

BARTLETT & WEST, INC.

TASK ORDER NO. 8

This Task Order No. 8 is issued relative to and in accordance with the Master Agreement (hereafter referred to as the “Agreement”) for Professional Services between Village of Centertown, Missouri, (“Client”) and Bartlett & West, Inc. (“Consultant”) as dated October 24, 2017, and as further modified herein.

The Provisions of this Task are as follows:

- A. **Definitions and Rules of Interpretation.** For purposes of this Task Order, definitions and rules of interpretation as outlined within the Agreement, or within preceding Task Orders, shall apply unless exception or redefinition to any previously provided terms are expressly noted by this Task Order.
- B. **Scope of Work.** Consultant shall perform services under the Task Order for the purpose of designing, preparing construction plans, permitting, and bidding water system improvements including a new well, new water tower, and certain water distribution pipelines and as more fully described in Exhibit A of this Task Order No. 8.
- C. **Time of Performance for Services.** All services under this Task Order shall be completed within 400 days from the date of the last signature on this Task Order No. 8.
- D. **Compensation for Services.** The services contained in this Task Order shall be performed for the hourly not-to-exceed fee of \$266,128.00 according to the hourly rate schedule and reimbursable expenses schedule in Exhibit B of this Task Order No. 8. Rates are subject to change each year. The Client shall make payment to the Consultant in accordance with Section 34.057, RSMo. Overtime for non-exempt staff will be billed at 1.35 times the rates listed in the schedule.
- E. **Client’s Responsibilities.** Client responsibilities are listed in Exhibit A of this Task Order No. 8.
- F. **Special Items.** Special items relative to this Task Order are as follows:
 - 1. Consultant and Client agree that the Agreement and this Task Order may be changed by mutual written consent of both Consultant and Client.
 - 2. The Consultant agrees to take steps to ensure that disadvantaged business enterprises (DBEs) are given an opportunity to be utilized when possible as sources of supplies, equipment, construction, and services under this agreement in accordance with the Drinking Water SRF Loan Program rules, as required by the award conditions of US EPA's Assistance Agreement with Missouri Department of Natural Resources. The Consultant acknowledges that the fair share percentages are 10 percent for MBEs and 5 percent for WBEs.
- G. **Authorization Acknowledgement and Acceptance.** All services herein offered are subject to the terms of the Agreement, unless otherwise specifically provided for herein. Signature hereto by both Parties constitutes an offer by Consultant to perform such services listed herein and an authorization by Client for Consultant to proceed with the services.

Client:

VILLAGE OF CENTERTOWN, MISSOURI

By: _____

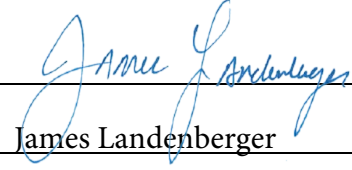
Print Name: Adam Brown

Title: Chairman of the Board of Trustees

Date Signed: _____

Consultant:

BARTLETT & WEST, INC.

By:  _____

Print Name: James Landenberger

Title: Sr. Vice President

Date Signed: 8/27/2019

EXHIBIT A

SCOPE OF WORK

DESIGN, PERMITTING, AND BIDDING – CENTERTOWN WATER SYSTEM IMPROVEMENTS VILLAGE OF CENTERTOWN, MISSOURI BARTLETT & WEST PROJECT NUMBER: 19492.007

Background

This Task Order No. 8 is for design, construction plans, specifications, and project manual required for bidding the construction of a new water tower, distribution system improvements, and a new well and well house. The construction plans and project manual will meet SRF funded projects' requirements. This scope includes permitting and bidding tasks as required by funding and permitting agencies. The specific scope of work is as follows.

Scope of Work

The Consultant will perform the following services in relation to this project.

