

## **EXHIBIT A**

### **TASK ORDER NO. 08**

This Task Order pertains to an Agreement by and between the Town of Stevensville , MT, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated April 4, 2016, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

#### **TASK ORDER NUMBER: 08**

PROJECT NAME: Park Avenue Sewer Main Extension

#### **PART 1.0 PROJECT DESCRIPTION:**

The objective of this Task Order is to provide engineering, bidding, and construction services to the Town of Stevensville for a sewer main extension. The sewer main extension will begin at the intersection of Park Ave. and Phillips St. and extend approximately 1,300 linear feet south to the intersection of Park Ave. and Middle Burnt Fork Road. The Project will also include the installation of services to the property line of existing homes along the new sewer main route, as well as the installation of a sewer main stub out connection to accommodate future service for a proposed community center.

#### **PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:**

- Field Services:
  - Topographic Survey: HDR’s subconsultant Professional Consultants Inc. (PCI) will perform a topographic survey depicting the observable existing conditions within the project limits.
  - Topographic Mapping: Planimetric and topographic mapping will be captured throughout the project limits which includes, but is not limited to:
    - Existing paved surfaces cross sections at 50’ intervals
    - Edge of pavement, edge of concrete, edge of gravel, curb and/or gutter, valley gutters, gutter pan
    - Sidewalks and driveways
    - Ditches - top of bank, toe of slope, centerline of ditch, swales
    - Storm drain facilities (closed) - rims, inverts, pipe material, pipe connection and pipe sizes
    - Storm drain facilities (open) - inverts and pipe sizes, culverts, headwalls
    - Gravity sanitary sewer – manhole rims, manhole inverts, pipe material, pipe connection and pipe sizes
    - Force mains - valves and any other above ground appurtenances
    - Water mains - valves, meter pit, hydrants and any other above ground appurtenances

- Gas mains - valves and any other visible above ground appurtenances
    - Telephone and T.V. - pedestals and any other visible above ground appurtenances
    - Underground electric - any visible above ground appurtenances
    - Utility poles - type of service and pole number
  - Subsurface Utility Designation: Perform Quality Level B utility designation of underground utilities located within the project limits. Utility designation subconsultant will produce a utility drawing that will be incorporated into the topographic survey file.
- Engineering and Design Phase Services:
  - Preparation of construction drawings and technical specifications utilizing Montana Public Works Standard Specifications, where practical.
- Bid Phase Services:
  - Provide responses to bid questions/requests and issue addenda, as necessary.
  - Perform bid evaluation.
  - Develop the bid tabulation, contact low bidder's references, and provide written Recommendation for Award.
- Construction Services:
  - Provide Contract Administration (CA) services and resident project representative (RPR) services on a part-time basis.
  - Upon completion of project, prepare record drawings based on Contractor's provided information.
- Coordinate with Town staff as required.

PART 3.0 OWNER'S RESPONSIBILITIES:

- Provide available GIS data/aerial imagery.
- Provide available construction as-builts.
- Communication with private property owners, as necessary.
- Participate in telephone calls and meetings.
- Review project status reports and approve invoices.
- Review construction drawings and specifications and provide comments.
- Place bid advertisement and hold bid opening.

PART 4.0 PERIODS OF SERVICE:

Notice to Proceed for Engineering Services – Date of Executed Task Order.

<b>Task</b>	<b>Schedule</b>
Topographic Survey	4 weeks after Notice to Proceed
90% Submittal	4 weeks after receipt of Survey
90% Town Review	2 weeks after receipt of 90% Submittal
100% Submittal	2 weeks after receipt of 90% Submittal Comments
100% Town Review	2 weeks after receipt of 100% Submittal
Bid Ready Documents	2 weeks after receipt of 100% Submittal Comments

PART 5.0 ENGINEER’S FEE:

Owner shall pay Engineer for Services described in Part 2.0 an amount equal to Engineer’s Direct Labor Costs times a factor of 3.20, plus reimbursable expenses times a factor of 1.10. Contract amount shall not exceed **\$35,271.00** without prior written approval.

