

## TASK ORDER FORM

This is Task Order No. 100504,  
consisting of 7 pages,  
dated \_\_\_\_\_.

**KSA Project Number: 100504**

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

**Project Name: Hwy 37 Elevated Storage Tank Rehabilitation**

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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 Mt. Vernon
- B. Title: Hwy 37 Elevated Storage Tank Rehabilitation
- C. Description: Provide engineering design services for rehabilitation of the existing elevated storage tank on Hwy 37. Rehabilitation includes blasting and painting of tank interior and exterior and repairing steel.
- 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:*  
Review latest inspection report of existing tank. Meet with city staff to discuss rehabilitation options. Prepare preliminary design plans for recoating tank. Develop outline of contract documents and technical specifications. Estimate construction cost for design improvements. Meet with City staff to review plans, specifications, and estimates.
  - c. *Final Design Phase:*  
Final design phase shall begin upon Owner approval of preliminary design documents. Prepare final design plans for tank rehabilitation. Finalize contract documents and technical specifications. Update construction cost estimates for final design. Meet with City staff to review final design plans, specifications, and estimates.
  - d. *Bidding or Negotiating Phase:*  
Incorporate Owner review comments into design plans and specifications. Prepare sealed documents for bidding. Provide Owner with bidding schedule options. Advertise project on Civcastusa.com and in the local newspaper. Answer contractor questions and issue addenda as needed during the bidding process. Conduct pre-bid meeting and bid opening at Owner's office. Prepare award consideration letter and

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

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**

<b>Item</b>	<b>Calendar Days From Notice to Proceed</b>
Notice to Proceed from Owner to KSA	0
Complete Preliminary Design Phase	45
Complete Final Design Phase	75
Submit Plans & Specs for Review by Owner/Reviewing Agency	75
Approval of Plans & Specs by Owner	90
Approval of Plans & Specs by Reviewing Agency	90
Advertise for Bids (minimum 2 notices)	90
Open Bids	130
Award Bid	160
Start Construction Phase	190
Complete Construction Phase	280

Note:

Should review times exceed those identified above, the project schedule will be extended accordingly.

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	\$19,000.00	\$15,200.00	\$5,000.00			\$39,200.00	Lump Sum
<b>Subtotal</b>		\$19,000.00	\$15,200.00	\$5,000.00			\$39,200.00	

Construction Administration					\$20,000.00		\$20,000.00	<i>? part time</i>  Hourly Rate and Reimbursable Expenses
Project Representative					\$42,800.00		\$42,800.00	
Reimbursable		\$3,000.00	\$3,000.00	\$3,000.00	\$1,000.00		\$10,000.00	
<b>Subtotal</b>							\$72,800.00	
<b>Total</b>							\$112,000.00	

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 90 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	\$265.00/hour
Senior Environmental Planner	\$220.00/hour
Environmental Planner	\$175.00/hour
Senior Aviation Planner	\$220.00/hour
Aviation Planner	\$180.00/hour
Senior Urban Design Planner	\$215.00/hour
Urban Design Planner	\$185.00/hour
Development Services Manager	\$195.00/hour
Electrical Engineer	\$235.00/hour
Mechanical Engineer	\$175.00/hour
Senior Project Manager	\$220.00/hour
Project Manager	\$175.00/hour
Senior Project Engineer	\$170.00/hour
Project Engineer	\$140.00/hour
Senior Design Engineer	\$130.00/hour
Design Engineer	\$115.00/hour
Senior Project Architect	\$215.00/hour
Project Architect	\$145.00/hour
Design Architect	\$100.00/hour
GIS Specialist	\$180.00/hour
Senior Engineering Technician	\$190.00/hour
Engineering Technician	\$105.00/hour
Senior Design Technician	\$120.00/hour
Design Technician	\$ 85.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
TCEQ Instructor	\$100.00/hour
Regulation Compliance Specialist	\$ 90.00/hour
Project Assistant	\$ 85.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 80.00/hour
Senior Project Representative	\$110.00/hour
Senior Project Representative - After Hours	\$130.00/hour
Project Representative	\$ 95.00/hour
Project Representative - After Hours	\$115.00/hour
Graphic Designer	\$ 75.00/hour
Administrative Assistant	\$ 75.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$190.00/hour
Two-Man Survey Crew	\$160.00/hour
Senior Registered Surveyor	\$175.00/hour
Registered Surveyor	\$135.00/hour
Senior Survey Technician	\$115.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.56/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 Mt. Vernon

ENGINEER: KSA Engineers, Inc.

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

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

Name: \_\_\_\_\_

Name: Joncie H. Young, P.E.

Title: \_\_\_\_\_

Title: Director of Client Services

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

Date Signed: 12/7/2021

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

State of: Texas

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Tina Rose

Name: Brittney Smith, P.E.

Title: City Administrator

Title: Municipal Team Leader

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Mount Vernon, TX 75457

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