



**SPECIAL CALLED MEETING OF  
THE GOVERNING BODY OF THE  
CITY OF DIBOLL**

**Thursday, September 30, 2021  
5:15 pm - City Hall Chambers**

NOTICE OF MEETING  
OF THE  
CITY OF DIBOLL CITY COUNCIL

The City Council will meet in a special called meeting in the City Hall Council Chambers, located at 400 Kenley, Diboll, Texas, on Thursday, September 30, 2021, at 5:15p.m.

Call to Order

Invocation

Pledge of Allegiance

**Item #1:** Consider approval of the proposed engineering contract with KSA for engineering services for Texas Water Development Board projects for the City of Diboll.

**Item #2: Executive Session** - The Diboll Council will convene into a closed Executive Session, in accordance with Open Meetings Act, Chapter 551, Texas Government Code 551.072, for the purpose of discussing City Manager Applications.

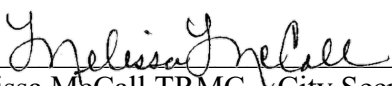
Council will reconvene into open session following closed door session and possibly take action on matters discussed in Executive Session.

**Adjournment**

Note: Mayor and Council Reports on Items of Community Interest- Pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; (6) announcements involving imminent threat to public health and safety.

I certify that this Notice of Meeting was posted in a glass-enclosed case in front of City Hall at 400 Kenley Street, Diboll, Texas, and available for viewing by the public prior to 5:30 p.m. on September 28, 2021, as well as at the City's website.



  
Melissa McCall TRMC - City Secretary  
Posted: 09/24/2021

## TASK ORDER FORM

This is Task Order No. DI118,  
consisting of 6 pages,  
dated \_\_\_\_\_.

**KSA Project Number: DI118**

**Owner Project (or Purchase Order) Number: TWDB CWSRF #73888**

**Project Name: 2020 CWSRF Wastewater Improvements**

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In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 9, 2012 ("Agreement"), Owner and Engineer agree as follows:

### 1. Specific Project Data

- A. Owner: City of Diboll
- B. Title: 2020 CWSRF Wastewater Improvements
- C. Description: Rehabilitation of wastewater treatment plant equipment including repair/replacement of existing treatment component equipment and necessary electrical and controls improvements under the TWDB CWSRF program (Project No. CWSRF 73888) as further described in Attachment A.
- D. Number of Construction Contracts: 1

### 2. Services of Engineer

- A. Provide the services in Exhibit A – Schedule of Engineer’s Services as outlined below:
  - a. *Study and Report Phase:*  
Engineer shall provide the services outlined in Paragraph A1.01 of the Agreement as further described in Attachment A.
  - b. *Preliminary Design Phase:*  
Engineer shall provide the services outlined in Paragraph A1.02 of the Agreement as further described in Attachment A.
  - c. *Final Design Phase:*  
Engineer shall provide the services outlined in Paragraph A1.03 of the Agreement as further described in Attachment A.
  - d. *Bidding or Negotiating Phase:*  
Engineer shall provide the services outlined in Paragraph A1.04 of the Agreement as further described in Attachment A.
  - e. *Construction Phase:*  
Engineer shall provide the services outlined in Paragraph A1.05 of the Agreement as further described in Attachment A.
  - f. *Commissioning Phase (or Operational Phase):*  
Engineer shall provide the services outlined in Paragraph A1.06 of the Agreement as further described in Attachment A.

