

# **STAHLY ENGINEERING & ASSOCIATES, INC.**

## TASK ORDER

**Client:** Park County

**Address:** 414 E. Callender Street, Livingston

**Attn:** Parks Frady, P.E.

**Telephone:** 222-4114

**Date:** February 5, 2019

**Task Order No.:** 10

**Stahly Project Number:** 2693-001B19

**Client Project Number:**

**THIS TASK ORDER AMENDMENT** is entered into pursuant to Task Order No. 10, dated February 5, 2019 and General Services Contract No. 2693-00118 ("Agreement") by and between Stahly Engineering ("Consultant") and Park County ("Client") dated February 12, 2018. This Task Order is subject to the terms and conditions of the Agreement, all of which are incorporated herein by reference. To the extent this Task Order or any attachment hereto conflicts with the terms of the Agreement, the terms of the Agreement shall take precedence.

**A. Task Description (hereafter the "Project") is amended as follows:**

*Park County Fairgrounds – Master Planning*

**B. CONSULTANT will amend professional services for CLIENT as follows:**

*See attached Exhibit A – Professional Services Summary and Slate Architecture Charrette + Masterplan Design proposal.*

**C. CLIENT compensate to CONSULTANT is amended as follows:**

*Time and materials, not to Exceed \$55,000. See Exhibit B – Professional Services Fee Summary, including Architectural Services, Fee and Reimbursables. Any compensation over the amount set forth above without written pre-authorization may constitute a waiver by Consultant for payment thereof.*

Signature below by CLIENT signifies CLIENT's understanding, agreement and acceptance of this Agreement and that signatory below is authorized to sign this Agreement.

CONSULTANT:

By: 

Name: Greg T. Benjamin, P.E.

Title: President / CEO

Project Manager/Contact: Greg Benjamin, PE

CLIENT:

By: 

Name: Steve Caldwell

Title: Commissioner

By: 

Name: Clint Tinsley

Title: Commissioner

By: 

Name: Bill Berg

Title: Commissioner

Project Manager/Contact: Parks Frady, PE

Exhibit A

***Stahly Engineering & Associates, Inc.***

Professional Services Summary

**1. Professional Services**

<u>Phase</u>	<u>Task</u>	<u>Description</u>
0001		<b><u>Data Gather, Survey and Site/Facilities Investigation</u></b>
	001	<b>Obtain As-built information:</b> Kick-off / scoping meeting Collect Existing Drawings, Studies, and Records. Review and Incorporate MASS-MSU report
	002	<b>Site Investigation: Inventory, Validation and Confirmation:</b> Identify Existing Parking / Traffic Flow Identify Existing Storm Water and Drainage Identify Existing Water and Sewer Mains Identify Existing Water and Sewer Service Lines Identify Environmental Considerations
	003	<b>Utility Investigation/Mapping:</b> Locate Water and Sewer Structures Locate Public Shallow Utilities Up to Meter Map Approximate Location of Private Shallow Utilities After Meter
	004	<b>Topo and Site Survey:</b> Set control and drone aerial survey. Park County to provide existing survey from the 2014 water project. Utility Survey (collect utilities marked by owner of utilities, collect above ground data of service utilities obtained from site visit and COL records)
	005	<b>Cadastral/Boundary Survey:</b> Records Research – assume COS exists for the site Locate Existing Boundary Monuments if the monuments exist and can be found, place estimated boundaries per COS on the as-built drawing. No retrace survey or boundaries in our scope of work.
	006	<b>As-Built Site Map:</b> Provide Base Map Showing Existing Conditions and Boundary

<u>Phase</u>	<u>Task</u>	<u>Description</u>
0002		<b><u>Conceptual Design and Layouts – Site and Facilities</u></b>
	001	<b>Drainage and Grading:</b> Evaluate Existing Drainage Patterns Layout Conceptual Future Drainage Patterns Layout Conceptual Future Treatment (Detention) and Discharge Area(s)
	002	<b>Utility Layout:</b> Determine Water Use Projections (fire flows, irrigation, domestic, etc) Analyze Existing System Capacity Size and Route Conceptual Future Water Mains Determine Wastewater Use Projections Analyze Existing System Capacity and Service Area Size and Route Conceptual Future Sewer Mains Identify Future Conceptual Shallow Utility Locations
	003	<b>Parking, Roads and Traffic Flow:</b> Determine Conceptual Future Traffic Flow Evaluate Additional Access Needs Size and Layout Conceptual Future Parking Areas
0003		<b><u>Public Process</u></b>
	001	<b>Community Workshop:</b> Preparation, coordinate meeting and prepare meeting minutes/summaries/notes for workshops. 1 trip, 2 day workshop. Schedule: April 2019
	002	<b>Public Meetings and Presentations:</b> 2 public meetings 1) Present conceptual design and layouts. 2) Present final master plan and project phasing. Schedule: End of May for the 1 <sup>st</sup> public meeting, then solicit feedback thru summer events season. 2 <sup>nd</sup> meeting will be scheduled after summer events feedback is received, mid-late August. Both meetings will be open to the public. MSU- RLI will be invited to participate in developing workshop and public meeting content and to participate.

