

TASK ORDER

This is Task Order No. **241335-01**,
consisting of **4** pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated **January 10, 2018** ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: **March 5, 2024**
- b. Owner: **City of Dickinson, ND**
- c. Engineer: **Highlands Engineering & Surveying, PLLC**
- d. Specific Project (title): **5th Street SE – S Main Ave to 6th Ave SE
Design and Bidding**
- e. Specific Project (description): The general scope of the project is to provide Survey, Environmental Documentation, and Design Engineering services for the above referenced project. The project scope is assumed to consist of a mill and overlay or microsurfacing west of Highlands Ave, and urban 40-foot-wide road construction with city utilities east of Highlands Avenue. Funding is anticipated to include FHWA Urban Roads Program funding for the paving improvements, and a combination of Local and State Water Commission (SWC) funding for the underground utility improvements.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

set forth in Part 1—Basic Services of Exhibit A, “Engineer’s Services for Task Order,” modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services

If the scope of services established in Paragraph 2.A above includes RPR services, then Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.
- ~~C. Designing to a Construction Cost Limit

Under this Task Order Engineer will design to a Construction Cost Limit, subject to the terms of Paragraph 5.02 of the Agreement and of Exhibit F to the Agreement. Exhibit F is expressly incorporated by reference. The Construction Cost Limit is \$[]. The bidding or negotiating contingency to be added to the Construction Cost Limit is [] percent.~~

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D. Other Services

Engineer shall also provide the following services: **N/A**

E. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are: **N/A**

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

- a) Provide geotechnical recommendations and reports for engineer’s use in design.
- b) Provide previous design plans, pavement conditions reports, and any other pertinent information for the project limits.
- c) Provide design and environmental documentation review and approvals as required by FHWA.
- d) Attend public input meeting to discuss the proposed improvements.
- e) Secure project funding.

5. Task Order Schedule

The parties shall meet the following schedule:

TASKS AND MILESTONES		2024						
		March	April	May	June	July	August	
Contract Award and Commencement	3/5/24	◆						
Site Survey and Data Collection	4/5/24	■	◆					
NEPA Environmental Documentation	7/5/24	■					◆	
- Class I Cultural Resource Inventory		■						
- Aquatic Resource Delineation		■						
- Public Involvement				■				
- Draft Environmental Document	6/7/24		■		◆			
- Final Environmental Document	7/5/24				■		◆	
Traffic Operations Study	6/21/24		■			◆		
Construction Plans, Specifications, & Estimate	8/16/24		■					◆
- 90% PS&E	7/26/24		■				◆	
- Final PS&E, Certifications, and Permits	8/16/24					■		◆
Project Management	8/16/24	■					◆	

Task Order Form

6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:
1. Payments to the Engineer will be based on standard hourly rates as defined by **Method B** of **Exhibit C** with a total project fee not to exceed **\$123,067** as summarized by **Attachment 1 – Summary of Estimated Fees**.
 2. Engineer may alter the distribution of compensation between individual phases of the work to be consistent with services actually rendered, but the total estimated compensation amount will not be exceeded unless approved in writing by Owner.
 3. The portion of the amounts billed for Engineer's services will be based on the applicable Standard Rates for the cumulative hours charged to the Project during the billing period by Engineer's employees plus Reimbursable Expenses.
- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

None

8. Other Modifications to Agreement and Exhibits:

None

9. Attachments:

Attachment 1 – Summary of Estimated Fees

10. Other Documents Incorporated by Reference:

None

11. 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 **March 5, 2024**.

OWNER:

ENGINEER:

By: _____

By: _____

Print Name: _____

Print Name: KC Homiston, PE/LS

Title: _____

Title: Principal

Date Signed: _____

Date Signed: _____

Engineer License or Firm's Certificate No. (if required):

State of: North Dakota – COCP #805

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

Highlands Engineering
319 24th Street East
Dickinson, ND 58601

DESIGNATED REPRESENTATIVE
(Paragraph 8.04):

DESIGNATED REPRESENTATIVE
(Paragraph 8.04):

Title: _____

Andrew Schrank, PE
Title: Project Manager

Phone Number: _____

Phone Number: 701-483-2444

E-Mail Address: _____

E-Mail Address: schrank@highlandseng.com

Engineer's Services for Task Order

PART 1—BASIC SERVICES

A1.01 Site Survey and Data Collection

A. As Basic Services, Engineer shall:

1. Research the necessary boundary and easement documents affecting the property
2. Submit a one-call locate request to locate utilities within and adjacent to the site
3. Collect locations, size, and elevations of water, sanitary sewer, storm sewer, and street public infrastructure within and around the site
4. Establish site survey control
5. Collect topographic data for the site and immediately surrounding areas
6. Complete a survey of the pavement, sidewalk, curb and gutter, and signage
7. Complete a field analysis of the existing general pavement condition

A1.02 SWC Grant Application

A. As Basic Services, Engineer shall:

1. Assist the City in the completion of a grant application to the SWC for consideration of funding for the water improvements required as part of this project.

