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## BOARD OF ALDERMEN AGENDA ITEM

02/11/26

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ISSUE: Budget Amendments 2026-26.38 and 2026-26.39  
and Contract Amendment CA 2026-26.40

PRESENTED BY: Wayne Johannessen, Finance Officer

DEPARTMENT(S): DRMG-2304 Fund - 60  
Capital Improvement Fund - 12

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Background: DRMG-2304 Fund 60 Ardurra Contract Amendment for  
the Construction Administration and Observation of the  
Storm Water Projects.

Attachments: Budget Amendment 2026-26.38 Fund 12,  
Budget Amendment 2026-26.39 Fund 60 and CA 2026-26.40  
Ardurra Contract Amendment !.

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: "I, \_\_\_\_\_, make a motion to approve Budget  
Amendments 2026-26.38 and 2026-26.39 as presented;  
to include the Contract Amendment CA 2026-26.40 for  
Ardurra for Construction Administration and Observation."

Funds: 60 and 12

Follow Up: Finance Officer

**ORDINANCE NO. 2026-26.38**  
**TOWN OF NORTH TOPSAIL BEACH, NC**

**Ordinance Amending the 2025-26 Capital Improvement Fund (12)**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN** that the following annual budget ordinance is hereby amended:

**Section I: Estimated Revenues and Appropriations.** Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)	2025-26 Amended Budget
<b>ESTIMATED REVENUES</b>			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
<b>Total Revenues</b>	<b>1,643,142</b>	<b>-</b>	<b>1,643,142</b>
<b>APPROPRIATIONS</b>			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	715,239	(197,574)	(1)
12-750-45 TAX COLLECTION FEES	17,116	-	17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	202,563	-	202,563
12-998-03 TRANSFER OUT TO FUND 60 DRMG2304	-	197,574	(1)
<b>Total Appropriations</b>	<b>1,643,843</b>	<b>-</b>	<b>1,643,843</b>

(1) Transfer \$197,574 to DRMG2304 Stormwater Fund 60 for Construction Administration and Construction Observation services by Ardurra (WK Dickson).

**Section II:** Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 11th Day of February 2026.

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE:    FOR    AGAINST    ABSENT**

\_\_\_\_\_  
**RICHARD GRANT**  
**MAYOR**

\_\_\_\_\_  
**WAYNE JOHANNESSEN**  
**FINANCE OFFICER**

**ORDINANCE NO. 2026 - 26.39**  
**TOWN OF NORTH TOPSAIL BEACH, NC**  
**Ordinance Amending DRMG GRANT - DRMG2304 Grant Project Ordinance (Fund 60)**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:**

**Section I:** This Ordinance is amend Grant Project DRMG (Fund 60).

**Section II:** The following amounts are appropriated for the project and authorized for revenue and expenditure.

	<b>Project Budget</b>	<b>Increase (Decrease)</b>	<b>Amended Project</b>
<b>ESTIMATED REVENUES</b>			
60-368-01 NCEM DRMG2304	1,261,607	-	1,261,607
60-339-01 T/I FROM CIF (12)	-	197,574	(1)
<b>Total Revenues</b>	<b>1,261,607</b>	<b>197,574</b>	<b>1,459,180</b>
<b>APPROPRIATIONS</b>			
Capital Improvements			
60-610-01 Island Dr (HWY 210) at South Fire Station	704,211	-	704,211
60-610-02 New River Inlet Rd ( SR 1568) at Richard Peters Town Park	354,396	-	354,396
Engineering Costs: - Total of items below \$203,000			
60-610-03 Project Management	13,565	-	13,565
60-610-04 Field Survey	26,490	-	26,490
60-610-05 Construction Plans	89,650	-	89,650
60-610-06 Permits	45,600	-	45,600
60-610-07 Project Meetings	11,265	-	11,265
60-610-08 Bid Phase Services	14,850	-	14,850
60-610-09 Reimbursables	1,580	-	1,580
Construction Administration - \$76,834			
60-610-10 Construction Contract Preparation	-	1,260	(1)
60-610-11 Pre-Construction Meeting	-	5,439	(1)
60-610-12 Construction Status Update Meetings	-	15,650	(1)
60-610-13 Shop Drawing Review	-	14,895	(1)
60-610-14 Bulletin Drawings/Request for Information(RFI)	-	7,210	(1)
60-610-15 Negotiate, Review and Prepare Change Orders	-	5,558	(1)
60-610-16 Contractor Pay Application Review and Approval	-	4,152	(1)
60-610-17 Final Site Visit/Project Close-out	-	6,760	(1)
60-610-18 Record Drawings	-	9,554	(1)
60-610-19 One Year Warranty Insp/Issue Warranty List	-	6,356	(1)
Limited Construction Observation - \$117,150			
60-610-20 Construction Oversite Visits	-	14,460	(1)
60-610-22 Partial Construction Observation (24 hrs wkly)	-	85,680	(1)
60-610-23 Reimbursables (CA/CO Phase)	-	20,600	(1)
<b>Total Appropriations</b>	<b>1,261,607</b>	<b>197,574</b>	<b>1,459,168</b>

