.

Water Rates

Base Monthly Charges	New Rates: Effective January 1, 2024
5/8" or 3/4" meter	\$12.53
1" meter	\$27.98
1 1/2" meter	\$53.31
5/8" or 3/4" meter	\$36.74
1" meter	\$51.69
1 1/2" meter	\$76.52
2" meter	\$233.09
3" meter	\$625.90
Regular Meters:	Cost per 1,000 gallons
First 3,000 gallons (0 to 3,000)	\$4.94
Next 6,000 gallons (3,001 to 9,000)	\$6.01

Base Monthly Charges	New Rates: Effective January 1, 2024
Next 6,000 gallons (9,001 to 15,000)	\$7.13
Next 10,000 gallons (15,001 to 25,000)	\$8.54
Each 1,000 gallons thereafter (over 25,000)	\$11.35
Water-only Meters:	Cost per 1,000 gallons
First 7,500 gallons (0 to 7,500)	\$6.63
Next 7,500 gallons (7,501 to 15,000)	\$8.54
Each 1,000 gallons thereafter (over 15,000)	\$11.35

DROUGHT CONTINGENCY PLAN

SECTION 1 – DECLARATION OF POLICY, PURPOSE, AND INTENT

In cases of extreme drought, periods of abnormally high usage, system contamination, or extended reduction in the ability to supply water due to equipment failure, temporary restrictions will be instituted to limit non-essential water usage. The purpose of the Drought Contingency Plan is to encourage – and, under emergency conditions, require – customer conservation in order to maintain supply, storage, or pressure.

SECTION 2 – PUBLIC INVOLVEMENT

An opportunity for the public to provide input into the preparation of the Plan was provided by posting a notice of the City Council Meeting scheduled to approve an ordinance adopting the Drought Contingency Plan:

Date: August 26, 2024

Time: 6:30 p.m.

Place: 3800 University Blvd.

West University Place, Texas, 77005

Municipal Building Council Chambers

SECTION 3 – PUBLIC EDUCATION

The City of West University Place will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated, along with the drought response measures to be implemented in each stage.

Information on the Drought Contingency Plan will be provided by a Social Media and a News Flash notice (an email and text message to subscribers of general City information) advising of the availability of the Plan on the City’s website or from the Utility Billing Office.

SECTION 4 – COORDINATION WITH REGIONAL WATER PLANNING GROUPS

The service area of the City of West University Place is located within Regional Water Planning Group H, and a copy of this Plan and all updates are mailed to this planning group.

SECTION 5 – SYSTEM SUPPLY STRATEGY

The water system for the City of West University Place is supplied with a combination of well water and surface water. The well water is supplied by water wells owned and operated by the system, and this water can safely supply our annual daily average. The surface water supply is through a purchase agreement with the City of Houston, Texas, and this water can safely supply our daily annual average. With limitations on either of these supplies during peak pumping seasons, it may be necessary to implement water usage restrictions. The City of West University Place has two pump stations, either of which can pump well water, surface water, or a combination of both. Either pump station can safely supply the daily average flow, but may require usage restrictions in the event of equipment outages during peak water pumping seasons.

SECTION 6 – RESPONSE STAGES

The City will communicate Stage 1 concepts each year. If supply or demand triggers are met, the City will initiate the appropriate elevated stage of restrictions. The City shall notify the Texas

Commission on Environmental Quality any time that Stage 3 or Stage 4 is initiated with regard to the rule for notification when mandatory restrictions are activated.

STAGE 1 – ANNUAL DROUGHT AND CONSERVATION AWARENESS CAMPAIGN

Utility Measures

A public announcement will be issued every spring to increase customer awareness of water conservation and to encourage the most efficient use of water. This announcement will include information on obtaining an electronic or paper copy of this Plan. A copy of the current public announcement on water conservation awareness shall be kept on file and shall be made available for inspection by the Texas Commission on Environmental Quality and posted on the conservation page of the City's website.

Voluntary Water Conservation

Water customers are encouraged to practice water conservation.

STAGE 2 – VOLUNTARY WATER USE RESTRICTIONS

Stage 2 is designed to encourage customers to conserve water during periods when water supplies are unusually limited. Stage 2 will begin when there are:

Supply-Based Triggers

- The City of Houston initiates stage 1 voluntary water restrictions.

Demand- or Capacity-Based Triggers

- Total daily demand exceeds 65% of safe pumping capacity for three consecutive days

Upon initiation and termination of Stage 2, all customers will be notified by:

- Placing a notice on the City's website.
- Issuing a press release to social media and newspapers.
- Sending a notice to all telephone customers and registered users through the city's Newsflash system.

Conservation Goal for Stage 2

The goal for this stage is to reduce the overall daily consumption to below 60% of the safe pumping capacity.

Requirements for Termination

Stage 2 of the Plan may end when all of the conditions listed as triggering events have ceased to exist for a period of 10 consecutive days, AND when the Conservation Goal for Stage 2 has been achieved for a period of 10 consecutive days.

Utility Measures

- This includes visually inspecting lines and repairing leaks on a daily basis.

Voluntary Water Use Restrictions

- Voluntary restricted hours:
 - Outside watering will be allowed daily, and customers will be encouraged to water only during the hours between 10 p.m. and 5 a.m.

STAGE 3 – MODERATE WATER USE RESTRICTIONS

Stage 3 is designed to take affirmative steps to control the use of water in response to a period of significant water shortage. Stage 3 will begin when there are:

Supply-Based Triggers

- Equipment outage reduces well capacity by 50%.
- Purchased water intake is limited to less than 75% of the standard draw rate.
- Distribution system equipment outage reduces the pumping capacity to less than 75% of the standard capacity.
- Water contamination results in temporary losses of a safe water source.

Demand- or Capacity-Based Triggers

- Total daily demand exceeds 70% of pumping capacity for three consecutive days.

Upon initiation and termination of Stage 3, all customers will be notified by:

- Placing a notice on the City's website
- Issuing a press release to social media and newspapers
- Sending a notice to all telephone customers and registered users through the city's Newsflash system

Conservation Goal for Stage 3

The goal for this stage is to reduce the overall daily consumption to below 65% of the safe pumping capacity.

Requirements for Termination

Stage 3 of the Plan may end when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days AND when the Conservation Goal for Stage 3 has been achieved for 15 days. Upon termination of Stage 3, Stage 2 may be effective.

Utility Measures

- This includes visually inspecting lines and repairing leaks on a daily basis.
- Water line flushing is prohibited, except for dead-end mains or for identified water quality control issues.

Mandatory Water Use Restrictions (Stage 3)

The following water use restrictions shall apply to all customers:

- Outside watering is allowed in a staggered fashion with all even numbered houses watering on Monday, Wednesday and Friday and all odd numbered houses on Tuesday, Thursday, and Saturday during the hours between 10 p.m. and 5 a.m. No outside irrigations system fed watering will be allowed on Sunday during this stage.
- Watering of plants and landscaping shall be allowed with a handheld water hose (no hose sprinklers or laying hose on the ground) between the hours of 7 p.m. and 10 a.m.
- Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is prohibited. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public are contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools are prohibited, except between the hours of midnight and 5 a.m.
- Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited, except when necessary to support aquatic life or when such fountains or ponds are equipped with a recirculation system. Refilling, if allowed, would be governed the same as with pools.
- Use of water from hydrants or flush valves shall be limited only to use of water that is necessary for maintaining public health, safety, and welfare.

- Use of water for the irrigation of parks and greenbelt areas is prohibited, except between the hours of 12 a.m. and 5 a.m. This irrigation shall only occur on Monday night/Tuesday morning, Wednesday night/Thursday morning, and Saturday night/Sunday morning. Parks Department personnel will establish a watering schedule to cause park irrigation to be staggered so that all customers do not run their water simultaneously.
- The following non-commercial uses of water are defined as non-essential and are prohibited:
 - Wash down of any sidewalks, walkways, driveways, parking areas, tennis courts, or other hard-surfaced areas.
 - Use of water to wash down buildings or structures for purposes other than immediate fire protection.
 - Use of water for dust control.
 - Flushing gutters or permitting water to run or accumulate in any gutter or street.

Customers shall cause any leaks to be repaired within 72 hours after having been given notice directing the repair of such leak.

STAGE 4 – CRITICAL WATER USE RESTRICTIONS

Stage 4 is designed to take significant steps toward controlling the use of water in response to periods of critical water shortage. Stage 4 will begin when there are:

Supply-Based Triggers

- Supply contamination.
- Equipment outage reduces well capacity by 50%, and purchased water intake is limited to less than 75% of standard average draw rates.
- Equipment outage reduces production/distribution capacity to below 60% of normal total production/distribution.

Demand- or Capacity-Based Triggers

- Total daily demand as 80% of safe pumping capacity for three consecutive days.
- Production or distribution limitations.
- System contamination or equipment outage.

Upon initiation and termination of Stage 4, all customers will be notified by:

- Placing a notice on the City's website.
- Issuing a press release to social media and newspapers.
- Sending a notice to all telephone customers and registered users through the city's Newsflash system.

Conservation Goal for Stage 4

The goal for this stage is to reduce the overall daily consumption to below 70% of the safe pumping capacity.

Requirements for Termination

Stage 4 of the Plan may end when all of the conditions listed as triggering events have ceased to exist for a period of 15 consecutive days AND when the Conservation Goal for Stage 4 has been achieved for 15 days. Upon termination of Stage 4, Stage 3 or Stage 2 may become effective.

Operational Measures

The utility shall visually inspect right of ways and repair leaks on a daily basis. Water line flushing is prohibited, except for specific identified water quality issues. Police and Code Enforcement personnel will be asked to maintain vigilance for violations of the water restrictions.

Mandatory Water Use Restrictions (Stage 4)

- This includes Stage 3 mandatory water-use reductions, along with the following more restrictive prohibitions.
- ALL OUTDOOR USE OF WATER IS PROHIBITED.
- Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is absolutely prohibited.

