

ENGINEERING SERVICES WORK ORDER 09

This Work Order Number 09 is entered into as of this ____ day of _____, _____, pursuant to that certain Continuing Contract Agreement, dated May 2, 2023, ("Agreement"), by and between INDIAN RIVER COUNTY, a political subdivision of the State of Florida ("COUNTY") and Atkins North America, Inc. ("Consultant").

The COUNTY has selected the Consultant to perform the professional services set forth on Exhibit A (Scope of Work), attached to this Work Order and made part hereof by this reference. The professional services will be performed by the Consultant for the mutually agreed upon lump sum or maximum amount not-to-exceed professional fee. Any additional costs must be approved in writing, and at a rate not to exceed the prices set forth in Exhibit B of the Agreement (Rate Schedule) for RFQ 2023015, made a part hereof by this reference. The Consultant will perform the professional services within the timeframe more particularly set forth in Exhibit A (Time Schedule), attached to this Work Order and made a part hereof by this reference all in accordance with the terms and provisions set forth in the Agreement. Pursuant to paragraph 1.4 of the Agreement, nothing contained in any Work Order shall conflict with the terms of the Agreement and the terms of the Agreement shall be deemed to be incorporated in each individual Work Order as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first written above.

CONSULTANT:

Daniel B

By: Parsons

Name: Daniel Parsons

Title: Division Manager

Digitally signed by Daniel B Parsons
DN: C=US, O=ATKINS NORTH AMERICA, dnQualifier=A01410C00000186A8EB7943005E4B2, CN=Daniel B Parsons
Reason: I am the author of this document
Location:
Date: 2023-04-24 14:00:00-04'00'
Font PDF Editor Version: 13.1.2

**BOARD OF COUNTY COMMISSIONERS OF
INDIAN RIVER COUNTY:**

By: _____
Joseph E. Flescher, Chairman

BCC Approval Date: _____

By: _____
John A. Titkanich, Jr., County Administrator

Approved as to Form and Legal Sufficiency:

By: _____
Christopher A. Hicks, Assistant County Attorney

Ryan L. Butler, Clerk of Court and Comptroller

Attest: _____
Deputy Clerk

(SEAL)



INDIAN RIVER COUNTY DEPARTMENT OF UTILITIES SERVICES

WORK ORDER NO. 9 CENTRAL WWTF ODOR CONTROL CONSTRUCTION SERVICES

IRCDUS PID 22.22.513

EXHIBIT A – Scope of Services

BACKGROUND

In March 2022, Indian River County Department of Utilities Services (IRCDUS) contracted with AtkinsRéalis to provide technical services to design an odor control system for the sludge holding tank at the Central (Gifford) WWTF. In 2012, the original odor control facility at this location was demolished as part of the *Central Wastewater Treatment Facility Sludge Handling Facility Modifications Project* and was not replaced due to budget constraints. With the new development of the adjacent land, the County aims to manage any potential odor issues related to the sludge holding tanks.

Final design of the new odor control system was completed in 2023. IRCDUS has requested AtkinsRéalis provide updates to the design documents, permitting support and construction services for the project as part of the existing Continuing Services Agreement.

SCOPE OF SERVICES

The following Scope of Services is for professional services relating to the installation of an odor control system at the Central (Gifford) WWTF. Upon Notice to Proceed, AtkinsRéalis will provide professional services to include project management and construction phase services as described herein.

TASK 01 PRE-AWARD PROJECT MANAGEMENT

This task consists of overall management of the project throughout the design and bidding phase up to time of Contractor award. This includes contract administration, and management of the project schedule, budget, and risk. The project manager will facilitate effective communication with IRCDUS

representatives and subconsultants, ensuring that all team members understand their roles and responsibilities. Regular monitoring and reporting will be conducted to deliver the project on time, within budget, and to high quality standards. Project Status Reports will be supplied to IRCDUS with each invoice or upon request and will detail any changes in schedule along with supporting justification for the change.