PART 6.0 OTHER:

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN OF STEVENSVILLE  
“OWNER”

HDR ENGINEERING, INC.  
“ENGINEER”

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: PO Box 30  
Stevensville, MT 59870

ADDRESS: 700 SW Higgins, Suite 200  
Missoula, MT 59803-1489

			1 - Project Manager - Coralynn Revis	2 - EIT Sanitary - Anders Nord	3 - CADD Technician General 2 - Ryan Parke	4 - Quality Control Reviewer - Bill Buxton	5 - Administrative Office Mgr. - Devie Bessette	6 - Accountant - Paden Kaufman	HDR			Other Direct Costs		Total Budget
Task	Task Description	Status	PJM13	ESA10	CGE02	QCR10	ADM20	ACT03	TOTAL HOURS	LABOR COSTS	LABOR INCL. ESCALATION	SUBCONTR ACTOR	EXPENSES	TOTAL COST
<b>Task 100</b>	<b>Project Management</b>													
101	Project Kickoff Meeting	.	4	2				2	8	\$ 964	\$ 964	\$ -	\$ -	\$ 964
102	Project Monitoring / Maintenance	.	8	4				2	14	\$ 1,785	\$ 1,785	\$ -	\$ -	\$ 1,785
<b>Subtotal (including optional)</b>			<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>22</b>	<b>\$ 2,749</b>	<b>\$ 2,749</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,749</b>
<b>Task 200</b>	<b>Engineering and Design Phase Services (90%)</b>													
201	Topographic Survey / Subsurface Utility Designation	.								\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500
202	Compile / Review Record Drawings	.	2	4					6	\$ 668	\$ 668	\$ -	\$ -	\$ 668
203	90% Drawings	.	14	24	32				70	\$ 6,781	\$ 6,781		\$ 50	\$ 6,831
204	90% Technical Specifications	.	2	24			8		34	\$ 2,954	\$ 2,954		\$ 50	\$ 3,004
205	90% EOPCC	.	2	2					4	\$ 496	\$ 496		\$ -	\$ 496
208	QA/QC	.				4			4	\$ 979	\$ 979		\$ -	\$ 979
<b>Subtotal (including optional)</b>			<b>20</b>	<b>54</b>	<b>32</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>118</b>	<b>\$ 11,879</b>	<b>\$ 11,879</b>	<b>\$ 4,500</b>	<b>\$ 100</b>	<b>\$ 16,479</b>
<b>Task 300</b>	<b>Engineering and Design Phase Services (100%)</b>													
301	Address Comments / Finalize Plans	.	2	8	2				12	\$ 1,165	\$ 1,165		\$ 50	\$ 1,215
302	Finalize Technical Specifications / Prepare Front Ends	.	1	2			4		7	\$ 617	\$ 617		\$ 50	\$ 667
303	100% EOPCC	.	1	2					3	\$ 334	\$ 334		\$ -	\$ 334
305	QA/QC	.				2			2	\$ 489	\$ 489		\$ -	\$ 489
<b>Subtotal (including optional)</b>			<b>4</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>24</b>	<b>\$ 2,606</b>	<b>\$ 2,606</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 2,706</b>
<b>Task 400</b>	<b>Bid Phase Services</b>													
401	Bid Document Distribution	.		2					2	\$ 172	\$ 172	\$ -	\$ 250	\$ 422
402	Respond to Bid Questions	.	1	4					5	\$ 506	\$ 506	\$ -	\$ -	\$ 506
403	Perform Bid Evaluation / Provide Recommendation to Award	.	1	2					3	\$ 334	\$ 334	\$ -	\$ -	\$ 334
<b>Subtotal (including optional)</b>			<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>\$ 1,012</b>	<b>\$ 1,012</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ 1,262</b>
<b>Task 500</b>	<b>Contract Administration (CA) and Resident Project Representative (RPR) Services</b>													
501	Perform Submittal Review	.		20					20	\$ 1,720	\$ 1,720	\$ -	\$ -	\$ 1,720
502	Change Proposal Request Review	.	1	4					5	\$ 506	\$ 506	\$ -	\$ -	\$ 506
503	Respond to RFIs	.	1	4					5	\$ 506	\$ 506	\$ -	\$ -	\$ 506
504	Review and approve Contractor Payment Requests	.	4	2					6	\$ 820	\$ 820	\$ -	\$ -	\$ 820
505	Site Visit / Inspection Services	.		80					80	\$ 6,881	\$ 6,881	\$ -	\$ 350	\$ 7,231
506	Final Inspection / Walkthrough	.	1	2					3	\$ 334	\$ 334	\$ -	\$ -	\$ 334
507	Prepare As-Built Drawings	.		4	8				12	\$ 956	\$ 956	\$ -	\$ -	\$ 956
<b>Subtotal (including optional)</b>			<b>7</b>	<b>116</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>131</b>	<b>\$ 11,724</b>	<b>\$ 11,724</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ 12,074</b>
			<b>45</b>	<b>196</b>	<b>42</b>	<b>6</b>	<b>12</b>	<b>4</b>	<b>305</b>	<b>\$ 29,971</b>	<b>\$ 29,971</b>	<b>\$ 4,500</b>	<b>\$ 800</b>	<b>\$ 35,271</b>