1. Project management
 - a. Administration of contract, invoices, and project documentation.
 - b. Coordination with Client including monthly status updates by email.
 - c. Attend CLIENT board meetings to update the board on design phase progress of work. Up to 3 board meetings included.
 - d. Attend work session meetings with CLIENT staff or other officials during project period (up to 3 additional meetings included).
 - e. Internal team meetings.
 - f. Additional board meetings:
 - i. Authorization to bid.
 - ii. Bid Results and Notice of Award.
2. Property Surveys & Easements
 - a. Property surveys to find existing monuments within the project area will be performed. Field locate and survey monuments.
 - b. Records will be researched at the County Recorder's office or Village offices for existing property lines and easements on the properties per recorded plats. Copies of the Warranty Deeds will be obtained for current ownership information. (The services of a title company to perform title and easement searches are not included in this scope).
 - c. Develop property and easement lines on base mapping from field data and recorded plat information. Property lines will only be determined for properties that require easements.
3. Topographic Surveys & Data Collection
 - a. Perform topographic surveys around the proposed project areas of the elevated storage tank, existing well house, and 2 (two) distribution system improvement areas, and new well house and transmission main along Park Drive to develop the project mapping.
 - b. Field locate utilities based on utility company information and/or physical evidence of said utility. Includes call for field locates to MO One-Call and survey of marked underground utilities. CONSULTANT is not responsible for utilities that are not located prior to topographic surveying.
 - c. Establish benchmarks and horizontal control points to allow construction staking of the project. GPS methods will be used to establish the State Plane Coordinates and elevations.

- d. Draw the base map for the project using all survey data, topography, property lines, existing utility easements (from plats), and generated contours on 1' intervals.
 - e. Perform a field check of the base maps to check accuracy and appropriate level of detail for design purposes.
4. Preliminary Design and Plan Set
- a. Elevated storage tank design:
 - i. Brief hydraulic modeling to establish tank elevations (bottom of bowl, overflow elevation, and operating range) and to verify the hydraulic calculations for well improvements.
 - ii. Preliminary phase site visits.
 - iii. Preliminary site layout and determination of easement/property acquisition needs.
 - iv. Determination of tank height, configuration, and footprint and creation of stakeout points for Geotechnical study.
 - v. Stakeout of geotechnical boring locations for tank site.
 - vi. Coordination with Geotechnical Engineer for Geotechnical study. CLIENT will contract separately with Geotech Engineer.
 - vii. Coordination with tank manufacturer for design of tank foundation.
 - viii. Design of associated improvements to existing well pump for taller tank height.
 - ix. Preliminary civil site/yard piping layout at tank site.
 - b. Distribution system design:
 - i. Perform site walk throughs of Oak Street railroad crossing distribution line and Lookout Trail crossing along Route NN distribution line with CLIENT staff (assume 1/2 day).
 - ii. Develop design and alignment of water lines (approximately 1,570 feet of 6" water main) with fittings, valves, and hydrants.
 - c. Well/Well House Preliminary Design:
 - i. Initial well site reconnaissance and coordination with State Agencies.
 - ii. Brief hydraulic modeling to determine hydraulic calculations of main feed from new well to elevated storage tank and associated duty point of the selected pump.
 - iii. Concept phase site visits and determination of desired components and size of the facilities.
 - iv. Concept well house layout.
 - v. Concept site layout and determination of easement needs.
 - vi. Civil site layout with new well, well house, and yard piping design.
 - vii. Preliminary MEP design and including mechanical, electrical, plumbing, and equipment components.
 - viii. Preliminary structural design including well house foundation, plan and section view of building.
 - ix. Create SCADA operations logic for integrating the new well into the system and design associated additions to the existing well house at the tank.
 - d. Preliminary plan sheets:
 - i. Cover sheet.
 - ii. Legend and general notes.
 - iii. Elevated storage tank site - civil site/yard piping plan sheet.
 - iv. Elevated storage tank - tank plan/profile sheet.
 - v. Distribution plan sheets. Assumes 2 plan sheets at 20 scale.
 - vi. Preliminary well house process pipe - plan and section.
 - vii. Preliminary well house yard piping.