B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded		
<input type="checkbox"/>	<input type="checkbox"/>	a.	Design Survey
<input type="checkbox"/>	<input type="checkbox"/>	b.	Grant or Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	c.	Storm Water Pollution Prevention Plan
<input type="checkbox"/>	<input type="checkbox"/>	d.	Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	e.	Environmental Information Document
<input type="checkbox"/>	<input type="checkbox"/>	f.	Resident Project Representative Services
<input type="checkbox"/>	<input type="checkbox"/>	g.	Construction Survey (Baselines and Benchmarks)
<input type="checkbox"/>	<input type="checkbox"/>	h.	Geotechnical Investigation
<input type="checkbox"/>	<input type="checkbox"/>	i.	Materials Testing
<input type="checkbox"/>	<input type="checkbox"/>	j.	Analytical Testing
<input type="checkbox"/>	<input type="checkbox"/>	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
<input type="checkbox"/>	<input type="checkbox"/>	l.	Easement or Boundary Surveys
<input type="checkbox"/>	<input type="checkbox"/>	m.	Easement or Boundary Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	n.	Land Acquisition Services
<input type="checkbox"/>	<input type="checkbox"/>	o.	TxDOT Utility Installation Request Applications
<input type="checkbox"/>	<input type="checkbox"/>	p.	Operation and Maintenance Manual
<input type="checkbox"/>	<input type="checkbox"/>	q.	Other: TWDB Program Coordination
<input type="checkbox"/>	<input type="checkbox"/>	r.	Other: Environmental - Categorical Exclusion
<input type="checkbox"/>	<input type="checkbox"/>	s.	Other: Part Time Resident Project Representative Services
<input type="checkbox"/>	<input type="checkbox"/>	t.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	u.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	v.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	w.	Other:

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

4. **Times for Rendering Services**

Engineer shall provide services in accordance with Attachment B. Should review times exceed those identified in Attachment B, the project schedule will be extended accordingly.

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Basic Services		\$126,100.00	\$84,100.00	\$10,500.00			\$220,700.00	<b>Lump Sum</b>
Engineering Feasibility Report	\$26,000.00						\$26,000.00	
Construction Administration					\$40,000.00		\$40,000.00	
Startup Services						\$6,300.00	\$6,300.00	
Categorical Exclusion	\$4,500.00						\$4,500.00	
O&M Manual						\$11,500.00	\$11,500.00	
TWDB Coordination	\$2,000.00	\$1,750.00	\$1,750.00	\$750.00	\$7,500.00		\$13,750.00	
<b>Subtotal</b>	\$32,500.00	\$127,850.00	\$85,850.00	\$11,250.00	\$47,500.00	\$17,800.00	\$322,750.00	

Part Time RPR					\$63,360.00		\$63,360.00	<b>Hourly and Reimbursable</b>
<b>Subtotal</b>					\$63,360.00		\$63,360.00	
<b>Total</b>	\$32,500.00	\$128,750.00	\$85,850.00	\$11,250.00	\$110,860.00	\$17,800.00	\$386,110.00	

Notes:

<sup>1</sup> Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

<sup>2</sup> Construction Phase Basic Service assumes a construction period of 360 consecutive calendar days. ENGINEER's work on this phase beyond the construction period will be billed at hourly rates.

6. **Hourly Rates and Reimbursable Expenses Schedule**

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$265.00/hour
Senior Environmental Planner	\$220.00/hour
Environmental Planner	\$175.00/hour
Senior Aviation Planner	\$220.00/hour
Aviation Planner	\$180.00/hour
Senior Urban Design Planner	\$215.00/hour
Urban Design Planner	\$185.00/hour
Development Services Manager	\$195.00/hour
Electrical Engineer	\$235.00/hour
Mechanical Engineer	\$175.00/hour
Senior Project Manager	\$220.00/hour
Project Manager	\$175.00/hour
Senior Project Engineer	\$170.00/hour
Project Engineer	\$140.00/hour
Senior Design Engineer	\$130.00/hour
Design Engineer	\$115.00/hour
Senior Project Architect	\$215.00/hour
Project Architect	\$145.00/hour
Design Architect	\$100.00/hour
GIS Specialist	\$180.00/hour
Senior Engineering Technician	\$190.00/hour
Engineering Technician	\$105.00/hour
Senior Design Technician	\$120.00/hour
Design Technician	\$ 85.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
TCEQ Instructor	\$100.00/hour
Regulation Compliance Specialist	\$ 90.00/hour
Project Assistant	\$ 85.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 80.00/hour
Senior Project Representative	\$110.00/hour
Senior Project Representative - After Hours	\$130.00/hour
Project Representative	\$ 95.00/hour
Project Representative - After Hours	\$115.00/hour
Graphic Designer	\$ 75.00/hour
Administrative Assistant	\$ 75.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$190.00/hour
Two-Man Survey Crew	\$160.00/hour
Senior Registered Surveyor	\$175.00/hour
Registered Surveyor	\$135.00/hour
Senior Survey Technician	\$115.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.56/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day

Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

**NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually as of January to reflect equitable changes in the compensation payable to Engineer.**

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_.