APPENDIX A – WATER CONSERVATION AND DROUGHT MANAGEMENT INFORMATION

SOURCES

Texas Water Development Board

P.O. Box 13231

1700 N. Congress Ave.

Austin, TX 78711-3231 (512)

463-7847 voicemail

www.twdb.texas.gov

Texas Commission on Environmental Quality

P.O. Box 13087

Austin, TX 78711-3087 (512)

239-1000

www.tceq.texas.gov

U.S. Environmental Protection Agency – Water Resource Center

U.S. Environmental Protection Agency (EPA)

Mail Code RC-4100

401 M Street, SW

Washington, D.C. 20460

(202) 260-7786

Email: waterpubs@epamail.epa.gov www.epa.gov/ow

American Water Works Association 6666

West Quincy Ave.

Denver, CO 80235 (303)

794-7711

www.awwa.org

APPENDIX B – WATER

CONSERVATION TIPS

Suggestions on how to save water, which may be included in public information, are listed below:

Bathroom

- a) Take a shower instead of filling the tub and taking a bath. Shower baths usually use less water than tub baths.
- b) Install a low-flow shower head, which restricts the quantity of flow at 60 psi to no more than 3 gallons per minute.
- c) Take short showers and install a cutoff valve, or turn the water off while soaping and then turn it back on again only to rinse.
- d) Do not use hot water when cold water will do. Water and energy can be saved by washing hands with soap and cold water; hot water should only be added when hands are especially dirty.
- e) Reduce the level of the water being used in a bathtub by one inch or two inches if a shower is not available.
- f) Turn water off when brushing teeth until it is time to rinse.
- g) Do not let water run when washing hands. Instead, hands should be wet, and water should be turned off while soaping and scrubbing, and then turned on again to rinse. A cutoff valve may also be installed on the faucet.
- h) Shampoo hair in the shower. Shampooing in the shower takes only a little more water than is used to shampoo hair during a bath, and takes much less water than shampooing and bathing separately.
- i) Hold hot water in the basin when shaving, instead of letting the faucet continue to run.
- j) Test toilets for leaks. To test for a leak, a few drops of food coloring can be added to the water in the tank. The toilet should not be flushed. The customer can then watch to see if the coloring appears in the bowl within a few minutes. If it does, the fixture needs adjustment or repair.
- k) Use a toilet tank displacement device. A 1.0-gallon plastic milk bottle can be filled with stones or with water, and then recapped and placed in the toilet tank. This will reduce the

amount of water in the tank, but still provide enough for flushing. (Bricks, which some people use for this purpose, are not recommended, since they can crumble and damage working mechanisms. Do not use displacement devices on low-volume flush toilets.)

- l) Install faucet aerators to reduce water consumption.
- m) Never use the toilet to dispose of cleaning tissues, cigarette butts, or other trash. This practice can waste a great deal of water, and it also places an unnecessary load on the wastewater treatment plant.
- n) When building a new home or remodeling a bathroom, install a new low-volume toilet that uses 1.6 gallons or less per flush.

Kitchen

- a) Use a pan of water (or place a stopper in the sink) for rinsing pots, pans, and cooking implements when cooking, rather than turning on the water faucet each time a rinse is needed.
- b) Never run the dishwasher without a full load. In addition to saving water, expensive detergent will last longer and a significant energy savings will appear on the utility bill.
- c) Use the sink disposal sparingly, and never use it for just a few scraps.
- d) Keep a container of drinking water in the refrigerator. Running water from the tap until it is cool is wasteful. Better still, both water and energy can be saved by keeping cold water in a picnic jug on a kitchen counter to avoid opening the refrigerator door frequently.
- e) Use a small pan of cold water when cleaning vegetables, rather than letting the faucet run.
- f) Use only a little water in the pot and put a lid on it for cooking most food. Not only does this method save water, but food is also more nutritious when cooking this way, since vitamins and minerals are not poured down the drain with the extra cooking water.
- g) Use a pan of water for rinsing dishes when washing them by hand, rather than running the faucet.
- h) Always keep water conservation in mind, and think of other ways to save in the kitchen. Small kitchen savings (such as from not making too much coffee or from not letting ice cubes melt in a sink) can add up over a year's time.

Laundry

- a) Wash only a full load when using a washing machine (32 to 59 gallons are required per load).
- b) Use the lowest water level setting on the washing machine for light loads whenever possible.
- c) Use cold water as often as possible to save energy and to conserve the hot water for uses that cold water cannot serve. Cold water is also better for clothing made of today's synthetic fabrics.

Appliances and Plumbing

- a) Check water requirements of various appliance models and brands when considering purchasing any new appliance that uses water, as some appliances use less water than others.
- b) Check all water connections and faucets for leaks. A slow drip can waste as much as 170 gallons of water EACH DAY, and can add as much as \$10 per month to the water bill.
- c) Learn to replace washers so that drips can be corrected promptly. This is easy to do; additionally, it costs very little, and can represent a substantial amount of savings in plumbing and water bills.
- d) Check for water leakage that you may be unaware of, such as a leak between the water meter and the house. To check, all indoor and outdoor faucets should be turned off, and the water meter should be checked if it continues to run or turn, as this means a leak probably exists and needs to be located.
- e) Insulate all hot water pipes to avoid the delays (and wasted water) experienced while waiting for the water to turn hot.
- f) Be sure that the water heater thermostat is not set too high. Extremely hot settings waste water and energy because the water often has to be cooled with cold water before it can be used.
- g) Use a moisture meter to determine when house plants need water. More plants die from overwatering than from being on the dry side.

Outdoor Use

- a) Water lawns between the hours of 8 p.m. to 6 a.m. during the hotter summer months. Much of the water used on the lawn can simply evaporate between the sprinkler and the grass.
- b) Use a sprinkler that produces large drops of water, rather than a fine mist, to avoid evaporation.
- c) Turn soaker hoses so that the holes are on the bottom in order to avoid evaporation.
- d) Water slowly for better absorption, and never water in high winds.
- e) Forget about watering the streets, walks, and driveways. They will never grow a thing.
- f) Condition the soil with compost before planting grass or flower beds, so that water will soak in rather than run off.
- g) Fertilize lawns at least twice a year for root stimulation. Grass with a good root system makes better use of less water.
- h) Learn to know when grass needs watering. If it has turned a dull gray green or if footprints remain visible, then it is time to water.
- i) Do not water too frequently. Too much water can overload the soil, so the air cannot get to the roots and can encourage plant diseases.
- j) Do not overwater. Soil can absorb only so much moisture, and the rest will simply run off. A timer will help, and either a kitchen timer or an alarm clock will do. Approximately 1.5 inches of water applied once a week will keep most Texas grasses alive and healthy.
- k) Operate automatic sprinkler systems only when the demand on the town's water supply is at its lowest, and set the system to operate between 8 p.m. and 5 a.m.
- l) Do not scalp lawns when mowing during hot weather. Taller grass holds moisture better. Rather, grass should be cut fairly often, so that only 1 inch to 2 inches of grass is trimmed off. A healthier and better-looking lawn will result.
- m) Use a watering can or hand water with the hose in small areas of the lawn that need frequent watering (areas near walks, driveways, or in especially hot, sunny spots).
- n) Learn what types of grass, shrubbery, and plants do best in the area and in which parts of the lawn, and then plant accordingly. In a heavily shaded yard, no amount of water will

make roses bloom. In especially dry sections of the state, attractive arrangements of plants that are adapted to arid or semi-arid climates should be chosen.

- o) Consider decorating areas of the lawn with rocks, gravel, wood chips, or other materials that require no water at all.
- p) Do not “sweep” walks and driveways with the hose. Use a broom or a rake instead.
- q) Use a bucket of soapy water, and use the hose only for rinsing when washing the car.

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

CONTACT INFORMATION

Name of Utility: CITY OF WEST UNIVERSITY PLACE

Public Water Supply Identification Number (PWS ID): TX1010027

Certificate of Convenience and Necessity (CCN) Number:

Surface Water Right ID Number:

Wastewater ID Number:

Contact: First Name: Mark Last Name: Wahlstrom

Title:

Address: City: West University State: TX

Zip Code: 77005 Zip+4: Email: mwahlstrom@westutx.gov

Telephone Number: 7136625873 Date: 2/21/2024

Is this person the designated Conservation Coordinator? Yes No

Regional Water Planning Group: H

Groundwater Conservation District:

Our records indicate that you:

- Received financial assistance of \$500,000 or more from TWDB
- Have 3,300 or more retail connections
- Have a surface water right with TCEQ

A. Population and Service Area Data

1. Current service area size in square miles: 2

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

2. Historical service area population for the previous five years, starting with the most current year.

Year	Historical Population Served By Retail Water Service	Historical Population Served By Wholesale Water Service	Historical Population Served By Wastewater Water Service
2023	15,611	0	
2022	15,552	0	
2021	15,536	0	
2020	15,523	15,100	
2019	15,016	0	

3. Projected service area population for the following decades.

Year	Projected Population Served By Retail Water Service	Projected Population Served By Wholesale Water Service	Projected Population Served By Wastewater Water Service
2030	15,600	0	0
2040	15,600	0	0
2050	15,600	0	0
2060	15,600	0	0
2070	15,600	0	0

4. Described source(s)/method(s) for estimating current and projected populations.

Current Area all built out - no room for any more growth.

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

B. System Input

System input data for the previous five years.