This scope is limited to updating the construction documents and does not encompass a full design. Therefore, attendance at the monthly IRCDUS/AtkinsRéalis Progress Meetings, along with the Review Meeting indicated in Task 2.2 and the Pre-Bid Meeting in Task 3.1, will be sufficient to review progress during the design and bidding phases. Meeting agendas and minutes will be distributed.

Task 01 Deliverables: *Project Status Reports, Schedules, and Meeting Documentation (agendas & minutes).*

TASK 02 PRE-BID PREPARATION

2.1 Construction Document Updates

AtkinsRéalis will update and prepare the existing Construction Documents for bid.

- Update drawings and specifications associated with SCADA coordination and P&ID preparation for odor control.
- Provide remote I/O panels in the sludge building area and main electrical room. Pick up I/O for rotary drum thickeners, Plant Lift Station, polymer system and 8-in sludge feed flow meter.
- Replace existing sludge flow meter. Replace Main Breaker in sludge thickening building (800 amps).
- Provide new lighting in sludge building electrical room and replace site lighting with LED fixtures.
- Re-feed power in thickener area, Plant Lift station control panel, air compressors and sludge pumps.
- Provide 120V feeds for polymer system and future flowmeter.
- Provide new VFDs for reuse water pumps. No.1 and No.2. VFD's to be mounted next to existing double doors.
- Add a FPP next to RI/O to connect RIO-1 and RIO-2 to PLC-2A.
- Update County's Front End (Division 0) documents.
- Create project risk register.
- Revise Consultant's OPCC and Bid Form. Additional electrical work will be included as one or more add alternatives.
- Prepare Asset Management Register and associated Contractor requirements, including specification updates.
- Produce IRCDUS Bid Checklist.

2.2 Construction Document Review Workshop and Bid Documents

A draft of the updated documents will be submitted to IRCDUS for review followed by a Review Workshop. The Review Workshop will be held in-person and attended by up to three (3) members of the AtkinsRéalis project team. AtkinsRéalis will address all comments from the Review Workshop and will prepare and submit 100% construction bid documents, consisting of the following:

- One (1) copy of a summary of the responses to comments provided during the Review Workshop.
- Four (4) hard copies and one (1) electronic copy in PDF format of the signed and sealed Construction Documents.
- One (1) copy of the updated Consultant's revised OPCC and Bid Form.

2.3 FDEP Permit

AtkinsRéalis will prepare DEP Form 62-620.910 *Application for a Minor Revision to a Wastewater Facility or Activity Permit* for IRCDUS signature and submission to FDEP.

Task 02 Deliverables: *Draft Risk Register, Draft Asset Management Register, Bid Checklist, Draft and Final Bid Documents (Drawings & Specifications), Updated County Div 0 Documents, Review Workshop Agenda, Compiled Comments with Responses, Updated OPCC, Bid Form, and FDEP Permit*

TASK 03 BID SUPPORT SERVICES

3.1 Pre-Bid Meeting

AtkinsRéalis will attend an in-person pre-bid meeting scheduled by IRCDUS and will present project details and technical information.

3.2 Bid Addenda

AtkinsRéalis will consider written questions from bidders related to the project and prepare all addenda as required to interpret, clarify or expand the Contract Documents. A maximum of two (2) addenda will be completed. Addenda will be submitted to the IRCDUS Project Manager in a timely manner that allows reception of addenda by all bidders, with the final addendum to be provided no later than a minimum of five (5) days prior to bid opening date.

3.3 Recommendation of Award

AtkinsRéalis will review the bid submittals and provide a recommendation of award to IRCDUS.

Task 03 Deliverables: *Bid Addenda, Recommendation of Award*

TASK 04 CONSTRUCTION PHASE SERVICES

AtkinsRéalis will provide construction phase services for up to twelve months following the notice of award. Construction phase services will include the tasks as defined below.

