

WORK ORDER: Planning and Design Services

Describing a Work Order between Peloton Land Solutions, Inc. (“Consultant”), and the City of Glen Rose, Texas (“Client”), in accordance with the terms of the Master Service Agreement for Ongoing Professional Services dated May 24, 2022, which is incorporated herein by reference.

Client/City Project #: _____

Peloton Project #: _____

THIS IS A WORK ORDER effective as of May 24, 2022 (“Effective Date”)

Between City of Glen Rose, Texas ("Client" or “City”) and Peloton Land Solutions, Inc. (“Consultant”).

Project Name (“Project”): Strategic Plan

Work under this Agreement is generally identified as follows:

Purpose: For Consultant to facilitate a Strategic Planning Workshop to discuss contents of a new Strategic Plan for the organization that Consultant will create.

Services to be provided within this Scope of Work:

Task 1 – Preparation for Strategic Planning Workshop

- Meet with the Mayor to discuss potential topics and objectives that will be on the agenda for the Strategic Planning Workshop.
- Create Workshop agenda to be utilized for the half-day event. Anticipated topics shall include introduction and review of community feedback, core values/vision identification activity, and goal ideation activities. Client shall post any required agendas for anticipated quorum. Date of the Workshop shall be confirmed with Consultant before finalization.
- Prepare workshop handouts and materials for the event to correspond with the agenda.

Task 2 – Workshop/Retreat

- Conduct a half-day Strategic Planning Workshop with City Council, key City Staff, and no more than five other participants, to inform a City of Glen Rose Strategic Plan (5-6 hours with lunch). City shall coordinate and reserve venue, lunch, and refreshments.

Task 3 – Analysis and Plan

- Analyze the feedback gathered from the Workshop to identify themes and potential content for the Strategic Plan.
 - Result: 25-year goal, core values, vision framework, and 10 two-year goals.

- Prepare the draft Strategic Plan for review by key City Staff. Upon review and comment by City Staff, Consultant shall prepare any revisions accordingly.
 - Deliverable: Draft Strategic Plan, Version 1, in Microsoft Word, no/minimal graphics for content review only.
- Prepare the draft Strategic Plan for review by City Council. Upon review and comment by City Council, Consultant shall prepare any revisions accordingly.
 - Deliverable: Draft Strategic Plan, Version 2, formatted in graphically-designed layout.
- Prepare the final Strategic Plan for final review by Staff and/or City Council. Consultant shall prepare a single hard copy proof and provide the Plan PDF for printing by the City. Printing can be coordinated by the Consultant at the cost of the Client.
 - Deliverable: Final Strategic Plan, Version 3, formatted in graphically-designed layout, single hard copy proof, and PDF file.

Work Requests within this Scope of Work shall be documented via email from Client to Consultant, with any associated clarification of timeline/deadline, estimated level of effort, and/or task considerations as applicable.

Basis of Payment— Lump Sum & Hourly Plus Direct Expenses

In accordance with the terms of this Agreement, Client will compensate Consultant as follows (“Compensation”) for Tasks 1-3:

\$9,000 lump sum fee

The Compensation amount billed monthly for Services will be based upon Peloton's estimate of the percentage of the Services completed during the billing period and any Direct Expenses.

For additional effort requested by Client not included in Services (“Additional Services”) and/or other services that may be performed on an hourly basis, if any, Client will pay Peloton an amount equal to the cumulative hours charged to the Project by each class of Peloton’s employees times standard hourly rates for each applicable billing class, plus Direct Expenses and Peloton’s consultants’ charges, if any. This includes additional trips and meetings not outlined in Services.

Peloton's standard hourly rates and Direct Expense rates are attached as Appendix 1.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order, the Effective Date of which is indicated above.

Client

Company/Organization:
City of Glen Rose, Texas

Name:

Title:

Signature:

Date:

Consultant

Company/Organization:
Peloton Land Solutions, Inc.

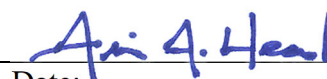
Name:

Aric Head, AICP

Title:

Executive Vice President

Signature:



Date:

May 20, 2022

Appendix 1: Rate Schedule (2022)

Classification || Bill Rate Per Hour (Not Including OT)

Project Principal.....	\$230 - 380
Sr. Project Manager.....	\$200 - 260
Project Manager	\$155 - 220
Sr. Civil Engineer	\$160 - 235
Civil Engineer.....	\$120 - 190
Sr. Civil Designer	\$130 - 220
Civil Designer.....	\$95 - 155
Engineer-In-Training	\$95 - 145
Engineering Intern	\$55 - 75
Sr. Planner.....	\$125 - 200
Planner	\$75 - 125
Planning Intern.....	\$50 - 60
CADD Technician	\$50 - 115
Sr. Survey RPLS.....	\$160 - 260
Survey RPLS	\$125 - 160
Sr. Survey Technician.....	\$105 - 150
Survey Technician	\$50 - 105
Party Chief.....	\$80 - 145
Instrument Man.....	\$50 - 100
Remote UAV Pilot.....	\$150 - 200
Construction Administrator.....	\$100 - 160
Sr. Environmental Scientist.....	\$130 - 190
Environmental Scientist	\$75 - 130
Certified Arborist.....	\$150 - 170
Sr. GIS Specialist.....	\$150 - 225
GIS Specialist	\$120 - 190
Landscape Architect	\$100 - 160
Project Accountant.....	\$90 - 140
Administrative Assistant	\$60 - 90

Rates for Direct Expenses are as follows:

Mileage (Auto)	IRS Std. Rate
Mileage (Field Truck)	IRS Std. Rate
Field Survey / GPS Equipment	\$200/day
Meals and Lodging	at cost x 1.10
Reprographics	at cost x 1.10
Other Direct Expenses	at cost x 1.10

Rates are subject to revision at the beginning of each calendar year. Rates for expert witness tasks will be negotiated on a case-by-case basis, but will generally be two (2) times the rates shown above.

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Field Survey / GPS Equipment.....	\$200/day
Meals and Lodging	at cost x 1.10
Reprographics	at cost x 1.10
Other Direct Expenses	at cost x 1.10

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