



Procurement Use ONLY: Contract # _____

EXHIBIT A **TASK ORDER**

This Task Order pertains to an Agreement by and between Union County (“OWNER”) and Civil & Environmental Consultants, Inc. (“ENGINEER”), dated ~~*August 11, 2023~~ (“the AGREEMENT”). ENGINEER shall perform services on the project described below as provided here 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.

Int _____

***August 10, 2023 as modified by an amendment dated November 9, 2023**

TASK ORDER NUMBER: 2023-06

PART 1.0 PROJECT DESCRIPTION:

OWNER operates the Union County Solid Waste Management Facility in Wingate, North Carolina. This facility contains a closed unlined Municipal Solid Waste (WSW) Landfill and an active Construction and Demolition (C&D) Landfill. Union County recently received a Permit to Construct (PTC) for an expansion of the C&D Landfill. Union County has requested assistance with the bidding process and construction quality assurance (CQA) during cell construction.

There are eight primary steps of the bidding and construction process:

1. Preliminary Surveying Services;
2. Preparation of Bid Documents;
3. Bidding Process;
4. Award and Construction Documents;
5. Erosion and Sediment Control Permitting;
6. Project Management;
7. CQA Field Services; and
8. Certification Services.

PART 2.0 SCOPE OF SERVICES:

The ENGINEER (which may also be referred to as “CEC” herein) shall provide the Basic Services outlined as follows:

The purpose of the services described in this task order is to conduct preliminary surveying to place flagging for construction limits, prepare Bid Documents and Construction Documents for the Union County Landfill Expansion, monitor and document earthwork and other site features construction, provide project management, coordination with the Contractor and other parties, recommend Contractor payment and prepare record documentation and a certification report. The major construction activities ENGINEER and its sub consultant(s) will monitor include earthwork associated with placement of structural fill, subgrade, perimeter roadways, and stormwater features

for the Union County Landfill Expansion. The construction to be certified by ENGINEER includes the subgrade, limits of waste, and other detailed features of the construction.

ENGINEER's CQA sub consultant, ECS Southeast, LLP (ECS), will provide one full-time technician to be on-site eight hours per day, six days per week during earthwork construction. ENGINEER's Project Manager will manage the CQA project(s) and on-going field activities. The Engineer of Record will be on-site to inspect the subgrade surface. The Engineer of Record will also attend the final inspection with North Carolina Department of Environmental Quality (NCDEQ).

The final Certification Report will be completed within two weeks of receiving the completed survey and certification data from the contractor. The Report will be delivered to NCDEQ prior to the final inspection for review. A final inspection date will then be determined by NCDEQ.

CQA surveying will be conducted by the contractor and will be verified by ENGINEER.

This Scope of Services is based on construction duration of nine weeks.

Task 1 – Preparation of Bid Documents

ENGINEER's surveyor will perform preliminary surveying around the Basin #4 area and place flags noting the limits of construction.

Task 2 – Preparation of Bid Documents

ENGINEER will prepare Bid Documents and assist Union County in obtaining bids from contractors for construction of the Union County Landfill Expansion. Specifically, the Bid Documents will include Bid Drawings (including existing conditions plan, proposed site plan, details, erosion and sediment control and others as needed), Bid Forms (general contractor, including earthwork and stormwater features), Measurement and Payment document, CQA Plan, and Technical Specifications. CEC will coordinate with the Purchasing Department to prepare the general conditions and other procurement documents the County requires.

As part of the Bid and Construction Documents preparation tasks, ENGINEER will need to perform additional design work, field work, and coordination in order to produce a level of detail that is appropriate for construction. ENGINEER will utilize the Permit Application Drawings and documents as a base design and perform a final design for the Union County Landfill Expansion, including more detailed design work on the temporary structures and features, operational features, and other associated details.

ENGINEER will also coordinate with the County to collect, analyze, and provide borrow source testing data to contractors in order to facilitate structural fill selection and pricing. Contractors

will be provided the soil data and will provide with their bid their proposed source for soil materials.

Deliverables will include three copies of Bid Documents submitted to the County for review and approval at the 90-percent completion stage, and three copies of Bid Documents at time of bid.

