

AMENDMENT to Engineering Services Agreement

Amendment Date: April 12, 2021

Amendment No.: 1

Client Name: Town of Middlebury

Project: Maple Street Drainage Improvements

Project No.: 001-047

Original Agreement Title: Maple Street Drainage Improvements

Original Agreement Date: May 8, 2019

Amendment to Services: Construction Phase Services

Refer to attachment outlining scope of services. Services for construction phase are for the combined Maple Street Drainage Improvements and Rail Platform Projects. These projects were originally established as two separate contracts but merged as one project for bidding and construction.

Adjustment to Fee:

Contract Amount	\$12,040.00
Amendment Amount	\$16,500.00
Revised Contract Amount	\$28,540.00

Basis (this Amendment):

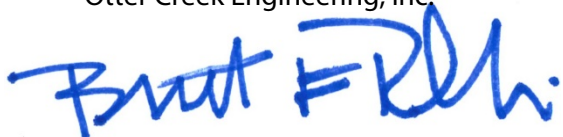
Hourly XX

Lump Sum

Authorization:

Otter Creek Engineering, Inc.

Town of Middlebury



Brent F. Rakowski, P.E.
Vice President

Note: All Standard Terms and Conditions of the Original Engineering Agreement remain in effect.



April 12, 2021

Mr. Daniel Werner
Director of Operations

Via email

Subject: Supplement to Engineering Services Amendment
Maple, Middle Seymour and Willard Street Site Improvements

SCOPE OF SERVICES

1. **Construction Phase**

- a. **Contract Administration** - Throughout the construction period, we will act as the Town's representative and liaison to the Contractor as defined and authorized under the Construction Contract Documents. As the Town's representative, Otter Creek Engineering will:
 - i. Modify Contract Documents to incorporate information included in bid addenda and publish conformed documents for contract signing.
 - ii. Conduct a project Preconstruction Meeting with the Town and the Contractor.
 - iii. Review submittals for general conformance with the design plans and specifications. We will provide the Contractor with a list of required submittals at the time of the Preconstruction Meeting.
 - iv. Make recommendations on the Contractor's regular pay requisitions to assist the Town.
 - v. Prepare Change Orders for review and approval by the Contractor and the Town.
 - vi. Coordinate regular project meetings with representatives of the Town and monthly project meetings with the Contractor and the Town.
 - vii. Conduct substantial and final completion review with the Town and make recommendations for payment as set forth in the Contract Documents.

- b. **Construction Review** - Throughout the active construction period, Otter Creek Engineering will provide a Resident Project Representative to review the work of the Contractor. The Resident Project Representative will:
 - i. Conduct on-site observations of the work to determine if it is in accordance with the Contract Documents.
 - ii. Interpret the Contract Documents to address questions raised by the Contractor.
 - iii. Make recommendations to the Town regarding work not meeting the requirements of the Contract Documents.
 - iv. Witness equipment and material testing, and determine compliance with the Contract Documents.
 - v. Prepare regular field reports to document progress of the work.

- vi. Review work quantities submitted for payment by the Contractor and make recommendations to the Town.
- vii. Prepare work lists of items requiring completion or correction by the Contractor.
- viii. Coordinate with subconsultants and testing laboratories for specialty work and materials testing.

The project budget assumes one Resident Project Representative working, on average, fifty hours per week, throughout the active work period for construction, estimated at ninety days. Otter Creek Engineering will provide additional Resident Project Representatives, as necessary, subject to the contractor's work activities.

- c. **Record Drawings** - Through the course of construction, the Resident Project Representative will work with the Contractor in recording the location of installed work and deviations from the design drawings. Upon completion of the project, we will prepare record drawings. Otter Creek Engineering will provide the Town with two sets of record drawings for its files.

PROJECT SCHEDULE

Otter Creek Engineering is available to start work upon authorization to proceed from the Town.

001-047