

APPENDIX

Exhibit A

TASK ORDER NUMBER: 10022-1

RFQ NUMBER: 2026-002

PROJECT NAME: Crooked Creek WRF Filter Replacement

This Task Order pertains to an Agreement (Contract #10022) by and between UNION COUNTY, NORTH CAROLINA (“OWNER”), and Hazen and Sawyer, P.C. (“ENGINEER” or “Engineer”), dated January 14, 2026 (“the Agreement”). ENGINEER shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION:

The purpose of this task order is for ENGINEER to provide preliminary engineering services, design services, and bid phase services to replace the existing tertiary sand bed filters with cloth disk filters at the Crooked Creek Water Reclamation Facility (WRF). Work will be performed with the understanding that: (a) the existing filters no longer serve their intended purpose and must be replaced; (b) the new filters will be Kruger disk filters to match equipment used at the OWNER’s other WRFs.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

Basic services to be provided by ENGINEER include the following task as delineated and expanded in greater detail below and per the Agreement:

- Task No. 1 – Preliminary Engineering Services
- Task No. 2 – Design Services
- Task No. 3 – Bid Phase Services
- Task No. 4 – Allowance for Subconsultants and Expenses
- Task No. 5 – Allowance for Additional Services

TASK NO. 1 – Preliminary Engineering Services

Subtask 1.1 Field Evaluation – ENGINEER will perform field evaluation to determine equipment and facility location alternatives, equipment support considerations (e.g. existing structures, electrical service, etc.), siting, and constructability. Evaluation of existing structure(s) will include upper evaluation from viewable areas as well as confined space entry to evaluate the condition of the concrete inside the structure. Confined space entry will include logistics associated with securing equipment rental and delivery to site. [Rental and delivery cost for equipment is included under Task No. 4.]

Subtask 1.2 Technical Memorandum – ENGINEER will develop a technical memorandum (TM) summarizing the findings and recommendations for the OWNER. The TM will include two alternatives for locating the new equipment: (a) within the footprint of the existing filter structure; and (b) adjacent to, but separate from, the existing filter structure. The TM will address the following considerations:

- Specific requirements for the Kruger disk filter system including number of units, sizing of disks to match other WRFs, and sole-sourcing of equipment.
- Constructability including maintenance of existing plant in operation and effluent permit considerations, including developing plan to perform work without using bypass pumping and/or piping operations.
- Evaluation of existing filter structure (drawings and field condition of concrete) to develop understanding of viability of installing disk filter units and supporting piping, valves, etc. within the footprint of the existing structure. Evaluation will include Revit model development of existing structure.
- Evaluation of existing influent box at filter structure to determine viability to be used for flow management to new filters and for bypass operations.
- Support systems including electrical and instrumentation and controls (I&C), including confirming if system can be fully supported from existing electrical gear and identifying plan for decommissioning existing electrical services to be selectively demolished or salvaged as future spares, as appropriate.
- Determine expected equipment lead time with Kruger to establish project schedule.

ENGINEER will host a meeting with the OWNER to review the TM and adjust the TM with comments from the OWNER to deliver the final TM.

TASK NO. 2 – Detailed Design Services

Subtask 2.1 Develop Detailed Drawings – ENGINEER will prepare detailed drawings suitable for bidding by a North Carolina licensed General Contractor for the recommended improvements to be performed. Estimated drawings are summarized in the table below.

Estimated Number of Detailed Drawings

<u>Series Description</u>	<u>No. of Drawings</u>
General / Civil / Site	8
Mechanical	8
Structural	5
Instrumentation / Controls / P&IDs	2
Electrical	7
Standard Details	10
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TOTAL	40

Subtask 2.2 Develop Technical Specifications – Prepare performance based technical specifications for all aspects of the work such that the project results in a complete working facility. Specifications will be developed in Division 50 format and in accordance with applicable law concerning specifications to be used in a county project. Related work to be performed under this task includes:

- Maintenance of Utility Operations during Construction – Develop a detailed plan for maintenance of plant operations during construction including consideration of maintaining permit compliance while sequencing new facilities into service and demolishing existing facilities, as necessary.
- Functional Control Descriptions – Develop functional control descriptions describing the required operation, monitoring, and control of the new facilities. New and/or modified graphic display screens depicting the improvements will be described by the ENGINEER and incorporated into the plant SCADA system during construction.
- General Requirements – Develop general requirements for construction including, without limitation:
 - Summary of Work
 - Modification Procedures
 - Coordination
 - Abbreviations and Reference Standards
 - Project Meetings

