

EXHIBIT B
AUTHORIZATION OF CHANGE IN SERVICE

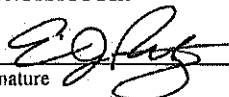
CONTRACT NUMBER / CONTRACT NAME:	# 218-253 Blanco Riverine Mitigation Project	
CITY REPRESENTATIVE:	Laurie Moyer, P.E.	
CONTRACTOR:	Half Associates, Inc.	
CONTRACT EFFECTIVE DATE:	March 22, 2018	
THIS AUTHORIZATION DATE:	Oct. 3, 2019	AUTHORIZATION NO.: 3

DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES:

Add: Additional Archeological Services up to 150 acres and meeting with affected property owners.

Original Contract Amount:	\$ 683,518.00 (NTE fee)	
Previous Increases/Decreases in Contact Amount:	\$ 38,500	
This Increase/Decrease in Contract Amount:	\$ 37,839.60	
Revised Contract Amount:	\$ 759,857.60 (NTE Fee)	

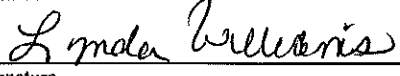
CONTRACTOR:

Signature 

Date 9/18/2019

Eric J. Ratzman, PE - Project Manager
Print Full Name / Title (if not in individual capacity)

CITY:

Signature 

Date 10/3/19

Print Name _____
Title Purchasing Manager

City Department Use Only Below This Line (PM, etc.).

Account Number(s):	Amount	Date
# BLANCORIV	\$37,839.60	
#		
#		

EXHIBIT 2

CIS#3

Scope of Services

Blanco Riverine Flood Mitigation Project

Halff Associates, Inc. (Halff) is entered into a professional services agreement with the City of San Marcos (City) dated March 20, 2018. The original dated agreement was for preliminary engineering services for the Blanco Riverine Flood Mitigation Project (Project). Upon completion of the preliminary design services, the City requested a proposal for additional professional services associated with the Project. Halff pleased to present the following Authorization of Change in Services to the existing contract for the above-mentioned project dated March 20, 2018. The purpose of the change in services is to provide additional archeological services and meetings with affected property owners. A detailed description of services is provided below:

Task 1: Additional Archeological Services

1. Additional Cultural resources permitting, survey, reporting and coordination for project footprint of approximately 150 acres (*see attached complete scope provided by Cox McLain*)
 - a. Pedestrian Archeological Survey and Trenching (assumes City provided excavator and qualified operator for 20-25 field days)
 - b. Historian to document historic-age building complex on the Blanco River
 - c. Collecting, processing, and permanently curating up to 200 diagnostic artifacts
 - d. Mini-testing of up to 10 controlled hand units of any discovered archeological sites

- **Task 1 Deliverables:**

- i. Texas Antiquities Permit 8903 overall report
- ii. Permanent curation of up to 200 diagnostic artifacts (as needed) at the Texas State Center for Archaeological Studies
- iii. Documentation of up to 10 controlled hand units

Task 2: Property Owner Coordination (*see attached complete scope provided by HRM*)

1. Meetings with affected property owners (MAPOs)
 - a. Contact owners to provide project updates and up to four (4) MAPOs

- **Task 2 Deliverables:**

- i. Monthly status reports including contact reports of parcels / project activities.
- ii. Property owner contact list
- iii. Initial mailout letters to Landowners and Representatives
- iv. Follow-up mailout letters to Landowners and Representatives

Items to be included by CIS at a later date:

1. Survey & Easement Document Preparation
2. Geotechnical Engineering
3. Design Services/Construction Documents
4. AFTER the NEPA process is complete – Begin Land Acquisition (appraisals, etc.) in accordance with the Uniform Relocation Act
5. Bidding assistance
6. Construction administration

EXHIBIT 2

ITEMS EXCLUDED FROM THE SCOPE OF SERVICES

1. Design of water quality or detention ponds
2. Design of landscaping, irrigation, or hardscape (enhanced flatwork) facilities
3. Formal Subsurface Utility Explorations (test holes)
4. Design of public and franchised utility relocations
5. Filing fees, permit fees
6. Preparing/submitting a Stormwater Pollution Prevention Plan (SWPPP)
7. Bidding Phase Services
8. Construction Phase Services
9. Attendance at Public meetings, open houses, City Council Meetings or any other meetings not specifically stated in this proposal
10. Coordination with FEMA, TCEQ, Hays County, or other jurisdiction entities on items not currently included in this proposal
11. Preparation of any Utility Conflict Analysis and documentation of existing private utility ownership