(1) Transfer \$197,574 from Capital Improvement Fund 12 to DRMG2304 Stormwater Fund 60 for Construction Administration and Construction Observation services by Ardurra (WK Dickson).

**Section III:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section IV:** The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section V:** Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

**Section VI:** This grant project ordinance expires when all grant funds have been obligated and expended by the Town or June 30, 2027 whichever comes first.

Adopted this 11th Day of February 2026.

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE:    FOR    AGAINST    ABSENT**

RICHARD GRANT  
MAYOR

WAYNE JOHANNESSEN  
FINANCE OFFICER

**ORDINANCE NO. CA 2026-26.40**  
**TOWN OF NORTH TOPSAIL BEACH, NC**

**THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Construction Administration and Construction Observation for the DRMG2304 Stormwater Grant is hereby awarded to Ardurra (WK Dickson).**

**Section I:** In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

**Section II:** The Construction Administration and Construction Observation Contract for the Stormwater Grant Project to Ardurra is for \$197,574.

**Section III** The Finance Officer has determined sufficient funds are available in Fund 60 after adoption of Budget Ordinance Amendment 2026-26.39 to cover the cost of this contract.

**Section IV:** The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is issued.

**Section V:** The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to Ardurra up to \$197,574, subject to a pre-audit certificate thereon by the Town's Finance Officer.

**Section VI:** Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 11th Day of February 2026.

Motion made by \_\_\_\_\_, 2nd by \_\_\_\_\_

**VOTE:    FOR    AGAINST    ABSENT**

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**RICHARD GRANT  
MAYOR**

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**WAYNE JOHANNESSEN  
FINANCE OFFICER**



## CONTRACT FOR SERVICES AMENDMENT NO. 1

### ADDITIONAL SERVICES AUTHORIZATION

The following modifications to the contract ("Contract") for North Topsail Beach Flooding Improvements project Ardurra Project No. 20240793.00.WK dated December 13, 2025, between the Town of North Topsail Beach (OWNER) and Ardurra Group North Carolina (CONSULTANT) are authorized.

#### 1. SCOPE OF SERVICES.

The CONSULTANT shall provide the following services:

##### **8.0 Construction Administration**

The CONSULTANT shall provide the following limited construction administration services:

