



MEMORANDUM

To: Galveston County Commissioners Court
From: Grants Administration Department
Court Date: 6/22/2026
RE: Engineering Department
Texas General Land Office Community Development Block Grant- Disaster Relief, Ike Round 2.3
Rollover Bay Park- Contract No. 16-209-000-9676

BACKGROUND

Texas General Land Office (GLO) released guidance and an allocation of approximately \$969 million in second round Hurricane Ike disaster recovery funds to the region's local governments. The disaster recovery funding is intended to help address unmet housing, economic and infrastructure needs associated with Hurricanes Ike and Dolly. The emergency funding was provided through HUD's Community Development Block Grant (CDBG) Program to support the state's long-term disaster recovery.

Galveston County was awarded a total of \$7,000,503.67 through the allocation and is actively working on the following CDBG- Disaster Recovery project, Rollover Bay Park, to restore the recreational opportunities that were lost from the closure of Rollover Pass due to Hurricane Ike. Funded activities for the project consist of the engineering, design and construction of the Rollover Bay Park.

SUMMARY

The Rollover Bay Park project has experienced multiple project delays impacting the overall project schedule which affected all project activities including engineering design services; construction services, and grants administration. Due to delays, Galveston County requests an extension for the project for a new termination date of 4/30/2027.

FINANCIAL SUMMARY

Galveston County requests the reallocation of funds from HUD Activity – Construction to be allocated to HUD Activity – Engineering, in the amount of \$174,234.00. Justification for the budgetary change is detailed in the letter provided to the GLO.



	Engineering	Construction	Environmental	Project Deliver
Current Budget	\$810,969.00	\$6,108,866.30	\$7,000.00	\$80,668.37
Requested Reallocation	\$174,234.00	(\$174,234.00)		
Proposed New Budget	\$985,203.00	\$5,934,632.30	\$7,000.00	\$80,667.37

RECOMMENDATIONS

Grants Administration requests the Court to consider the approval for County Judge to sign and authorize the Texas General Land Office contract extension and budget amendment for Rollover Bay Park – Contract No. 16-209-000-9676.

ATTACHMENTS FOR WET SIGNATURE

Amendment Request No. 7



Mark Henry

County Judge
County of Galveston

Galveston County Courthouse
722 Moody Avenue, Galveston, Texas 77550

Tyler Drummond
Chief of Staff
Zach Davidson
Deputy Chief of Staff

June 22, 2026

Mr. Cody Phelps
Grant Manager
Texas General Land Office
1700 Congress Avenue
Austin, Texas 78701

RE: Galveston County – CDBG Contract #16-209-000-9676 (Ike Round 2.3)
Rollover Bay Park - Contract Time Extension and Budget Amendment Request

Dear Mr. Phelps,

Galveston County respectfully requests a time extension and a budget modification to the subject contract No. 16-209-000-9676. A summary and justification for these changes is depicted below.

Galveston County requests the reallocation of funds from HUD Activity 9- Parks, Playgrounds, and Other Recreational Facilities to be allocated to HUD Activity 30- Engineering, in the amount of \$174,234.00 from Galveston County's construction funds to engineering services for the Rollover Bay Park project. Justification for the budgetary change is provided in HNTB's support letter (Attachment A) and has also been previously approved by the GLO CDBG-DR Infrastructure Program Area.

	Engineering	Construction	Environmental	Project Deliver
Current Budget	\$810,969.00	\$6,108,866.30	\$7,000.00	\$80,668.37
Requested Reallocation	\$174,234.00	(\$174,234.00)		
Proposed New Budget	\$985,203.00	\$5,934,632.30	\$7,000.00	\$80,667.37

The Rollover Bay Park project has experienced multiple project delays, most of which have been outside of county's control. These delays have impacted the overall project schedule and affected all project activities: engineering design services; construction services, and grants administration in the following ways:

Engineering and Construction Delays:

In July 2024, Hurricane Beryl made landfall along Bolivar Peninsula, directly affecting the project site. This significant storm event resulted in substantial alterations to the site's shoreline, elevations, and overall topography. Due to these impacts, the County was required to conduct a new site survey to accurately document post-storm conditions. Completion of this survey

delayed the design schedule by approximately two months. Once the updated survey information was received, the project team required an additional two months to revise the design to accommodate the newly altered site elevations and degraded conditions. These redesign efforts were necessary to ensure that the project could be constructed safely and in accordance with engineering standards under the new site conditions.

Additionally, the storm caused the loss of a significant amount of previously existing site fill material. After evaluating the revised site conditions, it was determined that replacing the lost fill would be beneficial to ensure long-term project stability and proper grading across the site. Identifying an appropriate source of compatible fill material and coordinating its transport and placement required additional effort beyond the original project scope. From fall 2025 through early 2026, the County worked to evaluate material quantities and coordinate with the adjacent Rollover Pier project (Rollover Bay) to potentially utilize suitable fill material generated from that site.

This coordination required additional communication and scheduling alignment with the contractor on the Rollover Pier project, Brizo Construction. As a result of these coordination efforts and the need to align material availability with project construction sequencing, the Notice to Proceed for the Rollover Bay Park contractor, Mc2 Civil, was delayed by approximately six weeks.

Administrative Delays:

Beyond the physical site impacts, Hurricane Beryl caused substantial administrative delays due to a mandatory shift in County focus during both the pre- and post-storm periods. Galveston County staff were redirected to manage critical emergency preparations and recovery efforts, which included addressing widespread power outages and coordinating necessary facility closures. Significant administrative resources were also dedicated to documenting storm-related damages and ensuring the continued safe functioning of existing infrastructure and facilities throughout the County. These essential tasks temporarily diverted personnel and resources from the Rollover Bay Park project, contributing further to the overall project timeline extension.

A significant administrative challenge impacting the project timeline has been the frequent turnover of Grant Managers at the Texas General Land Office (GLO). Each transition results in a substantial loss of historical knowledge, as new managers often lack familiarity with the specific intricacies and long-standing requirements of the Ike program. This learning curve is further steepened by a general lack of proficiency in the TReCS system, which, while essential for this contract, is no longer the primary management platform utilized by the GLO. These combined factors have led to a marked decrease in administrative efficiency, resulting in slow turnaround times for the review and processing of critical project amendments.

Additional delays were encountered during the construction procurement phase of the project. The project was officially advertised for bids on 08/19/2025 and bids were opened 9/25/2025. Following the evaluation of the received bids, the contract was awarded on 10/27/2025, NTP was issued 2/23/2026, which impacted the transition from design to active construction and contributed to the overall adjustments in the project schedule.

