

August 29, 2023

Stevie Cox, City Manager  
City of Trinity  
5978 NC Hwy 62  
Trinity, NC 27370

**RE: Proposal for Task Order 2  
Thomasville WWTP Valuation Study  
Trinity, North Carolina  
WR Project No. 06201114.02**

Dear Mr. Cox,

WithersRavenel is pleased to provide this Proposal Task Order 2 for the City of Trinity On-Call. We look forward to working with you on this project. If you have any questions or concerns about this proposal, please do not hesitate to call me at the number listed below.

Sincerely,

**WithersRavenel**

J. Clark Maness, PE  
Project Manager

Attachment:  
Proposal for Task Order 2

DRAFT

# City of Trinity Task Order No. 2 Thomasville WWTP Valuation Study

## A. Preliminary Matters

This Task Order is hereby included as an addition to and incorporated as part of the Agreement Between Owner and Engineer for Engineer Services, Task Order Edition signed February 17, 2021 between the City of Trinity (“City”) and WithersRavenel, Inc. (“Engineer”).

## B. Project Description

The City does not own a wastewater treatment plant (WWTP) and currently sends the majority of their wastewater to the City of Thomasville for treatment. The City has recently entered into an agreement with the City of High Point, under which the majority of their wastewater will soon be conveyed to and treated at the City of High Point’s Westside WWTP instead. Davidson County has approached the City to inquire if they may purchase the City’s allocation at the Thomasville WWTP. The City has engaged the Engineer for assistance on providing an opinion of the valuation of their allocation at the Thomasville WWTP. As such, the Engineer has provided this proposal to complete a valuation of the Thomasville WWTP and the City’s allocation at the subject WWTP.

## C. Timeline for Services

Engineer will begin work upon receipt of executed Agreement and written notice to proceed from the City. Estimated timeframe(s) for the basis of the services described in the Scope of Services are shown below.

Milestone	Time Frame
Project Kickoff Meeting & Initial Site Visit	Within 2 weeks of Notice to Proceed (NTP)
Data Gap Analysis (DGA) report to City	4 weeks after NTP
Valuation	10 weeks after NTP
Final Report	12 weeks after NTP

1. From the milestone time frames and factoring in variability in the approval process, Engineer estimates the total project timeframe for the Scope of Services to be 3 months.
2. The estimated timeframe(s) may be impacted by, among other things:
  - a. Timeliness and accuracy of information provided by the City and City consultants and the City of Thomasville.
3. If available, opportunities to adjust these estimated timeframes can be discussed. Implementation of agreed-upon adjustments may result in adjustments to Engineer fees.
4. Certain tasks, such as reviews and approvals, are performed by third parties, including governmental agencies, over which neither the City nor Engineer have control or responsibility. As such, neither party is responsible for delays or the resulting cost impacts caused by third parties.

## D. Scope of Services

Engineer shall provide the services identified under each task below as its Basic Services under the Task Order.

### Task 1 - Project Management

- A. Engineer will conduct project management and coordination activities throughout the life of the Project. Scope of work includes:
- ▶ Engineer will conduct one (1) in-person project kickoff meeting with the City and attend one (1) site visit the same day at Thomasville WWTP.
  - ▶ Engineer will keep City advised on progress of project activities through virtual conferencing, teleconferencing, and electronic mail as requested by the City.
  - ▶ Engineer will perform all standard quality assurance and quality control under this task.

### Task 2 - Data Gap Analysis

- A. Scope of work includes:
- ▶ Engineer will review all available data that will be utilized to develop the valuation. This includes Thomasville WWTP record drawings, master plans, past bid results, past construction documents, cost estimates, and WWTP influent and effluent data. It is the City's responsibility to obtain all necessary data and records from the City of Thomasville for the valuation.
  - ▶ Engineer will compose one (1) Data Gap Analysis summary detailing what information/data is required to complete the valuation. The Data Gap Analysis summary will also detail what will be assumed if not all information and data can be provided by the City. The Data Gap Analysis summary will be sent electronically to the City for review, comment, and response.
- B. Scope of work does not include:
- ▶ Additional site visits.
  - ▶ Obtaining data and records from Thomasville.