1. Construction Contract Preparation: The CONSULTANT shall update the current Project Manual, current construction contract and agreement form to reflect the selected contractor's information and bid values. The CONSULTANT will prepare these updated documents so they are ready for both the OWNER's and contractors' signatures.
2. Pre-Construction Meetings: The CONSULTANT will conduct one (1) Pre-Construction Meeting. It is assumed that the CONSULTANT will prepare and submit the meeting agenda and the minutes. Also, it is assumed that this meeting will take place with the OWNER, CONTRACTOR, and any SUBCONSULTANTS in attendance.
3. Construction Status Update Meetings: The CONSULTANT will attend up to four (4) total Construction Status Update Meetings on-site. It is assumed that the Project Manager will attend each meeting, and each meeting shall last up to three (3) hours. It is assumed the CONSULTANT will prepare the agenda and minutes for this meeting. Additionally, the CONSULTANT will virtually attend a brief weekly progress update meeting using Microsoft Teams. It is assumed progress update meetings will continue for the duration of construction, up to twenty-six (26) weeks.
4. Shop Drawings: The CONSULTANT, and their SUBCONSULTANT (See Attachment A) shall promptly review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, product data, and samples for the purpose of: (1) compliance with applicable laws, statutes, ordinances, codes, orders, rules, and regulations; and (2) determining whether or not the work, when completed, will be in conformance with the design concept expressed in the Construction Contract Documents. The CONSULTANT's action shall be taken with such reasonable promptness as to cause no delay in the work or in the project schedule. The CONSULTANT's approval of a specific item shall not indicate approval of an assembly of which the item is a component. The CONSULTANT shall receive Contractor submittals for compliance with contract documents, review them, and properly distribute to Contractor and OWNER. It is assumed that there will be no more than twenty (20) Contractor submittals to evaluate.
5. Bulletin Drawings/Requests for Information (RFIs): The CONSULTANT shall, as needed, promptly create, and issue any Bulletin Construction Drawings with such reasonable promptness as to cause no delay in the work or in the Project schedule. Bulletin Construction Drawings will be issued to address any field

changes or design clarifications that might arise during construction. It is assumed that there will be no more than ten (10) RFIs to evaluate. It is also assumed that no more than two (2) Bulletin Construction Drawings will be issued. Bulletin Construction Drawings will be issued to address any field changes or design clarifications that might arise during construction.

6. **Negotiate, Review and Prepare Change Orders:** The CONSULTANT shall promptly review and respond to the Contractor's Requests for Change Orders with such reasonable promptness as to cause no delay in the work or in the Project schedule. The CONSULTANT will work with the Contractor and the OWNER to make sure each Change Order reflects the value of the additional work proposed and that the proposed quantities fall within conformance to the Construction Contract Documents. It is assumed that there will be no more than two (2) change orders that will be evaluated.
7. **Contractor Pay Application Review and Approval:** The CONSULTANT shall promptly review and approve or take other appropriate action upon the Contractor's submittals of their monthly payment application. During this review, the CONSULTANT shall verify that each requested payment item conforms with the design concept expressed in the Construction Contract Documents. The CONSULTANT's action shall be taken with such reasonable promptness as to cause no delay in the work or in the Project schedule. It is assumed that there will be no more than six (6) payment applications to evaluate.
8. **Final Site Visit/Project Close-Out Documents:** The CONSULTANT is responsible for scheduling and conducting a pre-final site visit to establish initial punch list items. The CONSULTANT and their SUBCONSULTANT (See Attachment A) shall conduct a final review of the project with the Owner's Project Manager and appropriate Project Stakeholders to check the work's conformity with the requirements of the Construction Contract Documents. The OWNER shall issue the formal letter of acceptance and set the date for the beginning of the warranty phase. The CONSULTANT shall support and coordinate with OWNER the close-out documentation. It is assumed this documentation includes Record Drawings, Test Reports, Monthly Observation Summary Reports, Approved Shop Drawings, Release of Liens, Consent of Surety, Final Change Order, Final Reimbursement Request, Certification of Completion, and the Engineer's Certification.
9. **Record Drawings:** The CONSULTANT shall comply with the requirements in the "Issuance of Record Drawings" promulgated by the North Carolina Board of Examiners for Engineers and Surveyors. These requirements specify how to produce, collect, and maintain records regarding infrastructure improvement designs and changes made to such designs during the construction process.

**a. Completion of Construction**

The CONSULTANT's Observer shall finalize the annotated final drawings by ensuring that annotations describing field changes have been added and that the additions are complete and clear. The annotations should include any sketches, narratives, dimensions or other information that may be helpful in describing the changes.

