

## TASK ORDER FORM

This is Task Order No. 104152,  
consisting of 5 pages,  
dated \_\_\_\_\_.

**KSA Project Number: 104152**

**Owner Project (or Purchase Order) Number:**

**Project Name: Wastewater Treatment Plant Permit Renewal**

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In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 31, 2021 ("Agreement"), Owner and Engineer agree as follows:

**1. Specific Project Data**

- A. Owner: City of Mount Vernon
- B. Title: Wastewater Treatment Plant Permit Renewal
- C. Description: Renewal of the TPDES Discharge Permit for the wastewater treatment plant that is set to expire in March, 2026.

**2. Services of Engineer:**

Engineer shall provide, or cause to be provided, the following services:

- 1. Complete the Domestic Wastewater Permit Application Administrative Report for Permit Application.
- 2. Complete the Domestic Wastewater Permit Application Technical Report.
- 3. Prepare mapping, exhibits and attachments required for processing the permit application.
- 4. Coordination with Owner and accredited laboratory to perform all required sampling and analyses for the Permit Application.
- 5. Coordination with contract laboratory for WET testing results and perform a summary required for application, if applicable.
- 6. Print and deliver two copies of the permit application to the City.
- 7. Submit the original permit application and three copies to TCEQ.
- 8. Coordinate with newspapers for publications of notices required by the TCEQ. (bilingual notices may apply)
- 9. Coordinate application administrative questions and responses to TCEQ.
- 10. Preparation and submission of additional information requested/required by TCEQ associated with technical review of the permit application on an hourly and reimbursable basis.

11. Review TCEQ draft discharge permit and provide written comments regarding the draft permit to the City.

#### Exclusions

The following services are not included in the current scope of work. However, these services can be provided as additional services at the direction of the Owner with fees to be negotiated.

1. Payment of TCEQ individual application fees.
2. Performance and payment of required sampling and laboratory analyses.
3. Payment of any publication fees.
4. Site visits and field verifications of treatment plant unit sizes.
5. Preparation of additional plans (Sludge Management Plan, Closure Plan, Design Calculations, Stormwater Plans, etc.)
6. Preparation of additional Study and Reports (Pond Liner Certifications, Stream Studies and survey)
7. Preparation and submission or reassessment of Technically Based Local Limits.
8. Legal counsel.
9. Grant and/ or financial application/ coordination.
10. Wetlands, wooded wetlands, threatened species habitat, and/ or other mitigation activities
11. Archeological investigations.
12. Backhoe testing, shovel testing, and/or sieve tests.
13. US Army Corps of Engineer, and Texas Water Development Board Permits such as, but not limited to, Nationwide permits, general permits, individual permits, permits for dredging and/or other construction activities within jurisdictional waters.
14. Environmental Site Assessments, Environmental Information Document (EID), and/or categorical exclusion documents.
15. Geotechnical Investigations.
16. Stormwater discharge permits.
17. Easement surveying and plat description preparation.
18. Right-of-way agent and property research for acquisition.

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

4. **Times for Rendering Services**

Engineer shall complete its services in accordance with the following schedule:

Complete the applications for review by the city staff 120 days prior to permit expiration. The permit application will be submitted to the TCEQ, no later than 180 days prior to permit expiration, as required by the TCEQ.

## 5. **Payments to Engineer**

Owner shall pay Engineer for services rendered as follows:

All services described above provided for a lump sum fee of \$10,000.00 plus Hourly and Reimbursable fees of \$500.00 for the permit application.

Engineer shall prepare invoices in accordance with its standard invoicing practices and will submit invoice to the Owner on a monthly basis based upon an estimate of percentage complete. Invoices are due and payable within 30 days of receipt.

Any additional work outside the scope above that is requested by the city or TCEQ can be performed on an hourly and reimbursable basis in accordance with the enclosed schedule of fees or may be added with a contract amendment to the scope of work.

## 6. **Hourly Rates and Reimbursable Expenses Schedule**

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$370.00/hour
Senior Aviation Planner	\$260.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$225.00/hour
Electrical Design Engineer	\$160.00/hour
Senior Project Manager	\$310.00/hour
Project Manager	\$235.00/hour
Senior Project Engineer	\$200.00/hour
Project Engineer	\$180.00/hour
Senior Design Engineer	\$160.00/hour
Design Engineer	\$140.00/hour
Senior Project Architect	\$285.00/hour
Project Architect	\$145.00/hour
Design Architect	\$110.00/hour
Senior Engineering Technician	\$230.00/hour
Engineering Technician	\$125.00/hour
Senior Design Technician	\$160.00/hour
Design Technician	\$100.00/hour
Safety Manager	\$145.00/hour
Safety Specialist	\$105.00/hour
Regulation Compliance Specialist	\$135.00/hour
Project Assistant	\$100.00/hour
Senior CAD Technician	\$115.00/hour
CAD Technician	\$ 90.00/hour
Senior Project Representative	\$130.00/hour
Project Representative	\$110.00/hour
Graphic Designer	\$ 85.00/hour
Administrative Assistant	\$100.00/hour
Secretary	\$ 60.00/hour
Three-Man Survey Crew	\$235.00/hour
Two-Man Survey Crew	\$190.00/hour
Senior Registered Surveyor	\$215.00/hour
Registered Surveyor	\$175.00/hour
Senior Survey Technician	\$125.00/hour
Survey Technician	\$110.00/hour
Mileage	\$ 0.70/mile

ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day

Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

**NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule shall be adjusted annually as of January to reflect equitable changes in the compensation payable to Engineer.**

7. 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 \_\_\_\_\_.

OWNER: City of Mount Vernon

By: \_\_\_\_\_

Name: Craig Lindholm

Title: City Administrator

Date Signed: \_\_\_\_\_

ENGINEER: KSA Engineers, Inc.

By: 

Name: Mitchell L. Fortner, P.E.

Title: Managing Principal

Date Signed: 4-17-2025

Engineer License or Firm's  
Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

Name: Craig Lindholm

Title: City Administrator

Address: PO Box 597  
Mount Vernon, TX 75457

E-Mail Address: clindholm@comvtx.com

Phone: 903.537.2252

Fax: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Siglinda West

Title: Regulatory Compliance Specialist

Address: 6781 Oak Hill Blvd.  
Tyler, TX 75703

E-Mail Address: Swest@ksaeng.com

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