OWNER: City of Diboll

ENGINEER: KSA Engineers, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: Trey Wilkerson

Name: Joncie H. Young, P.E.

Title: Mayor

Title: Director of Client Services

Date Signed: \_\_\_\_\_

Date Signed: 9/23/2021

Engineer License or Firm's  
Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Trey Wilkerson

Name: C. Daniel "Danny" Hays, P.E.

Title: Mayor

Title: Project Manager

Address: 400 Kenley Street  
Diboll, Texas 75941  
\_\_\_\_\_

Address: 211 E. Shepherd Ave.  
Suite 205  
Lufkin, Texas 75901

E-Mail Address: twilkerson@cityofdiboll.com

E-Mail Address: dhays@ksaeng.com

Phone: 936.829.4757

Phone: 936.637.6061

Fax: 936.829.1179

Fax: 888.224.9418



## Attachment A

### Scope of Services

#### Study & Report Phase (TWDB Planning Phase)

- Project Environmental:
  - Prepare documentation to support a Categorical Exclusion for project work contained within the footprint of the existing wastewater treatment facility and coordinate required TWDB public notice publication(s).
- Engineering Feasibility Report
  - Conduct a comprehensive treatment component evaluation, over a 2-day period, at the wastewater treatment plant. This will consist of electrical and mechanical evaluation of treatment equipment and capacity evaluation of the oxidation ditch for removal of grit in basin. The mechanical equipment to be evaluated will be the mechanical wastewater screen, grit collector, two (2) clarifiers, sludge digester #2, and centrifuge.
  - Summarize the findings of the evaluation with recommendations for rehabilitation and/or replacement.
  - Develop up to three (3) recommended project alternatives including proposed equipment manufacturer evaluation and opinion of probable construction cost.
  - Prepare a draft engineering feasibility report in accordance with TWDB program requirements and review with Owner. Duration of Owner review is estimated at 15 days.
  - Prepare a final engineering feasibility report, incorporating comments from Owner and submit to the TWDB for approval. Duration of TWDB review is estimated at 30 days.
- TWDB coordination
  - Prepare and submit monthly outlay reports to TWDB for disbursement of project funds to the Owner. Reports will be prepared by Engineer, submitted to the Owner for required signatures, and submitted to TWDB for processing upon receipt of signed report from Owner.
- Study & Report Phase will commence upon written notice to proceed from the Owner.

#### Preliminary Design Phase (TWDB Design Phase)

- 60% Plans and Specifications:
  - Prepare plans and specification to a 60% completion level for the improvements associated with the recommended alternative in the final engineering feasibility report approved by the TWDB.
  - Prepare a 60% design opinion of probable construction cost.
  - Review plans and specifications with Owner. Duration of Owner review is estimated at 5 days.
- TWDB coordination
  - Prepare and submit monthly outlay reports to TWDB for disbursement of project funds to the Owner. Reports will be prepared by Engineer, submitted to the Owner for required signatures, and submitted to TWDB for processing upon receipt of signed report from Owner.

- Preliminary Design Phase will commence upon receipt of environmental and engineering feasibility report approvals from TWDB.

#### Final Design Phase (TWDB Design Phase)

- 90% Plans and Specifications:
  - Prepare plans and specification to a 90% completion level for the improvements associated with the recommended alternative in the final engineering feasibility report approved by the TWDB incorporating Owner comments on the 60% completion submittal.
  - Prepare construction contract agreement documents using the 2013 Engineers Joint Council document series with supplemental conditions and documents required by TWDB.
  - Prepare a 90% design opinion of probable construction cost.
  - Review plans and specifications with Owner. Duration of Owner review is estimated at 15 days.
  - Prepare final design phase submittal to TWDB for review and approval. Duration of TWDB review is estimated at 30 days.
- 100% Plans and Specifications:
  - Incorporate comments from Owner and TWDB review of the 90% submittal.
- TWDB coordination
  - Prepare and submit monthly outlay reports to TWDB for disbursement of project funds to the Owner. Reports will be prepared by Engineer, submitted to the Owner for required signatures, and submitted to TWDB for processing upon receipt of signed report from Owner.
- Final Design Phase will commence upon receipt of review comments from Owner on the 60% plans and specifications.

