



December 17, 2024

Ms. Terri Lynn Ruckstuhl, P.E.  
Utility Engineer, City of Seguin  
3027 N. Austin St.  
Seguin, TX 78155

RE: City of Seguin: River Oak Wastewater Improvements, Construction Administration and Resident Project Representative Services

Dear Ms. Ruckstuhl:

Trihydro Corporation (Trihydro) is submitting this professional engineering scope of work and fee estimate for providing construction administration and Resident Project Representative services for the River Oak Wastewater Improvements Project for the City of Seguin (City). This project was identified to accommodate increased sanitary sewer flows in the vicinity of FM 725, SH 46, and SH 123 due to rapid residential and commercial growth. Trihydro's scope of work for the construction phase services is presented below. The final design phase is currently in progress via a separate contract and is not included in this proposal.

## **SCOPE OF WORK**

The scope of work includes providing construction administration and Resident Project Representative (RPR) services for the following:

- Installation of approximately 17,000 total linear feet of 18-inch and 24-inch sanitary sewer gravity main using pipe bursting and open cut methods.
- Installation of approximately 750 total linear feet of 36-inch and 42-inch steel casing by bore.
- Construction of a new wet well to expand the Pecan Orchard Lift Station capacity to 7.2 million gallons per day (MGD).
- Installation of approximately 4,700 linear feet of 12-inch sanitary sewer force main using open cut and horizontal directional drilling methods.
- Decommissioning and demolishing the two existing River Oak Drive and Sutherland Springs Lift Stations.

Mr. Derek Klenke, P.E. will serve as Trihydro's Project Manager (PM) and primary point of contact. Mr. Klenke will provide construction oversight, management of subconsultants, quality assurance/quality



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control (QA/QC) reviews, client updates, and project administrative duties. Mr. Jason Vreeland, P.E. will serve as the Project Director supporting Derek with QA/QC reviews and providing staff resources for successful contract completion.

The tasks for this project are listed below. Project management activities are integrated into each task. Project management will include, but is not limited to, coordination with the client, project team, and subconsultants; daily task assignments; a kick-off meeting; and progress meetings. All meetings will include the preparation of an agenda and follow-up meeting minutes of the discussions from the meeting.

### **Task A100 – Construction Administration**

The construction administration task involves contract administration with Trihydro serving as the City of Seguin's representative. Our role will be to monitor contract progress and review various submittals. Under this task, we will provide office support to process paperwork including submittal reviews, field orders, work orders, change orders, contractor payment applications, and payment recommendations. The following are included in the construction administration task:

- Attend a pre-construction meeting with the City and the Contractor.
- Provide pre-construction meeting agenda and follow-up meeting minutes.
- Respond to questions during construction.
- Review payment applications, change orders, and make recommendations to the City.
- Prepare lists of items to be completed or corrected before partial acceptance of each decommissioned lift station and before final project final acceptance.
- Review progress and recommend the issuance of the Certificate of Substantial Completion when complete.
- Prepare as-constructed documents in .pdf and AutoCAD format based on observation notes and red lines from the Contractor and Trihydro inspectors.
- Coordinate with TxDOT, Guadalupe County, and other utilities.
- Attend monthly construction meetings with the City and the Contractor.
- Provide construction meeting agendas and follow-up meeting minutes.
- Trihydro will coordinate with Cleary Zimmermann Engineers (Zimmermann) to provide limited construction phase electrical engineering services.
- Trihydro will coordinate with Encotech Engineering Consultants (Encotech) to provide limited construction phase structural engineering services.



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Trihydro made the following assumptions regarding this task:

- As-built drawings will be provided in PDF and DWG formats only.
- The construction phase duration will span 13 months for the gravity main improvements, 18 months for the lift station improvements, and 6 months for the force main improvements.
- The electrical engineer will perform up to five site visits.
- The structural engineer will perform up to two site visits.

The above-referenced scope of work offers the City the flexibility to construct a single or multiple sub-projects concurrently.