**b. Compilation and Certification**

The CONSULTANT will review the annotated plan set to the "designer of record" to determine if there were obvious errors or changes to the intent of the design and for the purposes of creating "Record Drawings" for the Project. The "designer of record" is the Engineer who sealed the final design drawings, approving them for construction. The CONSULTANT shall use the annotated plan set to develop a set of "Record Drawings," generally within four (4) calendar weeks. The drawings may be edited by hand instead of editing the AutoCAD file.

If the Engineer did not personally observe or verify the changes, the Engineer shall indicate the source of the information for the changes and provide language disclaiming any personal field verification.

The Engineer shall sign and seal the "Record Drawings" in accordance with NC Board of Examiners for Engineers and Surveyors rules to ensure that the information is ready for release and has been reviewed by a professional engineer. The Engineer submits the signed and sealed "Record Drawings" to the Town's Project Manager.

The CONSULTANT shall submit one (1) set of reproducible "Record Drawings" and the annotated drawings they are based upon to the Town's Project Manager for review.

10. One Year Warranty Inspection and Issue Warranty List: The CONSULTANT shall conduct with appropriate City officials and Contractors' representatives, one Warranty-phase inspections for the Project, at eleven (11) months after the beginning of the guarantee period.

## **9.0 Limited Construction Observation**

1. Construction Oversight Visits: The CONSULTANT shall conduct part-time Construction Oversight Visits on an as-needed basis as requested by the OWNER to ensure the Contractor's work conforms to the Construction Contract Documents and will provide assistance in interpreting the plans and specifications. The CONSULTANT's representative's periodic oversight visits will be billed on an hourly basis throughout the construction period. Specialty site visits by the Project Manager will occur during the specialty item installations, specifically the permeable paver installation, infiltration system base layer, chamber installation, and sand separator & pump station installation. Up to five (5) visits by a Profession Engineer will occur outside of the regularly scheduled Construction Progress Meetings. Hourly rates will be billed per the attached standard hourly rates.
2. Partial Construction Observation (Resident Project Representative):
  - A. The CONSULTANT shall furnish a Resident Project Representative ("RPR") to assist CONSULTANT in observing progress and quality of the Work. The RPR may provide part time representation, up to 3 days (or 24 hours) each calendar week. RPR time includes travel. RPR is the Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
  - B. Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
    - a. The duties and responsibilities of the RPR are as follows:
      1. *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge

and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.

2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
  - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
  - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
  - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.,
7. *Shop Drawings and Samples:*
  - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
  - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
  - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*

- a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- e. Maintain records for use in preparing Project documentation.
- f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

12. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

C. Resident Project Representative shall not:

1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.

#### **10.0 Reimbursables (CA/CO Phase)**

The fee for reimbursables during the Construction Administration and Observation phase of work shown in the fee attachment is an estimate for use. Reimbursables shall include reproduction costs for plans and specifications, postage and courier fees, travel, meals and lodging, and other miscellaneous expenses.

2. TIME OF PERFORMANCE. CONSULTANT's time of performance for the above additional services shall be extended 180 calendar days.
3. COMPENSATION. The CONSULTANT shall provide the above Additional Scope of Work on an hourly plus expenses basis not-to-exceed \$197,574.00. The total Contract fee, including all SUBCONSULTANT fees, is increased from \$203,000.00 to \$400,574.00.

Phase & Task	Description	NTE Fee
8.0	<b>Construction Administration (Hourly)</b>	
8.1	Construction Contract Preparation	\$1,260.00
8.2	Pre-Construction Meeting	\$5,439.00
8.3	Construction Status Update Meetings	\$15,650.00
8.4	Shop Drawing Review	\$14,895.00
8.5	Bulletin Drawings/Request for Information (RFI)	\$7,210.00
8.6	Negotiate, Review and Prepare Change Orders:	\$5,558.00
8.7	Contractor Pay Application Review and Approval	\$4,152.00
8.8	Final Site Visit/Project Close-out	\$6,760.00
8.9	Record Drawings	\$9,554.00
8.10	One Year Warranty Inspection and Issue Warranty List	\$6,356.00
9.0	<b>Limited Construction Observation (Hourly)</b>	
9.1	Construction Oversite Visits	\$14,460.00
9.2	Partial Construction Observation (24 hours weekly)	\$85,680.00
10.0	<b>Reimbursables (CA/CO Phase)</b>	\$20,600.00
	<b>Total</b>	<b>\$ 197,574.00</b>

All other terms of the Contract remain unchanged.

