



June 9, 2020

Mr. Rick Trice
City of Saginaw
205 Brenda Lane
Saginaw, Texas 76179

RE: 2020 Water Impact Fee Update

Dear Rick:

Please find attached the Individual Project Order (IPO) No. 2020 Water Impact Fee Update (reference the master agreement dated April 17, 2012).

Please contact me at (817) 339-2248 or andrew.simonsen@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

TBPE No. F-928

A handwritten signature in blue ink that reads "Andrew Simonsen". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Andrew Simonsen, P.E.
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – 2020 Water Impact Fee Update

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and The City of Saginaw, Texas (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: 2020 Water Impact Fee Update

Project Understanding:

The Client desired to update the Water Impact Fee calculation for the years 2020-2025. The document will be similar in format and content to the previous documents.

Specific Scope of Basic Services:***Task 1 – Water Impact Fee Study***

1. Data Collection - Consultant will rely upon the following information:
 - a. 2016 Comprehensive Master Plan and CIP
 - b. 2019 Annual CIP Update
 - c. Existing and Ultimate Land Use
 - d. Population data - Population data for 2020 and population projections for the next ten (10) years for development of the service unit projections
 - e. Water usage history - Annual water usage records for the past ten (10) years for development of the service unit projections
2. Infrastructure Capacity Criteria - Consultant will rely upon the following information obtained and/or prepared in the 2016 Comprehensive Master Plan and CIP and 2019 Annual CIP Update.
 - a. Existing Transmission Lines (12-inch and larger)
 - b. Future Transmission Lines (12-inch and larger)
 - c. Existing and Future Elevated Storage Tanks
 - d. Existing and Future Ground Storage Tanks
 - e. Existing and Future Pump Stations
3. Water Impact Fee Capital Improvements Plan - Consultant will coordinate with the City to develop the Water Impact Fee Capital Improvements Plan. It will include the following infrastructure:
 - a. Future Transmission Lines (12-inch and larger)
 - b. Existing and Future Elevated Storage Tanks
 - c. Existing and Future Ground Storage Tanks
 - d. Existing and Future Pump Stations
4. Maximum Assessable Water Impact Fee Calculation - Consultant will calculate the additional service units based on the Land Use Assumptions. Consultant will then calculate the Impact Fee per service unit, unit equivalents by meter size and the Maximum Assessable Water Impact Fee table by meter size. Consultant will use 50% as the credit calculation as required by state law.

5. Water Impact Fee Update Report - Consultant will provide both a draft and final Water Impact Fee Report. The report will include:
 - a. Water service area
 - b. Narrative of the impact fee update methodology
 - c. Impact fee calculations
 - d. Water Impact Fee CIP
 - e. Exhibits

Meetings:

- a. Two (2) CIAC meeting to present the Land Use Assumptions, CIP, and Maximum Assessable Impact Fees
- b. One (1) City Council public hearings to present the Impact Fee, including the Land Use Assumptions, Impact Fee CIP and Maximum Assessable Impact Fees
- c. One (1) City Council meeting to adopt the ordinance and establish the actual Impact Fees

Deliverables:

- a. Electronic (.pdf) copy of the Draft Water Impact Fee Report.
- b. Electronic (.pdf) copy of the Final Water Impact Fee Report.
- c. Upon final approval of the Impact Fee Update and new ordinance by the City Council, Consultant will provide up to fifteen (15) originals of the Final

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope, as well as any changes in the scope requested by the Client, will be considered additional services. Additional services include, but are not limited to, the following:

Schedule

Consultant will begin services upon receipt of Notice to Proceed.

Due to the everchanging circumstances surrounding the COVID-19 Virus, situations may arise during the performance of this Agreement that affect availability of resources and staff of Kimley-Horn, the client, other consultants, and public agencies. There could be changes in anticipated delivery times, jurisdictional approvals, and project costs. Kimley-Horn will exercise reasonable efforts to overcome the challenges presented by current circumstances, but Kimley-Horn will not be liable to Client for any delays, expenses, losses, or damages of any kind arising out of the impact of the COVID-19 Virus.

Fee and Expenses

<u>Task Name</u>	<u>Budget Amount</u>	<u>Fee Type</u>
Task 1 – Water Impact Fee Study	\$ 15,500	(Lump Sum)
Subtotal	\$15,500	(Lump Sum)

Consultant will perform the services in Task 1 for the total lump sum fee of \$15,500. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

CITY OF SAGINAW, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____
Gabe Reaume
City Manager

BY:  _____
Scott R. Arnold, P.E.
Vice President

DATE: _____

DATE: June 9, 2020