

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order No. 2005-00592-1, consisting of __3__ pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 1, 2017 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: 3/31/2021
- b. Owner: City of Princeton/Princeton Municipal Airport
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): Rebidding Services for Reconstruction of Parallel Taxiway, Partial Connector Taxiways, and Install Medium Intensity Taxiway Lights
- e. Specific Project (description): Rebidding services for Reconstruction of Taxiway A (3,900' x 40') and connecting Taxiways, Taxiway E (between Taxiway A and Runway 15-33), and Medium Intensity Taxiway Lighting System (MITL)

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

See Attachment A

All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are not included.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement.

5. Task Order Schedule

See Attachment A

6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		
a. Bidding or Negotiating Phase	\$15,482.33	Lump Sum
TOTAL COMPENSATION	\$15,482.33	
2. Additional Services	(N/A)	

- B. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.
- C. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: NA

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

- a. Attachment A: Engineer's Scope of Services
- b. Attachment B: Fee Schedule
- c. Attachment C: Federal Contract Provisions

10. Other Documents Incorporated by Reference: NONE

11. 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.

OWNER: City of Princeton/Princeton Municipal Airport

ENGINEER: KJ Engineering LLC

By: _____

By: Mark Anderson

Print Name: Thom Walker

Print Name: Mark Anderson

Title: Mayor

Title: Vice President EPW

Firm's Certificate No. (if required): _____

State of: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Michele McPherson

Name: John Glesne

Title: City Administrator

Title: Engineer

Address: City of Princeton, 705 Second Street, Princeton, MN 55371

Address: 300 23rd Ave E, Ste 100, West Fargo ND 58078-7820

E-Mail Address: mmcpherson@princetonmn.org

E-Mail Address: john.glesne@kljeng.com

Phone: 763-389-2040

Phone: 701-271-5026

Task Order Form

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Attachment A
Detailed Scope of Services
Princeton Municipal Airport, Princeton, Minnesota
AIP Project # 3-27-0081-017-2021
KLJ #2005-00592.2

PROJECT DESCRIPTION

Reconstruction of Taxiway A (3,900' x 40') and connecting Taxiways, Taxiway E (between Taxiway A and Runway 15-33), and Medium Intensity Taxiway Lighting System (MITL)

General

The work is to occur at Princeton Municipal Airport in Princeton, Minnesota under the terms and conditions of the Standard Agreement for Professional Services (Agreement) between the City of Princeton (Owner) and KLJ (Engineer).

The federal work shall be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the City of Princeton.

Detailed Scope of Services have been outlined to be completed under the following:

- Rebidding Services for Reconstruction of Taxiway A (3,900' x 40') and connecting Taxiways, Taxiway E (between Taxiway A and Runway 15-33), and Medium Intensity Taxiway Lighting System (MITL)

The Engineer shall perform the work under this Agreement with FAA Advisory Circulars and regulations that are current as of the effective date of the Agreement. Changes to the FAA Advisory Circulars and regulations after the date of this Agreement shall be addressed per Section V, Item P, of the Agreement.

Completion Time

The Engineer shall complete the revisions to plans and specifications for Reconstruct Taxiway A, Connecting Taxiways, Taxiway E (between Taxiway A and Runway 15-33, and MITL System (minus the Bidding Services) within 60 calendar days of the Owner issuance of the Notice to Proceed. Schedule and fee is based on FAA funding for the project being approved for construction in 2021. If funding does not become available for 2021 construction, timelines may be revised accordingly.

Also note that the schedule allows for a maximum of two weeks review by the FAA for reviews of both the Engineering Design Report and the Plans / Specifications. The Bidding Services shall be completed within the timeframe set forth by the Owner's requirements to bid and state law bidding practice.

PROJECT ADMINISTRATION

Project Scoping Meeting with Owner. The Engineer shall attend a meeting to discuss project scoping, FAA Pre-Application and airport capital improvements plan with the Owner in Princeton (1 meeting via teleconference). The Engineer staff attending the meeting shall consist of the following:

- Senior Project Manager

Prepare Project Detailed Scope of Services and Schedule. The Engineer shall prepare a Detailed Scope of Services and preliminary schedule based on the information obtained during the Owner Scoping Meeting. Engineer shall submit the Detailed Scope of Services and schedule to the Owner for review and make applicable modifications as agreed upon.

Project Detailed Scope of Services Review with FAA. Not included in this scope of services.

Engineering Detailed Scope of Services and Hour Negotiations. The Engineer shall prepare a detailed hour breakdown with the associated fees for review by the Owner.

Agreement for Professional Services. The Engineer shall compile the Agreement for Professional Services (Agreement), complete an internal review and execution of the Agreement for approval by the Owner.

Prepare and Coordinate Subconsultant Agreements. The Engineer shall prepare the appropriate contract documents and the execution of subconsultant agreements to support the agreed Detailed Scope of Services and the Engineer's Agreement with the Owner.

