

TASK ORDER FORM

This is Task Order No. 103039,  
consisting of 6 pages,  
dated \_\_\_\_\_.

**KSA Project Number:** 103039  
**Owner Project (or Purchase Order) Number:**  
**Project Name:** Downtown Retaining Wall

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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: Downtown Retaining Wall
- C. Description: Provide engineering design, bidding and construction phase services for rehabilitation of the existing square downtown retaining wall.
- D. Number of Construction Contracts: 1

2. **Services of Engineer**

- A. Provide the services in Exhibit A – Schedule of Engineer’s Services as outlined below:

- a. *Study and Report Phase:*  
Not included.

- b. *Preliminary Design Phase:*  
Architectural renderings for two rehabilitation options for Owner to review prior to development of design documents. (Max. 2 revisions)

- Prepare preliminary design drawings and an outline of the contract book with specifications.

- Prepare opinion of probable construction cost based on preliminary design.

- Submit preliminary design documents to Owner for review and comment.

- Conduct one in person design review meeting with Owner.

- The drawings and equipment specifications will be reviewed and approved by Owner prior to final design

- c. *Final Design Phase:*

- Prepare detailed construction documents and specifications.

- Prepare final design opinion of construction cost.

Submit final design documents to Owner for review and comment.

Conduct one in person meeting to review final design documents.

d. *Bidding or Negotiating Phase:*

Provide plans and specifications for Owner's use. Publish documents including plans and specifications to civcastusa.com for use by bidders.

Respond to questions from bidders during the bidding phase and prepare addenda to contract documents if needed through civcastusa.com.

Assist Owner in conducting both bid opening in person and assist in the opening of bids.

Prepare bid tabulation for award and analyze the bids.

Submit bid tabulation for award of construction contracts.

Attend City Council meeting for contract award.

e. *Construction Phase:*

Upon award, prepare contract documents and send to the contractor and Owner for execution.

Conduct an in person preconstruction conference and prepare a written record of the conference.

Review shop drawings submitted by the contractor and accept those which comply with the requirements of the construction contract.

Make occasional site visits by the Project Manager to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the plans, specifications, contract documents and construction schedule.

Review contractor's applications for payment and submit to the Owner for approval and payment.

Review and answer RFIs and prepare field work orders and/or change orders.

Provide part time project representative services assuming 20 hours per week for 2 months of construction.

Organize and attend final walk through with Owner, Contractor, and Project Representative. Prepare punchlist items and confirm items are complete prior to final close out.

Provide a set of reproducible record prints of the plans showing changes made during the construction process based on the marked-up prints drawings and other data furnished by the contractor. Provide Owner with a PDF file of record drawings.

- f. *Commissioning Phase (or Operational Phase):*  
Engineer shall provide the services outlined in Paragraph A1.06 of the Agreement.

B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a.	Design Survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b.	Grant or Loan Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c.	Storm Water Pollution Prevention Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d.	Environmental Assessment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	e.	Environmental Information Document
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f.	Resident Project Representative Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	g.	Construction Survey (Baselines and Benchmarks)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h.	Geotechnical Investigation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	i.	Materials Testing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	j.	Analytical Testing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	l.	Easement or Boundary Surveys
<input checked="" type="checkbox"/>	<input type="checkbox"/>	m.	Easement or Boundary Descriptions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n.	Land Acquisition Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	o.	TxDOT Utility Installation Request Applications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	p.	Operation and Maintenance Manual
<input checked="" type="checkbox"/>	<input type="checkbox"/>	q.	Other: Architectural Renderings (Max. 2 Revisions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	r.	Other:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	s.	Other:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	t.	Other:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	u.	Other:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	v.	Other:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	w.	Other:



5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Basic Services	\$0.00	\$14,800.00	\$10,800.00	\$5,000.00	\$0.00		\$30,600.00	<b>Lump Sum</b>
Architectural Renderings		\$7,500.00					\$7,500.00	
<b>Subtotal</b>	\$0.00	\$22,300.00	\$10,800.00	\$5,000.00	\$0.00	\$0.00	\$38,100.00	

Construction Administration					\$12,500.00		\$12,500.00	<b>Hourly Rate and Reimbursable Expenses</b>
Design Survey		\$2,875.00					\$2,875.00	
Construction Material Testing					\$6,325.00		\$6,325.00	
Reimbursable Expenses		\$500.00	\$250.00	\$250.00	\$1,000.00		\$2,000.00	
<b>Subtotal</b>	\$0.00	\$3,375.00	\$250.00	\$250.00	\$19,825.00	\$0.00	\$23,700.00	
<b>Total</b>	\$0.00	\$25,675.00	\$11,050.00	\$5,250.00	\$19,825.00	\$0.00	\$61,800.00	

Notes:

<sup>1</sup> Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

<sup>2</sup> Construction Phase Basic Service assumes a construction period of 60 consecutive calendar days. ENGINEER's work on this phase beyond the construction period will be billed at hourly rates.

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

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

Principal	\$280.00/hour
Senior Aviation Planner	\$225.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$190.00/hour
Electrical Design Engineer	\$155.00/hour
Senior Project Manager	\$250.00/hour
Project Manager	\$185.00/hour
Senior Project Engineer	\$180.00/hour
Project Engineer	\$160.00/hour
Senior Design Engineer	\$140.00/hour
Design Engineer	\$120.00/hour
Senior Project Architect	\$240.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$210.00/hour
Engineering Technician	\$115.00/hour
Senior Design Technician	\$135.00/hour
Design Technician	\$ 95.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
Regulation Compliance Specialist	\$120.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$120.00/hour
Project Representative	\$105.00/hour
Graphic Designer	\$ 80.00/hour
Administrative Assistant	\$ 85.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$210.00/hour
Two-Man Survey Crew	\$180.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$155.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.66/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 will be adjusted at a rate not to exceed 4% per year 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

ENGINEER: KSA Engineers, Inc.

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

By: 

Name: Craig Lindholm

Name: Craig H. Phipps, P.E.

Title: City Administrator

Title: Vice President

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

Date Signed: 03/13/2024

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

State of: Texas

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Craig Lindholm

Name: Blake Powell, P.E.

Title: City Administrator

Title: Project Manager

Address: PO Box 597  
Mount Vernon, TX 75457

Address: 140 E. Tyler St., Suite 600  
Longview, TX 75601

E-Mail Address: clindholm@comvtx.com

E-Mail Address: bpowell@ksaeng.com

Phone: 903.537.2252

Phone: 903.236.7700

Fax: 903.537.2634

Fax: 888.224.9418