<u>Phase</u>	<u>Task</u>	<u>Description</u>
0007		<u>Expenses</u>
	001	<b>Expenses :</b> Lodging, per diem, travel, printing, etc.

## 2. Excluded Services:

Consultant has discussed the risks and rewards with Client regarding Consultant providing the following services. Client and Consultant have agreed to specifically exclude the following services from Consultant's scope of Professional Services:

- Recording Boundary Survey
- Municipal offsite water and sewer system improvements
- Final permitting and design of buildings and site improvements
- Geotechnical services for planning and construction purposes.

## 3. Deliverables

<u>Phase</u>	<u>Task</u>	<u>Deliverables; Similar to example provided for Big Horn County Fairgrounds Master Planning.</u>
0001	006	Digital and Printed Existing Conditions and Boundary Base Map. Schedule: End of March 2019 – weather permitting for survey in February.
0002		Site and Facilities
	001	Conceptual Drainage and Grading Layout
	002	Conceptual Water Layout
	002	Conceptual Sewer Layout
	002	Conceptual Shallow Utility Layout
	003	Conceptual Road and Parking Layout
	1,2,3	Design Narrative of Conceptual Layouts – coincide w/ May Public Meeting.
0004	001	Revised and Updated Drainage and Grading Plan
	002	Revised and Updated Water Plan
	002	Revised and Updated Sewer Plan
	002	Revised and Updated Shallow Utility Plan
	003	Revised and Updated Road and Parking Plan
	1,2,3	Revised and Updated Design Narrative of Plans and preliminary cost estimates. Park County will help prepare funding strategies; ie) grants, loans, private donations, bonding, etc... may also use strategies by phase.

<b><u>Phase</u></b>	<b><u>Task</u></b>	<b><u>Description</u></b>
<b>0004</b>		<b><u>Final Master Planning Phase – Site and Facilities</u></b>
	001	<b>Drainage and Grading Plan:</b> Revise and Update Conceptual Plans
	002	<b>Utility Plan:</b> Revise and Update Conceptual Plans
	003	<b>Parking, Roads and Traffic Flow:</b> Revised and Update Conceptual Plans
	004	<b>Phasing Plan and Preliminary Cost Estimates:</b> Deliver Phasing plan and preliminary cost estimates to include in Counties Capital Improvement Planning.
<b>0005</b>		<b><u>Project Management</u></b>
	001	<b>Project Management:</b> Coordinate project team, budget and schedule. Project updates and coordination with owner.
<b>0006</b>		<b><u>Subconsultants</u></b>
	001	<b>Architect :</b> Slate Architecture (see attached scope and estimate) General services include data gathering/field analysis, group workshops to assess community needs, establish master plan layout of the site, phasing preliminary cost estimates for phases. Preliminary cost estimates will be based on square footage of proposed buildings and average unit costs for other facility infrastructure.
	002	<b>Geotechnical :</b> No Geotechnical service planned at this time. At a future date, prior to project work, we recommend a preliminary Geotechnical report is done. General services to include recording test pit logs, create soil profile based on test pits, classify soil and provide preliminary foundation recommendations. Preliminary foundation recommendations include determining which portions of the site are best suited for building construction based on soil classification from test pits and general foundation type recommendations.  NOTE: Option and cost savings for the test pits dug by County road and bridge department or fairgrounds staff.

<b><u>Phase</u></b>	<b><u>Task</u></b>	<b><u>Deliverables; Similar to example provided for Big Horn County Fairgrounds Master Planning.</u></b>
<b>0006</b>	001	Master plan exhibits showing proposed facility site layout, narrative summarizing facility needs, phasing and preliminary cost estimates. Format to follow outline in MDOC PAR, like Big Horn County Master Plan format discussed. Some specific items will be modified to fit the project and funding per discussion and approval with Park County.
	002	Master plan exhibits showing proposed facility site layout, narrative summarizing facility needs, phasing and preliminary cost estimates.

Schedule: After 2<sup>nd</sup> public meeting in mid-late August, work to complete final PAR will be discussed with Park County and deadline for the PAR will be set. We envision 4-6 weeks after the 2<sup>nd</sup> public meeting to complete the PAR.

