

TOWN OF ADDISON, TEXAS

WORK AUTHORIZATION CONFIRMATION

Work Authorization Number 21: – Winnwood Pond 2016 Dredging Project

TO: Wesley S. Pierson

Date: February 9, 2016

From: Timothy E. Lackey, P.E. RPLS

AVO: 29751

Email: tlackey@halff.com

Project: MASTER SERVICES AGREEMENT (MSA)
BETWEEN THE TOWN OF ADDISON AND
HALFF ASSOCIATES, INC. FOR
PROFESSIONAL SERVICES DATED
2/5/2014.

Signed: _____



As requested, Halff Associates is pleased to propose engineering and related services for Winnwood Ponds Rebidding for Dredging. A detailed Scope of Services is included as Attachment 1.

The terms and conditions of the Master Services Agreement dated February 5, 2014, are incorporated as if fully set forth herein.

It is estimated that these services can be accomplished for a lump sum fee of **\$62,300**. It is anticipated that engineering and construction phase services can be completed in a period of **4 months**. Fee breakdown is included as Attachment 2. Note Construction Phase services, and Aquatic relocation phase services are not a part of this work authorization but will be offered as a subsequent fee and scope authorization.

A private contractor through procurement of a bidding phase will perform the following tasks through an agreement or contract with the Town of Addison.

1. Place temporary construction drives
2. Dewater Ponds
3. Removal and disposal of silt material
4. Removal and disposal of concrete fountains
5. Replacement of damaged landscaping.

If this proposal meets with your approval, please sign below and return (1) copy to Halff Associates. Unless otherwise instructed in writing, the receipt of a fully executed Work Authorization will constitute approval of Work Authorization scope, fees and schedule and will serve as Halff's notice to proceed with the services described herein.

By: Wesley S. Pierson

Title: City Manager

Signature: _____

Date: _____

Attachment 1 – Scope of Services

Attachment 2 – Fee Schedule

SIGNED: _____

COPIES:

File

Owner

Contractor

Other:

Work Authorization No.21 - Winnwood Ponds 2016 Dredging Project

Attachment 1: Scope of Services

Project description

The scope of work to be performed under this work authorization shall generally consist of engineering, environmental and surveying services necessary to design and permit the dredging of the three Winnwood Ponds in the Town of Addison. All three ponds will be combined into one dredging construction bid package.

CONSULTANT shall provide the following services to permit and prepare bid-ready construction documents in accordance with recognized industry standards which are similar in size, scope, and budget to the project:

1 Project Management - attend project kick-off meeting with town staff to determine project goals and criteria, prepare monthly progress reports, including schedule and budget status, and implement project quality control plan

1.1 Project coordination and reporting

1.2 Up to four (4) project meetings with town staff

1.3 Quality assurance/quality control reviews.

2 Winnwood Ponds - Dredging and Desilting Design and Permitting. Note: based on available historical hydrologic data, the Winnwood Ponds are on-stream ponds and were created by construction of channel dams. According to Texas Parks and Wildlife Department (TPWD) guidelines, a mussel presence/absence survey for state-listed threatened mussel species by a TPWD-permitted malacologist was performed and a relocation plan will need to be prepared by TPWD permitted malacologist. Halff has a TPWD-permitted malacologist on staff.

2.1 Establish baseline conditions.

Since the original baseline surveys, there has been a significant rainfall period of approximately 62 inches of rainfall in last 12 months. Changes in silt loading are noteworthy and therefore new baseline levels are proposed to be measured.

2.1.1 Field recon

2.1.2 Pond hydrography (underwater surveying)

2.1.3 Topographic surveys

2.1.4 Base map preparation

2.2 Use of US Army Corps of Engineers (USACE) Letter of Permission (LOP). Note: Letter of Permission was received 3/24/2015. Halff proposes to prepare designs per the existing LOP in current standing.

2.3 Presence absence survey to attempt to demonstrate absence of state listed threatened mussel species. Halff proposes to use the current study completed and in place.

2.4 Sediment sampling and analysis. Halff proposes to use the current sampling report completed and in place.

2.5 Prepare preliminary drawings

2.6 Prepare final drawings

3 Specifications, and Bid Phase Services - all ponds to be bid in one dredging package.

3.1 Prepare specifications for dredging operations

3.2 Prepare environmental permit specifications including restoration and fish relocation guidance and requirements

3.3 Bid phase services

3.3.1 Attend pre- bid meeting

3.3.2 Prepare addenda as required

3.3.3 Attend bid opening

3.3.4 Tabulate bids

3.3.5 Contact references of apparent low bidder

3.3.6 Provide bid tabulations and reference results

3.4 Construction and post-construction phase services

3.4.1 Construction phase services are not a part of this work authorization but will authorized through subsequent scope and fee submittal.

3.5 Coordinate with Contractor during dewatering phase and perform aquatic Species Relocation Activities (ARRP) for Winnwood three ponds.

3.5.1 The Coordination, preparation of ARRP and communication between Halff, the Town of Addison, the Construction Contractor, and TPWD are not a part of this work authorization but will be authorized through a subsequent scope and fee submittal.

4. Exclusions - the following services can be provided as additional services if requested

4.1 Dam design, safety review, or certifications

4.2 Review of water rights

4.3 Boundary survey

4.4 Right of entry

4.5 Right of way services

4.6 Landscape architecture

4.7 Infiltration, exfiltration, permeability testing or design of lining

4.8 Design of fore bay, inlet or outlet

4.9 Relocation of endangered species if necessary.

4.10. Construction Phase Services.

4.11. Required Aquatic Resources Relocation Plan and Services.

4.12. Required Construction Phase Notification for USACOE LOP.

Attachment 2

Work Authorization #21.

Fee Summary Schedule

No.	Task Description	Task Fee	Phase Total
1	Project Management		\$13,000
1.1	Project coordination and reporting	\$5,200	
1.2	Project Meetings (4)	\$5,400	
1.3	QA/QC Reviews	\$2,400	
2	Winnwood Ponds		\$36,000
2.1	Establish Baseline Conditions	\$14,100	
2.2	Use of US Army Corp of engineers Letter of Permission	\$0	
2.3	Mussels Presence/Absence Survey	\$0	
2.4	Sediment Sampling and Analysis	\$0	
2.5	Prepare Preliminary Drawings	\$11,300	
2.5	Prepare Final Drawings	\$10,600	
3.	Specs/Bidding/Construction		\$13,300
3.1	Prepare Specification for Dredging	\$5,100	
3.2	Prepare Environmental Specifications	\$1,500	
3.3	Bid Phase Services	\$6,700	
3.4	Construction Phase Services	NOT INCLUDED.	
3.5	Aquatic Resource Relocation Plan and Services	NOT INCLUDED.	
Work Authorization #21 Total Lump Sum Fee		\$62,300	\$62,300

Note: Task Fee breakdown for reference only. Fees for individual tasks may vary