To date, the construction of the project is approximately 30-35% complete. An updated construction schedule is provided for your review (Attachment B). Based on the contractor's

most recent construction schedule, project substantial completion is anticipated by 12/21/2026. Construction closeout documents such as (as-builts and COCCs) and final engineering services, provided by HNTB, will have an estimated completion date of 2/28/2027. The county will need an additional 60 days to wrap up administrative closeout duties, to include final public hearing, collection and approval of As-Builts, COCCs and all labor compliance documentation and to prepare and accurate and reconciled grant completion report. As such, the county requests an extension to secure a new termination date of 4/30/2027.

Galveston County remains committed to the successful completion of the Rollover Bay Park project and appreciates the continued partnership and support of the Texas General Land Office in delivering this important community public facility.

Thank you for considering this amendment request. Should you have any questions or require additional information, please do not hesitate to contact Galveston County Grants Administration Department, Miriam Moran, miriam.moran@galvestoncountytexas.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Henry", with a stylized flourish at the end.

Mark Henry
County Judge

ATTACHMENT A

Mr. Cody Phelps
Grant Manager

Texas General Land Office
1700 Congress Avenue
Austin, Texas 78701



May 22, 2026

Re: No Cost Time Extension: Galveston County Ike Round 2.3 CDBG-DR Contract# 16-209-000-9676-Rollover Bay Park

Dear Mr. Phelps,

This letter is to provide justification for a supplemental budget amendment and work order time extension to HNTB's work order No.9883 under GLO Contract No.12-236-003 for design and construction observation services for the Rollover Bay Park project located in Galveston County. There have been unforeseeable circumstances that have impacted and delayed the project design schedule and subsequent construction schedule resulting in approximately eight months. As a result of these schedule delays HNTB is requesting additional supplemental funding to continue to provide Construction Administration services through the estimated construction completion and project closeout that is anticipated to be completed by 2/2/2027. HNTB is requesting an extension to 2/28/2027.

In July of 2024, Hurricane Beryl made landfall over the Bolivar Peninsula directly affecting the project site. This force majeure weather event resulted in significant changes to the topography and shoreline of the project site. As a result, the following delays have followed:

- The project was in the design phase when Hurricane Beryl made landfall. The project design was delayed by two months while a new site survey was completed by Galveston County. In addition, this delay would additionally require two months of redesigning to accommodate for the various changes in elevations to almost every component of the design so the project could be constructed safely to plan with the degraded site conditions.
- As described above, a significant amount of site fill was also lost during Hurricane Beryl, and it was determined that the project design would benefit from the existing fill material being replaced on the project site. Identifying a source and coordinating both schedule and delivery methods of the material were out of scoped tasks, but good faith efforts to move the project forward. These tasks were ongoing during the fall of 2025 through April of 2026. This effort resulted in calculating quantities and coordinating the sourcing of the fill material from the adjacent Rollover Pier project, additional coordination with the contractor on that project (Brizo Construction) and their construction schedule was

required which resulted in the Rollover Bay Park contractor's (Mc2 Civil) Notice to Proceed being delayed by approximately six weeks.

The contractor for this Rollover Bay Park project has forecasted project closeout to last up to February 2, 2027, and HNTB will need to have an active work order to continue to support Galveston County for the duration construction to ensure the contractor completes construction according to the plan and for adequate time for construction completion and the associated project closeout requirements.

The requested fee increase for continued Construction Administration Services is \$174,234.00.

HNTB remains committed to continuing to support the County and the Land Office in seeing the project be completed and requests that the Land Office please accept this request for a supplemental budget amendment and work order time extension to February 28, 2027.

Should you have any questions or require additional information, please contact Jarrod Choate at (512) 987-8256.

Sincerely,

Jarrod W. Choate, GGP, CPTED-CPD
Project Manager

Rollover Bay Park

Scope of Services

SERVICES TO BE PROVIDED BY THE PROVIDER

The work to be performed by the PROVIDER under this Work Order shall consist of providing professional engineering, environmental and architectural services to the Texas General Land Office for the Rollover Bay Park located near Gilchrist, Texas. The project shall be performed in accordance with the PROVIDER's detailed Scope of Services, Detailed Budget and Cost Summary by Task.

The work will generally include the following tasks: Project Design and Construction Documents, Bidding Assistance, Construction Administration, Data Collection and Detailed Construction Inspection.

PROJECT SUMMARY

The proposed project is a recreational park. The Rollover Bay Park site is located on the north side of Highway 87 and within the parcels currently known as Rollover Pass. The purpose of the park facilities is to provide recreational opportunities after closure of Rollover Pass. Park improvements will include a shade pavilion, pedestrian and driveway bridge crossings, trail amenities, an open-air bird observation deck, exercise equipment, and a parking area.

Rollover Bay Park

Scope of Services

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Rollover Bay Park

Scope of Services

Scope of Services

This scope of services is for the Rollover Bay Park project. Services Include Project Design and Construction Documents, Bidding Assistance, Construction Administration, Data Collection, and Construction Observation.

PROVIDER has used the following assumptions in developing this scope of services and associated fees for the project.

Assumptions:

- No wetland mitigation will be required for impacts associated with the Rollover Bay Park project.
- Texas Department of Transportation (TxDOT) driveway permit will require no environmental documentation.
- No Traffic Impact Analysis, deceleration lane or other improvements on Hwy 87 will be required.
- Construction of the Recreation project will take eight months.
- Environmental monitoring criteria will be provided by HNTB. Environmental monitoring during construction will be provided by the contractor who shall be certified to complete this service.
- Advertising and plan distribution will be the responsibility of Galveston County.
- Bi-weekly Construction Observation will be for a duration of up to eight (8) months of construction.
- The Architecture team will be using BIM/Revit to complete their respective deliverables.
- The Civil and Structural team will be using MicroStation to complete their respective deliverables.
- The revised site plan presented to Galveston County on 9/25/2020 will serve as the preliminary guiding document in the redesign of the project. Any significant departures from that intent may require further study and additional documentation efforts. This is considered outside of the current scope as it has been defined and could result in additional services.
- Exercise equipment will be weather/sand tolerant.
- The shade pavilion structure will be pre-manufactured, or shop drawings (delegated design) and will be submitted by the Contractor for approval by the PROVIDER and Galveston County. These shop drawings shall be signed and sealed by an architect and/or engineer licensed in the state of Texas. Shop drawings will include signed and sealed calculations prepared by an architect and/or engineer (licensed in the state of Texas) responsible for producing the final design depicted in the shop drawings. The Contractor's submission will include structural design of foundation and/or footings.
- Bird Observation Deck:
 - Timber frame superstructure supporting wood joist infill structure. Deck is assumed to be southern pine or approved equal.
 - A removable fabric canopy shade will cover the Bird Observation Platform. The fabric will be a specified delegated design system and will be submitted by the Contractor for approval by the PROVIDER and Galveston County.
 - The observation platform is designed for one level.
 - Assume timber piles for foundations for the Bird Observation Platform and ADA ramps. Piles may be precast or steel depending on soils and market conditions.