#### **Task A200 – Resident Project Representative Services**

The Resident Project Representative (RPR) task involves providing observation personnel onsite during construction to monitor work progress and quality. The RPR is responsible for reporting construction activities and issues that may arise to the Trihydro Project Manager and the City. RPR personnel will observe work and report any deficiencies or components that do not comply with the contract documents or the City's standards. RPR personnel will report directly to the Trihydro Project Manager and will be monitored by Trihydro's senior construction manager. Trihydro's RPR service will include the following services:

- Provide on-site representation during the construction of critical components. This will include full-time field staff for each phase of the project, office engineering and administrative support, and oversight by Trihydro's senior construction manager.
- Perform site observations to monitor quality of construction progress and conformity to the plans and specifications.
- Observe set-ups and start-ups of critical components.
- Provide detailed inspection reports to document progress.
- Evaluate the Contractor's proposed modifications to the drawings and/or specifications, and report requests to the Project Manager and the City for review.
- Observe and verify proper construction techniques, testing, and construction tolerances.
- Develop and maintain a photographic log.
- Review the Contractor's Operation and Maintenance manuals and start-up procedures for the new lift station.
- Review the Contractor's equipment start-up and commissioning schedule.



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- Coordinate with the Contractor regarding manufacturer's representative on-site schedule for equipment start-up and commissioning.
- Coordinate with subconsultants regarding the schedule for equipment and operations testing.
- Participate in the pre-substantial completion inspection with the City and Contractor to review the work and document items for correction prior to the new infrastructure being placed into service. Deficiencies will be noted on a comprehensive punch list.
- Participate in partial and final completion inspections with the City and Contractor to confirm punch list items are complete.
- Maintain project records to include but not limited to progress meeting minutes, inspection reports, correspondence, photographs, equipment test and commissioning reports, and close-out documentation.
- Attend biweekly or monthly construction meetings with the City and/or Contractor as determined by the City and Trihydro personnel.

Trihydro made the following assumptions regarding the RPR Task:

- Construction phase duration of 13 months for gravity wastewater line improvements, 18 months for lift station improvements, and 6 months for force main improvements.
- Each project will be covered by Trihydro inspection staff. Concurrent work taking place will be covered simultaneously by providing individual inspection as needed to staff all active projects. Field inspection staff is estimated at 50 hours per week, with up to 20 hours per week allocated for office engineering and administrative support, and up to 8 hours per week for senior construction manager oversight for each phase of improvements.
- Trihydro will confirm Contractor quantities as part of payment application process.

The following deliverables will be provided as part of this task:

- Field inspection and daily observation reports and photos will be uploaded to the project folder.

## **FEE ESTIMATE**

Our fee is based on the tasks outlined above, hourly rates, and expenses. Invoices will be prepared on a time and materials basis with a cost not to exceed the estimated amount without written authorization.

The estimated fees for the scope of services are listed below.



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### **Construction Administration, and Resident Project Representative Services**

- Task A100, Construction Administration
  - Subtask 1: Construction Administration for Gravity Main Improvements – \$130,000
  - Subtask 2: Construction Administration for Lift Station Improvements – \$180,000
  - Subtask 3: Construction Administration for Force Main Improvements – \$60,000
- Task A200, Resident Project Representative Services
  - Subtask 1: RPR for Gravity Main Improvements – \$632,000
  - Subtask 2: RPR for Lift Station Improvements – \$876,000
  - Subtask 3: RPR for Force Main Improvements – \$292,000

**Total for Construction Administration, and RPR Services – \$2,170,000**

Upon your acceptance of this fee proposal, approved contract, and notice to proceed, we will schedule our team to commence work. Please call us at (830) 626-3588 if you have questions.

Authorized By: \_\_\_\_\_  
City of Seguin

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

The services shall be governed by the terms and conditions of the Master Services Agreement between the Trihydro Corporation and City of Seguin dated June 7, 2022. The attached 2025 Schedule of Charges will be applied for the billing of this project.