OWNER:

**Town of North Topsail Beach**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CONSULTANT:

**Ardurra Group North Carolina**

By: \_\_\_\_\_



Name: \_\_\_\_\_

Name: Marc Horstman, PE, PH, BC.WRE

Title: \_\_\_\_\_

Title: Watershed Services Group Leader

Date: \_\_\_\_\_

Date: 1-28-26

This instrument has been preaudited in the manner required by the "Local Government Budget and Fiscal Control Act". Maximum not to exceed \$197,574. See breakdown for Purchase Order Above.

\_\_\_\_\_  
Finance Officer

Date: \_\_\_\_\_



## ARDURRA 2026 RATE SCHEDULE

### LABOR

	<u>2026</u>
Principal	\$304.00/hr.
Practice Director	\$304.00/hr.
Senior Consultant	\$273.00/hr.
Group Leader	\$278.00/hr.
Senior Project Manager	\$268.00/hr.
Senior Electrical Engineer	\$273.00/hr.
Project Manager	\$241.00/hr.
Engineering Manager	\$241.00/hr.
Associate Project Manager	\$226.00/hr.
Senior Project Engineer	\$241.00/hr.
Project Engineer	\$194.00/hr.
Electrical Engineer	\$210.00/hr.
Engineering Associate II	\$152.00/hr.
Engineering Associate I	\$136.00/hr.
Senior Project Controller	\$173.00/hr.
Project Controller	\$157.00/hr.
Senior Scientist	\$178.00/hr.
Scientist	\$157.00/hr.
Senior Planner	\$220.00/hr.
Planner	\$163.00/hr.
Senior Engineering Designer	\$173.00/hr.
Engineering Designer 2	\$157.00/hr.
Engineering Designer 1	\$126.00/hr.
Senior GIS Analyst	\$184.00/hr.
GIS Analyst	\$157.00/hr.
GIS Technician	\$136.00/hr.
Senior Construction Observer	\$163.00/hr.
Construction Observer	\$136.00/hr.
Senior Funding Support Specialist	\$152.00/hr.
Funding Support Specialist	\$142.00/hr.
Senior Project Administrator	\$136.00/hr.
Project Administrator	\$105.00/hr.

### EXPENSES

Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%
Special Owner Requested Computer Software (1)	Cost + 10%

**Note:** The above rates are effective January 1, 2026. We reserve the right to revise to reflect inflationary increases.

**ATTACHMENT A**



**Cheatham and Associates, P.A.  
Consulting Engineers**

December 18, 2025

Michael A Tassitino, PE, PH  
Ardurra  
1213 W. Morehead Street, Suite 300  
Charlotte, NC 28208

RE: North Topsail Beach Stormwater Pump Station – Construction Phase Services  
Electrical Engineering Fee Proposal

Dear Michael,

Thank you for the opportunity to continue working on this project. Our understanding of the construction phase tasks requested and proposed fee breakdown follows.

**Tasks:**

- Attend a pre-construction meeting, on site.
- Review electrical submittals / shop drawings.
- Make one site visit to review installed electrical work and for observation of start-up activities. Prepare an observation visit report

**Proposed Fee Breakdown:**

Preconstruction Meeting	\$ 990.00
Submittals Review	\$ 1,910.00
Construction Observation Visit	\$ 1,400.00

Additional services for a fee amendment to address design modifications, bid phase services, and construction phase services can be provided as requested.

Thank you for this opportunity. If you have any questions for us or require any discussion; contact me at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Ciarrocca".

Mark A. Ciarrocca, P.E.