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- A concrete slab at grade level under the Bird Observation Deck is not included in this scope of services.
- Assume battered piles at corners of the platform structure and scattered in the ramp structure for storm surge resistance.
- Geotechnical and storm surge / scour parameters are unknown at this time and may affect the foundation design of structures on the site. Geotechnical and storm surge / scour criteria for foundation design will be provided by the geotechnical engineer / civil engineer as a part of their services.
- Assume steel will be galvanized.
- Assume the project will be completed in one phase of construction. Phased bid and construction document submission is not anticipated.
- Materials Testing will be conducted by a certified third-party vendor under the construction Contractor's contract.
- Pedestrian Bridges
 - Assumes the site will contain three (3) pedestrian bridges crossing of the eastern existing drainage swale. These pedestrian bridges will be designed with prestressed concrete beams, that will fully clear span of the drainage swale. The bridges will have pedestrian handrails and will utilize reinforced concrete abutments and deep foundation elements.
- Vehicular Bridge
 - Assumes the site will contain a vehicular bridge crossing of the western existing drainage swale for the proposed Bauer Lane entrance off Highway 87. This bridge will be designed with prestressed concrete beams that will fully clear span of the drainage swale. The bridge will also be designed to facilitate a sidewalk across the drainage swale. The bridge will have pedestrian handrails and traffic rails. The bridge will utilize reinforced concrete abutments and deep foundation elements.

The following tasks are not covered in this scope of services. If additional services are deemed necessary, these tasks shall be authorized by the Texas General Land Office under a separate or supplemental work authorization prior to commencement.

Exclusions to this Work Order:

- Program management services
- Attendance of Open Houses or Public meetings
- Environmental Assessment
- Hazardous materials Phase I & II Environmental Site Assessment
- Historic-Age Resource Reconnaissance Survey
- Sea Level Rise Analysis
- Side Scan Sonar for Archeological Sites
- Presence/Absence Surveys for Threatened/Endangered Species
- Revisions to the Biological Assessment due to additional species becoming listed under the Endangered Species Act
- Formal Air Quality Conformity Determination
- Section 9 U.S. Coast Guard Permit
- Public involvement activities: Public hearing, stakeholder meetings, newsletters, a project website, social media outreach, or media relations
- Galveston County – Beach and Dune permit
- Texas Coastal Management Program consistency determination

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- Traffic Impact Analysis, environmental documentation or design associated with driveway permitting or any required roadway improvements to Hwy 87
- Final design of shade/canopy structure (pre-manufactured or shop drawings to be provided by contractor) and any permits that may be required.
- Final design of shade pavilion's structural foundations or footings (final structural design to be provided by contractor)
- Wetland impact assessment or mitigation
- Any other items not delineated in this scope of services
- Materials Testing

Task 1 – Project Design and Construction Documents

PROVIDER shall perform, or cause to be performed, the necessary engineering and site planning services as required to complete Task 1.1 through 1.4. Design shall be based on the proposed Rollover Bay Park.

Task 1.1a – Preliminary Construction Documents (COMPLETED)

PROVIDER shall perform, or cause to be performed, design of proposed structures and recreation amenities, design elements will include parking layout, grading, proposed utility location and identification (water/wastewater (septic tank), stormwater, site electrical, pedestrian and vehicular bridges for review by Galveston County. The plans shall include dimensions, cross-sections, and elevation. PROVIDER will also develop an engineer's opinion of probable cost. PROVIDER will coordinate with the designated Environmental Service Provider (ESP) to provide all necessary information for the project including, but not limited to, bid alternatives. The PROVIDER will respond to one complete set of review comments from all reviewers.

Timeline: Task 1.1a was completed as part of the original task order.
Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file and one (1) hard copy of the preliminary construction documents and outline of the design's specifications and an initial opinion of probable cost.

Task 1.1b – Preliminary Site Plan Redesign and Cost Estimate (COMPLETED)

Due to new site conditions and revised design criteria, PROVIDER shall perform, or cause to be performed, a revised preliminary site plan that includes proposed structures and recreation amenities, design elements will include parking layout, open air bird observation deck, grading, proposed utility location and identification (stormwater, site electrical), pedestrian and vehicular bridges for review by Galveston County. PROVIDER will develop a revised engineer's opinion of probable cost based on the revised preliminary site plan. PROVIDER will coordinate with the designated Environmental Service Provider (ESP) to provide all necessary information for the project. The PROVIDER will respond to one (1) complete set of review comments from all reviewers.

Timeline: Task 1.1b was completed in order to advance the ESP's Authority to Use Grant Funds (AUGF) process.
Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the revised preliminary site plan and a revised

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opinion of probable cost.

Task 1.1c – Preliminary Redesign of Construction Documents (COMPLETED)

Due to new site conditions and revised design criteria, the PROVIDER shall complete a preliminary redesign of construction documents based on the revised preliminary site plan, delivered under Task 1.1b, for review by Galveston County. The plans shall include dimensions, cross-sections, and elevations necessary for constructing the design. Revisions will be made to the site plan as a result, but no major impacts to the AUGF are assumed. PROVIDER will develop a new outline of the design's specifications that meet revised design criteria. PROVIDER will update the revised engineer's opinion of probable cost provided as part of Task 1.1b. The PROVIDER will respond to one (1) complete set of review comments from all reviewers.

Timeline: Task 1.1c shall be completed seventy (70) business days after the Geotechnical Deliverable Task 4.2 has been submitted.

Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the preliminary redesign of construction documents, and new outline of the design's specifications and a revised opinion of probable cost.