Total System Input = Self-supplied + Imported – Exported

Year	Water Produced in Gallons	Purchased/Imported Water in Gallons	Exported Water in Gallons	Total System Input	Total GPCD
2023	330,556,784	546,815,228	0	877,372,012	154
2022	326,944,612	469,781,504	0	796,726,116	140
2021	289,146,169	407,522,917	0	696,669,086	123
2020	388,090,625	432,613,542	0	820,704,167	145
2019	312,988,542	512,628,125	0	825,616,667	151
Historic Average	329,545,346	473,872,263	0	803,417,610	143

C. Water Supply System

1. Designed daily capacity of system in gallons
2. Storage Capacity
 - 2a. Elevated storage in gallons:
 - 2b. Ground storage in gallons:

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

D. Projected Demands

1. The estimated water supply requirements for the next ten years using population trends, historical water use, economic growth, etc.

Year	Population	Water Demand (gallons)
2025	15,600	815,000,000
2026	15,600	815,000,000
2027	15,600	815,000,000
2028	15,600	815,000,000
2029	15,600	815,000,000
2030	15,600	815,000,000
2031	15,600	815,000,000
2032	15,600	815,000,000
2033	15,600	815,000,000
2034	15,600	815,000,000

2. Description of source data and how projected water demands were determined.

City is built out - no more growth. 15 year average water production was 815,000,000 gallons
--

E. High Volume Customers

1. The annual water use for the five highest volume **RETAIL** customers.

Customer	Water Use Category	Annual Water Use	Treated or Raw
City of West University Place	Commercial	3,435,691	Treated
Whole Foods Market	Commercial	3,321,279	Treated
West University Place Elementary School	Commercial	2,664,618	Treated
AT&T WS7440	Commercial	2,402,986	Treated
Tiny Boxwoods Holding	Commercial	1,438,087	Treated

2. The annual water use for the five highest volume **WHOLESALE** customers.

Customer	Water Use Category	Annual Water Use	Treated or Raw
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UTILITY PROFILE FOR RETAIL WATER SUPPLIER

F. Utility Data Comment Section

Additional comments about utility data.

Section II: System Data

A. Retail Water Supplier Connections

1. List of active retail connections by major water use category.

Water Use Category Type	Total Retail Connections (Active + Inactive)	Percent of Total Connections
Residential - Single Family	5,404	98.38 %
Residential - Multi-Family	0	0.00 %
Industrial	0	0.00 %
Commercial	89	1.62 %
Institutional	0	0.00 %
Agricultural	0	0.00 %
Total	5,493	100.00 %

2. Net number of new retail connections by water use category for the previous five years.

Net Number of New Retail Connections							
Year	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	Total
2023	0	0	0	2	0	0	2
2022	0	27	0	6	0	0	33
2021	0	0	0	0	0	0	0
2020	0	33	0	0	0	0	33
2019	0	0	0	31	0	0	31

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

B. Accounting Data

The previous five years' gallons of RETAIL water provided in each major water use category.

Year	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	Total
2023	636,429,078	0	0	30,095,606	0	0	666,524,684
2022	650,502,422	0	0	28,388,022	0	0	678,890,444
2021	607,983,614	0	0	25,333,491	0	0	633,317,105
2020	673,370,000	0	0	19,345,000	95,161,000	0	787,876,000
2019	667,132,000	0	0	25,000,000	100,460,000	0	792,592,000

C. Residential Water Use

The previous five years residential GPCD for single family and multi-family units.

Year	Total Residential GPCD
2023	112
2022	115
2021	107
2020	
2019	122
Historic Average	114

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

D. Annual and Seasonal Water Use

1. The previous five years' gallons of treated water provided to RETAIL customers.

Month	Total Gallons of Treated Water				
	2023	2022	2021	2020	2019
January	49,774,000	49,769,000	49,553,000	48,861,000	48,770,000
February	44,945,000	40,689,000	50,272,000	44,594,000	43,258,000
March	59,485,000	54,036,000	49,220,000	55,604,000	54,826,000
April	55,955,000	61,020,000	61,789,000	56,234,000	62,626,000
May	64,277,000	73,788,000	55,946,000	80,093,000	71,888,000
June	91,835,000	84,526,000	59,201,000	72,916,000	70,846,000
July	88,487,000	84,951,000	54,595,000	83,626,000	84,712,000
August	110,096,000	71,400,000	68,984,000	83,584,000	89,200,000
September	98,173,000	70,836,000	65,367,000	70,597,000	79,443,000
October	78,099,000	78,836,000	57,959,000	76,046,000	68,185,000
November	66,916,000	57,976,000	52,440,000	64,123,000	57,566,000
December	59,475,000	59,003,000	52,729,000	51,625,000	61,272,000
Total	867,517,000	786,830,000	678,055,000	787,903,000	792,592,000

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

2. The previous five years' gallons of raw water provided to RETAIL customers.

Month	Total Gallons of Raw Water				
	2023	2022	2021	2020	2019
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
Total	0	0	0	0	0

3. Summary of seasonal and annual water use.

	Summer RETAIL (Treated + Raw)	Total RETAIL (Treated + Raw)
2023	290,418,000	867,517,000
2022	240,877,000	786,830,000
2021	182,780,000	678,055,000
2020	240,126,000	787,903,000
2019	244,758,000	792,592,000
Average in Gallons	239,791,800.00	782,579,400.00

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

E. Water Loss

Water Loss data for the previous five years.

Year	Total Water Loss in Gallons	Water Loss in GPCD	Water Loss as a Percentage
2023	155,261,328	27	17.90 %
2022	103,260,672	18	13.10 %
2021	47,542,481	8	7.00 %
2020	22,569,365	4	2.90 %
2019	22,704,459	4	2.80 %
Average	70,267,661	12	8.74 %

F. Peak Day Use

Average Daily Water Use and Peak Day Water Use for the previous five years.

Year	Average Daily Use (gal)	Peak Day Use (gal)	Ratio (peak/avg)
2023	2,376,758	3156717	1.3282
2022	2,155,698	2618228	1.2146
2021	1,857,684	1986739	1.0695
2020	2,158,638	2610065	1.2091
2019	2,171,484	2660413	1.2252

G. Summary of Historic Water Use

Water Use Category	Historic Average	Percent of Connections	Percent of Water Use
Residential - Single Family	647,083,422	98.38 %	90.90 %
Residential - Multi-Family	0	0.00 %	0.00 %
Industrial	0	0.00 %	0.00 %
Commercial	25,632,423	1.62 %	3.60 %
Institutional	39,124,200	0.00 %	5.50 %
Agricultural	0	0.00 %	0.00 %

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

H. System Data Comment Section

Section III: Wastewater System Data

A. Wastewater System Data

1. Design capacity of wastewater treatment plant(s) in gallons per day: 2,000,000

2. List of active wastewater connections by major water use category.

Water Use Category	Metered	Unmetered	Total Connections	Percent of Total Connections
Municipal	0	5,404	5,404	98.38 %
Industrial	0	0	0	0.00 %
Commercial	0	89	89	1.62 %
Institutional	0	0	0	0.00 %
Agricultural	0	0	0	0.00 %
Total	0	5,493	5,493	100.00 %

3. Percentage of water serviced by the wastewater system: 0.00 %

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

4. Number of gallons of wastewater that was treated by the utility for the previous five years.

Month	Total Gallons of Treated Water				
	2023	2022	2021	2020	2019
January	24,128,000	24,128,000	38,818,000	30,609,000	39,533,000
February	22,235,000	22,352,000	39,308,000	30,043,000	33,835,000
March	22,755,000	22,594,000	38,623,000	32,647,000	32,722,000
April	24,058,000	22,821,000	33,641,000	32,509,000	34,407,000
May	27,015,000	24,066,000	44,454,000	32,509,000	42,058,000
June	22,610,000	21,980,000	36,310,000	34,926,000	35,151,000
July	23,006,000	27,712,000	27,712,000	35,675,000	27,634,000
August	23,977,000	23,299,000	27,261,000	33,039,000	38,436,000
September	23,643,000	25,126,000	25,493,000	33,760,000	39,599,000
October	26,599,000	21,563,000	28,276,000	40,209,000	32,249,000
November	25,370,000	28,627,000	22,701,000	33,760,000	31,996,000
December	26,345,000	27,157,000	24,080,000	40,209,000	31,033,000
Total	291,741,000	291,425,000	386,677,000	409,895,000	418,653,000

5. Could treated wastewater be substituted for potable water?

Yes
 No

B. Reuse Data

1. Data by type of recycling and reuse activities implemented during the current reporting period.

Type of Reuse	Total Annual Volume (in gallons)
On-site Irrigation	
Plant wash down	
Chlorination/de-chlorination	
Industrial	
Landscape irrigation (park,golf courses)	0
Agricultural	
Discharge to surface water	0
Evaporation Pond	0
Other	
Total	0

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

C. Wastewater System Data Comment

Additional comments and files to support or explain wastewater system data listed below.

**City of West University Place
Harris County, Texas**

RESOLUTION NO. 2023-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS, AMENDING THE CITY OF WEST UNIVERSITY PLACE 2023 FEE SCHEDULE AND ESTABLISHING AN EFFECTIVE DATE.

* * * * *

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. The City Council of the City of West University Place, Texas, hereby amends the "City of West University Place Fee Schedule" attached hereto and made a part hereof for all intents and purposes to add food compost bin purchased by residents from City at 50% cost.

Section 2. The City of West University Place amended Fee Schedule shall take effect immediately from and after its passage by the City Council of the City of West University Place, Texas.

PASSED, APPROVED, AND RESOLVED this 27th day of February, 2023.