#### Bidding Phase (TWDB Construction Phase)

- Finalize bid advertisement schedule and prepare final bid advertisement.
- Coordinate publication of bid advertisement with local newspaper.
- Conduct a mandatory pre-bid meeting to ensure that all bidders are knowledgeable of specific TWDB requirements.
- Respond to bidder questions and issue addenda.
- Conduct a bid opening and prepare a summary of the bid results.
- Submit bidding phase documents to TWDB for review and issuance of authorization to award. Duration of TWDB review is estimated at 30 days.
- Attend City Council meeting for award of construction contract.
- TWDB coordination
  - Prepare and submit monthly outlay reports to TWDB for disbursement of project funds to the Owner. Reports will be prepared by Engineer, submitted to the Owner for required signatures, and submitted to TWDB for processing upon receipt of signed report from Owner.
- Bidding Phase will commence upon receipt of authorization to bid from TWDB.

### Construction Phase (TWDB Construction Phase)

- Construction Administration
  - Prepare construction contract documents and coordinate execution by the Contractor and Owner.
  - Submit fully executed contract documents to TWDB for review and issuance of authorization to issue notice to proceed. Duration of TWDB review is estimated at 30 days.
  - Conduct pre-construction conference.
  - Review product submittals required by the final plans and specifications. Number of submittals is assumed to be six (6).
  - Respond to contractor RFIs. Number of RFIs is assumed to be ten (10).
  - Conduct monthly site visits, by Engineer, to assess completion level of construction.
  - Process monthly Contractor applications for payment.
  - Conduct preliminary and final substantial completion inspections.
  - Submit final closeout documents to TWDB upon completion of project.
  - Construction administration services are estimated to occur over a 12-month construction contract period.
- Resident Project Representative (RPR)
  - Provide part-time Resident Project Representative services (16-hours per week) to monitor progress of work in accordance with the plans and specifications and coordinate Contractor questions with Engineer.
  - Resident Project Representative services are estimated to occur over a 9-month active construction period within the 12-month construction contract period. This is based upon an assumed Contractor equipment delivery schedule.
  - During contractor work hours when RPR is not on-site, Owner will provide monitoring of work progress.
- TWDB Coordination
  - Conduct monthly Contractor employee interviews and review Contractor provide documentation to ensure compliance with Davis-Bacon wage rate requirements.
  - Prepare and submit monthly outlay reports to TWDB for disbursement of project funds to the Owner. Reports will be prepared by Engineer, submitted to the Owner for required signatures, and submitted to TWDB for processing upon receipt of signed report from Owner.
- Construction Phase will commence upon award of construction contract by the Owner.

