

# TASK ORDER

This is Task Order No.  
2105-00730-1, consisting of  
3 pages.

## Task Order for Airport Improvements

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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: April 29, 2021
- b. Owner: City of Princeton/Princeton Municipal Airport
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): AWOS Relocation – Preliminary Siting
- e. Specific Project (description): Preliminary siting for relocation of the Automated Weather Observation System (AWOS) and identification of potential impacts.

### 2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
  - Refer to Attachment A – Scope of Services
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### 3. Owner's Responsibilities

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

### 4. Task Order Schedule

See Attachment A.

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#### Task Order Form

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**5. Payments to Engineer**

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

Description of Service	Amount	Basis of Compensation
Basic Services		
a. Preliminary and Design Services	\$4,192.76	Lump Sum
<b>TOTAL COMPENSATION</b>	\$4,192.76	

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.

**6. Consultants retained as of the Effective Date of the Task Order:** None

**7. Other Modifications to Agreement and Exhibits:** None

**8. Attachments:**

- a. Attachment A – Detailed Scope of Services
- b. Attachment B – Fee Breakdown
- c. Attachment C – Federal Contract Provisions

**9. Other Documents Incorporated by Reference:** None

**10. 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 April 26, 2021.

OWNER:  
By: \_\_\_\_\_

ENGINEER:   
By: \_\_\_\_\_

Print Name: Thom Walker

Print Name: Mark Anderson

Title: Mayor

Title: Vice President EPW

**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

E-Mail [mmcpherson@princetonmn.org](mailto:mmcpherson@princetonmn.org)  
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Address: \_\_\_\_\_

Phone: 763-389-2040

Phone: 701-271-5026

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**Task Order Form**

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**Attachment A**  
**Detailed Scope of Services**  
**Princeton Municipal Airport, Princeton, Minnesota**  
**KLJ #2105-00730**

**PROJECT DESCRIPTION**

**General**

The work is to occur at Princeton Municipal Airport in Princeton, Minnesota under the terms and conditions of the Agreement Between Owner and Engineer for Professional Services - Task Order Edition, dated November 1, 2017 (Agreement) and this Task Order for Professional Services (Task Order) between the City of Princeton (Owner) and KLJ (Engineer).

The work is not anticipated to be covered under any federal or state grant.

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

- Preliminary siting for relocation of the Automated Weather Observation System (AWOS) and identification of potential impacts.

The Engineer shall perform the work under this Task Order with FAA Advisory Circulars and regulations that are current as of the effective date of the Task Order. Changes to the FAA Advisory Circulars and regulations after the date of this Task Order shall be addressed per Article 6, Section 6.01.E.3 of the Agreement.

**Background**

The existing AWOS location, and its associated protection surfaces, limits development of the industrial park north of the airport. The most current Airport Layout Plan (ALP) for PNM was approved by the Owner in 2018. This plan identified the future AWOS location just southwest of Runway 34 threshold. However, this location does not meet current siting standards. The City of Princeton is interested in determining a new location for the AWOS facility.

**Completion Time**

The Engineer shall complete the work within 120 calendar days of the Owner issuance of the Notice to Proceed.

**PROJECT ADMINISTRATION**

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

- Project Engineer (Engineer in Training II)
- Project Planner (Planner)

**Prepare Project Detailed Scope of Services and Schedule.** The Engineer shall prepare a Detailed Scope of Services and preliminary and 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.

**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.

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

## PROJECT MANAGEMENT

**Overall Project Management.** The Engineer shall provide project management services to manage the completion of the project within the conditions of this Task Order. Project management is crucial to the success of all projects; specifically, it is crucial to this project. The Engineer has Jake Braunagel 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 Budget Setup.** The Project Engineer shall coordinate with the internal accounting staff to establish the internal budgets.

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

**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.

## PROJECT ANALYSIS

**Analysis of FAA Standards.** The Engineer shall review the current applicable FAA standards related to the siting and protection of the AWOS equipment. The Engineer shall advise the Owner on compatible development with the existing AWOS facility.

## AWOS SITING ALTERNATIVES

**Agency Coordination.** As necessary, the Engineer shall correspond with FAA and MnDOT Aeronautics staff throughout the project to solicit necessary project information, answer questions, and update the agencies on project status.

**Preliminary Exhibits.** The Engineer shall prepare a set of exhibits to address the current and alternative AWOS locations, siting criteria, and general impacts associated with each location:

- Current AWOS Location
- Alternative sites for AWOS Relocation

## 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.



Attachment B  
 Princeton Municipal Airport  
 Princeton, Minnesota  
 KLJ #2105-00730  
 Hourly Rate and Cost Breakdown

PHASE: Preliminary and Design Services  
 AWOS Relocation - Preliminary Siting

KLJ Title	Principal Engineer	Project Manager	Engineer in Training II	Senior Planner	Planner	GIS Analyst III	Project Assistant II	Contract Administrator	Task Direct Labor Cost
Project Scoping Meeting with Owner	Mark Anderson	Jake Braunnagel	John Glesne	Steve Oberbauer	Andrew Zielke	Tim Gellerman	Emily Radhammer	Erha Lorenz	
Prepare Project Detailed Scope of Services and Schedule			1						\$ 52.00
Engineering Detailed Scope of Services and Hour Negotiations			1						\$ 33.00
Task Order for Professional Services			0.5						\$ 93.00
<b>Subtotal</b>									\$ 178.00
Overall Project Management									\$ 115.00
Project Budget Setup			2						\$ 45.50
Monthly Invoicing			0.5						\$ 41.50
Monthly Status Reports			0.5						\$ 29.00
<b>Subtotal</b>									\$ 232.00
Analysis of FAA Standards									\$ 209.00
<b>Subtotal</b>									\$ 209.00
Agency Coordination									\$ 300.00
Preliminary Exhibits									\$ 356.00
<b>Subtotal</b>									\$ 656.00
Total Hours	0.5	4	8	4	7.5	8	1.5	0	\$ 0
Hourly Rate	\$85.00	\$58.00	\$33.00	\$50.00	\$38.00	\$55.00	\$35.00	\$0.00	\$0.00

Direct Labor Total	\$ 1,275.00
Indirect Labor Total (1.8516 Overhead Rate)	\$ 2,360.79
Direct and Indirect Labor Total	\$ 3,635.79
Fixed Fee (15%)	\$ 545.37
Cost of Facilities (0.91%)	\$ 11.60
<b>Subtotal</b>	\$ 4,192.76

Expenses	
Air Charter	per trip @ 1 trips
Per Diem	\$ 150.00 per day @ days
Materials and Supplies	
Other Expenses	
<b>Preliminary and Design Services Total Cost</b>	\$ 4,192.76