

RESOLUTION NO. R19-74

A RESOLUTION APPROVING A TASK ORDER AUTHORIZING KADRMAS, LEE & JACKSON, INC. FOR SERVICES RELATING TO THE ASSEMBLING OF CITY INFRASTRUCTURE DATA INTO A SINGLE SOURCE, WHICH CAN BE USED TO TRACK AND MANAGE ASSETS.

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 Works Infrastructure 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 \$30,000 without further authorization and written approval by the City.

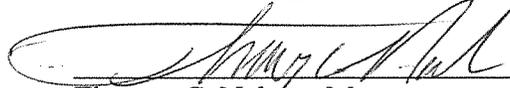
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Laurel, Montana, the attached Task Order authorizing the services to be performed by KLJ for the City of Laurel is hereby approved and the Mayor is hereby authorized to execute the attached Task Order on the City's behalf.

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

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

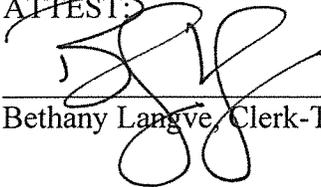
APPROVED by the Mayor this 24th day of September 2019.

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. 1904-00461, consisting of three (3) pages, *plus attachments*.

Task Order: Data & Asset Management

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: Kadrmass, Lee & Jackson, Inc. (dba "KLJ")
- D. **Specific Project (title): Data & Asset Management**
- E. Specific Project (description): Assemble city infrastructure data into a single source, which can be used to track and manage assets.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
Set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. Resident Project Representative (RPR) Services – Not Used
- C. Designing to a Construction Cost Limit – Not Used
- D. Other Services - None
- E. All of 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:
Set forth as Additional Services in Part 2—Additional Services, of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

5. Task Order Schedule

Engineer shall perform the services in a reasonable amount of time not to exceed one-hundred twenty (120) days.

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 (Part 1 of Exhibit A)	[\$30,000.00]	[Hourly]
a. Study and Report Phase (A1.01)	[\$30,000.00]	[Hourly]
b. Preliminary and Final Design Phase (A1.02, A1.03)	[\$-]	[-]
c. Bidding or Negotiating Phase (A1.04)	[\$-]	[-]
d. Construction Phase (A1.05)*	[\$-]	[-]
e. Resident Project Representative Services* (A1.05.A.2).	[\$-]	[-]
f. Post-Construction Phase (A1.06)	[\$-]	[-]
g. Commissioning Phase (A1.07)	[\$-]	[-]
h. Other Services (see A1.08, and 2.D above)	[\$-]	[-]
TOTAL COMPENSATION (lines 1.a-h)	[\$30,000.00]	
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:

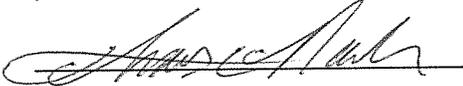
11. Terms and Conditions

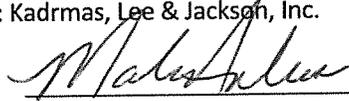
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

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

OWNER: City of Laurel

ENGINEER: Kadrmaz, Lee & Jackson, Inc.

By: 

By: 

Print Name: THOMAS C NELSON

Print Name: MARK ANDERSON

Title: Mayor

Title: Vice President, CPW

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

This is **EXHIBIT A**, consisting of [three (3)] pages, referred to in and part of the Task Order dated [9/24/2019].

Engineer's Services for Task Order: Data & Asset Management

PART 1—BASIC SERVICES

A1.01 Study and Report Phase Services

- A. As Basic Services, Engineer shall:
1. Collect geographic information system (GIS) and other electronic data provided by Owner and other open-source sources to include:
 - a. City of Laurel water distribution, sanitary sewer, and storm drain systems
 - b. Parcels and property information
 - c. Water distribution system hydraulic model
 2. Assist Owner in identifying gaps and update data based on Owner feedback or additional information. Sources of additional information to include:
 - a. Recent record drawings
 - b. Maps marked by Owner
 - c. Up to three (3) meetings to discuss changes and clarify mark-ups
 3. Convert water distribution hydraulic model to GIS format and update based on information gathered in A1.01.2 recalibrate the model for use in future modelling studies. Fee does not include additional data gathering. Initial set will be made with existing data, which can be supplemented later.
 4. Format sanitary sewer system GIS data in preparation for future modelling studies. Fee does not include additional data gathering. Initial set will be made with existing data, which can be supplemented later.
 5. Prepare new atlas maps depicting City water distribution, sanitary sewer, and storm drain systems.
 6. Link data to online based interface subscription chosen by Owner.
- B. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the revised Report and any other Study and Report Phase deliverables.

A1.02 Preliminary Design Phase – Not Used

A1.03 Final Design Phase – Not Used

A1.04 *Bidding or Negotiating Phase – Not Used*

A1.05 *Construction Phase – Not Used*

A1.06 *Post-Construction Phase – Not Used*

A1.07 *Commissioning Phase – Not Used*

PART 2—ADDITIONAL SERVICES

A2.01 *Additional Services Requiring an Amendment to Task Order*

- A. *Advance Written Authorization Required:* During performance under a Task Order, Owner may authorize Engineer in writing to furnish or obtain from others Additional Services of the types listed below. Unless expressly indicated above or in the specific Task Order to be included Basic Services, the following services are not included as part of Basic Services and will be paid for by Owner as Additional Services, using the basis of compensation for Additional Services, as indicated in the specific Task Order.
1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Specific Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Specific Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Specific Project.
 2. Services resulting from significant changes in the scope, extent, or character of the portions of the Specific Project designed or specified by Engineer, or the Specific Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date of the Task Order or are due to any other causes beyond Engineer's control.
 3. Services required as a result of Owner's providing incomplete or incorrect Specific Project information to Engineer.
 4. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
 5. Undertaking investigations and studies including, but not limited to:
 - a. detailed consideration of operations, maintenance, and overhead expenses;
 - b. based on the engineering and technical aspects of the Project, the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services do not include rendering advice regarding municipal financial products or the issuance of municipal securities;

- c. preparation of appraisals;
 - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
 - e. detailed quantity surveys of materials, equipment, and labor; and
 - f. audits or inventories required in connection with construction performed or furnished by Owner.
6. Furnishing services of Consultants for other than Basic Services.
7. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.