



**ON-CALL PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE TOWN OF PARADISE VALLEY  
AND  
TRISTAR ENGINEERING AND MANAGEMENT, INC.**

**TASK ORDER #1**

**On-Call Professional Services for Construction Management**

THIS TASK ORDER #1 (this “Task Order”) is entered into as of \_\_\_\_\_, between the Town of Paradise Valley, an Arizona municipal corporation (the “Town”), and TRISTAR ENGINEERING AND MANAGEMENT, INC., an Arizona corporation (the “Consultant”). In accordance with the On-Call Professional Services Agreement, Contract No. CON-26-020-ENG, between the Town and the Consultant, dated January 8, 2026 (the “Agreement”), the Consultant will perform the Scope of Work detailed in Section 1 below, pursuant to the terms and conditions of the Agreement.

1. Scope of Work. The Consultant shall provide general construction management services for the Mockingbird Improvements, 56th Street to Invergordon project, as described in **Attachment 1** to this Task Order. Upon acceptance by the Town, this Task Order will become part of the Agreement and attached thereto as part of Exhibit D.

2. Schedule of Completion of Services. The Consultant shall commence work immediately upon execution of this Task Order and complete the work required herein in accordance with a schedule mutually agreed upon by the parties at the time of assignment.

3. Fee Breakdown. Total compensation to the Consultant for the Scope of Work required under this Task Order shall be calculated at the rates set forth in **Attachment 1** and shall not exceed \$480,184.72. This not-to-exceed amount includes an owner’s contingency of \$45,000, which shall not be obligated or expended without express written pre-authorization by the Town Engineer.

4. Subject to the Agreement. This Task Order is subject to the terms and conditions of the Agreement.

5. Conflict of Interest. The Town may cancel this Task Order pursuant to Ariz. Rev. Stat. § 38-511.

6. Forced Labor of Ethnic Uyghurs. To the extent applicable under Ariz. Rev. Stat. § 35-394, the Consultant warrants and certifies that it does not currently, and agrees that it will not use, for the duration of this Agreement, the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order as of the date and year first set forth above.

**“Town”**

**“Consultant”**

TOWN OF PARADISE VALLEY,  
an Arizona municipal corporation

TRISTAR ENGINEERING AND  
MANAGEMENT, INC.  
an Arizona corporation

\_\_\_\_\_  
Andrew Ching, Town Manager

By: 

Name: John Akin

ATTEST:

Title: President

\_\_\_\_\_  
Duncan Miller, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney  
Gust Rosenfeld, PLC

ATTACHMENT 1  
TO  
ON-CALL PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE TOWN OF PARADISE VALLEY  
AND  
TRISTAR ENGINEERING AND MANAGEMENT, INC.

TASK ORDER #1

On-Call Professional Services for Construction Management

[Scope of Work]

See following pages.

February 26, 2026

Sam Kayat, PE  
Town of Paradise Valley, CIP Manager  
6401 E. Lincoln Drive  
Paradise Valley, AZ 85253

Re: Mockingbird Improvements, 56<sup>th</sup> Street to Invergordon  
CIP Project 2021-03 and 2021-12

Mr. Kayat,

Tristar Engineering and Management, Inc. (Tristar) has reviewed the proposed revisions to our cost proposal for professional services to provide Construction Inspection services for the aforementioned project. This revision decreases the Project Supervisor hours, slight increase in Resident Engineer hours, and increases the Owner Allowance as indicated on the attached.

**Proposed contract particulars:**

Revised Task Order Amount: \$480,184.72, Hourly, Not-to-Exceed, including \$20,000 overtime allowance and \$25,000 Owner's Allowance.

Suggested Contract duration: 10 months (Estimated April 2026 to January 2027) to account for overlap of construction duration.

Tristar's scope of services remains unchanged from prior submittals, and is also summarized on the second page. I am hopeful this meets with your approval.

