

TASK ORDER No. 8679-02

This Task Order pertains to an Agreement by and between UNION COUNTY, NC ("OWNER"), and HIGHFILL INFRASTRUCTURE ENGINEERING, P.C. ("ENGINEER"), dated JANUARY 19, 2024, ("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. Unless otherwise defined herein, all capitalized terms shall have the meaning set forth in the Agreement.

Int _____

MPA: 8679

TASK ORDER NUMBER: 8679-02

RELATED RFQ NUMBER: 2024-021

PROJECT NAME: JAARS PUMP STATION REPLACEMENT

PART 1.0 PROJECT DESCRIPTION

As part of OWNER's 2017 pump station assessments, the Jungle Aviation and Radio Service (JAARS) Pump Station (PS) was identified as a problematic facility with recurring operational and maintenance challenges. Since the 2017 assessment, conditions at the facility have not improved. Based on operational experience, OWNER has determined that replacement of the existing pump station is required to ensure long-term reliability, minimize risk of failure, and provide adequate service to the surrounding area.

The JAARS Pump Station is an integral component of OWNER's wastewater collection system in the Waxhaw, North Carolina area. Replacement of this facility will address operational deficiencies, upgrade outdated infrastructure, and improve the overall efficiency and resilience of OWNER's system.

As a result of the conditions described above, OWNER has requested ENGINEER to provide professional engineering services associated with the replacement of the existing JAARS PS. The purpose of this Task Order is to identify and authorize professional engineering services to support the replacement of the JAARS PS located in Waxhaw, North Carolina. Services will include preliminary technical services, design, permitting, and bidding and award-phase services.

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

The Basic Services are as follows:

Task 30 – Preliminary Technical Services

- 1) Facilitate kick-off site meeting with key project personnel (ENGINEER, Subconsultants, OWNER) to review project scope, schedule field work, and reinforce lines of communication. Distribute a meeting summary to all attendees.
- 2) Receive JAARS PS record drawings and verify pump station firm capacity. Use OWNER drawdown test results and historical pump run times to determine average daily flows for the current customer base.
- 3) Prepare conceptual PS layout for purposes of determining the extent of the site required.
- 4) Identify one location adjacent to the existing JAARS PS which could support the proposed PS layout.
- 5) Engage surveying subconsultant to provide topographical and control survey required for construction of the new pump station.
 - a) Provide Quality Level B SUE locating services of the existing utilities within the project corridor.
- 6) Engage geotechnical engineering subconsultant to perform soils investigation including up to two (2) conventional soil test borings to identify soil types, presence of rock, and groundwater levels at key locations. The borings will be at various depths (up to 30 ft bgs or refusal) at the PS site.
 - a) Prepare a geotechnical report to summarize the findings.
- 7) Perform a site visit to review survey and key site components.
- 8) Facilitate meeting with ENGINEER and OWNER to review primary design components and determine OWNER preferences.
 - a) Based on this discussion, it is expected that a final decision will be made together with OWNER and ENGINEER about the PS configuration and capacity to incorporate into the final design.
 - b) Prepare a Meeting Summary documenting the basis of design decisions.

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Clarifications and assumptions:

- 1) Survey corridor extents for the pipeline alignments will be determined based on the decisions made by the OWNER in Task 30.
- 2) Geotechnical borings will be located based on the PS location decisions made by the OWNER in Task 30.

Task 40 – Design Phase

- 1) Prepare construction drawings and related details for the following pump station work:
 - a) Approximately 180 GPM (0.2592 MGD) duplex two-stage pump station.
 - b) Submersible pumps operated by variable frequency drives (VFDs).
 - c) Standby generator with manufacturer-built enclosure, and belly-style fuel tank.
 - d) Incorporate OWNER supplied Process Integration standard details into the construction drawing set.
- 2) Contract and coordinate with an electrical engineering firm to provide final design including the following:
 - a) Final electrical equipment sizing coordination and design of electrical modifications.
 - b) Prepare electrical drawings to be incorporated in the complete construction drawing set.
 - c) Prepare electrical specifications to be incorporated in the project manual.
- 3) Prepare the Project Manual using OWNER supplied contract and bidding documents. These front-end documents will be conformed to the project specifics by ENGINEER and will be assembled with ENGINEER's standard technical specifications.
- 4) Coordinate with OWNER to conform OWNER supplied Division 27 – Communications and Division 40 – Process Interconnections standard technical specifications and incorporate into the Project Manual.
- 5) Prepare Opinion of Probable Construction Cost (OPCC) at the 60% design stage and update it at 90% and final design stages.
- 6) Provide digital copies of the draft design documents to OWNER for review at the 60% and 90% design stages and virtually meet with OWNER to discuss design and receive agreed upon comments.
- 7) Address agreed upon comments received from OWNER, prepare final Construction

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Documents, and prepare Construction Documents for permit application submittals.

