

**SUGGESTED FORM OF  
TASK ORDER**

This is Task Order No. <u>004</u> , consisting of <u>3</u> pages.
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**Task Order**

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*[NOTE TO USER: Modify as to scope, compensation, schedule, and other key items.]*

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated Tuesday, July 19, 2022 ("Agreement"), Owner and Engineer agree as follows:

**1. Background Data**

- a. Effective Date of Task Order: Tuesday, July 19, 2022
- b. Owner: City of Schertz
- c. Engineer: M&S Engineering, LLC
- d. Specific Project (title): City of Schertz Building 10 A/E Services
- e. Specific Project (description): The project will consist of providing professional architecture and engineering services for Building 10 Renovation. Our scope of work will include As-Built Drawings unless Drawings will be provided, Programming, and evaluation/re-configuration of the existing building for Parks Department. Upon approval of the final Conceptual Plan, we will provide design drawings for permit and construction. The project Construction Budget is not yet determined.

**2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
  - As follows: See attached Proposal Letter Tuesday, July 19, 2022
- B. Other Services: None
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

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**Task Order Form**

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.  
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### 3. Additional Services

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

- As follows: See attached Proposal Letter Tuesday, July 19, 2022

### 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: **None**.

### 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: ***We anticipate 3-6 month duration.***

### 6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows: See attached Proposal Letter Tuesday, July 19, 2022.
- 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:

- A. Architectural: RVK Architecture
- B. Structural: Lundy and Franke Engineering

### 8. Other Modifications to Agreement and Exhibits: None

### 9. Attachments: Proposal Letter Tuesday, July 19, 2022.

**10. Other Documents Incorporated by Reference: None**

**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 Tuesday, July 19, 2022.

OWNER:

By:

  
\_\_\_\_\_

Print Name: Dr. Mark Browne

Title: City Manager

ENGINEER:

By:

  
\_\_\_\_\_

Print Name: (Trey) Thurl D. Sims, P.E.

Title: MEP Division Manager

Engineer License or Firm's

Certificate No. (if required): #F-1394

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: John Woolston

Title: Facilities Manager

Address: 1400 Schertz Parkway, Schertz, 78154

E-Mail Address: jwoolston@schertz.com

Phone: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: (Trey) Thurl D. Sims, P.E.

Title: MEP Division Manager

Address: 376 Landa St. New Braunfels, TX

E-Mail Address: tsims@msengr.com

Phone: (210) 289-9691



July 19, 2022

The City of Schertz  
Attn: Scott McClelland, PE  
10 Commercial Place, Building 2  
Schertz, TX 78154  
Office: 210-619-1809  
smcclelland@schertz.com

Reference: City of Schertz Building 10 Architectural and Engineering Services.

Mr. McClelland,

Thank you for your interest in the capabilities of M&S Engineering (M&S) and allowing us the opportunity to work with you on this project. This proposal is based on our discussions with you and the following:

#### **Project Description**

1. The project will consist of providing professional design services for an existing approximate 3,000 SF building for the City of Schertz, Texas.
2. The scope would include:
  - a. Field Verification.
  - b. Schematic Design.
  - c. Design Development.
  - d. Construction Documents.
  - e. Procurement.
  - f. Construction Phase Services.
3. Bathrooms would need to be modified and ADA compliant.
4. New Fire Alarm and LED Lighting.
5. New HVAC systems or modifications to existing to comply with current code.
6. The project Construction Budget is not yet determined.
7. M&S would subcontract RVK Architecture to provide architectural services.

#### **Scope of Work**

M&S Engineering will provide professional services to assist you with the engineering for the project as described above. Our proposal includes providing the following services in support of the engineering required for this project:

#### **Architectural**

1. As-Built Drawings – We will conduct field verification and provide Auto-CAD drawings of the existing 1-story building including walls, doors, and windows, but excluding areas that are not accessible due to equipment and/or debris obstruction or, areas that are structurally unsafe.
2. Schematic Design —Based on Site and Program information you provided to us, we will prepare a Site Plan study illustrating the size and relationship of the Project components. We will develop

design sketches to determine the scale and character of the Project. We will prepare Schematic Floor plans.

