



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:

EMA Engineering & Consulting, Inc.
3608 West Way
Tyler, Texas 75703

*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 2026 HVAC Life Cycle Replacements

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 Document B101-2017, as modified by Owner, dated November 3, 2025 (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:

Architect shall perform engineering services for the Killeen Independent School District’s 2026 HVAC Life Cycle Replacements (“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.

§1.1.4 Section 1.1.4 is hereby amended as follows:

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

11/19/2025	Design kickoff
01/09/2026	Design complete
05/29/2026	Begin construction
07/31/2026	Complete construction

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

J. Scott Clendenin, P.E.
sclendenin@emaengineer.com
Telephone: 800-933-0538

§11.1 Section 11.1 is hereby amended as follows:

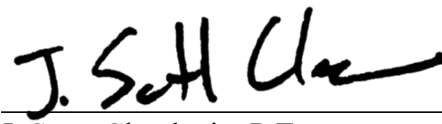
For the scope of work described in the Agreement and Task Request, Architect shall be paid on a lump sum basis in the amount of \$245,000.00 as further detailed in Exhibit 1. No additional fees shall be incurred or owed without express written agreement by Owner.

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

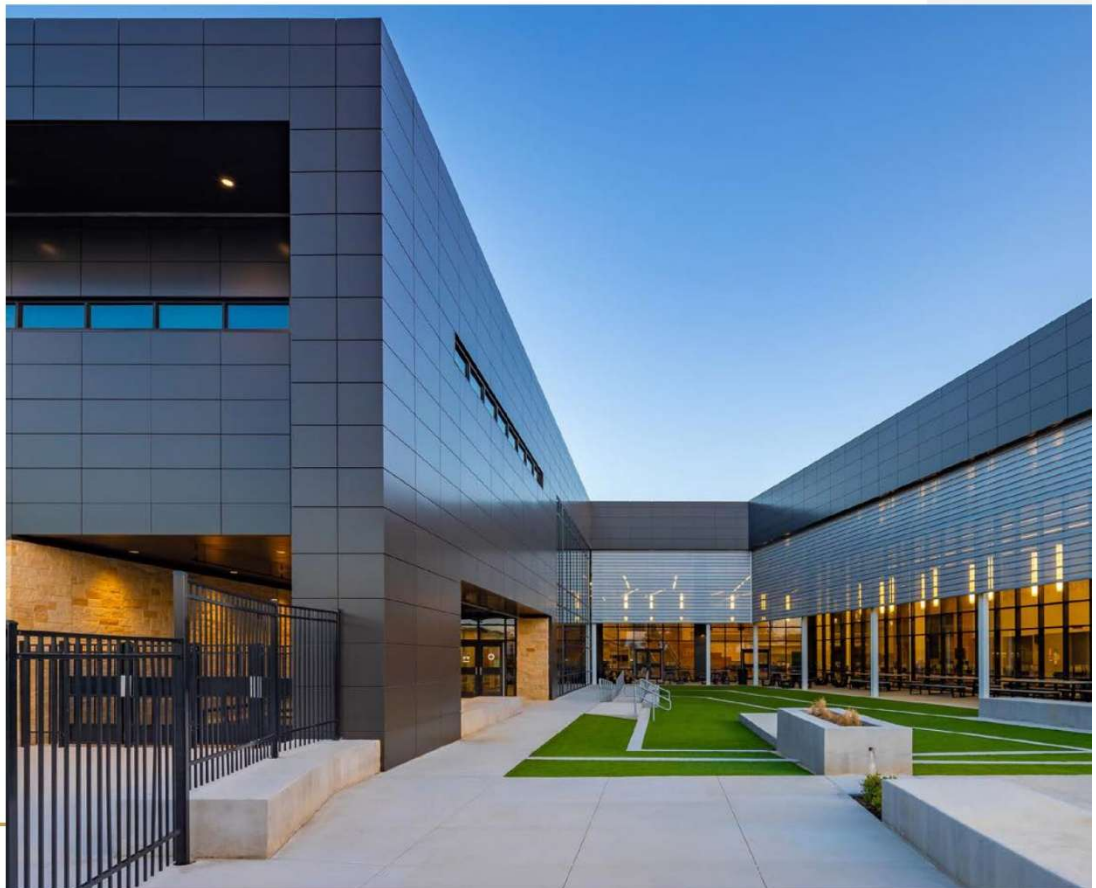
ARCHITECT:
EMA ENGINEERING & CONSULTING, INC.



J. Scott Clendenin, P.E.
Principal

Exhibit 1

EMA Engineering & Consulting, Inc.



PROFESSIONAL SERVICES FEE PROPOSAL

Killeen Independent School District
2026 HVAC Life Cycle Replacements



DESIGN SOLVE ENHANCE

October 30, 2025

Troy Kittell
Director of Construction

RE: Professional Services Agreement Between EMA Engineering & Consulting and Killeen Independent School District

EMA Engineering & Consulting, Inc. hereby submits the following proposal for professional services to Killeen Independent School District for the **2026 HVAC Life Cycle Replacement Projects** located in Killeen, Texas. EMA's services for this project will include:

- Team approach and attitude (e.g., Owner, Engineers, Contractors).
- Initial meetings and reviews with Owner to obtain scope of work, define work packages, budgets, priorities, phasing, scheduling, problems, maintenance needs, facility needs, standardization, etc.
- Obtain any specific Owner requirements. Meet with Owner's maintenance and facility personnel.
- Conduct site visits at **Ira Cross and Montague Village Elementary Schools** to verify existing RTU and controls conditions and gather information for design due diligence.
- Evaluate replacement options for RTUs and building control systems to align with Owner standards, energy efficiency goals, and summer 2026 construction schedule.
- Evaluate scope of work with budgets, schedules, etc., and coordinate with Owner.
- Work with Owner to develop specific scope of work by phase, priority, and budget. Define work packages.
- Prepare design plans, specifications, and construction documents for the RTU and controls replacement projects. Conduct coordination/review meetings.
- Complete final plans and specifications for construction.
- Assist in the bidding and procurement process for both campuses, with the option for combined award if advantageous to the Owner.
- Provide construction administration services, including submittal reviews, RFIs, site visits, and project closeout documentation.

Our total fee is a fixed fee of \$245,000. The fee will be broken up as follows:

Killeen ISD - 2026 HVAC Renovations to Ira Cross ES	\$120,000
Killeen ISD - 2026 HVAC Renovations to Montague Village ES	\$125,000

This fee includes professional liability insurance, travel expenses, per diem, telephone, Revit/CAD drafting, and digital submission of all design documents. All services will be performed with a standard of care customary for our profession and region. Both parties agree to resolve any disputes through mediation before pursuing other legal remedies.

EMA Engineering & Consulting, Inc. — 1.800.933.0538

EMAengineer.com

EMA Engineering & Consulting, Inc. will invoice on the following schedule:

100% Construction Documents	75% of Fixed Fee
Construction Administration	25% of Fixed Fee

If additional work or services are requested, our hourly rates are as follows:

Professional Engineer	\$250/hour
Principal	\$200/hour
Project Manager/Designer	\$165/hour
Construction Admin/Commissioning	\$145/hour
CADD Draftsmen	\$100/hour
Administration	\$80/hour

If the above is acceptable, please provide the appropriate signature to authorize us to begin work. We certainly appreciate the opportunity to provide this agreement. If you have any questions, please call me.

Sincerely,

J. Scott Clendenin

Scott Clendenin, P.E.
Principal

(Signature)

(Date)

(Typed Name)