

## TASK ORDER FORM

This is Task Order No. 100551,  
consisting of 7 pages,  
dated \_\_\_\_\_.

**KSA Project Number: 100551**

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

**Project Name: American Rescue Plan Act**

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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: American Rescue Plan Act

C. Description: Wastewater treatment plant improvements including demolition of existing influent lift station, construction of new 2.2 MGD influent lift station with submersible pumps, replacing 2 existing pumps in Lift Station No.2 with new submersible pumps, and rerouting approximately 400 linear feet of 8 inch return activated sludge piping between the sludge flow meter and head of the oxidation ditch.

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:*  
Provide design survey detailing topography at the wastewater treatment plant existing influent lift station. Prepare preliminary design plans for the proposed improvements listed in the description above. 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 proposed improvements. 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. Coordinate with TCEQ as needed for plant improvements.

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 bid tabulation for City Council. Attend City Council meeting to present bid tabulation.

*e. Construction Phase:*

Prepare construction contracts for execution by the contractor and Owner. Review partially executed contracts for completeness prior to sending to the Owner for final execution. Conduct preconstruction meeting with the Owner, contractor, and engineer. Issue notice to proceed and prepare meeting minutes. Conduct monthly construction progress meetings. Review submittals, answer RFIs, and prepare contractor pay requests and change orders. Make occasional site visits. Provide part time resident project representative assuming 20 hours/ week for 3 months of construction. Attend final walk through with the Owner and contractor. Prepare closeout documents and record drawings.

*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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	q.	Other: TCEQ Coordination
<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

[illegible]

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)
Design Basic Services	\$0.00	\$30,000.00	\$24,000.00	\$7,000.00			\$61,000.00	Lump Sum
<b>Subtotal</b>	\$0.00	\$30,000.00	\$24,000.00	\$7,000.00	\$0.00	\$0.00	\$61,000.00	

Design Survey		\$5,750.00					\$5,750.00	Hourly Rate and Reimbursable Expenses
Construction Administration					\$15,000.00		\$15,000.00	
Part Time Project Representative					\$32,100.00		\$32,100.00	
Geotechnical Investigation		\$5,750.00					\$5,750.00	
Construction Material Testing					\$3,450.00		\$3,450.00	
TCEQ Coordination			\$2,500.00				\$2,500.00	
Reimbursables			\$2,500.00	\$2,500.00			\$5,000.00	
<b>Subtotal</b>	\$0.00	\$11,500.00	\$5,000.00	\$2,500.00	\$50,550.00	\$0.00	\$69,550.00	
<b>Total</b>	\$0.00	\$41,500.00	\$29,000.00	\$9,500.00	\$50,550.00	\$0.00	\$130,550.00	

### 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 180 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 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	\$175.00/hour
Electrical Design Engineer	\$145.00/hour
Mechanical Engineer	\$185.00/hour
Senior Project Manager	\$230.00/hour
Project Manager	\$175.00/hour
Senior Project Engineer	\$170.00/hour
Project Engineer	\$150.00/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	\$105.00/hour
GIS Specialist	\$180.00/hour
Senior Engineering Technician	\$195.00/hour
Engineering Technician	\$105.00/hour
Senior Design Technician	\$125.00/hour
Design Technician	\$ 90.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
TCEQ Instructor	\$100.00/hour
Regulation Compliance Specialist	\$100.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/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	\$195.00/hour
Two-Man Survey Crew	\$165.00/hour
Senior Registered Surveyor	\$175.00/hour
Registered Surveyor	\$140.00/hour
Senior Survey Technician	\$120.00/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: Tina Rose

Name: Joncie H. Young, P.E.

Title: City Administrator

Title: Director of Client Services

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

Date Signed: February 9, 2022

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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