EXHIBIT 3
Detailed Fee Schedule

Blanco Riverine Flood Mitigation Project	Project Principal	Senior Project Manager	Project Engineer	Graduate Engineer (EIT)	CADD / GIS Tech	Contract Admin Specialist	Admin Assistant	Task Hours	LABOR COSTS	SUB COSTS	DIRECT COSTS	TOTAL
HOURLY RATES	\$275.00	\$250.00	\$180.00	\$110.00	\$90.00	\$85.00	\$65.00					
TASK DESCRIPTIONS												
TASK 1 - Additional Archeological Services												
1.1 Additional Cultural Resources Permitting, Survey, Report and coordination										\$22,308.00		\$0.00
> Sub-consultant (Cox)												\$22,308.00
TASK 4 SUBTOTAL										\$22,308.00		\$22,308.00
TASK 2 - Property Owner Coordination Services												
2.1 MAPC coordination - 4 meetings		16	16				4		\$6,820.00	\$8,711.60		\$6,820.00
> Sub-consultant (HAM)												\$8,711.60
TASK 3 SUBTOTAL									\$6,820.00	\$8,711.60		\$15,531.60
TOTAL Estimated Hours	0	0	0	0	0	0	0	0				
TOTAL Estimated Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$5,820.00	\$11,019.60	\$0.00	\$17,839.60

EXHIBIT 4

Sub-Consultant Scopes



June 28, 2019

Eric Ratzman, PE
Senior Project Manager
Halff Associates, Inc.
9500 Amberglen Blvd., Bldg. F, Suite 125
Austin, TX 78729-1102

Re: CMEC Proposal for Additional Archeological Services for the Blanco Riverine Project, City of San Marcos, Hays County, Texas

Dear Mr. Ratzman:

Cox|McLain Environmental Consulting, Inc. (CMEC) is pleased to submit this proposal to continue to provide cultural resources permitting, survey, reporting, and coordination services for the above-referenced project. CMEC understands that the project is owned by the City of San Marcos and will be partially funded by the U.S. Department of Housing and Urban Development (HUD), rendering it subject to both the Antiquities Code of Texas and Section 106 of the National Historic Preservation Act, as amended (NHPA).

Background research and early agency coordination have been conducted under CMEC's subcontract with Halff, dated April 18, 2018. As a result of this preliminary work, CMEC currently holds Texas Antiquities Permit 8903, assigned by the Texas Historical Commission (THC) on May 3, 2019. No fieldwork has been conducted at the time of this letter. Changes in project approach and area from the original subcontract are discussed below.

Scope of Work – Additional Archeological Services

CMEC's original proposal to Halff assumed that the area selected for archeological survey would cover 50 acres or less. The preferred alternative covers approximately 150 acres, necessitating a higher level of effort, including additional days of pedestrian archeological survey and trenching. As in the original proposal, CMEC assumes that the City will provide an appropriate excavator and qualified operator for this work, which is projected to take 20-25 field days.

The original proposal did not include any historic resources (buildings/structures) study, but due to the existence of a historic-age building complex on the Blanco River, CMEC now proposes two days of historian time to document the buildings, with the results to be folded into the overall report for Texas Antiquities Permit 8903. A full historic-resources survey of the project area and environs, which may be required by THC or HUD under Section 106, is not included.

The original proposal also assumed that the land to be studied would be privately owned. The preferred alternative primarily consists of public land owned by the City. Since most of the project area is public land, collection of artifacts with data potential will likely be required. CMEC anticipates collecting, processing, and permanently curating up to 200 diagnostic artifacts at the Texas State Center for Archaeological Studies. Fees to CAS are included in the attached spreadsheet.

Finally, the original proposal excluded all forms of archeological testing (i.e., controlled excavations to evaluate a resource for National Register of Historic Places [NRHP] eligibility). The approved scope of Texas Antiquities Permit 8903 includes a commitment to perform "mini-testing" to fully evaluate any discovered archeological sites, in the form of up to 10 controlled hand units (50x50-cm or 1x1-m blocks) off the sides of trenches. The approval of this effort under Texas Antiquities Permit 8903 requires additional hours for the archeological team.

Assumptions and Exclusions

- Assumes project footprint of approximately 150 acres.
- Assumes City will provide appropriate tracked or wheeled excavator with 3-foot-wide smooth-bladed bucket and qualified operator.