4.1 Construction Management

AtkinsRéalis will provide construction project management services following Contractor Award, through close of project to successfully deliver the project to expected standard of quality, scope, and function. Project manager will facilitate communication and planning among all stakeholders including IRCDUS, subconsultants and the Contractor.

Project manager will coordinate with IRCDUS and the Contractor to ensure all project documentation is completed, including substantial and closeout documentation.

AtkinsRéalis will assist the Contractor with maintaining the project schedule, Project Risk Register and Asset Management Register throughout construction, with regular check-ins during progress meetings. Additionally, a Project Action Item (PAI) list will be maintained throughout.

Contractor's pay requests and variance analyses will be reviewed and submitted to IRCDUS with comments or recommendations for approval.

4.2 Conformed Documents

AtkinsRéalis will incorporate into the Contract Documents any revisions and clarifications that occurred during the bidding phase. Indian River County front end documents and executed construction contract shall be provided by the County. Final conformed documents will be released for construction.

4.3 Pre-construction Meeting

AtkinsRéalis will organize and conduct an in-person pre-construction meeting attended by up to two (2) project staff. This meeting will cover all project expectations and requirements to set a framework for the Construction Phase. Discussions will include the scope of work, roles, responsibilities, communication plan, schedule, budget, payment procedures, risk management, asset management, documentation requirements and submittal procedures, safety, site conditions and restrictions and project closeout. The Contractor's construction schedule and forecasted earned values will be reviewed beforehand and then baselined at this meeting. Agenda and meeting minutes will be distributed to all attendees.

4.4 Shop Drawing Submittal Review

AtkinsRéalis shall track and perform shop drawing and product submittal reviews for up to 24 shop drawing submittals, including revised submittals. Shop drawings will only be reviewed for conformance with the Contract Documents and compatibility with the design concept. AtkinsRéalis will provide a list of additional submittals for the contractor, as necessary.

4.5 Request for Information (RFI)

AtkinsRéalis will review and respond to and/or issue up to ten (10) RFIs, clarifications or supplemental instructions consistent with the Construction scope. The proposed budget for this task is based on ten RFIs.

4.6 Change Orders

AtkinsRéalis will support up to two (2) change orders. Services associated with change orders will include review of Contractor's request and pricing/quotes, submittal of written justification for the change order to IRCDUS for approval and issuance of change directives.

4.7 Progress Meetings and Site Visits

AtkinsRéalis will attend up to twelve virtual monthly progress meetings, facilitated by the Contractor. AtkinsRéalis will assist the Contractor with maintaining the project schedule, Project Risk Register and Asset Management Register throughout construction, with regular check-ins during progress meetings.

In addition to progress meetings, AtkinsRéalis will conduct up to six (6) site visits to review progress of construction, confirm adherence to design criteria, evaluate site conditions relating to any RFI's or Change Orders, and record relevant documentation of construction progress. Details of each site visit will be documented in a Site Inspection.

4.8 Substantial and Final Completion Activity

AtkinsRéalis will conduct a substantial completion site visit to review progress of construction and prepare associated punch list. A final completion walk-through will be performed to verify the completion of all substantial completion punch list items. AtkinsRéalis will assist IRCDUS and the Contractor to ensure that all Substantial and Final Completion requirements, along with all other project documentation mandated by the Contract, are fulfilled. The final completed Asset Management Register and Risk Register will be provided to IRCDUS.

4.9 Permit Closeout

Upon acceptance of completion of the punch list items, AtkinsRéalis will prepare the FDEP *Notification of Completion of Construction for Wastewater Facilities or Activities* for IRCDUS execution and submittal to FDEP.

4.10 Record Drawings

AtkinsRéalis will develop the Record Drawings from the As-built Drawings supplied by the Contractor. AtkinsRéalis will identify any substantive deviations from the original design documents and certify whether the deviations are such that the original engineering design intent has or has not been materially accomplished by the finished construction.

AtkinsRéalis shall submit stamped Record Drawings, consisting of one full-size set and one electronic copy in PDF format.

