

Scope of Services (Task Order)

6/2/2023

The following Task Order is subject to the terms and conditions of the MASTER AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES 2022-116, dated October 2, 2021, by and between WithersRavenel, Inc. and the Town of Apex.

Task 1 - Plan Design Revision

WithersRavenel will compare the as built record drawing for the greenway with the approved CLOMR permit and boardwalk elevations. WR will make design adjustments to the approved greenway plan and re-issue sheet 4.0 of the Reedy Branch Greenway Plan and Profile to be used for bidding purposes.

Task 2 – Town of Apex CD Revision

WithersRavenel will prepare a CD Revision to submit to the Town for review of the changes to Sheet 4.0 of the Approved Reedy Branch Greenway Plans. This will include a coversheet and Sheet 4.0 to be uploaded to IDT. This task includes up to 1 revision due to comments.

No additional permitting with any agency is included in this task.

Task 3 – Bid Administration

WithersRavenel will perform a formal public bid phase service, including the following:

- Conduct pre-bid meeting (if desired);
- Prepare bid documents including:
 - Bid Advertisement (to be posted by Client);
 - Bid Form
 - Front end documents (to be provided by the Client);
 - Special Provisions/Technical Specifications;
- Furnish construction documents to informal bidders via an electronic bidding service;
- Answer contractor/client questions during bidding (estimated 4 hours);
- Prepare and issue addenda (estimated 2 addenda);
- Assist on-site with bid opening (estimated two bid openings);
- Evaluate bids and prepare bid tabulation;
- Provide award recommendation to the Client.

The above services apply to two (2) bidding cycles only. The second bid cycle will include responding to contractor questions and issuance of addenda if necessary.

Schedule

WithersRavenel will adhere to the following schedule:

- Prepare design revisions by July 3, 2023 to submit to Apex for review.

- Review cycle from town – estimated 2 weeks.
- Respond to comments or issue final plan for approval – 1 week after receipt of notice or comments.
- Prepare Project Manual for bidding completed by August 1, 2023.
- Work with client to determine bid dates and bid opening.

Deliverables

The following deliverables will be provided:

- Coversheet and Sheet 4.0 Revision
- Project Manual with the above items.

Additional Services

All services provided that are not specifically stated in the “Scope of Services” and are not of sufficient size to warrant an additional amendment will be performed on an hourly basis, plus expenses at our standard hourly rates (attached). These services may include, but are not limited to, attendance at Town, NCDOT, or agency meetings, permitting or further field studies. Additional services will not be performed without the prior consent of the Town.

Fees:

Task 1 - \$1,100

Task 2 - \$1,500

Task 3 - \$8,000

Signed: Joseph Turner
(WithersRavenel) Joseph Turner, PE Director of Construction Administration

Signed: _____
(Town of Apex) Catherine Crosby, Town Manager

This Instrument has been pre-audited in the matter required by the Local Government Budget and Fiscal Control Act.

_____ Antwan Morrison Finance Director