### Commissioning Phase (TWDB Construction Phase)

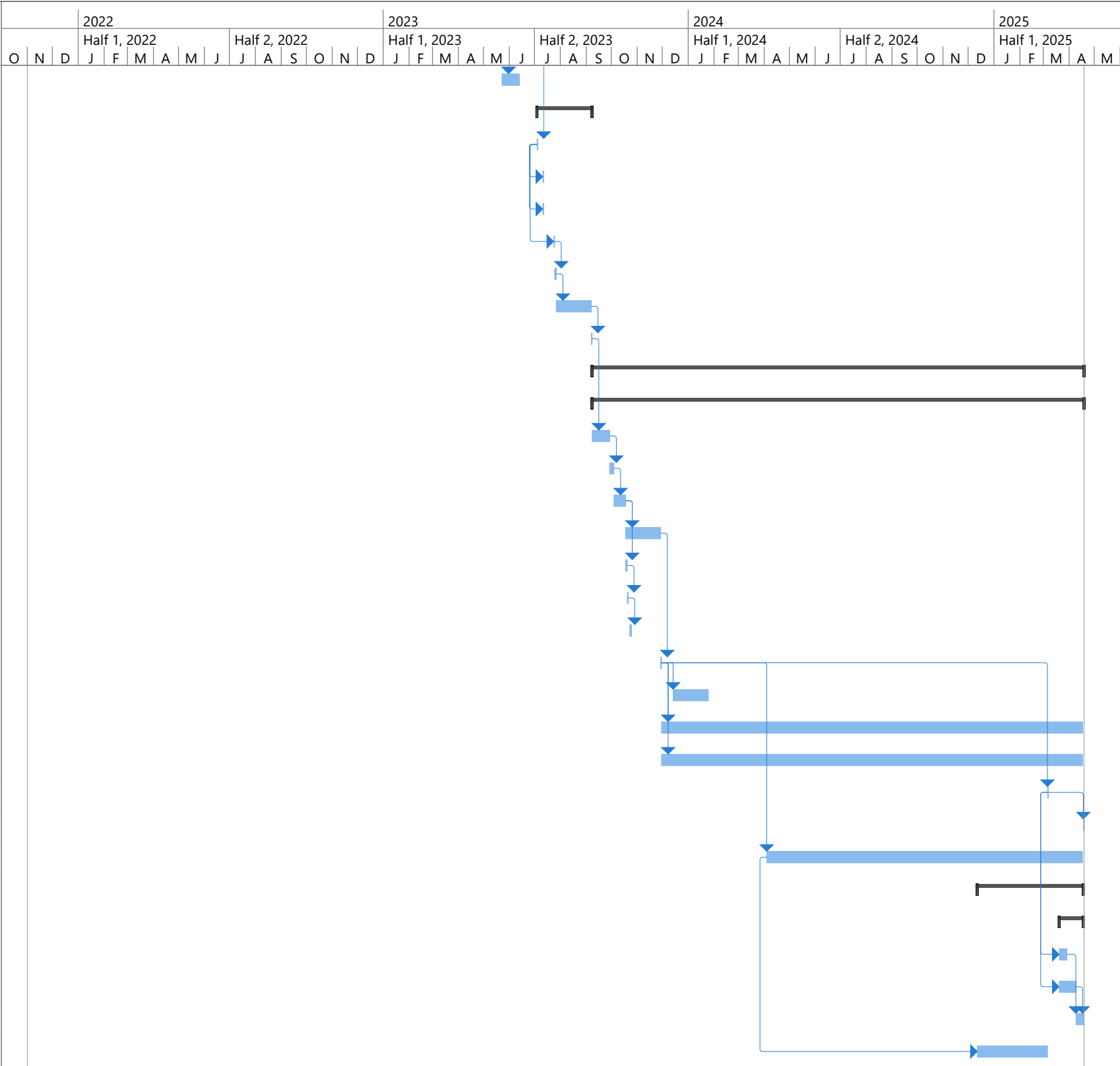
- Operations & Maintenance Manual
  - Prepare project record drawings based on Contractor provided as-built markups.
  - Review manufacturer O&M manuals submitted by Contractor.
  - Prepare written O&M manual and submit to the Owner for wastewater treatment plant records. Two (2) printed and one (1) PDF manuals will be provided.

- Startup Services
  - Provide Engineer observation at startup of treatment components. Engineer observation will be 6 days at 4-hours per day for each component startup. Engineer assumes contractor will schedule a startup for each component as completed.
  - Provide reports of equipment startup containing a summary of Engineer observation and manufacturer provided startup reports.

