



KILLEEN INDEPENDENT SCHOOL DISTRICT

P.O.BOX 967•200 NORTH W.S. YOUNG DRIVE•KILLEEN, TEXAS 76540-0967
(254) 336-0074

Dr. Jo Ann Fey
Superintendent

TASK REQUEST

Agreement made on June 10, 2025

Owner:

Killeen Independent School District
200 N WS Young Drive
Killeen, Texas 76543 and

Architect*:

LCCx, LLC
8304 Puerta Vista Dr., Suite A
San Antonio, TX 78757

*For purposes of this Agreement (including this Task Request), the term “Architect” shall mean “Engineer” with all required licenses in the State of Texas.

Project:

Killeen ISD Central Administration Building Renovation

Solely with regard to the Project defined herein, this Task Request modifies the existing Standard Form of Agreement Between Owner and Engineer for Architectural Services on a Task Request Basis, AIA Document C103-2015, as modified by Owner, dated 02/12/2019 (the “Agreement”). Except as modified in this Task Request, all terms and provisions of the Agreement shall remain in effect. As stated, the modifications noted in this Task Request shall only be applicable to the specific Project described herein.

SCOPE OF SERVICES AND SCHEDULE

§1.1 Section 1.1, is hereby amended to include the following:

Architect shall perform Commissioning services for the Killeen Independent School District’s Central Administration Building Renovation (“Project”) as more fully described in the proposal attached as Exhibit 1, which is attached for reference purposes only. In case of any conflict between Exhibit 1 and the Agreement or this Task Request, the Agreement and this Task Request shall control, provided that any services set forth in Exhibit 1 that are not otherwise described in the Agreement shall be included in the scope.

§1.3 Section 1.3 is hereby amended as follows:

The Project schedule shall be as follows unless modified by agreement of the Owner:

06/11/2025	Construction Starts
07/30/2026	Substantial Completion
30 days from final completion of construction	All commissioning work to be completed

§8.1 Section 8.1 is hereby amended as follows:

For Architect's Basic Services as set forth in Article 3 and designated in Article 4, and as further described in this Task Request, Architect shall be paid a total fee of \$63,340.82 as further described in Exhibit 1. Any additional services shall be charged on an hourly or lump sum basis as may be agreed to in writing by the parties. No additional fees other than the above stated lump sum amount shall be incurred without Owner's prior written agreement.

The services provided under this Task Request shall commence upon approval of the Board of Trustees.

OWNER:
KILLEEN INDEPENDENT SCHOOL
DISTRICT

ARCHITECT:
LCCX, LLC d/b/a
Lackey de Carvajal Cx



Kallen Vaden
Chief Financial Officer

Michael W. Lackey, PE,
Manager



March 25, 2025

Troy Kittell
KISD Facilities Services
512-966-1087
troy.kittell@killeenisd.org

RE: LCCx 25.0307 Proposal for Professional Services Agreement
Project: Central Administration Building Renovation
Professional Commissioning Services
Location: 777 N Twin Creek Dr. Killeen, TX

Dear Mr. Kittell,

Thank you for the opportunity for LCCx, LLC (hereinafter called LCCx) to furnish our Professional Services Proposal to provide **Commissioning Services** for the above **Project** (Hereinafter called **PROJECT**) to KISD (hereinafter called **CLIENT**). This Proposal Letter outlines our Fee Proposal subject to an executed Professional Services Agreement.

PROJECT SCOPE:

Provide Commissioning Services for the **Project** to verify that the MEP Systems are functional as designed and to meet Commissioning requirements as per IECC2021 and ASHRAE Guideline 0-2005. Verification shall be through testing and field observations.

GENERAL ASSUMPTIONS:

1. Design and Construction documents will be provided by the Designers and Contractors.
2. Contractor Personnel and MEP trade contractors will be made available for field verification.
3. Design Personnel will be made available for design assistance and field verification if necessary.
4. Any necessary repairs or adjustment to equipment will be by others, under contract to the Owner.

PROJECT SCHEDULE

All work to be completed within 30 days from Final Completion, provided all systems function as intended by the Owner.

COMMISSIONING SCOPE OF WORK

Shall be as per the Attached Appendix 1, Commissioning Plan and the Commissioning Specification.

