

**TASK ORDER  
FOR  
MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES**

<b>TASK ORDER NO:</b>	2026-01
<b>PROJECT NAME:</b>	Retainer and General Services
<b>PROJECT NO:</b>	N/A
<b>CONTRACT NO:</b>	MSA City of Willowick 2026

Subject to the terms and conditions of the above referenced Contract, the Consultant agrees to perform the following Scope of Work:

- 1.0 The Firm shall be paid a Retainer of \$21,600.00 in equal monthly installments (\$1,800/month). For this Retainer, the Firm shall provide the following routine services
  - A. Verdantas shall perform all duties and functions of the City Engineer that are required to be conducted and assumed under the laws of the State of Ohio and the Charter and Ordinances of the City of Willowick, Ohio.
  - B. The attendance by the appointed City Engineer and/or a designated and qualified member of the Firm at Council meetings as necessary, Work Sessions of Council as necessary, and Plan Review Board as necessary.
  - C. Furnish advice and consultation to the City Officials, Mayor, and Directors as may be required from time to time and attend meetings of the Mayor and their staff upon request. Providing such consultation requires no preparation of detailed plans, estimates or field investigations.
  - D. Prepare estimated budgets of engineering and/or technical services in sufficient detail for review and approval.
  - E. Provide preliminary assistance in the preparation of applications for Financial Assistance in the form of preliminary estimates of construction cost and minor engineering details.
  - F. Provide periodic progress reports of projects under the Engineer's charge stating the condition of the same, together with any other matters of interest of same when required by the Mayor or Council.
  - G. Provide temporary storage for the CITY's maps, drawing, specifications, calculations, records and other materials relating to the ENGINEER's duties as City Engineer. The CITY at the Service Facility provides permanent storage.
- 2.0 The Firm shall perform specially authorized services which shall be performed by the Firm for the City only after such services have been specifically authorized by the City. These will be performed at hourly rates in accordance with the Section 6 of the Master Agreement for Professional Services:

- A. Preparation, maintenance and reproduction of specifications and standards for public utilities.
- B. Preparation, maintenance and reproduction of a comprehensive master plan for development of any public utilities.
- C. Attendance at additional public, legislative or administrative meetings or conferences.
- D. Furnishing of preliminary investigations, studies and reports, preliminary general plans, preliminary cost estimates and field investigation.
- E. Furnishing land surveys, establishment of boundaries and monuments, line, grade, topographic, easement and right-of-way field surveys and related office plotting of notes, computations, descriptions and drafting.
- F. Furnishing of line and grade surveys for the construction of public improvements.
- G. Furnishing of competent inspection and testing services.
- H. Furnishing the services of a qualified resident engineer to supervise, direct and coordinate any public improvement project or group of public improvement projects.
- I. Review and checking of all detailed construction drawings and all shop and erection drawings and other information submitted by contractors for compliance with design concept and requirements of the contract documents.
- J. Furnishing supplementary detailed working drawings, specifications and written instructions as may be necessary from time to time throughout the construction period to interpret the contract plans and documents and to resolve actual field conditions encountered.
- K. Computation and certification of the amount of special assessments for public improvements as may be required.
- L. Prepare reproducible copies of all drawings prepared for the City by the Firm and make said drawings available upon the request of the City.
- M. Furnishing of additional surveying, architectural or engineering services as may be authorized by the CITY and not specified elsewhere herein.
- N. Prepare estimates, specifications, bidding assistance and construction assistance for City street maintenance resurfacing and repair programs.
- O. Development and completion of special funding applications (grant or loan) for City infrastructure projects and/or projects or programs intended to support City departments or functions.

Attachments: ☐ Yes ☒ No

VERDANTAS PROJECT CONTACT: Tim McLaughlin, P.E.

CLIENT PROJECT CONTACT: Mayor Michael J. Vanni

This Task Order is hereby accepted and incorporated into the existing Contract:

**VERDANTAS LLC**

**CITY OF WILLOWICK**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Please return one signed original to your Verdantas project contact and retain one signed original for your records).