Thelma A. Gilliam

Thelma A. Gilliam, City Secretary

Susan Sample

Susan Sample, Mayor

**Proposed 2023 Fee Schedule
Fees & Charges Schedule**

- F.001 Administration
- F.002 Ambulance Service
- F.003 Animals
- F.004 Building
- F.005 Building and Standards Commission
- F.006 Electrical Work
- F.007 Garbage Service
- F.008 Health
- F.009 Heating, Ventilation and Air Conditioning
- F.010 Liquor Licenses and Permits
- F.011 Municipal Court
- F.012 Parabolic Dish Antenna

- F.013 Parks and Recreation
- F.014 Removal/Trimming Fee
- F.015 Plumbing and Gas
- F.016 Sexually Oriented Businesses and Adult Arcades
- F.017 Signs
- F.018 [Reserved]
- F.019 Trees
- F.020 Water and Sewer Service
- F.021 Zoning and Planning Commission
- F.022 Zoning Board of Adjustment
- F.023 Public Safety

F.001 ADMINISTRATION				
		FY 2022	FY 2023	
	Motor vehicle decal charges	\$ 1.00	\$ 1.00	
	Commercial impact zone permit fee	\$ 10.00	\$ 10.00	For first motor vehicle and \$5 per motor vehicle thereafter
	Returned check (or ACH payment) fee	\$ 35.00	\$ 35.00	Also applies to payments returned by automated or electronic payment systems (ACH). Applies to payments of all kind, e.g., taxes, permits, fees, charges, utility rates and all other purposes.
	Lien release fee	\$ 25.00	\$ 25.00	
	Acquiescence to encroachment fee	\$ 100.00	\$ 100.00	
	Municipal Setting Designation Processing Fee	\$ 500.00	\$ 500.00	
	Alcohol Variance Request	\$ 250.00	\$ 250.00	
	Special events fee			Actual cost
	Use of City-owned photocopier	\$ 0.10	\$ 0.10	Per copy
	Convenience fee for on-line transactions	2.75% of total transaction amount	2.75% of total transaction amount	
GEOGRAPHIC INFORMATION SYSTEM				
	Standard map - 8 1/2" x 11" color	\$ 0.75	\$ 0.75	
	Standard map - 11" x 17" color	\$ 1.00	\$ 1.00	
	Standard map - 24" x 36" color	\$ 15.00	\$ 15.00	
	Standard map - 36" x 48" color	\$ 17.50	\$ 17.50	
	Standard map - 42" x 52" color	\$ 20.00	\$ 20.00	
	Custom map - same as above + hourly labor charges	\$ 20.00	\$ 20.00	
F.002 AMBULANCE SERVICE				
Commercial/Auto/Individuals Base Rates		FY 2022	FY 2023	
	BLS Emergency A0429	\$ 844.60	\$ 869.94	
	BLS Non-emergency A0428	\$ 820.91	\$ 845.54	
	ALS-1 Non-emerg. A0426	\$ 970.26	\$ 999.37	
	ALS-1 Emergency A0427	\$ 999.10	\$ 1029.07	
	ALS-2 A0433	\$ 1,153.09	\$ 1,187.68	
	Ground Mileage A0425	\$ 15.39	\$ 15.85	
	Decontamination	\$ 157.50	\$ 162.23	
	Extra Attendant	\$ 75.00	\$ 77.25	
	Bariatric	\$ 75.00	\$ 77.25	

	Procedures	FY 2022	FY 2023
	BLS AED	\$ 219.00	\$ 225.57
	ALS AED	\$ 219.00	\$ 225.57
	Capnography	\$ 45.00	\$ 46.35
	Cardiac/EKG Monitoring	\$ 195.54	\$ 201.41
	Chest Decompression	\$ 250.00	\$ 257.50
	CPAP	\$ 100.94	\$ 103.97
	CPR	\$ 150.00	\$ 154.50
	Cricothyrotomy	N/A	\$ 371.00
	Defib/Pacing	\$ 250.00	\$ 257.50
	Extrication	\$ 180.00	\$ 185.40
	Glucometer	\$ 45.00	\$ 46.35
	Immobilization (backboard, combicarrier or scoop)	\$ 45.00	\$ 46.35
	Intubation (ET/EOA)	\$ 45.00	\$ 46.35
	K.E.D.	\$ 45.00	\$ 46.35
	Nebulizer Treatment	\$ 25.00	\$ 25.75
	OB Delivery	\$ 75.00	\$ 77.25
	Oxygen Administration	\$ 45.00	\$ 46.35
	Pulse Oximeter	\$ 10.00	\$ 10.30
	Restraint	\$ 45.00	\$ 46.35
	Splinting	\$ 75.00	\$ 77.25
	Suction	\$ 45.00	\$ 46.35
	Traction Splint	\$ 67.50	\$ 69.53
	Tracheotomy Procedure	\$ 295.00	\$ 303.85
	Medical Supply	FY 2022	FY 2023
	Adhesive Tape	\$ 5.00	\$ 5.15
	Bandages	\$ 21.22	\$ 21.86
	Betadine Swab	\$ 2.50	\$ 2.58
	Blanket - disposable	\$ 28.33	\$ 29.18
	Bulb Syringe	\$ 5.00	\$ 5.15
	Burn Sheet	\$ 36.55	\$ 37.65
	Cervical Collar	\$ 53.25	\$ 54.85
	Chest Decompression Kit	\$ 120.00	\$ 164.80
	Chest Seal (Disposable)	\$ 45.00	\$ 46.35
	Cold Pack	\$ 5.00	\$ 5.15
	Combat Tourniquet	\$ 55.41	\$ 77.25
	Convenience Bag	\$ 5.00	\$ 5.15
	Defib/Pacing Pads - Adult	\$ 85.00	\$ 98.88
	Defib/Pacing Pads - Pedi	\$ 98.00	\$ 115.36
	Disp. Head Immobilizer	\$ 65.00	\$ 66.95
	EKG Electrodes - 3 Lead	\$ 33.00	\$ 33.99
	EKG Electrodes - 12 Lead	\$ 132.00	\$ 135.96
	Eye Wash	\$ 15.00	\$ 15.45
	Gauze Pad 4x4	\$ 5.00	\$ 5.15
	Gauze pad 5x9	\$ 10.00	\$ 10.30
	Gloves - Pair	\$ 5.00	\$ 5.15
	Glucose Strip	\$ 10.00	\$ 10.30
	Hot Pack	\$ 2.50	\$ 3.61
	Isolation/Infection Control Kit	\$ 110.00	\$ 113.30
	Kerflix Soft Roll Gauze	\$ 5.00	\$ 5.15
	KY Jelly	\$ 5.00	\$ 5.15
	Linen (Disposable)	\$ 10.00	\$ 10.30
	OB Kit	\$ 45.00	\$ 46.35

Padded Board Splint	\$ 36.00	\$ 37.08
Petroleum/Vaseline Gauze	\$ 2.50	\$ 2.58
Pillow - disposable	\$ 20.00	\$ 20.60
Quick Clot	\$ 55.00	\$ 103.00
Roller Gauze 4'	\$ 5.00	\$ 5.15
Silver Rescue Blanket	\$ 27.50	\$ 28.33
Silver Swaddler	\$ 0.00	\$ 0.00
Splint (SAM)	\$ 25.00	\$ 25.75
Sterile Water/Saline	\$ 5.00	\$ 10.30
Thermometer Cover	\$ 5.00	\$ 5.15
Trauma Dressing (Multi)	\$ 15.00	\$ 15.45
Triangle Bandage	\$ 5.00	\$ 5.15
Oxygen Supply	FY 2022	FY 2023
Oxygen USP	\$ 90.18	\$ 92.89
Aerosol Mask	\$ 10.00	\$ 10.30
CO2 Detector NCCO2	\$ 48.00	\$ 49.44
Humidifier	\$ 0.00	\$ 6.18
Nasal Cannula	\$ 5.00	\$ 5.15
Non-Rebreather Mask	\$ 10.00	\$ 10.30
Airway Supply	FY 2022	FY 2023
Adult BVM	\$ 40.00	\$ 53.56
Child BVM	\$ 40.00	\$ 53.56
CO2 Sampling Line (Nasal)	\$ 0.00	\$ 26.78
CPAP Mask/Tubing	\$ 124.29	\$ 142.14
Endotracheal Inducer (Bougie)	\$ 12.84	\$ 13.23
Disposable SPO2 Sensor	\$ 43.32	\$ 47.38
Endotracheal Tube (ET)	\$ 25.00	\$ 25.75
Endotracheal Tube Holders	\$ 10.00	\$ 10.30
ETCO2 Sensor	\$ 23.50	\$ 26.78
FilterLine H Set	\$ 59.70	\$ 61.49
Infant BVM	\$ 40.00	\$ 53.56
IGel	\$ 90.00	\$ 92.70
King Vision Blade - Disposable	\$ 65.00	\$ 66.95
Laryngoscope Blade Disposable	\$ 25.00	\$ 25.75
MucosalAirwayDevice(MAD)	\$ 17.48	\$ 18.00
McGrath Intubation Blade - Disposable	N/A	\$ 26.78
Magill Forceps	\$ 10.00	\$ 10.30
Oral Airway	\$ 10.00	\$ 10.30
PNEUPAC Vent Circuit	\$ 100.00	\$ 103.00
Suction Cannister	\$ 20.00	\$ 20.60
Suction Catheter (Yankuer)	\$ 10.00	\$ 10.30
Suction Cath. (Looped)	\$ 5.00	\$ 5.15
Suction Tubing	\$ 5.00	\$ 5.15
IV Supply	FY 2022	FY 2023
Angio Catheter (14G-22G)	\$ 10.00	\$ 10.30
Buretrol Volume (Pedi)	\$ 31.84	\$ 32.80
Drip Multi (10,150,60)	\$ 20.00	\$ 20.60
EZIO Needle	\$ 205.00	\$ 211.15
IO Needle	\$ 211.15	\$ 217.48
Needles (18G-22G)	\$ 5.00	\$ 5.15
Saline Flush	\$ 10.00	\$ 10.30
Saline Lock	\$ 10.00	\$ 10.30
Starter Kit IV	\$ 45.00	\$ 46.35

