

**TASK ORDER NO. 001  
FOR  
STAR CITY HALL GENERATOR**

Consultant Project No.: 224053-001

This Task Order, entered between the **City of Star** ("Owner"), and **Keller Associates, Inc.** ("Consultant"), is subject to the provisions of the Master Agreement for On Call for Professional Services ("Agreement"), dated and is effective as of **June 1, 2024**.

The Owner intends to install a diesel-generator for the Star City Hall as described in Attachment<sub>2</sub> 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 follows: see Attachment A.

**SCHEDULE:** The Task Order shall commence on the above written date. Consultant shall complete its services in accordance with Attachment A

**COMPENSATION:**

*Basic Services.* As compensation for services to be performed by Consultant, the Owner will pay Consultant a lump sum amount of \$8,800 ( eight thousand eight hundred dollars) as described in Attachment A.

*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 STAR**

**CONSULTANT: KELLER ASSOCIATES, INC.**

Signature: \_\_\_\_\_

Signature: Justin Walker

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

Name: Justin Walker

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

Title: Principal

Address: 10769 W. State Street, Star, ID  
83669

Address: 100 East Bower Street, Suite 110  
Meridian, ID 83642

Telephone: 208-286-7247

Telephone: (208) 288-1992

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

Date: 9-26-2024

# ATTACHMENT A

## CITY OF STAR CITY HALL GENERATOR SCOPE OF WORK

### PROJECT DESCRIPTION

City of Star (“Owner”) has contracted with **Keller Associates, Inc.** (“Consultant”) to provide planning, assessment, and design for the addition of a generator to be installed at City Hall to provide backup power. The Star City Hall serves as a local command station for the community in event of an emergency situation in addition to housing City administration and an Idaho Transportation Department (ITD) vehicle registration office. Assessment of two alternatives is included to evaluate feasibility and associated costs for each option for decision by Owner prior to development of final design documents.

### SCOPE OF WORK

#### **TASK 1: PROJECT MANAGEMENT**

##### *Consultant Responsibilities:*

- 1.1. General Project Management. Provide general project administration services including contract administration, project accounting, internal quality control, and internal project administration.
- 1.2. Kickoff Meeting. Participate in a project kickoff/scoping meeting. The purpose of this meeting will be to review/establish design criteria, review project constraints and objectives, and discuss available data and available reference materials.

##### *Owner Responsibilities:*

- Issue purchase order to Consultant to begin work.
- Provide requirements for generator assessment including critical loads required to be on emergency power backup.
- Provide site access to review existing conditions.

##### *Assumptions:*

- Kickoff meeting/assessment of existing facilities completed as part of scoping visit on 8/26/24.
- Project management budget assumes a project schedule of up to 2 months for Task 2. Task 3 schedule TBD following Owner direction of chosen alternative.

##### *Deliverables:*

- Monthly invoices and project update summaries.
- Meeting notes and documentation of project decisions.

## **TASK 2: CONCEPT DESIGN AND ALTERNATIVES ANALYSIS**

### *Consultant Responsibilities:*

- 2.1. Concept Design. Provide concept-level drawings for review by Owner. Drawings to show utility service modifications, addition of generator and transfer switch, required panel modifications, and planned locations for new equipment for two alternatives: 1) full generator backup and 2) separation and emergency power to critical circuits only.
- 2.2. Alternatives Analysis. Evaluate each option shown in concept design for impact to facilities and constructability.
- 2.3. Construction Cost. Estimate the cost of construction associated with each option for comparison.
- 2.4. Pros/Cons Evaluation. Provide matrix of pros and cons for each alternative for evaluation by Owner. Pros and cons to highlight benefits and concerns to allow for informed decision by Owner prior to Consultant undertaking full design of selected alternative in Task 3.

### *Owner Responsibilities:*

- Participate in conceptual design review meeting to evaluate proposed options and intended design.
- Provide direction/select an option for electrical design of generator addition to be completed by Consultant in Task 3.
- Provide record/construction drawings for the existing building including electrical, architectural, plumbing, HVAC, and structural drawings.

### *Assumptions:*

- Two alternatives will be evaluated.
- Concept drawings will be provided for purpose of showing changes to existing power distribution and location of equipment. Drawings will not be issued for construction.
- Consultant's opinions of probable cost represent Consultant's judgment as an experienced and qualified design professional. Since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Owner's and other contractor's methods of determining prices, or over competitive bidding or market conditions, the Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable cost prepared by the Consultant.

### *Deliverables:*

- Concept-level design showing modifications to existing power distribution for review with Owner. Design to include one-lines and power plans of each alternative and list of electrical equipment.
- Estimated construction costs associated with each alternative.
- Pros and cons evaluation of each alternative.

## **TASK 3: FINAL DESIGN**

### *Consultant Responsibilities:*

- 3.1. Design. Keller to provide electrical design for selected option from Task 2. Design to include one-line modifications, power plan drawings, panel schedules, and cable/conduit specifications. Details to be provided showing specific installation requirements contractor to adhere to. Keller to provide design and Professional Engineer review and approval.

- 3.2. 90% Design Progress Submittal. Submit a substantially complete progress set of drawings and specifications for Owner review and comment prior to final submittal.
- 3.3. Final Submittal. Upon review, Keller will incorporate appropriate revisions into a final set of stamped drawings and specifications that will be used by the Owner for bidding.
- 3.4. Opinion of Probable Cost. Prepare an opinion of probable cost for the project at final design.

*Owner Responsibilities:*

- Review of design.
- Provide comments at 90% design submittal by Owner-involved parties.

*Assumptions:*

- AutoCAD will be used to prepare drawings with existing building plans provided by Owner used as backgrounds for showing electrical design and locations.
- Owner will be responsible for bidding and construction contracting activities including developing front-end bidding documents.
- One design review required with Owner capturing project direction as decided upon following Task 2.

*Deliverables:*

- 90% design submittal for Owner review and.
- 100% final design and specifications for generator addition, approved and sealed by an Idaho-registered Professional Engineer.
- Opinion of probable cost.

**COMPENSATION**

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

Additional services may be added as requested by Owner via negotiated fee.

<b>Task</b>	<b>Type</b>	<b>Amount</b>
Task 1: Project Management	LS	\$ 1,200
Task 2: Concept Design and Alternatives Analysis	LS	\$7,600
Task 3: Final Design	LS	TBD
<b>Total Cost</b>		<b>\$ 8,800</b>

LS = Lump Sum