- viii. Preliminary well, appurtenances, and disinfection equipment details.
 - ix. Preliminary mechanical plan sheet for well house.
 - x. Preliminary electrical plan sheet for well house.
 - xi. Preliminary electrical service site plan sheet for well house.
 - xii. Preliminary structural plan sheet for well house.
 - xiii. Preliminary well house access drive and transmission main plan/profile.
- e. QA-QC of preliminary set.
 - f. Preliminary opinion of probable construction cost.
 - g. Submit two (2) sets of preliminary plans and cost estimate for Village review. Plans will be submitted in PDF form. The two (2) hardcopy sets will be 11" X 17" (half scale) sets.
 - h. Hold a meeting at the Village offices to review plans and cost estimates and meet with the utility companies regarding the project. Possible conflicts will be addressed. Compile and distribute minutes to all the attendees. Invite all utilities to bring their available information and share their concerns.
5. Easement Acquisition
- a. Prepare survey legal description and exhibit for purchase of property for new elevated storage tank as outlined in the Preliminary Engineering Report.
 - b. Meet with property owner of site for proposed elevated storage tank to assistance in negotiation of property acquisition. Village to pay for recording fees. Assistance in negotiation is limited to eight (8) hours for all employees with two (2) trips assumed. Additional hours will require additional fee.
 - c. Prepare permanent and temporary easement documents (legal descriptions and exhibits only) to acquire necessary easements for the project. The Village will insert the legal descriptions and exhibits into their standard easement forms. It is assumed that easements will be needed on approximately twelve (12) properties.
 - d. Meet and coordinate with property owners to acquire easements (assume twelve (12) properties). Village to pay for recording fees. Easement acquisition effort is limited to forty (40) hours for all employees with five (5) trips assumed. Additional hours will require additional fee.
 - e. Additional coordination for Uniform Relocation Act.
6. Final Design, Construction Plans, and Construction Project Manual
- a. Site visits to tank and distribution sites prior to final design.
 - b. Address comments from the Village, utility coordination meeting and property owners during easement acquisition and develop final plans. The plans are anticipated to include:
 - i. Cover sheet.
 - ii. Legend and general notes.
 - iii. Elevated storage tank site - civil site/yard piping plan sheet.
 - iv. Elevated storage tank - tank plan/profile sheet.
 - v. Elevated storage tank details and tank appurtenances details.
 - vi. Security fencing around new elevated storage tank and existing well house.
 - vii. Distribution plan sheets. Assumes 2 plan sheets at 20 scale.
 - viii. Distribution system details (assume 2-3 sheets).
 - ix. Temporary traffic control plan.
 - x. Well house process pipe - plan and section.
 - xi. Well house yard piping, grading plan, and security fencing plan sheet.
 - xii. Well, appurtenances, and disinfection equipment details sheet.
 - xiii. Mechanical plan sheet for well house.
 - xiv. Electrical plan sheet for well house.

