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April 9, 2026

Ms. Terri Lynn Ruckstuhl, P.E.
Senior Utilities Engineer
City of Seguin
P.O. Box 591
Seguin, Texas 78156-0591

**RE: West Booster Station Pump Expansion
Engineering Services Proposal**

Dear Ms. Ruckstuhl:

As requested by the City of Seguin (City), TRC Engineers, Inc. (TRC) has prepared this proposal for professional engineering and related services (as discussed herein) for the above-referenced project, to include:

1. The replacement of two (2) existing 600 GPM booster pumps with two (2) new 1,200 GPM pumps.
2. The extension of the existing concrete pump pad and installation of one (1) new 1,200 GPM pump.
3. A new flow control valve vault and flow meter for the proposed 30" Western Water Loop. TRC's design limits for the 30" pipe will extend to 10 feet outside the facility's fenced area.
4. The new pump and flow control vault will include piping, electrical, controls and integration into the City's SCADA system.

SCOPE OF WORK / WORK TASKS

Task 100. General Requirements

101. Attend kickoff meeting with the City to set major milestone dates, establish design standards and confirm goals and deliverables for the project. TRC will provide meeting minutes to establish agreed-upon determinations.
102. Obtain and Review Available Data.
103. Conduct Field Review of Project – Conduct a single field review onsite with representatives of the City to ensure avoidance or minimization of environmental, permitting, and engineering issues and determine presence of any additional constraints.
104. Arrange for and participate in informal meetings with the City throughout the design phase to review progress and exchange ideas and information. A maximum of four (4) meetings is included in this scope of work.
105. Maintain a log of issues on the design and the party responsible for resolution.

106. Submit applications and/or permits for:
 - a) City of Seguin Engineering Department.
 - b) Texas Commission on Environmental Quality (TCEQ).
107. Prepare construction plans/specifications for the proposed project including all details. Construction plans shall include the following primary disciplines, as a minimum:
 - a) General
 - b) Demolition
 - c) Civil
 - d) Mechanical
 - e) Structural
 - f) Electrical
 - g) Process control description for SCADA and P&ID's
 - h) Miscellaneous details
 - i) SWPPP and erosion control plan
108. One (1) construction bid packet will be developed and constructed.
109. Provide design submittals to the City for review for 60% and 100% completion milestones.

Task 200. Topographical Surveying

201. Acquire field topographical data for the design portion of the project on City's coordinate system, to include detailed survey including utility locates (as furnished by the specific utility provider). TRC will provide level C and D for SUE utility locating.

Task 300. Construction Contract Documents

Task 310. Level 1 (60%) Design

311. Provide drawings showing standard details.
312. Provide drawings showing the details of pipelines, mechanical equipment, processes and structures to be included in the project.
313. Major electrical equipment will be shown on background drawings to indicate preliminary design concepts. Provide site electrical loads to the City for electrical distribution service to the site.
314. Structural drawings and notes will be provided on the major structures.
315. Provide preliminary equipment specifications in CSI format including Divisions 0 and 1.

316. An electronic file (PDF of specifications and drawings) will be submitted to the City for review.
317. The City will provide a written response to TRC regarding review comments.
318. A single meeting will be conducted with the City to review the comments.
319. Provide a preliminary opinion of probable construction cost.

Task 320. Final Drawings and Specifications (100% Design)

321. Provide substantially complete drawings showing the details of all facilities. All drawings will be produced in AutoCAD. Completed standard and general detail sheets will be provided.
322. Completed technical specifications and front-end documents will be included. Specifications will include construction sequences and schedules as appropriate. Specifications will be in word format.
323. An electronic file (PDF of specifications and drawings) will be submitted to the City for review.
324. The City will provide a written response to TRC regarding review comments.
325. A single meeting will be conducted with the City to review the comments.
326. Update the opinion of probable construction cost based on new information provided.
327. Incorporate all of the City's comments into a final set of drawings and specifications ready for bidding. Provide three (3) sets of documents to the City.
328. Submit final documents to the City and TCEQ for review, as applicable.

