



October 8, 2025

Mr. Julio Gomez, MBA
Director of Public Works and Capital Projects
City of Cibolo
200 South Main, Cibolo, TX 78108

Via email: jgomez@cibolotx.gov

Re: Tolle Road Improvements
Proposal for Additional Professional Services
PO #24176

Dear Mr. Gomez:

As part of the city's effort to communicate with property owners impacted by the Tolle Rd Improvements and with city council, LAN has been assisting with preparation of additional exhibits, revising culvert layouts, assessing different conditions using different scenarios on the proposed drainage model, assessing right-of-way impacts, etc., that could explain the extent of the Tolle Rd improvements for different stakeholders. The effort over the last several months has exhausted our current contract design phase budget to finalize the plans and prepare the IFB package for advertising.

Lockwood, Andrews, and Newnam, Inc. (LAN) is pleased to submit this revised proposal for additional professional engineering services in support of the Tolle Road Improvements project, under the above-mentioned purchase order. The additional services are necessary to complete the design and consist of revising Design Plans (Roadway, Drainage and Wastewater Improvements) and the Drainage Study with report and exhibits, for the relocation of ten (10) 5'x2' culverts located between 549 Tolle Rd and Janoe Properties (storage facility), as noted on Attachment "A".

A detailed description of the additional tasks is included on Attachment "B" and as follows are the assumptions to estimate the level of effort:

Assumptions

1. The project Advertisement would be December 2025 instead of March 2025. March 2025 was the anticipated Advertisement noted in schedule developed in June 2024, before the additional surveying and ROE tasks were resumed for ROW acquisition purposes. This extension corresponds to approximately nine (9) additional months of Project Management and Meetings, including preparation of agendas and minutes, until the project design phase is completed and is ready to be Advertised.



2. Bi-weekly meetings are considered for Task F - Additional Project Management/Meetings but the frequency can be modified to monthly to reduce the requested budget.
3. TCEQ formal resubmittal due to revisions of the proposed wastewater collection line, impacted by the relocation of the proposed 10-5'x2' multiple box culverts (MBC's), is not part of this proposal for additional services. If deemed necessary, a separate proposal will be prepared for review and approval, under Task D – Additional Wastewater Alignment Shift and Services.
4. Roadway implications of moving proposed 10-5'x2' multiple box culverts (MBC's):
 - a) Road profile in that area needs to be redesigned in to maintain proper cover over culverts.
 - b) Road ditch design needs to be revised and a section south of the MBC's where topography is already flat and will get flatter.
 - c) Road cross sections need to be revised in the area.
 - d) Proposed drainage easement will need to be revised/expanded to new MBC' location.
 - e) Coordination efforts with existing utilities will need to be revisited.
5. The design for Tolle Rd and revisions use Microstation.

Tentative Schedule

The level of effort described on Attachment “B” has been partially completed, specifically those tasks related to drainage study and modeling updates. However, revisions to project plan sheets (Roadway, Drainage and Wastewater Improvements) will begin upon receipt of the Notice-to-Proceed, which is anticipated for late September 2025. The proposed milestones are as follows:

- Updated 100%/Final Design (IFB package) – December 2025 (tentatively and dependent upon completion of ROW acquisition efforts)
- Bid Phase – January 2026 – April 2026 (tentatively)
- Construction – TBD
- Closeout – TBD

Proposed Fee Estimate and Invoicing

LAN proposes a lump sum fee to be paid as shown in the table below as further detailed in Attachment B. LAN will invoice monthly for the partial percentage completed up to 100% of the fee by task.

TASKS	FEE
Task D —Additional Wastewater Alignment Shift and Services	\$8,880.00
Task E —Additional Drainage Modeling and Design Updates	\$28,010.00
Task F — Additional Project Management/Meetings	\$26,015.00
Task G —Roadway Redesign & Update 100% Design Plans	\$30,925.00
Additional Professional Engineering Services	\$93,830.00



We appreciate this opportunity to be of continued service to the City of Cibolo. Should you have any questions or require additional information, please do not hesitate to contact me at (210) 557-3805 or via email at EMAlvarez@lan-inc.com.

