EXHIBIT A

SCOPE OF SERVICES

Water and Wastewater System
2026 Capital Improvements Plan

PROJECT DESCRIPTION:

This project consists of the preparation of construction plans and specifications for the 2026 City of Farmers Branch Water and Wastewater System Capital Improvements Plan (CIP). This consists of the construction of water distribution system and wastewater collection system improvements as three (3) separate phase projects necessary rehabilitate the following projects listed in the tables below.

2026 Water CIP Project Table

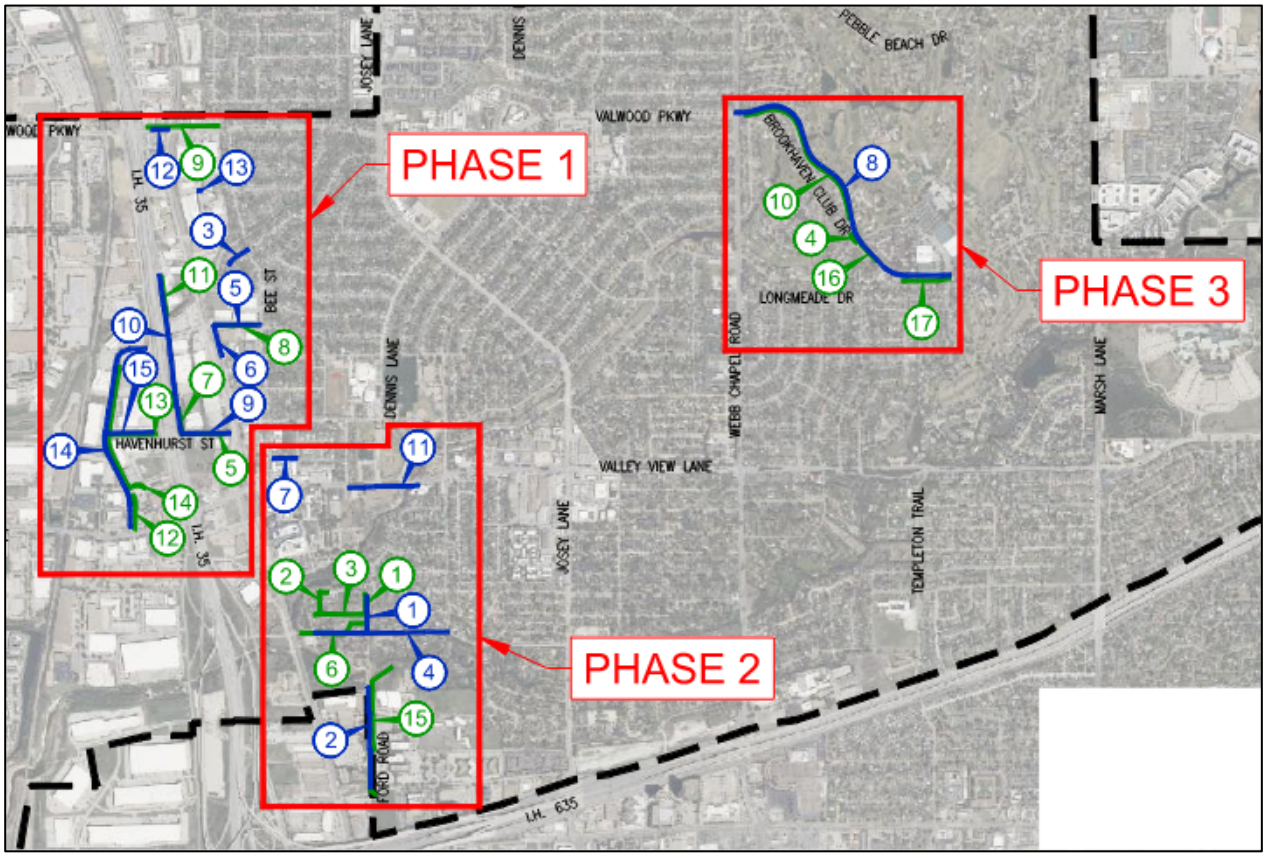
C.I.P. No.	Project	Description	Length (LF)	Total Project Cost ($)
		Phase 1		
3	Springvale Dr Water Line	Springvale Dr Cul-De-Sac To Bee St	380	$ 152,000
5	Squire Pl Water Line	Mclintlock St To Bee St	715	$ 286,000
6	McClintlock St Water Line	Squire Pl To Richland Ave	500	$ 200,000
9	Havenhurst St Water Line 1	N Stemmons Fwy To Denton Dr	740	$ 296,000
10	N Stemmons Fwy Water Line	Havenhurst St To 13850 N Stemmons Fwy	2,393	$ 957,000
12	Valwood Pkwy Water Line	Median in front of 2360 Valwood Pkwy To Denton Dr	268	$ 107,000
13	Distribution Way Water Line	14008 Distribution Way To 13911 Distribution Way	70	$ 28,000
14	Branch View Ln Water Line	Valley View Ln To N Stemmons Fwy	3,123	$ 1,249,000
15	Havenhurst St Water Line 2	Branch View Ln To N Stemmons Fwy	720	$ 288,000
			Subtotal:	**$ 3,563,000**
		Phase 2		
1	Ford Rd Water Line 1	Leta Mae Ln To Farmers Branch Ln	570	$ 228,000
2	Ford Rd Water Line 2	Farmers Branch Creek To I.H. 635 Service Rd	1,575	$ 630,000
4	Farmers Branch Ln Water Line	Bee St To Tom Fleld Rd	2,015	$ 806,000
7	Vintage Dr Water Line	Bee St To Goodland St	370	$ 148,000
11	Valley View Water Line	Nestle Dr To Rawhide Creek	1,033	$ 413,000
				$ 2,225,000
		Phase 3		
8	Brookhaven Club Dr Transmission Line	Webb Chapel Rd To 3510 Brookhaven Club Dr	5,273	$ 2,109,000
				$ 2,109,000
			Total:	**$ 7,897,000**

