

TASK ORDER FORM

This is Task Order No. 102737,
consisting of 6 pages,
dated _____.

KSA Project Number: 102737

Owner Project (or Purchase Order) Number:

Project Name: Oaks on 37 RV Park Utility 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, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Owner: City of Mount Vernon
- B. Title: Oaks on 37 RV Park Utility Improvements
- C. Description: Provide engineering design services for the water distribution and collection system improvements required to serve the proposed Oaks on 37 RV Park. Improvements will include coordination of topographic survey and land or easement acquisition.
*Collection system will include evaluation of the existing collection system's gravity sewer main downstream of the proposed tie-in for capacity analysis.
- 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 survey and prepare preliminary design drawings for sewer and water system improvements. These drawings will be submitted to the City staff for approval prior to detailed design.

Prepare an updated opinion of probable construction cost for the project and an outline of the contraction documents and technical specifications.

Meet with the City to review the preiminary design documents up to two times during the preliminary design phase to solicit comments on the design.
 - c. *Final Design Phase:*
On the basis of approved preliminary design documents, prepare detailed construction drawings and technical specifications for the project.

Prepare a revised opinion of probable construction cost for the final plans and specifications.

Complete boundary survey and plat descriptions for required easement.

Meet with the City to review the final design documents up to two times during the final design phase to solicit comments on the design. Submit final design documents to the city for review and approval.

- d. *Bidding or Negotiating Phase:*
Post approved final plans, construction documents and technical specifications on Civcast for use by bidders.

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

Assist the City in conducting the bid opening and assist in the opening of the bids.

Prepare a tabulation of the bids received.

Provide the City with an award letter for the project.

- e. *Construction Phase:*
Conduct a preconstruction conference and prepare a written record of the conference.

Review shop drawings and various items submitted by the contractor and approve those which comply with the requirements of the construction documents.

Make periodic site visits 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 the Contractor's applications for payment and submit to the City for approval and payment.

Prepare a set of producible record prints of the plans showing those changes made during the construction process based on the marked-up prints, drawings, and other data furnished by the contractor. Provide City with a copy of all Autocad files associated with the project.

- 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 type="checkbox"/>	<input type="checkbox"/>	a.	Design Survey
<input type="checkbox"/>	<input type="checkbox"/>	b.	Grant or Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	c.	Storm Water Pollution Prevention Plan
<input type="checkbox"/>	<input type="checkbox"/>	d.	Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	e.	Environmental Information Document
<input type="checkbox"/>	<input type="checkbox"/>	f.	Resident Project Representative Services
<input type="checkbox"/>	<input type="checkbox"/>	g.	Construction Survey (Baselines and Benchmarks)
<input type="checkbox"/>	<input type="checkbox"/>	h.	Geotechnical Investigation
<input type="checkbox"/>	<input type="checkbox"/>	i.	Materials Testing
<input type="checkbox"/>	<input type="checkbox"/>	j.	Analytical Testing
<input type="checkbox"/>	<input type="checkbox"/>	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
<input type="checkbox"/>	<input type="checkbox"/>	l.	Easement or Boundary Surveys
<input type="checkbox"/>	<input type="checkbox"/>	m.	Easement or Boundary Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	n.	Land Acquisition Services
<input type="checkbox"/>	<input type="checkbox"/>	o.	TxDOT Utility Installation Request Applications
<input type="checkbox"/>	<input type="checkbox"/>	p.	Operation and Maintenance Manual
<input type="checkbox"/>	<input type="checkbox"/>	q.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	r.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	s.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	t.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	u.	Other:
<input type="checkbox"/>	<input type="checkbox"/>	v.	Other:
<input type="checkbox"/>	<input 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 Preliminary Design Phase	60
Complete Final Design Phase	105
Advertise for Bids (minimum 2 notices)	120
Receive Bids	150
Award Bids	180
Pre-Construction Conference; Issue Notice to Proceed	210
Complete Construction Phase	270

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	\$17,400.00	\$13,900.00	\$5,000.00	\$13,500.00	\$0.00	\$49,800.00	Lump Sum
Subtotal	\$0.00	\$17,400.00	\$13,900.00	\$5,000.00	\$13,500.00	\$0.00	\$49,800.00	

Design Survey		\$5,500.00					\$5,500.00	Hourly Rate and Reimbursable Expenses
Easement Survey/ Preparation			\$7,900.00				\$7,900.00	
Project Representative					\$42,100.00		\$42,100.00	
ROW Agent					\$11,500.00		\$11,500.00	
Reimbursables		\$875.00	\$875.00	\$875.00	\$875.00		\$3,500.00	
Subtotal	\$0.00	\$6,375.00	\$8,775.00	\$875.00	\$54,475.00	\$0.00	\$70,500.00	
Total	\$0.00	\$23,775.00	\$22,675.00	\$5,875.00	\$67,975.00	\$0.00	\$120,300.00	

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 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	\$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 _____.

OWNER: City of Mount Vernon

ENGINEER: KSA Engineers, Inc.

By: _____

By:  _____

Name: Craig Lindholm

Name: Joncie H. Young, P.E.

Title: Interim City Administrator

Title: Director of Client Services

Date Signed: _____

Date Signed: 12/11/2023

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: Interim City Administrator

Title: Project Manager

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