Task 400. Bidding Services

Task 410. Pre-award Services

411. Coordinate bid letting date, time and place with the City and prepare final Invitation to Bid.
412. Assist and advise the City in placing the advertisements of the Invitation to Bid.
413. Identify potential contractors and suppliers acceptable to the City and distribute copies of Invitation to Bid.
414. Distribute copies of Invitation to Bid to plan rooms and contractor organizations.
415. Set up the project on CivCastusa.com to distribute the contract documents to prospective bidders and plan rooms.
416. Distribute plan holders list to recipients of contract documents prior to bid opening. Maintain a record of prospective bidders and suppliers to whom contract documents have been issued.

- 417. Interpret construction contract documents. Prepare and issue project addenda to the construction contract documents when required.
- 418. Coordinate pre-bid conference date, time and place with the City, facilitate pre-bid meeting and prepare meeting minutes issued as a project bid addendum.

Task 420. Bid Processing

- 421. Assist the City during bid opening, make preliminary tabulation of bids and review bids for completeness.
- 422. Review and evaluate the qualifications of the apparent successful bidder. The review and evaluation will include such factors as work previously completed, equipment and staffing that is available for the work, publicly available financial resources, technical experience and responses from references.
- 423. If applicable, attend one (1) meeting for contractor qualification interviews with City Staff and contractor personnel.
- 424. Prepare and distribute formal bid tabulation sheets, evaluate bids, and make written recommendation to the City concerning contract award.
- 425. Prepare conformed set (construction set) of construction documents to reflect any project addendums or modifications.

Task 500. Pre-Construction & Construction Phase Services

- 501. Review the Contractor's insurance certificates and forward the certificates to the City for acceptance by the City's legal counsel. Engineer's review of the insurance certificates is only for the purpose of determination if the Contractor maintains the general types and amounts of insurance required by the contract documents and is not a legal review to determine if the Contractor's insurance coverage complies with all applicable requirements.
- 502. Prepare and deliver to the Contractor the construction contract documents for execution and signature, review for conformance with contract requirements and transmitting the documents to the City for electronic signature and distribution.
- 503. At a date and time selected by the City and at a facility provided by the City, attend the preconstruction conference and assist the City during the conference. Prepare an agenda for the conference. The preconstruction conference shall include a discussion of the Contractor's tentative schedules, procedures for transmittal and review of the Contractor's submittals, processing payment applications, critical work sequencing, change orders, record documents, the City's expectations of the Contractor throughout construction, and the Contractor's responsibilities for safety and first aid.

504. Project Administration – Perform project administration services during the pre-construction and construction phases of the project by performing the services described herein. The Engineer shall not have the authority or responsibility to supervise, direct, or control the Contractor's work or the Contractor's means, methods, techniques, sequences, or procedures of construction.
505. The Engineer shall not have the authority or responsibility for safety precautions and programs incident to the Contractor's work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work.
506. Review and comment on the Contractor' preliminary and baseline schedule and advise the City as to acceptability.
507. Analyze the Contractor's construction schedule, schedule of values, activity sequence, and construction procedures.
508. Review the Contractor's initial and updated schedule of estimated monthly payments and advise the City as to acceptability.
509. Provide inspections/meetings by a registered engineer on an as-needed basis to observe progress of the work and consult with the City and the Contractor concerning problems and progress of the work. The costs provided herein are based on a maximum of six (6) inspections/meetings by a registered engineer. It is acknowledged that some amount of inspections/meetings may be required that is over and above this amount and if additional inspections/meetings are desired by the City, TRC will submit a separate proposal to address this additional need.
510. Continuous construction inspection is included as a separate cost in the Compensation for Services provided below, and is described as follows:
 - a) Services will be provided for a consecutive 8-week construction period (40 working days), used only for the buried portion (piping and concrete installation) of the pump station structure.
 - b) The cost below is based on a maximum 50-hour work week, Monday through Friday.
 - c) TRC's on-site inspector will not be a registered professional engineer, but he will have daily communication with the registered senior design engineer responsible for the project.
511. Review drawings and other data submitted by the Contractor as required by the construction contract documents. Engineers review shall be for general conformity with the construction contract documents and shall not relieve the Contractor of any of his contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto.