2026 Wastewater CIP Project Table

C.I.P. No.	Project	Description	Length (LF)	Total Project Cost ($)
		Phase 1		
5	Havenhurst St Wastewater Line 1	N Stemmons Fwy To Denton Dr	673	$ 222,000
7	N Stemmons Fwy Wastewater Line 1	Havenhurst St To 13450 N Stemmons Fwy	400	$ 132,000
8	Squire Pl Wastewater Line	McClintlock St To Bee St	627	$ 207,000
9	Valwood Pkwy Wastewater Line	N Stemmons Fwy To Spring Valley Ln	1,091	$ 360,000
11	N Stemmons Fwy Wastewater Line 2	Cooks Branch To 13850 N Stemmons Fwy	603	$ 199,000
12	Branch View Ln Wastewater Line 1	Valley View Ln To 13300 Branch View Lane Parking Lot	552	$ 182,000
13	Havenhurst St Wastewater Line 2	Branch View Ln To N Stemmons Fwy	718	$ 237,000
				$ 1,539,000
		Phase 2		
14	Branch View Ln Wastewater Line 2	Valley Branch Ln To 13515 Branch View Ln	2,176	$ 718,000
1	Ford Rd Wastewater Line 1	Leta Mae Ln To Danny Ln	303	$ 100,000
2	Danny Ln Wastewater Line	Ford Rd To Bee St	500	$ 165,000
3	Leta Mae Ln Wastewater Line	2520 Leta Mae Ln To Danny Ln	773	$ 255,000
6	Farmers Branch Ln Wastewater Line	DART Green Line To Ford Rd	1,100	$ 363,000
15	Ford Rd Wastewater Line 2	Farmers Branch Creek To I.H. 635 Service Rd	2,152	$ 710,000
				$ 2,311,000
		Phase 3		
4	Brookhaven Club Dr Wastewater Line 1	3332 Brookhaven Club Dr To Golfing Green Dr	182	$ 60,000
10	Brookhaven Club Dr Wastewater Line 2	Webb Chapel Rd To 3323 Brookhaven Club Dr	2,579	$ 851,000
16	Brookhaven Club Dr Wastewater Line 3	Golfing Green Dr to 3344 Brookhaven Club Dr	348	$ 115,000
17	Brookhaven Club Dr Wastewater Line 4	3404 Brookhaven Club Dr To Golfing Green Dr	733	$ 242,000
				$ 1,268,000
				$ 5,118,000