#### Deliverables

- ▶ Data Gap Analysis Report

### Task 3 - Valuation Study

- A. Scope of work includes:
- ▶ Engineer will provide an opinion of the true replacement value of the Thomasville WWTP by reviewing the existing WWTP records and data and separating the components into take-off quantities from the records supplied by the City of Thomasville. This will then be used to provide a valuation of the City's allocation at the City of Thomasville WWTP. The valuation study results will be summarized in a final report to be completed under Task 4.
  - ▶ Engineer will retain services of licensed general contractor that is experienced with WWTP construction to review valuation and provide updates as needed to reflect true replacement value of Thomasville WWTP.
- B. Scope of work does not include:

- ▶ Additional site visits.
- ▶ Determining salvage value of existing Thomasville WWTP.
- ▶ Additional valuations.

## Task 4 - Final Report & Presentation

### A. Scope of work includes:

- ▶ Engineer will prepare and provide a final report summarizing the valuation study which will include:
  - ▶ Executive summary, project background, valuation methodology, valuation results, and recommendations/conclusions.
- ▶ The final report shall be delivered to the City electronically.
- ▶ Engineer will prepare and provide one final presentation to the City in-person in Trinity, NC. The final presentation will summarize the project background, valuation methodology, valuation results, and recommendations/conclusions.

### Deliverables

- ▶ Final Report
- ▶ Final Presentation

## E. Additional Services

Services that are not included in the Scope of Services or are specifically excluded from this Proposal (see below) shall be considered Additional Services if those services can be performed by Engineer and its agents if requested in writing by the City and accepted by Engineer. Additional services shall be paid by the City in accordance with the Fee & Expense Schedule outlined in Exhibit I. The exclusions are described below but are not limited to the following:

### General

- All plan submittal, review, or permitting fees;
- Any work previously provided in other proposals;
- Any other services not specifically listed within the Scope of Services.

### Geomatics Services

- Annexation Plats
- Boundary/Topographic Surveys;
- Tree survey/cover report by Registered Forester;
- Subsurface Utility Engineering (SUE);
- Surveys for off-site improvements;
- Platting services;
- Plot Plans;
- ALTA Surveys;
- GIS mapping services;
- Construction staking
- Building staking;
- As-built (record drawing) surveys;
- Easements, Easement/ROW Plats;

### Environmental Services

- Historic Resources Survey;
- Endangered Species' Habitat survey;

- Wetland Delineations;
- Wetland/Buffer Determinations;
- Phase I & II ESA's;

### Offsite/Specialty

- Development agreements;
- Homeowner association documents;
- Utility allocation agreements;
- Preparation of electronic file suitable for GPS machine control;
- Expert witnesses;

### Planning/Studies

- Entitlement services;
- Variance and Quasi-Judicial processes;
- Off-site Sewer Analysis.
- Traffic Impact Analysis;
- Signalization Studies;
- Hydrant flow determination and hydraulic analyses;
- Existing sewer hydraulic analyses;
- Town or regulatory approvals;
- Special & Conditional Use Permits;

### Services During Construction

- Engineer's Opinion of Costs;

- Bidding/negotiation services;
- Pay application reviews;
- Change order reviews;
- Shop Drawing review;
- RFI's during bidding;
- Construction administration;
- Construction management;
- Dry utility coordination/design;
- NPDES monitoring/reporting;
- Loan draw certifications;
- Bonds and Bond Estimates;
- Record drawings/as-builts;
- Engineer Certifications;
- O&M/SWMP Manuals;

#### Stormwater Services

- Stormwater Management Plan;
- Stormwater Pollution Prevention Plan (SPPP) update or revision;
- Secondary containment designs;
- SCM design;
- Culvert design;
- Dam inspection, engineering, or analysis;
- Dam breach analysis;
- Flood studies, floodplain permitting or coordination with FEMA (such as for a LOMR-F, CLOMR/LOMR, etc.);
- Soil investigations (such as Seasonal high-water table determinations);
- Soil Media Mix Testing and Gradation Certification;
- Downstream impact analysis;
- Nutrient calculations;
- Peak flow analysis;
- SCM conversion;
- Permitting Services
- Building permits and associated work;
- Erosion Control permits;
- Water/Sewer permits;
- 401/404 permitting;
- Floodplain Development permit;
- NCDOT permitting;
- Sign permitting;

#### Landscape Architecture Services

- Landscape layout and design;
- Irrigation design;
- Hardscape design;
- Enhanced landscape design beyond minimum requirements;
- Entrance/signage feature design;
- Water feature and/or pool design;
- Renderings;
- Park improvements;
- Public art design or commissioning