SYSTEMS TO BE COMMISSIONED

HVAC Systems:

- Rooftop units (qty.2)
- DOAS units (qty.5)
- VRF system (112 indoor units, 8 outdoor units, 19 heat recovery devices)

Exhibit 1

25.0307 KISD Central Admin CX

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- Ductless split systems (qty. 16)
- Exhaust fans (qty. 16)
- BMS controls

Domestic Hot Water Controls

- Water heaters/circulation pump
- Verification of hot water temperature at fixtures

Lighting Control Systems

CLARIFICATIONS AND QUALIFICATIONS:

- We include coordination of Commissioning with PM.
- TAB report required, one (1) week before Commissioning begins
- Completed BAS point to point check required one (1) week before commissioning begins.
- We include one Commissioning verification site visit.
- All work to take place during normal business hours (M-F, 7:30 AM-4:00 PM)
- Clean filters to be in place before Commissioning is performed
- Controls contractor will be available full time during Functional Testing
- All lifts, ladders, and access, etc.(as necessary) provided by others
- For Commissioning of the lighting controls system, we require the programming subcontractor to be onsite during testing.
- For domestic hot water system testing we require the plumbing contractor to be onsite during testing.

EXCLUSIONS:

- GC/CMAR to prepare all O&M's and Systems Manuals
- O&M Manual Review
- Training Verification
- Systems Manuals
- Alternate Season Testing, unless noted otherwise
- IT Power and Systems
- Grounding System
- Electrical Power and Emergency Power
- Emergency Generator and ATS
- Plumbing systems other than domestic hot water
- Building Enclosure Commissioning

We relied on the following documents for pricing:

- MEP plans provided in Draft Copy dated 3-3-2025



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Exhibit 1

25.0307 KISD Central Admin CX

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COMPENSATION

Based on the Scope of Work for the Described Services per the attached **Detailed Description of Scope of Work and Schedule of Values, Appendix 1**, attached, we propose a Professional Services Agreement of:

BASE PROPOSAL COMMISSIONING	\$63,340.82
ADD ALTERNATES:	\$0.00
TOTAL FEE PROPOSAL	\$63,340.82

In the event of performing the work described above, we propose a lump sum fee for all services of **\$63,340.83 sixty-three thousand, three hundred- forty dollars and eighty-three cents.**

TERMS AND CONDITIONS

REIMBURSABLE EXPENSES:

Reimbursable expenses will include the following:

- Out of town (Austin/San Antonio area) travel and related expenses (hotels, meals, car rental, taxis, etc.).
- Messenger service and express mail.
- Document printing, reproduction and plotting costs

ADDITIONAL SERVICES:

This fee is for basic services provided above; it does not include any other service unless specifically mentioned. All additional work and fees must be agreed to in writing prior to our undertaking of this work and will be invoiced on an hourly or lump sum basis, as agreed.

HOURLY RATES:

The hourly rates are the basis for Professional Service Agreements in which LCCx is performing services on an hourly basis against a lump sum fee for 340 hours and shall be as per the LCCx rate schedule sheet for this project. Rates for all other staff classifications are fully loaded and are based on direct personnel expense (DPE). DPE includes payroll cost, payroll taxes, mandatory and customary benefits, etc.

All terms and conditions shall be as per the Master Professional Services Agreement Killeen ISD.



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Exhibit 1

25.0307 KISD Central Admin CX

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We trust we have understood your project requirements, and our proposal reflects the appropriate scope of work. Please do not hesitate to contact us if you have any different understanding and/or any questions or concerns. We look forward to working with you on this project and if the above meets your approval, we request your approval of this letter of agreement by signing in the space provided below.

Very truly yours,



Michael W Lackey, PE
Manager LCCx, LLC
mike.lackey@lccx.com
210-705-3735

ACCEPTED BY: **CLIENT**
Authorized Signer,

Signature: _____
Name: _____
Title: _____



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APPENDIX 1
Detailed Description of Scope of Work and Schedule of Values

Exhibit 1

LCCX

IECC2021 C408 REQUIRED COMMISSIONING - PROPOSED COMMISSIONING SCOPE OF WORK
(Based on IECC2021 and ASHRAE Standard 202 Requirements)

LC Cx Proposal No:	25.0307
Bid Date:	24-Mar-25
CLIENT:	KISD
Project Name:	Central Administration Building Renovation
Project Loc:	Killeen, Texas
Client Project No:	777 N Twin Creek Dr Killeen, TX
Client Proj Mgr:	Troy Kittell
Client Address:	0-Jan-00
Description Of Task Order	Commissioning
Contract Type:	Lump Sum

