

**PROFORMA TASK ORDER**

**COACHELLA VALLEY WATER DISTRICT  
PROFESSIONAL SERVICES AGREEMENT  
TASK ORDER NO. 4**

This Task Order No. 4 (“Task Order”) is entered into this \_\_\_\_ day of \_\_\_\_\_ 2024 by and between Coachella Valley Water District (“CVWD”) and Harper & Associates Engineering, Inc. (“Consultant”).

**RECITALS**

A. On or about January 16, 2023, CVWD and Consultant executed that certain Professional Services Agreement (“Agreement”).

B. The Agreement provides that the parties would enter into a Task Order to make changes to or authorize certain work set forth in the Scope of Services (as defined in the Agreement). The purpose of this Task Order is to make changes to or authorize work on the terms and conditions set forth herein.

NOW, THEREFORE, the parties hereto hereby agree:

1. Section 1.1 of the Agreement is hereby amended to include those services listed on Exhibit “1” attached hereto and by this reference incorporated herein.

2. Section 2.1 of the Agreement is hereby amended to increase the amount to be paid by CVWD to Consultant as more particularly set forth on Exhibit “1.”

3. In the event this Task Order authorizes additional work or confirms work set forth in the Task Order but not authorized, Consultant shall perform the services listed in Paragraph 1 above pursuant to the schedule set forth on Exhibit “1.”

4. Consultant acknowledges that the compensation (time and cost) set forth herein comprises the total compensation due for the work defined in this Task Order. The signing of this Task Order acknowledges full mutual accord and satisfaction for the work and that the stated time and/or cost constitute the total equitable adjustment owed the Consultant as a result of the authorized work.

5. Except as amended or supplemented herein or in previous task orders, the terms and conditions of the Agreement shall remain in full force and effect. Notwithstanding the immediately preceding sentence, the Agreement shall be interpreted in a manner consistent with the intent of this Task Order.

IN WITNESS WHEREOF, CVWD and Consultant have caused this Task Order No. 4 to be executed as of the day and year first above written.

“CONSULTANT”

HARPER & ASSOCIATES  
ENGINEERING, INC., a California  
Corporation

By:   
Name: Krista Harper  
Its: Vice President

“CVWD”

COACHELLA VALLEY WATER DISTRICT, a  
public agency

By: \_\_\_\_\_  
Name: J. M. Barrett  
Its: General Manager

EXHIBIT "1"

TO

TASK ORDER NO. 4

A. Description of Services Included, Deleted or Authorized.

Consultant shall provide engineering services to update the technical specifications and plans for the Reservoir 7101-2 Project. The scope of service includes the tasks as outlined in Consultants proposal dated September 4, 2024, attached hereto and incorporated herein by this reference.

B. Increase, Decrease, or Confirmation of Amount to be Paid to Consultant.

The total amount paid for services rendered by Consultant under the Task Order shall not exceed the sum of \$8,080.

C. Time to Perform Services Listed Herein.

Work shall commence immediately upon execution of this Task Order by both parties and shall conclude by November 30, 2024.

# HARPER & ASSOCIATES ENGINEERING, INC.

CVWD Reservoir 7101-2  
September 4, 2024



## CONSULTING ENGINEERS

1240 E. Ontario Ave., Ste. 102-312 Corona, CA 92881-8671

Phone (951) 372-9196 Fax (951) 372-9198

[www.harpereng.com](http://www.harpereng.com)

PROPOSAL TO  
COACHELLA VALLEY WATER DISTRICT  
FOR  
ENGINEERING CONSULTING SERVICES TO UPDATE THE TECHNICAL  
SPECIFICATIONS AND PLANS FOR ALTITUDE VALVE AND BIDDING ASSISTANCE  
FOR THE NEW WELDED STEEL WATER RESERVOIR

I. PROJECT DESCRIPTION

A. The original welded steel water 7101-2 Reservoir design of 76 ft. dia. by 43 ft. high needs to be increased in accordance with current seismic codes to 76 ft. dia. by 45 ft. high.

B. SCOPE OF WORK –UPDATE SPECIFICATIONS AND PLANS

1. Telephone communication with District to verify approach to project and determine the scope of work for the altitude valve.
2. Update technical specification and AutoCAD plans for the altitude valve addition for inclusion in an Addendum.
3. Submit plans and specifications PDF of the plans and the specifications for 90% review, discuss revisions with District via telephone communication and accomplish all revisions determined needed.
4. Submit plans and specifications electronically (in CAD and PDF for plans and in Word and PDF for specifications) for 100% review, discuss revisions with District via telephone communication and accomplish all revisions determined needed.

C. BIDDING ASSISTANCE

1. Provide answers for requests for information from potential bidders and prepare addenda as required to document addition of the altitude valve and other design changes and/or RFI clarifications.
2. Assist District in telephone evaluation of bids received, make recommendations for award or rejection and completion of the USDA Bid Award checklist.

II. DISTRICT RESPONSIBILITIES

- A. The District shall provide the following items, personnel and/or services to be utilized in connection with this work.
  - 1. The District shall make available to the Consultant reasonable and timely staff input for purposes of conference discussion, reviewing submissions from the Consultant, providing information and/or suggestions relating to the work in a manner such that the Consultant may meet the project completion schedule.
  - 2. District will provide payment on monthly progress estimates to the Consultant based upon work accomplished during the previous month or portion thereof.

III. WORK PRODUCT

- A. The District designee shall at all times have access to the work product of the Consultant while it is under preparation or in progress. Upon completion of the project, all drawings, documents and notes shall become property of the District.

IV. DESIGNATED REPRESENTATIVES

- A. Project shall be under direct control of Ms. Krista Harper, P.E., to whom all questions may be directed. It is understood the District's representative will be Mr. Jesse Aguilar, who will provide the interface between the District's Staff and Consultant.

V. COST ESTIMATE

- A. Based on previously noted scope of work, costs have been prepared and provided on the attached cost sheet.

IX. ACCEPTANCE OF PROPOSAL

- A. The cost estimate, terms and conditions of this proposal are valid for sixty days from receipt of proposal. Acceptance shall be deemed valid upon receipt by Harper & Associates Engineering, Inc. of the original proposal executed by the District's authorized representative within noted time frame. Acceptance will be in whatever form is routinely used by District.

X. CONFIDENTIALITY OF PROPOSAL

- A. The content of this proposal and any conversations with Consultant regarding this proposal are considered to be confidential and is not for publication, discussion or knowledge of any person or persons who are not employees of District.

Respectfully submitted,

HARPER & ASSOCIATES ENGINEERING, INC.



Krista Harper  
Vice President

PROPOSAL COST SHEET AND RATES

UPDATE SPECIFICATIONS AND PLANS AND BIDDING ASSISTANCE FOR RESERVOIR 7101-2

Scope	Categories	Estimated Hours	Hourly Rate	Extended Rate
<b>Update Specifications &amp; Plans and Bidding Assistance</b>	Project Manager	24	\$205.00	\$4,920
	Project Engineer	8	\$190.00	\$1,520
	Draftsman	12	\$125.00	\$1,500
	Clerical	2	\$70.00	\$140
<b>TOTAL</b>				<b>\$8,080</b>

**PROJECT TOTAL**

**\$8,080**

September 4, 2024