512. Interpret construction contract documents when requested by the City or the Contractor.
513. Review the Contractor's monthly payment requests. Review shall be for the purpose of making a full independent mathematical check of the Contractor's payment request. Verify the quantities of work which are the basis of payment requests. Provide certification of the payment request to the City.
514. Provide documentation and administer the processing of change orders, including applications for extension of construction time. Evaluate the cost and scheduling aspects of all changes.
515. Interpret claims of the City and the Contractor relating to the acceptability of the work or the requirements of the construction contract documents.
516. Analyze data from performance testing of equipment by the Contractor or supplier when the construction contract documents require the equipment to be tested after installation. Submit conclusions to the City.
517. Receive and review guarantees, bonds and certificates of inspection, which are to be assembled by the Contractor and transmit them to the City.
518. Review and approve equipment O&M manuals and require Contractor to deliver the approved manuals to the City in 3-ring binder sets.
519. Upon substantial completion, in conjunction with the City, prepare a punch list of those items to be completed or corrected before final completion of the project. Submit results of the observation to the City and the Contractor.
520. Upon completion of the items of work on the punch list, conduct a final observation with the City and Contractor to determine if the work is completed. Provide to the City written recommendations concerning final payment, including a list of items, if any, to be completed prior to making such payment.
521. Upon completion of the project, revise the construction contract drawings to conform to the construction records. Record drawings will be based on the information furnished by the contractor, reflecting changes in the project made during construction. TRC will not provide field verification of the record drawings. Submit four (4) copies of the prints and an electronic version (CD format) to the City.
522. Prior to acceptance of the project, obtain all lien releases, warranty's, and any additional requirements per the contract specifications prior to acceptance.
523. Prepare acceptance letter along with established date for retention release.
524. Submit notice of completed project to TCEQ.

ASSUMPTIONS

As the basis for the preparation of this proposal and the associated cost of services, the following assumptions were made, which if found to be incorrect, may result in additional compensation to TRC:

1. TRC is not responsible for the time required by regulatory authorities or other parties for the approval process of permits, review of engineering documents, etc. TRC cannot guarantee the issuance of any permits or approvals and costs to file appeals or respond to permit challenges are not included.
2. TRC's standard construction contract documents, specifications and drawings will be used for the project. The specifications format will be CSI.
3. Subconsultants for the use of project design will be selected by TRC.
4. There will be one (1) design/construction project.
5. TRC's effort and costs for construction services are based on a twelve (12) month construction project duration. If the construction period exceeds these time limits, TRC will provide an additional task order based on then-existing time-and-materials rates.
6. Drawings will be prepared utilizing AutoCad drawing software (two-dimensional drawings only).
7. TRC is responsible for the health and safety of its employees; overall site health and safety is the responsibility of the contractor or other third parties.
8. There are no anticipated owner-supplied materials or equipment for this project or preparation of separate bid packages for such.
9. The general contractor will provide the project commissioning, which will be documented as a requirement in the construction contracts, including but not limited to vendor/manufacturer equipment training/O&M, PLC/SCADA troubleshooting, and equipment startup.
10. TRC is not responsible for the permit preparation or related construction activities for the TPDES stormwater permit issued to the City and Contractor, if required. The Contractor will be responsible to manage, inspect and maintain the permit and required field devices.

EXCLUSIONS

The following items are specifically excluded from TRC's scope of work:

1. Geotechnical services or report. The information provided from the original design will be sufficient.
2. Design of standby electrical generator. The existing generator will provide power for four (4) existing pumps.