Syringe 1cc	\$ 2.50	\$ 2.58
Syringe 3cc	\$ 5.00	\$ 5.15
Syringe 5cc	\$ 7.50	\$ 7.73
Syringe 10cc	\$ 10.00	\$ 10.30
Syringe 30cc	\$ 15.00	\$ 15.45
Syringe 60cc	\$ 20.00	\$ 20.60
Fluids	FY 2022	FY 2023
Normal Saline 1000	\$ 42.58	\$ 43.86
Normal Saline 500	\$ 39.48	\$ 40.66
Normal Saline 250	\$ 19.73	\$ 20.32
Normal Saline 100	\$ 19.73	\$ 20.32
Drugs	FY 2022	FY 2023
Acetaminophen/Tylenol	\$ 2.50	\$ 14.42
Adenocard/Adenoside	\$ 177.00	\$ 182.31
Albuterol /Proventil	\$ 14.42	\$ 14.85
Amiodarone/Cordarone	\$ 67.00	\$ 69.01
Ammonia Inhalant	\$ 2.50	\$ 2.58
Aspirin/ASA 81mg	\$ 2.50	\$ 2.58
Atropine	\$ 40.00	\$ 41.20
Atrovent/Ipratropium	\$ 14.42	\$ 14.85
Benadryl/Diphenhydramine	\$ 10.50	\$ 10.82
Calcium Chloride/CaC1	\$ 35.00	\$ 36.05
Cardizem/Diltiazem	\$ 74.16	\$ 76.38
Cyanokit/Cyanide Antidote	\$ 1,850.00	\$ 3,007.58
Dextrose 10% 250ml	\$ 12.00	\$ 12.36
Dextrose 25%	\$ 35.86	\$ 36.94
Dextrose 50%	\$ 71.74	\$ 73.89
Droperidol	N/A	\$ 13.91
EPI 1:1000	\$ 44.00	\$ 45.32
EPI 1:10000	\$ 18.50	\$ 41.20
EPI Racemic 2.25%	\$ 12.00	\$ 12.36
Fentanyl/Sublimaze	\$ 13.50	\$ 13.91
Glucagon/Glucagen	\$ 585.70	\$ 803.40
Glucagon/Glucagen Oral	\$ 11.00	\$ 11.33
Haldol/Haloperidol	\$ 30.00	\$ 30.90
Ketalar/Ketamine	\$ 90.00	\$ 92.70
Labetalol/Normodyne	\$ 40.00	\$ 41.20
Lidocaine/Xylocaine 2% 100mg	\$ 30.00	\$ 30.90
Magnesium Sulfate	\$ 22.50	\$ 23.18
Naloxone/Narcan	\$ 87.50	\$ 90.13
NTG/Nitroglycerine spray	\$ 35.41	\$ 36.47
NTG/Nitroglycerine tab	\$ 18.00	\$ 18.54
Sodium Bicarbonate 8.4% Adult	\$ 35.00	\$ 36.05
Solumedrol	\$ 125.00	\$ 128.75
Thiamine/B-1	\$ 45.84	\$ 47.22
Versed/Midazolam	\$ 38.50	\$ 39.66
Zofran/Ondansetron	\$ 10.00	\$ 10.30
<i>Exceptions: (1) Amounts billed to other governmental units are determined by the applicable contracts or arrangements with those units. (2) The City may accept assignment of Medicare and Medicaid claims or payments, in which case, the amount payable is determined by the appropriate regulations. Such amount shall control over the charges set out above, in case of any difference.</i>		

F.003 ANIMALS		FY 2022	FY 2023	
	Original registration of dogs and cats	\$ 20.00	\$ 20.00	<i>Exception</i> : \$15 for owners over 65 years of age.
	Annual dangerous dog registration	\$ 250.00	\$ 250.00	(fee is in addition to the above registration fees)
	First violation and impoundment fee	\$ 50.00	\$ 50.00	\$100 if animal is: (i) not registered or (ii) a dangerous dog
	Second violation and impoundment fee	\$ 75.00	\$ 75.00	\$150 if animal is: (i) not registered or (ii) a dangerous dog
	Third and all successive violations and impoundment fees	\$ 100.00	\$ 100.00	\$200 if animal is: (i) not registered or (ii) a dangerous dog
	Daily kennel fees	\$ 20.00	\$ 20.00	
	<i>Note</i> : All original registration fees shown, with the exception of the dangerous dog fee, are one-time fees that register the animal for life.			
F.004 BUILDING		FY 2022	FY 2023	
	Annual contractor registration fee	\$ 100.00	\$ 100.00	
	Permit application fee	\$ 100.00	\$ 100.00	In addition to applicable plan checking or permit fee
	Plan checking fee (applies to all plan submissions, unless otherwise specifically indicated; payable in addition to permit fee)	50% of the corresponding permit fee	50% of the corresponding permit fee	Plan checking fee must be paid each time plans are submitted or re-submitted. <i>Exception:</i> The building official may reduce the re-submission fee if the time required to check the re-submission is materially lower than original submission; \$25.00 minimum
	Drainage plan review fees	\$ 100.00	\$ 100.00	
	New construction permit fee (Single family residential)	\$1.00 per square foot	\$1.00 per square foot	
	New construction permit fee (Other)	\$1.00 per square foot	\$1.00 per square foot	
	Remodeling and repair permit fee (Single family residential)	\$1.00 per square foot (area remodeled)	\$1.00 per square foot (area remodeled)	
	Remodeling and repair permit fee (Other)	\$1.00 per square foot (area remodeled)	\$1.00 per square foot (area remodeled)	
	Fence or wall permit fee	See Note	See Note	\$ 0.85 per linear foot; \$30.00 min.
	Driveway permit fee	\$ 100.00	\$ 100.00	Includes entrance ramp permit fee
	Flatwork permit fee	\$ 100.00	\$ 100.00	Includes exterior concrete, patio, decking
	Fire systems Plan checking fee: \$100 per set for original submission, \$50 for re-submission (not credited to permit fees). Permit fees are \$50 for each automatic fire extinguishing system and each alarm and detection system. For sprinkler systems, the fee is increased by either \$25 (residential) or \$50 plus \$1.75 per head (non-residential). Fire system fees are payable in addition to all other fees.			
	Sidewalk permit fee	\$1.00 per linear foot	\$1.50 per linear foot	
	Street or curb permit fee	\$ 25.00	\$ 25.00	For regulated facilities under Chapter 19, add \$150 for plan-checking plus application fees
	<i>Exception:</i> The permit fee for work affecting new roadways under Chapter 19 is \$100, plus the estimated out-of-pocket expenses that may be incurred by the City in connection with the work, including engineering review, extra inspections or testing, supplemental traffic control, etc. The building official shall estimate such expenses at the time of application and shall collect at least 110% of the estimate as a deposit. The building official may require a permittee to supplement the deposit as the work proceeds. When the work is finished, the building official shall refund any part of the deposit that exceeds the actual permit fees due in connection with the work.			
		FY 2022	FY 2023	
	PWSF (low-impact) permit, for equipment attached to existing structures with no new electrical, alteration or construction	\$100.00 per site	\$100.00 per site	Non-low-impact PWSF permits require a special exception; see F.022, below
	All other PWSF (low-impact) permits	\$500.00 per site	\$500.00 per site	Non-low-impact PWSF permits require a special exception; see F.022, below
	Registration for house movers fee	\$ 500.00	\$ 500.00	
	Renewal fee	\$ 400.00	\$ 400.00	
	Moving permit fee	\$ 500.00	\$ 500.00	
	Occupancy inspection fee (Commercial)	\$ 100.00	\$ 150.00	

	3/4" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 1,400.00	\$ 1,400.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	3/4" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 2,600.00	\$ 2,600.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	3/4" Water connection permit and meter service installation to service new structure.	\$ 3,500.00	\$ 3,500.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	3/4" Water connection permit and meter service installation to service new structure.	\$ 4,700.00	\$ 4,700.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	1" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 1,600.00	\$ 1,600.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	1" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 2,800.00	\$ 2,800.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	1" Water connection permit and meter service installation to service new structure.	\$ 3,500.00	\$ 3,500.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
	1" Water connection permit and meter service installation to service new structure.	\$ 4,700.00	\$ 4,700.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less.
		FY 2022	FY 2023	
	1-1/2" Water connection permit and meter service installation to service new structure	\$ 4,900.00	\$ 4,900.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	1-1/2" Water connection permit and meter service installation to service new structure	\$ 3,700.00	\$ 3,700.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	1-1/2" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 3,600.00	\$ 3,600.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	1-1/2" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 2,400.00	\$ 2,400.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	2" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 3,700.00	\$ 3,700.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	2" Water connection permit and meter service installation, to upgrade or add to an existing structure.	\$ 4,800.00	\$ 4,800.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.

