

January 29, 2014

Mr. Gene Smallwood
Director of Public Works
City of University Park
3800 University Blvd.
University Park, TX 75205

Re: *Water Conservation and Drought Contingency Plans*

Dear Mr. Smallwood,

Pursuant to your request, Nathan D. Maier Consulting Engineers, Inc. (NDM) is pleased to submit this proposal to provide engineering services for the development of the Water Conservation and Drought Contingency Plans for the City of University Park (City). These services are described in the following tasks:

The following provides a description of the project understanding and scope of services to update the City of University Park (City) Water Conservation and Drought Contingency Plans.

PROJECT UNDERSTANDING

The overall project is to review, update and submit a Water Conservation Plan and Drought Contingency Plan (Plans) for City. The project will be divided into five separate tasks:

- Task 110 – Project Coordination & Meetings
- Task 111 – Data Collection & Regulatory Review
- Task 112 – Water Conservation Plan
- Task 113 – Drought Contingency Plan
- Task 114 – Reports/Deliverables

SCOPE OF SERVICES

The following provides the scope of services and work plan for the project.

PROJECT COORDINATION

NDM will provide overall project coordination. This shall include coordination with the City, the Town of Highland Park and the Dallas County Park Cities Municipal Utility District, the Texas Commission on Environmental Quality (TCEQ), Texas Water Development Board (TWDB),

Region C Water Planning Group, and all other appropriate federal, state and local regulatory agencies. The City will provide notice of the revised Plans to the public. A public meeting for comments on the revised Drought Contingency Plan will be administered at a regularly scheduled City Council meeting.

PROJECT MEETINGS AND MILESTONES

NDM will participate in two project meetings with City personnel. These two meetings include an initial meeting to gather required information from the City and a second meeting to review the updated Plans. Project milestones and budgets will be confirmed during the initial meeting to ensure the Plans are complete for City review and Approval before the May 1, 2014 deadline. NDM will monitor and adjust the project tasks and schedule as necessary during the project duration. This effort will help ensure timely and efficient presentation of deliverables.

DATA MANAGEMENT

The Project Consultant will locate and obtain information previously collected by the City, specifically existing Water Conservation and Drought Contingency Plans, treated water deliveries and water loss data for the previous five (5) years, population projections, and all other information related to completion of the Plans. Data and Plan information will utilize Microsoft Project and SureTrac for scheduling and budgeting and Microsoft Office for report editing. NDM will provide Plans in a Microsoft Word and Adobe PDF version. The City shall provide NDM with a copy of the most recent Water Conservation Plan and Drought Contingency Plan in Microsoft Word compatible format, and assistance in obtaining the information required for completion of the Utility Profiles as attached to this Scope.

WORK PLAN

Based on our current project understanding, some of the specific project requirements are:

- Review existing Plans.
- Review regulatory requirements.
- Identify key regulatory changes to the Plans.
- Update existing Water Conservation Plan goals and strategies.
- Update existing provisions of the Drought Contingency Plan and Water Conservation Plan.
- Submit updated Plans to City for City Approval.
- Submit Plans to TCEQ and TWDB.

The following describes the elements of the Work Plan for the project.

Description of Work Plan Tasks

100 Update City Water Conservation Plan and Drought Contingency Plan

- 110 Project Coordination and Meetings – NDM shall participate in two meetings that will address the following:
- Confirm project services
 - Review required data and regulatory changes
 - Confirm City goals
 - Submit final Plans for City Approval

All data collected related to this project will be organized by NDM and made available to the City.

- 111 Data Collection and Regulatory Review – NDM shall receive plans, reports and data from the City and shall secure additional information for the project. NDM shall review the information and data acquired that will include the following:
- Supporting documentation (Plan-related Ordinances, Region C submittals, implementation practices, public education and information programs, etc.)
 - City Water Use Data and information related to the TCEQ/TWDB Utility Profile
 - TCEQ and TWDB Rules and Requirements

- 112 Water Conservation Plan – NDM shall update the City's existing Water Conservation Plan. The Water Conservation Plan outline shall be similar to the existing and is as follows:
- Introduction and Objectives
 - TCEQ/TWDB Rules
 - Specification of Water Conservation Goals
 - Minimum Conservation Plan Requirements
 - Additional Water Conservation Strategies
 - Additional TWDB Requirements
 - Appendices

The TCEQ requires an Implementation Report be submitted with the revised Water Conservation Plan on May 1, 2014 based on the previous planning period (May 1, 2009 submittal) and will be included.

The TCEQ & TWDB now require that all wholesale and retail public water suppliers who are required to submit a Water Conservation Plan must also submit an annual implementation report to the TWDB beginning May 1, 2010 and every year thereafter. In addition, a schedule of implementation and methods for tracking the specified goals are explicitly required to be listed in the

Water Conservation Plan to facilitate completion of the annual implementation reports.

