

TASK ORDER FORM

This is Task Order No. 102755,
consisting of 6 pages,
dated December 6, 2023.

KSA Project Number: 102755
Owner Project (or Purchase Order) Number:
Project Name: Gadlin Street Improvements

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, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Owner: City of Mount Vernon
- B. Title: Gadlin Street Improvements
- C. Description: Engineering design services for reconstruction of 1,100 linear feet of Gadlin Street, north of its intersection with Interstate 30 Service Road. Pavement reconstruction to include pulverizing, cement treating, reshaping of existing pavement, and concrete paving. Proposed pavement section is 24 feet wide with open channel road side ditches.
- 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:*
Complete design surveys and geotechnical investigations.
Prepare preliminary design plans, specifications, and estimates for Owner review. Meet with Owner to review design documents and visit the project site up to two times during the course of preliminary design. Preliminary documents to be approved prior to detailed design.
 - c. *Final Design Phase:*
Prepare detailed construction drawings and specifications based on geotechnical recommendations. Update estimates with latest costs from recent bids of similar projects. Meet with Owner to review final design plans, specifications, and estimates. Prepare advertisement and bid schedules for review and approval by Owner.
 - d. *Bidding or Negotiating Phase:*
Advertise approved plans and construction manual on Civcastusa.com for use by bidders. Respond to questions from bidders and prepare addenda to contract

documents, if needed. Assist Owner in opening of the bids and prepare bid tabulation for Owner review. Submit award consideration letter for council approval.

e. Construction Phase:

Prepare construction contracts for execution by Contractor and Owner. Review partially executed contracts for accuracy before submitting to the Owner for final execution. Conduct a preconstruction conference with the Contractor and Owner. Prepare written record of conference. Make periodic 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. Prepare a set of record drawings showing those changes made during construction based on the mark-up prints, drawings, other data furnished by the Contractor.

Provide part time resident project representation (approximately 18 hours/ week). Project representative to make periodic site visits and coordinate with contractor and testing lab for construction material testing. Project representative to provide Engineer with daily construction reports indicating construction activity at the project site.

f. Commissioning Phase (or Operational Phase):
Not Included.

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 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 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 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 checked="" type="checkbox"/>	<input 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**

Item	Calendar Days From Notice to Proceed
Notice to Proceed from Owner to KSA	0
Complete Study and Report Phase	N/A
Complete Preliminary Design Phase	90
Complete Final Design Phase	150
Advertise for Bids (minimum 2 notices)	160
Open Bids	175
Pre-Construction Conference; Issue Notice to Proceed	215
Start Construction Phase	225
Complete Construction Phase	345

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	\$43,000.00	\$28,700.00	\$5,000.00	0.00	0.00	\$76,700.00	Lump Sum
Geotechnical Investigations		\$12,000.00					\$12,000.00	
Subtotal	\$0.00	\$55,000.00	\$28,700.00	\$5,000.00	\$0.00	\$0.00	\$88,700.00	

Construction Administration					\$25,000.00		\$25,000.00	Hourly Rate and Reimbursable Expenses
Design Survey					\$10,000.00		\$10,000.00	
Construction Survey (control & Verification)					\$1,500.00		\$1,500.00	
Construction Material Testing					\$15,000.00		\$15,000.00	
Part Time Resident Project Representation (RPR)					\$32,000.00		\$32,000.00	
Reimbursable Expenses		\$250.00	\$250.00	\$250.00	\$750.00		\$1,500.00	
Subtotal	\$0.00	\$250.00	\$250.00	\$250.00	\$84,250.00	\$0.00	\$85,000.00	
Total	\$0.00	\$55,250.00	\$28,950.00	\$5,250.00	\$84,250.00	\$0.00	\$173,700.00	

Notes:

¹ 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.

² Construction Phase Basic Service assumes a construction period of 120 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	\$270.00/hour
Senior Aviation Planner	\$220.00/hour
Aviation Planner	\$180.00/hour
Electrical Engineer	\$180.00/hour
Electrical Design Engineer	\$150.00/hour
Senior Project Manager	\$240.00/hour
Project Manager	\$180.00/hour
Senior Project Engineer	\$175.00/hour
Project Engineer	\$155.00/hour
Senior Design Engineer	\$135.00/hour
Design Engineer	\$120.00/hour
Senior Project Architect	\$220.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$200.00/hour
Engineering Technician	\$110.00/hour
Senior Design Technician	\$125.00/hour
Design Technician	\$ 90.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
Regulation Compliance Specialist	\$115.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$115.00/hour
Project Representative	\$100.00/hour
Graphic Designer	\$ 80.00/hour
Administrative Assistant	\$ 80.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$200.00/hour
Two-Man Survey Crew	\$170.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$150.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.65/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 12/6/2023.

OWNER: City of Mount Vernon

By: 

Name: Craig Lindholm

Title: City Administrator

Date Signed: 12-6-2023

ENGINEER: KSA Engineers, Inc.

By: 

Name: Joncie H. Young, P.E.

Title: Director of Client Services

Date Signed: 12/5/2023

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: 903.537.2634

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Brittney Smith, P.E.

Title: Municipal Team Leader

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

E-Mail Address: bsmith@ksaeng.com

Phone: 903.236.7700

Fax: 888.224.9418