

**TASK ORDER NO. 06
FOR
CITY OF NEW MEADOWS
IDAHO PARKS AND RECREATION RECREATIONAL VEHICLE (RV) FUND GRANT
APPLICATION**

Keller Project No.: 225074-010

This Task Order, entered between the City of New Meadows ("Owner"), and **Keller Associates, Inc.** ("Consultant"), is subject to the provisions of the Agreement for Professional Services ("Agreement"), dated May 23, 2024 and is effective as of the date of the last signature of this Task Order.

The Owner desires to submit an application to the Idaho Department of Parks and Recreation (IDPR) for a Recreational Vehicle (RV) Fund grant application to partially fund the design and upgrades for a bulk water fill station and wastewater RV dump station. The application will address the needs for facilities and services to promote the health, safety, and enjoyment of recreational vehicle users as described in Attachment A, hereinafter referred to as the "Project".

Owner and Consultant agree to the following scope of services, schedule, and compensation.

SCOPE: Consultant's services under this Task Order are generally identified as described in Attachment A.

SCHEDULE: The Task Order shall commence on the Effective Date and Consultant shall complete its services within the scheduled time described in Attachment A.

COMPENSATION:

Basic Services. As compensation for services to be performed by Consultant, the Owner will pay Consultant on a time and materials basis with an estimated fee of \$4,000 (Four thousand dollars).

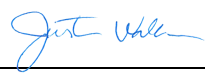
Additional Services. Compensation for performing Additional Services will be pursuant to a mutually agreed upon Addendum to this Task Order.

In Witness Whereof, the parties hereto have executed this Task Order Agreement by their signatures below.

OWNER: CITY OF NEW MEADOWS, IDAHO

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____
Name: Julie Good
Title: Mayor
Address: PO Box 324
New Meadows, ID 83654
Telephone: 208-347-2171
Date: _____

Signature:  _____
Name: Justin Walker
Title: Principal
Address: 100 East Bower Street, Suite 110
Meridian, ID 83642
Telephone: (208) 288-1992
Date: 7-23-2026

Attachment A

CITY OF NEW MEADOWS IDPR RECREATIONAL VEHICLE (RV) FUND GRANT APPLICATION SCOPE OF WORK

PROJECT DESCRIPTION

The City of New Meadows ("Owner") desires to submit an application to the Idaho Department of Parks and Recreation (IDPR) for a Recreational Vehicle (RV) Fund grant application to partially fund the design and upgrades for a bulk water fill station and wastewater RV dump station. The application will address the needs for facilities and services to promote the health, safety, and enjoyment of recreational vehicle users and other ancillary items as required by the IDPR RV Fund Application.

Keller Associates, Inc. ("Consultant") will assist the Owner by preparing a single IDPR Recreational Vehicle (RV) Fund Grant Application. Consultant's services are limited to those services outlined in the following scope of work. As the project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of work. Consultant will be compensated for agreed upon services that are additional to the scope items below, and for rework triggered by Owner-requested changes that affect previously completed services. Additional time/effort for correspondence and meetings, due to an Owner or Contractor initiated change in the project design, participating in project peer reviews or value engineering, and/or project support above and beyond that described below is considered an additional service.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Consultant Responsibilities:

- 1.1. General Project Management. Provide general project administration services including project accounting, scheduling, and internal project administration.
- 1.2. Kickoff Meeting. Participate in a virtual project kickoff meeting and prepare agenda and meeting notes. The purpose of this meeting will be to review grant application criteria and process, clarify the intended project scope, and discuss available data and published materials that will be made available by the Owner.
- 1.3. Request for Information. Request for information for data to be used in the design process.

Owner Responsibilities:

- Provide requested information within two weeks of request.

Assumptions:

- Project management budget assumes a project schedule of approximately 5 months.
- Project will be funded primarily by the Grant, if received, and secondarily by the Owner.
- Unless otherwise noted, all meetings may include a combination of in-person or virtual attendees. This assumption applies to this task as well as subsequent tasks.

Deliverables:

- Monthly invoices and project update summaries.
- Kickoff meeting agenda and meeting notes.
- Request for Information.

TASK 2: IDPR RECREATIONAL VEHICLE GRANT APPLICATION SUPPORT

Consultant Responsibilities:

- 2.1. Grant Application Support. Assist the Owner by preparing a single IDPR RV Fund Grant application for the construction grant. The Consultant's services will include drafting the application package and incorporating information received from the Owner and others.

Owner Responsibilities:

- Provide requested grant application information within two weeks of request.
- Host a public meeting and document comments and support for submittal with the application.
- Provide at least 3 written letters of support from the community stating the benefit of the new bulk water fill station and wastewater dump station.
- Provide written verification of the minimum 5% cash match required for the grant application

Deliverables:

- Completed IDPR RV Fund Grant application.

ADDITIONAL SERVICES NOT INCLUDED IN THIS SCOPE OF WORK

- Design, Bidding, Construction Administration, and Warranty phase services.
- In-person Attendance at the public meeting.

SCHEDULE

Consultant anticipates the following project schedule. The number of days associated with the task(s) are approximate and assume timely delivery of requested information. Actual schedule may vary.

Task	Schedule	Comments
Task 1 – IDPR RV Fund Grant application Support	150 days	IDPR Grant Applications are January 29, 2027.

COMPENSATION

As compensation for services to be performed by Consultant, the Owner will pay Consultant as described in the following table. The total authorized budget amount shall not be exceeded without written authorization from the Owner. For time and materials tasks, compensation will be according to the Consultant's standard billing rates updated semi-annually in January and July. Lump sum amounts shall include all costs for direct labor, indirect labor, overhead, reimbursable expenses, equipment, travel, per diem, and fixed fees.

Task	Type	Amount
Task 1 – Project Management	T&M	\$1,000
Task 2 – Grant Application	T&M	\$3,000
TOTAL COST		\$4,000

LS = Lump Sum T&M = Time and Materials