Task 1.2 – Complete Plans and Specifications (COMPLETED)

Upon approval of the preliminary construction documents, the PROVIDER will develop signed and sealed complete plans and specifications to be used for bidding and construction of the project. PROVIDER shall perform, or cause to be performed, complete design of proposed structures and recreation amenities, design elements will include the parking layout, three (3) pedestrian bridges, one (1) vehicular bridge, a single-story open-air Bird Observation Deck, grading, proposed utility location and identification (stormwater, site electrical) for review by Galveston County. The plans shall include dimensioned layouts, cross-sections and elevations necessary for constructing the design. PROVIDER will develop an engineer's final opinion of probable cost. The PROVIDER shall include a final project manual including Galveston County's "front end" contracting documents and forms as provided by Galveston County. The PROVIDER will respond to one (1) complete set of review comments from all reviewers.

Timeline: Task 1.2 shall be completed sixty (60) business days after written approval of Preliminary Redesign of Construction Documents, as defined under Task 1.1c or once the Authority to use Grant Funds (AUGF) has been provided by the GLO.

Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file and one (1) hard copy of complete plans and specifications and a final opinion of probable cost.

Task 1.3 – Regulatory Plan Submission and Coordination (COMPLETED)

PROVIDER shall coordinate with Galveston County to obtain owner required local and state site development regulatory permits. Coordination may include directing the Contractor to provide and/or pay for permit(s) within the PROVIDER'S construction documentation. Identified owner required permits are:

- Texas Department of Transportation driveway permit.
- Texas Department of Licensing and Regulation (TDLR) - Texas Accessibility Standards

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(TAS) compliance

- Texas Commission on Environmental Quality (SWPPP) – Storm Water Pollution Prevention Plan

Timeline: The final TAS inspection will be completed no more than thirty (30) days after written approval after substantial completion of construction. The SWPPP shall be included in the Complete Plans and Specifications. If required, the PROVIDER shall include a copy of the Texas Department of Transportation Permit with the Complete Plans and Specifications.

Deliverables:

1. PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of the final TAS inspection report.
2. PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of the SWPPP.
3. If required, the PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of the Texas Department of Transportation driveway permit.
4. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the final TAS inspection report.
5. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the SWPPP.
6. If required, the PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the Texas Department of Transportation driveway permit.

Task 1.4 – Utility Coordination (COMPLETED)

PROVIDER will coordinate utility relocation with utility companies and locate existing utilities and coordinate the connection of new service to the project site based off the design.

Timeline: Utility Coordination will be conducted during final design. If any unforeseen conflicts are identified during construction, the PROVIDER will support the Contractor as part of Task 3 services.

Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of utility conflicts and resolutions as identified. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of utility conflicts and resolution.

Task 2 – Bidding Assistance (COMPLETED)

PROVIDER shall perform, or cause to be performed, the necessary professional engineering services as required to satisfy Tasks 2.1 through 2.2.

Task 2.1 – Attend pre-proposal conference and respond to pre-proposal questions

PROVIDER shall attend the virtual pre-proposal conference, develop up to ten (10) responses to pre-proposal questions throughout the bidding period and develop up to three (3) minor addenda at the request of the County.

Timeline: This Task shall be completed during the construction contract procurement process.

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Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of up to ten (10) responses to pre-proposal questions.

Task 2.2 – Bid Evaluation (COMPLETED)

Participate in the Proposal Evaluation Committee for up to one (1) meeting for the proposal evaluation and scoring. The PROVIDER shall review and evaluate the Engineer's bid tabulation for eligible respondents to the RFP, which will be compiled and provided by the County. The PROVIDER shall provide one (1) official recommendation to the Land Office on the successful respondent.

Timeline: This Task shall be completed during the construction contract procurement process.

Deliverables: PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of an Engineer's official recommendation. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of an Engineer's bid tabulation.

Task 3 – Construction Administration

Task 3.1 – Construction Administration

PROVIDER shall participate in the Pre-Construction Conference (PCC) and develop meeting minutes for distribution to attendees. Additionally, the PROVIDER will review the Contractor's Schedule of Values (SOV) and construction schedule for compliance with the contract documents. PROVIDER's Project Manager or designated appointee shall conduct a site visit twice monthly up to eight (8) months until the construction completion milestone. Additionally, the PROVIDER will review material testing data reports to compare to the design specifications as provided by the contractor during construction (up to 292 hours of effort).

Timeline: This Task shall be completed during the construction contract duration, estimated at eight months.

Deliverables: The Provider will The PROVIDER will review and provide comments on Materials Testing data reports.

Task 3.2 – ASIs, RFI and Change Order Response

PROVIDER shall develop Architect's Supplemental Instructions (ASI) to contractor during construction as appropriate. PROVIDER shall develop responses to contractor's Request for Information (RFI). PROVIDER shall review change orders in accordance with the Uniform General Conditions. PROVIDER shall review Requests for Information (RFIs), Change Orders and develop Architect's Supplemental Instructions (ASIs) during the construction phase (up to 292 hours of effort).

Timeline: This Task shall be completed during the construction contract duration.

Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of each ASI, RFI, and Change Order response. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of each ASI, RFI, and Change Order response.

Task 3.3 – Submittal and Shop Drawing Review

PROVIDER shall review and respond to contractor submittals and shop drawings to determine conformance with construction documents. PROVIDER shall review submittals and shop drawings requiring review and comment during the construction phase (up to 164 hours of effort).

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Timeline: This Task shall be completed during the construction contract duration.
Deliverables: PROVIDER shall deliver to Galveston County and the Land Office one (1) portable document format (.pdf) file and distribute contractor provided copies, after each review and approval to appropriate parties.

Task 3.4 – Review of Contractor payment applications

PROVIDER shall review construction contract payment applications. Construction Payment applications shall be reviewed to confirm payment application progress agrees with site progress. PROVIDER shall review up to (8) monthly contractor payment applications during construction.

Timeline: This Task shall be completed during the construction contract duration.
Deliverables: PROVIDER shall deliver to Galveston County and the Land Office one (1) portable document format (.pdf) file and distribute contractor provided copies after each review.

Task 3.5 – Substantial Completion Inspection

After substantial completion is requested by the contractor, the PROVIDER will provide a “Punchlist” of items that the contractor must complete in conformance with the construction documents. PROVIDER shall conduct a substantial completion inspection near the end of construction and issue a Certification of Construction Completion (CoCC). Once the “Punchlist” items are resolved, the PROVIDER shall conduct one (1) final inspection (up to four staff) with the contractor’s and owner’s representatives.