Task 04 Deliverables: *Conformed Contract Documents, Shop Drawing Submittal Reviews, RFI Responses, Pay Request and Variance Analysis Reviews, Change Order Reviews and Directives, Meeting Agendas and Minutes, Project Action Item List, Site Inspection Reports, Punch List, Final Risk Register, Final Asset Management Register, FDEP Notice of Completion, and Record Drawings.*

SUMMARY OF DELIVERABLES

| Task No. | Task Title | Deliverable |
|----------|------------------------------|---|
| 1 | Pre-Award Project Management | <i>Project Status Reports, Project Schedules, Meeting Agendas and Minutes</i> |
| 2 | Pre-Bid Preparation | <i>Draft Risk Register, Draft Asset Management Register, Bid Checklist, Draft and Final Bid Documents (Drawings & Specifications), Updated County Div 0 Documents, Review Workshop Agenda, Compiled Comments with Responses, Updated OPCC, Bid Form, and FDEP Permit</i> |
| 3 | Bid Support Services | <i>Bid Addenda, Recommendation of Award</i> |
| 4 | Construction Phase Services | <i>Project Action Item List Conformed Contract Documents, Shop Drawing Submittal Reviews, RFI Responses, Pay Request and Variance Analysis Reviews, Change Order Reviews and Directives, Meeting Agendas and Minutes, Site Inspection Reports, Punch List, Final Risk Register, Final Asset Management Register, FDEP Notice of Completion, and Record Drawings</i> |

SCHEDULE

| Task | Weeks From Kick-Off |
|----------------------------------|---------------------|
| Draft Risk Register & Asset List | 12 |
| Updated Construction Documents | 12 |
| Review Workshop | 14 |
| Final Bid Documents | 18 |
| FDEP Permit | 18 |
| Bid Phase | 20 |
| Contractor NTP | TBD |
| Construction Completion | NTP + 52 weeks |
| Record Drawings | NTP + 12 weeks |

QUALITY CONTROL

AtkinsRéalis will be responsible for the professional quality of all deliverables. This shall include an internal Quality Assurance Plan that, as a minimum, provides review of all deliverables and significant calculations by another qualified professional that was not responsible for project execution.

ASSUMPTIONS

The following assumptions have been made in the development of this scope of work, schedule, and fee:

1. DEP Minor Modification Permitting fees will be provided by Indian River County.
2. Survey, subsurface utility engineering or geotechnical services are not required.
3. Neighborhood/community meetings are not needed.
4. Review Workshop will be focused on updated documents only.
5. Project will comply with all federal, state, and local codes in effect when NTP is given.
6. Contractor is responsible for all materials testing for compliance with the specifications.
7. County Purchasing will provide contract terms, general and supplemental conditions to be updated by AtkinsRéalis and IRCDUS.
8. Management of bid phase services will be completed by IRCDUS's Purchasing Department including advertising, contract preparation and review, bidder coordination, and facilitation of the pre-bid meeting and site visit.
9. Full-time on-site construction services are not required for this project and are not included in the scope and fee.

10. IRCDUS will provide all information requested by bidders or the contractor regarding any existing facilities located outside of the project's design area. AtkinsRéalis will not be obligated to produce content beyond the scope of the Construction Plans.

COMPENSATION

The AtkinsRéalis Team proposes to perform all services within this scope of work on a Lump Sum basis. Project will be billed monthly according to percent complete. All invoices must include a detailed progress report supporting the progress requested in the invoice.

