

WORK ORDER NO. 24-01
Base Monthly Services

This Work Order No. 24-01 is made as of this _____ day of _____, 2024, under the terms and conditions established in the Master Service Agreement between Client and Professional Consultant dated _____ (the “Master Services Agreement” between the City of Bel Aire, Kansas (Client) and Professional Engineering Consultants, P.A. (PEC). Except to the extent modified herein, all terms and conditions of the Master Services Agreement shall continue a full force and effect.

SECTION A – SERVICES

A.1 PEC shall perform the following services (collectively, the “Services”):

1. General Services:

- a. Provide monthly project status reports to the Client to include project updates such as status, schedules, outstanding items, and costs on a regular basis.
- b. Meet regularly, with designated City staff, at Bel Aire City Hall to review the status of projects.
- c. Be available to meet with City personnel, design professionals, vendors, and suppliers.
- d. Be available by telephone, virtual meeting, in person or email.
- e. This Work Order will be reviewed every six (6) months by both parties, at a time and place jointly agreed upon, to ensure services, fees, and expectations remain in alignment.

2. Geographic Information Systems (GIS) Services:

- a. Provide GIS services, including mapping, updates to existing GIS layers, applications, and services, and develop new GIS layers, applications, and services.
- b. Provide guidance on GIS operations and best practices.
- c. Provide routine advice on GIS issues confronting the Client.
- d. Provide training regarding use of GIS system, applications, and services.
- e. Be available by telephone, virtual meeting, in person or email.
- f. All deliverables will be provided within the Client’s ArcGIS Online (AGOL) Organization.
- g. Responsibilities of the Client:
 - i. Perform on-going back-up of GIS data.
 - ii. Provide guidance to PEC regarding its GIS priorities, needs and schedules.

- iii. Provide PEC administrative level access to its ArcGIS Online account, and access to all its data.
 - iv. Provide other information as necessary for PEC to conduct the Client's requests, including CADD files.
3. Planning Services:
- a. Infrastructure Funding Assistance:
 - i. Provide guidance on funding opportunities for city infrastructure projects (streets, water, sewer, stormwater) for Client's consideration.
 - ii. Provide periodic reports of candidate funding opportunities with associated deadlines, pros/cons, and recommendations for pairing with Client priority infrastructure projects.
 - iii. Assist with funding/grant applications.
 - iv. Be available by telephone, virtual meeting, in person or email.
 - b. Community Development and Municipal Planning Services:
 - i. Provide land use planning services.
 - ii. Provide Municipal Separate Storm Sewer System (MS-4) Permit services.
 - iii. Provide attendance at City Planning Commission, City Council meetings, Development Review meetings, staff meetings and special workshops.
 - iv. Provide routine advice on planning issues confronting the Client and guidance on land use planning operations and best practices.
 - v. Be available by telephone, virtual meeting, in person or email.
 - vi. Responsibilities of the Client:
 - 1. Provide any existing documentation on the project, including maps, engineering studies, master plan, cost estimate, bids, architectural studies, or plats.
4. Engineering Services:
- a. Provide qualified staff at regularly scheduled meetings of the City Council, City Planning Commission meetings, and special workshops.
 - b. Provide routine advice on matters pertaining to engineering issues confronting the Client.
 - c. Preview proposed plats, drainage plans, utility plans, site plans, petitions and phase maps submitted to the Client for conformance to City standards.

- d. Assist the Client in developing planning level project costs estimates for Capital projects.
- e. Responsibilities of the Client:
 - i. To furnish PEC with all prior developed applications, reports, design calculations, drawings, and pertinent correspondence with State and Federal agencies.

A.2 Deliverables:

- 1. Monthly in-person meeting support (agendas, meeting summaries, and scheduling)
- 2. Monthly project status reports of all active projects under this contract
- 3. As requested, in person attendance at meetings with City staff.
- 4. Electronic or hard copy versions of work completed under this contract (engineering plan reviews, grant applications, zoning layer, sewer map, MS4 Permit training materials, cost estimates for capital projects, etc.)

A.3 Exclusions:

- 1. Standalone projects or services expected to take longer than four (4) hours. These services shall be contracted by separate work order prior to commencement.
- 2. The following shall be specifically excluded from the GIS Scope of Services provided by PEC:
 - a. Cost of ArcGIS (Online, Desktop, other Extensions) licensing.
 - b. Cost associated with hardware or hardware services, such as tablets or GPS equipment.
 - c. Responsibility to any changes to ArcGIS software made by ESRI or Client's ArcGIS Online, Administrator including but not limited to price, licensing structure, and updates that could affect workflows.
 - d. Responsibility for downtime to ArcGIS Online services.
 - e. Responsibility for data loss.
 - f. Responsibility for backing up Client's data.
 - g. Responsibility for accuracy of data not produced by PEC.

SECTION B – SCHEDULE

- 1. PEC and Client agree that the scope of services for these Services will be completed in accordance with a mutually agreed schedule.

2. The Client acknowledges that directed changes, unforeseen conditions, and other delays may affect the completion of PEC’s services. PEC will not have control over or responsibility for any contractor or vendor’s performance schedule.

SECTION C – COMPENSATION

1. PEC’s Fee for its Scope of Services will be a lump sum fee of **\$10,000.00** per month.
2. Printing costs and outside consultants are excluded from this agreement.
3. Taxes are not included in PEC’s Fees. The Client shall reimburse PEC for any sales, use, and value added taxes which apply to these services.

SECTION D – OTHER PROVISIONS

1. Additional Responsibilities of Client:
 - a. Designate a Project Manager authorized to request services of PEC and obtain approval for standalone projects or services expected to take longer than four (4) hours via separate work orders.
 - b. Attend all Project-related meetings.
 - c. Provide comments on draft documents and reports within fourteen (14) days of submittal.
 - d. PEC may rely on information provided by the Client.
 - e. Will notify PEC at least two (2) working days in advance of any scheduled discussion or need for information that will need to be developed by PEC to be presented by PEC at a regularly scheduled City Council meeting, Planning Commission meetings, staff meeting or special workshop.

CITY OF BEL AIRE, KANSAS

**PROFESSIONAL ENGINEERING
CONSULTANTS, P.A.**

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____