Timeline: PROVIDER assumes the substantial completion inspection shall occur at the end of the eight (8) months of construction, allowing for “Punchlist” resolution and TAS compliance after substantial completion is provided by the contractor.
Deliverables: PROVIDER shall deliver to Galveston County three (3) original certificates of construction completion (Form 6-9) with Punchlist. PROVIDER shall submit to the Land Office one electronic Certificate of Construction Completion in TRecS.

Task 3.6 – Record Drawings and Project Closeout

PROVIDER shall receive a redline “As-built” set from the contractor after construction substantial completion. PROVIDER shall use these redlines drawings to modify the construction documents to generate an official set of record drawings. For Record drawings shall serve as a compiled record of the as-built drawings provided by the contractor. Provider shall review for compliance, all close-out documents submitted by the contractor at the end of the project.

Timeline: This Task shall be completed as part of the close out documents at the completion of the project.
Deliverables: PROVIDER shall deliver to Galveston County and the Land Office one (1) portable document format (.pdf) file of the record drawings.

Task 4 – Data Collection and Analysis

Task 4.1 – Topographic Survey (COMPLETED)

PROVIDER will subcontract to Seacoast Surveyors to perform a Topographic Survey.

Timeline: Topographic Survey will be completed thirty (30) days after contract Notice

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to Proceed by the Land Office.

Deliverables: PROVIDER shall deliver to the Land Office one signed and sealed Map/Drawing in (1) portable document format (.pdf) file of the survey files. PROVIDER shall deliver to the Land Office one (1) electronic copy of the survey files in AutoCAD 2020 or equivalent format.

Task 4.2 – Geotechnical Data (COMPLETED)

PROVIDER will subcontract to B2Z Engineering to perform a subsurface investigation and laboratory testing and develop a geotechnical recommendation for designing structural components (Pedestrian Bridge, Driveway Bridge, and Bird Observation Footings).

Timeline: Data Collection and Analysis will be completed sixty (60) days after contract Notice to Proceed by the Land Office.

Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of the geotechnical boring analysis and a summary of geotechnical finding and geotechnical recommendations. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the geotechnical boring analysis and a summary of geotechnical finding and geotechnical recommendations.

Task 4.3 – Registered Accessibility Specialist (RAS) Review

PROVIDER will subcontract to a RAS, to register the project with TDLR, and to perform a preliminary review of the final design of the project. The RAS will then inspect the completed construction for Texas Accessibility Standards (TAS) compliance.

Timeline: The preliminary review will be completed twenty (20) days after the Land Office provides approval of Task 1.2 deliverables. The final RAS inspection will be completed no more than thirty (30) days after the substantial completion notice is provided by the contractor.

Deliverables: PROVIDER shall deliver to the Land Office one (1) portable document format (.pdf) file of the final TAS inspection report. PROVIDER shall deliver to Galveston County one (1) portable document format (.pdf) file of the final TAS inspection report.

Task 5 – Reimbursable Costs

Travel and Other Allowable Costs:

Reimbursement for travel shall not exceed the rates set by the State of Texas Travel Allowance Guide published by the Texas Comptroller of Public Accounts. Other reimbursable expenses such as copies, printing, postage, delivery, and other incidental costs related to PROVIDER services under this proposal shall not exceed rates set by the Texas Comptroller of Public Account for similar services when provided to a State Agency.

FISCAL YEAR 2024

BILLING CLASSIFICATIONS																			TOTAL	HNTB LABOR	Subconsultant	Total Labor				
Project Advisor	Senior Project Manager	Project Manager II	Project Manager	Project Engineer	Civil Engineer IV	Civil Engineer III	Civil Engineer II	Civil Engineer I	Civil Engineer	Engineering Tech	Senior Landscape Architect	Landscape Architect I	Environmental Planner III	Project Controls Analyst II	Business Manager	Senior Project Analyst	Office Technical Specialist I									
\$ 461.00	\$ 384.00	\$ 374.00	\$ 286.00	\$ 224.00	\$ 260.00	\$ 218.00	\$ 197.00	\$ 165.00	\$ 146.00	\$ 124.00	\$ 275.00	\$ 128.00	\$ 225.00	\$ 171.00	\$ 231.00	\$ 179.00	\$ 123.00									
Basic Services																										
Task 1 - Project Design and Construction Documents																										
Task 1.1a - Preliminary Construction Documents (COMPLETED)																										
Task 1.1b - Preliminary Site Redesign and Cost Estimate (COMPLETED)																						334.5	\$ 48,402		\$ 48,402	
Task 1.1c - Preliminary Redesign of Construction Documents																						207	\$ 38,519		\$ 38,519	
Task 1.2 - Complete Plans and Specifications																						1,168	\$ 195,316		\$ 195,316	
Task 1.3 - Regulatory Plan Submission and Coordination																						474	\$ 84,971		\$ 84,971	
Task 1.4 - Utility Coordination																						8	\$ 1,513		\$ 1,513	
Task 2 - Bidding Assistance																										
Task 2.1 - Attend Pre-proposal conference and respond to pre-proposal questions																										
Task 2.2 - Bid Evaluation																										
Task 3 - Construction Administration																										
Task 3.1 - Construction Administration																										
Task 3.2 - ASIs, RFIs and Change Order Requests																										
Task 3.3 - Submittal and Shop Drawing Review																										
Task 3.4 - Review of Contractor Payment Applications																										
Task 3.5 - Substantial Completion Inspection																										
Task 3.6 - Record Drawings and Project Closeout																										
Task 4 - Data Collection and Analysis																										
Task 4.1 - Topographic Survey (SeaCoast Surveys)																									\$ 0,750	\$ 0,750
Task 4.2 - Geotechnical Data (B2Z)																									\$ 39,162	\$ 39,162
Task 4.3 - Data Review (Fee in Direct Expenses)																										
Total Hours																						2,211.8				
Total Labor																						\$ 364,771	\$ 66,912		\$ 431,683	

