

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**October 14, 2025**  
**SEAFORD CITY HALL - 414 HIGH STREET**

**The meeting will be streamed via live feed.**

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<http://www.youtube.com/c/CityofSeafordDe19973>

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Comments and questions may be emailed to:  
[Councilinfo@seafordde.com](mailto:Councilinfo@seafordde.com)

**7:00 P.M.** Mayor MacCoy calls the Regular Meeting to order.  
Invocation  
Pledge of Allegiance to the Flag of the United States of America.  
Changes to the agenda for this meeting.  
Approval of the minutes of the regular meeting on September 23, 2025.

**ALL ITEMS ON THIS AGENDA MAY OR MAY NOT BE VOTED ON.**

**PUBLIC COMMENT:**

1.

**CORRESPONDENCE:**

1.

**NEW BUSINESS:**

1. Present for approval a quitclaim deed to extinguish a portion of Oak Street (alleyway) consisting of 4,883 square feet to be vacated and conveyed to Waverly Holding Co.

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October 14, 2025

2. Present for approval resolution R2025-05 authorizing the City to submit an application for participation in the Delaware Department of Natural Resources and Environmental Control, Financial Assistance Branch Wastewater Matching Planning Grant program so that the City might receive funding and financial incentives, specifically up to \$99,500.00 (\$49,750 in local funds and \$49,750 in grant funds), 50% match required, for the City to hire a contractor to inspect selected sewer mains using CCTV equipment.
3. Present for approval an Agreement Between Owner and Engineer for Professional Services for the Wastewater Treatment Facility Phase I expansion project that would cover the bidding, construction administration and inspection phase services to be provided by the City Engineer George, Miles and Buhr and permit the City Manager to execute the documents as necessary.
4. Present for approval an Agreement Between Owner and Architect for Professional Services for the design of the new Parks and Recreation Office Building project that would cover building design and construction administration phase services to be provided by William Byler, Jr. - Architect, Inc. and permit the City Manager to execute the documents as necessary.
5. Bids - Trommel Screen.
6. Present for approval a Change Order proposal and funding plan for additional improvements in Western Sussex Business Campus Phase II.

**OLD BUSINESS:**

- 1.

**REMINDER OF MEETINGS & SETTING NEW MEETINGS:**

1. City Planning Session, October 24<sup>th</sup>, 2025; 8:30 a.m. Nanticoke Senior Center.
2. Seaford Community Fall Festival at the Gov. Ross Mansion is Sunday, October 19<sup>th</sup> from 4 p.m. - 6 p.m.

**LIAISON REPORTS:**

1. Code, Parks and Recreation - Councilwoman Stephanie Grasset
2. Police & Fire - Councilman Dan Henderson
3. Administration - Councilman Orlando Holland
4. Electric - Councilman Mike Bradley
5. Public Works & WWTF - Councilman Alan Quillen

Page 3

**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

October 14, 2025

Mayor MacCoy solicits a motion to adjourn the regular Council meeting.

**NOTE:** Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Date Posted: 10/07/2025

Posted by: BAS

NB# 1  
10/14/25

Parcel ID: 331-5.18-10.00  
**PREPARED BY & RETURN TO:**  
**Aleman & Associates Attorneys At Law**  
**326 High Street, Suite 101**  
**Seaford, DE 19973**

**THIS QUITCLAIM DEED**, made this \_\_\_\_\_ day of September, 2025,

- BETWEEN -

**THE CITY OF SEAFORD**, a political subdivison of the State of Delaware, P.O. Box 100, Seaford DE 19973, party of the first part,

- AND -

**WAYVERY HOLDING CO.**, a corporation of the State of Delaware, party of the second part, as **sole owner**.

**WITNESSETH:** That the said party of the first part, for and in consideration of the sum of **ONE DOLLAR AND 00/100 (\$1.00)**, lawful money of the United States of America, the receipt whereof is hereby acknowledged, hereby grant and convey unto Wayvery Holding Co., the party of the second part, and its heirs and assigns, in fee simple, the following described lands, situate, lying and being in Sussex County, Delaware:

**ALL THAT** certain parcel of land being part of Oak Street, an unused public alley, situate in the City of Seaford, Sussex County and State of Delaware, and being more particularly shown as "4,883 Sq. Feet, 0.11 Acre" on a plot by Miller Lewes Inc., Land Surveying, entitled "Lot Consolidation Plan for Wayvery Holding Co", said plot dated August 21, 2025, being the section of Oak Street to be vacated and conveyed herein, and recorded in the Office of the Recorder of Deeds, in and for Sussex County, Delaware in Book \_\_\_\_\_, Page \_\_\_\_\_.

**TOGETHER WITH** all the estate, right, title, interest, claim and demand whatsoever, both at law and in equity, of the said Grantor in and to the above-described premises, so that neither the said Grantor nor its successors or assigns shall hereafter have any right, title, interest or claim whatsoever in and to the said premises.

**IT IS** the intent of this conveyance to extinguish the dedicated public right-of-way known as part of Oak Street, containing approximately 4,883 square feet, and to vest all right, title and interest therein in the Grantee for consolidation with Grantee's adjoining lands.

**SUBJECT** to any and all restrictions, reservations, conditions, easements and agreements of record in the Kent County Recording Office in and for the State of Delaware.

**IN WITNESS WHEREOF**, the said City of Seaford has caused its name to be hereunto set under seal by Charles Anderson, Authorized Person, the day and year first above written.

Signed, sealed and delivered in the presence of:

**THE CITY OF SEAFORD, DELAWARE**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Charles Anderson, Authorized Person

**STATE OF DELAWARE**  
**COUNTY OF SUSSEX, to-wit**

**BE IT REMEMBERED**, that on this \_\_\_\_ day of \_\_\_\_\_, A.D. 2025, personally appeared before me, the Subscriber, a Notary Public in and for the State and County aforesaid, Charles Anderson, Authorized Person of the City of Seaford, Delaware, party to this Indenture, known to me personally to be such, and acknowledged this Indenture to be his/her act and deed and the act and deed of said municipal corporation.

