



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 Ira Cross 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 Ira Cross 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 \$82,169.20 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

RE: LCCx 25.1103 Proposal for Professional Services Agreement
Project: Ira Cross Elementary School
Professional Commissioning Services
Location: 1910 Herndon Dr. Killeen, TX 76543

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. 65)
- BMS controls

Exhibit 1

25.1103 Ira Cross ES CX

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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:

BASE PROPOSAL COMMISSIONING	\$82,169.20
ADD ALTERNATES:	\$0.00
TOTAL FEE PROPOSAL	\$82,169.20

In the event of performing the work described above, we propose a lump sum fee for all services of **\$ 82,169.20 eighty-two thousand, one hundred- sixty-nine dollars and twenty cents.**



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Exhibit 1

25.1103 Ira Cross ES CX

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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 418 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
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)

LCx Proposal No:	25.1103
Bid Date:	5-Nov-25
CLIENT:	KISD
Project Name:	Ira Cross Elementary School
Project Loc:	1910 Herndon Dr. Killeen, TX 76543
Client Project No:	0
Client Proj Mgr:	Troy Kittell
Client Address:	0-Jan-00
Description Of Task Order	Commissioning
Contract Type:	Lump Sum

TASK ID.	PROJECT DURATION, MO.	6.0	FEE BREAKDOWN
1	Initiate Cx Process	#Meetings	BY TASK
Requirements ASHRAE Cx Process	PROJECT ADMINISTRATION/PROJECT 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	
	PROJECT COORDINATION SUBTOTAL		\$ 7,665.00
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		
7.1	Review GC Submittals conformance	YES	

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Client Address:	0-Jan-00		
Description Of Task Order	Commissioning		
Contract Type:	Lump Sum		
7.2	Prepare PreFunctional Checklists	YES	
7.3	Prepare Functional Performance Tests	YES	
DESIGN PHASE SUBTOTAL			\$ 7,010.00
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	NO	
	LIGHTING CONTROLS	NO	
	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			\$ 62,838.10
OCCUPANCY PHASE			
14	Produce Final Commissioning Report of all Cx Documentation	YES	
15	Production Cost		
OCCUPANCY PHASE SUBTOTAL			\$ 4,656.10

Exhibit 1

LCCX

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Description Of Task Order	Commissioning
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BASE FEE ASHRAE CX	\$ 82,169.20
TRAVEL EXPENSES/PRINTING	\$ -
SUB-CONTRACTS	\$ 0.00
TOTAL FEE - BASE Cx SOW	\$ 82,169.20

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			\$ 82,169.20