FISCAL YEAR 2025

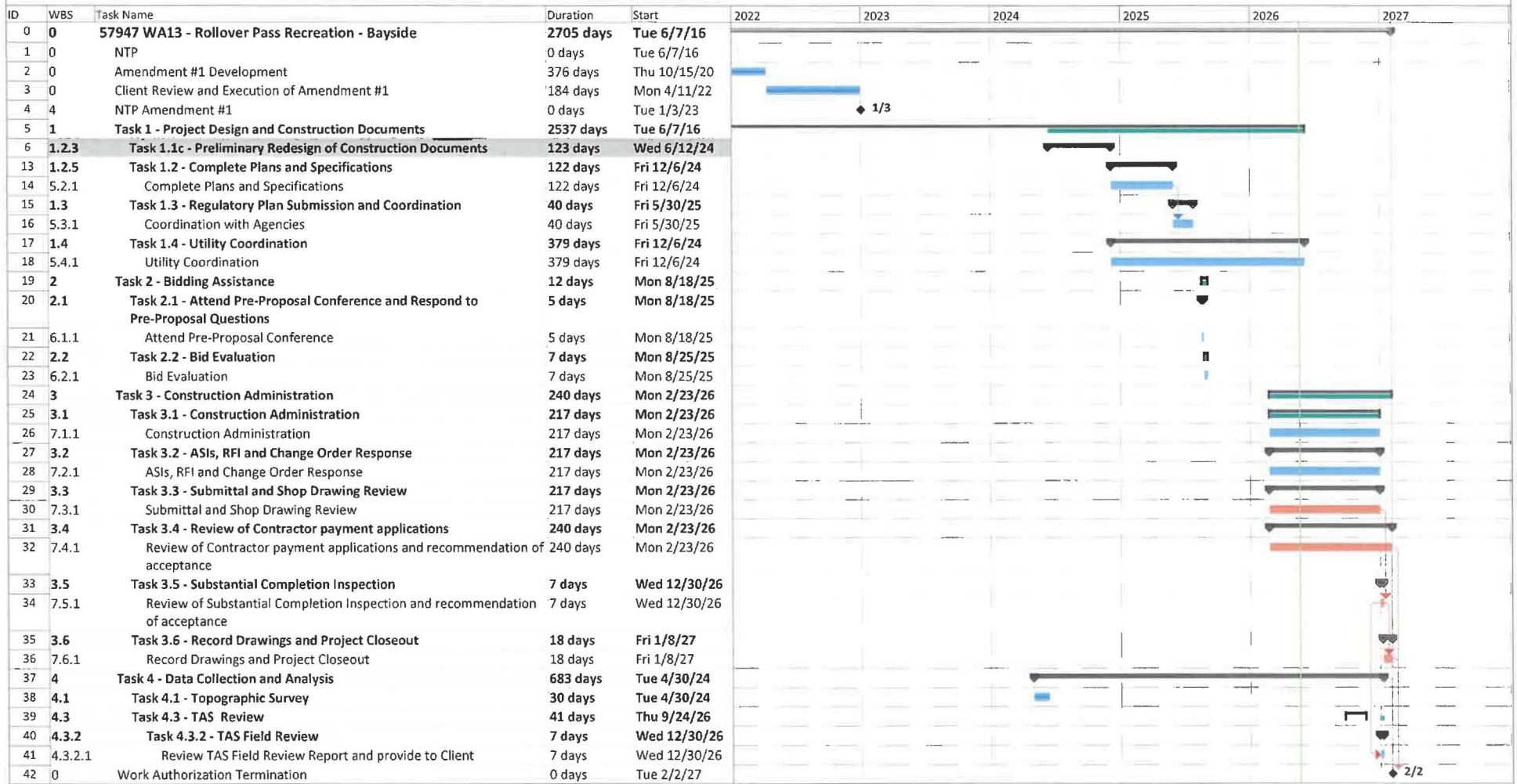
Tasks	BILLING CLASSIFICATIONS																TOTAL	HNTB LABOR	Subconsultant	Total Labor			
	Project Advisor	Senior Project Manager	Project Manager II	Project Manager	Project Engineer	Civil Engineer IV	Civil Engineer III	Civil Engineer II	Civil Engineer I	Civil Engineer	Engineering Tech	Senior Landscape Architect	Landscape Architect I	Environmental Planner III	Project Controls Analyst II	Business Manager					Senior Project Analyst	Office Technical Specialist I	
	\$ 475.00	\$ 389.00	\$ 389.00	\$ 297.00	\$ 233.00	\$ 270.00	\$ 225.00	\$ 194.00	\$ 172.00	\$ 152.00	\$ 128.00	\$ 286.00	\$ 133.00	\$ 234.00	\$ 178.00	\$ 240.00	\$ 186.00	\$ 134.00					
Basic Services																							
Task 1 - Project Design and Construction Documents																							
Task 1.1a - Preliminary Construction Documents (COMPLETED)																							
Task 1.1b - Preliminary Site Redesign and Cost Estimate (COMPLETED)																							
Task 1.1c - Preliminary Redesign of Construction Documents																							
Task 1.2 - Complete Plans and Specifications		8	27	94	27	27		107	321		109	5	108	3	5	5	11	8	54		\$ 178,402	\$ 178,402	
Task 1.3 - Regulatory Plan Submission and Coordination				8		8		8	14		8								44		\$ 8,714	\$ 8,714	
Task 1.4 - Utility Coordination				3	3	3			10		5		2						24		\$ 4,765	\$ 4,765	
Task 2 - Bidding Assistance																							
Task 2.1 - Attend Pre-proposal conference and respond to pre-proposal questions				4		2		2	7				2						12		\$ 2,726	\$ 2,726	
Task 2.2 - Bid Evaluation				6	2	2		8	2				4						22		\$ 4,828	\$ 4,828	
Task 3 - Construction Administration																							
Task 3.1 - Construction Administration		5		36		18		35	21				7			4	4	7	4	131		\$ 30,450	\$ 30,450
Task 3.2 - ASB, RFI and Change Order Response				24		16		37	69		32		10						183		\$ 37,117	\$ 37,117	
Task 3.3 - Submittal and Shop Drawing Review				10	5	8		19	55				10						107		\$ 20,771	\$ 20,771	
Task 3.4 - Review of Contractor Payment Applications				11		5		5											21		\$ 5,587	\$ 5,587	
Task 3.5 - Substantial Completion Inspection																							
Task 3.6 - Record Drawings and Project Closeout																							
Task 4 - Data Collection and Analysis																							
Task 4.1 - Topographic Survey (See Cost Surveys)																							
Task 4.2 - Geotechnical Data (B2)																							
Task 4.3 - RAB Review (Other Expenses)																							
Total Hours		13	27	198	42	89		209	484		245	6	141	3	9	9	10	12	1,908				
Total Labor	\$ -	\$ 3,197	\$ 10,803	\$ 44,712	\$ 8,786	\$ 22,958	\$ -	\$ 46,544	\$ 84,958	\$ -	\$ 31,205	\$ 1,436	\$ 18,753	\$ 792	\$ 1,992	\$ 2,180	\$ 7,348	\$ 1,038	\$ 193,340	\$ -	\$ 293,348	\$ -	