ID	WBS	Task Name	Duration	Start	Finish	2022												2023												2024												2025											
						Half 1, 2022						Half 2, 2022						Half 1, 2023						Half 2, 2023						Half 1, 2024						Half 2, 2024						Half 1, 2025											
						O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M				
1	1	<b>Total Project Duration</b>	<b>905 days</b>	<b>Mon 11/1/21</b>	<b>Fri 4/18/25</b>	[Gantt bar spanning from Mon 11/1/21 to Fri 4/18/25]																																															
2	1.1	<b>Planning Phase</b>	<b>100 days</b>	<b>Mon 11/1/21</b>	<b>Fri 3/18/22</b>	[Gantt bar spanning from Mon 11/1/21 to Fri 3/18/22]																																															
3	1.1.1	NTP from Owner	1 day	Mon 11/1/21	Mon 11/1/21	[Task bar from Mon 11/1/21 to Mon 11/1/21]																																															
4	1.1.2	<b>Project Environmental</b>	<b>61 days</b>	<b>Tue 11/2/21</b>	<b>Tue 1/25/22</b>	[Gantt bar spanning from Tue 11/2/21 to Tue 1/25/22]																																															
5	1.1.2.1	Categorical Exclusion	30 days	Tue 11/2/21	Mon 12/13/21	[Task bar from Tue 11/2/21 to Mon 12/13/21]																																															
6	1.1.2.2	Notice Publication	1 day	Tue 12/14/21	Tue 12/14/21	[Task bar from Tue 12/14/21 to Tue 12/14/21]																																															
7	1.1.2.3	Comment Period	30 days	Wed 12/15/21	Tue 1/25/22	[Task bar from Wed 12/15/21 to Tue 1/25/22]																																															
8	1.1.3	<b>Engineering Feasibility Report</b>	<b>90 days</b>	<b>Mon 11/15/21</b>	<b>Fri 3/18/22</b>	[Gantt bar spanning from Mon 11/15/21 to Fri 3/18/22]																																															
9	1.1.3.1	Existing Equipment Evaluation	7 days	Mon 11/15/21	Tue 11/23/21	[Task bar from Mon 11/15/21 to Tue 11/23/21]																																															
10	1.1.3.2	Summary of Equipment Condition	7 days	Wed 11/24/21	Thu 12/2/21	[Task bar from Wed 11/24/21 to Thu 12/2/21]																																															
11	1.1.3.3	Recommendation for rehabilitation/replace	3 days	Fri 12/3/21	Tue 12/7/21	[Task bar from Fri 12/3/21 to Tue 12/7/21]																																															
12	1.1.3.4	Manufacturer evaluation/selection	14 days	Wed 12/8/21	Mon 12/27/21	[Task bar from Wed 12/8/21 to Mon 12/27/21]																																															
13	1.1.3.5	Develop recommended alternative	3 days	Tue 12/28/21	Thu 12/30/21	[Task bar from Tue 12/28/21 to Thu 12/30/21]																																															
14	1.1.3.6	Prepare EFR OPCC	3 days	Fri 12/31/21	Tue 1/4/22	[Task bar from Fri 12/31/21 to Tue 1/4/22]																																															
15	1.1.3.7	Prepare draft report	7 days	Wed 1/5/22	Thu 1/13/22	[Task bar from Wed 1/5/22 to Thu 1/13/22]																																															
16	1.1.3.8	Owner review	15 days	Fri 1/14/22	Thu 2/3/22	[Task bar from Fri 1/14/22 to Thu 2/3/22]																																															
17	1.1.3.9	Prepare final report	1 day	Fri 2/4/22	Fri 2/4/22	[Task bar from Fri 2/4/22 to Fri 2/4/22]																																															
18	1.1.3.10	TWDB review & approval	30 days	Mon 2/7/22	Fri 3/18/22	[Task bar from Mon 2/7/22 to Fri 3/18/22]																																															
19	1.2	<b>Design Phase</b>	<b>336 days</b>	<b>Mon 3/21/22</b>	<b>Mon 7/3/23</b>	[Gantt bar spanning from Mon 3/21/22 to Mon 7/3/23]																																															
20	1.2.1	<b>Preliminary Design</b>	<b>216 days</b>	<b>Mon 3/21/22</b>	<b>Mon 1/16/23</b>	[Gantt bar spanning from Mon 3/21/22 to Mon 1/16/23]																																															
21	1.2.1.1	Prepare 60% Plans	210 days	Mon 3/21/22	Fri 1/6/23	[Task bar from Mon 3/21/22 to Fri 1/6/23]																																															
22	1.2.1.2	Prepare 60% Specifications	210 days	Mon 3/21/22	Fri 1/6/23	[Task bar from Mon 3/21/22 to Fri 1/6/23]																																															
23	1.2.1.3	60% Design OPCC	1 day	Mon 1/9/23	Mon 1/9/23	[Task bar from Mon 1/9/23 to Mon 1/9/23]																																															
24	1.2.1.4	Owner Review	5 days	Tue 1/10/23	Mon 1/16/23	[Task bar from Tue 1/10/23 to Mon 1/16/23]																																															
25	1.2.2	<b>Final Design</b>	<b>120 days</b>	<b>Tue 1/17/23</b>	<b>Mon 7/3/23</b>	[Gantt bar spanning from Tue 1/17/23 to Mon 7/3/23]																																															
26	1.2.2.1	Prepare 90% Plans	60 days	Tue 1/17/23	Mon 4/10/23	[Task bar from Tue 1/17/23 to Mon 4/10/23]																																															
27	1.2.2.2	Prepare 90% Specificaitons	60 days	Tue 1/17/23	Mon 4/10/23	[Task bar from Tue 1/17/23 to Mon 4/10/23]																																															
28	1.2.2.3	Prepare TWDB Contract Documents	15 days	Tue 4/11/23	Mon 5/1/23	[Task bar from Tue 4/11/23 to Mon 5/1/23]																																															
29	1.2.2.4	90% Design OPCC	1 day	Tue 4/11/23	Tue 4/11/23	[Task bar from Tue 4/11/23 to Tue 4/11/23]																																															
30	1.2.2.5	Owner Review	15 days	Tue 5/2/23	Mon 5/22/23	[Task bar from Tue 5/2/23 to Mon 5/22/23]																																															
31	1.2.2.6	TWDB review & approval	30 days	Tue 5/23/23	Mon 7/3/23	[Task bar from Tue 5/23/23 to Mon 7/3/23]																																															
32	1.2.2.7	Prepare 100% Plans	15 days	Tue 5/23/23	Mon 6/12/23	[Task bar from Tue 5/23/23 to Mon 6/12/23]																																															

