

**STANDARD TASK ORDER FORM/SCOPE OF SERVICES**  
**TASK ORDER NO. 1**  
**TO**  
**MASTER PROFESSIONAL SERVICES AGREEMENT**

**CLIENT:** Greater Salt Lake Municipal Services District  
Effective Date of Master AGREEMENT: August 13, 2025

THIS TASK ORDER NO. 1 TO THE MASTER PROFESSIONAL SERVICES AGREEMENT (this "TASK ORDER" or "SCOPE OF SERVICES") is made and entered into as of the 5th day of November, 2025, by and between the Greater Salt Lake Municipal Services District (herein called "CLIENT") and Kimley-Horn and Associates, Inc., (herein called "CONSULTANT") who agree as follows:

- 1. PROJECT.** The PROJECT associated with this TASK ORDER is described as follows: Prepare a Categorical Exclusion for approval of environmental documentation for the 2700 S Sidewalk and 8000 W Realignment project. The PROJECT SITE is located as follows: 2700 S from 8400 W to 8000 W, including a realigned section that meets 2820 S, Magna City.
- 2. SCOPE OF SERVICES.** The SCOPE OF SERVICES and deliverables associated with this TASK ORDER is attached hereto as Attachment A.
- 3. FEES.** CLIENT shall reimburse for services provided under this TASK ORDER on a time and expense basis which shall not exceed \$67,500.00 (the "Maximum Project Fee"). Unless otherwise indicated above, payment shall be in accordance with the FEE SCHEDULE attached as Exhibit C to the Master Professional Services AGREEMENT (the "Master AGREEMENT"), unless a different FEE SCHEDULE is attached hereto as Attachment B, and in accordance with the Master AGREEMENT.
- 4. SCHEDULE.** The SERVICES associated with this TASK ORDER are anticipated to be completed within 6 months (the "Project Time") following written authorization from the CLIENT to proceed.
- 5. ATTACHMENTS AND EXHIBITS.** Both Parties have read and understood all attachments and Exhibits referenced in or attached to this TASK ORDER and agree that such items are hereby incorporated into and made a part of this Task Order and the Master AGREEMENT.

IN WITNESS WHEREOF, CLIENT and CONSULTANT have executed this TASK ORDER as of the date first above written.

**GREATER SALT LAKE MUNICIPAL  
SERVICES DISTRICT (CLIENT):**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PROFESSIONAL SERVICE PROVIDER  
(CONSULTANT):**

By: Teresa Gresham

Printed Name: Teresa Gresham

Title: Senior Associate

**ATTACHMENT A TO TASK ORDER**  
**SCOPE OF SERVICES AND DELIVERABLES**  
**(to be attached before Task Order is signed)**



November 3, 2025

Tolin Hessel  
Greater Salt Lake Municipal Services District  
860 Levoy Drive, Suite 300  
Taylorsville, UT 84123

Re: Letter Agreement for Professional Services for  
2700 S Sidewalk & 8000 W Realignment  
NEPA Services

Dear Mr. Hessel,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this Scope of Services and Deliverables (the "Agreement") to the Greater Salt Lake Municipal Services District ("MSD" or "Client") for providing NEPA services for 2700 S Sidewalk & 8000 W Realignment Project, which will include a realignment of 2700 S (traveled way, sidewalk, curb, and gutter) from approximately 8058 W to 8000 W. Improvements for pedestrian safety include new sidewalk, curb, and gutter continuing on 2700 S to 8400 W, approximately 0.25 miles, and on 8000 W from W 2820 S to the existing intersection with 2700 S, approximately 200 feet, in Magna Utah.

### **Project Understanding**

The proposed project is a grant award project with federal funds allocated from Wasatch Front Regional Council (WFRC) through Surface Transportation Program (STP) grants. Therefore, documentation is required under the National Environmental Policy Act (NEPA). It is assumed that a Categorical Exclusion is the appropriate level of documentation. The CatEx will be prepared in coordination with UDOT and submitted via UDOT's ePM system. A copy of the final CatEx will be sent to MSD.

Before scope development, UDOT was consulted regarding the appropriate cultural, aquatic, and species resource deliverables. The scope below reflects those discussions and their recommendations.

Kimley-Horn has retained SWCA ("subconsultant") to conduct the cultural resource survey for this project.

### **Scope of Services**

The Kimley-Horn team will provide the services specifically set forth below.