Sincerely,
Lockwood, Andrews & Newnam, Inc.

A handwritten signature in blue ink, appearing to read "Elaiza Alvarez", is positioned above the printed name.

Elaiza Alvarez, PE, CFM
Senior Associate. Municipal Team Leader

Attachments:

Attachment A – Relocation of Multiple Box Culverts (5'x2') Alternative #2
Attachment B – LAN Fee Calculation

cc.: Wayne Reed, ICMA-CM (City Manager – City of Cibolo)
Bryan Huggins, CPM, LCC (Executive Director, Safety and Infrastructure– City of Cibolo)
Saif Al Haddad, PE, CFM (Assistant Director of Public Works and Capital Projects)

PROJECT: TOLLE ROAD RECONSTRUCTION/WW IMPROVEMENTS

	Principal	QA/QC Manager	Sr. Project Manager	Sr. Hydraulic Engineer	Professional Engineer	Sr. CADD Designer	EIT IV	Admin	Total Task Hours	Total Task Cost
Rates	\$ 310	\$ 270	\$ 225	\$ 260	\$ 160	\$ 155	\$ 165	\$ 105		
Task D—Additional Wastewater Alignment Shift and Services										
Revisions to sheets (Cover, Project Layout, Wastewater P&P)					4	28	8		40	\$ 6,300
Internal QC Review		2							2	\$ 540
Address QC Review comments					1	10	2		13	\$ 2,040
Update Chapter 217 Transmittal Letter and TCEQ package										\$ -
Prepare final plan set to submit to TCEQ for permit approval										\$ -
Task D Totals	0	2	0	0	5	38	10	0	55	\$ 8,880
Task E—Additional Drainage Modeling and Design Updates										
Modification of HECHMS (hydrologic) modeling for Rational Method analysis requested by city				3	6				9	\$ 1,740
Modification and finalization of HECHMS model for conversion to Snyder Method requested by city to reduce flows and compare to SARA Cibolo Creek model				3	4				7	\$ 1,420
Revision of HECRAS hydraulic model to incorporate revised flows, existing large driveway culverts adjacent to Cowan's property, and Steele Creek Subd proposed development and culvert crossing				4	5				9	\$ 1,840
Evaluation of the revisions to culverts adjacent to Cowan's property near Janoe Lane intersection				6		3	6		15	\$ 3,015
Complete, revise and update HECRAS-2D model for north half of Tolle Rd project to assess and discuss impacts of modified and final improvements and survey since 2022		1		8	2		8		19	\$ 3,990
Complete, revise and update Drainage Report for hydrologic and hydraulic model results and final design modifications since last (2022) report. Includes revised exhibits and maps as may be required		1		9	3	6			19	\$ 4,020
Final design plan revisions to drainage sheets for culvert location and other related drainage features and tables		1	1	2		16	2		22	\$ 3,825
Additional Surveying at Cowan's property (BMB)										\$ 8,160
Task E Totals	0	3	1	35	20	25	16	0	100	\$ 28,010
Task F— Additional Project Management/Meetings										
Project administration duties			32					9	41	\$ 8,145
Additional Bi-weekly Progress meetings with Client			18	10	4		18		50	\$ 10,260
Internal Progress and Review Meetings			9	9			9		27	\$ 5,850
Utility Coordination			2		2		6		10	\$ 1,760
Task F Totals	0	0	61	19	6	0	33	9	128	\$ 26,015
Task G—Roadway Redesign and Update 100% Desing Plans										
Plan & Profile Sheets, Road Ditch and X-Sections (16 total), including driveways			45			65	20		130	\$ 23,500
QA/QC Review (includes addressing QC comments)	1	8	2		2	27			40	\$ 7,425
Task G Totals	1	8	47	0	2	92	20	0	170	\$ 30,925
LABOR TOTAL	1	13	109	54	33	155	79	9	453	\$ 93,830.00