



Hazen and Sawyer  
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June 16, 2017

Ms. Monica Jarrett  
Utility Design Engineer  
2602 S Elm-Eugene Street  
Greensboro, NC 27406

**Re: Townsend WTP Construction Observation Services  
Change Order Request - Contract No. 2016-390**

Dear Ms. Jarrett:

Thank you for considering Hazen's request to provide additional Construction Observation/ RPR services for the Townsend WTP Basin and Filter Improvements Project. We propose this work as a change order to our existing contract No. 2016-390. The reasons for this request are as follows:

- Hazen's scope of work (reference Hazen Letter Proposal May 16, 2016) was based on part-time on-site representation for a 24-month construction period. The actual construction contract issued between the CMAR and The City has a duration of 27-months.
- To provide for additional inspection associated with the longer construction period, this presents an opportunity to increase MWBE participation on the project. Hazen will continue to lead the on-site construction efforts, but we also propose to add to the team an experienced MWBE observer to provide additional on-site representation when the Hazen inspector is not on site.

Hazen proposes to use Critek Engineering Group, PC, as our subconsultant, with Mr. Cletyon Barber serving as the on-site representative. The duties of the representative are described in Exhibit A (attached).

Enclosed are executed Forms C and D. The **total proposed change order amount**, which will be invoiced on an hourly basis at \$128 per hour, is **\$189,155.00. The MWBE commitment of this total is 90%**, with the remaining 10% allocated to Hazen (10% will be added to each invoice).

Should you have any questions please contact me. We look forward to continued work with the City on this project.

Very truly yours,

Jay Jackson, PE  
Vice President

Enclosures  
cc: Hazen: File 31184-003

Job no

## EXHIBIT A

### SCOPE OF SERVICES

City of Greensboro, North Carolina

#### Townsend WTP Construction Observation

The scope of work to be provided by **SUBCONSULTANT** includes professional services for construction observation as listed below.

Construction Observation: **SUBCONSULTANT** will provide resident project representative (not more than 40 hours per week) during the construction period to observe work of the construction contractor(s) and to coordinate schedules for site visits by **HAZEN** engineering staff and for Special Inspections of the Work. The resident project representative will provide field liaison with the Owner, attend job meetings, etc., under the direction of **HAZEN**. The resident project representative will review and observe field work with the approved submittals and the Contract Documents. The resident project representative will keep a daily log describing the activities and construction progress of the contractor(s) for those days he is on-site and provide this log and signed reports to **HAZEN** on a weekly basis. The resident project representative will coordinate receipt and distribution of equipment O&M manuals and coordinate manufacturer vendors during equipment start-up training sessions.

The resident project representative shall have no authority regarding the following:

Authorization of any deviation from the contract documents or approval of any substitute materials or equipment.

Performance of any of the responsibilities of Contractors(S), subcontractor(s), or Contractor's superintendent.

Expediting work for the Contractor(s).

Advice or directions relative to any aspect of the means, methods, techniques, sequences, or procedures of construction unless such is specifically called for in the contract documents.

Advice or directions regarding safety precautions and programs in connection with the work.

Neither the professional activities of the **SUBCONSULTANT** nor the presence of the **SUBCONSULTANT** and **SUBCONSULTANT'S** subcontractors shall be construed to imply that **SUBCONSULTANT** have any responsibility for methods of work performance, superintendence, sequencing of construction, or safety in, on or about the job site.