The estimated total engineering fee including all labor and expenses associated with the scope of work is not to exceed \$279,650.00, as presented below and detailed in **Exhibit B** and **Exhibit C**.

| Task No. | Task Title | Fee |
|----------|-----------------------------|----------------------|
| 1 | Project Management | \$ 34,424.00 |
| 2 | Pre-Bid Preparation | \$ 74,836.00 |
| 3 | Bid Support Services | \$ 19,226.00 |
| 4 | Construction Phase Services | \$ 147,164.00 |
| | Expenses | \$ 4,000.00 |
| | Total | \$ 279,650.00 |

EXHIBIT B

Cost Detail

AtkinsRéalis

IRC Odor Control SDC
Indian River County

| Task# | Description | Bill Rate: \$ 290.00 | \$ 208.00 | \$ 178.00 | \$ 196.00 | \$ 131.00 | \$ 95.00 | Total Hours | Labor | Subcontract & Consultants | Expenses | Total Price |
|-------------------------|---|----------------------|--------------|--------------|--------------|--------------|--------------|-------------|---------------|---------------------------|-------------|---------------|
| 01 | Pre-Award Project Management | | | | | | | | | | | |
| 01.01.L | Pre-Award PM Labor | 40.00 | 0.00 | 0.00 | 0.00 | 44.00 | 44.00 | 128.00 | \$ 21,544.00 | \$ - | \$ - | \$ 21,544.00 |
| 01.01.BEC | PM BEC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ - | \$ 12,880.00 | \$ - | \$ 12,880.00 |
| 02 | Pre-Bid Preparation | | | | | | | | | | | |
| 02.01.L | Construction Document Updates | 8.00 | 20.00 | 4.00 | 24.00 | 48.00 | 8.00 | 112.00 | \$ 18,944.00 | \$ - | \$ - | \$ 18,944.00 |
| 02.02.L | Bid Documents | 2.00 | 6.00 | 0.00 | 16.00 | 16.00 | 24.00 | 64.00 | \$ 9,340.00 | \$ - | \$ - | \$ 9,340.00 |
| 02.03.L | FDEP Permit | 2.00 | 0.00 | 0.00 | 16.00 | 12.00 | 4.00 | 34.00 | \$ 2,532.00 | \$ - | \$ - | \$ 2,532.00 |
| 02.S.BEC | Pre-Bid Preparation BEC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ - | \$ 44,020.00 | \$ - | \$ 44,020.00 |
| 03 | Bid Support Services | | | | | | | | | | | |
| 03.01.L | Pre-Bid Meeting | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 16.00 | \$ 3,368.00 | \$ - | \$ - | \$ 3,368.00 |
| 03.02.L | RFI/Addendum | 2.00 | 4.00 | 0.00 | 8.00 | 16.00 | 16.00 | 46.00 | \$ 6,596.00 | \$ - | \$ - | \$ 6,596.00 |
| 03.03.L | Recommendation of Award | 2.00 | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 4.00 | \$ 842.00 | \$ - | \$ - | \$ 842.00 |
| 03.S.BEC | Bid Support Services BEC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ - | \$ 8,420.00 | \$ - | \$ 8,420.00 |
| 04 | Construction Phase Services | | | | | | | | | | | |
| 04.01.L | Construction Management | 0.00 | 0.00 | 0.00 | 0.00 | 20.00 | 20.00 | 40.00 | \$ 4,520.00 | \$ - | \$ - | \$ 4,520.00 |
| 04.02.L | Conformed Documents | 2.00 | 0.00 | 0.00 | 8.00 | 16.00 | 16.00 | 42.00 | \$ 5,764.00 | \$ - | \$ - | \$ 5,764.00 |
| 04.03.L | Pre-construction Meeting | 10.00 | 0.00 | 0.00 | 0.00 | 16.00 | 4.00 | 30.00 | \$ 5,376.00 | \$ - | \$ - | \$ 5,376.00 |
| 04.04.L | Shop Drawing Submittal Review | 4.00 | 0.00 | 4.00 | 0.00 | 40.00 | 12.00 | 60.00 | \$ 8,252.00 | \$ - | \$ - | \$ 8,252.00 |
| 04.05.L | RFI | 4.00 | 0.00 | 0.00 | 20.00 | 20.00 | 5.00 | 49.00 | \$ 8,175.00 | \$ - | \$ - | \$ 8,175.00 |
| 04.06.L | Change Orders | 4.00 | 12.00 | 8.00 | 4.00 | 20.00 | 4.00 | 52.00 | \$ 8,864.00 | \$ - | \$ - | \$ 8,864.00 |
| 04.07.L | Meetings and Visits | 9.00 | 0.00 | 40.00 | 0.00 | 60.00 | 8.00 | 117.00 | \$ 17,590.00 | \$ - | \$ - | \$ 17,590.00 |
| 04.08.L | Substantial and Final Completion Activity | 2.00 | 0.00 | 8.00 | 0.00 | 8.00 | 8.00 | 26.00 | \$ 3,812.00 | \$ - | \$ - | \$ 3,812.00 |
| 04.09.L | Permit Closeout | 1.00 | 0.00 | 0.00 | 0.00 | 2.00 | 4.00 | 7.00 | \$ 552.00 | \$ - | \$ - | \$ 552.00 |
| 04.10.L | Record Drawings | 4.00 | 0.00 | 4.00 | 24.00 | 8.00 | 4.00 | 44.00 | \$ 8,004.00 | \$ - | \$ - | \$ 8,004.00 |
| 04.S.BEC | Construction Phase Services BEC | 2.00 | 8.00 | 0.00 | 8.00 | 8.00 | 2.00 | 28.00 | \$ - | \$ 71,205.00 | \$ - | \$ 71,205.00 |
| 04.QC.L | Quality Control | 2.00 | 8.00 | 0.00 | 8.00 | 8.00 | 2.00 | 28.00 | \$ 5,050.00 | \$ - | \$ - | \$ 5,050.00 |
| 99 | Expenses | | | | | | | | | | | |
| 99.EX | Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$ - | \$ - | \$ 4,000.00 | \$ 4,000.00 |
| Total Hours by Resource | | 108.00 | 58.00 | 68.00 | 136.00 | 372.00 | 185.00 | | | | | |
| Total Price by Resource | | \$ 30,740.00 | \$ 10,400.00 | \$ 12,104.00 | \$ 21,952.00 | \$ 47,684.00 | \$ 16,245.00 | 927.00 | \$ 139,125.00 | \$ 136,525.00 | \$ 4,000.00 | \$ 279,650.00 |