- 113 Drought Contingency Plan – NDM shall update the City’s existing Drought Contingency Plan. The Drought Contingency Plan outline shall be similar to the existing and is as follows:

- Introduction and Objectives
- TCEQ Rules
- Update Provisions of Plan Procedures
- Update Provisions of Response Stages
- Coordination with Regional Planning Group
- Appendices

Plan Procedures and Response Stages enforced by the Dallas County Park Cities Municipal Utility District’s Drought Contingency Plan will be included in the City’s Drought Contingency Plan.

- 114 Reports/Deliverables – NDM shall review and submit five (5) sets of Plans to the City for review. Upon review, NDM shall submit ten (10) sets of Plans to the City for approval by Ordinance. Upon approval of each Plan, NDM will submit one (1) set of the approved Plans on behalf of the City to the following agencies:

- Texas Commission on Environmental Quality (for approval)
- Texas Water Development Board (for approval)
- Region C Water Planning Group

The TCEQ/TWDB require that the City must approve the Water Conservation Plan and Drought Contingency Plan, and a signed Ordinance by the City must be included with each Plan.

The City Water Conservation Plan and Drought Contingency Plan will be submitted to the Region C Water Planning Group as submitted to the TCEQ and TWDB.

Should the TCEQ and/or TWDB require modifications to the City’s Water Conservation Plan or Drought Contingency Plan, NDM will revise and resubmit on behalf of the City to all three agencies.

END OF WORK PLAN TASKS

BASIS OF SCOPE

Estimates of required work are based on the following understandings.

- ❑ NDM will provide a draft Water Conservation Plan and Drought Contingency Plan to the City no later than March 25, 2014 for review and approval by the City.
- ❑ The City will provide NDM with a signed copy of the Ordinance adopting the Water Conservation Plan and Drought Contingency Plan no later than April 25, 2014.

PROVIDED BY THE CITY

See Attachment B for a list of items and information required by NDM to update the City Plans. This includes required water use data for the previous five years and additional information the City may have on implementation of their existing Plans.

NOT INCLUDED

The following services are not included but may be added as an additional service.

- ❑ Review of future water use related to the submission of the annual implementation report to the TWDB.
- ❑ Review of annual tracking methods for submission of the annual implementation report to the TWDB.
- ❑ Submission of the annual implementation report to the TWDB.
- ❑ Revision of the existing University Park Irrigation Code
- ❑ Trips to the TCEQ or TWDB

COMPENSATION

Engineering services will be provided on a lump sum basis with a fee of **\$12,400**. A breakdown of this fee is as follows:

Task 110 – Project Coordination & Meetings	\$3,475
Task 111 – Data Collection & Regulatory Review	\$3,000
Task 112 – Water Conservation Plan	\$2,710
Task 113 – Drought Contingency Plan	\$1,160
Task 114 – Reports/Deliverables	\$1,800
Reimbursable Expenses	\$255
Total	\$12,400

Reimbursable expenses, including reproductions, mileage, and deliveries will be billed at the rate of actual cost plus 15%. Any services requested but not defined in the scope of services above will be performed on an hourly basis. Hourly items will be billed in accordance with the schedule of fees in Attachment “A”. The above stated fee is available for 30 days from the date

of this proposal. If this proposal is not accepted until after 30 days from the date of this proposal, then the fee will be subject to adjustment.

SCHEDULE

NDM anticipates that Tasks 110 through 114 can be completed in order to meet the May 1, 2014 submittal deadline to the TCEQ & TWDB.

PAYMENT

Invoices for services outlined in this proposal will be submitted, with supporting information as appropriate, on the first day of each month and due within 30 days of receipt.

TERMINATION OF SERVICES

In connection with the services to be provided to you by NDM, we agree that you may cancel or indefinitely suspend further work or terminate this agreement, or any portion of it, upon written notice of thirty (30) days to NDM, with the understanding that immediately upon receipt of such notice, all work being performed under this proposal or any portion of it shall cease. Before the end of such thirty-day period, NDM shall provide an invoice for all work completed and shall be compensated in accordance for all work accomplished by us prior to the receipt of such notice.

GOVERNING LAW

This agreement shall be governed by the laws of the State of Texas.

ACCEPTANCE

NDM is pleased to have the opportunity to submit this proposal and looks forward to working on this project. If you have any questions about this proposal, I would be pleased to discuss them with you at your convenience. If you are in agreement with the contents of this proposal, please add your signature and return one copy to our office.

Mr. Gene Smallwood
January 29, 2014
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Sincerely,

NATHAN D. MAIER
CONSULTING ENGINEERS, INC.

William L. Wallace, P.E.
Executive Vice President

ACCEPTED BY

Name: _____

Title: _____

Date: _____

ATTACHMENT "A"

NATHAN D. MAIER
CONSULTING ENGINEERS, INC

SCHEDULE OF FEES AND CHARGES

The following Schedule of Fees and Charges shall be modified on January 1, 2015.