	2" Water connection permit and meter service installation to service new structure.	\$ 4,100.00	\$ 4,100.00	Short Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	2" Water connection permit and meter service installation to service new structure.	\$ 5,200.00	\$ 5,200.00	Long Side Service Connection. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	Water connection permit for any service greater than 2" will require that the owner or contractor acquire the services of a company with a Licensed Master Plumber registered with the City.	\$ 475.00	\$ 475.00	Fee covers plan checking cost and permit cost only. The City provides no construction or materials. Irrigation Only Services are restricted to 3/4 inch Service or less. Services greater in size than 1" require that certification based on minimum pipe sizes as listed in the Plumbing Code currently adopted by the City. This certification must be prepared, signed and sealed by a Licensed Professional Engineer.
	Sanitary Sewer, connection permit and service installation for any service	Actual Cost Plus \$375.00	Actual Cost Plus \$375.00	Fee will be based on actual cost Plus \$375.00, for most customers this will involve a Concrete Cut in the Roadway and total cost are expected to be from \$8,000.00 to \$12,000.00. There is no fee to use an existing service that is on the property with a usable cleanout in the street ROW, if the sewer was either installed or approved by the city.
	Artificial Turf	\$ 150.00	\$ 150.00	
	Demolition permit fee	\$ 250.00	\$ 250.00	
	Foundation Repair	\$ 150.00	\$ 150.00	
	Generator	\$ 150.00	\$ 150.00	
	Roofing/Siding	\$ 150.00	\$ 150.00	
	Solar Panel Installation	\$ 150.00	\$ 150.00	
	Stucco Repair	\$ 150.00	\$ 150.00	
	Swimming pool permit fee	\$ 150.00	\$ 300.00	
	Window Replacement	1-9 Windows: \$150 ≥10 Windows: \$250	1-9 Windows: \$150 ≥10 Windows: \$250	
	Duplicate permit card fee	\$ 100.00	\$ 300.00	
	Premature work charge (Starting before permit is issued)			100% of the permit fee (additional) \$150.00 minimum
	Reinspection fee (following routine inspection)	\$ 100.00	\$ 100.00	Must be paid before reinspection, and in any event before any certificate of occupancy or similar approval is issued. Fees may be appealed to BSC, and may be paid without prejudice to such an appeal.
	Reinspection fee (mandatory reinspection following notice of violation of building or zoning ordinances or other applicable regulations)	\$125.00 for the first violation item plus \$25.00 for each additional	\$125.00 for the first violation item plus \$25.00 for each additional	Must be paid before any other inspections are scheduled, and in any event before any certificate of occupancy or similar approval is issued. Fees may be appealed to BSC, and may be paid without prejudice to such an appeal. BSC may reduce or abate this fee (and any appeal fees), if no violation occurred, or for other good cause shown.
	Permit renewal fee			50% of the original permit fee
F.005	BUILDING AND STANDARDS COMMISSION			
		FY 2022	FY 2023	
	Application fee	\$ 500.00	\$ 500.00	
	Cost of Notices	\$300.00	\$300.00	In addition to all other fee items, the applicant must pay the City's actual out-of-pocket cost of giving notices and recording decisions in the real property records. A deposit of \$200.00 is due at the time of application. Any excess cost must be paid before the hearing or release of decision.

F.006	ELECTRICAL WORK	FY 2022	FY 2023	
	Annual license fee (Master electrician)	No Charge	No Charge	Per Senate Bill 3329
	Permit application fee	\$ 100.00	\$ 100.00	
	Temporary service permit fee	\$ 100.00	\$ 100.00	
	Meter loop and service permit fee	\$ 100.00	\$ 100.00	
	Outlet or light fixture permit fee	\$ 3.00	\$ 3.00	
	Appliance permit fee	\$ 20.00	\$ 20.00	
	Motor permit fee	\$ 25.00	\$ 25.00	
	Service reconnection permit fee	\$ 25.00	\$ 25.00	
	Electrical sign permit fee	\$ 75.00	\$ 75.00	
	Sign Changing Display	\$ 125.00	\$ 125.00	
	Swimming Pool New lights/motors/pumps	\$ 100.00	\$ 100.00	
	Replacement Pool/Spa Motors	\$ 50.00	\$ 50.00	
	Electric Water Heater	\$ 50.00	\$ 50.00	
	Transformer	\$ 50.00	\$ 50.00	
	Electric Fence Gate	\$ 65.00	\$ 65.00	
	Emergency Reconnect	\$ 110.00	\$ 110.00	
	Generator	\$ 250.00	\$ 250.00	
	CT/MRI/X-Ray Machines	\$ 100.00	\$ 100.00	
	Sub-panel	\$ 75.00	\$ 75.00	
	Minimum permit fee	\$ 100.00	\$ 100.00	
	Premature work charge (Starting before a permit is issued)			100% of the permit fee (additional) \$150.00 minimum
	Reinspection fee	\$ 100.00	\$ 100.00	
	Permit renewal fee			50% of the original permit fee
*	FIRE DEPARTMENT FEES - See "BUILDING, Fire systems"			
F.007	GARBAGE SERVICE	FY 2022	FY 2023	
	Monthly dwelling unit charge	\$ 33.96	\$ 35.15	Basic fee, for basic service only.
	Monthly dwelling unit charge (Claims Over 65 Exemption According to the Harris County Appraisal District)	\$ 17.25	\$ 17.85	Basic fee, for basic service only.
	Monthly dwelling unit charge (Claims Disabled Exemption According to the Harris County Appraisal District)	\$ 17.25	\$ 17.85	Basic fee, for basic service only.
	Special pick-up of items at curbside, not on a regular collection day for those items at that location	Min. \$50.00 or actual cost of labor	Min. \$50.00 or actual cost of labor	Special service fee, in addition to basic fee.
	Food compost bin purchased by residents from City at 50% cost		50% of the City's expenditure	Basic fee, per unit
	Special handling of items not bagged, prepared or placed as required for basic service. Example: Leaves and grass clippings in non-approved bags.	Min. \$50.00 or actual cost of labor	Min. \$50.00 or actual cost of labor	Special service fee, in addition to basic fee and any other applicable special service fee
F.008	HEALTH	FY 2022	FY 2023	
	Permit application fee	\$ 30.00	\$ 30.00	
	Annual food establishment permit fee	\$ 120.00	\$ 120.00	
	Temporary food establishment permit fee (Special event)	\$ 16.00	\$ 16.00	

F.009 HEATING, VENTILATION, AND AIR CONDITIONING				
		FY 2022	FY 2023	
	Annual contractor registration fee	No Charge	No Charge	Per House Bill 871, no charge effective September 1, 2021
	Residential HVAC System (New Home) or Air Handler	\$ 250.00	\$ 250.00	Per unit
	Residential HVAC System (Addition/remodel) or Air Handler	\$ 100.00	\$ 200.00	Per unit
	Replacement Heating and air conditioning permit fee (Residential)	\$ 100.00	\$ 100.00	Per unit
	Boiler Inspection (Annual)	\$ 50.00	\$ 50.00	Per unit
	Boiler 1,000,000 BTU's or less	\$ 75.00	\$ 75.00	
	Replacement Commercial Air Handler	\$ 100.00	\$ 100.00	Per unit
	Fire Damper	\$ 10.00	\$ 10.00	Per unit
	Fireplace (Residential)	\$ 25.00	\$ 25.00	Per unit
	Heating and air conditioning permit fee (Commercial)	\$ 100.00	\$ 100.00	For first 140,000 btu's and \$5 per 100,000 btu's thereafter
	Permit application fee	\$ 100.00	\$ 100.00	
	Local vent permit fee	\$ 20.00	\$ 20.00	
	Minimum permit fee	\$ 150.00	\$ 150.00	
	Premature work charge (Starting before a permit is issued)			100% of the permit fee (additional) \$150.00 minimum
	Reinspection fee	\$ 100.00	\$ 100.00	
	Permit renewal fee			50% of the original fee
F.010 LIQUOR LICENSES AND PERMITS				
All liquor permit fees and license fees are regulated by the State.				
F.011 MUNICIPAL COURT				
		FY 2022	FY 2023	
	Clearance letter	\$ 25.00	\$ 25.00	
	Complaint and judgment copy charge	\$ 2.00	\$ 2.00	
	Convenience Fee - Online	6.50%	6.50%	
	Convenience Fee - In Person	3.50%	3.50%	
Court costs are regulated by the State.				
All state-prescribed court costs apply.				
F.012 PARABOLIC DISH ANTENNAS				
		FY 2022	FY 2023	
	Permit application fee	\$ 30.00	\$ 30.00	
	Installation permit fee	\$ 50.00	\$ 50.00	
F.013 PARKS AND RECREATION				
		FY 2022	FY 2023	
WUP Rec. Center				
	All WUP Residents 75 and older and WUP residents with a Disability Exemption are allowed FREE membership	NO FEE	NO FEE	
	All WUP residents ages 65 to 74 will receive at least a 50% discount on all membership fees	At least a 50% Discount	At least a 50% Discount	Any resident age 65 to 74 may request a waiver for the membership fee, no questions asked, and receive that privilege.
	Daily Walk In Residents	\$ 6.00	\$ 6.00	All Ages
	Daily Walk In Guest of Resident	\$ 12.00	\$ 12.00	All Ages; Must be accompanied by a West U Resident
	Individual Annual	\$ 250.00	\$ 270.00	
	Individual Seniors age 65 to 74 Annual membership fee	\$ 125.00	\$ 135.00	
	Individual Monthly	\$ 25.00	\$ 30.00	
	Individual Senior Monthly ages 65 to 74	\$ 10.00	\$ 15.00	
	Couple Annual	\$ 330.00	\$ 350.00	
	Couple Senior Annual ages 65 to 74	\$ 165.00	\$ 175.00	
	Couple Senior Monthly ages 65 to 74	\$ 15.00	\$ 15.00	
	Couple Monthly	\$ 30.00	\$ 35.00	