Clarifications and assumptions:

1. The project is assumed to be OWNER-funded, i.e., no funding agency coordination or other funding agency requirements have been included.
2. Survey services are included for the site selected by OWNER as part of Task 30. If, after the completion of Task 30, OWNER requests an alternative site, survey services for that location may be provided as Miscellaneous Technical Services (Task 90) or Additional Services (Part 3.0).
3. Easement plats are not included but may be provided as Miscellaneous Technical Services (Task 90) or Additional Services (Part 3.0), if requested.
4. The proposed scope does not include a transient hydraulic analysis of the existing force main. If this analysis is desired, it can be provided as an Additional Service upon request.
5. OWNER will provide a single consolidated electronic set of front-end documents in editable format (i.e., MS Word). ENGINEER will not be required to coordinate front-end documents from multiple file sources.

Task 50 – Permitting Phase

- 1) Prepare and submit the following permit applications on behalf of the OWNER:
 - a) NCDEQ Fast Track Sewer System Extension Application.
- 2) Respond to comments from regulatory reviewers and address comments as necessary.

Clarifications and assumptions:

- 1) OWNER will reimburse ENGINEER for permit application fees.
- 2) No environmental permitting or wetland impacts are anticipated or included. If wetlands are impacted by the project, additional permitting with ACOE and DEQ may be required and will be performed as Additional Services (Part 3.0) or Miscellaneous Technical Services (Task 90).
- 3) NCDEMLR Erosion and Sediment Control Plan and Permit Application is not included.
- 4) NCDOT Driveway Permit Application is not included.

Task 60 – Bidding and Award Phase

- 1) Distribute Bid Documents to prospective bidders in accordance with Advertisement for Bids

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(EJCDC Section C-111), as determined by ENGINEER.

- 2) Field questions from prospective bidders and issue up to two (2) addenda, if required.
 - a) Provide limited assistance to OWNER in evaluating “or equal” requests for equipment components, restricted to a single review for conformance with the specified requirements. Further analysis or additional review cycles are excluded.
- 3) Attend one pre-bid meeting.
- 4) Attend bid opening, tabulate bids, and issue letter of recommendation for award.
- 5) Upon Award by OWNER, issue Notice of Award and route construction contracts for signatures by Contractor and OWNER.

Clarifications and assumptions:

1. Involvement with one bid opening is included. If multiple bid openings are needed, professional services support may be provided as Miscellaneous Technical Services (Task 90) or Additional Services (Part 3.0).
2. Construction phase services are not included.

Task 90 – Miscellaneous Technical Services Allowance

- 1) Miscellaneous Technical Services task for services performed at the OWNERS’s request. ENGINEER will receive written authorization from OWNER prior to performing Miscellaneous Technical Services under this Task Order.

Miscellaneous Technical Services are those services not specifically included under the Basic Services of the Exhibit.

PART 3.0 ADDITIONAL SERVICES

ENGINEER will perform additional services as requested by OWNER. If the need for such services is identified, ENGINEER will prepare an amendment to this Task Order or prepare a new Task Order for OWNER’s approval. Additional Services will be performed upon execution of the amendment or new Task Order.

PART 4.0 OWNER’S RESPONSIBILITIES

OWNER will be responsible for the following activities:

- Delivery of available information in possession of OWNER that is reasonably requested in a timely manner.

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- Providing reasonable access and accompanying ENGINEER’s staff to all PS site visits. Only OWNER’s staff will be allowed to operate the PS.
- Providing timely review of the Draft TMs upon delivery and prior to each draft document Review Meeting.