- Assumes compliance with CTA standards currently active in June 2019. If project development is delayed until fall, new standards (currently in review with THC) may be active, requiring additional effort under separate scope and fee.
- Assumes Halff/City would negotiate/provide right-of-entry such that field study could be conducted expeditiously.
- Exclusions: ecological field studies; right-of-entry coordination; human environment studies; Section 4(f) services; historic resources APE development, full reconnaissance survey, intensive study, NRHP nominations, or HABS/HAER documentation; excavation of more than 10 archeological test units; archeological monitoring or data recovery; human remains evaluation, coordination, removal, or reinterment; tribal coordination; or processing, detailed analysis, and curation of more than 200 artifacts. All excluded services could be provided under separate scope/budget.

The original subcontract included a fee of **\$65,536**, to be billed on a **time and materials** basis. The additional archeological survey and coordination services described above will be completed for a supplemental fee of **\$22,308**, resulting in a total CMEC fee of **\$87,844**, to be billed on a **time and materials** basis using the rates from the original subcontract executed on April 18, 2018.

CMEC greatly appreciates the opportunity to submit this proposal. Please feel free to contact me at 512-338-2223 or chris@coxmcclain.com if you have any questions.

Sincerely,

Chris Dayton, PhD, RPA, Cultural Resources Program Manager

The above proposal
is accepted.

HALFF ASSOCIATES, INC.

COX | McLain ENVIRONMENTAL
CONSULTING, INC.

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____



**SCOPE OF SERVICES
FOR
REAL ESTATE ACQUISITION SERVICES
For
City of San Marcos Blanco River Flood Reduction Project
Real Estate Acquisition Services
Meetings with Affected
Property Owners (MAPO) Phase**

BASIC SERVICES

Services to be provided by ROW Contractor

1. **Project Administration**
 - a. **Communication**
 - (1) Provide monthly summaries of project expenses and budgeting forecasting.
 - (2) Maintain current status reports including contact reports of all parcel and project activities and provide monthly to City.
 - (3) Prepare initial property owner contact list for use by City in distribution of ROW Contractor introduction letters.
 - (4) Order and coordinate title services to determine ownership and closing.
2. **Meetings with Affected Property Owners (MAPO) and follow-up**
 - A. Set up meeting with landowners/ Representatives, City Staff and Engineers to communicate initial Design and scope for the purpose of informing and gaining public input and acceptance. Other purposes as may be determined.
 - B. Mail-out letters to Landowners and Representatives regarding project update and future schedules.
 - C. Follow-up with Landowners and Representatives regarding Mail-out Letters and status of project.



**City of San Marcos Blanco River Flood Reduction Project
Real Estate Acquisition - Meetings with Affected
Property Owners (MAPO) Phase**

**Estimated Fee Schedule
Total Estimated Parcels – (12)**

City of San Marcos Blanco River Flood Reduction Project	HRM Project Mngr	HRM Clerical	HRM Admin. Specialist	HRM Acquisition Agent	DIRECT COSTS	INDIRECT COSTS	TOTAL
HALFF Staff	1	2	3	3			
TASK							
TASK 1 - Project Admin	10.0		12.0		\$2,205.40 \$0.00 \$0.00		\$2,205.40 \$0.00 \$0.00
TASK 1 SUBTOTAL	10.0	0.0	12.0	0.0	\$2,205.40	\$0.00	\$2,205.40
TASK 2 - MAPO's	10.0		18.0	4.0	\$6,506.20 \$0.00		\$6,506.20 \$0.00
TASK 2 SUBTOTAL	10.0	0.0	18.0	4.0	\$6,506.20	\$0.00	\$6,506.20
TOTAL Estimated Hours	20.0	0.0	28.0	4.0			
TOTAL Estimated Fee	\$ 2,548.00	\$.	\$ 2,175.60	\$ 3,990.00	\$8,711.60	\$0.00	\$8,711.60
HOURLY RATES	\$127.30	\$55.00	\$77.70	\$99.75			



Request for Purchasing Manager Signature (\$Up to \$50,000)

Project Name/Contract Number:	Blanco Riverine Mitigation Project	#218-253
Department Contact / Department Name:	Jacquelyn Thomas	Engineering/CIP
Date of City Council Approval: (Past or Recent)	March 20, 2018	
Return Signed Document to:	Jacquelyn Thomas	Ext: 8145

Background/Purpose:

CIS#3 to add Archeological Services for up to 150 acres and meetings with affected property owners.

*\$38,500 additional
COST reasonableness memo completed.
Need copy for file.*

Reviewed / Approved:

User Department Director:	<i>Laura May</i>	Date:	<i>9/27/19</i>
Purchasing / Contracting POC:	<i>[Signature]</i>	Date:	
Finance Director: (CDBG-DR)	<i>[Signature]</i>	Date:	<i>10/3/19</i>
Purchasing Manager:	<i>Lynda Williams</i>	Date:	<i>10/3/19</i>
Other Depts. as needed			

