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# Professional Service Agreement Addendum # 1 between Woolpert North Carolina, PLLC and Town of Indian Trail, North Carolina

## Section 1. General

THIS ADDENDUM, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between Woolpert North Carolina, PLLC, whose address is 8731 Red Oak Boulevard, Suite 101, Charlotte, NC 28217-3975 (hereinafter referred to as "Woolpert") and the "Client" identified herein, provides for Additional Services under the Professional Service Agreement dated May 26, 2013, such Additional Services described under Section 2 of this Addendum.

- Client: Town of Indian Trail, NC
- Project Number: #072537
- Project Title: Sardis Community Park Improvements Design, or the "Project"
- Addendum Title: Task Order No. 1- Sardis Community Park Improvements

## Section 2. General Description of Additional Professional Services

Additional Services to be provided by Woolpert are identified below and, if attached, are more fully described in Attachment A to this Addendum, which is incorporated by this reference:

- Sardis Community Park Improvements for Sardis Community Park Improvements

## Section 3. Compensation to Be Paid to Woolpert

Compensation to be paid to Woolpert for providing the requested Additional Services shall be as follows:

- In accordance with Attachment B to this Addendum, which is incorporated by this reference

## Section 4. Schedule for Additional Services

- In accordance with Attachment B to this Addendum, which is incorporated by this reference

Woolpert will commence Additional Services upon receipt of a fully executed copy of this Addendum.

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**IN WITNESS WHEREOF**, this Addendum, which is subject to the terms and conditions of Sections 1 through 4, Attachment(s), and the aforementioned Agreement, is accepted as of the date first written above.

**Town of Indian Trail, NC**

Signed: \_\_\_\_\_  
Typed Name: Joseph A. Fivas  
Title: Town Administrator  
Date: \_\_\_\_\_  
Address: 100 Navajo Trail  
Indian Trail, NC 28079

**Woolpert North Carolina, PLLC**

Signed: \_\_\_\_\_  
Typed Name: Kenneth L. Bullock, RLA, ASLA  
Title: Vice President  
Date: \_\_\_\_\_  
Address: 8731 Red Oak Blvd. Suite 101  
Charlotte, NC 28217

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# ATTACHMENT A: SCOPE OF SERVICES

## Woolpert Contact

Andrew R. Pack, RLA, ASLA  
Senior Associate  
Project Manager  
(704) 526-3102  
[andrew.pack@woolpert.com](mailto:andrew.pack@woolpert.com)

## Services

### General

The following scope of services in the first task order for developing construction documents for the project currently known as the Sardis Community Park Improvements by the Town of Indian Trail, North Carolina. This scope includes the work as required for the fine tuning of the Programming, start of the Schematic Development Documents, and site due diligence for grading/ storm water management, utility infrastructure and permitting review. Woolpert will work closely with a representative of the Town during the planning of this project. In addition, the design team will coordinate with Carolina Wetland Services on their findings of the wetlands delineation on the park property.

Woolpert will provide a separate scope of services under a separate task order that will include the completion of the construction documents that will include but not limited to Design Development, Construction Document preparation, Bidding and Construction Administration / Periodic Inspection services, geo technical, surveying and other services warranted or required.

Woolpert Team will project manage two projects at the park concurrently, the initial phase one (*anticipated to be built in spring/summer 2013*), and the phase two (*anticipated to be bid by September 2013*). The two phases will focus on the area's A and B as identified on the current master plan as prepared by Woolpert.

## I. CONSTRUCTION DOCUMENTS

### Task 1 - Project Start-Up Meeting, Programming / Schematic Design

- A. **Start-up Meeting:** Woolpert will have a start-up meeting with the "Project Team/ Committee" that will include representatives from the Owner (Town of Indian Trail) and others that have an interest in the proposed Park Improvements project. The meeting will cover the following information:
- Project Issues / Challenges. The Team shall brainstorm potential issues and challenges with the project. In addition, the Team will review the current Site Concept Plan and discuss any potential changes to the layout, etc. that may need to be incorporated into the construction documents, and discuss the design responsibilities of the "Project Team".
  - Discuss the initial phase 1 components and phase 2 park component's and program elements

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- Project Schedule (*discussion of anticipated bidding for both, construction, etc.*)
  - Project Construction Budget
  - Discussion of project goals / outcomes for the project
  - Review next task order of planning and design including geotechnical, surveying, etc..
  - The “Project Team” will identify expectations from all parties as it relates to the project.
  - Identification of any Town Standards to be incorporated into the design.

B. **Programming Assistance:** Woolpert will assist with the review of the proposed programming of the project at the start-up meeting tied to the intent of the design of the area and the review of the current conceptual plan for the area. This review will look at the effectiveness of the current. In addition, Woolpert will assist and coordinate a “park tour” of several parks in the regional. This is anticipated to occur the 1<sup>st</sup> of February 2013.

