



TASK ORDER - SPECIAL PROJECTS

TASK ORDER NO.: 2023-006

Task Name: Wilson & Co. Inc., Engineering Services – 1601 CR 38 Interchange

Requested By: Erika Rasmussen, Town Engineer **Proposed Start Date:** June 26, 2023

Funding Source: 01-02-2615 **Proposed Completion Date:** Dec. 31, 2024

Tasks / Deliverables: See attached memorandum **Task Order Budget:** \$1,085,100

Approval:

_____ **Date:** _____
Town Manager

Additional Comments: This Task Order is not valid without attached Task Order memorandum, approved by the Town Engineer.

Attachment: Task Order Memorandum

FINANCE DIRECTOR REVIEW:

Finance has reviewed this Task Order and the funds:

are appropriated

are not appropriated (note: _____)

By: _____

Account reference/information:

01-02-2615 Developer Pass-through \$1,085,100



TASK ORDER MEMORANDUM

To: Helen Migchelbrink, Town Manager
From: Erika Rasmussen, Town Engineer/Public Works Director
Date: June 26, 2023
Subject: Wilson & Co. Inc., Engineering and Consulting Services – 1601 CR 38 Interchange Project

Task Order No.: 2023-006

This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Wilson & Company, Inc.** (the "Contractor") for engineering services, including special projects. No special projects shall be performed by the Contractor until the Town's Authorized Representative has executed a Task Order authorizing the Contractor to proceed with the Task(s) identified below.

Task(s) to be performed:

- **Engineering Services:** Provide engineering and consulting services for the 1601 CR 38 Interchange Project for an amount not to exceed \$1,085,100.

Time schedule: Proposed start date of June 26, 2023, with an anticipated completion date of December 31, 2024.

Deliverables: See Contractor's attached scope of services dated June 2, 2023 (re Town of Mead I-25 / WCR38 Interchange – 1601 Process (22-100-019-03)) (9 pages).

Charges: Unless otherwise set forth in this Task Order Memorandum, the Charges authorized herein shall be considered a not to exceed (NTE) figure. Charges shall be calculated pursuant to the hourly rates in the PSA, unless otherwise set forth herein. A copy of the Letter Agreement related to the Task(s) outlined above is attached to this Task Order Memorandum. I have reviewed and approved the Letter Agreement, and I therefore request that you proceed to approve the attached Task Order, which will authorize the Engineer to proceed with the special project described above for the not to exceed fee of \$1,085,100.

Review and approval of Task Order Memorandum:

Erika Rasmussen, Town Engineer/Public Works Director

(Note: This Task Order Memorandum is not valid unless and until a Task Order has been executed by the Town Manager and approved by the Finance Director.)