Task 3 – Bidding Process

ENGINEER will assist the County in procuring bids from contractors, including attending a pre-bid meeting, answering contractor questions, issuing addenda (if any), and attending the bid opening. ENGINEER will prepare a detailed bid evaluation and recommendation to award to the County.

Task 4 – Award and Construction Documents

Once a successful bid is accepted, ENGINEER will prepare award documents, including Construction Drawings, contract documents (in coordination with the Purchasing Department), CQA plan, and specifications.

Construction Document deliverables will include three final copies each to the awarded contractor and to the County.

Task 5 – Erosion and Sediment Control Permitting

ENGINEER will prepare a sediment and erosion control plan with temporary measures and submit it to the Union County Stormwater department.

Erosion and Sediment Control Plan deliverables will include three copies of the Erosion and Sediment Control Plan submitted to the Stormwater Department and three final copies submitted to the County.

Task 6 – Project Management

The project management task includes review and evaluation of quality control (QC) data and conformance data, coordination with the Contractor and County, and office/engineering support. This task also includes review of the survey data collected by the Contractor to verify conformance of the constructed grades and elevations with the permitted design. The project management staff will be available to assist the County in resolution of design or construction issues. Overall budget and schedule control is tracked in this task. ENGINEER will review Contractor's payment request and recommend payment by the County to the Contractor.

ENGINEER'S office support staff will be provided on an as-needed basis as determined by the progress of the work and construction schedule. The support staff will be responsible for field and

office coordination with ECS, day-to-day coordination with the County staff, and representatives of the Contractor.

The Engineer of Record will be regularly briefed by the CQA technician and Project Manager on construction progress, and will discuss and resolve problems remotely.

Site Visits

It is anticipated that an average of one weekly visit by the Project Manager for the duration of construction will be required. It is assumed that the construction duration will be nine weeks. ENGINEER notes that field visits by the Project Manager that may be required to resolve problems that cannot be settled remotely and are not concurrent with a planned site visit, are not included in this Scope of Services, and would constitute out-of-scope services.

The Engineer of Record will be on-site to inspect the subgrade surface. The Engineer of Record will also attend the final inspection with NCDEQ. ENGINEER notes that field visits by the Engineer of Record that may be required to resolve problems that cannot be settled remotely and are not concurrent with a planned site visit are not included in this Scope of Services, and would constitute out-of-scope services.

Task 7 – Construction Quality Assurance

This task includes the field observation and construction quality assurance portion of the project. ENGINEER's sub consultant, ECS, will provide one technician to be on-site as needed during earthwork construction for compaction testing. This proposal assumes there will be ten site visits for compaction testing and approximately two remolded permeability soil tests performed.

The duties of the technician will be as follows:

- Observation and testing of the excavation and structural fill placement for compliance with the construction drawings and CQA Plan; and
- Monitoring the construction of stormwater management appurtenances, including ditches, culverts, and sediment ponds, for compliance with the drawings and specifications.

Soil samples will be collected and analyzed as required in the CQA Plan and Project Specifications. ENGINEER will not be responsible for non-conforming materials. Additional testing due to non-conforming materials or an increase in construction quantities will be considered an out-of-scope service. ENGINEER will bill time and materials for out-of-scope services upon prior approval from Union County.

ECS, along with ENGINEER's Project Manager, will maintain contact at regularly scheduled intervals with the County and the Contractor to track the Contractor's activities, productive or

nonproductive activities (such as compaction test failures, etc.), and to coordinate anticipated CQA staff requirements.

ECS will also complete the sampling and submit the samples for laboratory conformance testing of the earthwork materials required for the project. The Engineer of Record, or person under their direct supervision, will review the earthwork conformance test results and will provide recommendations to Union County on the use of the materials.

Testing may include:

- a. Grain Size Distribution, ASTM D-422
- b. Liquid and Plastic (Atterberg) Limits, ASTM D-4318
- c. Standard Proctor Moisture Density Relationships
- d. Remolded Permeability

Additional potential services not included in our Scope of Services for this task order may include the following items:

- Observe undercutting operations to document removal of unsuitable materials including debris, trash, muck, problem clays or stones with a maximum dimension greater than 6 inches; and
- Observe foundation drainage and drainage materials and report compliance with the Contract Documents and the manufacturer's recommendations.

