



**PROFESSIONAL SERVICES TASK ORDER**

Task Order Number: 18  
Task Order Date: 05/13/02  
(Amendment to Task Order No. 12)

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: 5008

Project Name: Elevated Water Storage Tank

Client's Representative: R. Ernest Stickler

**2. Scope of Work:** Malcolm Pirnie shall perform its services as described in Attachment 1, Exhibit A of Task Order No. 5, and Exhibits B, C, and D of Task Order No. 12, and Exhibit A 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 Exhibit A will be in accordance with the schedule set by the Client and concurrent with the required construction of the project.

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

Original Task Order No.12:	\$279,100.00
Additional Amount:	\$ <u>7,660.00</u>
Total Compensation, Task Order No. 12:	\$286,760.00

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:

Previous Task Order Number: 12 Previous Task Order Date: August 28, 2000

**ISSUED AND AUTHORIZED BY:**  
CITY OF MASON, OHIO  
By: [Signature]  
Title: City Manager

**ACCEPTED AND AGREED TO BY:**  
MALCOLM PIRNIE, INC.  
By: [Signature]  
Title: Vice President

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## **Attachment 1 Scope of Work**

The following Exhibits are attached to this Task Order, Attachment 1, and are made a part thereof:

Exhibit A: Warren County and Deerfield Township Permits and Site Landscaping Revisions.

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## Exhibit A

Malcolm Pirnie provided additional services for the Client as described below:

### 1.0 Warren County and Deerfield Township Permits:

- 1.1 **Warren County Permit.** Malcolm Pirnie worked with the Client to help acquire the Warren County Building Permit without the Deerfield Township Zoning Permit.
- 1.2 **Deerfield Township Zoning Application.** Malcolm Pirnie acquired and completed all the documentation for the Client to apply for the Deerfield Township Zoning Permit.
- 1.3 **Deerfield Township Zoning Meetings.** Attend, with the Client, all meetings with Deerfield Township on the zoning permit issue for the construction project.

### 2.0 Site Landscape Revisions:

- 2.1 **Meeting.** Malcolm Pirnie met with the Client at the construction site to review the Client's proposed revisions to the landscaping.
- 2.2 **Contract Drawing Revision.** Malcolm Pirnie made changes to the site contract drawing based on the Client's proposed landscaping revisions addressed at the site meeting. Malcolm Pirnie issued the revised drawing to the CONTRACTOR for a price proposal for making the changes from the original plan.

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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 \$286,760.00.

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:	\$3.10 per labor hour
Transportation:	\$0.42/mile for vehicles; \$0.54/mile for 4x4 vehicles
Reproduction:	\$0.76 per labor hour
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.