Exhibit C

Bailey Engineering Consultants Proposal

March 25th, 2025



Ms. Yvonne Picard, PE
ATKINS North America, Inc.
482 South Keller Road
Orlando, FL 32810-6101

Re: Indian River Central WWTF Sludge Tank Odor Control Facility
Additional Engineering Services
Vero Beach, Florida

Dear Ms. Picard:

We are pleased to submit our proposal for additional electrical and instrumentation engineering services for the above project. The following provides an overview of the engineering services Bailey Engineering Consultants, Inc. (BEC) intends to furnish to Atkins. Our work scope shall include the following:

Task 01 - Project Management

1. Meet on site to discuss and identify the additional services requested by Atkins and Indian River County (IRC).
2. Attend 2 additional Teams meetings to review the project progress with Atkins and IRC.

Task 02 - Pre-Bid Preparation

2.1 Construction Document Updates / Final Design

1. Task 1 – Additional Base Bid Work
 - a. Provide remote I/O panels in the sludge building area and main electrical room.
 - b. Pick up I/O for rotary drum thickeners, Plant Lift Station, polymer system and sludge feed flow meter. flow meter replacement 8" flowmeter.
2. Task 2
 - a. Replace Main Breaker in sludge thickening building (800 amps)
 - b. Replace site lighting with LED fixtures.
 - c. Provide new lighting in sludge building electrical room.
 - d. Re feed power in thickener area, Lift station control panel, air compressors and sludge pumps.
 - e. Provide 120V feeds for polymer system and future flowmeter.