A1.03 Environmental Documentation

A. As Basic Services, Engineer shall:

1. Complete a Class I Cultural Resource Inventory
2. Provide an Aquatic Resource Delineation for the project area
3. Prepare and send Solicitation of Views letters to appropriate entities
4. Prepare, schedule, and coordinate a public input meeting to discuss the project scope
5. Incorporate public comments into a public involvement report including a summary of how comments were addressed, if applicable
6. Complete Endangered Species Analysis based on the project scope.

7. Prepare a Project Concept Report, assumed to be a Documented CATEX (DCE), for review and approval by the NDDOT Local Government Division and FHWA

A1.04 *Traffic Operations Study*

A. As Basic Services, Engineer shall:

1. Review and collect existing traffic counts and information at major intersections (i.e. S Main Ave/5th Street SE, River DR/5th Street SE, and River DR/6th Ave SE)
2. Utilize traffic data to determine projected traffic and ESAL's for the project area. Provide ESAL's to City's geotechnical consultant to be utilized for their pavement analysis.
3. Provide a traffic operations study of this corridor in accordance with the NDDOT Traffic Operations Manual

A1.05 *Plans, Specifications, and Estimate*

A. As Basic Services, Engineer shall:

1. Prepare Plan Drawings, Specifications, and Construction Cost Estimates.
 - a. Plans will incorporate mill and overlay or microsurfacing west of Highlands Ave, and new 40-foot-wide urban roadway and utility construction east of Highlands Avenue. ADA improvements are included at all intersections.
 - b. Plans will generally follow NDDOT format.
 - c. Prepare hydrologic and hydraulic analysis of stormwater conveyance through the new portion of the roadway east of Highlands Ave.
 - d. Specifications will generally follow the current NDDOT Specifications. Changes that may be appropriate will be addressed by Plan Notes or Supplemental Specifications.
 - e. Cost estimates are assumed to be provided at $\pm 20\%$, 50%, 90%, and final completion of this project phase.
2. Coordinate with NDDOT as necessary for project bidding and addendum.

A1.06 *Project Management*

A. As Basic Services, Engineer shall:

1. Manage and coordinate the work completed by Engineer's project team.
2. Attend up to one meeting per month with the City to discuss the project progress and address project questions.
3. Provide bi-weekly progress reports to the City with a brief summary of project progress.

4. Coordinate with the NDDOT Local Government Division for project review and approval.
5. Internal staff and document management.



319 24th Street East | Dickinson, ND 58601 | 701.483.2444
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SUMMARY OF ESTIMATED FEES
5th Street SE - S Main Ave to 6th Ave SE

HOURLY RATES												
Employee Classifications	Administration		Engineering					Surveying			Material Testing	
	Principal	P.M./Engineer VI	Engineer V	Engineer IV	Engineer III	Engineer II	Engineer I	Survey Manager	2-Person Crew	1-Person Crew	Field Technician	Asphalt Lab
Hourly Rates	\$190 / hour	\$188 / hour	\$173 / hour	\$156 / hour	\$121 / hour	\$96 / hour	\$83 / hour	\$170 / hour	\$282 / hour	\$158 / hour	\$100 / hour	\$115 / hour

SUMMARY OF ESTIMATED PROJECT FEES																												
Project Phase	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Expenses ¹	Total Fees		
1.1 Site Survey and Data Collection	1	\$ 190	8	\$ 1,504	12	\$ 2,076		\$ -		\$ -		\$ -		\$ -	4	\$ 680	20	\$ 5,640		\$ -		\$ -		\$ -		\$ -		\$ 10,090
1.2 SWC Grant Application	1	\$ 190	12	\$ 2,256	3	\$ 519		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 2,965	
1.3 Environmental Documentation	7	\$ 1,330	105	\$ 19,740	40	\$ 6,920		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 7,000	\$ 34,990	
1.3a Cultural Resource Study		\$ -	3	\$ 564		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3,500	\$ 4,064	
1.3b Aquatic Resource Study		\$ -	3	\$ 564		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 3,500	\$ 4,064	
1.3c Public Involvement	2	\$ 380	24	\$ 4,512	10	\$ 1,730		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 6,622	
1.3d Environmental Document	5	\$ 950	75	\$ 14,100	30	\$ 5,190		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20,240	
1.4 Traffic Operations Study	2	\$ 380	40	\$ 7,520	8	\$ 1,384		\$ -	48	\$ 5,808		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 15,092	
1.5 Plans, Specifications, & Estimate	10	\$ 1,900	80	\$ 15,040	130	\$ 22,490	100	\$ 15,600		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 55,030	
1.6 Project Management	6	\$ 1,140	20	\$ 3,760		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 4,900	
Project Totals	34	\$ 6,460	370	\$ 69,560	233	\$ 40,309	100	\$ 15,600	48	\$ 5,808	0	\$ -	0	\$ -	4	\$ 680	20	\$ 5,640	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ 14,000	\$ 123,067

Notes:
¹ Expenses include subconsultant fees.