

RESOLUTION NO. R-2019-85

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 ONE HUNDRED FIFTY-SIX THOUSAND FOUR HUNDRED FORTY-EIGHT DOLLARS (\$156,448.00).; ATTACHED IN EXHIBIT A; 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 A; 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 A, proving the required duties of the City Engineer.

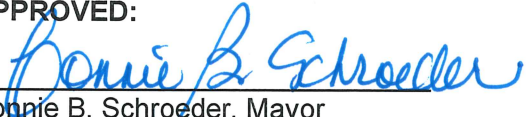
Section 2. The City Council authorizes the City Manager to execute all necessary documents related to this task order, as attached in Exhibit A.

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resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.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 24th day of September 2019.

APPROVED:



Connie B. Schroeder, 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 PLAT/PLAN REVIEW SERVICES**

The City of Bastrop (City) has requested a proposal from MWM DesignGroup (MWM) to act as the City Engineer and to review Preliminary plat and Public Improvement Plan submittals that are submitted to the City by residents and/or developers. Tony Buonodono will be assigned as the City Engineer and Matt Rector will be assigned as the Assistant 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.

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

SCOPE OF SERVICES

City Engineer (time and materials)

Task 1: Project Management and Plat/Plan Review Coordination

MWM will perform project management duties including status reports and monthly invoices to cover work completed to date. The status report will summarize work completed, the work scheduled to be completed, and identify any outstanding issues or decisions that must be resolved. MWM will also provide coordination and staff allocation to perform reviews of Plats and Public Improvement Plans.

Task 2: Plat and Public Improvement Plan Review Process Development

MWM will review and become familiar with the City of Bastrop codes and ordinances related to development. Based on the codes and ordinances, MWM will prepare checklists and review processes to facilitate efficient reviews of submitted Plats and Public Improvement Plans.

Task 3: Development Review Coordination Meetings

MWM 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). MWM anticipates that the meetings will consist of review of comments on plats and/or public improvement plans with City Staff and providing support to developers regarding the City code, ordinances, and processes for plats and public improvement plans.

Task 4: 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 5: 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 anticipates these tasks having a duration of up to 20 hours per month.

Plat/Public Improvement Plan Review (time and materials - passthrough)

Task 6: Preliminary Plat Review

MWM will review preliminary plats submitted by residents and/or developers from an engineering standpoint related to technical compliance (drainage, infrastructure, etc.). Reviews are anticipated to follow the processes and utilize checklists prepared as part of Task 2 above and as provided by the City. Comments will be provided citing specific sections of code and/or ordinances.

Task 7: Public Improvement Plan Review

MWM will review Public Improvement Plans submitted by residents and/or developers from an engineering standpoint related to technical compliance (drainage, infrastructure, etc.). Public improvement plans are understood to include subdivision plans, site plans, and land development plans within the city limits of the City of Bastrop. Reviews are anticipated to follow the processes and utilize checklists prepared as part of Task 2 above and as provided by the City. Comments will be provided citing specific sections of code and/or ordinances.

EXCLUDED SERVICES

- Preparation of Capital Improvement Plan (CIP) or CIP Budget

- Management of CIP projects designed by others
- Preliminary and/or detailed design services
- Any other services not specifically described in the tasks above.

SCHEDULE OF COMPENSATION

City Engineer Services, Tasks 1-5 described above, will be provided on time and materials basis for an amount no to exceed of \$156,448.00 based on the attached standard hourly rate schedule for a duration of 12 months. Reviews under tasks 6 and 7 will be provided on an hourly basis in accordance with the attached standard hourly rate schedule and are anticipated to be a pass-through cost for the City (City reimbursed by developers)

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:



Julia Harrod, P.E.
President

September 13, 2019
Date

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

Lynda Humble
City Manager

Date

City of Bastrop
1311 Chestnut Street
Bastrop, Texas 78602

ATTACHMENT A

MWM DesignGroup Fee Breakdown Date: 9/13/19 Project: Bastrop City Engineer Time and Materials		
TASK DESCRIPTION	LICENSED PROFESSIONAL / PMIV	TOTAL
City Engineer (Time&Materials)		
Task 1: Project Management and Review Coord.	96	96
Task 2: Plat and PIP Review Process Development	40	40
Task 3: Development Review Coordination Meetings (50)	250	250
Task 4: City Council Meetings (10)	60	60
Task 5: Other City Engineer Tasks (20/mo)	240	240
Hours Subtotal	686	686
Subtotal (hours * rate)	\$ 153,664.00	\$ 153,664.00
Reimbursable Expenses		
Mileage (approx. 60 trips * 80 miles * \$0.58/mi)		\$2,784.00
Subtotal		\$2,784.00
Summary		
Design Phase	\$ 153,664.00	
Reimbursable Expenses	\$2,784.00	
TOTAL	\$ 156,448.00	

ATTACHMENT B

2019

MWM DesignGroup Rates

Labor Categories	
Licensed Professional V / Principal	\$ 290.00
Licensed Professional IV / Sr Project Manager	\$ 224.00
Licensed Professional III / Sr Project Manager	\$ 195.00
Licensed Professional II / Project Manager	\$ 160.00
Licensed Professional I / Project Manager	\$ 130.00
Engineering/Arch Support Staff II	\$ 125.00
Engineering/Arch Support Staff I	\$ 95.00
Sr Technician	\$ 105.00
Technician	\$ 95.00