Independent Fee Document Preparation. Not included in this scope of services.

PROJECT MANAGEMENT

Develop Project Management Plan. The Engineer shall provide project management services to manage the completion of the project within the conditions of this Agreement. Project management is crucial to the success of all projects; specifically it is crucial to this project. The Engineer has Kevin Ensor, PE identified as the project manager for the project. Project management is the discipline of planning, organizing, and managing resources to successfully meet this project's objectives and goals. It is the project manager's responsibility to notify the Owner of any issues, problems, or concerns regarding the project; the delegation of all activities to the project team; and handling all subconsultant coordination. In addition, if any items arise during the duration of the project that are outside this Detailed Scope of Services of work, the project manager shall address them with the Owner.

Project Startup Meeting. Not included in this scope of services.

Project Budget Setup. The Project Manager shall coordinate with the internal Accounting staff to establish the internal budgets.

Bi-Weekly Budget Review / Projections. Not included in this scope of services.

Monthly Invoicing. The Project Manager and shall prepare monthly billings of project accounting.

Periodic Internal Meetings. Not included in this scope of services.

Develop Quality Control Plan. Not included in this scope of services.

FAA Grant Coordination / Reimbursement Processing. Not included in this scope of services..

FAA Grant Pre-Application Checklist. Not included in this scope of services.

Monthly Status Reports. The Engineer shall prepare and submit monthly status reports to the Owner noting project progress, issues encountered and action requirements by the Owner.

FAA Quarterly Reports. Not included in this scope of services.

DBE Reporting. Not included in this scope of services.

PROJECT PRE-DESIGN

Not included in this scope of services.

FINAL PLANS AND SPECIFICATIONS

Update Final Quantities and Construction Cost Estimate. The Engineer shall update the opinion of construction costs and determine the bid schedule of work.

Update Construction Schedule. The Engineer shall finalize the construction schedule for use in the contract documents.

FAA Plans and Specifications Review. The Engineer will submit and coordinate with the FAA ADO on a review of the 90% plans and specifications.

Final Internal Plans and Specifications Review. The Engineer shall conduct an internal final plans and specifications review of the design completed in the Final Engineering Phase of the project.

Final Plans and Specifications Revisions. The Engineer shall complete the development of the drawings to 100% completion, which is intended to be a complete set in pending final review and approval by the Owner.

Final Design Review Meeting With Owner. The Engineer shall conduct a final design review at the 90% design completion stage with the Owner to obtain comments on the final design (1 meeting via teleconference). The Engineer shall attempt to include appropriate Federal and State agency representatives by teleconference. It is anticipated the following staff members shall attend the final review meeting:

- Senior Project Manager

Periodic Owner Meetings. It is anticipated that the Engineer shall attend one (1) miscellaneous meeting to coordinate final design activities and issues with the Owner (1 meeting via teleconference). It is anticipated the following staff members shall attend the periodic owner meetings:

- Senior Project Manager

Periodic Agency Meetings. Not included in this scope of services.

BIDDING SERVICES

The following project shall be rebid:

- Reconstruct Taxiway A, Connecting Taxiways, Taxiway E (between Taxiway A & Runway 15-33), New MITL System and Lighted Signs

Print and Distribute Plans and Specifications. The Engineer shall print and issue the Bid Documents to prospective bidders. The documents shall also be made available to prospective bidders utilizing an on-line service.

Bid Invitations and Advertisement. The Engineer shall coordinate with the Owner on the placement of the Advertisement for Bids in the appropriate local legal publication as well as regional trade organizations.

Attend Pre-Bid Conference and Site Visit. Not included in this scope of services.

Document and Respond to Contractor Questions. The Engineer shall maintain a record of Contractor requests and questions along with the corresponding response.

Create and Maintain Planholder's List. The Engineer shall maintain a planholder's list as plans and specifications are issued to Contractors.

Issue Addenda. The Engineer shall issue written addenda as appropriate to interpret, clarify or expand the bidding documents. The Engineer shall send the written addenda to all plan-holders whom received plans and specifications from the Engineer.

Attend Bid Opening. The Engineer shall perform the bid opening at Princeton. (one bid opening)

Prepare Bid Tabulation. The Engineer shall prepare a bid tabulation following the bid opening. (one bid tabulation)

Bidder Contractual Requirements Review. The Engineer shall review bidder responsiveness, responsibility and completeness of submittal. The Engineer shall advise the Owner when an issue may need the review of the Owner's legal representative. (one review)

Prepare Recommendations of Award. The Engineer shall advise the Owner as to the acceptability of subcontractors, DBE subcontractors, and other persons and organizations proposed by the prime Contractor(s) for those portions of the work as to which such acceptability is required by the bidding documents. The Engineer shall make recommendations for award for 1 contract.

