

**RESOLUTION NO. R19-73**

**A RESOLUTION APPROVING A TASK ORDER AUTHORIZING KADRMAS, LEE & JACKSON, INC. FOR SERVICES RELATING TO THE DEVELOPMENT OF DESIGN STANDARDS FOR PUBLIC IMPROVEMENTS.**

WHEREAS, the City of Laurel previously executed an Agreement for Professional Services with Kadrmas, Lee & Jackson, Inc. ("KLJ") on December 5, 2017, via Resolution No. R17-69; and

WHEREAS, the City of Laurel requires engineering services for the City of Laurel's Public Improvement Design Standards as described in the attached Task Order with is incorporated herein by reference; and

WHEREAS, the services to be provided and cost for such services are fully described in the attached Task Order and the services rendered shall not exceed \$50,000 without further authorization and written approval by the City.

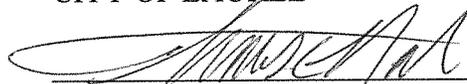
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, the attached Task Order authorizing the services to be performed by KLJ for the City of Laurel is hereby approved and the Mayor is hereby authorized to execute the attached Task Order on the City's behalf.

Introduced at a regular meeting of the City Council on September 24, 2019, by Council Member Sparks.

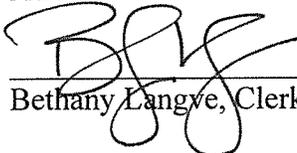
PASSED and APPROVED by the City Council of the City of Laurel this 24<sup>th</sup> day of September 2019.

APPROVED by the Mayor this 24<sup>th</sup> day of September 2019.

CITY OF LAUREL

  
\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

  
\_\_\_\_\_  
Bethany Langve, Clerk-Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Sam Painter, Civil City Attorney

This is a Task Order for KLJ Project No. 1804-02569, consisting of four (4) pages, *plus attachments*.

## **Task Order: Design Standards and Rules & Regulations Update**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 5, 2017 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- A. Effective Date of Task Order: 9/24/2019
- B. Owner: City of Laurel
- C. Engineer: Kadrmas, Lee & Jackson, Inc. (dba "KLJ")
- D. **Specific Project (title):** Design Standards and Rules & Regulations Update
- E. **Specific Project (description):** Develop a set of cohesive and concise design standards for public improvements to help facilitate reviews of new developments and ensure the public improvements are designed in the City of Laurel's best interest.  
  
Update rules and regulations governing Utility services and streets for the City of Laurel to current standards

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
  - 1) *Develop a set of written design standards for public improvements including:*
    - a) *Streets, curbs and gutters*
    - b) *Water mains, services and appurtenances*
    - c) *Sewer mains, service and appurtenances*
    - d) *Stormwater management infrastructure*
    - e) *Sidewalks and shared use paths, including curb ramps*
    - f) *Parklands and open space*
  - 2) *Develop a submission policy and process outlining necessary materials for review of future developments. Design standards to incorporate Montana Public Works Standard Specifications (MPWSS) and Montana Department of Environmental Quality (DEQ) circulars wherever possible.*

- 3) *Review current Rules and Regulation Governing Utility Services and Streets for the City of Laurel and make recommendations pertaining to the following:*
  - a) *Address current standards of practice employed by the City of Laurel as identified by staff.*
  - b) *Eliminate redundancy with Design Standards and Montana DEQ Standards.*
  - c) *Address chronic problem areas as identified by City staff.*
- 4) *Attend up to ten (10) meetings with City staff to discuss progress and make decisions.*
- 5) *Upon completion of written standards, present design standards to the Public Works Committee and City Council for adoption. The process includes:*
  - a) *One (1) presentation of the final draft to the Public Works Committee*
  - b) *Two (2) presentations of the final document to Council Work Sessions*
  - c) *Two (2) presentations to Council for public hearings and adoption*

All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

A. Additional Services that may be authorized or necessary under this Task Order are as follows:

- 1) *Additional meetings with City staff beyond those identified in Basic Services*
- 2) *Additional presentations to the Governing Body beyond those identified for adoption*
- 3) *Services resulting from significant changes to the scope extent or character of the project.*
- 4) *Delays because of incomplete, incorrect or untimely information provided by the City.*
- 5) *Drafting of new details or specifications not already including in MPWSS.*
- 6) *Additional iterations or revisions to documents.*

### **4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: ***Offer timely and accurate feedback to questions posed.***

### **5. Task Order Schedule**

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Party	Action	Schedule
Engineer	Furnish [five (5)] review copies of the outlines to the City for review before moving on to a first draft.	Within [thirty (30)] days of the Effective Date of the Task Order.
City of Laurel	Submit comments regarding outline to Engineer.	Within [fifteen (15)] days of the receipt of outline from Engineer.
Engineer	Furnish [five (5)] copies of the first drafts to City for review and comment.	Within [one-hundred twenty (120)] days of the receipt of City's comments regarding the outline.
Owner	Submit comments regarding first drafts to Engineer.	Within [fifteen (15)] days of the receipt of first draft from Engineer.
Engineer	Furnish [five (5)] copies of the final drafts to City for review.	Within [fifteen(15)] days of the receipt of the first draft comments.
Owner	Submit comments and final instructions for presentation of final documents to the Governing Body for adoption.	Within [fifteen(15) ] days of the receipt of the final draft from Engineer.

## 6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services	[\$50,000.00]	[Hourly not to Exceed]
<b>TOTAL COMPENSATION (lines 1.a-h)</b>	<b>[\$50,000.00]</b>	<b>[Hourly not to Exceed]</b>
2. Additional Services (Part 2 of Exhibit A)	(N/A)	[ Hourly]

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

## 7. Consultants retained as of the Effective Date of the Task Order:

## 8. Other Modifications to Agreement and Exhibits:

**9. Attachments:**

**10. Other Documents Incorporated by Reference:**

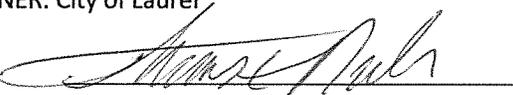
**11. Terms and Conditions**

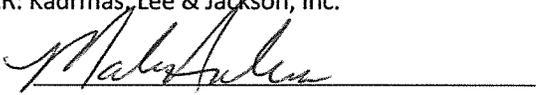
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is [9/24/2019].

OWNER: City of Laurel

ENGINEER: Kadmas, Lee & Jackson, Inc.

By: 

By: 

Print Name: THOMAS C NELSON

Print Name: Mark Anderson

Title: Mayor

Title: Vice President, EPW

Engineer License or Firm's Certificate No. (if required): PEL-EF-LIC-37  
State of: Montana

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kurt Markegard

Name: Matt Corcoran

Title: Director of Public Works

Title: Project Manager

Address: PO Box 10  
Laurel, MT 59044

Address: 2611 Gabel Road  
Billings, MT 59102

E-Mail Address: kmarkegard@laurel.mt.gov

E-Mail Address: matt.corcoran@kljeng.com

Phone: 406-628-4796

Phone: 406-247-2917