#### **Task 1. Project Management**

This task includes the overall coordination and administrative efforts required to effectively manage the design process and ensure consistent communication with the MSD and stakeholders.

*Kimley-Horn will:*

- Develop and maintain a project work plan and schedule
- Coordinate internal design teams and subconsultants
- Conduct up to two (2) one (1) hour structured coordination meetings with MSD/UDOT
- Prepare meeting agendas, notes, and progress updates
- Respond to MSD correspondence and requests throughout the project
- Project administration tasks including invoicing and subconsultant contract management

## **Deliverables:**

- Meeting agendas and summaries
- Coordination emails and decision logs
- Monthly invoices and notes.

## **Task 2. Environmental Documentation**

### **1E1. Evaluate Environmental Needs**

#### *Cultural Resources Pre-Field Research and Authorization*

Before fieldwork, SWCA will submit a fieldwork authorization request to UDOT per agency guidelines. SWCA will conduct a preliminary file search prior to the field survey, then conduct a formal file search for the reporting process. The file search will include all known historic properties and buildings, cultural resources, and previously conducted projects within 0.5 mile of the cultural resources study area using Utah Division of State History acceptable file search methods. The file search will result in a table of all sites and previously conducted projects within the study area and a 0.5-mile buffer, which will appear in the report and be available before the fieldwork crew conducts the field inventory. SWCA will consult other published and non-published material to identify the potential presence of cultural resources to supplement the file search.

#### *Archaeological Resources Fieldwork*

SWCA will conduct an intensive-level pedestrian archaeological inventory (survey) of the cultural resources study area to identify any potential archaeological resources. SWCA will conduct the survey by walking pedestrian transects spaced no more than 15 meters (50 feet) apart across the study area. The field crew will be overseen by a principal investigator who is listed on SWCA's Utah Public Lands Policy Coordinating Office permit. No testing or shovel probing will be conducted as part of the survey. Based on preliminary file search results, SWCA anticipates that there will be one archaeological resource that will need to be documented. In addition, even though a small portion of the proposed study area has not been previously surveyed, there is a low potential for any new archaeological resources to be identified. If any new sites are discovered, SWCA archaeologists will record them on the Utah Archaeology Site Forms (UASF) and will immediately notify KH and UDOT of any new potentially eligible site discoveries. Any identified isolated artifacts or features will also be documented, as required. UDOT will be informed when the fieldwork session has been initiated and completed.

#### *Architectural Resources Fieldwork*

SWCA will also document all historic-age architectural resources located on parcels that fall within the cultural resources study area. This will consist of examining each building exterior, noting architectural type and style, determining approximate age, identifying alterations that would affect the quality and eligibility of historic-age properties for the National Register of Historic Places, identifying and documenting contributing outbuildings, and taking digital photographs. For this survey, historic architectural resources are defined as those 45 years or older (i.e., built during or prior to 1980), to preserve the longevity of the survey through project implementation. All work will be conducted in accordance with UDOT and Utah State Historic Preservation Office (SHPO) guidelines, as outlined in UDOT's Environmental Process Manual of Instruction (revised 2023) and SHPO's Reconnaissance Level Survey Guidelines for Architectural Resources (revised 2024) and as modified through verbal agreement with UDOT to accommodate Electronic Section 106 Documentation Submittal System (e106) requirements. Based on preliminary records searches, SWCA anticipates that there will be nine historic-age architectural resources and one subdivision within the cultural resources study area that will need to be documented.

#### *Cultural Resources Reporting*

SWCA has prepared the following reporting process based on our understanding of the work that is required and UDOT's associated internal workflow processes. Two draft cultural resources technical reports (one archaeological and one architectural) of the work conducted for the project will be submitted to UDOT for



review within 30 days of completion of fieldwork. These technical reports will adhere to UDOT and SHPO guidelines for technical reports and will detail the field procedures that were employed during the project and the results of the survey, including any forms prepared for archaeological and/or architectural resources identified. Upon receiving UDOT's review of the draft technical reports, the reports will be revised as appropriate, and a final version of those reports will be returned so that UDOT can submit the report to SHPO for its concurrence.