**GIVEN** under my Hand and Seal of Office the day and year aforesaid.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**GRANTEE ADDRESS:**  
PO Box 532  
Seaford, DE 19973

T.M. #331-5.18-10.00

LANDS N/F  
ROBIN G. BEARD  
DB 2208-179

UTILITY POLE  
S 59°13'13" E  
2.76' FROM COR.

R=5681.73'  
Δ=1°02'48"  
A=103.80'  
C=103.80'  
B=N 07°13'38" W

T.M. #331-5.18-10.00  
13,052 Sq. Feet  
0.30 Acre  
DB 638-533  
DB 638-660

R=5681.73'  
Δ=0°24'15"  
A=40.08'  
C=40.08'  
B=N 07°57'09" W

N 84°42'00" E 123.20'  
LINE TO BE EXTINGUISHED  
4,883 Sq. Feet  
0.11 Acre  
LINE TO BE EXTINGUISHED  
S 84°42'00" W 120.91'

S 04°40'02" E 104.07'

S 04°40'02" E 40.17' OAK ST.

P.O.C. N 85°56'30" E 129.59'  
S 85°59'00" W 15.00' (REF.)

LANDS N/F  
BARBARA WIER  
DB 2437-50

T.M. #331-5.18-11.00  
31,928 Sq. Feet  
0.73 Acre  
DB 638-530

R=5681.73'  
Δ=2°56'46"  
A=292.14'  
C=292.11'  
B=N 09°37'38" W

S 04°01'00" E

302.61'

STEIN HIGHWAY

R=4242.28'  
Δ=1°15'11"  
A=92.78'  
C=92.78'  
B=N 88°19'47" W

NOTE: NO IMPROVEMENTS SHOWN  
AT THE REQUEST OF THE OWNER.

- ▲ IRON ROD (FOUND)
- IRON PIPE (TO BE SET)
- POINT

THIS SURVEY AND PLAT DOES NOT VERIFY THE EXISTENCE  
OR NON-EXISTENCE OF RIGHTS-OF-WAY OR EASEMENTS  
CROSSING THIS PROPERTY OTHER THAN THOSE SHOWN.  
NO TITLE SEARCH PROVIDED OR STIPULATED.

TOTAL AREA AFTER CONSOLIDATION:  
49,863 SQ. FT. (1.145 ACRES)

LOT CONSOLIDATION PLAN FOR  
WAYVERY HOLDING CO.

OAK STREET, SEAFORD, DE 19973  
P/O AUGUSTUS S. WOOLEY SUBDIVISION  
SEAFORD HUNDRED SUSSEX COUNTY  
STATE OF DELAWARE  
SCALE 1" = 60' AUGUST 21, 2025

I, DONALD K. MILLER REGISTERED AS A PROFESSIONAL  
LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY  
STATE THAT THE INFORMATION SHOWN ON THIS PLAN  
HAS BEEN PREPARED UNDER MY SUPERVISION AND  
MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED  
BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL  
LAND SURVEYORS. ANY CHANGES TO THE PROPERTY  
CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY  
CORNERS AFTER THE DATE SHOWN HEREON SHALL  
NECESSITATE A NEW REVIEW AND CERTIFICATION FOR  
ANY OFFICIAL OR LEGAL USE.

DONALD K. MILLER  
REGISTERED  
No. 407  
DATE 8/21/25  
SURVEY CLASS: SUBURBAN

PREPARED BY:

MILLER  
LEWIS, INC. LAND SURVEYING

1560 MIDDLEFORD RD.

SEAFORD, DE. 19973

PH: 302-629-9895  
FAX: 302-629-2391

T.M. #331-5.18-10.00

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DB 2208-179

UTILITY POLE  
S 59°13'13" E  
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NR #2  
10/14/25

## **Resolution R2025-05**

### **Seaford Sewer CCTV Investigation – Phase 1**

**A RESOLUTION AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, FINANCIAL ASSISTANCE BRANCH, FOR PARTICIPATION IN THE WASTEWATER MATCHING PLANNING GRANT IN ORDER TO RECEIVE UP TO \$99,500.00 (\$49,750 IN LOCAL FUNDS AND \$49,750 IN GRANT FUNDS), 50% MATCH REQUIRED, FOR THE CITY TO HIRE A CONTRACTOR TO INSPECT SELECTED SEWER MAINS USING CCTV EQUIPMENT. WITH THE CCTV INSPECTION INFORMATION, THE CITY WILL THEN BE ABLE TO EVALUATE THE OPTIONS TO ADDRESS THE I&I ISSUES AND WHERE TO FOCUS INITIAL EFFORTS TO MAXIMIZE I&I REDUCTION.**

WHEREAS, the City of Seaford (hereinafter "City") recently received notice from the Delaware Department of Natural Resources and Environmental Control, Financial Assistance Branch (hereinafter "DNREC FAB") that it is accepting applications from county and municipal governments for participation in DNREC FAB's Wastewater Matching Planning Grant (hereinafter "Grant"); and

WHEREAS, the Grant provides participants an opportunity to receive funding for the City to hire a contractor to inspect selected sewer mains using CCTV equipment. With the CCTV inspection information, the City will then be able to evaluate the options to address the I&I issues and where to focus initial efforts to maximize I&I reduction; and

WHEREAS, the funding and financial incentives available to participants through the Grant include: up to \$99,500.00 (\$49,750 in local funds and \$49,750 in grant funds) with a 50% match required grant to develop and implement planning level studies, and

WHEREAS, applications for participation in the Grant may be submitted at any time during the year, and applicants will be recommended for funding by the Delaware Water Infrastructure Advisory Council on a first-come, first-serve basis, based upon receipt of an approved application meeting all requirements; and

WHEREAS, the Mayor and City Council of Seaford believe that it is in the best interest of the City to submit an application for participation in the Grant so that the City might receive the funding and financial incentives described above, specifically up to \$99,500.00 (\$49,750 in local funds and \$49,750 in grant funds), 50% match required, for the City to hire a contractor to inspect selected sewer mains using CCTV equipment. With the CCTV inspection information, the City will then be able to evaluate the options to address the I&I issues and where to focus initial efforts to maximize I&I reduction.