3. Design Development - Based on the approved Schematic Design work, we will prepare additional drawings and other documents to adjust and describe the size and character of the Project.
4. Construction Documents - Based on the approved Design Development work, we will prepare architectural construction drawings and specifications setting forth the requirements for the construction of the project.
5. Structural – provide site visit and letter.
6. Construction Administration as stated below.

#### MEP Design

1. Conduct an assessment to document existing MEP system locations, conditions, capacities, and general code compliance.
2. Mechanical Design (Division 23)
  - a. Specify HVAC equipment.
  - b. Provide a mechanical floor plan showing locations of HVAC equipment, sized ductwork, supply and return air grilles.
  - c. Complete code compliance documentation (COM Check) for mechanical systems.
  - d. Provide applicable specifications.
3. Electrical Design (Division 26)
  - a. Provide one-line diagram and applicable panel schedules for new equipment.
  - b. Provide electrical floor plans of power receptacles and equipment connections.
  - c. Analyze photometrics, select light fixtures, select lighting controls. Provide designs for interior, exterior, and site lighting to meet IECC requirements.
  - d. Complete code compliance permit documentation (COM Check) for lighting.
  - e. Provide applicable specifications.
4. Plumbing Design (Division 22)
  - a. Coordinate with Civil Engineer and/or utility for water supply and sewer.
  - b. Analyze existing and proposed domestic water and sanitary sewer loads.
  - c. Coordinate fixture selections and create a fixture schedule.
  - d. Determine water heater size(s) and provide selections and schedule.
  - e. Provide water supply and sanitary sewer floor plans out to five feet beyond the building.
  - f. Complete code compliance permit documentation (COM Check) for water heaters.
  - g. Provide applicable specifications.
5. Construction Administration as stated below.

#### Construction Support & Administration

1. Based on 6-month construction duration. Additional site visits or services beyond 6-month would be additional services.
2. (In-office)
  - a. Engineer/Architect shall perform during the construction period in-office reviews of all material and equipment submittals; respond electronically to RFI's; and prepare and assist with ASI's when necessary.



3. (On-site)

- a. Engineer/Architect shall perform during the construction period site visits at the written request of Client whereby Engineer/Architect will assess construction progress and performance as compared to the requirements in the construction documents.
  - i. Assumption: one site visit per month for 6-month duration (6 total site visits RVK and 2 total site visits M&S).
  - ii. Observations shall be documented in a written Field Report and submitted to Client.
  - iii. Visit the construction site at intervals appropriate to the stage of construction to: become generally familiar with and keep the client generally informed about the progress and quality of the portion of the construction completed; make a reasonable effort to identify defects and deficiencies in the construction; determine generally whether the construction is being Performed in a manner indicating that the project, when fully completed, will be in accordance with the Architectural Plans and specifications.
  - iv. Notify the client in writing of any substantial deviation from the Plans and specifications that may Prevent the building from being occupied or utilized for its intended use.
- b. Pre-Construction meeting, substantial completion punch list, final inspections, code-required inspections, meetings, or any visit to the project site by Engineer or Architect shall be considered a construction site visit.

**Deliverables**

- 1. Progress Review Sets.
  - a. Field Verification. Architectural.
  - b. Schematic Design. Architectural.
  - c. Design Development. Architectural and MEP.
  - d. Construction Documents. Architectural and MEP.
- 2. Final Plans for permit and construction.

**Assumptions**

Our proposal is based on the following:

- 1. All M&S deliverable drawings will be provided in PDF format.
- 2. Free access to the site will be provided to M&S Staff and our subconsultants.

**Pricing**

M&S Engineering will provide the scope of work as described for the Not-to-Exceed amount of **\$49,000.00** without prior written authorization from the City. The project will be invoiced as follows:

- |                                   |             |
|-----------------------------------|-------------|
| 1. Design (construction drawings) | \$37,000.00 |
| 2. Construction Phase             | \$12,000.00 |