Respectfully,

**TRISTAR ENGINEERING AND MANAGEMENT, INC.**



John Akin, PE  
Phone: 602-568-4661  
Email: jakin@tristar-az.com

**Summary of proposed services by Tristar:**

- Tristar will provide a full-time field inspector to monitor and coordinate the contractor's work on behalf of Town of Paradise Valley officials.
- Tristar's inspector will provide daily onsite inspection, observation and documentation; and along with support from the Project Supervisor, will lead coordination effort with other PV Departments as necessary and verify materials conform to approved submittals.
- Daily Inspection Reports will be completed by Tristar's inspector for every day the contractor works on-site. Reports will include a description of the contractor's work, and a detail of all item measurements.
- An itemized detail of all measurements and payments to the contractor will be maintained by Tristar for the duration of the project. It is understood that the project may have at least two funding sources, and each phase could require separate payment documentation which will be itemized accordingly.
- Tristar will also provide itemized invoices, according to actual cost time and materials, for each of the two funding sources if necessary.
- Tristar utilizes an online project management system that hosts daily inspection reports and an itemized detail of work, with tracking logs for submittals and RFIs that track status of each that will be reviewed at each weekly construction meeting.
- Tristar has included some part-time hours for a Project Supervisor to provide additional support for the Tristar inspector, provide monthly assistance to review, reconcile and evaluate the contractor's monthly payment request(s), coordinate submittals and RFI's with the designer of record, assist with .pdf redlines as necessary and make recommendation to PV for payment.
- Tristar's inspector, Project Supervisor and Resident Engineer will participate in weekly construction coordination meetings, and provide meeting minutes of each meeting, that includes the contractor's anticipated 3-week schedule and tracking logs for submittals, RFI's, etc.
- Quality Assurance (QA) material testing is anticipated to be performed by Quality Testing, LLC (QT) through a separate contract with Paradise Valley. Tristar will coordinate necessary QA material testing with QT based on the MAG Material Sampling and Testing guidelines for each material and/or the approved testing plan specific for the project. Also, the contractor will provide Quality Control Testing (QC), at a more frequent testing frequency than is required of QA.
- Tristar's inspector will compare field changes to the contractor's redlines on a weekly basis. These red lines will utilized to generate as-built drawings using .pdf file(s) or, if desired, can be turned over to designer of record for CAD-generated drawings.
- Closeout will include redlines (in Bluebeam .pdf format as discussed above) provided by Tristar, to be included with those provided separately by the contractor. Tristar will produce a non-conformance list (punchlist) prior to substantial completion, track completion of punchlist items, schedule and facilitate a final completion inspection by agency officials.

**Assumptions/Exclusions:**

- Mostly daytime work, with potential for some minor overnight work within major arterials or a limited-duration full-weekend closure of Invergordon and Mockingbird.
- Costs are estimated based on contractor working an average of 40 hours per work week, with no more than 10% overtime per average week as an allowance.
- The contractor will provide quality control material testing, which is more frequent than quality assurance testing, and the cost included in the contractor's GMP for the project.
- Submittal review and RFI responses will be coordinated by Tristar, with the designer of record having final review authority for the vast majority of technical reviews.
- Public outreach will be provided by Others.
- The design consultant will be retained by the Town and will be available as a resource during construction as the designer of record.



February 26, 2026

**Firm Name:** Tristar Engineering & Management, Inc.

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**Cost Estimate for:**

Mockingbird Improvements, 56th Street to Invergordon  
Project No. 2021-03 (Roadway) and 2021-12 (Drainage)  
Construction Inspection Services

**Estimated Direct Labor**

Classification	Regular Hours	Regular Billing Rate	O.T. Hourly Rate	Extended Amount
Construction Inspector	1512	\$144.21	\$ 201.89	\$ 218,045.52
Project Supervisor	1040	\$191.48	-	\$ 199,139.20
Resident Engineer	72	\$250.00		\$ 18,000.00
<b>Total MHrs:</b>	2624			
<b>Total Labor:</b>				\$ 435,184.72

<b>Project Labor Costs:</b>	<b>\$435,184.72</b>
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**Allowances:**

Overtime Allowance	\$ 20,000.00
Owners Allowance	\$ 25,000.00

<b>Direct Expenses:</b>	<b>\$ 45,000.00</b>
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<b>Estimate (not to exceed)</b>	<b>\$480,184.72</b>
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# CONSULTANT/SUBCONSULTANT SCHEDULED PROJECT MAN-HOURS BY CLASSIFICATION

CONSULTANT: Tristar Engineering and Management Inc.

Contract No.: \_\_\_\_\_

PROJECT NAME: Mockingbird Improvements, 56th Street to Invergordon  
Construction Inspection Services

PO No.: \_\_\_\_\_

DIRECT LABOR														
Classifications		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Man-Hours
Construction Inspector	2026	40 176 176 176 176 176 176 176 176 176 160											1432	
	2027	80											80	
	<b>Total Hours:</b>													<b>1512</b>
Project Supervisor	2026	40			120	120	120	120	120	120	120	120	80	960
	2027	40	40											
	<b>Total Hours:</b>													<b>1040</b>
Resident Engr.	2026					8	8	8	8	8	8	8	8	64
	2027	4	4											
	<b>Total Hours:</b>													<b>72</b>
<b>TOTAL (Planned)</b>		124	44		80	304	304	304	304	304	304	304	248	2624