- xv. Emergency generator details sheet for well house.
 - xvi. Electrical service site plan sheet for well house.
 - xvii. Structural plan, elevation views, and truss plan for well house.
 - xviii. Well house access drive and transmission main plan/profile.
 - xix. Erosion control plan and details.
- c. Develop technical specifications for distribution system improvements.
 - d. Develop technical specifications for elevated storage tank and appurtenances.
 - e. Develop technical specifications for existing well pump improvements.
 - f. Develop technical specifications for SCADA system at new well house, new tower, and existing well.
 - g. Develop technical specifications for process piping, appurtenances, and disinfection for new well house.
 - h. Develop technical specifications for mechanical and electrical for new well house.
 - i. Develop technical specifications for structural for new well house.
 - j. Develop front end and division 1 specifications that meet SRF requirements.
 - k. Develop final opinion of probable construction cost.
 - l. QA-QC of final set.
 - m. Compile plans, specifications, and front-end documents into a single document for bidding.
 - n. Submit full size sets of Construction Plans and project manual to DNR for review, along with pdfs of plans and specs. Four (4) stamped hardcopies of plans and specifications will be submitted for final approval to the department. One draft copy will be submitted for review prior to sending the final four sets for approval.
 - o. Address comments from DNR, compile final bid package.
7. Permitting
- a. MDNR construction permit.
 - b. FAA approval.
 - c. MoDOT ROW permit(s).
 - d. USACE permit(s).
 - e. UP permit for railroad crossing.
 - f. United States Geological Survey (USGS) review and approval
8. Bidding Phase Services
- a. Direct the bidding process for the CLIENT.
 - b. Assist the CLIENT with advertising the Notice to Bidders. The CLIENT is to pay for all advertising fees.
 - c. CONSULTANT will use a print shop such as American Document Solutions of Columbia, Missouri, to print and ship documents and send out addenda. CONSULTANT will not sell documents or provide refunds for returned documents. Bidders will pay for plans, specs, and shipping. CONSULTANT will pay for Village copies.
 - d. Prepare for and conduct a Pre-Bid conference for prospective bidders.
 - e. Address bidder questions regarding the plans and contract documents.
 - f. Prepare and issue addenda and provide supplemental information or clarification, as appropriate, to interpret, clarify or expand the bidding documents to all prospective bidders during the bidding process.
 - g. Attend the bid opening, prepare the bid tabulation sheets, assist the CLIENT in evaluating the bids and the contract award.

Services Not Included with this Task Order

1. The services of a title company to perform title and easement searches

2. Preparation of SRF application.
3. SRF assistance and administration or other tasks associated with previous task orders.
4. CDBG funding assistance and administration.
5. CDBG grant application.
6. Other funding assistance or grant application assistance.
7. Design of distribution system improvements beyond the recommended improvements for the pipeline between the new well and the existing distribution system, at the railroad crossing at Oak Street and the crossing at Lookout Trail along Route NN.
8. Construction staking.
9. Any and all construction administration and observation.
10. Additional meetings beyond those listed in Scope of Work.
11. Bidding project more than once.
12. Geotechnical engineering – CLIENT to contract for this work separately.
13. Environmental Assessments and Reports – CLIENT to contract for this work, if needed.
14. Archaeological or Cultural Studies – CLIENT to contract for this work, if needed.
15. Construction material testing, including, but not limited to concrete, asphalt, and soil/aggregate compaction.
16. Permitting other than those mentioned in Section 7 above.
17. Participation in and/or preparation for public meetings and hearings.
18. Any additional hours over and beyond estimated hours for tasks 5.b. and 5.d.
19. Services resulting from significant changes in the scope, extent, or character of the portions of the PROJECT designed or specified by the CONSULTANT including, but not limited to, changes in size, complexity, CLIENT's schedule, character of construction, and method of financing. These services may also be as a result of changes in laws or regulations after the signing of this Agreement or other causes beyond the CONSULTANT's control.
20. Serving as a CONSULTANT or witness for the CLIENT in any litigation, arbitration, and/or other dispute resolution process related to the PROJECT.

Client Responsibilities

1. General Obligations. All obligations as listed in the AGREEMENT remain unchanged unless specifically changed by this Task Order or unless both parties mutually waive or modify such obligations in writing by a subsequent amendment to the Agreement or to this Task Order.
2. Provide input to CONSULTANT on design preferences and location of new well, elevated storage tank site and distribution system improvements.
3. Public coordination regarding schedule of survey and design site visit activities.
4. Timely responses to funding agencies requests.
5. Provide assistance during easement acquisitions.
6. Participate in preliminary and final design review meetings and utility coordination meetings.
7. Provide timely review of submittals.
8. Contract with a geotechnical engineer to obtain a geotechnical engineering report for the proposed Elevated Water Storage Tank site.
9. Contract with environmental and cultural consultants for environmental or cultural studies, if needed.

The ENGINEER agrees to take steps to assure that disadvantaged business enterprises (DBEs) are utilized when possible as sources of supplies, equipment, construction, and services in accordance with the Drinking Water SRF Loan Program rules, as required by the award conditions of US EPA's Assistance

Agreement with Missouri Department of Natural Resources. The ENGINEER acknowledges that the fair share percentages are 10 percent for MBEs and 5 percent for WBEs.