TASK ID.	PROJECT DURATION, MO.	12.0	FEE BREAKDOWN
1	Initiate Cx Process	#Meetings	BY TASK
Requirements	PROJECT ADMINISTRATION/PROJECT MANAGEMENT	12.0	
ASHRAE	DESIGN PHASE MEETINGS	0.0	
	CONDUCT Cx Kick-Off MEET wCxTeam	1.0	
Cx	Cx COORD MEETINGS - Virtual	4.0	
Process	CONSTR MEETINGS - In person	0.0	
	CONSTR MEETINGS - Virtual	3.0	
PROJECT COORDINATION SUBTOTAL			\$ 10,064.00
2	Review Owners Project Requirement (OPR) for Project	NO	
3	Prepare a Cx Plan and Schedule specific for the Project. Defines, roles, responsibilities, timelines, etc	YES	
4	Review Design Approach to OPR Incorporate into BOD	NO	
5	Prepare Commissioning Specifications	NO	
6	Design Review of Construction Documents for conformance with OPR	YES	
	SD	NO	
	DD	NO	
	50% CD	NO	
	95% CD	NO	
	100% CD BACKCHECK	YES	
7	Pre-Field Commissioning Activities		

Exhibit 1

LCCX

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Project Loc:	Killeen, Texas		
Client Project No:	777 N Twin Creek Dr Killeen, TX		
Client Proj Mgr:	Troy Kittell		
Client Address:	0-Jan-00		
Description Of Task Order	Commissioning		
Contract Type:	Lump Sum		
7.1	Review GC Submittals conformance	YES	
7.2	Prepare PreFunctional Checklists	YES	
7.3	Prepare Functional Performance Tests	YES	
DESIGN PHASE SUBTOTAL			\$ 12,224.00
CONSTRUCTION PHASE - Field Commissioning Activities			
8	Conduct Site Observations prior to Start-up and Testing & Prepare Site Observation Reports From Visits	YES	
9	Conduct Functional Performance Testing		
	HVAC SYSTEM	YES	
	BMS CONTROLS	YES	
	HYDRONIC SYSTEMS, IF APPL	NO	
	DOMESTIC HOT WATER	YES	
	LIGHTING CONTROLS	YES	
	EMERGENCY POWER	NO	
	ELECTRIC POWER PANELS	NO	
	SPECIAL SYSTEMS, IF APPL	NO	
	SOLAR PV ARRAY	NO	
	CRAC UNITS	NO	
10	Maintain Cx Status Log	NO	
11	Verify Testing&Balance (TAB) Report by Others	YES	
12	Prepare monthly update report	NO	
13	Commissioning Issues Resolution Log; Status	YES	
CONSTRUCTION PHASE SUBTOTAL			\$ 36,140.62
OCCUPANCY PHASE			

Exhibit 1

LCCX

IECC2021 C408 REQUIRED COMMISSIONING - PROPOSED COMMISSIONING SCOPE OF WORK
(Based on IECC2021 and ASHRAE Standard 202 Requirements)

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Client Proj Mgr:	Troy Kittell		
Client Address:	0-Jan-00		
Description Of Task Order	Commissioning		
Contract Type:	Lump Sum		
14	Produce Final Commissioning Report of all Cx Documentation	YES	
15	Production Cost		
OCCUPANCY PHASE SUBTOTAL			\$ 4,912.20

BASE FEE ASHRAE CX	\$ 63,340.82
TRAVEL EXPENSES/PRINTING	\$ -
SUB-CONTRACTS	\$ 0.00
TOTAL FEE - BASE Cx SOW	\$ 63,340.82

VOLUNTARY ADD ALTERNATES			\$ -
16	Create Systems Manual	NO	\$ -
17	Observe/Verify Equip Training	NO	\$ -
18	Return for Off-Season Testing	NO	\$ -
19	Conduct Breaker Coordination Study	NO	\$ -
20	Fire and Smoke Damper Cx	NO	\$ -

OTHER ADD ALTERNATES			
ADD FOR ENCLOSURE CX, IF REQUIRED			\$ -
ADD FOR NEBB TAB, IF REQUIRED			\$ -
ADD FOR FIRE PROTECTION Cx, IF REQUIRED			\$ -
ADD FOR ACOUSTICAL TESTIING, IF REQUIRED			\$ -
ADD FOR M&V, IF REQUIRED			\$ -
TOTAL FEE - BASE Cx SOW AND ADD ALTERNATES			\$ 63,340.82