NOW THEREFORE, BE IT HEREBY RESOLVED AND DETERMINED by the

Mayor and City Council of the City of Seaford, in session met, a quorum pertaining at all times thereto, that the preparation and submission of an application for participation in DNREC FAB's Wastewater Matching Planning Grant to receive up to \$99,500.00 (\$49,750 in local funds and \$49,750 in grant funds), 50% match required, in order for the City to hire a contractor to inspect selected sewer mains using CCTV equipment. With the CCTV inspection information, the City will then be able to evaluate the options to address the I&I issues and where to focus initial efforts to maximize I&I reduction, is hereby authorized.

BE IT FUTHER RESOLVED, that the City (upon grant award) intends to retain the professional engineering and consulting services of George, Miles & Buhr, to assist with the preparation of the necessary documents for the City to hire a contractor to inspect selected sewer mains using CCTV equipment. With the CCTV inspection information, the City will then be able to evaluate the options to address the I&I issues and where to focus initial efforts to maximize I&I reduction.

BE IT FUTHER RESOLVED, that the Mayor, Matthew MacCoy, is hereby authorized and directed, on behalf of the Mayor and City Council of the City of Seaford, to execute and deliver such documents, affidavits, agreements, certificates and instruments, including but not limited to this Resolution, as he shall deem necessary or appropriate to complete the application process herein described.

I, Matthew MacCoy, Mayor of the City of Seaford, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Mayor and City Council at its Regular Meeting held on October 14, 2025, at which a quorum was present and voting throughout and that the same is still in full force and effect.

RESOLVED at a Regular Meeting of Council on \_\_\_\_\_.

Vote: \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



NB# 3  
10/14/25

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## **AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES**

Prepared by



Issued and Published Jointly by



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**AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ ("Effective Date") between  
City of Seaford, Delaware ("Owner") and  
George, Miles & Buhr, LLC ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: **Owner intends to upgrade and expand the existing 2.0 MGD Wastewater Treatment Facility (WWTF) to a capacity of 3.0 MGD. Phase 1 is inclusive of improvements to the existing headworks, influent lift station, and primary clarifiers. Project will construct a new septage handling system, grit removal structure, and other miscellaneous improvements ("Project").**

Other terms used in this Agreement are defined in Article 7.

Engineer's services under this Agreement are generally identified as follows: **Provide professional engineering services for Phase 1 of the upgrade and expansion of the existing WWTF as defined in the attached scope of services and as may be amended as further defined in Exhibit A.**

Owner and Engineer further agree as follows:

**ARTICLE 1 – SERVICES OF ENGINEER**

**1.01 Scope**

- A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

**ARTICLE 2 – OWNER'S RESPONSIBILITIES**

**2.01 General**

- A. Owner shall have the responsibilities set forth herein and in Exhibit B.
- B. Owner shall pay Engineer as set forth in Article 4 and Exhibit C.
- C. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

- D. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:
1. any development that affects the scope or time of performance of Engineer's services;
  2. the presence at the Site of any Constituent of Concern; or
  3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.

### **ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES**

#### **3.01 Commencement**

- A. Engineer is authorized to begin rendering services as of the Effective Date.

#### **3.02 Time for Completion**

- A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- C. If Owner authorizes changes in the scope, extent, or character of the Project or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.
- E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

### **ARTICLE 4 – INVOICES AND PAYMENTS**

#### **4.01 Invoices**

- A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

#### 4.02 *Payments*

- A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.
- B. *Failure to Pay:* If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:
  - 1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and
  - 2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.
- D. *Sales or Use Taxes:* If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under this Agreement, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

### ARTICLE 5 – OPINIONS OF COST

#### 5.01 *Opinions of Probable Construction Cost*

- A. Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate.

#### 5.02 *Designing to Construction Cost Limit*

- A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F to this Agreement.

### 5.03 *Opinions of Total Project Costs*

- A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.

## ARTICLE 6 – GENERAL CONSIDERATIONS

### 6.01 *Standards of Performance*

- A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.
- B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- C. *Consultants:* Engineer may retain such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.
- D. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- E. *Compliance with Laws and Regulations, and Policies and Procedures:*
  - 1. Engineer and Owner shall comply with applicable Laws and Regulations.
  - 2. Engineer shall comply with any and all policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.
  - 3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:
    - a. changes after the Effective Date to Laws and Regulations;
    - b. the receipt by Engineer after the Effective Date of Owner-provided written policies and procedures;

- c. changes after the Effective Date to Owner-provided written policies or procedures.
- F. Engineer shall not be required to sign any document, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such document.
- G. The general conditions for any construction contract documents prepared hereunder are to be EJCDC® C-700 "Standard General Conditions of the Construction Contract" (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in Exhibit J or elsewhere in this Agreement.
- H. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- I. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's, failure to furnish and perform the Work in accordance with the Construction Contract Documents.
- J. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer or its Consultants.
- K. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- L. Engineer's services do not include providing legal advice or representation.
- M. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.
- N. While at the Site, Engineer, its Consultants, and their employees and representatives shall comply with the applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

## 6.02 *Design Without Construction Phase Services*

- A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction, and Owner assumes all responsibility for the application and interpretation of the Construction Contract Documents, review and response to Contractor claims, Construction Contract administration, processing of Change Orders and submittals, revisions to the Construction Contract Documents during construction, construction observation and review, review of Contractor's payment applications, and all other necessary Construction Phase administrative, engineering, and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A.

## 6.03 *Use of Documents*

- A. All Documents are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed.
- B. If Engineer is required to prepare or furnish Drawings or Specifications under this Agreement, Engineer shall deliver to Owner at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.
- C. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. Engineer grants Owner a limited license to use the Documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- D. If Engineer at Owner's request verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.