#### Services by Others

- Geotechnical services;
- Architectural and MEP services;
- Structural Services;

- Arborist/Registered Forester Services;

#### Documents/Drawings

- Schematic Drawings as typically defined in the architectural industry;
- Conceptual Drawings;
- Sketch Plans;
- Site Plans;
- Construction Drawings;
- Technical specifications;
- Contract documents;
- Record (As-Built) Plans;
- Lot Matrix;

#### Design Services

- Detailed Builder focused lot fit matrix;
- Detailed lot grading;
- Off-site improvements;
- Offsite utility or road improvements;
- Pump Station design and permitting;
- Forcemain design and permitting;
- Reclaim waterline design;
- LEED certification coordination;
- Pavement design;
- Structural/foundation design;
- Greenway bridge design & permitting;
- Boardwalk design & permitting;
- Signal design;
- Dumpster enclosure details;
- Grease trap design;
- On-site water/sewer design;
- Equipment Selections/Design;
- Design associated with Amenity Site;
- Site Lighting is limited to fixture selection; electrical engineering not included;

#### Project Management

- Additional Meetings/Site Visits;
- Adjacent property owner discussions;
- Neighborhood meetings;
- Attendance at formal regulatory meetings unless noted above;

The above list is not all inclusive, and the Scope of Services defines the services to be provided by Engineer for this project.

Both parties agree that certain tasks, e.g. reviews and approvals, are performed by governmental agencies and that all parties have limited influence on these agencies to meet the prescribed deadlines and that neither party is responsible for delays caused by governmental agencies.

## F. City Responsibilities

The following are responsibilities of the City and Engineer will rely upon the accuracy and completeness of this information:

### 1. General:

- a. Provide representative for communications and decisions;
- b. Coordination and designation of a primary contact for Architect, Contractor, and other Consultants engaged by the City.
- c. Preferred media platforms for communications with the City.
- d. Provide in writing, any information as to City's requirements for the study.
- e. Provide any information needed to complete the Project not specifically addressed in the Scope of Services.
- f. Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project.
- g. Examine all proposals, reports, sketches, estimates and other documents presented by the Engineer and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Engineer.
- h. Give prompt written notice to the Engineer whenever the City observes or otherwise becomes aware of any defect in the Project.
- i. Attend City meetings as required/needed.
- j. Access to property for Engineer and subconsultants.
- k. Discussions/negotiations with adjacent landowners.
- l. City shall be responsible for acquisition of all off-site utility and/or construction easements required for this project.
- m. Manage and coordinate the work of subconsultants/subcontractors that are not directly subcontracted through the Engineer.
- n. All submittal, review, or permitting fees associated with the project.
- o. Any legal representation requiring an attorney at law.

### 2. Project Specific:

- a. Arrange site visit at Thomasville WWTP on the same day as the kick-off meeting.
- b. Obtain all WWTP documents and data from Thomasville and provide to Engineer within two weeks after the kick-off meeting.
- c. Review and give comments on Data Gap Analysis Report within one week of receiving the report.
- d. Provide a responsible City representative that will communicate with the Engineer and City of Thomasville in a timely manner throughout the project.

Any changes to the alternatives or Project requirements after Engineer have begun work may require additional fees.

## G. Compensation for Services

### A. Lump Sum Fee

Engineer proposes to provide the Scope of Services previously outlined on a lump sum fee basis as described in the following table. Compensation shall not exceed the total estimated compensation amount unless approved in writing by City.

Task No.	Task Name	Fee
1	Project Management	\$7,000
2	Data Gap Analysis	\$8,000
3	Valuation Study	\$35,000
4	Final Report	\$15,000
<b>TOTAL</b>		<b>\$65,000</b>

1. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the City.
2. The Lump Sum includes compensation for Engineer's services. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses, and Engineer charges.
3. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services completed during the billing period.

## H. Acceptance

This Task Order is valid 60 days from the date it is transmitted to the City. Receipt of an executed copy of this Task Order will serve as the written Agreement between WithersRavenel and the City. All Exhibits identified after the signature blocks below, including the Fee & Expense Schedule (Exhibit I), are incorporated herein and are integral parts of the Task Order.

OFFERED BY:

WithersRavenel

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

ACCEPTED BY:

CITY OF TRINITY

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**PREAUDIT STATEMENT:** *This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).*

Signature of Finance Officer:

Printed Name:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments:

Exhibit I - Fee & Expense Schedule