

TASK ORDER

Task Order No. KPA-20-004-TO,
consisting of 10 pages.

Task Order

In accordance with paragraph 1.01 of the Master Services Agreement between Owner and Kasberg, Patrick & Associates, LP ("Engineer") for Professional Services – Task Order Edition, dated March 23, 2016, ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Lakeway and Williams Drive Intersection

B. Description: The work to be performed by the Engineer under this contract consists of providing final plans and specifications for the Williams Drive & Lakeway Drive/Booty's Crossing Intersection Improvements Project. The project consists of adding additional turn lanes, traffic signal modification, intersection safety enhancements, access control near the intersection, and other miscellaneous construction activities to for the Williams Drive & Lakeway Drive/Booty's Crossing Intersection. The professional services shall include providing final roadway, drainage, utility adjustments, incidental designs, utility coordination, environmental phase I investigations, geotechnical investigations, bidding documents, specifications, bidding services, and construction administration services.

C. City of Georgetown Project Number: _____

D. City of Georgetown General Ledger Account No.: _____

E. City of Georgetown Purchase Order No.: _____

F. Master Services Agreement, Contract Number: 2016-730-MSA

2. Services of Engineer

See Exhibit A, Scope of Services, attached

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in the Agreement subject to the following: *City to provide asbuilt/record drawing of City owned utilities located in the proposed project areas.*

4. Times for Rendering Services

Phase

Completion Date

Final Design:

Intersection Improvements

April 1, 2020

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Bidding:

Intersection Improvements

June 1, 2020

Construction Administration/Onsite Representation:

Intersection Improvements

December 1, 2020

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum or Not to Exceed Amount of Compensation for Services</i>
<i>Basic Services</i>		
<i>Intersection Improv.:</i>		
<i>Final Design, Bidding, Construction Phase</i>	A. <i>Lump Sum</i>	\$252,450.00

B. The terms of payment are set forth in Article 4 of the Agreement unless modified in this Task Order.

6. **Consultants:**

Kasberg, Patrick & Associates, LP – Georgetown, TX
All County Surveying – Georgetown, TX
Terracon, Inc. – Austin, TX

7. **Other Modifications to Agreement:**

None

8. **Attachments:**

Exhibit A – Scope of Services
Exhibit B – Fee Schedule Summary

9. **Documents Incorporated By Reference:** The Agreement effective March 23, 2016.

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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 _____, 2019.

OWNER:

ENGINEER:

By: _____

By: Alvin R (Trae) Sutton III

Name: Dale Ross

Name: Alvin R (Trae) Sutton III, PE.CFM

Title: Mayor

Title: Principal

Engineer License or Firm's
Certificate No. F-510
State of: Texas

Date: _____

Date: October 30, 2019

APPROVED AS TO FORM:

City Attorney

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Owner:**Designated Representative for Task Order:**Name: Michael HallmarkTitle: CIP Project ManagerAddress: 300-1 Industrial Ave.
Georgetown, TX 78626E-Mail
Address: Michael.Hallmark@georgetown.orgPhone: 512-930-3569Fax: **Engineer:****Designated Representative for Task Order:**Name: Trae Sutton, P.E., CFMTitle: Senior Project ManagerAddress: 1008 South Main Street
Georgetown, TX 78626E-Mail
Address: TSutton@kpaengineers.comPhone: 512-819-9478Fax: 254-733-6667

EXHIBIT A
DETAILED PROJECT SCOPE of SERVICES
PROVIDED BY ENGINEER
KASBERG, PATRICK & ASSOCIATES, LP
GEORGETOWN, TEXAS

Project Description:

The work to be performed by the Engineer under this contract consists of providing final plans and specifications for the Williams Drive & Lakeway Drive/Booty's Crossing Intersection Improvements Project. The project consists of adding additional turn lanes, traffic signal modification, intersection safety enhancements, access control near the intersection, and other miscellaneous construction activities to for the Williams Drive & Lakeway Drive/Booty's Crossing Intersection. The professional services shall include providing final roadway, drainage, utility adjustments, incidental designs, utility coordination, environmental phase I investigations, geotechnical investigations, bidding documents, specifications, bidding services, and construction administration services. This scope does not include ROW documents or easement documents and negotiations.

