



TASK ORDER FOR PROFESSIONAL SERVICES – On-Call Civil Engineering Services Contract 2021-0259 (Contract)

Project: El Paso County Flood Damage Prevention Order Update Phase I
Client: El Paso County
Client Contact: Gilbert Saldana, P.E.
Proposal Date: August 6, 2021
Proposal Number: WPM Proposal Number 21-2070

Walter P. Moore and Associates, Inc. (Walter P Moore) shall provide services to Client for the Project as defined below and in accordance with the attachments listed below:

Project Description: It is our understanding that the goal of this phase of work is to review and update the current El Paso County Flood Damage Prevention Order to take into consideration recent studies (e.g. Atlas 14), regulation of areas contributing to the floodplain, no adverse impact policy and adoption of best available data. Review of historical flood data, existing floodplain and stormwater regulation, development patterns and permitting will inform specific policy recommendations. Anticipated duration for this phase is four months to develop a final draft.

Project Parameters: Walter P Moore's fee for Basic Services is based upon the information about the Project described in this Task Order for Professional Services. If our understanding of the project scope is inaccurate or the project scope materially changes, we understand that our compensation will be equitably adjusted.

Scope of Services: Walter P Moore's scope of Basic Services for This Part of the Project includes, based upon the Project Parameters, the services described in the attached Scope of Work.

Compensation: Walter P Moore shall provide Basic Services for This Part of the Project on a Lump Sum fee basis, calculated and payable in accordance with the terms in the contract attached. Our fees for Basic Services are as follows:

Basic Services Fee - Summary by Task

Task 1 – Project Management and Meetings for Presentation and Review of Interim and Final Deliverables	\$	12,150
Task 2 – Data Collection & Review	\$	16,560
Task 3 – Policy Analysis	\$	23,860
Task 4 – Stakeholder Engagement	\$	7,370
Task 5 – Development of Flood Order and Report	\$	15,750
Total	\$	72,690

Estimated Reimbursable Expenses	\$	5,000
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Walter P Moore's fee for Basic Services does not include sales tax, fees for any Additional Services, or Reimbursable Expenses (itemized separately above).

Additional Supplemental Services: Any additional supplemental services requested by Client or services provided not described as Basic Services or required supplemental services above shall be provided without invalidating this Task Order as Additional Services. Any Additional Supplemental Services shall be compensated in addition to compensation for Basic Services and required Supplemental Services stated above on either an agreed lump sum basis or on an hourly basis according to Schedule RC1 "Billing Rate Schedule," attached. Any Additional Services for services provided by any consultant retained by Walter P Moore shall be compensated at a multiple of 1.10 times the amount for such services billed to Walter P Moore. The Billing Rate Schedule shall be revised annually and shall replace the Hourly Invoicing Rates Schedule described above without invalidating this Task Order.

Reimbursable Expenses: Miscellaneous, project-related, out-of-pocket expenses incurred by Walter P Moore in providing its services shall be reimbursed in addition to any fees as described in Schedule T3 “Terms of Agreement.” A reimbursable budget of **\$5,000** is recommended for this project.

Client’s Responsibilities: Client shall provide overall management and coordination for the design of the Project. Walter P Moore agrees to participate in the coordination effort, to be led by Client, in order that This Portion of the Project is coordinated with the designs and deliverables of the other members of the Project design team.

The Client shall provide to Walter P Moore in a timely manner full information of which the Client is aware regarding any special conditions, design criteria, reports, or special services needed, and to make available any existing data or drawings concerning the Project and Project Site. Walter P Moore shall be entitled to rely upon the accuracy and completeness of any such information provided.

Project Schedule: Walter P Moore shall endeavor to achieve the requirements of a reasonable schedule determined appropriate for the Project. Walter P Moore’s fee for Basic Services is based, in part, upon the Project being executed in a timely manner without significant delays or interruptions. We are prepared to begin work immediately after receipt of an executed copy of this agreement. The anticipated time of completion is four months.

Client agrees to furnish Walter P Moore, in a timely manner, full information regarding any special conditions or criteria for the Project or special services needed, and to make available to Walter P Moore all pertinent, existing data concerning the Project of which Client is aware. Walter P Moore shall be entitled to rely upon the accuracy and completeness of any such information provided by Client.

Limitation of Liability: Per the provisions of the attached Contract.

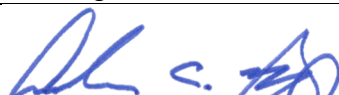
Payment: Walter P Moore shall be paid based upon the following basis and as defined in the attached Contract.

Lump Sum Fee - The total fee payable shall be the total sum stated herein, and payments shall be made periodically based upon Walter P Moore’s percentage complete of the total fee as of the invoice date, or according to the schedule of payment by design phase if such schedule is expressly included herein.

Attachments: The following attachments are incorporated by reference as if set forth at length. In the event of a direct conflict between this Agreement and the content of any of the Attachments, this Agreement shall govern.