3. Task 3
 - a. Provide new VFDs for reuse water pumps. No.1 and No.2. VFD's to be mounted next to existing double doors.
 - b. Add a FPP next to RIO to connect RIO-1 and RIO-2 to PLC-2A.
4. Deliverables:
 - a. 90% Submittal. BEC shall submit electronic copies of the plans (in AutoCAD format and PDF), specifications (in MS Word and PDF) and cost opinion (in PDF) to Atkins. Additional reproduction by others.
 - b. 100% Submittal. BEC shall submit electronic copies of the plans (in AutoCAD format and PDF), specifications (in MS Word and PDF) and cost opinion (in PDF) to Atkins. Additional reproduction by others.

2.2 Construction Document Review Workshop and Bid Documents

1. Attend one (1) meeting as requested to review status and design requirements.

2.3 FDEP Permit

1. BEC shall assist during the permitting process and answer questions resulting from building department review.

Task 03 - Bid Support Services

3.1 Pre-Bid Meeting

1. Attend Pre-Bid meeting.

3.2 RFI/Addendum

1. BEC will respond to questions from bidders as related to this project and prepare any necessary addenda.

3.3 Recommendation of Award

1. Review the bid submittals and make a recommendation as related to electrical and I&C.

Task 04 - Construction Phase Services

1. BEC will provide construction phase services for up to eighteen months following the notice of award. Construction phase services will include the tasks as defined below.

4.1 Conformed Documents

1. BEC will incorporate into the Contract Documents any revisions and clarifications that occurred during the bidding phase.

4.2 Pre-construction Meeting

1. BEC will attend a pre-construction meeting.

4.3 Shop Drawing Submittal Review

1. BEC shall perform shop drawing and product submittal reviews for up to **24** shop drawing submittals, including revised submittals. Shop drawings will only be reviewed for conformance with the Contract Documents and compatibility with the design concept. BEC will provide a list of additional submittals for the contractor as necessary.

4.4 Request for Information (RFI)

1. BEC will review and respond to and/or issue ten RFIs, clarifications or supplemental instructions consistent with the Construction scope. The proposed budget for this task is based on ten RFIs.

4.5 Change Orders – By others.**4.6 Progress Meetings and Site Visits**

1. BEC will attend up to twelve monthly progress meetings, facilitated by the Contractor. In addition to progress meetings, BEC will attend up to six site visits to review progress of construction, confirm adherence to design criteria, evaluate site conditions relating to any RFI's or Change Orders, and record relevant documentation of construction progress.

4.7 Substantial and Final Completion Activity

1. BEC will conduct a substantial completion site visit to review progress of construction, prepare the necessary punchlists. A final completion walk-through will be performed to verify completion of all substantial completion punchlist items.

4.8 Permit Closeout – By others.**4.9 Record Drawings**

1. BEC shall prepare record drawings incorporating changes made during construction based on as-built information furnished by the Contractor; and

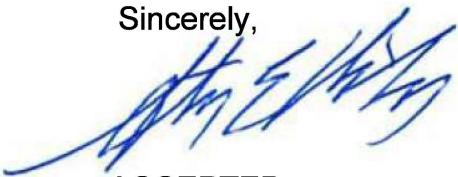
provide one (1) set of electronic construction record drawings and electronic files of the record drawings in AutoCAD 2019 format.

SUPPLEMENTAL SERVICES - Any work requested by the City that is not included in one of the items listed in any other phase will be classified as supplemental services.

Travel to and from the site and other direct costs are included in the overhead rate and will not be billed as a separate line item. Our fee for this work shall be lump sum and shall be billed monthly based on percentage of completion. Our fee shall be payable as follows:

| | |
|---|---------------------------|
| Task 01 - Project Management | \$ 12,880.00 |
| Task 02 - Pre-Bid Preparation | \$ 44,020.00 |
| Task 03 - Bid Support Services | \$ 8,420.00 |
| <u>Task 04 - Construction Phase Services</u> | <u>\$ 71,20500</u> |
| Total: | \$ 136,525.00 |

Sincerely,



ACCEPTED _____

DATE _____

ATK-25-001DGrev1