- Submittals
- Construction Schedules
- Quality Control
- Temporary Utilities
- Maintenance of Utility Operations During Construction
- Protection of Existing Facilities
- Demolition and Removal of Existing Structures and Equipment
- Site Access and Storage
- Temporary Environmental Controls
- Field Office, Equipment and Services
- Material and Equipment
- Project Closeout
- Front End Bidding Documents – Develop bidding documents utilizing OWNER’s most current format including, without limitation:
 - Section C-111 – Advertisement for Bids
 - Section C-200 – Instructions to Bidders
 - Section C-410 – Bid Form
 - Section C-430 – Bid Bond
 - Section C-510 – Notice of Award
 - Section C-520 – Agreement
 - Section C-550 – Notice to Proceed
 - Section C-610 – Performance Bond
 - Section C-615 – Payment Bond
 - Section C-620 – Contractor’s Application for Payment
 - Section C-625 – Certificate of Substantial Completion
 - Section C-700 – Standard General Conditions
 - Section C-800 – Supplementary Conditions
 - Section C-940 – Work Change Directive
 - Section C-941 – Change Order
 - Section C-942 – Field Order
 - Section C-950 – E-Verify Affidavit

Subtask 2.3 Quality Assurance / Quality Control – Conduct an internal technical and constructability review at key milestones (60%, 90%, 100%) in accordance with the Engineer's Quality Assurance Policy Manual. Review of the design to date will include:

- Specified manufacturers of major equipment items in accordance with applicable law concerning specifications to be used in a county project
- Design calculations
- I/O listing and functional control descriptions
- Construction phasing
- Drawing and specification review to ensure coordination and completeness

Subtask 2.4 Regulatory Coordination – Prepare and submit all required permit packages to the applicable regulatory agencies for review and approval. When necessary, the Engineer will discuss the proposed project with the applicable regulatory agencies to fully define the permit requirements and to identify the major permitting issues that must be resolved. A permitting strategy will be developed to address the major issues identified and to facilitate the permit acquisition process. Applications for the required permits and approvals will be prepared for submittal to the respective agencies. It is anticipated that the following permits will be required:

- NC DEQ NPDES Wastewater Authorization-to-Construct (ATC)
- Building and Electrical Permit(s)

ENGINEER will pay any fees associated with permits and invoice such fees under reimbursable expenses.

TASK NO. 3 – Bid Phase Services

Subtask 3.1 Issue Bid Documents – ENGINEER will deliver one hard copy of the bid documents along with an electronic (PDF) copy to the OWNER and issue additional copies of the documents to prospective bidders, subcontractors, major suppliers, and others authorized by the OWNER.

Subtask 3.2 Pre-Bid Meeting – ENGINEER will attend a pre-bid meeting to describe the project and the requirements of the Contract Documents to interested bidders and respond to questions concerning the project.

Subtask 3.3 Bid Documents Interpretation – ENGINEER will receive and address questions from potential bidders and will develop and distribute to all plan holders addenda as are deemed necessary to clarify or modify the requirements of the Contract Documents.

Subtask 3.4 Bid Opening – ENGINEER will attend the bid opening, analyze bids, prepare a tabulation of all bids received, and prepare and submit a recommendation of award.

Subtask 3.5 Official Contract Documents – ENGINEER will prepare official Contract Documents including forms provided by the awarded contractor for execution by the OWNER and contractor.

TASK NO. 4 – Allowance for Subconsultants and Expenses

Allowance for ENGINEER: (a) to utilize subconsultants as required to perform the assessments, e.g. survey work and utility location; (b) to secure confined space entry equipment including rental and delivery to site; (c) to include reimbursable expenses as appropriate in accordance with Section 6.1.5 of the Agreement.

TASK NO. 5 – Allowance for Additional Services

Allowance for ENGINEER to perform additional services as requested by OWNER, performed only upon authorization from OWNER.

PART 3.0 OWNER’S RESPONSIBILITIES:

OWNER shall provide ENGINEER the following:

- Authorize ENGINEER to proceed, in writing.
- Clean out existing filter basin to allow ENGINEER to access structure and perform exterior and interior structure evaluation.
- Consider all sketches, drawings, maps, and other documents submitted by ENGINEER, and inform ENGINEER of any required decisions.
- Make available information on existing utilities and facilities, as may be reasonably requested by ENGINEER.

PART 4.0 PERIODS OF SERVICE:

Services as delineated previously herein shall be completed in accordance with the following tentative schedule:

<u>Milestone Description</u>	<u>Estimated Date</u>
Project Notice to Proceed	May 2026
Task No. 1 Completion	July 2026
Task No. 2 Completion	January 2027
Task No. 3 Completion	TBD

PART 5.0 PAYMENT FOR SERVICES:

ENGINEER shall be compensated for the previously delineated Basic Scope of Services in accordance with the below indicated fee summary table and associated rate schedule by employee classification. A more detailed “Labor Effort” spreadsheet (Attachment No. 1) is appended to this Task Order and is incorporated herein by reference.