#### 6.04 *Electronic Transmittals*

- A. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- B. If this Agreement does not establish protocols for electronic or digital transmittals, then Owner and Engineer ~~shall~~ **may** jointly develop such protocols.
- C. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

#### 6.05 *Insurance*

- A. Engineer shall procure and maintain insurance as set forth in Exhibit G. Engineer shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Engineer.
- B. Owner shall procure and maintain insurance as set forth in Exhibit G. Owner shall cause Engineer and its Consultants to be listed as additional insureds on any general liability policies carried by Owner, which are applicable to the Project.
- C. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- D. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.
- E. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer or its Consultants. Owner and Engineer waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner and Engineer shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

- F. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.
- G. At any time, Owner may request that Engineer or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so requested by Owner, and if commercially available, Engineer shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

#### 6.06 *Suspension and Termination*

##### A. *Suspension:*

- 1. *By Owner:* Owner may suspend the Project for up to 90 days upon seven days written notice to Engineer.
- 2. *By Engineer:* Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay Engineer for invoiced services and expenses, as set forth in Paragraph 4.02.B, or in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.10.D.

##### B. *Termination:* The obligation to provide further services under this Agreement may be terminated:

- 1. For cause,
  - a. by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
  - b. by Engineer:
    - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
    - 2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.10.D.
    - 3) Engineer shall have no liability to Owner on account of such termination.
  - c. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 6.06.B.1.a if the party receiving such notice begins, within seven days of

receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of notice from Owner.
- C. *Effective Date of Termination:* The terminating party under Paragraph 6.06.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- D. *Payments Upon Termination:*
1. In the event of any termination under Paragraph 6.06, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.03.
  2. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to invoicing for those items identified in Paragraph 6.06.D.1, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.

#### 6.07 *Controlling Law*

- A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located.

#### 6.08 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any

assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise in this Agreement:

1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.
2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.
3. Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in the Construction Contract Documents.

6.09 *Dispute Resolution*

- A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Exhibit H or other provisions of this Agreement, or exercising their rights at law.
- B. If the parties fail to resolve a dispute through negotiation under Paragraph 6.09.A, then either or both may invoke the procedures of Exhibit H. If Exhibit H is not included, or if no dispute resolution method is specified in Exhibit H, then the parties may exercise their rights at law.

6.10 *Environmental Condition of Site*

- A. Owner represents to Engineer that as of the Effective Date to the best of Owner's knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.
- B. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.
- C. It is acknowledged by both parties that Engineer's scope of services does not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, then Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.
- D. If investigative or remedial action, or other professional services, are necessary with respect to undisclosed Constituents of Concern, or if investigative or remedial action beyond that reasonably contemplated is needed to address a disclosed or known Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until such portion of the Project is no longer affected.

- E. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer's services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on seven days notice.
- F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

#### 6.11 *Indemnification and Mutual Waiver*

- A. *Indemnification by Engineer:* To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, consultants, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants. **This indemnification provision is subject to and limited by the provisions, if any, agreed to by Owner and Engineer in Exhibit I, "Limitations of Liability."**
- B. *Indemnification by Owner:* Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants as required by Laws and Regulations **and to the extent (if any) required in Exhibit I, "Limitations of Liability."**
- C. *Environmental Indemnification:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, costs, losses, damages, actions, and judgments (including reasonable consultants' and attorneys fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under the Site, provided that (1) any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- D. *No Defense Obligation:* The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.
- E. *Percentage Share of Negligence:* To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party

and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.

- F. *Mutual Waiver:* To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

#### 6.12 *Access to Audit Records*

- A. The Engineer agrees to maintain books, records, documents and other evidence pertinent to performance under this project in accordance with accepted professional practice, appropriate accounting procedures and practices, and shall make such materials available to the Grant/Loan Recipient, State of Delaware, EPA, the Comptroller of the United States, Delaware Department Natural Resources and Environmental Control, or any duly authorized representatives thereof at reasonable times during the period of this project and for three years from the date of final payment of any grant or loan monies received by the Owner.
- B. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost of reproduction and delivery.

#### 6.13 *Miscellaneous Provisions*

- A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.
- B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- D. *Waiver:* A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- E. *Accrual of Claims:* To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

## ARTICLE 7 – DEFINITIONS

### 7.01 *Defined Terms*

- A. Wherever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:
1. *Addenda*—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.
  2. *Additional Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 2 of Exhibit A of this Agreement.
  3. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Paragraph 8.01 and any duly executed amendments.
  4. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.
  5. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of this Agreement.
  6. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.
  7. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.
  8. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or

standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

9. *Construction Contract*—The entire and integrated written contract between the Owner and Contractor concerning the Work.
10. *Construction Contract Documents*—Those items designated as “Contract Documents” in the Construction Contract, and which together comprise the Construction Contract.
11. *Construction Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.
12. *Construction Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.
13. *Construction Cost*—The cost to Owner of the construction of those portions of the entire Project designed or specified by or for Engineer under this Agreement, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner’s costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.
14. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Consultants), performing or supporting construction activities relating to the Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner’s work forces, utility companies, other contractors, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
15. *Consultants*—Individuals or entities having a contract with Engineer to furnish services with respect to this Project as Engineer’s independent professional associates and consultants; subcontractors; or vendors.
16. *Contractor*—The entity or individual with which Owner enters into a Construction Contract.
17. *Documents*—Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables, whether in printed or electronic format, provided or furnished in appropriate phases by Engineer to Owner pursuant to this Agreement.
18. *Drawings*—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.

19. *Effective Date*—The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.
20. *Engineer*—The individual or entity named as such in this Agreement.
21. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.
22. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
23. *Owner*—The individual or entity named as such in this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning the Project.
24. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under this Agreement are a part.
25. *Record Drawings*—Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer as an Additional Service and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.
26. *Reimbursable Expenses*—The expenses incurred directly by Engineer in connection with the performing or furnishing of Basic Services and Additional Services for the Project.
27. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative or "RPR" includes any assistants or field staff of Resident Project Representative. The duties and responsibilities of the Resident Project Representative, if any, are as set forth in Exhibit D.
28. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
29. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.