Principal	\$140.00 - \$250.00 / hour
Expert Testimony (Trial and Depositions)	\$350.00 - \$500.00 / hour
Expert Testimony (Preparation Work)	\$250.00 - \$350.00 / hour
Registered Engineer	\$110.00 - \$230.00/ hour
Registered Surveyor	\$90.00 - \$150.00 / hour
Engineer-in-training	\$80.00 - \$110.00 / hour
Senior Designers	\$85.00 - \$130.00 / hour
Technician	\$80.00 - \$115.00 / hour
Drafter	\$50.00 - \$80.00 / hour
Field Party	\$150.00 / hour
Secretarial/Word Processing	\$60.00 / hour
Construction Manager	\$100.00 - \$210.00/ hour
Construction Inspector	\$75.00 - \$110.00 / hour
Emergency Services	\$160.00 - \$275.00 / hour

Reimbursables

1. Direct costs, such as reproductions, equipment rental, delivery services, travel expenses, or subcontractor services will be billed at actual cost plus 15%.
2. Unless otherwise stated, statements will be submitted monthly for charges incurred during the month and payments will be due within thirty (30) days following receipt of the statements.

Effective January 1, 2014

“ATTACHMENT B”

Items Requested from the City of University Park

Major Rules Changes Since Plans Last Updated

Most rules changes since the last update to the water conservation and drought contingency plans are related to definitions, dates listed in the rules, and plan reporting practices. Plan reporting practices are inherent in the Utility Profile forms and annual update forms. The City of University Park's current billing system already meets the revised reporting requirements.

- Water use data is now reported in total GPCD and residential GPCD.
- Water use must be sector-based (i.e. residential, commercial, industrial, etc.)

The schedule seems to be inherently included by stating specific 5-year and 10-year goals, but the methods of tracking these goals may not be explicitly stated within the existing plan.

There have been no updates to the rules governing Drought Contingency Plans since the last plan was adopted.

TCEQ LINKS:

http://www.tceq.state.tx.us/permitting/water_supply/water_rights/conserves.html
http://www.tceq.state.tx.us/permitting/water_supply/water_rights/contingency.html
<http://www.tceq.state.tx.us/rules/indxpdx.html>

Note: Changes to a PWS's drought contingency plan stage should be reported to the TCEQ here:
http://www.tceq.texas.gov/drinkingwater/homeland_security/security_pws/pws-drought-contingency-plan-reporting-form

TWDB LINKS:

<http://www.twdb.state.tx.us/assistance/conservation/Municipal/Plans/CPlans.asp>

Items Requested from the City of University Park:

Confirm data/fill in the missing data for the TCEQ/TWDB utility profiles. The TWDB utility profile is more comprehensive of the two and is acceptable per the MOU between the TCEQ and TWDB (§288.2(b)). Included in the following list are data required to complete these profiles and update both plans.

NOTE: Most of the data listed below would be available from the annual conservation report submitted to the TWDB (except 2013 data), the annual report submitted to the TCEQ, water billing information, and/or water loss audits.

- ☐ 1. Most recent water distribution system map if significant changes made since December, 2008 (pdf and/or shapefiles, CAD drawing). To include location of existing & proposed elevated and ground storage tanks, pump stations, supply
- ☐ 2. Number of active metered and not-metered connections for the following account types: residential (single, multiple), commercial, industrial and other. Note whether multi-residential service is recorded as residential or commercial.
- ☐ 3. Total number of connections per year for the previous 5 years (calendar or fiscal) for the following account types: residential (single, multiple), commercial, industrial and other.
- ☐ 4. List the water use for the previous year for the five highest volume customers.
- ☐ 5. Amount of water use for the previous five years (in 1,000 gal.) for the following account types: residential (single, multiple), commercial, industrial and other.
- ☐ 6. Recorded water loss for the past five years (the difference between water diverted (or treated) and water delivered (or sold)).
- ☐ 7. Peak water usage for the past five years (maximum daily pumpage for each year).
- ☐ 8. List all water supply sources and the amounts authorized (in acre-feet). Confirm no amount specified in DCPCMUD Contract.
- ☐ 9. Verify Design daily capacity of the system (25 MGD)
- ☐ 10. Verify Elevated and ground storage capacity (4 MG and 0 MG)
- ☐ 11. Any records of drought contingency implementation, particularly Stage II, III, IV?

- ☐ 12. Are there any additional Ordinances specifically related to drought contingency not currently referenced in the current drought contingency plan, or proposed to be referenced as listed below?

Major Revisions to Water Conservation & Drought Contingency Plans

The following items are intended to be included in the plans that need to be revised or items that need to be added based on experience of implementation over the previous 5 years:

- ☐ 13. Update goals of 5-year and 10-year targets?
- 5-year Targets: 6% reduction from baseline year and unaccounted for water at 10% or less
 - 10-year Targets: 8% reduction in total gpcd from baseline year and unaccounted for water at 10% or less
- ☐ 14. Any changes anticipated in meters/metering related to accuracy, testing and replacement?
- ☐ 15. Any modifications to the public education and information program?
- ☐ 16. Any changes required in triggers for initiation and termination of drought stages?
- ☐ 17. Any revisions required not mentioned above to the water conservation and drought contingency plans?
- ☐ 18. Please provide copy of the most recent data submitted to Region C Water Planning Group.