

ATTACHMENT A
DURHAM COUNTY, NORTH CAROLINA
NORTHERN CONVENIENCE CENTER
BIDDING ASSISTANCE AND CONSTRUCTION PHASE SERVICES
AMENDMENT NO. 6

SCOPE OF SERVICES

I. PROJECT DESCRIPTION

HDR assisted the County with the preparation of a Master Plan and Site Plan and obtaining the Special Use Permit and Site Plan approval for the proposed Northern Convenience Center site located off of Route 501 (North Roxboro Road) on parcels that the County has acquired. HDR has also assisted the County with preparation of construction documents and stormwater and erosion and sediment control permitting for the proposed facility. In 2021 and 2022, HDR assisted with project bidding and final permitting, and providing construction administration services for the project.

The design and constructed facility included accommodations for a portable backup generator to provide power for select circuits to maintain operations of key functions of the administrative building. HDR assisted the County with the design and bidding assistance for the proposed installation of a whole site generator and is preparing to award the project. The bidding assistance required additional effort than initially planned due to having to readvertise the project due to lack of response to the initial invitation to bid in December 2024 and coordination with County procurement office to facilitate receipt of a bid proposal in March 2025. The County desires to have HDR assist with Contract Administration support for the proposed backup generator system.

II. SCOPE OF SERVICES

HDR will provide limited construction administration for the supply and installation of a whole site backup generator.

HDR's work shall include:

2.1 Contract Administration

- Serve as a representative of the County, to guard the County against defects and deficiencies in the work. HDR shall exercise reasonable care and diligence in assuring that the Contractors comply with the Contract Documents.
- Review and approve the Contractor-furnished maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection as required by the Construction Documents and forward all approved copies to the Owner's Representative for use by the Owner.

- Review and approve, for conformance with the design, any necessary shop and working drawings furnished by contractors. Furnish the Owner with a complete set of shop drawings upon completion of construction.
- HDR will conduct a single inspection of the work as appropriate to review conformance with the design requirements and consult with the Owner. This visit will be completed by electrical staff engineer for review of general conformance with the construction documents.
- HDR shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the Work.

III. SERVICES TO BE PROVIDED BY THE COUNTY

To support HDR's efforts in this project, Durham County agrees to provide the following services:

- Coordination with HDR Team for scheduling and attendance for inspection.

IV. PROJECT TEAM

The proposed project team consists of the following key personnel:

Jeffrey Murray, PE
Scott Quin, PE

Sr. Project Manager
Sr. Electrical Engineer

V. SCHEDULE

Contract administration services are anticipated to occur over a period of 150 Calendar Days from when the Notice to Proceed is issued to the Contractor.

VI. PAYMENTS TO PROVIDER:

HDR recommends a Not to Exceed budget increase of \$6,000 for this amendment. A summary of the estimated budget is provided below and detailed budget estimates with level of effort and rates are attached. Actual costs will be invoiced on a time and materials basis in accordance with the Proposed Schedule of Fees in the budget estimate. Travel and subsistence expenses, materials and supplies, and other direct costs will be invoiced at cost. Mileage will be charged at the approved IRS reimbursable rate.

The proposed budget includes does not include W/MBE participation as this work will be performed by HDR staff.

Contract Administration Budget Summary

Task	Description	Proposed Fee
1.0	Contract Administration	\$6,000
	TOTAL	\$6,000

HDR Engineering, Inc. of the Carolinas
Attachment B - North Convenience Center Backup Generator Construction Documents

	Task	2		
Labor Category	Rate	Contract Admin	Total	
			Hours	Cost
	\$/hr			
<i>HDR Engineering Inc. of the Carolinas</i>				
Sr. Project Manager	\$ 284	4	4	\$ 1,136
Sr. Electrical Engineer	\$ 247	8	8	\$ 1,976
Electrical EIT	\$ 160	16	16	\$ 2,560
Electrical CADD Technician	\$ 160	1	1	\$ 160
Clerical/Administrative Support	\$ 100	0	0	\$ -
Total Labor (hrs)		29	29	
Labor Costs		\$ 5,832		\$ 5,832
Other Direct Costs				
Travel		\$ 150		\$ 150
Copy/Mail		\$ 18		\$ 18
Total Direct		\$ 168		\$ 168
TOTAL COST		\$ 6,000		\$ 6,000