Family Annual	\$ 410.00	\$ 430.00	Maximum of 4 people per household
Additional Family Member	N/A	\$ 25.00	Each additional household family member over 4
Family Monthly	\$ 40.00	\$ 45.00	Maximum of 4 people per household
Family Monthly Additional Person	N/A	\$ 10.00	Each additional household family member over 4
Weekly Resident House Guest Pass	\$ 30.00	\$ 50.00	Individual option only
Colonial Park Pool			
All WUP residents 65 and older and WUP residents with a Disability Exemption are allowed FREE membership	NO FEE	NO FEE	
Daily Walk-in	\$ 6.00	\$ 6.00	All Ages
Daily Walk-in (Guest of Resident)	\$ 12.00	\$ 12.00	All Ages; Must be accompanied by a West U Resident
Individual Season Pass	\$ 105.00	\$ 125.00	
Couples Season Pass	\$ 160.00	\$ 180.00	
Family Season Pass	\$ 240.00	\$ 260.00	Maximum of 4 people per household
Additional Family Member	N/A	\$ 25.00	Each additional household family member over 4
Weekly Resident House Guest Pass	\$ 30.00	\$ 50.00	Individual option only
Nanny Pass	\$ 25.00	\$ 45.00	Nanny Photo ID pass; use restricted exclusively to pool visits with their resident charge(s).
WUPRC & CPP Combination Memberships			
Combination Couple Annual Membership to the West University Place Recreation Center and Colonial Park Pool	N/A	N/A	
Combination Family Annual Membership to the West University Place Recreation Center and Colonial Park Pool	N/A	N/A	
Members Only Benefits of Colonial Park Pool Membership	Complimentary	Complimentary	Members entitled to a variety of complimentary or discounted privileges including but not limited to; Opening Weekend Celebration, Ice Cream Social, priority registration for all pool related events and 10% discount on all pool rentals.
Tennis Memberships			
Tennis Court Reservation Fee	\$ 6.00	\$ 6.00	
Tennis Court "Membership"	\$ 200.00	\$ 200.00	Annual Fee
Tennis Court "Membership" - Annual Fee with WUPRC Membership	\$ 120.00	\$ 120.00	Annual Fee / with WUPRC Membership Only
Senior Tennis Court Membership	\$ 100.00	\$ 100.00	Annual Fee
Senior Tennis Court Membership - Annual Fee with WUPRC Membership	\$ 60.00	\$ 60.00	Annual Fee / with WUPRC Membership Only
Rentals			Rentals Available to Non- Residents only with a Resident Sponsor, EXCEPTION: Colonial Park Pool Rentals are available to Residents Only
* Janitorial Fee: At ALL indoor rentals, where food and beverages are served, janitorial services will be required	\$ 55.00	\$ 55.00	Flat Fee
Security Deposit: required for ALL rentals	\$ 200.00	\$ 200.00	
Alcohol Fees			Appendix A Amended Section 10-10, Code of Ordinances - Consumption in public places. City Council has authorized the issuance of permits for the limited consumption and distribution of alcoholic beverages within public places, specifically at the Colonial Park Pavilion, Community Building/Senior Center and the West University Place Recreation Center, by the City Manager or his designee.
Alcohol Permit Administration Fee	\$ 50.00	\$ 50.00	Per Event
Alcohol Security Deposit Fee	\$ 300.00	\$ 300.00	Per Event

<i>Institutional Exchanges.</i> The Parks & Recreation Director may waive all or part of the Parks & Recreation fees prescribed by this section, subject to the following regulations: (1) The applicant must be an institution, either public or non-profit, with facilities located within the City; (2) The portion of the fees waived may not exceed the value of facilities made available by the institution to the City for public use (e.g., for meetings, elections, emergency operations, etc.); (3) The maximum amount of fees that may be waived is \$500 per institution per year; (4) Passes and permits issued to an institution under this section may be assigned or resold by the institution, but the actual user must qualify for the type of pass or permit in question, and the City must be notified.				
		FY 2022	FY 2023	
Community Building / Senior Center Rentals				
Kitchen (Resident)		\$ 30.00	\$ 30.00	Flat Fee
Kitchen (Non-resident w/ resident sponsor)		\$ 45.00	\$ 45.00	Flat Fee
Auditorium (Resident)		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
Auditorium (Non Resident w/ resident sponsor)		\$ 90.00	\$ 90.00	Hourly Rate / 2hr minimum
John Neighbors Senior Room (Resident)		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
John Neighbors Senior Room (Non-resident w/ resident sponsor)		\$ 90.00	\$ 90.00	Hourly Rate / 2hr minimum
Activity Room (Resident)		\$ 40.00	\$ 40.00	Hourly Rate / 2hr minimum
Activity (Non Resident w/ resident sponsor)		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
Meeting Room (Resident)		\$ 40.00	\$ 40.00	Hourly Rate / 2hr minimum
Meeting Room (Non-Resident w/ resident sponsor)		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
Judson Park Rentals				
Wooden Deck Resident		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
Wooden Deck (Non Resident w/resident sponsor)		\$ 90.00	\$ 90.00	Hourly Rate / 2hr minimum
Scout House Rentals				
Scout House (Resident)		\$ 50.00	\$ 50.00	Hourly Rate / 2hr minimum
Scout House (Non Resident w/ resident sponsor)		\$ 75.00	\$ 75.00	Hourly Rate / 2hr minimum
Colonial Park Room, Pool & Park Pavilion Rentals				
*Exclusive Pool & Multi-Purpose Room Rental: Involves a private pool party, only offered in "season" and on identified days/times. Resident		\$ 480.00	\$ 480.00	Per hour with a two hour minimum rental period. Maximum number of guests allowed is 250.
Colonial Park Pavilion (Resident)		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
Colonial Park Pavilion (Non-resident w/ resident sponsor)		\$ 90.00	\$ 90.00	Hourly Rate / 2hr minimum
*Colonial Park Multi-Purpose Room & Pool Use: Involves exclusive use of the Multi- Purpose Room and general pool admission, only offered in "season", during normal operating hours (Resident)		\$ 240.00	\$ 240.00	Per hour with a two hour minimum rental period. Maximum number of guests allowed is 60.
*Off Season Multi-Purpose Room Rental: Involves NO pool use Resident		\$ 100.00	\$ 100.00	Hourly Rate / 2hr minimum
*Off Season Multi-Purpose Room Rental: Involves NO pool use (Non Resident w/ resident sponsor)		\$ 150.00	\$ 150.00	Hourly Rate / 2hr minimum
Wooden Deck Rental (Byron St or Case St) : Involves exclusive use of the Wooden Deck and general pool admission, only offered in "season", during normal operating hours Resident Only		\$ 210.00	\$ 210.00	Per hour with a two hour minimum rental period. Maximum number of guests allowed is 60.
Wooden Deck Rental (Case St) : Involves exclusive use of the Wooden Deck and general pool admission, only offered in "season", during normal operating hours Resident Only		N/A	N/A	
Off - Season Wooden Deck (Byron St or Case St.) Resident		\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
Off - Season Wooden Deck (Byron St or Case St.) Non-Resident w/ resident sponsor		\$ 90.00	\$ 90.00	Hourly Rate / 2hr minimum

West U Recreation Center Rentals				
	Conference Room, Multi-Purpose Room 1, 2a, 2b, 3, or 4 (Resident)	\$ 40.00	\$ 40.00	Hourly Rate for each room/ 2hr minimum
	Conference Room, Multi-Purpose Room 1, 2a, 2b, 3, or 4 (Non-Resident w/ resident sponsor)	\$ 60.00	\$ 60.00	Hourly Rate for each room/ 2hr minimum
	Multi-Purpose Room 2 - includes sections A & B (Resident)	\$ 60.00	\$ 60.00	Hourly Rate / 2hr minimum
	Multi-Purpose Room 2 - includes sections A & B (Non-Resident w/ resident sponsor)	\$ 90.00	\$ 90.00	Hourly Rate / 2hr minimum
	Multi-Purpose Room 5 (Resident)	\$ 100.00	\$ 100.00	Hourly Rate / 2hr minimum
	Multi-Purpose Room 5 (Non-Resident w/ resident sponsor)	\$ 150.00	\$ 150.00	Hourly Rate / 2hr minimum
	Racquetball Court 1 or 2 (Resident)	\$ 30.00	\$ 30.00	Hourly Rate / 2hr minimum
	Racquetball Court 1 or 2 (Non-Resident w/ resident sponsor)	\$ 45.00	\$ 45.00	Hourly Rate / 2hr minimum
	Exclusive Pool (Resident)	\$ 300.00	\$ 300.00	Hourly Rate / 2hr minimum
	Exclusive Pool (Non-Resident w/ resident sponsor)	\$ 450.00	\$ 450.00	Hourly Rate / 2hr minimum
	Exclusive Entire Building (Resident)	\$ 600.00	\$ 600.00	Hourly Rate / 2hr minimum
	Exclusive Entire Building (Non-Resident w/ resident sponsor)	\$ 900.00	\$ 900.00	Hourly Rate / 2hr minimum
	Technology Fee	\$ 50.00	\$ 50.00	Use of Projector and Screen
F.014 REMOVAL/TRIMMING FEE				
		FY 2022	FY 2023	
	Vegetation Removal/trimming	Min \$150	Min \$150	\$150 or actual cost if higher for labor, equipment, materials or third party contractor.
F.015 PLUMBING AND GAS				
		FY 2022	FY 2023	
	Permit application fee	\$ 100.00	\$ 100.00	
	Plumbing Fixture or Gas outlet permit fee	\$ 30.00	\$ 30.00	Applies to each fixture and outlet.
	Shower Pan	\$ 25.00	\$ 25.00	
	Residential House Plumbing & Gas	\$ 300.00	\$ 400.00	
	Medical Gas/Vacuum System	\$ 100.00	\$ 100.00	
	Gas test	\$ 50.00	\$ 50.00	
	Gas Repair & Test	\$ 75.00	\$ 75.00	
	Annual Gas Test	\$ 100.00	\$ 100.00	
	Grease trap permit fee	\$ 100.00	\$ 100.00	
	Irrigation system permit fee	\$ 50.00	\$ 50.00	
	Service line permit fee	\$ 75.00	\$ 75.00	
	Minimum permit fee	\$ 100.00	\$ 100.00	
	Premature work charge (Starting before a permit is issued)			100% of the permit fee (additional) \$150.00 minimum
	Reinspection fee	\$ 100.00	\$ 100.00	
	Permit renewal fee			50% of the original permit fee
	Water Heater Replacement	\$ 75.00	\$ 75.00	
F.016 SEXUALLY ORIENTED BUSINESSES AND ADULT ARCADES				
		FY 2022	FY 2023	
	Sexually oriented business application fee (Original)	\$ 350.00	\$ 350.00	
	Sexually oriented business application fee (Renewal)	\$ 100.00	\$ 100.00	
	Sexually oriented business transfer fee	\$ 300.00	\$ 300.00	
	Adult arcade application fee	\$ 75.00	\$ 75.00	
	Adult arcade reinspection fee	\$ 60.00	\$ 60.00	
	Adult arcade transfer or amendment fee	\$ 15.00	\$ 15.00	

