



## **KILLEEN INDEPENDENT SCHOOL DISTRICT**

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

**Dr. King Davis**  
**Superintendent**

### **TASK REQUEST**

**Agreement** made on November 6, 2025

**Owner:**

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

**Architect\*:**

LCCx, LLC  
823 CONGRESS, SUITE 300  
AUSTIN, TX 78701

\*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 Montague Village ES Professional Commissioning Services

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 Montague Village ES Project (“Project”) as more fully described in the proposal attached as Exhibit 1, which are 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:

|            |                        |
|------------|------------------------|
| 05/29/2026 | Construction Starts    |
| 07/31/2026 | Substantial Completion |

§8.1 Section 8.1 is hereby amended as follows:

For Architect's Basic Services as set forth herein, Architect shall be paid a fee on any hourly basis for an amount not to exceed \$79,520.98 as further described in Exhibit 1. Architect shall be entitled to reimbursables as show on Exhibit 1 for an amount not to exceed \$0.00. No additional fees other than the above stated lump sum amount and reimbursables shall be incurred without Owner's prior written agreement.

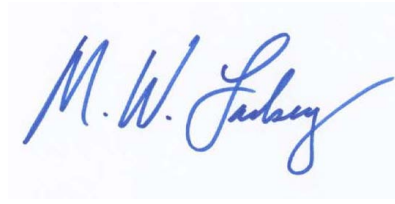
The services provided under this Task Request shall commence upon approval of the Board of Trustees.

**OWNER:**  
**KILLEEN INDEPENDENT SCHOOL**  
**DISTRICT**

---

Kaden Vallen  
Chief Financial Officer

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



---

Michael W. Lackey, PE, LEED,  
AP MANAGING MEMBER



November 5, 2025

Troy Kittell  
KISD Facilities Services  
512-966-1087  
[troy.kittell@killeenisd.org](mailto:troy.kittell@killeenisd.org)

**RE: LCCx 25.1104 Proposal for Professional Services Agreement**  
**Project: Montague Village Elementary School**  
**Professional Commissioning Services**  
**Location: 84001 Clements Dr. Fort Cavazos, TX 76544**

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 Killeen Independent School District (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. 62)
- BMS controls

## Exhibit 1

25.1104 Montague Village ES CX

Page 2

### **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

### **EXCLUSIONS:**

- GC/CMAR to prepare all O&M's and Systems Manuals
- O&M Manual Review
- Training Verification
- Systems Manuals
- Alternate Season Testing
- 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
- Excludes retainage contract provision.
- Excludes furnishing certified payrolls.

### **We relied on the following documents for pricing:**

- Information provided through email dated 10/29/2025.

### **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:

|                                    |                    |
|------------------------------------|--------------------|
| <b>BASE PROPOSAL COMMISSIONING</b> | <b>\$79,520.98</b> |
| <b>ADD ALTERNATES:</b>             | <b>\$0.00</b>      |
| <b>TOTAL FEE PROPOSAL</b>          | <b>\$79,520.98</b> |

In the event of performing the work described above, we propose a lump sum fee for all services of **\$ 79,520.98 seventy-nine thousand, five hundred- twenty dollars and ninety-eight cents.**



1-888-897-7794 | info@lccx.com | [LCCx.COM](http://LCCx.COM)

25.1104 Montague Village ES CX

Page 3

**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 404 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 with Killeen ISD.**

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](mailto:mike.lackey@lccx.com)  
210-705-3735

ACCEPTED BY: **CLIENT**  
Authorized Signer,

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



1-888-897-7794 | [info@lccx.com](mailto:info@lccx.com) | [LCCx.COM](http://LCCx.COM)

**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)

|  |  |           |                    |
|--|--|-----------|--------------------|
| <b>LCCx Proposal No:</b>   | 25.1104  |           |                    |
| <b>Bid Date:</b>   | 5-Nov-25   |           |                    |
| <b>CLIENT:</b>   | KISD   |           |                    |
| <b>Project Name:</b>   | Montague Village Elementary School   |           |                    |
| <b>Project Loc:</b>  | 0-Jan-00   |           |                    |
| <b>Client Project No:</b>  | 0  |           |                    |
| <b>Client Proj Mgr:</b>  | Troy Kittell   |           |                    |
| <b>Client Address:</b>   | 0-Jan-00   |           |                    |
| <b>Description Of Task Order</b>                                 | Commissioning  |           |                    |
| <b>Contract Type:</b>  | Lump Sum   |           |                    |
|  |  |           |                    |
| TASK ID.   | PROJECT DURATION, MO.  | 6.0       | FEE<br>BREAKDOWN   |
| 1<br><br>Requirements<br><br><br>ASHRAE<br><br><br>Cx<br>Process | <b>Initiate Cx Process</b>   | #Meetings | BY TASK            |
|  | PROJECT ADMINISTRATION/PROJECT<br>MANAGEMENT   | 6.0       |                    |
|  | DESIGN PHASE MEETINGS  | 0.0       |                    |
|  | CONDUCT Cx Kick-Off MEET wCxTeam   | 1.0       |                    |
|  | Cx COORD MEETINGS - Virtual  | 3.0       |                    |
|  | CONSTR MEETINGS - In person  | 1.0       |                    |
|  | CONSTR MEETINGS - Virtual  | 2.0       |                    |
| <b>PROJECT COORDINATION SUBTOTAL</b>                             |  |           | <b>\$ 7,665.00</b> |
| 2  | <b>Review Owners Project Requirement<br/>(OPR) for Project</b>   | NO        |                    |
| 3  | <b>Prepare a Cx Plan and Schedule<br/>specific for the Project.<br/>Defines, roles, responsibilities,<br/>timelines, etc</b>             | YES       |                    |
| 4  | <b>Review Design Approach to OPR<br/>Incorporate into BOD</b>  | NO        |                    |
| 5  | <b>Prepare Commissioning<br/>Specifications</b>  | NO        |                    |
| 6  | <b>Design Review of Construction<br/>Documents for conformance with<br/>OPR</b><br><br>SD<br>DD<br>50% CD<br>95% CD<br>100% CD BACKCHECK | YES       |                    |
|  |  | NO        |                    |
|  |  | NO        |                    |
|  |  | NO        |                    |
|  |  | NO        |                    |
|  |  | YES       |                    |
| 7  | <b>Pre-Field Commissioning Activities</b>  |           |                    |
| 7.1  | <b>Review GC Submittals conformance</b>  | YES       |                    |

Exhibit 1

**LCCX**

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

|  |   |     |              |
|--|---|-----|--------------|
| <b>LCCx Proposal No:</b>                                   | 25.1104   |     |              |
| <b>Bid Date:</b>   | 5-Nov-25  |     |              |
| <b>CLIENT:</b>   | KISD  |     |              |
| <b>Project Name:</b>                                       | Montague Village Elementary School  |     |              |
| <b>Project Loc:</b>  | 0-Jan-00  |     |              |
| <b>Client Project No:</b>                                  | 0   |     |              |
| <b>Client Proj Mgr:</b>                                    | Troy Kittell  |     |              |
| <b>Client Address:</b>                                     | 0-Jan-00  |     |              |
| <b>Description Of Task Order</b>                           | Commissioning   |     |              |
| <b>Contract Type:</b>                                      | Lump Sum  |     |              |
| <b>7.2</b>   | <b>Prepare PreFunctional Checklists</b>   | YES |              |
| <b>7.3</b>   | <b>Prepare Functional Performance Tests</b>   | YES |              |
| <b>DESIGN PHASE SUBTOTAL</b>                               |   |     | \$ 7,010.00  |
| <b>CONSTRUCTION PHASE - Field Commissioning Activities</b> |   |     |              |
| <b>8</b>   | <b>Conduct Site Observations</b> prior to Start-up and Testing & Prepare Site Observation Reports From Visits | YES |              |
| <b>9</b>   | <b>Conduct Functional Performance Testing</b>   |     |              |
|  | HVAC SYSTEM   | YES |              |
|  | BMS CONTROLS  | YES |              |
|  | HYDRONIC SYSTEMS, IF APPL   | NO  |              |
|  | DOMESTIC HOT WATER  | NO  |              |
|  | LIGHTING CONTROLS   | NO  |              |
|  | EMERGENCY POWER   | NO  |              |
|  | ELECTRIC POWER PANELS   | NO  |              |
|  | SPECIAL SYSTEMS, IF APPL  | NO  |              |
|  | SOLAR PV ARRAY  | NO  |              |
|  | CRAC UNITS  | NO  |              |
| <b>10</b>  | <b>Maintain Cx Status Log</b>   | NO  |              |
| <b>11</b>  | <b>Verify Testing&amp;Balance (TAB) Report by Others</b>  | YES |              |
| <b>12</b>  | <b>Prepare monthly update report</b>  | NO  |              |
| <b>13</b>  | <b>Commissioning Issues Resolution Log; Status</b>  | YES |              |
| <b>CONSTRUCTION PHASE SUBTOTAL</b>                         |   |     | \$ 60,189.88 |
| <b>OCCUPANCY PHASE</b>                                     |   |     |              |
| <b>14</b>  | <b>Produce Final Commissioning Report of all Cx Documentation</b>   | YES |              |
| <b>15</b>  | <b>Production Cost</b>  |     |              |
| <b>OCCUPANCY PHASE SUBTOTAL</b>                            |   |     | \$ 4,656.10  |



# Exhibit 1

## LCCX

IECC2021 C408 REQUIRED COMMISSIONING - PROPOSED COMMISSIONING SCOPE OF WORK

(Based on IECC2021 and ASHRAE Standard 202 Requirements)

|                                  |                                    |
|----------------------------------|------------------------------------|
| <b>LCCx Proposal No:</b>         | 25.1104                            |
| <b>Bid Date:</b>                 | 5-Nov-25                           |
| <b>CLIENT:</b>                   | KISD                               |
| <b>Project Name:</b>             | Montague Village Elementary School |
| <b>Project Loc:</b>              | 0-Jan-00                           |
| <b>Client Project No:</b>        | 0                                  |
| <b>Client Proj Mgr:</b>          | Troy Kittell                       |
| <b>Client Address:</b>           | 0-Jan-00                           |
| <b>Description Of Task Order</b> | Commissioning                      |
| <b>Contract Type:</b>            | Lump Sum                           |

|                                 |                     |
|---------------------------------|---------------------|
| <b>BASE FEE ASHRAE CX</b>       | <b>\$ 79,520.98</b> |
| <b>TRAVEL EXPENSES/PRINTING</b> | <b>\$ -</b>         |
| <b>SUB-CONTRACTS</b>            | <b>\$ 0.00</b>      |
| <b>TOTAL FEE - BASE Cx SOW</b>  | <b>\$ 79,520.98</b> |

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

|   |  |  |                     |
|---|--|--|---------------------|
| <b>OTHER ADD ALTERNATES</b>                       |  |  |                     |
| <b>ADD FOR ENCLOSURE CX, IF REQUIRED</b>          |  |  | <b>\$ -</b>         |
| <b>ADD FOR NEBB TAB, IF REQUIRED</b>              |  |  | <b>\$ -</b>         |
| <b>ADD FOR FIRE PROTECTION Cx, IF REQUIRED</b>    |  |  | <b>\$ -</b>         |
| <b>ADD FOR ACOUSTICAL TESTIING, IF REQUIRED</b>   |  |  | <b>\$ -</b>         |
| <b>ADD FOR M&amp;V, IF REQUIRED</b>               |  |  | <b>\$ -</b>         |
| <b>TOTAL FEE - BASE Cx SOW AND ADD ALTERNATES</b> |  |  | <b>\$ 79,520.98</b> |