

**Task Order for Direct Administration Activities
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:

ARTICLE 1 – SCOPE OF SERVICES

1.0 ENGINEER will perform for OWNER services as described in this Task Orders (hereinafter referred to as “Services”) in accordance with the requirements outlined in this Agreement.

Task 1.1.0 -Direct Administration Activities

1.1.1 Task 1 – Project Listing

A. Sub-Applicant Site Identification: Activities carried out to identify and generate a list of damaged sites for one specific project.

B. Immediate Needs: Activities to discuss the need for immediate funding and collect supporting documentation for one specific project.

C. Data Collection & Dissemination: Activities to collect damage data, invoices, estimates and support documentation related to one specific project.

1.1.2 Task 2 – Project Formulation

A. Special Considerations: Activities carried out to evaluate the impact of hazard mitigation measures, insurance coverage, historic preservation, environmental impact, and flood risk for one specific project.

B. Financial Compliance Reviews (PA): Activities to review or support the compliance of the project with Public Assistance financial requirements for one specific project.

C. Other Funding Anticipation: Activities to document funding, scope of work, and other impacts resulting from mitigation, alternate, improved, or other funding requests for one specific project.

D. Site Visits: Activities related to visiting, surveying, and assessing sites for one specific project.

E. Project Description Development: Activities related to developing the detailed site-specific damage for one specific project.

F. Project Scope Development: Activities related to developing the scope of work component for one specific project worksheet.

G. Project Cost Estimation & Documentation: Activities related to estimating/quantifying project costs, collecting supporting documentation, and calculating allowable fringe rates for one specific project.

H. Alternate Site Project Request Activities to assemble and support requests from FEMA and the grantee related to an alternate project request for one specific project.

I. Site Improvement Project Request: Activities to assemble and support requests from FEMA and the grantee related to an improved project request for one specific project.

1.1.3 Task 3 – PW Processing

A. PW Writing (if requested): Activities attributed to directly producing or writing the project worksheet for one specific project.

B. PW Review & Final Approval (if requested): Activities related to supporting the review of one specific project, including the final review and approval of the project worksheet by FEMA and the grantee.

C. Eligibility Review: Actions carried out to support FEMA and the grantee's determination of the sub-applicant, facility, work, and cost eligibility for one specific project.

D. Program Funding Request Documentation: Activities to reproduce documents and files for use in supporting the project worksheet's funding request for one specific project.

E. Program Funding Request Processing: Activities to assemble, transmit, and process program funding documents to request disbursement of funds for one specific project.

F. Additional FEMA/Grantee Documentation Requests: Activities related to collecting and processing document requests from FEMA and the grantee for one specific project.

G. Alternate Projects Development: Activities related to justifying and developing an alternate project plan and/or additional activities directly related to one specific alternate project request.

H. Improved Projects Development: Activities related to justifying and developing an alternate project plan and/or additional activities directly related to one specific improved project request.

1.1.4 Task 4 – PW Management

A. Project Payment Requests: Activities related to developing, requesting, transmitting, and processing documents to request all or portion of the allocated project award amount for one specific project.

B. Project Cost Reconciliations: Activities to assist the grantee with assembling, transmitting, and developing final actual costs for grant closure related to one specific project.

1.1.5 Task 5 - Closeout

A. Project Inspection Request: Activities to respond to grant review, inspection or closure document requests from the grantee for one specific project.

B. Evaluating/Estimating Cost Overruns: Activities to adjust or estimate cost over/under runs for the purpose of project close-out for one specific project.

C. Preparing PW Versions for Cost Adjustments: Activities to support the development of a new version of the current project worksheet for the purpose of adjusting the project amount for final close-out cost for one specific project.

D. Other Program Management/Close-out Activities: Activities related to the close-out process of one specific project worksheet.