PART 5.0 PERIODS OF SERVICE

ENGINEER will commence work upon execution of this Task Order. The schedule for completion of the services included in this Task Order will be agreed upon by OWNER and ENGINEER at the time that OWNER is ready to proceed with the work. The anticipated schedule is as follows:

Task 30: Preliminary Design Phase (30%)	4 Months
Task 40: Final Design Phase	6 Months
Task 50: Permitting Phase	2 Months
Task 60: Bidding and Award Phase	3 Months
Task 90: Miscellaneous Technical Services Allowance	To Be Determined

PART 6.0 PAYMENTS TO ENGINEER

ENGINEER will be compensated for the work on an ~~hourly not to exceed~~ ^{*} basis \$ 291,700. Int _____

Task 30: Preliminary Design Phase (30%)	HNTE	\$ 103,800
Task 40: Final Design Phase	HNTE	\$ 142,600
Task 50: Permitting Phase	HNTE	\$ 16,400
Task 60: Bidding and Award Phase	HNTE	\$ 18,900
Task 90: Miscellaneous Technical Services Allowance	HNTE	\$ 10,000
	TOTAL	\$ 291,700

* a Per Diem (time and materials) basis, in an amount not to exceed

All hourly fee work will be charged based upon the personnel classifications performing the work and corresponding hourly rate set forth in the attached hourly and fee breakdown incorporated herein as Attachment A. The Hourly Fee Summary is attached as Attachment B and incorporated herein by reference.

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This Task Order is executed on _____.

OWNER:

UNION COUNTY, NC

ENGINEER:

HIGHFILL INFRASTRUCTURE
ENGINEERING, P.C.

By: _____

Name: Brian W. Matthews

Title: County Manager

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

By: _____

Name: John W. McLaughlin, PE

Title: Vice President

Address: 9300 Harris Corners Pkwy, Ste 440
Charlotte, NC 28269

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 A

PROJECT HOURS BREAKDOWN

Print Date: 2/9/2026

Project: UCO2502 - JAARS Pump Station Replacement

Project Task	PROJECT ROLE							T. Hours	Labor	Subs	Exp	Sub+Exp	Total (rounded)	Fee Type
	Senior Engineer 14 (QC/QA)	Senior PM 10	Senior Engineer 14	Senior Engineer 9	Staff Professional 2	Senior Designer 11	Project Assistant 2							
Task 30 - Preliminary Technical Services	36	83	55	35	161	45	21	436	\$ 80,080	\$ 21,300	\$ 2,400	\$ 23,700	\$ 103,800	HNTE
Task 40 - Design Phase	39	102	81	0	243	167	63	695	\$ 121,140	\$ 17,500	\$ 4,000	\$ 21,500	\$ 142,600	HNTE
Task 50 - Permitting Phase	3	13	9	0	22	20	6	73	\$ 13,025	\$ 3,000	\$ 400	\$ 3,400	\$ 16,400	HNTE
Task 60 - Bidding and Award Phase	5	28	6	0	37	0	24	100	\$ 15,935	\$ 2,500	\$ 500	\$ 3,000	\$ 18,900	HNTE
Task 90 - Miscellaneous Technical Services Allowance									\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	HNTE
Totals	83	226	151	35	463	232	114	1304	\$ 240,180	\$ 44,300	\$ 7,300	\$ 51,600	\$ 291,700	



Attachment B 2026 SCHEDULE OF RATES

Int _____

HIGHFILL

Highfill Infrastructure Engineering, P.C.

Employee Classification	Hourly Rate
Senior Project Manager (11-15)	\$240-290
Senior Project Manager (8-10)	\$180-235
Senior Engineer (11-15)	\$240-285
Senior Engineer (6-10)	\$165-235
Project Manager	\$165-180
Engineer (PE)	\$145-165
Staff Professional	\$120-155
Sr. Designer	\$155-200
Sr. Const. Observer; Sr. Tech.; Sr. CAD Tech	\$115-145
Construction Observer; Technician; CAD Tech	\$85-100
Project Assistant	\$85-100

Expenses/Subcontractors	Cost Incurred
Subcontractor	Invoice
Reimbursable Project Costs	Invoice
Mileage	then-current IRS rate

Rates are valid through 2026.

Sales or Use Taxes: Rates do not include sales or use tax on professional services. If any governmental entity takes a legislative action that imposes sales or use taxes on Engineer's services, then such taxes will be invoiced for reimbursement by Client.

V26.0_0sub

Engineering is our profession. Service is our passion.