C. **Schematic Design:** After the start-up meeting, park tours and initial programming, Woolpert will prepare a schematic site plan for the project. Woolpert will prepare an Opinion of Probable Construction Cost associated with the proposed Schematic Design plans (*cost will be in 2013 dollars*). This includes all associated costs with the project – construction, contingencies, design fees, material testing, permits, soft costs, etc. At this point, any add alternates will be identified and/or re-defined. In the event the add alternates exceed this project budget at any stage of the design process, Woolpert and the Owner shall review as a scope change to the contract and negotiate any scope/fee adjustments. The summary of this Task is as follows:

- **Schematic Site Plan Preparation:** Woolpert’s project landscape architect will coordinate with the programming of the site at the start-up meeting. Woolpert will prepare the initial horizontal layout of the phase one site plan, complete with all dimensions and layout criteria as necessary for the review of the plan with the Owner. In addition, “playground theme options” will be reviewed.
- **Schematic Building Plans & Programming:** Woolpert’s project architect will lead with a programming exercise at this start-up meeting to further outline the programming requirements for the proposed buildings for phase one and phase two.
- **Schematic Site Grading Plan / Storm Water Management / Site Sustainability Practices:** Woolpert will review the project development and proposed built upon area. Low Impact Development (LID) techniques will be reviewed for alternative storm water control practices and to review the best management practices (BMP’s.) for potential onsite detention. Coordination with NCDENR will also be conducted to review any agency requirements. The Consultant’s design team will review and provide suggestions for site suitability practices to be used on the project. A preliminary grading plan will also be prepared for the project area, to review the overall extent of the site grading as it relates to the project area and storm water management.
- **Schematic Site Utility Plan:** Woolpert will meet with Union County Public Works Department to review the requirements/ standards/ plan review process for providing new water and sanitary sewer service for the project. Woolpert’s Engineer will review and provide suggestions for best options on a site schematic Utility plan for the entire park concept.
- An Opinion of Probable Cost will be developed for the proposed construction area.

- Woolpert will next meet with the Owner to review the detailed Schematic Design Development layout, the preliminary grading plan and the costs. Based upon this meeting, Woolpert will be given direction from the Owner to move into the design development phase prior to final construction document preparation. All directives will be provided by the Owner in written form to Woolpert.
- Woolpert will present the findings and give an update to Town Council. It is anticipated this will occur on March 12, 2013

**Deliverables for Task 1:**

- Start-up meeting minutes (*project meeting no. 1*)
- Schematic Design meeting minutes (*project meeting no. 2*)
- Park Tours Summary
- Three (3) Copies of the Conceptual Plans in full scale
- Three (3) Copies of the Schematic Site Plan in full scale
- Three (3) Copies of the Schematic Building Plans in full scale
- Three (3) Copies of the Schematic Site Grading Plan in full scale
- Three (3) Copies of the Schematic Site Utility Plan in full scale
- Three (3) Copies of the Opinion of Probable Cost

## II. TIME FRAME & SCHEDULE

Woolpert shall perform the services as outlined in this proposal as expeditiously as is consistent with professional skill and care and the orderly progress of the project. This schedule will be further discussed, reviewed and redefined at the start-up meeting and throughout each phase of the project as necessary. It is anticipated from the notice to proceed; Woolpert will complete this initial first task order in (1) one month:

<b>Task</b>	<b>Project Timeline</b>
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- |   |                   |
|---|-------------------|
| • Award of Consultant Contract (Notice to Proceed)..... | February 13, 2013 |
|---|-------------------|

**Project Start-Up Meeting, Programming / Schematic Design (1 month) February 2013**

- |   |                |
|---|----------------|
| • Start Up Project Team Meeting .....               | TBD            |
| - Review Proposed Programming Proposed Improvements |                |
| - Goals/ Outcomes For the Project                   |                |
| - Discuss Funding & Phasing                         |                |
| - Site Information Gathering                        |                |
| - Discuss Existing Concept Plan                     |                |
| - Field Reconnaissance / Team Site Visit            |                |
| - Geotech Borings/ Surveying (TBD)                  |                |
| - Architectural Concept for the Proposed Buildings  |                |
| - Site Schematic Plans                              |                |
| - Prepare Probable Cost Estimates                   |                |
| • Project Team Meeting no. 2 .....                  | TBD            |
| • Town Council Meeting .....                        | March 12, 2013 |

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## ATTACHMENT B: COMPENSATION Lump Sum Summary

### I. Basic Design Services/ Fees:

Design Services / Fees:

Schematic Design / Programming ..... \$ 45,500.00

### II. Other Services / Fees:

Reimbursable Expenses ..... \$ 1,000.00

**Total for Task 1 ..... \$ 46,500.00**

Woolpert Use Only Reviewed As To Form: _____ Date: _____
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