

TASK ORDER NO. 202610

This is Task Order No. **202610**, consisting of **6** pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **January 20, 2026**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	January 20, 2026
b.	Owner:	City of Dickinson, ND
c.	Engineer:	Highlands Engineering & Surveying, PLLC
d.	Specific Project (title)	Empire Rd – 23rd Ave W to 8th Ave W
e.	Specific Project (description):	The project will consist of a mill and overlay of the existing asphalt pavement from 23rd Ave W to 8th Ave W. Project is also expected to include removal and replacement of damaged sections of curb and gutter, sidewalk improvements where needed to ensure ADA compliance and to fill in gaps in sidewalk, and some minor surface drainage corrections along the street route. Lighting improvements are also included to replace existing wood poles and to complete lighting along the route.
f.	Related Task Orders:	n/a

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2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	Empire Rd – 23 rd Ave W to 8 th Ave W (City Project Number 202610)
Type and Size of Facility:	±1-mile long, ±48-foot-wide, urban section, asphalt pavement, Collector route
Description of Improvements:	The project will consist of a mill and overlay of the existing asphalt pavement from 23rd Ave W to 8th Ave W. Project is also expected to include removal and replacement of damaged sections of curb and gutter, sidewalk improvements where needed to ensure ADA compliance and to fill in gaps in sidewalk, and some minor surface drainage corrections along the street route. Lighting improvements are also included to replace existing wood poles and to complete lighting along the route. The necessary environmental documentation and public involvement to meet federal requirements is to be provided.
Expected Construction Start:	The project is currently on the STIP for 2029 construction, but Owner desires to have project bid ready and funded ASAP.
Prior Studies, Reports, Plans:	Traffic impact study completed by KLJ dated October 2025
Facility Location(s):	Empire Road from 23 rd Ave W to 8 th Ave W
Current Specific Project Budget:	±\$3.5 million including Preliminary Engineering, Construction Engineering, and Construction Costs
Funding Sources:	Preliminary and Construction Engineering: 100% City of Dickinson Construction Costs: 80.93% FHWA, 19.07% City of Dickinson
Known Design Standards:	Project design must meet federal requirements for FHWA funding in accordance with the NDDOT Design Manual. Project design, plans, and specifications will meet NDDOT requirements and standards.
Known Specific Project Limitations:	n/a

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Specific Project Assumptions:

Right-of-way encroachments are anticipated with this project. It is assumed that no more than 10 encroachments will be discovered.

It is assumed that no permanent right-of-way will be required, but temporary construction easements may be needed for pedestrian ramp construction at intersections.

It is assumed that this project will require a Documented Categorical Exclusion for environmental documentation.

It is assumed that no Threatened or Endangered Species, Cultural Resources, or Aquatic Resources will be found in the project area.

It is assumed that no significant utility improvements, geotechnical corrections, or roadway configuration changes will be required.

Roadway geometric and functional changes will be limited to turn lanes for DHS approaches, consideration of on-street parking changes near DHS, signage and pavement markings for no parking zones with respect to the intersections, and widening the roadway near State Ave to allow for wider lanes where the turn lanes are present.

There is a sidewalk connectivity gap from 23rd Ave W to the east $\pm 1,000$ feet. Adding sidewalk in this location is included in the scope of work for this project.

Project Bid Documents, Bid Advertisements, and Bid Opening will be completed by the NDDOT.

Other Pertinent Information:

This project is to be bid to a single prime contractor with the mill and overlay project on Fairway Street, City Project Number 202611.

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
- shown by Exhibit A to Task Order, “Engineer's Services for Task Order,” as attached to this specific Task Order.
 - as follows: []
- All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.
- B. Resident Project Representative (RPR) Services:
1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.
- C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

- A. In submitting required Documents and taking other related actions, Engineer and Owner will generally comply with Exhibit B to Task Order, attached to this specific Task Order.
- B. Work shall be commenced on this project in an overall effort to have project documents ready for bid by the end of 2026.

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:
1. Evaluate and provide a list of in-operable water system valves along the project route.
 2. Televisé the storm sewer and sanitary sewer along the project route and provide list of areas in need of repair, if any.
 3. Complete geotechnical investigation and provide report of findings.
 4. Deliver and coordinate easement acquisitions with landowners as necessary.
 5. Provide right-of-way encroachment notifications to landowners and coordinate encroachment removals with landowners as necessary.

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6. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Not Applicable**
- B. The terms of payment are set forth in Article 4 of the Main Agreement.
- C. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Preliminary Engineering Services	\$181,192	Hourly Rate
1.01 Project Management	\$8,165	Hourly Rate
1.02 Site Survey and Data Collection	\$22,258	Hourly Rate
1.03 Environmental Documentation	\$23,589	Hourly Rate
1.04 Public Involvement	\$16,250	Hourly Rate
1.05 Traffic Operations Study	\$28,725	Hourly Rate
1.06 Construction Plans, Specifications, and Estimates	\$82,205	Hourly Rate
TOTAL COMPENSATION	\$181,192	

- D. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the *Total Compensation* amount unless approved in writing by the Owner.