30. *Site*—Lands or areas to be indicated in the Construction Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.
31. *Specifications*—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
32. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
33. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
34. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
35. *Total Project Costs*—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including Construction Cost and all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other Project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, Owner’s costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to Owner.
36. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.
37. *Work Change Directive*—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

B. *Day:*

1. The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.

## ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS

### 8.01 *Exhibits Included:*

- A. Exhibit A, Engineer's Services.
- B. Exhibit B, Owner's Responsibilities.
- C. Exhibit C, Payments to Engineer for Services and Reimbursable Expenses.
- D. Exhibit D, Duties, Responsibilities and Limitations of Authority of Resident Project Representative.
- E. Exhibit E, Notice of Acceptability of Work.
- F. Exhibit F, Construction Cost Limit. **(NOT USED)**
- G. Exhibit G, Insurance.
- H. Exhibit H, Dispute Resolution.
- I. Exhibit I, Limitations of Liability.
- J. Exhibit J, Special Provisions. **(NOT USED)**
- K. Exhibit K, Amendment to Owner-Engineer Agreement.

### 8.02 *Total Agreement*

- A. This Agreement, (together with the exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based whenever possible on the format of Exhibit K to this Agreement.

### 8.03 *Designated Representatives*

- A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

### 8.04 *Engineer's Certifications*

- A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.04:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;
2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;
3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

**IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.**

Owner: City of Seaford, Delaware

Engineer: George, Miles & Buhr, LLC

By: \_\_\_\_\_  
Print name: Charles Anderson  
Title: City Manager  
Date Signed: \_\_\_\_\_

By: \_\_\_\_\_  
Print name: Christopher B. Derbyshire, P.E.  
Title: Sr. Vice President / Project Director  
Date Signed: \_\_\_\_\_

Engineer License or Firm's Certificate No. (if required):

State of: Delaware, COA # 28

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

414 High Street  
Seaford, DE 19973

206 West Main Street  
Salisbury, MD 21801

Designated Representative (Paragraph 8.03.A):  
Berley A. Mears III  
Title: Director of Public Works  
Phone Number: (302) 629-8307  
E-Mail Address: bmears@seafordde.com

Designated Representative (Paragraph 8.03.A):  
Christopher B. Derbyshire, P.E.  
Title: Sr. Vice President / Project Director  
Phone Number: 410-742-3115  
E-Mail Address: cderbyshire@gmbnet.com

This is **EXHIBIT A**, consisting of 13 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Engineer's Services**

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Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

### **PART 1 – BASIC SERVICES**

#### **~~A1.01 Study and Report Phase~~**

**~~A. Engineer shall:~~**

- ~~1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.~~
  - ~~a. If Owner has already identified one or more potential solutions to meet its Project requirements, then proceed with the study and evaluation of such potential solutions: [REDACTED] **[List the specific potential solutions here.]**~~
  - ~~b. If Owner has not identified specific potential solutions for study and evaluation, then assist Owner in determining whether Owner's requirements, and available data, reports, plans, and evaluations, point to a single potential solution for Engineer's study and evaluation, or are such that it will be necessary for Engineer to identify, study, and evaluate multiple potential solutions.~~
  - ~~c. If it is necessary for Engineer to identify, study, and evaluate multiple potential solutions, then identify [REDACTED] **[insert specific number]** alternative solutions potentially available to Owner, unless Owner and Engineer mutually agree that some other specific number of alternatives should be identified, studied, and evaluated.~~
- ~~2. Identify potential solution(s) to meet Owner's Project requirements, as needed.~~
- ~~3. Study and evaluate the potential solution(s) to meet Owner's Project requirements.~~
- ~~4. Visit the Site, or potential Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.~~
- ~~5. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Project related data and information, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Project requirements, and preparation of a related report.~~

- ~~6. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Project.~~
- ~~7. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project to be designed or specified by Engineer, including but not limited to mitigating measures identified in an environmental assessment for the Project.~~
- ~~8. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed to requirements, considerations involved, and Engineer's recommended solution(s). For each recommended solution Engineer will provide the following, which will be separately itemized: opinion of probable Construction Cost; proposed allowances for contingencies; the estimated total costs of design, professional, and related services to be provided by Engineer and its Consultants; and, on the basis of information furnished by Owner, a tabulation of other items and services included within the definition of Total Project Costs.~~
- ~~9. Advise Owner of any need for Owner to provide data or services of the types described in Exhibit B, for use in Project design, or in preparation for Contractor selection and construction.~~
- ~~10. When mutually agreed, assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface site conditions; innovative design, contracting, or procurement strategies; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph shall be referred to in Exhibit A and B as "Project Strategies, Technologies, and Techniques."~~
- ~~11. If requested to do so by Owner, assist Owner in identifying opportunities for enhancing the sustainability of the Project, and pursuant to Owner's instructions plan for the inclusion of sustainable features in the design.~~
- ~~12. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" as a means to advise the Owner on a recommended scope of work and procedure for the identification and mapping of existing utilities.~~
- ~~13. Develop a scope of work and survey limits for any topographic and other surveys necessary for design.~~
- ~~14. Perform or provide the following other Study and Report Phase tasks or deliverables:  
[REDACTED] **[List any such tasks or deliverables here.]**~~
- ~~15. Furnish [REDACTED] review copies of the Report and any other Study and Report Phase deliverables to Owner within [REDACTED] days of the Effective Date and review it with Owner. Within [REDACTED] days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.~~
- ~~16. Revise the Report and any other Study and Report Phase deliverables in response to Owner's comments, as appropriate, and furnish [REDACTED] copies of the revised Report and~~

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Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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~~any other Study and Report Phase deliverables to the Owner within [ ] days of receipt of Owner's comments.~~

- ~~B. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the revised Report and any other Study and Report Phase deliverables.~~

*A1.02 Preliminary Design Phase*

- A. At the option of the Owner, contract services for the Preliminary Design of Future Phases of the WWTF upgrade and expansion may be incorporated as an Amendment to this Agreement.

*A1.03 Final Design Phase*

- A. At the option of the Owner, contract services for the Final Design of Future Phases of the WWTF upgrade and expansion may be incorporated as an Amendment to this Agreement.

*A1.04 Bidding or Negotiating Phase*

- A. After acceptance by Owner of the final Drawings and Specifications, other Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:
1. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
  2. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents.
  3. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
  4. Consult with Owner as to the qualifications of prospective contractors.
  5. Consult with Owner as to the qualifications of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
  6. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for proposals or other construction procurement

documents) prior to award of contracts for the Work. Services under this paragraph are subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.