Prepare and Submit FAA Grant Application. The Engineer shall prepare the Application for Federal Assistance and State Funding Applications. (2021 grant application)

Prepare Award and Construction Contract Documents. The Engineer shall prepare the awarding contracts for construction, materials, equipment and services for 1 contract. Items shall include a written Notice of Award, coordination of the Agreement Between Owner and Contractor and Notice to Proceed for submittal and approval by the Owner. The Owner shall provide a legal review of the Agreement Between Owner and Contractor that is provided by the Engineer to make sure that it complies with local, state, and federal law.

FAA PROJECT CLOSEOUT REPORT

Not included in this scope of services.

OWNER'S RESPONSIBILITIES

Project Representative. The Owner shall designate a Project Representative with authority to administer the Engineer's consultant contract. All requests for information or a decision by the Owner on any aspect of the work shall be directed to the Owner's Project Representative.

Submittal Reviews. The Owner shall review submittals by the Engineer and provide prompt decisions and responses to questions in order to minimize delay in the progress of the Engineer's work.

Outlay Reviews. The Owner shall review and approve outlays and other information submitted by the Engineer in a prompt manner.

Historical Information. The Owner shall furnish the Engineer one copy of As-Built drawings, maps, records, surveys, reports, preliminary designs, etc. that are pertinent to the project.

Agreement Between Owner and Contractor. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law.



PHASE: Preliminary and Design Services
Rebidding for Reconstruction of Taxiway A & Connecting Taxiways

KJL Title	Senior Project Manager	Engineer	Engineer In Training II	Project Assistant II	Task Direct Labor Cost
Project Administration					
Project Scoping Meeting with Owner	1				\$ 76.00
Prepare Project Detailed Scope of Services and Schedule	1				\$ 76.00
Engineering Detailed Scope of Services and Hour Negotiations	1				\$ 76.00
Agreement for Professional Services	1				\$ 101.00
Prepare and Coordinate Subconsultant Agreements	1				\$ 101.00
Subtotal					\$ 430.00
Project Management					
Overall Project Management	2				\$ 152.00
Project Budget Setup	1				\$ 25.00
Monthly Invoicing	1				\$ 25.00
Monthly Status Reports	1				\$ 25.00
Subtotal					\$ 227.00
Final Plans and Specifications					
Update Final Quantities and Construction Cost Estimate	1		4		\$ 208.00
Final Design Review Meeting with Owner	1				\$ 76.00
Update Construction Schedule	2				\$ 90.00
Final Internal Plans and Specifications Review	2				\$ 152.00
Final Plans and Specifications Revisions	4				\$ 440.00
Final Design Review Meeting with Owner	2				\$ 152.00
Participate in Meeting (virtual, one meeting)	2				\$ 152.00
Participate in Meeting (virtual, one meeting)	2				\$ 152.00
Subtotal					\$ 1,274.00
Bidding Services					
Print and Distribute Plans and Specifications				4	\$ 100.00
Bid Invitations and Advertisement				2	\$ 50.00
Attend Pre-Bid Conference and EIRs-Meet					\$ -
Conference Preparation					\$ -
Participate in Conference (including travel)					\$ -
Prepare and File Conference Minutes	4				\$ 304.00
Document and Respond to Contractor Questions	2				\$ 50.00
Create and Maintain Planner's List	2		2		\$ 308.00
Issue Addenda					\$ -
Attend Bid Opening				1	\$ 25.00
Bid Opening Preparation					\$ -
Participate in Bid Opening (including travel)	8				\$ 360.00
Prepare Bid Tabulation	1		2		\$ 95.00
Bidder Contractual Requirements Review					\$ -
Buy American Review	0.5				\$ 22.50
DBE Review	0.5				\$ 22.50
Bid Deficiencies Evaluation	0.5				\$ 22.50
Prepare Recommendations of Award	1				\$ 256.00
Prepare and Submit FAA Grant Application	1				\$ 166.00
Prepare Award and Construction Contract Documents	1				\$ -
Subtotal					\$ 1,904.00



PHASE: Preliminary and Design Services
 Rebidding for Reconstruction of Taxiway A & Connecting Taxiways

KLJ Title	Senior Project Manager	Engineer	Engineer in Training II	Project Assistant II	Task Direct Labor Cost
Total Hours	23	25	14	16	
Hourly Rate	\$76.00	\$45.00	\$33.00	\$25.00	
	\$1,748.00	\$1,125.00	\$462.00	\$400.00	\$3,735.00
					\$6,915.73
					\$10,650.73
					\$1,597.61
					\$33.99
					\$12,282.33
					\$3,200.00
					\$15,482.33

Expenses

Air Charter	per trip @	trips	
Per Diem	per day @	days	
Materials and Supplies			\$ 200.00
Other Expenses			\$ 3,000.00
			Apex Engineering, \$