A location map with the 2026 CIP Water lines and Sanitary Sewer Lines in the three (3) phases is shown below.

Location Map



Part 1: Design Phase

A. Obtain record drawings from City staff on City utilities and right-of-way documents for the water and sewer CIP lines.

B. Run water modeling under the existing and buildout water modeling scenario to determine the size of the proposed waterline along Brookhaven Club (from Webb Chapel Road to Brookhaven Club Drive, based on current buildout conditions.

C. Provide hydraulic water model results of the Brookhaven Club line size and recommendation to City staff.

D. Conduct an aerial LiDAR scanning across the full project limits of the three (3) phases to obtain high-resolution topographic data. The collected field data will be post-

processed and analyzed to classify ground surfaces, structures, vegetation, and other topographic features. Using the processed data, develop a topographic base drawing. Base drawing includes topography, utility markings, pavement, fences, and trees 2-inch and larger diameter (size and species type).

E. Locate exiting utility crossings, conflicts, and nearby adjacent utilities, and other nearby improvements as identified from field surveys, from information provided by franchise utility companies, and from the City's record drawings.

F. Meet with City staff to determine what water lines and sewer lines will need to be replaced in a different location in order to be adjusted (vertically or horizontally) to improve the systems. Also determine what lines can be constructed by pipe bursting method.

G. Establish the horizontal alignment for proposed water lines and sanitary sewer lines within the existing right-of-way and any existing easements, which will have changes to existing horizontal alignment to improve the system.

H. Establish the preliminary vertical alignment for the waterline and sanitary sewer lines. For the sanitary sewer line, the slopes will need to be adjusted to improve the sewer system.

I. Prepare construction plan-profile sheet(s) at a scale of not less than 1"=40' showing existing topographic features and the proposed vertical alignments for the utilities that will not be constructed by pipe bursting.

J. Prepared plan sheets for water lines and sanitary sewer lines that are to be replaced by pipe bursting construction method, showing existing topographic features.

K. Prepare Cover Sheet, Location Map, Sheet Index, and General Notes for each of the three (3) phases.

L. Prepare coordinate control plan.

M. Formulate Opinion of Probable Construction Cost

N. Prepare Standard Construction Details.

O. Prepare Special Details.

P. Prepare preliminary bid schedule, specifications and contract documents using City front-end documents, and NCTCOG Standard Specifications.

Q. Conduct quality assurance and quality control review of the construction plans and specifications, prior to each submittal to the city.

R. Submit two sets of 60% and 95% preliminary plans two full size 22”x34” sets, an electronic PDF copy of the plans and specifications in letter size for City review.

S. Provide preliminary plans to franchise utility companies to confirm franchise utility company facility located from field surveys.

T. Attend two (2) design review meetings with City Staff.

U. Revise and finalize plan sheets and technical specifications, incorporating City comments.

V. Prepare final quantity take-off and formulate opinion of probable construction cost based on final plans.

W. Prepare final bid documents including bid proposal forms, construction contract documents, construction plans and technical specifications.

X. Conduct quality assurance and quality control review of the construction plans and specifications prior to advertising the project for bidding.

Y. Submit final bidding documents including bid proposal forms, construction plans, specifications, and contract documents to the City in electronic PDF file format.

Part 2: <u>Bidding Phase</u>

The Bidding Phase will consist of the bidding the project in the three (3) separate phases as shown in the location map, and the bidding phase tasks below for each phase.