F.017	SIGNS	FY 2022	FY 2023	
	Biennial Operating Permit fee after initial 2 years (all permanent signs)	\$10.00 + \$.50/SF of sign face area	\$10.00 + \$.50/SF of sign face area	
	Permit application fee	\$ 100.00	\$ 100.00	New Sign Permit valid for two years
	Festival Sign Permit Fee	\$ 5.00	\$ 5.00	
	Sign permit fee	\$ 2.00	\$ 2.00	Per square foot of sign face
	Minimum permit fee	\$ 75.00	\$ 75.00	
	Premature work charges (starting before a permit is issued)	\$150.00 + Regular sign permit fees	\$150.00 + Regular sign permit fees	
	Reinspection fee	\$ 100.00	\$ 100.00	
	Sign operating permit fee (Payable per sign, per term of permit. Term is one year for temporary signs, 24 months for all others.)	\$10.00 plus \$0.50 per sq. ft. of display area	\$10.00 plus \$0.50 per sq. ft. of display area	"Display area" and "sign" are defined in Chapter 6. <i>Exceptions</i> : Fees do not apply to signs covered by affirmative defenses or signs for conforming uses allowed in residential districts.
F.018	RESERVED			
F.019	TREES			
	Replacement Planting Fee per Caliper Inch	\$ 250.00	\$ 250.00	Fee for replacement trees when planting on site is not an option.
	Removal permit fee	\$ 100.00	\$ 100.00	<i>Exception</i> : There is no fee for dead, dying, diseased,
	Low impact evaluation fee	\$ 100.00	\$ 100.00	Non-structures such as patios, irrigation systems, etc.
	Survey and disposition review fee (major construction)	\$ 250.00	\$ 250.00	Includes new construction including residential, commercial, pools, major additions, etc.
	Survey and disposition review fee (minor construction)	\$ 150.00	\$ 150.00	Includes demolitions, garages, alterations and renovations.
F.020	WATER AND SEWER SERVICE			
	Service Connect	\$ 50.00	\$ 50.00	Each time service is established
	Delinquent account service fee	\$ 50.00	\$ 50.00	Fee <u>per meter</u> for accounts that are subject to disconnection due to past due status of the bill. The fee is charged on these accounts regardless if the service is disconnected or not.
	After hours delinquent reconnect fee	\$ 60.00	\$ 60.00	Reconnect service after 4 p.m. or before 8 a.m.
	Residential Deposit	\$ 200.00	\$ 200.00	Maximum for residential accounts
	Commercial Deposit	\$ 500.00	\$ 500.00	Maximum for non-residential accounts (builders, developers, commercial)
	Return check (or ACH) charge	\$ 35.00	\$ 35.00	(see "Administration")
	Periodic Charges:			
	The total charge per month for each customer is the sum of the applicable base monthly charges (for both water and sewer), for each meter, plus the charges for gallons (for both water and sewer)			
	Notes:			
	(1) "Residential-only premises" refers to premises that are used only for residential purposes.			
	(2) "Water-only meters" refers to meters that serve only irrigation systems and other fixtures from which there is no return flow into the sanitary sewer system; "regular meters" refers to			

	FY 2022	FY 2023	
Base Monthly Charges:			
<i>Meters serving residential-only premises:</i>			
3/4" meter:	\$ 11.15	\$ 11.82	
1" meter	\$ 24.90	\$ 26.39	
1-1/2" meter	\$ 47.45	\$ 50.30	
<i>Meters serving any other premises:</i>			
3/4" meter	\$ 32.70	\$ 34.66	
1" meter	\$ 46.00	\$ 48.76	
1-1/2" meter	\$ 68.10	\$ 72.19	
2" meter	\$ 207.45	\$ 219.90	
3" meter	\$ 557.05	\$ 590.47	
Gallage Charges (per 1,000 gallons):			
<i>Regular meters:</i>			
First 3,000 gallons (0 to 3,000)	\$ 4.40	\$ 4.66	
Next 6,000 gallons (3,001 to 9,000)	\$ 5.35	\$ 5.67	
Next 6,000 gallons (9,001 to 15,000)	\$ 6.35	\$ 6.73	
Next 10,000 gallons (15,001 to 25,000)	\$ 7.60	\$ 8.06	
Each 1,000 gallons thereafter (over 25,000)	\$ 7.60	\$ 10.71	
<i>Water-only meters:</i>			
First 7,500 gallons	\$ 5.90	\$ 6.25	
Next 7,500 gallons (7,501 to 15,000)	\$ 7.60	\$ 8.06	
Each 1,000 gallons thereafter (over 15,000)	\$ 7.60	\$ 10.71	
Sewer Rates			
Base Monthly Charges:			
Meters serving residential-only premises	\$ 9.25	\$ 9.53	
Meters serving any other premises	\$ 22.17	\$ 22.84	
Gallage charges (per 1,000 gallons):			
Residential-only premises	\$ 4.11	\$ 4.23	
Any other premises	\$ 4.11	\$ 4.23	
Water Meter Replacement Charges:			
Replace damaged 3/4" water meter.	\$ 400.00	\$ 500.00	Includes cost for labor and misc. materials
Replace damaged 1" water meter.	\$ 500.00	\$ 600.00	Includes cost for labor and misc. materials
Replace damaged 1 1/2" water meter.	\$ 1,500.00	\$ 1,500.00	Includes cost for labor and misc. materials
Replace damaged 2" water meter.	\$ 1,700.00	\$ 1,700.00	Includes cost for labor and misc. materials
F.021 ZONING & PLANNING COMMISSION			
Plats and replats	The fee is the City's actual cost of plat review, plus incidentals. The review is done by a planner retained by the City or by City staff. Incidentals include legal notices, surveys, title and legal work, research, signature requests, recording, copies, etc., as may be required and not provided by the applicant. DEPOSIT. A deposit amount (due with the preliminary application) is estimated by the City staff, but the minimum deposit is \$500 base fee (or \$200.00 base fee for amending plats only), plus \$10.00 for each lot and reserve shown on the plat or replat, plus \$100 for those requiring newspaper legal notice, plus \$100.00 for each separate legal instrument needed (easements, etc.).		
Rezoning requested by applicant for that person's special benefit	\$500 plus out-of-pocket costs for drafting and review by planner, engineer, attorney and other consultant. A deposit is estimated by the city planner, and may be increased as the matter proceeds. The deposit must be increased to cover the estimated full costs at these stages: (1) before the meeting of the Commission to consider a preliminary report, (2) before any hearing notices are sent out and (3) before the meeting at which the Commission considers its final report.		

F.022 ZONING BOARD OF ADJUSTMENT	
Appeal of building official decision	\$250.00. Exception: \$500.00 plus out-of-pocket review costs for appeals requiring review by planner, engineer, attorney or other consultant. A deposit is estimated by the city planner and must be paid with the application. The full cost is payable before the hearing. In addition to all other fee items, the applicant must pay the actual cost of notices; see below.
Special exception	\$1,000 per exception per proposed building site affected. Exception: \$1,000 plus out-of-pocket review costs for exceptions requiring review by planner, engineer, attorney or other consultant. A deposit is estimated by the city planner and must be paid with the application. The full cost is payable before the hearing. In addition to all other fee items, the applicant must pay the actual cost of notices; see below.
Variance	\$1,000 per variance per proposed building site affected. Exception: \$1,000 plus out-of-pocket review costs for variances requiring review by planner, engineer, attorney or other consultant. A deposit is estimated by the city planner and must be paid with the application. The full cost is payable before the hearing. In addition to all other fee items, the applicant must pay the actual cost of notices; see below.
Other application	\$1,000 per action item requested. Exception: \$1,000 plus out-of-pocket review costs for appeals requiring review by planner, engineer, attorney or other consultant. A deposit is estimated by the city planner and must be paid with the application. The full cost is payable before the hearing. In addition to all other fee items, the applicant must pay the actual cost of notices; see below.
Cost of notices	In addition to all other fee items, the applicant must pay the City's actual out-of-pocket cost of giving notices and recording decisions in the real property records. A deposit of \$200.00 is due at the time of application. Any excess cost must be paid before the hearing or release of decision.
Refunds	No fees or costs are refundable unless: (i) the applicant prevails, (ii) the ZBA reverses or modifies an administrative interpretation or other decision; and (iii) the ZBA determines that a refund (full or partial) would be just and equitable under the facts and circumstances of the case.

F.023 PUBLIC SAFETY			
	FY 2022	FY 2023	
Alarm Permit Application Fee	\$ 30.00	\$ 30.00	
Annual permit renewal fee	\$ 15.00	\$ 15.00	
Burglary False Alarm Fees	\$ 50.00	\$ 50.00	Per occurrence on the 4th and 5th false alarm in a 12 month period.
Burglary False Alarm Fees	\$ 75.00	\$ 75.00	Per occurrence on the 6th and 7th false alarm in a 12 month period.
Burglary False Alarm Fees	\$ 100.00	\$ 100.00	Per occurrence on the 8th or more false alarms in a 12 month period.
Fire or Medical False Alarm Fees	\$ 175.00	\$ 175.00	Per occurrence on the 4th or more false alarms in a 12 month period
Copies of accident reports or accident information			
Certification that no such report or information is on file	\$ 6.00	\$ 6.00	
Copies of incident reports	\$ 1.00	\$ 1.00	
CPR/AED Certification Class	\$ 40.00	\$ 40.00	
DirectLink Monthly Alarm Fee	\$ 35.00	\$ 35.00	
DirectLink Interactive Gold	\$ 8.95	\$ 8.95	Optional add on to regular service
DirectLink Interactive Gold Plus Video	\$ 14.95	\$ 14.95	Optional add on to regular service and Gold package