

**RESOLUTION NO. R-2019-107**

**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 SEVENTEEN THOUSAND FOUR HUNDRED TWENTY DOLLARS (\$117,420.00); 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.

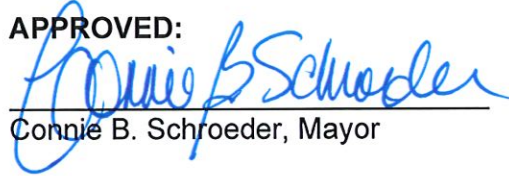
**Section 2.** The City Council authorizes the City Manager to execute all necessary documents related to this task order, as attached in Exhibit A.

**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resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.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 9<sup>th</sup> day of November 2021.

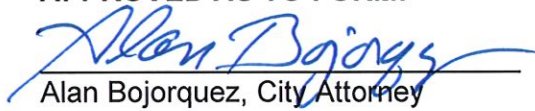
**APPROVED:**

  
\_\_\_\_\_  
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 DEVELOPMENT REVIEW SERVICES**

The City of Bastrop (City) has requested a proposal from MWM DesignGroup (MWM) to act as the City Engineer for a third year and 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 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 no to exceed of \$117,420.00 based on the attached standard hourly rate schedule for a duration of 12 months.

**ATTACHMENTS**

- Attachment A: Fee Breakdown
- Attachment B: Standard Hourly Rates

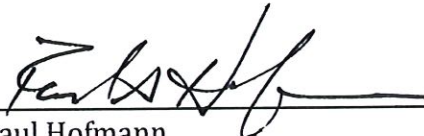
This proposal is valid for a period of 60 days from date of proposal. If you concur, please include this proposal as part of the task order for the above referenced project.

**Approved:**

  
\_\_\_\_\_  
Julia Harrod, P.E.  
President

October 7, 2021  
Date

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

  
\_\_\_\_\_  
Paul Hofmann  
City Manager

11/12/21  
Date

City of Bastrop  
1311 Chestnut Street  
Bastrop, Texas 78602

ATTACHMENT A

<b>MWM DesignGroup Fee Breakdown</b> Date: 10/7/2021 Project: Bastrop City Engineer Time and Materials			
TASK DESCRIPTION	LICENSED PROFESSIONAL / PMIV	TOTAL HOURS	TOTAL FEE
<b>City Engineer</b>			
Task 1: Project Management and Review Coord.	48	48	\$ 11,760.00
Task 3: DRC Reviews and Meetings (50)	200	200	\$ 49,000.00
Task 4: City Council Meetings (10)	40	40	\$ 9,800.00
Task 5: Other City Engineer Tasks (25/mo)	180	180	\$ 44,100.00
<b>Subtotal</b>	<b>468</b>	<b>468</b>	<b>\$ 114,660.00</b>
<b>Reimbursable Expenses</b>			
Mileage (approx. 60 trips * 80 miles * \$0.575/mi)			\$ 2,760.00
<b>Subtotal</b>			<b>\$ 2,760.00</b>
<b>Summary</b>			
Labor			\$ 114,660.00
Reimbursable Expenses			\$ 2,760.00
<b>TOTAL</b>			<b>\$ 117,420.00</b>