7. Attend the bid opening, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts.
  8. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
- B. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors.

#### A1.05 Construction Phase

- A. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:
1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in this Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
  2. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit D. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.
  3. *Selection of Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the services identified in Exhibit B, Paragraph B2.01.
  4. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
  5. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly,

or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.

6. *Original Documents:* If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.
7. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
8. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
9. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
  - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.
  - b. The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or

safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

10. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.
11. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
12. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.
13. *Non-reviewable Matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
14. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
15. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
16. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for Owner's use.

17. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
18. *Substitutes and "Or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to the provisions of Paragraph A2.02.A.2 of this Exhibit A.
19. *Inspections and Tests:*
  - a. Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
  - b. As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
  - c. Pursuant to the terms of the Construction Contract, require special inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.
20. *Change Proposals and Claims:* (a) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal. (b) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims.
21. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
  - a. Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information

and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price Work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

- b. By recommending payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the money paid to Contractor by Owner; to determine that title to any portion of the Work, including materials or equipment, has passed to Owner free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.
22. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph A1.05.A.17. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.
23. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion. Assist Owner regarding any remaining engineering or technical matters affecting Owner's use or occupancy of the Work following Substantial Completion.

24. *Other Tasks:* Perform or provide the following other Construction Phase tasks or deliverables: **Provide materials testing services that are indicated as the responsibility of the Owner in the Contract Documents and Exhibit B herein. Provide revised CAD file drawing based as-built record drawings provided by Contractor. Provide electronic file of Record Drawings for submission to DNREC in accordance with Construction Permit.**
25. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") that the Work is acceptable (subject to the provisions of the Notice and Paragraph A1.05.A.21.b) to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under this Agreement.
26. *Standards for Certain Construction-Phase Decisions:* Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the Project involves more than one prime contract as indicated in Paragraph A1.03.D, then Construction Phase services may be rendered at different times in respect to the separate contracts. Subject to the provisions of Article 3, Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract.

#### A1.06 *Post-Construction Phase*

- A. At the option of the Owner, contract services for the Post-Construction Phase may be incorporated as an Amendment to this Agreement.

### **PART 2 – ADDITIONAL SERVICES**

#### A2.01 *Additional Services Requiring Owner's Written Authorization*

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.
1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and

impact statements **not included under Basic Services**; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2.
5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.
6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
7. Undertaking investigations and studies including, but not limited to:
  - a. detailed consideration of operations, maintenance, and overhead expenses;
  - b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
  - c. preparation of appraisals;
  - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
  - e. detailed quantity surveys of materials, equipment, and labor; and
  - f. audits or inventories required in connection with construction performed or furnished by Owner.
8. Furnishing services of Consultants for other than Basic Services.
9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.

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**Exhibit A – Engineer's Services**

**EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.**

10. Providing the following services:

- a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.
  - b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.
11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).
  12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
  13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
  14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.
  15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.
  16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.
  - ~~17. Preparing Record Drawings, and furnishing such Record Drawings to Owner.~~
  - ~~18. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.~~
  - ~~19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.~~
  20. Preparation of operation, maintenance, and staffing manuals.
  21. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).

22. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.
23. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
24. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
25. Overtime work requiring higher than regular rates.
26. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.
27. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.
28. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).
29. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

#### *A2.02 Additional Services Not Requiring Owner's Written Authorization*

- A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.
  1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.
  2. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
  3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.
5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.
6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.
7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

This is **EXHIBIT B**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Owner's Responsibilities**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties.

**B2.01** In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall at its expense:

- A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.
- B. Give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.
- C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.
- D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services. Such additional information or data would generally include the following:
  1. Property descriptions.
  2. Zoning, deed, and other land use restrictions.

3. Utility and topographic mapping and surveys.
  4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
  5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.
  6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.
  7. Data or consultations as required for the Project but not otherwise identified in this Agreement.
- E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under the Agreement.
- F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:
1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.
  2. Legal services with regard to issues pertaining to the Project as Owner requires, Contractor raises, or Engineer reasonably requests.
  3. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.
- G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.
- H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.

- I. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.
- J. If Owner designates a construction manager or an individual or entity other than, or in addition to, Engineer to represent Owner at the Site, define and set forth as an attachment to this Exhibit B the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.
- K. If more than one prime contract is to be awarded for the Work designed or specified by Engineer, then designate a person or entity to have authority and responsibility for coordinating the activities among the various prime Contractors, and define and set forth the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Engineer as an attachment to this Exhibit B that is to be mutually agreed upon and made a part of this Agreement before such services begin.
- L. Inform Engineer in writing of any specific requirements of safety or security programs that are applicable to Engineer, as a visitor to the Site.
- M. Examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.
- N. Inform Engineer regarding any need for assistance in evaluating the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A.
- O. Advise Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Project.
- P. Place and pay for advertisement for Bids in appropriate publications.
- Q. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for Owner so that Engineer may assist Owner in collating the various cost categories which comprise Total Project Costs.
- R. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
- S. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of the Agreement, as required.

This is **EXHIBIT C**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

**Payments to Engineer for Services and Reimbursable Expenses**  
**COMPENSATION PACKET BC-5: Basic Services – Direct Labor Costs Plus Overhead**  
**Plus a Fixed Fee**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**ARTICLE 2 – OWNER’S RESPONSIBILITIES**

**C2.01 Compensation for Basic Services (other than Resident Project Representative) – Direct Labor Costs Plus Overhead Plus a Fixed Fee Method of Payment**

A. Owner shall pay Engineer for Basic Services set forth in Exhibit A, except for services of Engineer’s Resident Project Representative, if any, as follows:

1. An amount equal to Engineer’s Direct Labor Costs plus overhead for the services of Engineer’s personnel engaged directly on the Project, plus Reimbursable Expenses estimated to be **\$221,201.00**, plus Engineer’s Consultant’s charges, if any, estimated to be **\$86,000.00**, plus a fixed fee of **\$28,299.00**.
2. Engineer’s Reimbursable Expenses Schedule is attached to this Exhibit C as Appendix 4.
3. The total compensation for services under Paragraph C2.01 is estimated to be **\$335,500.00** based on the following estimated distribution of compensation:
  - a. Study and Report Phase \_\_\_\_\_ \$ [REDACTED]
  - b. Preliminary Design Phase \_\_\_\_\_ \$ [REDACTED]
  - c. Final Design Phase \_\_\_\_\_ \$ [REDACTED]
  - d. Bidding or Negotiating Phase **\$25,500.00** See Appendix 1-Exhibit C
  - e. Construction Phase **\$310,000.00** See Appendix 2- Exhibit C
  - f. Post-Construction Phase \_\_\_\_\_ \$ [REDACTED]
4. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner. See Paragraph C2.03.C.2 below.
5. The total estimated compensation for Engineer’s services, included in the breakdown by phases as noted in Paragraph C2.01.A.3, incorporates all labor, overhead, fixed fees, Reimbursable Expenses, and Engineer’s Consultant’s charges.