Task 8 – Certification Report

ENGINEER will prepare a Certification Report at the completion of construction that compiles data developed during the project, including a summary of construction activities, daily field reports, and a set of record drawings for the prepared subgrade, stormwater features, and associated details. The report text will describe the installation of the earthen components and items that differed from the original plans and specifications.

ENGINEER assumes the contractor's surveyor will provide ENGINEER the as-built subgrade and stormwater components layout drawings. ENGINEER will include the drawings needed to document the construction. Costs include preparation, reproduction, and assembly of the final certification report (two hard copies and an electronic copy). The final report will be completed within two weeks of receiving the completed survey and certification data from the contractor. The report will be delivered to NCDEQ prior to the final walk for review. A final walk day will then be determined by NCDEQ.

PART 3.0 ASSUMPTIONS

In addition to the assumptions discussed in the preceding paragraphs, ENGINEER provides the following assumptions regarding project and site activities covered by this Scope of Services:

1. ENGINEER's and its sub consultant's field representatives and technicians will not direct the work nor specify or recommend construction methodologies. Furthermore, the Contractor has the sole responsibility for construction site safety in accordance with all applicable federal, state, and local regulations;
2. ENGINEER's and its sub consultant's field representative will not have the authority to stop work unless unsafe conditions are observed. However, the Contractor has the sole responsibility for construction site safety in accordance with all applicable federal, state, and local regulations. If deficiencies with respect to the construction are observed, ENGINEER will advise the Contractor and promptly notify the County;
3. ENGINEER and its sub consultant will not have the authority to make revisions, modifications, or additions to any drawings and documents. ENGINEER will advise the County when field conditions warrant changes and will require the County to authorize changes to construction documents to address such issues; and
4. ENGINEER and its sub consultant have assumed that the County will supply a suitable location for storage of a nuclear density gauge as well as access to lavatories (indoor or portable) while on-site.

PART 4.0 OWNER'S RESPONSIBILITIES

OWNER will provide to ENGINEER, and its personnel and sub consultant, access to the landfill facility and construction site(s). In addition, OWNER will provide ENGINEER with relevant plans, reports, and correspondences.

PART 5.0 PERIODS OF SERVICE

The period of service for this Task Order will be through the completion of construction activities and submittal of the CQA Report. ENGINEER has assumed a nine-week construction phase, and the completed CQA report will be submitted within two weeks of ENGINEER's receipt of the completed survey and certification data from the Contractor. ENGINEER can begin performing the Scope of Services outlined above upon receiving OWNER's authorization to proceed.

ENGINEER will complete the tasks outlined above according the following tentative schedule following authorization to proceed with each task:

<u>Task</u>	<u>Description</u>	<u>Schedule</u>
1	Preliminary Survey	December 2024
2	Preparation of Bid Documents	Draft to County April 30, 2025
3	Bidding Process	May 15, 2025 – June 3, 2025
4	Award and Construction Documents	June 3, 2025 – June 15, 2025
5	Erosion and Sediment Control Permitting	Submit to County April 15, 2025

6	Project Management	July 1, 2025 – September 15, 2025
7	Construction Quality Assurance	July 1, 2025 – September 15, 2025
8	Certification Report	Submit to NCDEQ Sept. 30, 2025

PART 6.0 PAYMENTS TO ENGINEER

Services outlined in Part 2.0 will be performed by ENGINEER on a time and materials basis for the not-to-exceed amounts per task as listed in the table below. No additional payment shall be made without written amendment to this Task Order.

Task	Total Fee
Preliminary Surveying	\$3,000
Preparation of Bid Documents	\$30,800
Bidding Process	\$14,200
Award and Construction Documents	\$5,000
Erosion and Sediment Control Permitting	\$9,500
Project Management	\$15,400
Construction Quality Assurance	\$18,000
Certification Report	\$6,000
Total Project Fee	\$101,900

CEC proposes to complete this work for an estimated fee of \$101,900. If it is determined additional services are needed, with County's approval, this Scope of Services could be expanded.