Project: DI118 CWSRF WW Imp Date: Wed 9/22/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

ID	WBS	Task Name	Duration	Start	Finish	2022							2023							2024							2025						
						Half 1, 2022					Half 2, 2022		Half 1, 2023					Half 2, 2023		Half 1, 2024					Half 2, 2024		Half 1, 2025						
						O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
33	1.2.2.8		Prepare 100% Specifications	15 days	Tue 5/23/23	Mon 6/12/23																											
34	1.3		<b>Bidding Phase</b>	<b>48 days</b>	<b>Tue 7/4/23</b>	<b>Thu 9/7/23</b>																											
35	1.3.1		1st publication of Advertisement for Bids	1 day	Tue 7/4/23	Tue 7/4/23																											
36	1.3.2		Pre-bid Meeting	1 day	Tue 7/11/23	Tue 7/11/23																											
37	1.3.3		2nd publication of Advertisement for Bids	1 day	Tue 7/11/23	Tue 7/11/23																											
38	1.3.4		Bid Opening	1 day	Mon 7/24/23	Mon 7/24/23																											
39	1.3.5		Bid tabulation & summary letter	2 days	Tue 7/25/23	Wed 7/26/23																											
40	1.3.6		TWDB review & approval	30 days	Thu 7/27/23	Wed 9/6/23																											
41	1.3.7		City Council Award	1 day	Thu 9/7/23	Thu 9/7/23																											
42	1.4		<b>Construction Phase</b>	<b>421 days</b>	<b>Fri 9/8/23</b>	<b>Fri 4/18/25</b>																											
43	1.4.1		<b>General Contract Administration</b>	<b>421 days</b>	<b>Fri 9/8/23</b>	<b>Fri 4/18/25</b>																											
44	1.4.1.1		Contract execution by Contractor	15 days	Fri 9/8/23	Thu 9/28/23																											
45	1.4.1.2		Review Contractor executed documents	3 days	Fri 9/29/23	Tue 10/3/23																											
46	1.4.1.3		Contract execution by Owner	10 days	Wed 10/4/23	Tue 10/17/23																											
47	1.4.1.4		TWDB review & approval	30 days	Wed 10/18/23	Tue 11/28/23																											
48	1.4.1.5		Prepare pre-construction conference agenda	2 days	Wed 10/18/23	Thu 10/19/23																											
49	1.4.1.6		Conduct pre-construction conference	1 day	Fri 10/20/23	Fri 10/20/23																											
50	1.4.1.7		Prepare pre-construction conference minutes	2 days	Mon 10/23/23	Tue 10/24/23																											
51	1.4.1.8		Issue NTP to Contractor	1 day	Wed 11/29/23	Wed 11/29/23																											
52	1.4.1.9		Review Contractor submittals	30 days	Thu 12/14/23	Wed 1/24/24																											
53	1.4.1.10		Monthly Pay Applications	360 days	Thu 11/30/23	Wed 4/16/25																											
54	1.4.1.11		Monthly Engineer Site Visits	360 days	Thu 11/30/23	Wed 4/16/25																											
55	1.4.1.12		Preliminary Substantial Completion Inspection	1 day	Thu 3/6/25	Thu 3/6/25																											
56	1.4.1.13		Final Substantial Completion Inspection	1 day	Fri 4/18/25	Fri 4/18/25																											
57	1.4.2		Project Observation (RPR)	270 days	Thu 4/4/24	Wed 4/16/25																											
58	1.5		<b>Commissioning Phase</b>	<b>91 days</b>	<b>Thu 12/12/24</b>	<b>Thu 4/17/25</b>																											
59	1.5.1		<b>O&amp;M Manual</b>	<b>21 days</b>	<b>Thu 3/20/25</b>	<b>Thu 4/17/25</b>																											
60	1.5.1.1		Prepare Record Drawings	7 days	Thu 3/20/25	Fri 3/28/25																											
61	1.5.1.2		Review manufacturer manuals	14 days	Thu 3/20/25	Tue 4/8/25																											
62	1.5.1.3		Prepare written manual	7 days	Wed 4/9/25	Thu 4/17/25																											
63	1.5.2		Startup Services	60 days	Thu 12/12/24	Wed 3/5/25																											