Contract for On-Call Civil Engineering Services Between El Paso County & Walter P. Moore & Associates
Schedule RC1: Billing Rate Schedule – Infrastructure - 2021
Scope of Work

Executed on this ____ day of _____, 2021 by:

Client: El Paso County Gilbert Saldana, P.E.	Walter P. Moore and Associates, Inc.: Andrew C. Yung, P.E., CFM, D.WRE, Principal
	



SCOPE OF WORK

El Paso County Flood Order Update – Phase I

Walter P Moore to complete the following tasks in this Phase:

1.0 Project Management

- 1.1 Kick Off Meeting
- 1.2 Interim Status Meeting at completion of Policy Analysis
- 1.3 Interim Status Meeting at completion of Draft Flood Order
- 1.4 Presentation of Recommended Flood Order

2.0 Data Collection

- 2.1 Interview Floodplain Administrator
- 2.2 Review previous flood order and other local stormwater regulations
- 2.3 Research and provide comparison between current flood order and flood orders of three other Texas counties
- 2.4 Collect data on flood loss history in EP County
- 2.5 Review permit and variance records and procedures
- 2.6 Review administration of cumulative/substantial improvement/damage provisions
- 2.7 Review development in floodplain and areas contributing to the floodplain based on permits and appraisal district records
- 2.8 Collect location and date of construction of critical facilities within floodplain
- 2.9 Review Stormwater Infrastructure maintenance records (CRS)
- 2.10 Review Flood Warning System in Community (CRS)

3.0 Policy Analysis

- 3.1 Expansion/Clarification of Duties of Floodplain Administrator
- 3.2 Expansion/Clarification of Permit Requirements
- 3.3 Expansion of regulated area to include areas contributing to the floodplain
- 3.4 Clarification of Cumulative/Substantial Improvement/Damage provisions
- 3.5 Incorporate “No Adverse Impact” – define impact for open channel flow
- 3.6 Incorporate adoption of best available data per County Engineer
- 3.7 Address procedure for adoption of updated FIRMS
- 3.8 Address use of ATLAS 14
- 3.9 Incorporate requirements for low chord elevations of bridges and capacity of culverts
- 3.10 Incorporate detention requirements for areas contributing to floodplain – define design events, define target proposed condition outfall not to exceed pre-development condition
- 3.11 Incorporate Storm Sewer and Overland Flow requirements – define extreme event overflows and required outlet/path to stream with no adverse impact to downstream areas
- 3.12 Address impact of fill in the floodplain including loss of storage and/or conveyance
- 3.13 Incorporate additional freeboard/regulatory area for critical facilities
- 3.14 Address CLOMR and LOMR requirements
- 3.15 Address survey data requirement including acceptable coordinate and datum references
- 3.16 Analyze feasibility of CRS participation and estimate of potential rating

4.0 Stakeholder Engagement

- 4.1 Present policy analysis at stakeholder meeting
- 4.2 Collect and summarize stakeholder feedback
- 4.3 Seek courtesy review of draft order by FEMA

5.0 Develop Proposed Flood Damage Order

- 5.1 Prepare Draft Order to reflect results of policy analysis and stakeholder feedback
- 5.2 Address comments from County Legal representative and FEMA
- 5.3 Prepare final report including proposed order, summary of data review, policy analysis and benefits of proposed order
- 5.4 Prepare PowerPoint presentation for County Engineer’s use at Commissioner’s Court



Schedule RC1

BILLING RATE SCHEDULE

Infrastructure Group

2021 Standard

Category	Rate
Senior Principal/Managing Principal	\$ 310.00
Principal	\$ 260.00
Chief Hydrologist.....	\$ 225.00
Managing Director	\$ 225.00
Team Director	\$ 220.00
Senior Project Manager	\$ 225.00
Project Manager.....	\$ 175.00
Senior Engineer	\$ 180.00
Engineer	\$ 145.00
Graduate Engineer	\$ 125.00
Senior Transportation Planner	\$ 175.00
Transportation Planner	\$ 145.00
Graduate Transportation Planner	\$ 110.00
Senior Graphic Designer.....	\$ 125.00
Senior GIS Specialist	\$ 170.00
GIS Specialist	\$ 140.00
Senior Hydrologist.....	\$ 160.00
Hydrologist.....	\$ 120.00
Senior Designer	\$ 175.00
Designer	\$ 125.00
BIM Manager	\$ 175.00
CAD Manager	\$ 165.00
Senior CAD Technician	\$ 130.00
CAD Technician	\$ 95.00
Senior Field Representative	\$ 140.00
Field Representative	\$ 120.00
Engineering Intern.....	\$ 70.00
Project Accountant	\$ 125.00
Senior Administrative Assistant	\$ 125.00
Administrative Assistant	\$ 95.00

Notes:

1. These billing rates are effective January 1, 2021 through December 31, 2021.
2. Rates after December 31, 2021 may be adjusted by 4% annually.