A. Assist the City staff in advertising for bids. This will include posting the Construction Plans, Specifications and Bidding Documents to CivCast electronically. City will have the “Notice to Contractors” published in local newspaper at City’s cost.

B. Prepare and post routine addenda as required

C. Assist during opening of bids and provide bidding tally sheets.

D. Complete tabulation of bids received, check for mathematical errors and unbalanced bids. Return original bids to City.

E. Provide bid tabulation, in PDF format, to City and Contractors who submitted bids via email.

F. Obtain the following information from the apparent low bidder:

1. Past work history
2. Physical resources to produce the project.
3. Check references from apparent low bidder.

G. Formulate opinion from information received and provide the City at their request, prepare a recommendation letter for award of a construction contract

H. Facilitate processing and distribution of contract documents for Contractor and City execution.

I. Prepare "Conformed" Plans and Specifications to reflect changes or clarifications issued by addendum during the bidding phase.

J. After award of contract, furnish three (3) sets of the conformed construction plans in 11"x17" half size and specifications to the City. Provide up to three (3) full size 22"x34" plans and five (5) half size 11"x17" plans and specifications to the Contractor for construction use by the Contractor, along with an electronic PDF copy.

K. After award, return Bid Bonds to the respective bidders.

Part 3: <u>Construction Administration Phase</u>

The Construction Administration Phase will be performed for each of the three (3) separate phases as shown in the location map, and the and the construction administration phase tasks below for each phase.

A. Attend the Pre-Construction Meeting with City staff and the Contractor.

B. Attend coordination job-site meetings with contractor, quality control personnel, and City representatives as required to discuss strategy, problem areas, progress, and other coordination matters (six meetings are included).

C. Attend monthly virtual progress meeting with Contractor and City representatives as required, to discuss monthly progress, schedule, and look-ahead work.

D. Review shop drawings and other submittal information which the Contractor submits. This review is for the benefit of the Owner and covers only general conformance with information given by the Contract Documents. The contractor is to review and stamp their approval on submittals prior to submitting them to the Engineer. Review by the Engineer does not relieve the Contractor of any responsibilities, safety measures or the necessity to construct a complete and workable facility in accordance with the Contract Documents. Review of shop drawings will be completed by review of electronic PDF files provided by the Contractor.

E. Provide written responses to requests for information or clarification to City or Contractor.

F. Prepare and process routine change orders for this project as they pertain to the original scope of work.

G. Assist City with monthly pay request from information obtained from Contractor and/or City Inspector, as requested by the City.

H. Accompany the City during their final inspection of the project.

I. Recommend final acceptance of work based on information from the on-site representative.

Additional Services

4. Design and Construction Survey

   Topographic base drawing created from the Design Lidar Survey in the design phase includes topography, utility markings, pavement, fences, and trees 2-inch and larger diameter (size and species type). Field Design Survey to include establishing control for project, setting temporary benchmarks, and obtaining utility measure downs. Construction surveying includes re-establishing control prior to construction. Submit request to Texas 811 for location of franchise utilities. Submit request to City for Location of City utilities.

5. Level A Subsurface Utility Exploration (SUE)

   Providing quality Level A SUE for any known gas, water and other utilities as the project requirements dictate. A budget for 10 SUE locates is included. Level A SUE will identify

the horizontal location and depth of existing utilities.

6. Record Drawings

   Utilizing on-site representative and Contractor construction record information, consultant will prepare electronic file in PDF file format.

7. Miscellaneous

   Miscellaneous project expenses include printing hard copy plan sets for preliminary and final reviews by the City and utilities, printing hard copy documents for bidding, for construction, and mileage expenses for site visits and meetings.

Part V: Terms and Conditions For Electronic File Transfers

Electronic files are transmitted on the terms and conditions below:

By opening, accessing, copying, or otherwise using the transmitted electronic files, these terms and conditions are accepted by the user.

