

P.O. #	203876	ACCT. #	602.555.52342
Amount:	\$167,200.00	Orig. ORD #	2000-155
Vendor #	4608	Project #	5010

PROFESSIONAL SERVICES TASK ORDER

Task Order Number: 13
Task Order Date: _____

Subject to the Master Services Agreement between *the City of Mason, Ohio* [Client] and *Malcolm Pirnie, Inc.* [Malcolm Pirnie], dated April 14, 1998, Client hereby authorizes Malcolm Pirnie to perform services as specified in this Task Order and in accordance with the above mentioned Agreement.

1. Project Description: A description of Project for which work is requested is provided in Attachment 1, incorporated into this Task Order.

Client's Project Number: _____

Project Name: Elevated Water Storage Tanks

Client's Representative: R. Ernest Stickler

2. Scope of Work: Malcolm Pirnie shall perform its services as described in Attachment 1, Exhibits A and B incorporated into this Task Order.

Malcolm Pirnie's Representative: Robert C. Yoxthimer

3. Time Schedule: Malcolm Pirnie shall use reasonable efforts to complete the work as follows: The basic services included in Exhibits A and B will be completed within approximately eight (8) months from the date of execution of this Task Order and contingent upon timely participation of the Client and others.

4. Compensation: Malcolm Pirnie's Compensation authorized under this Task Order, which shall not be exceeded without prior written authorization of Client, is:

\$167,200.00

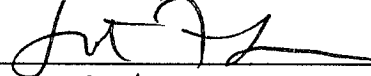
This Task Order's Method of Payment is incorporated and attached as Attachment 2.

5. Special Conditions: This Task Order is subject to the special provisions as described in Attachment ___, attached and incorporated into this Task Order: N/A

6. Amendment: This Task Order amends a previously executed Task Order: N/A


Previous Task Order Number: _____ Previous Task Order Date: _____

ISSUED AND AUTHORIZED BY:
CITY OF MASON, OHIO

By: 

Title: City Manager

ACCEPTED AND AGREED TO BY:
MALCOLM PIRNIE, INC.

By: 

Title: Vice President

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Exhibit A Design Phase Services

1. **Meetings.** Malcolm Pirnie will attend a kick-off meeting with the Client in order to establish lines of communication and to introduce key individuals involved with the project both from the Client and Malcolm Pirnie. Critical features and concerns will be discussed and critical milestone dates will be established. Review meetings will be held at the 50% and 90% stages and final completion of design for reviewing plans and specifications with the Client and making any necessary revisions prior to final completion. Malcolm Pirnie will prepare and distribute minutes of the meetings.

2. **General.** Malcolm Pirnie will design two Elevated Water Storage Tanks based on the water distribution system model developed by Malcolm Pirnie under another Task Order. One tank will be located in the Client's north pressure zone and the other tank will be located in the Client's south pressure zone. The project will include the following:

1. Site selection/evaluation
2. Phase I environmental site assessment for the South tank (1 site)
3. Site layout and design
4. Elevated water storage tank
5. Interconnecting water line piping and valves
6. Electrical power and lighting
7. Instrumentation and controls compatible with existing SCADA system
8. Heating and ventilating
9. Plumbing
10. Interior space planning of the tank pedestal is included. Interior design of the tank pedestal is not included

3. **Detailed Design.** Malcolm Pirnie will prepare the Detailed Design consisting of the following:

3.1 **Field Investigation.** Malcolm Pirnie will obtain field information required for the design, including the field survey work necessary to provide topographic data, and establish vertical and horizontal control. Property and boundary surveys are not included.

3.2 **Geotechnical Investigation.** Malcolm Pirnie will assist the Client to identify the location of soil borings and other geotechnical information, as required, for the Client to contract with a geotechnical firm to perform the soil borings and analysis. Malcolm Pirnie will consider the information and recommendations that the geotechnical engineer provides while preparing the Contract Documents.