Exhibit B

**BARTLETT & WEST, INC.
2019 SCHEDULE OF HOURLY CHARGES
Effective January 1, 2019**

Engineer Landscape Architect Architect Planner	XI	\$225.00	Right-of-Way Technician VI	\$119.00
	X	205.00	Right-of-Way Technician V	110.00
	IX	190.00	Right-of-Way Technician IV	100.00
	VIII	178.00	Right-of-Way Technician III	90.00
	VII	165.00	Right-of-Way Technician II	79.00
	VI	150.00	Right-of-Way Technician I	68.00
	V	140.00		
	IV	130.00	GIS Coordinator IX	\$225.00
	III	120.00	GIS Coordinator VIII	210.00
	II	110.00	GIS Coordinator VII	200.00
	I	98.00	GIS Coordinator VI	184.00
		GIS Coordinator V	174.00	
		GIS Coordinator IV	160.00	
		GIS Coordinator III	145.00	
		GIS Coordinator II	130.00	
		GIS Coordinator I	120.00	
Engineering Technician XI	\$175.00			
Engineering Technician X	150.00			
Engineering Technician IX	130.00			
Engineering Technician VIII	117.00			
Engineering Technician VII	105.00			
Engineering Technician VI	97.00	GIS Developer/DBA V	\$160.00	
Engineering Technician V	90.00	GIS Developer/DBA IV	150.00	
Engineering Technician IV	83.00	GIS Developer/DBA III	140.00	
Engineering Technician III	70.00	GIS Developer/DBA II	130.00	
Engineering Technician II	60.00	GIS Developer/DBA I	120.00	
Engineering Technician I	50.00			
		GIS Analyst V	\$130.00	
		GIS Analyst IV	120.00	
		GIS Analyst III	110.00	
		GIS Analyst II	100.00	
		GIS Analyst I	90.00	
Surveyor X	\$180.00			
Surveyor IX	165.00			
Surveyor VIII	150.00			
Surveyor VII	135.00			
Surveyor VI	123.00			
Surveyor V	110.00	GIS Technician IV	\$90.00	
Surveyor IV	98.00	GIS Technician III	80.00	
Surveyor III	88.00	GIS Technician II	70.00	
Surveyor II	77.00	GIS Technician I	60.00	
Surveyor I	67.00			
		Project Coordinator VII	\$208.00	
		Project Coordinator VI	180.00	
		Project Coordinator V	165.00	
		Project Coordinator IV	140.00	
		Project Coordinator III	125.00	
		Project Coordinator II	115.00	
		Project Coordinator I	103.00	
Survey Technician VIII	\$125.00			
Survey Technician VII	109.00			
Survey Technician VI	98.00			
Survey Technician V	85.00			
Survey Technician IV	75.00			
Survey Technician III	66.00			
Survey Technician II	58.00			
Survey Technician I	53.00			
		Systems Analyst	\$160.00	
		Systems Administrator	120.00	
		Systems Technician	80.00	
Construction Eng. Tech IX	\$155.00			
Construction Eng. Tech VIII	145.00	Administrator VI	\$125.00	
Construction Eng. Tech VII	130.00	Administrator V	110.00	
Construction Eng. Tech VI	120.00	Administrator IV	100.00	
Construction Eng. Tech V	110.00	Administrator III	85.00	
Construction Eng. Tech IV	99.00	Administrator II	74.00	
Construction Eng. Tech III	87.00	Administrator I	66.00	
Construction Eng. Tech II	77.00			
Construction Eng. Tech I	68.00			
		Administrative Technician V	\$72.00	
		Administrative Technician IV	65.00	
		Administrative Technician III	58.00	
		Administrative Technician II	53.00	
		Administrative Technician I	47.00	
Right-of-Way Specialist IV	\$208.00			
Right-of-Way Specialist III	165.00			
Right-of-Way Specialist II	143.00			
Right-of-Way Specialist I	127.00			