Should the Contractor's schedule be different, the fee will be adjusted accordingly. This cost estimate is based on the current understanding of the project scope and scheduling, as detailed in Parts 2.0 and 5.0.

Fees related to additional CQA services, should they be required, can be found here:

Half Day Visit (up to 4 hours on-site) - \$500.00/each

Full Day Visit (up to 8 hours on-site) - \$750.00/each

Sample Pick Up Visit (up to 1 hour on-site) - \$350.00/each

Remolded Permeability Tests - \$850.00/each

Standard Proctor, Atterberg, and Wash #200 Sieve Tests - \$465.00/sample

PART 7.0 BILLING RATES:

The attached billing rates are applicable to ENGINEER's staff and services and will be applied to this Task Order and to any additional services not included in this Task Order that are authorized in writing by OWNER.

PART 8.0 EXECUTIONS:

This Task Order is executed this _____.

UNION COUNTY,
NORTH CAROLINA

CIVIL & ENVIRONMENTAL
CONSULTANTS, INC. (CEC)

By: _____

By: _____

Name: Brian W. Matthews

Name: Todd Whittle

Title: County Manager

Title: Principal

Address: 500 N. Main St.
Monroe, NC 28112

Address: 3701 Arco Corporate Dr., Ste 400
Charlotte, NC 28273

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

Deputy Finance Officer

Approved as to legal form: CJB

ATTACHMENT 1

CEC GENERAL FEE SCHEDULE



GENERAL CHARLOTTE – 2025 FEE SCHEDULE
Professional and Technical Services

A. Personnel Services

1. Senior Principal, per hour	\$343.00
2. Senior Consultant, per hour	\$343.00
3. Principal, per hour.....	\$297.00
4. Senior Project Manager, per hour	\$272.00
5. Project Manager III, per hour.....	\$225.00
6. Project Manager II, per hour	\$218.00
7. Project Manager I, per hour	\$200.00
8. Assistant Project Manager, per hour.....	\$182.00
9. Project Consultant, per hour	\$180.00
10. Field Service Manager, per hour	\$173.00
11. Senior Designer, per hour	\$170.00
12. Senior Land Surveyor, per hour.....	\$168.00
13. Designer, per hour.....	\$156.00
14. Staff Consultant, per hour	\$155.00
15. Survey Technician IV, per hour	\$149.00
16. Project Scientist, per hour	\$149.00
17. Senior CADD Technician, per hour.....	\$140.00
18. Civil Designer, per hour.....	\$133.00
19. Survey Technician III, per hour	\$126.00
20. Staff Scientist, per hour	\$123.00
21. Administrative Manager, per hour	\$119.00
22. Technician III, per hour	\$112.00
23. GIS Analyst II, per hour	\$106.00
24. Technician II, per hour.....	\$101.00
25. Survey Technician II, per hour	\$101.00
26. GIS Analyst I, per hour.....	\$93.00
27. Survey Technician I, per hour.....	\$89.00
28. Administrative Assistant, per hour	\$86.00
29. Technician I, per hour	\$86.00

B. Other Expenses

1. Overnight Living Expenses*.....	Cost + 10%
2. Commercial Travel/Transportation.....	Cost + 10%
3. Courier Service	Cost + 10%
4. Printing & Reproduction.....	\$ 0.48
5. Photo Copies, each (No charge for initial 2 copies of reports)	\$ 0.14
6. Wide Format Printing Services (per sq. ft.)	\$ 0.46
7. Other Expendables.....	Cost + 10%
8. Subcontractor Costs	Cost + 10%
9. Subcontract Laboratory Costs.....	Cost + 10%
10. Word Processing Equipment, per hour	\$ 6.50
11. CADD Equipment, per hour	\$ 12.00
12. Mileage, vehicle.....	\$0.59/mile
13. Vehicle Usage, per day	\$135.00
14. Vehicle Usage-towing, per day.....	\$145.00

*Option: Per diem living expenses (hotel and meals), quoted by project

Note: Field equipment cost schedules will be provided upon request