FISCAL YEAR 2025

BILLING CLASSIFICATIONS																						
Task	Project Administrator	Senior Project Manager	Project Manager	Project Manager	Project Engineer	Civil Engineer	Civil Engineer	Civil Engineer	Civil Engineer	Civil Engineer	Civil Engineer	Senior Landscape Architect	Landscape Architect	Environmental Planner	Project Controls Analyst	Business Manager	Senior Project Analyst	Office Technical Specialist	TOTAL	HMTB LABOR	Subcontract	Total Labor
	\$ 48,850	\$ 418,500	\$ 465,000	\$ 355,000	\$ 256,000	\$ 301,000	\$ 234,000	\$ 202,000	\$ 192,000	\$ 170,000	\$ 142,000	\$ 237,000	\$ 138,000	\$ 443,000	\$ 105,000	\$ 259,000	\$ 159,000	\$ 138,000				
Basic Services																						
Task 1 - Project Design and Construction Documents																						
Task 1.1 - Preliminary Construction Documents (COMPLETE)																						
Task 1.1a - Preliminary Site Redesign and Cost Estimate																						
Task 1.1c - Preliminary Redesign of Construction Documents																						
Task 1.1d - Preliminary Construction Documents																						
Task 1.1e - Preliminary Construction Documents																						
Task 1.1f - Preliminary Construction Documents																						
Task 1.1g - Preliminary Construction Documents																						
Task 1.1h - Preliminary Construction Documents																						
Task 1.1i - Preliminary Construction Documents																						
Task 1.1j - Preliminary Construction Documents																						
Task 1.1k - Preliminary Construction Documents																						
Task 1.1l - Preliminary Construction Documents																						
Task 1.1m - Preliminary Construction Documents																						
Task 1.1n - Preliminary Construction Documents																						
Task 1.1o - Preliminary Construction Documents																						
Task 1.1p - Preliminary Construction Documents																						
Task 1.1q - Preliminary Construction Documents																						
Task 1.1r - Preliminary Construction Documents																						
Task 1.1s - Preliminary Construction Documents																						
Task 1.1t - Preliminary Construction Documents																						
Task 1.1u - Preliminary Construction Documents																						
Task 1.1v - Preliminary Construction Documents																						
Task 1.1w - Preliminary Construction Documents																						
Task 1.1x - Preliminary Construction Documents																						
Task 1.1y - Preliminary Construction Documents																						
Task 1.1z - Preliminary Construction Documents																						
Task 2.1 - Attend Pre-proposal conference and respond to pre-proposal questions																						
Task 2.2 - Bid Evaluation																						
Task 3 - Construction Administration																						
Task 3.1 - Construction Administration																						
Task 3.1a - Construction Administration																						
Task 3.1b - Construction Administration																						
Task 3.1c - Construction Administration																						
Task 3.1d - Construction Administration																						
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Task 3.1t - Construction Administration																						
Task 3.1u - Construction Administration																						
Task 3.1v - Construction Administration																						
Task 3.1w - Construction Administration																						
Task 3.1x - Construction Administration																						
Task 3.1y - Construction Administration																						
Task 3.1z - Construction Administration																						
Task 4.1 - Construction Summary (Cost Summary)																						
Task 4.2 - Operational Data (BZZ)																						
Task 4.3 - Operational Data (BZZ)																						
Task 4.4 - Operational Data (BZZ)																						
Task 4.5 - Operational Data (BZZ)																						
Task 4.6 - Operational Data (BZZ)																						
Task 4.7 - Operational Data (BZZ)																						
Task 4.8 - Operational Data (BZZ)																						
Task 4.9 - Operational Data (BZZ)																						
Task 4.10 - Operational Data (BZZ)																						
Task 4.11 - Operational Data (BZZ)																						
Task 4.12 - Operational Data (BZZ)																						
Task 4.13 - Operational Data (BZZ)																						
Task 4.14 - Operational Data (BZZ)																						
Task 4.15 - Operational Data (BZZ)																						
Task 4.16 - Operational Data (BZZ)																						
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Task 4.28 - Operational Data (BZZ)																						
Task 4.29 - Operational Data (BZZ)																						
Task 4.30 - Operational Data (BZZ)																						
Task 4.31 - Operational Data (BZZ)																						