Project: DI118 CWSRF WW Imp  
Date: Wed 9/22/21

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

# CERTIFIED EXECUTIVE CLOSED SESSION AGENDA

On this the 30<sup>th</sup> day of September, 2021, the governing body of the City of Diboll convened in Executive Closed Session of the City Council held at the Diboll City Hall at 400 Kenley, Diboll Texas with the following present to wit:

- |  |   |
|--|---|
| <input type="checkbox"/> Trey Wilkerson, Mayor<br><input type="checkbox"/> Daniel Lopez, Mayor Pro-Tem<br><input type="checkbox"/> Benita Sheffield Duffield, Council Member<br><input type="checkbox"/> Luis Maldonado, Council Member<br><input type="checkbox"/> Brian Moreno, Council Member<br><input type="checkbox"/> Charles Moses Sr., Council Member<br><input type="checkbox"/> J. Ruben Terrazas, Council Member | <input type="checkbox"/> Keith Wright, City Manager<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____ |
|--|---|

The following is an agenda of an Executive Session of the City of Diboll, Texas, held pursuant to the Texas Open Meetings Act, Government Code Section:

- |  |   |
|--|---|
| <input type="checkbox"/> 551.071 – Litigation/Consultation with Attorney<br><input type="checkbox"/> 551.072 – Real Property<br><input type="checkbox"/> 551.073 – Prospective Gift<br><input checked="" type="checkbox"/> 551.074 – Personnel Matters | <input type="checkbox"/> 551.076 Security Personnel or Devices<br><input type="checkbox"/> 551.086 Test item (SB 59S)<br><input type="checkbox"/> 551.087 Economic Development Negotiations (SB 1851) |
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Agenda Item #1: Review City Manager Applicants

Action Taken:    Yes            No

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Agenda Item #2 Action Taken:    Yes            No

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Agenda Item #3 Action Taken:    Yes            No

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I, Mayor Trey Wilkerson, certify the above agenda is a true and accurate record of the proceedings.

\_\_\_\_\_  
Trey Wilkerson, Mayor

\_\_\_\_\_  
Witness



Convened into Executive Session at: \_\_\_\_\_

Exited back to Regular Session at: \_\_\_\_\_

\*Note: this certified agenda must be kept a minimum of two years after the date of the Executive Session and is confidential. A person who knowingly and without lawful authority makes this record public commits a Class B misdemeanor and may be held liable for actual damages, court costs, reasonable attorney fees, and exemplary damages. Texas Government Code § 551.145.