7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

- A. Work that may be subcontracted and the proposed subcontractors include the following. Agreements have not been reached with subconsultants to date, so this list is subject to change.
 - 1. Cultural Resource Study – Beaver Creek Archaeology
 - 2. Aquatic Resource Study – Beaver Creek Archaeology
 - 3. Lighting System Design, Specifications, and Plan Sheets – Prairie Engineering
- B. If subconsultants are used, Engineer will notify City's Designated Representative prior to authorizing subcontracts. Subconsultant fees, if applicable, shall be included in the Total Compensation amount noted above. Subconsultant fees will be charged according to Section 4.05 of the Main Agreement

8. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A to Task Order—Engineer's Services Under Task Order
- B. Exhibit B to Task Order—Task Order Deliverables Schedule

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER: City of Dickinson, ND

By: _____
Print Name: _____
Title: _____
Date: _____

ENGINEER: Highlands Engineering & Surveying, PLLC

By: _____
Print Name: KC Homiston, PE/LS
Title: Principal
Date: _____
Engineer's License or Firm's
Certificate No. (if required): COCP #805
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____
Title: _____
Address: _____
E-Mail
Address: _____
Phone: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Andrew Schrank, PE, CFM
Title: Project Manager / Principal
Address: 319 24th St E, Dickinson, ND 58601
E-Mail
Address: schrank@highlandseng.com
Phone: 701-483-2444

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EXHIBITS TO TASK ORDER NO. 202610

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Article 1 of the Main Agreement, Services of Engineer, is supplemented to include the following provisions:

Engineer shall provide Basic and Additional Services as set forth below.

ARTICLE 1—BASIC SERVICES

- 1.01 Project Management
 - A. See Main Agreement, Paragraph 1.03.
- 1.02 Site Survey and Data Collection
 - A. Research the necessary boundary and easement documents affecting the property.
 - B. Submit a one-call locate request to locate utilities within and adjacent to the site.
 - C. Collect locations, size, and elevations of water, sanitary sewer, storm sewer, and street public infrastructure within and around the site.
 - D. Establish site survey control.
 - E. Collect topographic data for the site and immediately surrounding areas.
 - F. Complete a survey of the pavement, sidewalk, curb and gutter, and signage.
 - G. Complete a field analysis of the existing pavement condition.
- 1.03 Environmental Documentation
 - A. Complete Section 106 Coordination Form and submit to NDDOT Local Government Division contact for the project.
 - B. Complete a Class I Cultural Resource Inventory.
 - C. Provide Aquatic Resource Delineation for the project area.
 - D. Prepare and send Solicitation of Views letters to appropriate entities. Collect responses and provide responses to inquiries as necessary.
 - E. Complete Section 7 Endangered Species Analysis.

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

1.04 Public Involvement

- A. Schedule and coordinate a public input meeting to discuss the project scope.
- B. Prepare pre-recorded presentation describing the proposed project.
- C. Prepare public input meeting advertisement and press release. Submit documents to the local newspaper for publishing.
- D. Prepare meeting notice for posting on City Website and Facebook page.
- E. Provide public input meeting documents to include:
 - 1. Sign-in sheet
 - 2. Title VI Survey Forms
 - 3. Comment cards
 - 4. Meeting handout to briefly describe the project
 - 5. NDDOT Stormwater Brochure and Poster
 - 6. NDDOT Information Highway and Street Projects Brochure
- F. Provide instructions for submitting comments and collect and organize comments received from the public.
- G. Provide responses to public comments as applicable.
- H. Incorporate public comments into a public involvement report including a summary of how comments were addressed, if applicable.

1.05 Traffic Operations Study

- A. Review traffic operations study previously completed by KLJ. The turn lane warrants and capacity analysis completed in this study are assumed to be adequate for the proposed project's traffic operations study and will be referenced for this project.
- B. Complete additional traffic analysis as required by the NDDOT Design Manual for the project corridor that was not included in the above-mentioned report to include the following:
 - 1. Crash History and Analysis
 - 2. Sight Distance Analysis
 - 3. Roadway Geometry Analysis
 - 4. 12-hour Traffic Counts for Empire Road intersections with 13th Ave W and 10th Ave W
 - 5. Capacity Analysis for Empire Road intersections with 13th Ave W and 10th Ave W

1.06 Constructions Plans, Specifications, and Estimates

- A. Prepare Plan Drawings, Specifications, and Construction Cost Estimates for the proposed project improvements.
 - 1. Plans will generally follow NDDOT format.

2. Specifications will generally follow the current NDDOT Specifications. Changes that may be appropriate will be addressed by Plan Notes or Supplemental Specifications.
 3. Preliminary Project submittals are assumed to be provided at $\pm 20\%$, 50%, and 90% completion of this project phase. Meeting will be held with the Owner for review and comment of the documents at each of these project phases.
- B. Identify utility conflicts, prepare utility conflict plans to denote proposed conflicts, and coordinate with affected utility companies to notify them of the conflicts and proposed project improvements.
 - C. Prepare exhibits to depict right-of-way encroachments that are discovered (scope is limited to 10 exhibits).
 - D. Prepare Supplemental Design Data in accordance with the NDDOT Design Manual for project Bidders.
 - E. Coordinate with NDDOT as necessary for project bidding and addendum.
 - F. Coordinate with City of Dickinson project 202614 - *Various Intersection Analysis* to incorporate findings and recommendations for intersections within the project area studied as part of this project.

EXHIBIT B—TASK ORDER DELIVERABLES SCHEDULE

The following is the approximate project schedule that will be generally followed for this project. The main goal of this schedule is to have the project bid ready by the end of 2026.

TASKS AND MILESTONES		2026											
		Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Contract Award and Commencement	2/1/26	◆											
Site Survey and Data Collection	4/18/26	■		◆									
Traffic Operations Study	7/18/26		■					◆					
NEPA Environmental Documentation	10/17/26		■								◆		
Construction Plans, Specifications, & Estimate	12/18/26		■										◆
- 90% PS&E	10/17/26		■								◆		
- Final PS&E, Certifications, and Permits	12/18/26									■		◆	
Project Management	12/18/26	■											◆