Sincerely,  
Trihydro Corporation

Derek Klenke, P.E.  
Project Manager

Jason Vreeland, P.E.  
Project Director

P9999-024-0659

Attachment

# TRIHYDRO REGIONAL STANDARD SCHEDULE OF CHARGES

JANUARY 1, 2025 - DECEMBER 31, 2025 <sup>1, 2, 3</sup>

<u>PERSONNEL</u>	<u>UNIT RATE</u> <sup>4, 5</sup>
Senior Principal -----	282.00/hour
Principal-----	265.00/hour
Project Principal-----	250.00/hour
Technical Specialist 4 -----	298.00/hour
Technical Specialist 3 -----	283.00/hour
Technical Specialist 2 -----	265.00/hour
Technical Specialist 1 -----	250.00/hour
Professional Level 12 -----	245.00/hour
Professional Level 11 -----	230.00/hour
Professional Level 10 -----	215.00/hour
Professional Level 9 -----	202.00/hour
Professional Level 8 -----	192.00/hour
Professional Level 7 -----	180.00/hour
Professional Level 6 -----	168.00/hour
Professional Level 5 -----	155.00/hour
Professional Level 4 -----	142.00/hour
Professional Level 3 -----	132.00/hour
Professional Level 2 -----	122.00/hour
Professional Level 1 -----	111.00/hour
Technician Level 8 -----	152.00/hour
Technician Level 7 -----	140.00/hour
Technician Level 6 -----	128.00/hour
Technician Level 5 -----	117.00/hour
Technician Level 4 -----	107.00/hour
Technician Level 3 -----	98.00/hour
Technician Level 2 -----	86.00/hour
Technician Level 1 -----	72.00/hour
Administrative 4 -----	108.00/hour
Administrative 3 -----	93.00/hour
Administrative 2 -----	80.00/hour
Administrative 1 -----	66.00/hour
<u>EXPENSES</u>	
Subcontracts (Labor, Equipment and Services) -----	Cost + 10%
Shipping (i.e. Documents, Equipment, Supplies) -----	Cost
<u>TRAVEL EXPENSES</u>	
Meal Per Diem <sup>6, 7</sup> -----	\$68/day/person
Airline Tickets -----	Cost
Hotel/Motel -----	Cost
Rental Vehicle -----	Cost
<u>FIELD EXPENSES AND EQUIPMENT</u>	
Consumable Field Supplies -----	Cost + 10%
Rental Equipment -----	Cost + 10%
Purchased Equipment -----	Cost + 10%
Company Field Instruments, Equipment, Vehicles, etc. -----	See Project-Specific Cost Estimate
Consumable Field Supplies and PPE -----	See Project-Specific Cost Estimate
Company Vehicles (daily) <sup>8</sup> -----	\$100/day min or 67 cents/mile
Company Vehicles (monthly) -----	Cost + fuel cost

1. An annual escalation rate less than or equal to 5% will be applied to these rates for multi-year projects and contracts.
2. Payment of invoices shall be due within 30 days; delinquent amounts due shall accrue a late charge of 1 1/2% per month from date of invoice.
3. The rates in this Schedule of Charges are subject to change on December 31, 2025.
4. The above charges include fringe benefits, overhead and profit. No multiplier is used for billing.
5. Expert testimony services, including but not limited to preparing for and time spent in depositions, arbitration or trial testimony, shall be charged at 3.0 times the individual's billing level. Other expert technical consulting services, including but not limited to research, review, evaluation, and preparation of expert technical opinions and deliverables, shall be charged at 2.0 times the individual's billing level.
6. Any international travel meal per diem will be at cost.
7. Per diem is subject to the CONUS GSA standard rate. Per diem as such will be subject to change throughout the year based on GSA guidance.
8. Minimum charge of \$100/day. Daily mileage exceeding 150 miles is charged at the current IRS rate per mile.