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Exhibit C – Compensation Packet BC-5: Basic Services (other than RPR) –  
Direct Labor Costs Plus Overhead Plus a Fixed Fee Method of Payment.

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6. The portion of the amounts billed for Engineer's services will be based on the applicable Direct Labor Costs for the cumulative hours charged to the Project during the billing period by Engineer's employees plus overhead, Reimbursable Expenses, Engineer's Consultant's charges, and the proportionate portion of the fixed fee.
7. Direct Labor Costs means salaries and wages paid to Engineer's employees but does not include payroll-related costs or benefits.
8. Overhead shall be computed as a percentage of Direct Labor Costs. The Overhead factor to be applied to Direct Labor Costs shall be: **1.60**. Such Overhead factor shall include or otherwise account for the cost of customary and statutory benefits including, but not limited to, social security contributions, unemployment, excise and payroll taxes, workers' compensation, health and retirement benefits, bonuses, sick leave, vacation, and holiday pay applicable thereto; the cost of general and administrative overhead which includes salaries and wages of employees engaged in business operations not directly chargeable to projects, plus non-Project operating costs, including but not limited to, business taxes, legal, rent, utilities, office supplies, insurance, and other operating costs. Fixed fee is the lump sum amount paid to Engineer by Owner as margin or profit and will only be adjusted by an amendment to this agreement.
9. Direct Labor Costs and Overhead applied to Direct Labor Costs will be adjusted annually (as of **May 1, 2025**) to reflect equitable changes in the compensation payable to Engineer.

#### **C2.02 Compensation for Reimbursable Expenses**

- A. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth in Appendix 4 to this Exhibit C.
- B. Reimbursable Expenses include the expenses identified in Appendix 4 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
- C. The amounts payable to Engineer for Reimbursable Expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to the Project, the latter multiplied by a factor of **1.00**.
- D. The Reimbursable Expenses Schedule will be adjusted annually (as of **May 1, 2025**) to reflect equitable changes in the compensation payable to Engineer.

C2.03 *Other Provisions Concerning Payment*

- A. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of **1.00**.
- B. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
- C. *Estimated Compensation Amounts:*
  - 1. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
  - 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice, Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend Engineer's services during negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
- D. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

**COMPENSATION PACKET RPR-2:**  
**Resident Project Representative – Standard Hourly Rates**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**C2.04 Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment**

**A. Owner shall pay Engineer for Resident Project Representative Basic Services as follows:**

1. **Resident Project Representative Services:** For services of Engineer's Resident Project Representative under Paragraph A1.05.A of Exhibit A, an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Resident Project Representative services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any. The total compensation under this paragraph is estimated to be **\$344,500.00** based upon full-time RPR services on an eight-hour workday, Monday through Friday, over a **540** calendar day construction schedule to achieve Substantial Completion. See Appendix 3-Exhibit C.

**B. Compensation for Reimbursable Expenses:**

1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01, and are directly related to the provision of Resident Project Representative or Post-Construction Basic Services, Owner shall pay Engineer at the rates set forth in Appendix 4 to this Exhibit C.
2. Reimbursable Expenses include the expenses identified in Appendix 4 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representative and assistants; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be those internal expenses related to the Resident Project Representative Basic Services that are actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such services, the latter multiplied by a factor of **1.00**.
4. The Reimbursable Expenses Schedule will be adjusted annually (as of **May 1, 2025**) to reflect equitable changes in the compensation payable to Engineer.

**C. Other Provisions Concerning Payment Under this Paragraph C2.04:**

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of **1.00**.
2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. *Estimated Compensation Amounts:*
  - a. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.
  - b. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend Engineer's services during negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.
4. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

**COMPENSATION PACKET AS-1:  
Additional Services – Standard Hourly Rates**

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Article 2 of the Agreement is supplemented to include the following agreement of the parties:

**C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment**

A. Owner shall pay Engineer for Additional Services, if any, as follows:

1. *General:* For services of Engineer's personnel engaged directly on the Project pursuant to Paragraph A2.01 or A2.02 of Exhibit A, except for services as a consultant or witness under Paragraph A2.01.A.20, (which if needed shall be separately negotiated based on the nature of the required consultation or testimony) an amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all Additional Services performed on the Project, plus related Reimbursable Expenses and Engineer's Consultant's charges, if any.

B. *Compensation For Reimbursable Expenses:*

1. For those Reimbursable Expenses that are not accounted for in the compensation for Basic Services under Paragraph C2.01 and are directly related to the provision of Additional Services, Owner shall pay Engineer at the rates set forth in Appendix 4 to this Exhibit C.
2. Reimbursable Expenses include the expenses identified in Appendix 4 and the following categories: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.
3. The amounts payable to Engineer for Reimbursable Expenses, if any, will be the Additional Services-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to such Additional Services, the latter multiplied by a factor of **1.00**.
4. The Reimbursable Expenses Schedule will be adjusted annually (as of **May 1, 2025**) to reflect equitable changes in the compensation payable to Engineer.

C. *Other Provisions Concerning Payment for Additional Services:*

1. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of **1.00**.

2. *Factors:* The external Reimbursable Expenses and Engineer's Consultant's Factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.
3. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner **at no cost**.
4. The Standard Hourly Rates identified in Appendix 5 will be adjusted annually (as of May 1, 2025) to reflect equitable changes in the compensation payable to Engineer.