Task No.	Task Description	NTE Cost Ceiling	Total
1	Preliminary Engineering Services	\$53,900	\$53,900
2	Detailed Design Services	\$363,380	\$363,380
3	Bid Phase Services	\$23,470	\$23,470
4	Allowance for Subconsultants and Expenses	\$26,250	\$26,250
5	Allowance for Additional Services	\$45,000	\$45,000
TOTAL PROJECT FEE			\$512,000

Notes:

1. Individual service category cost ceiling amounts may be re-apportioned to other service categories by OWNER if the Not-To-Exceed Cost Ceiling amount is not exceeded. Cost ceiling will not be exceeded without written amendment to this Task Order.
2. Reimbursable Expenses will be invoiced in accordance with Section 6.1.5 of the Agreement for Reimbursable Expenses and mileage will be charged at the federal rate.

Refer to Attachment No. 1 for hourly and fee breakdown. The following hourly billing rates were used for determining the fee amount:

<u>Classification</u>	<u>Hourly Billing Rate</u>
Vice President	\$325
Associate Vice President	\$305
Senior Associate	\$295
Associate	\$255
Senior Principal Engineer	\$210
Principal Engineer	\$195
Assistant Engineer II	\$170
Assistant Engineer I	\$150
Senior Principal Designer	\$195
Principal Designer	\$180
Administrative	\$100

This Task Order is executed this date of _____.

UNION COUNTY,
NORTH CAROLINA

HAZEN AND SAWYER

By: _____

By: _____

Name: Brian Matthews

Name: Michael D. Parker, P.E.

Title: County Manager

Title: Associate Vice President

Address: 500 North Main Street
Suite 600
Monroe, NC 28112

Address: 9101 Southern Pine Blvd
Suite 250
Charlotte, NC 28273

Approved as to Legal Form: BTI

This instrument has been preaudited in
the manner required by the Local
Government Budget and Fiscal Control Act.

Deputy Finance Officer

**Attachment No. 1
Union County Water
Crooked Creek WRF
Filter Replacement
Projected Manhours and Associated Fee**

Task No.	Description	VP (Hrs) \$325	Assoc VP (Hrs) \$305	Sr Assoc (Hrs) \$295	Associate (Hrs) \$255	Sr Princ Eng (Hrs) \$210	Princ Eng (Hrs) \$195	Asst Eng II (Hrs) \$170	Asst Eng I (Hrs) \$150	Sr Prin Des (Hrs) \$195	Prin Des (Hrs) \$180	Admin (Hrs) \$100	Total Labor Hrs (Hrs)	Total Labor Fee (\$)
1	Preliminary Engineering Services													
1.1	Field Evaluation		4	4	4		4	8					24	\$5,560
1.1	Field Evaluation (Confined Space Entry and Equipment Rental Logistics)		4	4	4			12					24	\$5,460
1.2	Technical Memorandum	8	24	16	8	8	40	80		16			200	\$42,880
Subtotal		8	32	24	16	8	44	100	0	16	0	0	248	\$53,900
2	Detailed Design Services													
2.1	Develop Detailed Drawings		80	80	80	120	120	120		300	300		1,200	\$249,900
2.1	Develop Standard Detail Drawings				40						40		80	\$17,400
2.2	Develop Technical Specifications		24	40	80	40	40	80				8	312	\$70,120
2.3	Quality Assurance / Quality Control	8	16										24	\$7,480
2.4	Regulatory Coordination		16					80					96	\$18,480
Subtotal		8	136	120	200	160	160	280	0	300	340	8	1,712	\$363,380
3	Bid Phase Services													
3.1	Issue Bid Documents		2					6				2	10	\$1,830
3.2	Pre-Bid Meeting		4					8					12	\$2,580
3.3	Bid Documents Interpretation		8	8			8	16					40	\$9,080
3.4	Bid Opening		4					12					16	\$3,260
3.5	Official Contract Documents		8					24				2	34	\$6,720
Subtotal		0	26	8	0	0	8	66	0	0	0	4	112	\$23,470
4	Allowance for Subconsultants and Expenses													
	Subconsultants													\$10,000
	Confined Space Entry Equipment Rental and Delivery to Site													\$10,000
	Expenses													\$5,000
	Markup													\$1,250
Subtotal														26,250
5	Allowance for Additional Services													
	Allowance for Additional Services													\$45,000
Subtotal														45,000
GRAND TOTAL		16	194	152	216	168	212	446	0	316	340	12	2,072	\$512,000