



**TASK ORDER - SPECIAL PROJECTS**

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**TASK ORDER NO.:** 2024-001- 4<sup>th</sup> Amendment

**Task Name:** Additional Design Services for 3<sup>rd</sup> Street/Welker Avenue Intersection Improvements

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**Requested By:** Erika Rasmussen, Town Engineer      **Proposed Start Date:** Mar 25, 2024

**Funding Source:** 14-40-5500      **Proposed Completion Date:** Summer 2025

**Tasks / Deliverables:** See attached memorandum      **Total Task Order Budget:** \$34,330.

**Approval:**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Town Manager**

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

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**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:  
14-40-5500 – Transportation Fund



## TASK ORDER MEMORANDUM

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**To:** Helen Migchelbrink, Town Manager

**From:** Erika Rasmussen, Town Engineer

**Date:** March 14, 2024

**Subject:** Construction Phase Services for 3<sup>rd</sup> Street/Welker Avenue Intersection

**Task Order No.:** 2024-001

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This Task Order Memorandum has been prepared in accordance with the Town's Professional Services Agreement (PSA) with **Felsburg, Holt & Ullevig**, (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: Attend construction progress meetings, review submittals and answer questions during construction, and prepare final as-built drawings, as described in Contractor proposal dated March 12, 2024 (copy attached to this Task Order Memo).

Time schedule: Construction is expected to start in early summer 2024 and will continue through project completion.

Deliverables: See attached Contractor proposal dated March 12, 2024 (four (4) 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 **\$34,330.00**

*Review and approval of Task Order Memorandum:*

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Erika Rasmussen, Town Engineer

(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.)

Attachment: Contractor proposal dated March 12, 2024 (4 pages)