*Assumptions:*

- For this project, UDOT is the lead agency for environmental document review and MSD is the lead agency for project facilitation. No other agency coordination will be needed for this project.
- A Section 4(f) evaluation is not included, as there are no anticipated impacts to any 4(f) properties for this project. If there are adverse effects under Section 106, a Section 4(f) evaluation will be prepared under a future task order.
- KH or UDOT will provide SWCA with geographic information system (GIS) data delineating project area boundaries prior to fieldwork. SWCA will not need to digitize or geo-reference any spatial data, and the study area will not exceed the current project estimation.
- The cultural resources study area is expected to fall predominately within UDOT's and/or the city's ROWs, while minimally extending into and across private property boundaries. All private landowner coordination will be conducted by KH prior to the cultural resources field survey.
- SWCA will have uninhibited access to the study area, and our ability to conduct fieldwork will be unimpeded by weather, road construction, landowner restrictions, force majeure, or any other factor(s) outside of SWCA's control.
- SWCA anticipates that the presence of inclement weather would result in a schedule delay. In the event that inclement weather occurs while SWCA is in the field and would need to stop work, SWCA will include a contingency in their fee that would cover up to one (1) field mobilization in the event of inclement weather. Any additional mobilization would require a change order.
- All stakeholder coordination and consultation per the requirements of Section 106 of the National Historic Preservation Act will be conducted by UDOT, including consultation regarding cultural resources with Native American Tribes, certified local governments, other agencies, and any other interested parties. MSD and the Consultant are not responsible for conducting this consultation.
- SWCA will be responsible for addressing one round of comments provided by UDOT on each of the project deliverables (as outlined above).
- SWCA will provide all final documents and files in the appropriate e106 format (as required by the Utah SHPO) to UDOT and MSD.

**2E1. Prepare Environmental Document**

Kimley-Horn will prepare a memo summarizing the purpose and need and project description, and submit to MSD and UDOT for review.

Kimley-Horn will prepare a Water Resources Memo summarizing waters of the U.S., floodplain, and total disturbance within the study area. This memo will be submitted to UDOT for use in their development of a concurrence memo for inclusion in the CatEx.



Kimley-Horn will prepare a Biological Resources Memo summarizing potential for protected species habitat within the study area. This memo will be submitted to UDOT for use in their development of a concurrence memo for inclusion in the CatEx.

Kimley-Horn will prepare a Cultural Resources Memo summarizing anticipated impacts to resources determined to be eligible for or listed on the National Register of Historic Places, including maps illustrating each property. This memo will be submitted to UDOT for use in their development of a concurrence memo for inclusion in the CatEx.

Kimley-Horn will prepare maps of the natural and human environmental resources, and summarize the information gathered and documented in the previously described technical reports into the UDOT standard CatEx format. The report will include appropriate figures, appendices, and references. The draft CatEx will be submitted to MSD and revised based on comments.

Kimley-Horn will plan and facilitate a public hearing. A public hearing is anticipated due to the nature of the horizontal change in alignment. This will include advertising the hearing in two newspapers and mailing postcard notifications to adjacent property owners; preparing sign-in forms, handouts, and exhibits at the meeting; and summarizing public comments from the meeting. There will not be a formal presentation.

Kimley-Horn will coordinate with the MSD and UDOT through the document development process. One virtual meeting is included to review comments or discuss project status.

*Assumptions:*

- Based on the conceptual design, it is assumed new right-of-way and temporary construction easements (TCEs) may be needed.
- A Biological Resources Memo will be appropriate to evaluate potential threatened and endangered species, and a survey is not required. It is anticipated that there will be no species impacts from the project.
- A Water Resources Memo will be appropriate to evaluate potential streams and wetlands, and a survey is not required. It is anticipated that there will be no wetland or stream impacts from the project.
- No permits are anticipated.
- Kimley-Horn assumes two (2) advertisements for public hearing will be posted in two (2) separate newspapers. Kimley-Horn will prepare and post the advertisement for the public hearing. Costs related to the advertisement will be paid by Kimley-Horn.
- Kimley-Horn assumes one (1) public hearing will be sufficient.
- Kimley-Horn will prepare and set up the public hearing. Costs related to the public hearing will be paid by Kimley-Horn.

**4E1. Obtain Environmental Document Approval**

Kimley-Horn will provide the draft CatEx to the UDOT Region 2 environmental manager and will revise the document to address comments. Kimley-Horn will coordinate with UDOT to resolve questions with the goal of obtaining UDOT's signature on the CatEx.

*Assumptions*

- Prior to submitting to UDOT Region 2 for review, Kimley-Horn will submit the draft CatEx to MSD for revision.
- Up to two (2) rounds of revision with MSD are anticipated.