Task 1.2.0 - Project Management Activities: ENGINEER will provide the following activities for individual public assistance and HMGP projects as authorized by task order:

1.2.1 Review existing construction plans and specifications

A. Review for design standards

1. Review ENGINEER submittals for conformance with industry standard care in this area. Confirm that designs are in accordance with ENGINEER scope of services

B. Review for compliance with applicable Codes and Standards

1. Confirm that designs are in compliance with OWNER recognized Codes and Standards as applicable to the work.

1.2.2 Revising design scope and reviewing document development

A. Work with applicant to review scope of work changes

1. Review changes of scope of work as proposed by ENGINEER firms with specific OWNER department heads to confirm the appropriateness of scope changes. Review design efforts of ENGINEER firms in development of HGMP measures and forward to OWNER staff for evaluation. Review cost estimates provided by ENGINEER's for HGMP measures or other project changes.

B. Assist applicant in the evaluation of scope changes

1. Review ENGINEER scope changes. Draft amendments to existing agreements for review and execution by OWNER and ENGINEER.

C. Evaluate and assist in cost estimates

1. Work with ENGINEER firms to develop a cost estimate format. Review ENGINEER 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.

1.2.3 Coordination of DOTD, USACE, and other agencies for project permits

A. Assist with the identification of necessary permits for implementation of the project.

1.2.4 Review all ENGINEER and Contractor payment applications for acceptability

A. Review design and general contractor invoices for compliance with signed agreements and payment schedules. Process all invoices following established OWNER procedures

1.2.5 Maintain project schedules including all program and project milestones

- A. 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 to manage all project schedules

1.2.6 Assist applicant in the review of ENGINEER Schedule of Values, and proposed Construction Schedules

A. 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.

1.2.7 Make routine site visits with ENGINEER and Contractor to evaluate progress, performance, and compliance

A. Provide at minimum monthly site visits to confirm progress of the project and to confirm the accuracy of pay requests with actual work completed. Site Visits shall also identify any gross non-compliance with the project plans and specifications or deficiencies observed in quality of work performed.

1.2.8 Prepare and maintain detailed project files

A. 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.

1.2.9 Provide ongoing monitoring/reporting to applicant

A. On-going monitoring and reporting shall include, at minimum, monthly reports on the project solutions. Format shall be as required by OWNER, GOHSEP and FEMA. Cost information, document storage, and scheduling information may be provided in a centralized format, if required.

1.2.10 Evaluate Change Order proposals (scope of work and costs) for changes or additions during the life of the project

A. Support OWNER in evaluating Change Order Proposals. Coordinate efforts of ENGINEER firms in reviewing and approving construction change orders.

1.2.11 Participate in the review and approval of Final Inspections of completed work and assist in the closeout procedures

A. Coordinate closeout procedures and final inspection requirements for OWNER. Documentation of procedures shall be in a format approvable by OWNER and FEMA/GOSHEP. Provide technical expertise as required to facilitate speedy and effective closeout.

1.2.12 Review final as built records produced by ENGINEER for compliance and filing

II. The time periods for the performance of ENGINEER's services are as follows:

Activities required under Article 1.0 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 Article 1 will be on the following basis:

Fee shall not exceed 3% of the total eligible amount and rates shall be based upon the billing rates provided in the Master Agreement. Hourly rates shall include all other direct costs incurred by the ENGINEER. Time keeping, invoicing, and reimbursement requests shall comply with public assistance guidelines (FEMA/GOHSEP).

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:

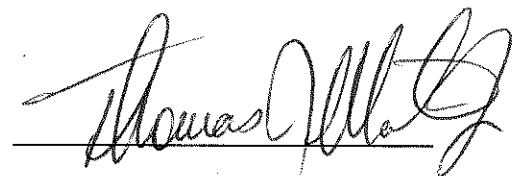


By: Tina Miceli
Title: Mayor

Address for giving notices

City of Harahan
6437 Jefferson Hwy
Harahan, Louisiana 70123

ENGINEER:



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

Addresses for giving notices

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