3.3. **Contract Documents.** Malcolm Pirnie will prepare Contract Documents consisting of Contract Drawings and Project Manual.

3.3.1 **Contract Drawings.** Contract Drawings will show the general scope, extent and character of the work to be performed by Contractors. The Drawings will include all usual and necessary civil, sanitary, structural, architectural, mechanical and electrical features of the project.

3.3.2 **Project Manual.** The Project Manual will include the advertisement for bids, instructions to bidders, bid form, bonds, agreement forms, conditions of the contract, and detailed technical specifications, all subject to approval of the Client's legal counsel. The specifications will set forth the kind and quality of various materials to be placed into the construction, the type, capacity, operating requirements, and efficiency of all equipment and auxiliaries, pertinent tests and guaranties to be met, and similar information needed to assure competitive bids for the construction of the project.

4. **Opinion of Probable Construction Cost.** Malcolm Pirnie will prepare an Opinion of Probable Construction Cost upon completion of the Contract Documents.

5. **Regulatory Approval.** Malcolm Pirnie will prepare a plan approval application and make the number of necessary copies of Contract Documents for submittal to the Ohio EPA for approval. Malcolm Pirnie will prepare a Federal Aviation Form 7460-1, Notice of Proposed Construction or Alteration, for the Client to submit for approval. The Client will pay for any approval fees.

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**Exhibit B
Bidding Phase Services**

The Bidding Phase will commence upon the authorization of the Client to advertise for bids and will terminate upon Malcolm Pirnie furnishing the Client with a recommendation concerning the award of construction contracts.

1. **Advertisement.** Malcolm Pirnie will provide the Client with the Advertisement for Bids to be placed in a local newspaper publication.
2. **Distribution of Bidding Documents.** Malcolm Pirnie will distribute bidding documents to those interested parties for bidding purposes. Malcolm Pirnie will be entitled to charge bidders and suppliers and other interested parties a reasonable fee for purchase of the bidding documents and will retain such fee as additional compensation above that indicated in the fee due from the Client. Bidding documents will be placed in Malcolm Pirnie's Cincinnati office and contractor and supplier plan rooms as necessary.
3. **Addenda.** Malcolm Pirnie will prepare Addenda as required during the bidding period to address any necessary revisions to the bidding documents.
4. **Bidders' Questions.** Malcolm Pirnie will respond to bidders' questions during the bidding period.
5. **Bid Opening and Evaluation.** Malcolm Pirnie will attend the bid opening and assist the Client in reviewing, tabulating and evaluating construction bids, and furnishing recommendations concerning the awarding of construction contracts.

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Attachment 2 Method of Payment

Terms of Payment

1. **Multiplier.** For Basic Services under Section 1, Client shall pay Malcolm Pirnie's Salary Cost times a factor of 2.15.

The estimated cost of Malcolm Pirnie's services, including non-labor expenses, is \$167,200.00.

Salary Cost is defined as the actual salary of staff members for the actual time worked times a factor of 1.49 which accounts for employee benefits such as vacation, sick leave, unemployment and payroll taxes, contributions for Social Security and retirement benefits, life and medical insurance, tuition and other such costs.

2. **Reimbursable Expenses.** Except for certain in-house services, project expenses incurred with outside vendors will be invoiced at cost plus 10% to cover handling. These services may include, but are not limited to: shipping charges; printing; supplies; equipment; traveling expenses; special insurance; licenses; permits; or subcontracted services.

In-house services not subject to handling costs are:

Computer usage:	\$3.00 per labor hour
Transportation:	\$0.35/mile for vehicles; \$0.45/mile for 4x4 vehicles
Reproduction:	\$0.11/copy for standard page sized documents
Specialty Equipment:	In accordance with a usage rate schedule

3. **Invoices.** Malcolm Pirnie will submit invoices to Client for each month during which services were performed. Invoices may include carrying charges at 1.5% per month for delinquent payments outstanding over 30 days and applicable sales or value-added taxes.