Scope of Services:

The scope of services associated with the Airport Road Improvement Project includes:

I. Project Management/Coordination

- a. The ENGINEER shall coordinate, conduct and document a Project Kickoff Meeting with City Staff.
- b. The ENGINEER shall attend 30%, 60%, 90% and 100% Project Submittal Meetings with City Staff. The ENGINEER shall review the submittal package with City Staff and provide written questions and or comments that may arise during the design process and review those with City Staff and provide recommendations, if required. These meetings may also include meeting with Landowners to review the proposed project alignment. Assume six (6) meetings shall be required.
- c. The ENGINEER shall provide Contract Management and Coordination. This shall include developing monthly invoices and progress reports, subconsultant coordination, design coordination with the City and design coordination with dry utilities.
- d. The ENGINEER shall obtain and review the existing data provided from the City and that have a direct impact of the proposed project.

II. Utility Coordination

- a. The ENGINEER shall develop an Utility Conflict Map detailing the approximate locations of the existing dry utilities and identify potential conflicts with impacted existing dry utilities.

- b. The ENGINEER shall coordinate, attend and document a Utility Coordination Meeting with the existing utilities located within the proposed corridor to discuss impacts this project on the existing utilities. The ENGINEER shall document the highlights of this meeting. Assume two (2) meetings shall be required.

III. Final Design

Williams Drive & Lakeway Drive/Booty's Crossing Intersection Improvements

Roadway Design

- a. Roadway Geometric Design. The ENGINEER will develop final roadway schematic designs with horizontal and vertical alignments based off the topographic surveys. The alignments will be in compliance with the City of Georgetown, TxDOT and AASHTO Roadway Design Criteria. The ENGINEER will review final schematic alignment with City Staff.
- b. Typical Sections. The ENGINEER will utilize the roadway geometric design to develop existing and proposed typical roadway sections for project.
- c. Plan & Profile Sheets – Roadway. The ENGINEER will prepared plan & profile sheets for the project. The sheets shall include existing topography, utilities, control data, preliminary roadway geometry (vertical and horizontal), drainage improvements, and other related improvements.
- d. Intersection Layouts. The ENGINEER shall design typical intersection layouts that identify all horizontal and vertical geometry along the proposed project route. This will also include obtaining project data and alignment(s) from adjacent and/or connecting design projects as may affect the development of proposed alignment.
- e. Cross Sections for Roadway. The ENGINEER will prepare roadway cross sections at intervals not to exceed 100 feet along to the proposed roadway alignment. The cross sections shall include the proposed roadway improvements, multi-use trail facility and other related drainage improvements.
- f. Pedestrian Facility. The ENGINEER shall perform final design in order to develop plan and profile drawings for a pedestrian facility along the proposed project route. The design of the multi-use trail facility shall be in accordance with the American with Disabilities Act (ADA), Texas Department of License and Regulations (TDLR) and TxDOT design requirements for pedestrian facilities and AASHTO Guidelines for Bike Facilities.

Drainage Design

- a. The ENGINEER will incorporate all design surveys into computer aided drafting and develop topographies and surfaces. This data will be utilized to develop final drainage areas, hydrology and hydraulics. This will include topographic working drawings to prepare the final drainage design.

- b. The ENGINEER will develop storm water hydrology for the ultimate roadway section for the project area. The hydrology will be modeled utilizing HEC-HMS with City of Georgetown drainage criteria. The model will incorporate the 10%, 4%, 2% and 1% annual chance storm events. Modeling will develop storm water flows to all cross culverts and roadway conveyances. Based on the data developed drainage infrastructure will be designed for final design for the project area.
- c. The ENGINEER will develop plan and profile for the proposed storm water collection systems for the project area.
- d. The ENGINEER will finalize the requirements for water quality for the roadway section. Designs will be based on the new impervious cover that will be established with the ultimate build out of the project and current TCEQ requirements for construction within the Edwards Aquifer Recharge Zone. The ENGINEER will endeavor to combine conveyance infrastructure with water quality in an effort to minimize project costs.
- e. The ENGINEER will provide final design of a detention/water quality pond located on the project route and shall include final design for the pond, outlet structure, overall grading plan and typical cross sections for the pond.
- f. The ENGINEER will determine potential utility conflicts based on final design for the project area. Coordination with utility companies will be performed by meeting with all effected utilities during the preliminary design phase.
- g. The ENGINEER will meet with Staff to review the final drainage design, phasing for the project, utility conflicts and relocations, water quality options, etc. All comments and direction from the meeting will be incorporated in to the project.

Utility Design

- a. The ENGINEER will incorporate the existing City water and wastewater lines into the proposed plan/profile plan sets.
- b. The ENGINEER will identify potential conflicts and develop plan and profile for the resolving potential conflicts for the water and wastewater lines in the project area.
- c. The ENGINEER will provide connection details and layouts for the proposed water and wastewater line adjustments.
- d. The ENGINEER will provide roadway crossing designs and details.