3. Design of expansion of the MCC building, which is not anticipated.
4. SCADA programming. This will be provided by the general contractor.
5. Preparation of application to TDLR for handicap accessibility requirements.
6. Preparation of specific operation and maintenance (O&M) manuals or process O&M's. The equipment/material O&M's will be provided by the general contractor.
7. Design of sanitary sewer or site drain piping (none is anticipated).
8. Preparation of easements, field notes or survey plats. Detailed title search or title policy, attendance at or preparation for condemnation hearings, landowner contact or easement negotiations.
9. Improvements or relocations for franchise utilities, if applicable.
10. Abatement, demolition, and means and methods of construction contractor or the work of the construction contractor.
11. Environmental or cultural review of project limits, archaeological surveys, endangered species mitigation plan/costs, species-specific threatened and endangered survey, Clean Water Act Section 404 individual permit and NWP 12 Pre-Construction Notification. Environmental assessment of the new booster station site, including but not limited to Phase 1 or 2 assessments or others.
12. Hazardous materials assessment and abatement and demolition management/oversight.
13. Remediation plan for excavated soil or liquid in the event that it is contaminated.
14. GIS mapping.
15. Construction survey and staking, post construction survey, or quality assurance testing for construction.
16. Services required to rebid the project for any reason or to resolve bid protests.
17. Level A or B subsurface utility engineering (for surveying).
18. Payment of ADA/TDLR application or inspection fees (none are anticipated).
19. PLC logic description and design, arc flash testing, and breaker coordination for electrical equipment/devices.
20. Design of bid alternates or multiple bid packages, unless specifically stated herein.
21. Engineering studies of alternative systems and equipment locations.

22. Value engineering design services after approval of 100% Construction Documents.
23. Any items not reflected in the scope of work/work tasks.
24. During the construction phase - Investigations, analyses, studies or design for substitutions of equipment or materials, corrections of defective or deficient work of the contractor or other deviations from the construction contract documents, providing shop, mill, field, laboratory or factory inspection of materials and equipment, analytical testing or third-party testing for construction QA/QC.
25. Preparing data and reports for assistance to the City in preparation for hearings before regulatory agencies, courts, arbitration panels or mediators, giving testimony or expert representation or preparations therefore.
26. Making revisions to drawings, specifications or other documents when such revisions are not consistent with approvals or instructions previously given to TRC or due to other causes not within the control of TRC.
27. Contractor payroll certifications, audits or field interviews of contractor employees related to salaries.
28. Arc flash studies/updates.
29. Payment of fees for permit applications, unless noted above.
30. Operator training or O&M instruction services. This will be provided by the individual equipment vendors and manufacturers as part of the construction project.

COMPENSATION FOR SERVICES

The cost to provide the engineering services will be invoiced as a lump sum project on a percent-complete basis, invoiced as follows:

Engineering Design:	\$144,769.00
Bidding/Construction Administration:	\$81,705.00
Continuous Construction Inspection ⁽¹⁾ :	\$68,000.00
Contingency Allowance ⁽²⁾ :	<u>\$30,000.00</u>
Total:	\$324,474.00 (lump sum)

⁽¹⁾ Continuous inspection is included for a maximum of forty (40) working days, used only for the buried piping and buried concrete construction.

⁽²⁾ These funds represent a contingency allowance for additional services that may be required but are unforeseen at this time and would only be used upon TRC's receipt of written direction to proceed from the City.

Ms. Terri Lynn Ruckstuhl, P.E.
City of Seguin
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Services will be provided in accordance with the Master Service Agreement (dated September 30, 2024) executed by the City and TRC. Fees for services quoted in this proposal are valid for a period of time not to exceed 60 days from the date of this letter.

This proposal expressly excludes any and all taxes, tariffs, duties, and other similar charges or fees imposed by any governmental authority (collectively, "Taxes and Tariffs"). The prices and fees quoted in TRC's proposal do not include any such Taxes and Tariffs. The Client shall be solely responsible for the payment of all applicable Taxes and Tariffs arising from or related to the work contemplated by this proposal. If TRC or its subcontractors are required to pay Taxes and Tariffs on behalf of the Client, the Client shall promptly reimburse TRC for the full invoiced amount thereof.

We appreciate the opportunity to assist with this project and are available to proceed immediately with your written approval. Please review this proposal and, upon acceptance, sign in the space provided below.

Sincerely,



H. Craig Bell, P.E.
Austin Engineering Director

City of Seguin

Date



Tony Rached, P.E.
Regional Area Director Infrastructure

