



## TASK ORDER FOR PROFESSIONAL SERVICES

THIS PROFESSIONAL SERVICES TASK ORDER ("Agreement") is entered into as of the 2nd day of December 2025 (the "Effective Date"), by and between VMC, LLC, located at 1650 West End Blvd., Suite 100, St Louis Park, MN 55416 ("Consultant"), and City of Watertown located at 800 Hoffmann Drive Watertown, WI 53094 ("Client"). This Agreement refers to Consultant and Client collectively as the "Parties" and individually as a "Party." All services authorized under this Agreement are governed by and subject to the **General Terms and Conditions Agreement**.

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the project described as: T-Mobile at Western Ave upgrade

<b>Client's Project Manager</b>	Peter Hartz
<b>Address</b>	800 Hoffmann Drive Watertown, WI 53094
<b>Telephone</b>	920 262-4085
<b>Email</b>	<a href="mailto:phartz@watertownwi.gov">phartz@watertownwi.gov</a>



## **2. Preconstruction Meeting**

A preconstruction meeting will be conducted involving the contractor, subcontractors, and the Client prior to the commencement of construction activities. The primary aim of this meeting is to ensure a comprehensive understanding of the project's scope, timeline, budget, and potential challenges or risks among all involved parties. Through discussions held during this meeting, responsibilities will be clarified, schedules synchronized, and expectations aligned, thus facilitating a seamless execution of the project.

## **3. Inspections (as required by project scope)**

Consultant shall perform inspections only to the extent determined necessary based on the results of earlier project phases or as otherwise directed by the Client.

- Perform paint shop and site visits to check work to determine if it's generally in accordance with the construction plans and specifications, utility requirements, and the preconstruction meeting minutes:
- Paint shop observations for antenna and components identified in construction plans.
- Provide observation of the applicable surface preparation and coating application to determine if generally in accordance with the existing system and manufacturer's recommendations.
- Provide observation of mechanically attached component and communication cable routing/line dressing according to the construction plans, scheduled with the contractor.
- Include evidence of non-compliant items.
- Include approved and corrected installation/modification as part of follow up from previous inspection.
- Provide needed observation services deemed necessary by client and/or carrier.

## **4. Final Inspection**

This task includes final review of the installation to ensure its alignment with the Client's approved project plans and preconstruction meeting minutes. This involves thoroughly examining the completed installation to verify compliance. Additionally, if necessary, a punch list will be developed and distributed to address any outstanding issues or discrepancies. Please note, follow-up inspections for punch list work are not included in this task and would constitute Additional Services.

## **5. Project Closeout & Site Administration**

Project Closeout and Site Administration involves several key tasks to ensure the project's completion and proper documentation. This includes capturing a comprehensive 360-degree image of the final installation to provide a visual record. Furthermore, all relevant project



documents will be compiled and organized into a transmittal package, which will then be sent to the client for submission as a new lease exhibit. Additionally, throughout the entire project, the final billing and escrow account will be meticulously balanced to ensure accuracy and transparency in financial matters.

**Note:**

1. The above scope represents the anticipated level of effort for a typical carrier site upgrade and excludes field inspections associated with civil site work or weldments. This scope may be modified on a per-project basis at the Client's request, depending on the level of effort required and the carrier's submitted plan sets.
2. Consultant will monitor project milestones and track budget utilization to ensure progress remains aligned with project objectives.

## **II. Schedule**

Upon Client authorization Consultant can begin this work immediately. Specific to this project, it is the Consultant's intent to complete plan review, review of structural calculations and shop drawing review, as applicable within seven (7) business days after receipt and authorization. Final inspection will be performed based on the agreed upon schedule (determined at the preconstruction meeting, with the contractor providing 48 hours' notice).

## **III. Cost**

Consultant proposes to provide services as referenced in the scope above on a lump sum/task basis, excluding reimbursable expenses (reproductions, mileage, lodging). Consultant establishes a fee of \$15,400.00 in accordance with the **Cost Estimate Table** below.

### **Fee Assumptions**

The proposed fee assumes that the project has been initiated by the Tenant and that all project materials, design documents, and coordination have been prepared by experienced and diligent telecommunications professionals prior to the request for services and transfer of documents to the Client. The fee assumes the Client (as Landlord) will encourage the Carrier/Tenant to engage directly with the Consultant for site information, schedule coordination, and project timeline clarification.

**Cost Estimate Table**

Task Description	Fee
<b>Telecommunication: Review and Inspection</b>	
1. Construction Documentation Review	\$1,800.00
Structural Review	\$1,000.00



2. Preconstruction Meeting	\$1,800.00
3. Inspections (if needed) <ul style="list-style-type: none"><li>• Paint (Shop) \$850.00</li><li>• Paint (Field) \$1,200.00</li><li>• Mechanical \$1,500.00</li><li>• Special (Quoted)</li></ul>	\$4,500.00 (estimate)
4. Final Inspection	\$2,000.00
5. Project Closeout/Site Admin.	\$3,800.00
<b>Subtotal</b>	<b>\$14,900.00</b>
Additional Services Included in this Agreement	
360 Video (Lump Sum)	\$500.00
<b>Total</b>	<b>\$15,400.00</b>
*Additional Services if needed:	
Plan review Iterations	\$1,200.00
Field Observation (per visit)	\$1,500.00

**\*Additional Services if needed:**

The above fees for Additional Services are lump sum per task and represent work outside the scope of this Agreement. Should circumstances arise that require Additional Services, the Consultant will notify the Client and Carrier/Tenant of the proposed scope and associated fees in advance. Refer to the table above for applicable task fees.



**Accepted by:**

<b>Name, Title</b>	
<b>Signature</b>	
<b>Date</b>	