

Task Release

THIS ___ day of _____ 2019, the undersigned Owner offers and the undersigned Engineer agrees to provide and perform services as identified herein (the “Work”) on a project identified herein (the “Project”) under the terms and conditions set forth herein and in a certain extension of **Master Agreement** for engineering services, No. 001, dated December 17, 2015, between the Owner and the Engineer (the “Master Agreement”) which is incorporated herein by reference and made a part hereof as if fully restated herein.

1. The Project:

1.1 This Task Release is for a Project described as:
WWTF Improvements, Phase I

A. More specifically, the project includes the proposed WWTF improvements considered to be priority based on discussions with City personnel. The list of priority work includes a new belt press and associated building, piping, electrical and site work; a new automatic bar screen; and a new decanter pump.

2. The Work:

2.1 Engineer shall provide the following Work on the Project as defined herein and as follows:

- A. Preliminary engineering and concept development
- B. Design & permitting for the proposed WWTF improvements
- C. Bidding assistance
- D. Contract administration and construction review
- E. Funding assistance

2.2 Design Phase:

- A. Preliminary engineering including developing initial design alternates, parameters, and review of construction cost estimates.
- B. Engineering design and production of plans including the following components:
 - 1. Surveying of WWTF site.

2. Preparation of plan view sheets that identify locations of existing structures, utilities, piping, etc., along with the proposed WWTF improvements.
 3. Project specific notes, details, and reports to support the design of the proposed WWTF improvements as needed.
- C. Coordinate design with EPD representatives. Assist *City of Blue Ridge* in preparing applicable permits, request letters and reports as needed for project.

2.3 Bid Phase:

- A. Meet with *City of Blue Ridge* representatives to discuss proposed bidding of the project including discussions on format, bid item alternatives, additions/deletions, etc. prior to advertising.
- B. Assist in advertising for construction including preparation and publication of Advertisement for Bid (AFB), distribution of AFB to known reputable contractors capable of adequately constructing the project, and preparing complete bid packages for bidders.
- C. Conduct pre-bid conference and prequalify contractors if requested by Owner.
- D. Assist in obtaining bids, conduct bid opening at location determined by Owner, prepare certified bid tabulation, evaluate bids and make recommendation of award to the *City of Blue Ridge*, and coordinate preparation and execution of contract documents.

2.4. Construction Phase:

- A. Schedule, attend and lead a preconstruction conference between *City of Blue Ridge* representatives and the selected contractor.
- B. Provide general administration of the construction contracts including coordination of all signatures and verification of bonds and contract related documents.
- C. Provide periodic construction review and assess construction quality and progress. Periodic construction review is estimated to be one review per week. A fee may be provided for a full time Resident Observer upon request, but is not included in fee breakdown below.
- D. Review contractor's pay estimates and make recommendations for payment.
- E. Conduct a pre-final inspection of the contractor's work with owner's representatives to determine if work is substantially complete and prepare a punch-list of items to be corrected, if necessary.

F. Compile "As-Built" drawings showing actual locations of improvements from construction documents to include all redlines and field measurements notated by the contractor or contractor's subcontractors on record documents. This does not include field surveys of as-built site elements or utilities.

G. Provide final construction review and close-out.

2.5 Funding Assistance

A. Assist the *City of Blue Ridge* with all aspects of funding assistance through GEFA SRF program. This includes coordination of all GEFA SRF requirements from the City, engineer, and contractor including project closeout.

3. The Engineer's Representations:

3.1 The Engineer represents and warrants that it is fully and professionally qualified to act as the engineer for the Owner on the Project and is licensed to practice engineering by all entities or bodies having jurisdiction over the Project and the Work. The Engineer represents and warrants that it shall maintain any and all licenses, permits or other authorizations necessary to act as the engineer for the Work.

3.2 The Engineer represents and warrants that it has become familiar with the Project site and the local conditions under which the Work, and any work of the Owner or the Owner's other contractors based upon the Work, is to be performed.

3.3 The Engineer represents and warrants that it has obtained, reviewed, and carefully examined the Owner-Supplied Information for the Project.

3.4 The Engineer represents and warrants that it shall prepare all documents and things required by this Task Release in such a manner that all such documents and things shall be complete, accurate, coordinated and adequate for purposes intended, and shall be in conformity and comply with all applicable law, codes and regulations. The Engineer represents and warrants that, in performing the Work under this Task Release, it shall comply with all terms and conditions of the Master Agreement.

4. Contract Time:


4.1 Upon execution of this Contract and commitment by Owner of funds to complete the Project, Engineer will commence performance of its services hereunder, and will complete same within a time period mutually established between Owner and Engineer to meet Project schedules.

5. Contract Price:

6.2 The Owner designates the following individual as its primary contact for day-to-day communications with the Engineer under this Task Release:

 Name Phone

WITNESS the signatures of the Owner's and the Engineer's authorized representatives placed on duplicate copies of this Task Release on the day and year first above written.

Carter & Sloope, Inc. ("Engineer")	City of Blue Ridge ("Owner")
 _____ Signature	_____ Honorable Donna Whitener, Mayor
By: <u>Matt Smith, PE.</u> Printed name Title: <u>Senior Engineer</u> Date: <u>5/13/19</u>	Date: _____, 20__