

TASK ORDER

This is Task Order No. **231175-01**,
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: **September 5, 2023**
- b. Owner: **City of Dickinson, ND**
- c. Engineer: **Highlands Engineering & Surveying, PLLC**
- d. Specific Project (title): **South Dickinson Property Area Study**
- e. Specific Project (description): The general scope of the project is to provide master planning services for the NW1/4 of Section 16, T139N, R96W.

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.~~

- 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.

Task Order Form

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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: **None**

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

A. Work of this task order is to be complete by **January 15, 2024**.

B. The project work will generally follow the schedule outlined below:

TASKS AND MILESTONES	2023			2024
	Oct	Nov	Dec	Jan
Contract Award and Commencement	10/4/23			
Property Data Collection				
- Property Research				
- Utility Data Collection				
- Topographic and Environmental Review				
Conceptual Site Master Planning				
Infrastructure Planning				
Transportation Forecasting				
Preliminary Project Deliverables				12/15/23
City Comment and Plan Adjustments				
Community Outreach and Involvement				
Final Deliverable and City Presentation				1/15/24

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 **\$50,000**.
2. 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:

Exhibit A - Engineer's Services for Task Order

Exhibit B - Engineer's 2023 Rate Schedule

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 **September 5, 2023**.

OWNER:

By: _____

Print Name: _____

Title: _____

Date Signed: _____

ENGINEER:

By: _____

Print Name: KC Homiston, PE/LS

Title: Principal

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):

Title: _____

Phone Number: _____

E-Mail Address: _____

DESIGNATED REPRESENTATIVE
(Paragraph 8.04):

Andrew Schrank, PE

Title: Project Manager

Phone Number: 701-483-2444

E-Mail Address: schrank@highlandseng.com

Engineer's Services for Task Order

PART 1—BASIC SERVICES

A1.1 Data Collection

A. As Basic Services, Engineer shall:

1. Research recorded boundary and easement documents that affect the property
2. Complete a boundary survey
3. Submit a one-call locate request to locate utilities within and adjacent to the site
4. Collect locations, size, and elevations of water, sanitary sewer, storm sewer, and street public infrastructure within and around the site
5. Collect topographic data for the site and immediately surrounding areas
6. Collect inert landfill information and location
7. Overlay FEMA Special Flood Hazard Areas
8. Review USFWS National Wetlands Inventory and identify potential wetland areas

B. Anticipated Deliverables:

1. Site map in .pdf, .dwg, and/or .shp format of existing site conditions depicting locations and information of data collected

A1.2 Conceptual Site Master Planning

A. As Basic Services, Engineer shall:

1. Determine appropriate general land uses focusing on those provided by the RFP and determine the appropriate area for each use.
2. Provide locations and development options for green space including an option for a recreational fishing pond. This analysis shall include options for the inert landfill area.
3. Determine appropriate public access points to and from the property.
4. Determine the most feasible right-of-way configuration to convey traffic fluently through the site.

5. Review and consider site topography when planning rights-of-way to ensure positive roadway drainage that limits the required mass grading, and that provides feasible options for the gravity flow of sewers.
6. Investigate options for pedestrian access through the site and potentially extending to the existing Crooked Crane Trail.

B. Anticipated Deliverables:

1. Site map in .pdf, .dwg, and/or .shp format depicting proposed future land uses.
2. Site map in .pdf, .dwg, and/or .shp format depicting proposed rights-of-way and the general site layout and features.
3. 3-D rendered images and/or videos of the proposed land plan that generally depict roadways, terrain, and notable features.

A1.3 Infrastructure Planning

A. As Basic Services, Engineer shall:

1. Review surrounding water, sanitary sewer, and storm sewer infrastructure to determine feasible connection points.
2. Provide projected water and sanitary sewer flows for each land use and proposed connection point.
3. Analyze site topography to determine the potential need for sanitary lift stations or water booster pumps.
4. Provide anticipated sizing of water and sanitary sewer infrastructure within the site.
5. Analyze site topography to determine the potential need for sanitary lift stations or water booster pumps/towers.
6. Review off-and-on-site topography and potential street profiles to properly convey site runoff to proposed stormwater management areas that will be generally depicted by the plan.
7. Provide high-level cost analysis for water, sanitary sewer, and drainage improvements within the site.

B. Anticipated Deliverables:

1. Preliminary concept plans showing approximate infrastructure plan and profiles to depict general anticipated grades.
2. Report in .pdf format summarizing data and findings of water and sanitary sewer analysis to include, at a minimum, anticipated water and sewer flows, water and sewer sizing and layout, and major improvements required.

3. Report in .pdf format summarizing general conveyance of stormwater runoff through the site with proposed stormwater management facility locations.
4. Engineer's estimate of cost for proposed water, sanitary sewer, and drainage improvements in .pdf format.

A1.4 Transportation Forecasting

A. As Basic Services, Engineer shall:

1. Collect Average Daily Traffic (ADT) data available for surrounding roadways.
2. Provide project trip ends for the site based on the assigned land use and area. Anticipated trip ends will be assigned for each access point and major intersection.
3. Analyze available ADT data and surrounding roadway classifications to determine the appropriate classification of roadways within this site.
4. Provide recommendations for typical street sections based on the ADT and type of traffic anticipated from adjacent land uses.
5. Analyze and provide the appropriate roadway classifications and typical sections.
6. Make note of intersections that may require additional analysis or improvements to convey traffic safely and efficiently.
7. Provide high-level cost analysis for roadway improvements within the site.

B. Anticipated Deliverables:

1. Report in .pdf format summarizing data and findings of transportation analysis to include, at a minimum, anticipated ADT, roadway classifications, and typical sections.
2. Engineer's estimate of cost for proposed roadway improvements in .pdf format.

A1.5 Community Outreach and Involvement

A. As Basic Services, Engineer shall:

1. Host a public input meeting to display the preliminary proposed land uses and findings of the property area study to the public.
2. Obtain public input through community involvement pertaining to the need and desire for a Veteran's Cemetery.
3. Incorporate applicable feedback received from the public into the final project deliverables.
4. Present the final land use plan and findings of the property area study to the City Commission at a public meeting.

B. Anticipated Deliverables:

1. Preliminary project deliverables to be displayed at the public input meeting.
2. PowerPoint presentation summarizing final plan and findings of analysis presented to City Commission.

This is **EXHIBIT B**, consisting of **1** pages, referred to in and part of **Task Order 231175-01**.

Engineer's 2023 Rate Schedule for Task Order

ADMINISTRATION

Principal.....	\$ 188/hr
Project Manager.....	\$ 184/hr

ENGINEERING

Engineer VI.....	\$ 184/hr
Engineer V.....	\$ 169/hr
Engineer IV.....	\$ 152/hr
Engineer III.....	\$ 114/hr
Engineer II.....	\$ 93/hr
Engineer I.....	\$ 81/hr

SURVEYING

Surveyor Manager.....	\$ 165/hr
Two-person field survey crew.....	\$ 272/hr
One-person field survey crew.....	\$ 153/hr

REIMBURSABLE EXPENSES

Hotel/Lodging expenses.....	Actual cost charged
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