Incidentals Design

- a. The ENGINEER will design erosion control measures to be utilized for the project and shall identify the locations of the measures to be installed in an overall erosion control exhibit to be incorporated into the plans.

- b. The ENGINEER will design an overall striping plan for the project route in accordance with City of Georgetown, TxDOT and Texas Manual on Uniform Traffic Control Devices (TMUTCD) requirements.
- c. The ENGINEER will prepare a traffic control plan in accordance with the City of Georgetown, TxDOT and Texas Manual on Uniform Traffic Control Devices (TMUTCD) requirements.
- d. The ENGINEER will provide miscellaneous construction details required to construct the project.
- e. The ENGINEER will develop and prepare project specific technical specifications.
- f. The ENGINEER will prepare a project bid schedule. The ENGINEER will perform a quantity take off for the project and will prepare and opinion of probable construction cost based off the 100% plan sets (bidding sets).
- g. The ENGINEER will prepare Contract Documents and Technical Specification books and 100% Plan Sets and deliver to the City. (10 Sets)

IV. Bidding

- a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible.
- b. The ENGINEER will manage and distribute bidding documents.
- c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda.
- d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda.
- e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them.
- f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Georgetown.

V. Construction Administration

- a. The ENGINEER will prepare contract documents; forward those to the contractor awarded the project by the Georgetown City Council. Once the contractor has executed the contract documents, they will be checked for proper documentation and forwarded to the City of Georgetown for execution.

- b. The ENGINEER will prepare and distribute construction plan sets, incorporating information and changes to the plans and specifications that were addressed in the Addenda.
- c. The ENGINEER will schedule and conduct the Pre-Construction Conference. Minutes from the conference will be taken and distributed.
- d. The ENGINEER will receive and review all submittals and material samples for the project. Documentation for the submittals will be generated and distributed to the City of Georgetown and the contractor.
- e. The ENGINEER will hold bi-monthly construction progress meetings. These meetings will include meeting agendas covering project specifics and schedules. Notes will be taken by the ENGINEER at the meetings. Minutes will then be developed and distributed to the City of Georgetown Staff and the contractor.
- f. The ENGINEER will make periodic visits the project site. These site visits are utilized to perform a general overview of the project and answer any questions the contractor may have. The City of Georgetown will provide daily on-site representation for the project.
- g. The ENGINEER will develop pay estimate forms for the project. These will be distributed to City Staff and the contractor. The ENGINEER will review the pay requests with City Staff.
- h. The ENGINEER will conduct a final walk through of the project. Punch list items will be generated during this review. A letter addressed to City Staff will be generated discussing the findings of the walk through. The contractor will be copied on this letter as well.
- i. The ENGINEER will develop final record Drawings for the City of Georgetown Staff. The record Drawings will be presented in the form of a DVD with pdf of each plan sheet and a full 11x17 hard copy.

EXHIBIT C: FEE SCHEDULE

**Williams Drive & Lakeway Drive Intersection Improvements Project
Summary of Professional Services Fee
October 29, 2019**

COST SUMMARY	Summary of Hours				
	KPA	ACS	TERRACON	LE	TOTAL
1. PROJECT MANAGEMENT/COORDINATION	\$ 14,200.00				\$ 14,200.00
2. UTILITY COORDINATION	\$ 9,600.00				\$ 9,600.00
3. FINAL DESIGN	\$ 110,400.00	\$ 7,200.00	\$ 18,600.00	\$ 24,700.00	\$ 160,900.00
4. BIDDING	\$ 8,800.00				\$ 8,800.00
5. CONSTRUCTION ADMINISTRATION	\$ 54,200.00				\$ 54,200.00
PROFESSIONAL SERVICES TOTAL	\$ 197,200.00	\$ 7,200.00	\$ 18,600.00	\$ 24,700.00	\$ 247,700.00
Project Fees:					
TDLR Project Registration, Review & Inspection Fee					\$ 750.00
TCEQ WPAP Assessment Fee					\$ 4,000.00
Project Fees Total					\$ 4,750.00
PROJECT TOTAL					\$ 252,450.00

Subconsultants:

Topographic Surveying - All County Surveying (ACS)
Environmental (Phase I ESA) - Terracon
Geotechnical Report Evaluation - Terracon
Signal Design - Lee Engineering (LE)