

**Task Order for Harahan Clean Water Program
TO AGREEMENT
BETWEEN
ENGINEER AND OWNER
FOR
PROFESSIONAL SERVICES**

DESCRIPTION OF ENGINEERING SERVICES AND RELATED MATTERS

This is an exhibit attached to and made a part of, and incorporated by reference into the Agreement dated March 2, 2015 between The City of Harahan (OWNER) and Stuart Consulting Group, Inc. (ENGINEER) for professional services.

- I. ENGINEER shall provide for OWNER under Article 1 of the Agreement, the following Basic Services in accordance with the terms and conditions of the Agreement:

Task 1.0 -Project Management and Design Activities - ENGINEER will provide the following activities for Design and Construction for the Sewer System Upgrade/Repair for the **Harahan Clean Water Program**.

1. Review new and existing construction plans and specifications
 - a. Review for design standards
Review A/E submittals for conformance with industry standard care in this area. Confirm that designs are in accordance with A/E scope of services
 - b. Review for compliance with applicable Codes and Standards
Confirm that designs are in compliance with OWNER recognized Codes and Standards as applicable to the work.
2. Revising design scope and reviewing document development
 - a. Work with A/E to review scope of work changes
Review changes of scope of work as proposed by A/E firms with specific OWNER department heads to confirm the appropriateness of scope changes. Review design efforts of A/E firms and forward to OWNER staff for evaluation, as needed. Review cost estimates provided by A/E's for project changes.

- b. Assist OWNER in A/E Contract execution and the evaluation of scope changes
Review A/E scope and assist OWNER with contract execution and changes. Draft amendments to existing agreements for review and for execution by OWNER and A/E.
 - c. Evaluate and assist in cost estimates
Work with A/E firms to develop a cost estimate format. Review A/E prepared cost estimates for reasonableness and confirm that the necessary elements of work are accounted for and quantified. Notify OWNER if conditions are identified which significantly affect the estimated construction cost.
3. Review all A/E and Contractor payment applications for acceptability
Review design and general contractor invoices for compliance with signed agreements and payment schedules. Process all invoices following established City procedures
4. Maintain project schedules including all program and project milestones
Develop project schedules based upon the OWNER needs. Provide monthly updates to OWNER to each schedule based on percentage of work completed. Develop a centralized system to store and manage all project schedules,
5. Assist applicant in the review of A/E Schedule of Values, and proposed Construction Schedules
Review schedule of values for compliance with available funding sources. Review proposed initial construction schedule for compliance with contract documents. Review monthly construction schedules to identify problems with project implementation and to identify corrective actions required.
6. Make routine site visits with A/E and Contractor to evaluate progress, performance, and compliance
Provide at minimum monthly site visits to confirm progress of the project and to confirm the accuracy of pay requests with actual work completed. Inspection shall also identify any gross non-compliance with the project plans and specifications or deficiencies in quality of work performed.
7. Prepare and maintain detailed project files
Develop and maintain document management system for project related documents, including, design and construction contracts, preliminary and final construction documents, construction progress reports, and other documents required for project management needs. Collect and store electronic files as well as hardcopy files for review/use by OWNER and project staff.
8. Provide ongoing monitoring/reporting to applicant
Ongoing monitoring and reporting shall include at a minimum monthly reports on the project status, costs, schedules, and problems identified delaying project implementation and potential solutions. Format shall be as required by OWNER and State of Louisiana.

Cost information, document storage, and scheduling information may be provided in a centralized format, if required.

9. Evaluate Change Order proposals (scope of work and costs) for changes or additions during the life of the project
Support OWNER in evaluating Change Order Proposals. Coordinate efforts of A/E firms in reviewing and approving construction change orders.
10. Participate in the review and approval of Final Inspections of completed work and assist in the closeout procedures
Coordinate closeout procedures and final inspection requirements for City. Documentation of procedures shall be in a format approvable by OWNER and State of Louisiana. Provide technical expertise as required to facilitate speedy and effective closeout.
11. Review final as built records produced by A/E for compliance and filing
12. Develop Future Plans and Specification
ENGINEER shall make recommendations for future additional sewer activities for Design and Construction for the Sewer System Upgrade/Repair for the **Harahan Clean Water Program** as a result of Task 2.0 below. These future task orders and construction contract developments will follow the general outline above and be designed by ENGINEER and or other A/E as mutually agreeable to the OWNER and ENGINEER and will be performed within the budget limits of the \$4 Million loan program and the fees established in Article III below.