**Exhibit B**

**Stahly Engineering & Associates, Inc.**

Professional Services Fee Summary

<u>Phase</u>	<u>Task</u>	<u>Description</u>	<u>Fee</u>	<u>Terms</u>
<b>0001</b>		<b>Survey - Mapping</b>		
	001	Obtain As-built information	\$500.00	T&M-E <sup>(4)</sup>
	002	Site Investigation: Inventory, Validation and Confirmation	\$1,200.00	T&M-E <sup>(4)</sup>
	003	Utility Investigation / Mapping	\$500.00	T&M-E <sup>(4)</sup>
	004	Drone Site Survey	\$3,400.00	T&M-E <sup>(4)</sup>
	005	Cadastral/Boundary Survey	\$0.00	T&M-E <sup>(4)</sup>
	006	As-Built Site Map	<u>\$2,000.00</u>	T&M-E <sup>(4)</sup>
		sub-total Phase 0001	\$7,600.00	
<b>0002</b>		<b>Conceptual Design and Layouts</b>		
	0001	Drainage and Grading	\$2,000.00	T&M-E <sup>(4)</sup>
	0002	Utility Layout	\$1,500.00	T&M-E <sup>(4)</sup>
	0003	Parking, Roads and Traffic Flow	<u>\$1,000.00</u>	T&M-E <sup>(4)</sup>
		sub-total Phase 0002	\$4,500.00	
<b>0003</b>		<b>Public Process</b>		
	0001	Community Workshop	\$3,000.00	T&M-E <sup>(4)</sup>
	0002	Public Meetings and Presentations	<u>\$3,000.00</u>	T&M-E <sup>(4)</sup>
		sub-total Phase 0003	\$6,000.00	
<b>0004</b>		<b>Final Master Planning Phase</b>		
	0001	Drainage and Grading Plan	\$2,000.00	T&M-E <sup>(4)</sup>
	0002	Utility Plan	\$1,500.00	T&M-E <sup>(4)</sup>
	0003	Parking, Roads and Traffic Flow	\$500.00	T&M-E <sup>(4)</sup>
	0004	Phasing Plan and Preliminary Cost Estimates	<u>\$3,000.00</u>	
		sub-total Phase 0004	\$7,000.00	
<b>0005</b>		<b>Project Management</b>		
	0001	Project Management	<u>\$2,000.00</u>	T&M-E <sup>(4)</sup>
		sub-total Phase 0005	\$2,000.00	
<b>0006</b>		<b>Subconsultants</b>		
	0001	Architect	\$23,400.00	T&M-E <sup>(4)</sup>
	0002	Geotechnical	<u>\$0.00</u>	T&M-E <sup>(4)</sup>
		sub-total Phase 0006	\$23,400.00	
<b>0005</b>		<b>Expenses</b>		
	0001	Expenses	<u>\$4,500.00</u>	T&M-E <sup>(4)</sup>
		sub-total Phase 0005	\$4,500.00	
		<b>Total Estimate =</b>	<b>\$55,000.00</b>	T&M-NTE <sup>(3)</sup>

**Notes:**

- (1) Lump Sum (LS)
- (2) Time and Materials (T&M)
- (3) Time and Materials - Not to Exceed (T&M-NTE)
- (4) Time and Materials - Estimated (T&M-E)



**Park County Fairgrounds**  
Charrette + Masterplan Design - Livingston, MT

Estimate of Hours and Expenses required to complete work

Task	Hours	Reimbursables
<b>Start-up</b>		
1 Data Gathering/MSU Concept Study Review	8	
2 Computerize Buildings (generic, 3D mass, 18 total)	12	
3 Develop Schedule	1	
4 Coordinate with SEA for site/civil	4	
<b>Charrette Workshop + Schematic Design</b>		
5 Charrette Workshop preparation (2 hours, 2 people)	4	\$100.00
6 Travel to Livingston (below, includes hours)		\$670.76
7 On-Site Charrette Workshop (16 hours, 3 people - Slate) Day One (evening) - Existing Conditions/Define scope Day Two - Site/Schematic Design/PM Presentation Existing Building Analysis & Data/Code Review	48	\$200.00
8 Travel to Helena (below, includes hours)		\$670.76
9 Food and Lodging (below)		\$350.00
<b>Programming and Project Definition</b>		
10 Assemble Workshop Program Information Assemble workshop notes Prioritize Comments/Zoom meeting with SEA & Commissioners Masterplanning/Design effort Develop Draft Masterplan Document Prioritization of Work/Implimentation Plan	8 2 40 16 4	
11 Consultant Coordination/Develop Design	4	
<b>Revise and Finalize Concept - PRESENTATION</b>		
12 Phase 1 and 2 Masterplans, Building Plans and 3D renderings	24	\$200.00
13 Estimate of Probable Cost of Construction (Includes soft costs for entire project)	8	
14 Prepare presentation boards/electronic presentation	8	\$100.00
15 Publically Advertised Presentation to Commissioners and Public	4	\$1,030.00
<b>Subtotal</b>	<b>195</b>	<b>\$3,321.52</b>

Ave. hourly rate	\$120
Fee	\$23,400.00
Reimbursables	\$3,321.52
<b>Total Proposed Fee</b>	<b>\$26,722</b>

<b>Livingston trip cost</b>	
2 hours of travel time - HY (\$80/hr.)	\$160.00
2 hours of travel time - SC (\$140/hr.)	\$280.00
2 hours of travel time - KA (\$80/hr.)	\$160.00
Food (3 people @ \$25/day (pro rated)	\$150.00
Lodging (will be billed actual)	\$200.00
Vehicle - 122 miles * \$0.58/mile	\$70.76

**408263 Fee: \$0.00**

Park County, MT Filed 2/7/2019 At 2:28 PM

Maritza H Reddington, Clerk & Recorder By MR