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January 24, 2019

Mr. Thomas Mattis, City Manager
City of Elgin
310 North Main
Elgin, Texas 78621

**RE: Impact Fee Update
Engineering Services**

Dear Mr. Mattis:

TRC Engineers, Inc. has prepared this Letter of Agreement for professional engineering services for the proposed Impact Fee Update.

TRC Engineers, Inc. will perform the following Scope of Work:

SCOPE OF WORK

1. The following work tasks will be included:
 - a) Provide inventory of existing water/sewer infrastructure within the city limits.
 - b) Determine costs of proposed infrastructure improvements for water/sewer for the next ten years.
 - c) Provide coordination with City Staff for requirements of proposed water/sewer infrastructure within proposed land use plan for the next ten years.
 - d) Determine capacities of existing water/sewer infrastructure.
 - e) Determination of the number of gallons required for each person, or each living unit equivalent (LUE) related to treatment, storage, pumping, etc.
 - f) Provide service area maps showing proposed water/sewer improvements for the next 10 years.
 - g) Prepare Impact Fee Study.

2. The following meetings are included:
 - a) Attendance at coordination/hearing meetings anticipated at three (3).

3. The following deliverables will be included:
 - a) Draft ordinance in hard copy and electronic format.
 - b) Ten bound Impact Fee notebook reports.

ASSUMPTIONS / EXCLUSIONS

1. The proposal is based on the following assumptions:
 - a) The City of Elgin will furnish the following items, as a minimum:
 - i. Information on existing City debt.
 - ii. Quantity and size of all water meters within the City.
 - iii. Water and sewer peak flows over a five year period.
 - iv. Proposed land use assumptions for the next 10 years and full build out.
 - v. Proposed population projections for the next 10 years and full build out.
 - b) The Impact Fee Study will be determined based on a city-wide format, as opposed to a service-area format.
 - c) Impact Fee determination will be based on water meter size and type.
2. The following items are specifically excluded from the scope of work:
 - a) Impact fee determination related to streets or drainage.
 - b) Impact fee updates for areas outside the city limits.

COMPENSATION FOR SERVICES

TRC Engineers, Inc. will provide the professional engineering services as outlined in the Scope of Work and the Master Services Agreement, for a total fee of \$17,890.00.

This lump sum fee includes labor and material costs associated with the Scope of Work identified above.

TRC's lump sum fee above is based on a continuous flow of work. Any delays or restrictions, caused by customer or customer's sub consultants, which result in idle-time or inefficiencies, could be cause for additional compensation.

The payment schedule will be via progress billing.



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Changes in scope, including additional scenarios or modification to the scenarios identified above will be evaluated for additional services and/or materials cost through a formal change order process, which results in approval of the additional cost prior to executing the additional work.

Services are rendered in Bastrop and Travis County.

Fees for services quoted in this Letter of Agreement are valid for a period of time not to exceed 60 days from the date of this letter.

We appreciate the opportunity to assist with this project and are available to proceed immediately with your written approval. Please review this Letter of Agreement and, upon acceptance, sign in the space provided below, returning a copy for our files.

Sincerely,

TRC Engineers, Inc.



K. Beau Perry, P.E.
Vice President

January 24, 2019

Date

APPROVED and ACCEPTED this the _____ day of _____, 2019

Thomas Mattis, City Manager
City of Elgin