57947 WA13 - Rollover Pass Recreation - Bayside

HNTB Gantt



ATTACHMENT B

Activity ID	Activity Name	Original Duration	Actual Duration	Start	Finish	Responsible	Calendar	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
CONTRACT DURATIONS																									
0000	Contract Working Days Per Contract (240 Calendar Days)	240	240	22-Feb-26	20-Oct-26A		Calendar Days																		
0000a1	Change Order 1 - 50 Working Days	70	70	21-Oct-26	28-Dec-26A		Calendar Days																		
0000a1A	Change Order 1 - 35 Working Days (Additional Delay)	35	35	30-Dec-26	02-Feb-27A		Calendar Days																		
PROJECT STARTUP																									
0003	Submittals	80	181	01-Dec-25	04-Jun-26	MC2PM	Calendar Days																		
0002	Notify One Call	1	1	15-Jan-26	15-Jan-26A	MC2PM	Calendar Days																		
6000	Prestressed Slab Beam (Pedestrian Bridges) - Fabrication Period	84	71	26-Jan-26	06-Apr-26A		Calendar Days																		
6100	Prestressed Slab Beam (Vehicular Bridge) - Fabrication Period	84	50	29-Jan-26	19-Mar-26A		Calendar Days																		
0001	Notice to Proceed	14	14	09-Feb-26	22-Feb-26A	GALV	Calendar Days																		
0100	Mobilization	0	0	23-Feb-26		MC2S	Calendar Days																		
0013	Notify TxDOT of Construction_48hr Advanced Notice Returned	2	0	05-Aug-26	06-Aug-26		Calendar Days																		
CONSTRUCTION																									
STRUCTURAL (BRIDGE ITEMS)																									
6800	Temporary Work Bridges	8	10	23-Feb-26	06-Mar-26A	MC2S	Working Days																		
5801	Prestressed Concrete Piles (18') - Vehicular Bridge	11	10	08-Mar-26	20-Mar-26A	MC2S	Working Days																		
5802	Prestressed Concrete Piles (18') - South Pedestrian Bridge	3	3	23-Mar-26	25-Mar-26A	MC2S	Working Days																		
5803	Prestressed Concrete Piles (18') - North Pedestrian Bridge	3	2	28-Mar-26	28-Mar-26A	MC2S	Working Days																		
5901	Bridge Abutment - Vehicular Bridge	10	8	30-Mar-26	08-Apr-26A	MC2S	Working Days																		
5902	Bridge Abutment - South Pedestrian Bridge	3	3	08-Apr-26	13-Apr-26A	MC2S	Working Days																		
5903	Bridge Abutment - North Pedestrian Bridge	5	5	13-Apr-26	17-Apr-26A	MC2S	Working Days																		
6301	Stone RipRap - Vehicular Bridge	2	1	15-Apr-26	15-Apr-26A	MC2S	Working Days																		
6302	Stone RipRap - South Pedestrian Bridge	2	2	17-Apr-26	20-Apr-26A	MC2S	Working Days																		
6303	Stone RipRap - North Pedestrian Bridge	1	1	20-Apr-26	20-Apr-26A	MC2S	Working Days																		
6101	Prestressed Slab Beams - Vehicular Bridge	1	1	21-Apr-26	21-Apr-26A	MC2S	Working Days																		
6202	Prestressed Slab Beams - South Pedestrian Bridge	1	1	21-Apr-26	21-Apr-26A	MC2S	Working Days																		
6203	Prestressed Slab Beams - North Pedestrian Bridge	1	1	21-Apr-26	21-Apr-26A	MC2S	Working Days																		
5801A	Bridge Abutment (Backwall) - Vehicular Bridge	4	6	21-Apr-26	27-Apr-26A		Calendar Days																		
6001	Reinforced Concrete Slab (5') - Vehicular Bridge	7	7	28-Apr-26	06-May-26A	MC2S	Working Days																		
5902A	Bridge Abutment (Backwall) - South Pedestrian Bridge	4	5	07-May-26	12-May-26A		Calendar Days																		
5903A	Bridge Abutment (Backwall) - North Pedestrian Bridge	4	5	07-May-26	12-May-26A		Calendar Days																		
6002	Reinforced Concrete Slab (5') - South Pedestrian Bridge	5	13	13-May-26	29-May-26A	MC2S	Working Days																		
6003	Reinforced Concrete Slab (5') - North Pedestrian Bridge	5	14	13-May-26	01-Jun-26A	MC2S	Working Days																		
6401	Vehicular Bridge Railing (T223)32' Bridge Railing - Concrete Beam and Post w/ 8	6	7	21-May-26	29-May-26A	MC2S	Working Days																		
6501	Vehicular Bridge Railing (C223)42' Bridge Railing - C223 w/ Steel Pipe Railing	6	0	01-Jun-26	04-Jun-26	MC2S	Working Days																		
6301A	Stone RipRap - Vehicular Bridge (Outside Bridge Area)	1	1	04-Jun-26	05-Jun-26	MC2S	Calendar Days																		
6302A	Stone RipRap - South Pedestrian Bridge (Outside Bridge Area)	1	0	05-Jun-26	06-Jun-26	MC2S	Calendar Days																		
6303A	Stone RipRap - North Pedestrian Bridge (Outside Bridge Area)	1	0	08-Jun-26	07-Jun-26	MC2S	Calendar Days																		
5701	Cement Stabilized Abutment Backfill - Vehicular Bridge	1	0	08-Jun-26	09-Jun-26	MC2S	Working Days																		
5703	Cement Stabilized Abutment Backfill - North Pedestrian Bridge	1	0	08-Jun-26	09-Jun-26	MC2S	Working Days																		
5702	Cement Stabilized Abutment Backfill - South Pedestrian Bridge	1	0	08-Jun-26	09-Jun-26	MC2S	Working Days																		
5700	Bridge Mounted Delineators	1	0	10-Jun-26	10-Jun-26	MC2S	Working Days																		
3960	Clean and Demolish	5	0	11-Jun-26	17-Jun-26	MC2S	Working Days																		
6802	Timber Railing - South Pedestrian Bridge	5	0	15-Jun-26	19-Jun-26	KONE	Working Days																		
6803	Timber Railing - North Pedestrian Bridge	5	0	22-Jun-26	28-Jun-26	KONE	Working Days																		
SITE PREPARATION AND EXCAVATION																									
0500	Structure Removal (Assume Deadman Removal for Bridge Piles)	1	15	02-Mar-26	27-Mar-26A	MC2S	Working Days																		
0200	Site Preparation, Clearing, Rough Grading	5	25	27-Apr-26	17-Jul-26	JCM	Working Days																		
001	Fill Material Import	50	25	27-Apr-26	10-Jul-26	MC2S	Working Days																		
0300	Removing Metal Beam Guard Fence	7	0	20-Jul-26	28-Jul-26	JCM	Working Days																		
0400	Relocation of Concrete Beam	1	0	29-Jul-26	29-Jul-26	JCM	Working Days																		
STRUCTURAL OBSERVATION TOWER																									
5300	Bed Observation Tower - D&S shafts (24in)	36	14	12-May-26	12-Jun-26	WBALK	Working Days																		
5200	Bed Observation Tower - Timber Poles (10')	5	0	15-Jun-26	19-Jun-26	KONE	Working Days																		
5300	Bed Observation Tower - Timber Poles (12')	10	0	22-Jun-26	03-Jul-26	KONE	Working Days																		
5100	Bed Observation Tower - Treated Timber	15	0	08-Jul-26	24-Jul-26	KONE	Working Days																		
5200	Bed Observation Tower - Composite Decking	5	0	27-Jul-26	31-Jul-26	KONE	Working Days																		
5400	Bed Observation Tower - Timber Railing	15	0	05-Aug-26	21-Aug-26	KONE	Working Days																		
5500	Bed Observation Tower - Fabric Roof	5	0	24-Aug-26	28-Aug-26	KONE	Working Days																		
PAVEMENT AND STORM SEWER																									
1100	Grade Restoration	4	37	24-Apr-26	21-Jul-26	JCM	Calendar Days																		
7000	Ebenement (FNL)(OC)(TY 9)	6	0	21-Jul-26	27-Jul-26		Calendar Days																		