**Task 3. Right-of-Way Coordination**

Kimley-Horn will:



- Collect Existing Property Data
  - Obtain current property plats, deeds, and ownership records for all parcels within the project area.
  - Gather previous survey data and right-of-way maps from local agencies (Magna City, MSD, UDOT).
- Review Project Limits
  - Analyze the proposed design concept to define the geographic limits of the project.
  - Identify all properties potentially impacted by the realignment and sidewalk improvements.
- Field Verification
  - Conduct site visits to verify physical boundaries, existing markers, and any discrepancies with recorded data.
  - Document visible encroachments, fences, utilities, and other features affecting ROW.
- Boundary Analysis
  - Compare collected property data with the design concept to determine where new ROW or easements are needed.
  - Identify gaps, overlaps, or conflicts between proposed improvements and existing property lines.
- Coordinate with Stakeholders
  - Share findings with Magna City, MSD Engineering, and UDOT for review and feedback.
  - Update maps and documentation based on stakeholder input.
- Document Findings
  - Compile a summary report of ROW research, including all supporting documentation, maps, and recommendations for next steps.

*Deliverables:*

The deliverables listed below will sent to MSD.

- Compiled property records and plats for all parcels within the project area.
- Summary report of ROW research findings, including identification of all impacted properties.
- Preliminary ROW boundary maps showing existing and proposed boundaries.
- Recommendations Memo for any additional ROW or easements needed for the design concept.

**Task 4. Concept Design**

Kimley-Horn will provide conceptual design services to support preparation of the Categorical Exclusion and to establish a design basis for the project. Our team will:

- Review existing concept design and grant applications provided by MSD to confirm assumptions, design intent, and funding eligibility.
- Develop an updated concept exhibit that reflects proposed improvements for environmental clearance.
- Establish ROW boundaries for the concept design.
- Address key corridor design considerations, including the existing irrigation ditch along the north side of 2700 South, utility relocation needs, and striping adjustments at intersection tie-ins.
- Prepare a planning-level opinion of probable cost based on current concept refinements, MSD/UDOT standards, and recent bid history.
- Coordinate with MSD Engineering, Magna City, and UDOT during development of the concept to confirm that proposed improvements are consistent with environmental documentation requirements and community expectations.

*Deliverables:*

The deliverables listed below will sent to MSD.

- Concept design exhibit suitable for environmental clearance and public presentation
- Updated planning-level cost estimate



### **Additional Services**

Any services not specifically provided for in the above scope will be billed as additional services and will be managed through a change order.

### **Information Provided By Client**

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

### **Schedule**

We will provide the NEPA document and supporting technical studies as expeditiously as practicable.

It is assumed work will begin November 2025 and be completed and provided to MSD within approximately 6 months.

### **Fee and Expenses**

Kimley-Horn will perform the services in Tasks 1 - 4 on a labor fee plus expense basis with the maximum labor fee shown below. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1. Project Management	\$ 7,500.00
Task 2. Environmental Documentation	\$ 39,000.00
Task 3. Right-of-Way Coordination	\$ 12,000.00
Task 4. Concept Design	\$ 9,000.00

<b>Total Fee</b>	<b>\$ 67,500.00</b>
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Kimley-Horn will not exceed the total maximum labor and cost fee, including that of subconsultants, shown without authorization from the Client. However, Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to Attachment B. Direct reimbursable expenses such as express delivery services, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, an invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number

### **Closure**

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the provisions of the Master Professional Services Agreement dated August 13, 2025, between Kimley-Horn and Associates, Inc., a North Carolina Corporation and the Greater Salt Lake Municipal Services District.





Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in a PDF. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

\_\_\_\_\_ Please email all invoices to Tolin Hessel <thessel@msd.utah.gov>

\_\_\_\_\_ Please copy \_\_\_\_\_

To ensure proper set up of your projects so that we can get started, please complete and return. Failure to supply this information could result in delay in starting work on this project.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed: 

Printed Name: Teresa Gresham, P.E.

Title: Senior Associate

# Kimley-Horn and Associates, Inc.

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## Hourly Labor Rate Schedule

<b>Classification</b>	<b><i>Rate</i></b>
Analyst I	\$130 - \$160
Analyst II	\$170 - \$200
Professional	\$200 - \$230
Senior Professional I	\$255 - \$325
Senior Professional II	\$350- \$410
Senior Technical Support	\$120 - \$300
Technical Support	\$100 - \$175
Support Staff	\$85 - \$145

Effective through June 30, 2026

Subject to annual adjustment thereafter

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract