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 2, 2026

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

Architect:
Hendrix Consulting Engineers
115 E. Main St.
Round Rock, Texas 78664

Project:
Killeen ISD HVAC Replacement Commissioning – Union Grove MS

For purposes of this Task Request, the term "Architect" shall mean "Engineer" with all required licenses in the State of Texas.

Solely with regard to the Project defined herein, this Task Request modifies the existing Standard Form of Agreement Between Owner and Architect for Architectural Services on a Task Request Basis, AIA Documents C103-2017 and C203-2017, as modified by Owner, dated October 28, 2026 (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, including subsections 1.1.1 and 1.1.2, is hereby amended to include the following:

The project consists of professional HVAC replacement MEP commissioning services associated with the subject project. Services will include but are not limited to those described in Exhibit 1, which is attached for reference purposes only. To the extent that any elements of Exhibit 1 conflicts with the Agreement and this Task Request, the Agreement and Task Request Control.

§1.1.4 Section 1.1.4 is hereby amended as follows:

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

5/28/2027	Pre-Commissioning Tasks Begin
7/30/2027	Commissioning Complete

§1.1.10 Section 1.1.10 is amended to state Architect's Representative is:

Byron Hendrix, PE
Hendrix Consulting Engineers, P.C.
115 E. Main St.
Round Rock, Texas 78664
Telephone: (512) 218-0060
Email: Byronh@hceengineer.com

§11.1 Section 11.1 is hereby amended as follows:

For the scope of work described in this Task Request, Architect shall be paid a lump sum fee of $60,000.00 in accordance with the fee schedule included in Exhibit 1. No additional fees shall be incurred or owed without the express written agreement of Owner.

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

OWNER:
KILLEEN INDEPENDENT SCHOOL DISTRICT

Kallen Vaden
Chief Financial Officer

ARCHITECT:
HENDRIX CONSULTING ENGINEERS

BX Hendrix 11/02/2026

Byron Hendrix, PE
Principal

Exhibit 1

MECHANICAL • ELECTRICAL • PLUMBING

HENDRIX CONSULTING ENGINEERS

ENGINEERING • COMMISSIONING

115 East Main Street Round Rock, Texas 78664

PH: (512) 218-0060 FAX: (512) 218-0077

September 18, 2026 (revised 2026-09-28)

ATTN: Troy Kittell, Director of Construction
Troy.kittell@killeenisd.org
254-336-0080

KILLEEN ISD
431 Loop Rd
Killleen, TX 76549

Union Grove MS – HVAC Replacement
Engineered Commissioning Scope Proposal

An Engineered Commissioning Plan shall be developed by a Professional Engineer that will put building in compliance with IEEC Code requirements.

Per your request, the following describes the scope of commissioning for the HVAC, Lighting, Plumbing systems as described below for the project.

Building type – Middle School
Mechanical System Type – DX

Equipment Type	Quantity (approx.)
- RTU	(78)
- RTU – with OA damper or economizers	
- Outside Air Machines – Brute Force MAU	(tbd)
- Sensors – Temperature – CO2 – Humidity	
- Control Graphics	

Premium Commissioning: An experienced engineer paired with commissioning software HCE built specifically for this work compresses a process that conventional methods stretch out as far as a year past installation into a fraction of that time, delivering better solutions and service while saving owners money — value that quickly exceeds the cost of the service.

Premium Software: HCE's commissioning software tracks every test, deficiency, and correction in one place, with dashboards giving owners full transparency into the status of all activities — so contractor progress is visible at a glance and issues get closed in days instead of at the end of the job.

Additional HCE Software Advantage: Conventional commissioning samples a percentage of units because testing each one in person is labor-prohibitive. **HCE tests every unit.** Our commissioning platform allows tracking of functional performance test sequences across groups of units simultaneously, repeated across the full equipment population until all units are verified, with results logged by unit. Field time is concentrated where the data shows a problem — units that fail or return inconsistent results are escalated for direct investigation and retested until they pass.

Scope : Mechanical / Electrical / Plumbing Systems

A. Develop Commissioning plan for project and coordinate with project schedule.

B. Conduct commissioning meetings during project with Contractors to cover commissioning items for project as required. Online meetings typical, in person as needed.

C. Issue / Track / Review - Contractor Readiness Forms and Start-Up Reports.

D. Performance verification and documentation during functional testing of systems, per design engineer's plans and specifications and provide associated reports and issues log on software.

E. Check calibration of Sampling of DDC space sensors against temperature indication on DDC control system.

F. HCE will perform Grouped Functional performance testing of heating and cooling sequences on 100% of HVAC units, executed as online remote tests through the owner's web based DDC system. Any units that fail multiple time or return inconsistent results escalated for direct investigation and retested until it passes. (web based DDC controls required for these test) A sampling of in person test will be conducted to validate the online Group testing.

G. Check 100% of MAUs operating in proper sequences.

H. Check and verify operating schedules for sampling of mechanical units, are per owner requirements.

I. Review Test and Balance report.

J. Review sampling of temperature set points in controls for both occupied and unoccupied modes are set properly per Owner standard. In BAS controls.

K. Coordinate with Contractor and Sub-Contractors on problems related to commissioning that arise during commissioning process and document solutions.

L. Review HVAC control graphics for each unit type for required information. Review sampling of graphics beyond each type for consistency.

M. If required, Provide 1(one) after-hours site visits for Commissioning and field verifications of after-hours operation. Additional billed hourly.

General CX Requirements

A. HCE requires remote access to HVAC DDC controls.

B. For Mechanical Commissioning Agent Functional Testing to begin on a unit

Contractor Readiness must be complete and logged in software.

1. Physical Inspection
2. Mechanical Start-up must be completed with forms turned in.
3. Test & Balance must be completed and turned in.
4. Any Pre-functional Forms must be completed and turned in. (controls and mechanical)

C. Owner should retain money above retainage from Mechanical, Controls, T&B contract until ALL commissioning items have been satisfactorily completed.

D. Test and Balance are NOT part of this contract.

E. In person Weekly meetings are not in scope, only In person meetings required by commissioning agent. Weekly meetings when required by commissioning agent would be by Teams.

F. If repeated re-commissioning of systems is required due to lack of contractor performance, the contractor will bear the cost of re-commissioned work. This shall be communicated in writing before work begins. Note: Recommissioning due to contractor non-performance is a minimum $2,500 charge per trip + $500 travel per trip.

G. Same failure on same unit on second test after contractor states compliance, constitutes "lack of Contractor Performance."

It is expected that the Mechanical Contractor, Test and Balance Contractor, and Controls Contractor shall be available for assistance as required during commissioning phase. Ladders and lifts are to be provided by General Contractor as needed. Contractor to maintain monthly license of commissioning software for duration of commissioning process. Contractors are required to respond to commissioning items through online cloud-based commissioning software and carry software license for duration of project (mepcx.co). Currently all equipment (sensors, thermal cameras, data loggers) used by HCE is included in fee.

Standard Engineered Commissioning Fee HVAC CO	= $ 90,000
(Design-Engineer Efficiency Credit (HCE)	= 30,000***)
Final Engineered Commissioning Fee	**= $ 60,000**

*** Design-Engineer Efficiency Credit (HCE) (30%) passes on efficiencies to owner gained by Commissioning Team being familiar with project and efficiencies of combining site activities and completion happening faster saving HCE and Owner time and money.

Currently all equipment (sensors, thermal cameras, data loggers) used by HCE is included in fee.

Permitting: not part of this scope

Billing will be according to the percentage of completion of the project. Phase breakout: Setup/Kick off - 15%, Progress billing remainder 85% Final CX Payment due prior to closing out Project.

Payments are due within 30 days of billing. Late payments will bear interest at the rate of 1-1/2% per month, compounded monthly or the highest allowed by law.

Currently all travel, mileage, and equipment (sensors, thermal cameras, data loggers) used by HCE are included in fee.

No travel reimbursement is expected unless excessive trips are required due to non-compliance of subcontractors. If required, travel will be billed as reimbursable at 1.1 multiplier for expenses plus mileage. and should be paid for by nonperforming contractor.

In the event of termination of the project, the CX Agent/Engineer shall be compensated for all services performed up to the termination date based on the percentage of completion.

Social Media/Internet Content
When any internet publication by the Architect and/or Owner is published for this job. Hendrix Consulting Engineers should be mentioned as Engineer of Record for Articles, Publication, and Awards, including website www.hcengineer.com and @hendrixconsultingengineers should be tagged on Instagram or other social media outlets.

Any changes, after completion of documents or requested additional services will be billed hourly at the following rate schedule:

COMMISSIONING SERVICES	RATE
PRINCIPAL	$325.00
LEAD COMMISSIONING TECH	$275.00
COMMISSIONING TECH	$180.00
ADMINISTRATIVE/CLERICAL	$110.00

The CX Agent/Engineer shall not have control or charge of, and shall not be responsible for, construction means, methods, field coordination, techniques, sequences, or procedures, for safety precautions and programs in connection with the work, for the acts or omissions of the Design Team, Contractor, Subcontractors or any other person performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.

Reference engineering contract for insurance coverage.

The terms of this proposal are subject to change if not accepted within 30 days.

If this proposal is acceptable with you, we ask you to help us in complying with our Professional Liability Company's request to have signed contracts on all projects by signing and returning this proposal to us in a prompt manner. We will then execute the agreement and send you a signed copy.

Your business is appreciated.

Owner	HCE
BY: _____	BY: BX Hendrix
DATE: _____	DATE: 11/02/2026