Exhibit B**BARTLETT & WEST, INC.****SCHEDULE OF REIMBURSABLE COSTS/CHARGES****EFFECTIVE JANUARY 1, 2019**

<u>DESCRIPTION</u>	<u>CHARGE AMOUNT</u>	<u>UNIT</u>	<u>EXP CODE</u>
* Represents a new charge type added			
REPRODUCTION			
Blackline Prints			
Bond, Full Size - 24x36	\$ 1.00	Each	PBOND1
Bond, Half Size Reduction - 11x17	\$ 0.70	Each	PBOND 1/2
Vellum, Full Size - 24x36	\$ 6.00	Each	PVELLUM
Mylar, Full Size - 24x36	\$ 12.00	Each	PMYLAR
Photocopies			
Black & White - up to 11x17	\$ 0.15	Each	COPIES
Small Size Color Copies , 8.5x 11	\$ 0.90	Each	CCOPY
Large Size Color Copies, > 8.5x 11	\$ 1.50	Each	CCOPYLG
* On-line Documents	\$ 2.00	Each	ONLINEDOC
Scan			
Small Scan - 8.5 x 11 (Black/Color)	\$ 0.12	Each	PGSCAN
Full Size Scan - 24x36 -(Black)	\$ 2.00	Each	SCAN
Full Size Scan - 24x36 - (Color)	\$ 5.00	Each	CSCAN
Inkjet Plotters - 24x36			
Bond (Black)	\$ 1.50	Lin. Ft.	PLOT
Bond (Color)	\$ 2.50	Lin. Ft.	PLOTG
Vellum (Black/Color)	\$ 3.00	Lin. Ft.	PLOTV
Mylar (Black/Color)	\$ 6.00	Lin. Ft.	PLOTM
SYSTEMS & SOFTWARE CHARGES			
CADD Software Charges (AutoCAD, Civil 3D, LDD, GEOPAC etc.)	\$ 7.00	Hour	CADD
GIS Software Charges (ArcView,ArcInfo, ArcEditor)	\$ 7.00	Hour	GIS
FIELD EQUIPMENT & MATERIALS			
Nuclear Density Testing Equipment	\$ 30.00	Hour	NUCLEAR
Survey Equipment			
Survey Equipment One-Man Crew	\$ 50.00	Hour	SEQ1
Survey Equipment Two-Man Crew	\$ 25.00	Hour	SEQ2

Exhibit B**BARTLETT & WEST, INC.****SCHEDULE OF REIMBURSABLE COSTS/CHARGES****EFFECTIVE JANUARY 1, 2019**

<u>DESCRIPTION</u>	<u>CHARGE AMOUNT</u>	<u>UNIT</u>	<u>EXP CODE</u>
FIELD EQUIPMENT & MATERIALS (cont.)			
LiDAR Equipment			
LiDAR Equipment Charges (Static)	\$ 1500.00	Day	LIDAR
LiDAR Equipment Charges (Mobile)	Minimum \$5000/day up to 5 miles per day. Add'l miles per day are \$1000/mile after 5 mile minimum is reached.	Day/Mile	LIDAR_MOB_ M
Staking Materials			
Lath & Flats (16")	\$ 0.45	Each	LATH/FLAT
Lath & Flats (48")*	\$ 0.70	Each	LATH48
Wooden Hubs	\$ 0.40	Each	HUBS
Iron Pins	\$ 1.55	Each	IRONPIN
VEHICLES			
Trucks, Cars, SUV's - all vehicles	\$ 0.58 to \$ 0.66	Mile	varies
ATV (All Terrain Vehicle)	\$ 50.00	Day	ATV
ATV (All Terrain Vehicle) incl. Trailer	\$ 75.00	Day	ATVT
UTV (Utility Terrain Vehicle) incl. Trailer	\$ 130.00	Day	UTVT
MISCELLANEOUS			
Per Diem	Per established Diem	Per Day	