

RESOLUTION NO. R-2023-171

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A TASK ORDER WITH MWM DESIGNGROUP TO PROVIDE THE SERVICES OF CITY ENGINEER IN THE AMOUNT OF SIXTY-FIVE THOUSAND SIX HUNDRED AND FIFTY DOLLARS (\$65,650.00).; ATTACHED IN EXHIBIT B; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop City Council understands the importance of proper plan review; and

WHEREAS, the City of Bastrop City Council understands the value in managing growth for future generations; and

WHEREAS, the City of Bastrop understands the importance of focusing on the standardization of plan review; and

WHEREAS, the City of Bastrop approved a list of qualified engineers on July 10, 2018 by Resolution R-2018-54; and

WHEREAS, the City of Bastrop chooses to approve the attached task order shown as Exhibit B; and

WHEREAS, the City Council understands the importance of providing timely and high quality development review; and

WHEREAS, the City of Bastrop City Council has unequivocally committed to fiscal sustainability, responsibly managing growth, and taking definitive action towards lasting solutions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:

Section 1. That the City Council has found this task order to be in the best interest of the City of Bastrop, Texas and approves this task order, as attached in Exhibit B, proving the required duties of the City Engineer.

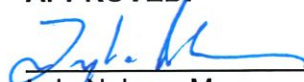
Section 2. The City Council authorizes the City Manager to execute all necessary documents related to this task order, as attached in Exhibit B.

Section 3. All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

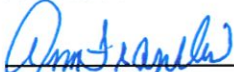
DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop, Texas this 12th day of December 2023.

APPROVED:



Lyle Nelson, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



Alan Bojorquez, City Attorney

**TASK ORDER
SCOPE OF SERVICES**

**CITY OF BASTROP
CITY ENGINEER AND DEVELOPMENT REVIEW SERVICES
October 27, 2023**

The City of Bastrop (City) has requested a proposal from MWM DesignGroup (MWM) to act as the City Engineer for a fifth year to review development submittals as part of the Development Review Committee (DRC) and to provide other City Engineer related tasks as requested. Tony Buonodono will be assigned as the City Engineer.

This work will be performed as a Task Order under the Engineering Service Agreement approved by City Council on March 12, 2019. MWM understands that this scope of services will be in place for twelve months with options to renew and/or renegotiate based on services needed, including standard increases in hourly rates.

MWM understands that plat/plan timelines specified in HB 3167 from the 2019 Texas Legislative Session will be followed unless the applicant submits a waiver that is accepted by the City.

A detailed description of the scope of services is presented below.

SCOPE OF SERVICES

City Engineer

Task 1: Project Management and Review Coordination

MWM will perform project management duties including periodic status reports as requested and monthly invoices to cover work completed to date. MWM will also provide coordination and staff allocation to perform reviews of DRC submittals.

Task 2: Development Review Committee Reviews and Meetings

MWM will review development submittals provided to the DRC as the City Engineer and will attend and participate in Development Review Coordination meetings weekly with each meeting having a duration of up to 4 hours (anticipated to be a half day every Thursday). Meetings will be virtual and/or in person as conditions allow. MWM anticipates that the meetings will be consist of discussion of reviews and comments for development submittals under the purview of the DRC and/or City Engineer including, but not limited to Drainage Plans, Public Improvement Plans, Site Plans, Plats, Warrants, and Preliminary Infrastructure Plans.

Task 3: City Council Meetings

MWM will prepare staff reports and present items to the City Council related to the tasks performed by the City Engineer for up to 10 City Council Meetings.

Task 4: Other City Engineer Tasks

MWM will have a City of Bastrop email address that will be monitored by the City Engineer or Assistant City Engineer with emailed requests responded to promptly. MWM will stay informed with City business, perform periodic grant reviews, and assist with miscellaneous tasks related to the position of City Engineer. MWM understands that these tasks may include involvement with the Capital Improvements Plan (CIP) coordination and management. MWM anticipates these tasks having a duration of up to 15 hours per month.

EXCLUDED SERVICES

- Preparation of Capital Improvement Plan (CIP) or CIP Budget
- Preliminary and/or detailed design services
- Any other services not specifically described in the tasks above.

SCHEDULE OF COMPENSATION


City Engineer Services, Tasks 1-4 described above, will be provided on time and materials basis for an amount not to exceed of \$65,650.00 based on the attached standard hourly rate schedule for a duration of 12 months. Due to the uncertain nature of the tasks performed, it is not guaranteed that all services can be performed for the full 12-month duration. If the budget is expended, additional services will be required to increase the allowable budget for services to continue.

ATTACHMENTS

Attachment A: Fee Breakdown
Attachment B: Standard Hourly Rates

This proposal is valid for a period of 60 days from date of proposal. If you concur, please include this proposal as part of the task order for the above referenced project.

Approved:



Tony Buonodono, P.E., PMP
Vice President/Principal

October 27, 2023
Date

MWM DesignGroup
305 E Huntland Dr., Suite 200
Austin, Texas 78752


Sylvia Carrillo (Dec 15, 2023 14:48 CST)

Sylvia Carrillo, ICMA-CM, CPM
City Manager

15/12/2023
Date

City of Bastrop
1311 Chestnut Street
Bastrop, Texas 78602

ATTACHMENT A

MWM DesignGroup Fee Breakdown Date: 10/27/2023 Project: Bastrop City Engineer Time and Materials			
TASK DESCRIPTION	LICENSED PROFESSIONAL / PMV	TOTAL HOURS	TOTAL FEE
City Engineer			
Task 1: Project Management and Review Coord.	24	24	\$ 6,600.00
Task 3: DRC Reviews and Meetings (50)	100	100	\$ 27,500.00
Task 4: City Council Meetings (10)	20	20	\$ 5,500.00
Task 5: Other City Engineer Tasks (15/mo)	90	90	\$ 24,750.00
Subtotal	234	234	\$ 64,350.00
Reimbursable Expenses			
Mileage (approx. 26 trips * 80 miles * \$0.625/mi)			\$ 1,300.00
Subtotal			\$ 1,300.00
Summary			
Labor			\$ 64,350.00
Reimbursable Expenses			\$ 1,300.00
TOTAL			\$ 65,650.00

2023**MWM DesignGroup Rates**

Labor Categories	
Licensed Professional VI / Sr Principal	\$ 320.00
Licensed Professional V / Principal	\$ 275.00
Licensed Professional IV / Sr Project Manager	\$ 260.00
Licensed Professional III / Sr Project Manager	\$ 225.00
Licensed Professional II/ Project Manager	\$ 205.00
Project Engineer II	\$ 162.00
Project Engineer I	\$ 145.00
Project Surveyor	\$ 140.00
Project Architect II	\$ 156.00
Project Architect I	\$ 115.00
Arch/Eng Support Staff III	\$ 140.00
Arch/Eng Support Staff II	\$ 130.00
Arch/Eng Support Staff I	\$ 100.00
CADD Manager	\$ 155.00
Sr Technician	\$ 130.00
Technician II	\$ 117.00
Technician I	\$ 100.00
Contracts Specialist	\$ 120.00
Administrative Support	\$ 84.00
Permitting Specialist II	\$ 145.00
Permitting Specialist I	\$ 100.00
3 Person Field Crew	\$ 249.00
2 Person Field Crew	\$ 193.00
1 Person Field Crew	\$ 126.00