Task 2.0 -Project Management Activities - ENGINEER will provide the following activities for Sewer System Investigation for the Harahan Clean Water Program.

1. Review new and existing plans and specifications for the assessment of the existing sewerage system as previously started in 2013
 - a. Review for design and assessment standards
Review Assessment Contractor's submittals for conformance with industry standard care in this area. Confirm that assessment activities are in accordance with the previous scope of services
 - b. Review for compliance with applicable Codes and Standards
Confirm that assessment activities are in accordance with the previous scope of services that existing data are in compliance with OWNER's needs and applicable to the assessment work.
2. Revising scope and reviewing document development
 - a. Work with Assessment Contractor to review scope of work and future changes
Develop and review changes of scope of work for the Assessment Contractor with specific OWNER department heads to confirm the appropriateness of continuing

scope of work. Review field efforts of Assessment Contractor in development of future OWNER staff evaluation. Review cost estimates for other assessment project changes.

- b. Assist OWNER and Assessment Contractor in contract execution and the evaluation of scope changes
Review Assessment Contractor scope and assist OWNER with contract execution and changes. Draft amendments to existing agreements for review and for execution by OWNER and Assessment Contractor.
 - c. Evaluate and Assist in Cost Estimates
Work with Assessment Contractor to develop a cost estimate format. Review Assessment Contractor prepared cost estimates for reasonableness and confirm that the necessary elements of work are accounted for and quantified. Notify OWNER if conditions are identified which significantly affect the estimated construction cost.
- 3. Review all Assessment Contractor payment applications for acceptability
Review Assessment Contractor invoices for compliance with signed agreements and payment schedules. Process all invoices following established OWNER and State of Louisiana procedures
 - 4. Maintain project schedules including all program and project milestones
Develop project schedules based upon the OWNER needs. Provide monthly updates to OWNER to each schedule based on percentage of work completed. Develop a centralized system to store and manage all project schedules,
 - 5. Assist applicant in the review of Schedule of Values, and proposed future Construction Schedules
Review schedule of values for compliance with available funding sources. Review proposed initial construction schedule for compliance with contract documents. Review monthly construction schedules to identify problems with project implementation and to identify corrective actions required.
 - 6. Make routine site visits with A/E and Contractor to evaluate progress, performance, and compliance
Provide at minimum monthly site visits to confirm progress of the project and to confirm the accuracy of pay requests with actual work completed. Inspection shall also identify any gross non-compliance with the project plans and specifications or deficiencies in quality of work performed.
- II. The time periods for the performance of ENGINEER's services are as follows:

Activities required under Task 1.0 and 2.0 shall be to complete necessary work as outlined above. Each task will be performed under a schedule that is mutually agreeable to both the OWNER and ENGINEER

III. Compensation for services of principals and employees of ENGINEER rendered pursuant to Task 1.0 and 2.0 will be on the following basis:

Fees for Task 1.0 shall not exceed \$270,000 based upon the billing rates provided in Exhibit B – Level of Effort of the Base Agreement. Hourly rates shall include all other direct costs incurred by the ENGINEER.

Fees for Task 2.0 shall not exceed \$46,000 based upon the billing rates provided in Exhibit B – Level of Effort of the Base Agreement. Hourly rates shall include all other direct costs incurred by the ENGINEER.

IV. Terms and Conditions

The terms and conditions of the Agreement referred to above shall apply to this Task Order except to the extent expressly modified herein. In the event of any such modification, the modification shall be set forth below and the Article of the Agreement to be modified shall be specifically referenced. Terms shall match those of the original Master Services Agreement.

V. Terms or Provisions in Conflict

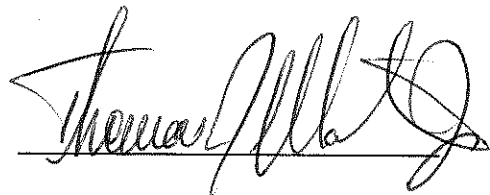
If the provisions set forth in the Agreement are in conflict with the provisions set forth in this Task Order, the provisions of this Task Order shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

OWNER:

ENGINEER:





By: Tina Miceli
Title: Mayor

By: Thomas J. Martin, P.E.
Title: Sr. Vice-President

Address for giving notices

Addresses for giving notices

City of Harahan
6437 Jefferson Hwy
Harahan, Louisiana 70123

Stuart Consulting Group, Inc.
1018 Central Avenue, Suite 200
Metairie, Louisiana 70001