A. The electronic files are compatible with the following software packages operating on a PC using Windows operating systems:

- Autocad Civil 3D 2022 , Civil 3D 2017
- Innovyze InfoWater Pro 3.0 with ESRI Arc Pro 2.7
- Innovyze InfoSewer Pro 7.6 with ESRI Arc Map 10.5
- ESRI 10.4
- MS Office 365
- Bluebeam Revu (PDF) Ver 10 - Ver 2020

B. Birkhoff, Hendricks & Carter, L.L.P. does not make any warranty as to the compatibility of these files beyond the specified release of the above stated software.

C. Because data stored on electronic media can deteriorate undetected or be modified, Birkhoff, Hendricks & Carter, L.L.P. will not be held liable for completeness or correctness of electronic media.

D. The electronic files are instruments of our service. Where there is a conflict between the hard copy drawings and the electronic files, Birkhoff, Hendricks & Carter, L.L.P.'s hard copy file will govern in all cases.

E. Electronic files may only be modified in accordance with the Texas Engineering Practice Act for modifying another Engineer's design.

Part VI: <u>Exclusions</u>

The intent of this scope of services is to include only the services specifically listed herein and no others. Services specifically excluded from this scope of services , but are not necessarily limited to the following:

A. Certification that work is in accordance with plans and specifications.

B. Consulting services by others not included in Scope of Services.

C. Contractor's means and methods.

D. Environmental cleanup.

E. Environmental impact statements and assessments.

F. Fees for permits.

G. Fees for publicly advertising the construction project.

H. Fiduciary responsibility to the Client.

I. On-site construction safety precautions, programs, and responsibility (Contractor's responsibility).

J. Phasing of Contractor's work.

K. Preliminary engineering report.

L. Quality control and testing services during construction.

M. Revisions and/or change orders as a result of revisions after completion of original design (unless to correct error on plans).

N. Services in connection with condemnation hearings.

O. TDLR Fees and Reviews

P. Traffic engineering study or reports.

Q. Title searches.

R. Trench safety designs.

EXHIBIT "B"

COMPLETION SCHEDULE

Notice to Proceed.....February 10, 2026

Complete Field Surveys.....March 13, 2026

60% Preliminary Plans for City Review.....May 29, 2026

95% Preliminary Plans for City Review.....July 31, 2026

Complete Final Plans.....August 28, 2026

Begin Advertising (3 Phases staggered at City directive) .....September 2026

Award Contract .....October 2026

Notice to Proceed for Construction .....November 2026

Complete Construction .....April 2027

EXHIBIT "C"

PAYMENT SCHEDULE

	Task	Fee Amount
	ENGINEERING SERVICES	
Compensation for Engineering Services described under Exhibit A, Part 1 through 3 shall be based on a Lump Sum Basis in the following amounts		
1	Design Phase (3 Phases)	$612,900.00
2	Bidding Phase (3 Phases)	$9,400.00
3	Construction Administration Phase (3 Phases)	$60,600.00
	Engineering Services Subtotal:	**$682,900.00**
	Engineer Opinion of Construction Cost: $13,015,000.00	
Compensation for Additional Services under Exhibit A, Tasks 4 through 7, shall be on an hourly basis of salary cost times a multiplier of 2.45 for time expended on the task. Field survey crew shall be based on $195.00 per hour, inclusive of all equipment rentals and software licensing; plus, mileage charge at the IRS established rate. Expenses shall be at invoice cost times a multiplier of 1.15.		
	ADDITIONAL SERVICES	
4	Design Survey	$19,200.00
5	Level A Sub-Surface Utility Locates (3 Phases)	$41,000.00
6	Record Drawings (3 Phaes)	$4,500.00
7	Miscellaneous Expenses	$1,000.00
	Additional Services Subtotal:	**$65,700.00**
	Total Not To Exceed Amount:	**$748,600.00**

The Total Not to Exceed Amount established herein shall not be exceeded without written authorization from the City, based on increased scope of services.

Payment invoices are to be prepared and emailed on a monthly basis, based on percentage complete for the Basic Services, and on actual hour expenditures for the Additional Services. Payment is due within 30 days of receipt of invoice.