This is **Appendix 1 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## Breakdown of Cost Plus Fixed Fee Price – Bidding Services

The Cost Plus Fixed Fee price is broken down as follows:

| EXHIBIT 1 - WORK PROGRAM MANHOUR ESTIMATES, DIRECT EXPENSES, SUBCONTRACTS & FIXED FEE |  |                                                |                                                                                |                |             |
|---------------------------------------------------------------------------------------|--|------------------------------------------------|--------------------------------------------------------------------------------|----------------|-------------|
| PART 1 - GENERAL                                                                      |  |                                                |                                                                                |                |             |
| 1. Grantee<br>City of Seaford, Delaware                                               |  |                                                | 2. Grant Number                                                                |                |             |
| 3. Name of Consultant<br>George, Miles & Buhr, LLC                                    |  |                                                | 4. Date of Proposal<br>5-Sep-25                                                |                |             |
| 5. Address of Consultant<br>206 West Main St<br>Salisbury, MD 21801-4907              |  |                                                | 6. TYPE OF SERVICE TO BE FURNISHED<br>Bidding Services<br>Seaford WWTP Phase 1 |                |             |
| PART II - COST SUMMARY                                                                |  |                                                |                                                                                |                |             |
| 7. DIRECT LABOR                                                                       |  | ESTIMATED HOURS                                | HOURLY RATE                                                                    | ESTIMATED COST | TOTALS      |
| Project Director/Sr. Proj. Manager                                                    |  | 20                                             | \$ 65.00                                                                       | \$ 1,300.00    |             |
| Project Manager                                                                       |  | 10                                             | \$ 46.00                                                                       | \$ 460.00      |             |
| Project Engineer                                                                      |  | 80                                             | \$ 38.50                                                                       | \$ 3,080.00    |             |
| CAD Designer                                                                          |  | 12                                             | \$ 36.00                                                                       | \$ 432.00      |             |
| Project Coordinator                                                                   |  | 30                                             | \$ 40.00                                                                       | \$ 1,200.00    |             |
| DIRECT LABOR TOTAL:                                                                   |  | 152                                            |                                                                                |                | \$ 6,472.00 |
| 8. INDIRECT COSTS                                                                     |  | RATE                                           | x BASE =                                                                       | ESTIMATED COST |             |
| Overhead and Fringe                                                                   |  | 1.60                                           | \$ 6,472.00                                                                    | \$ 10,355.20   |             |
| INDIRECT COSTS TOTAL:                                                                 |  |                                                |                                                                                |                | \$ 10,355   |
| 9. OTHER DIRECT COSTS                                                                 |  |                                                |                                                                                |                |             |
| a. TRAVEL                                                                             |  |                                                |                                                                                | ESTIMATED COST |             |
| (1) TRANSPORTATION mileage                                                            |  | 200                                            | mi @ \$0.70/mi                                                                 | \$ 140.00      |             |
| (2) PER DIEM                                                                          |  |                                                |                                                                                |                |             |
| TRAVEL SUBTOTAL:                                                                      |  |                                                |                                                                                | \$ 140.00      |             |
| b. EQUIPMENT, MATERIALS, SUPPLIES                                                     |  |                                                |                                                                                |                |             |
| plots/prints                                                                          |  | 50                                             | \$ 3.00                                                                        | \$ 150.00      |             |
| copies                                                                                |  | 200                                            | \$ 0.20                                                                        | \$ 40.00       |             |
| postage                                                                               |  | 1                                              | \$ 155.00                                                                      | \$ 155.00      |             |
| other                                                                                 |  | 1                                              |                                                                                | \$ -           |             |
| EQUIPMENT SUBTOTAL:                                                                   |  |                                                |                                                                                | \$ 345.00      |             |
| c. SUBCONTRACTS                                                                       |  |                                                |                                                                                |                |             |
| Keystone Engineering Group (KEG) - MEP of Record                                      |  |                                                |                                                                                | \$ 6,000.00    |             |
| SUBCONTRACTS SUBTOTAL:                                                                |  |                                                |                                                                                | \$ 6,000.00    |             |
| OTHER DIRECT COSTS TOTAL:                                                             |  |                                                |                                                                                |                | \$ 6,485    |
| 10. ESTIMATED COST                                                                    |  |                                                |                                                                                |                | \$ 23,312   |
| 11. FEE                                                                               |  | 13% of Direct Labor and Indirect Costs (7 + 8) |                                                                                |                | \$ 2,188    |
| 12. COST PLUS FIXED FEE                                                               |  |                                                |                                                                                |                | \$ 25,500   |

This is **Appendix 2 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

### Breakdown of Cost Plus Fixed Fee Price – Construction Administration

The Cost Plus Fixed Fee price is broken down as follows:

| EXHIBIT 1 - WORK PROGRAM MANHOUR ESTIMATES, DIRECT EXPENSES, SUBCONTRACTS & FIXED FEE |                                                    |                 |                                                                                           |                |                |
|---------------------------------------------------------------------------------------|----------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|----------------|----------------|
| PART 1 - GENERAL                                                                      |                                                    |                 |                                                                                           |                |                |
| 1. Grantee<br>City of Seaford, Delaware                                               |                                                    |                 | 2. Grant Number                                                                           |                |                |
| 3. Name of Consultant<br>George, Miles & Buhr, LLC                                    |                                                    |                 | 4. Date of Proposal<br>5-Sep-25                                                           |                |                |
| 5. Address of Consultant<br>206 West Main St<br>Salisbury, MD 21801-4907              |                                                    |                 | 6. TYPE OF SERVICE TO BE FURNISHED<br>Construction Administration<br>Seaford WWTP Phase 1 |                |                |
| PART II - COST SUMMARY                                                                |                                                    |                 |                                                                                           |                |                |
| 7. DIRECT LABOR                                                                       |                                                    | ESTIMATED HOURS | HOURLY RATE                                                                               | ESTIMATED COST | TOTALS         |
|                                                                                       | Project Director/Sr. Proj. Manager                 | 280             | \$ 65.00                                                                                  | \$ 18,200.00   |                |
|                                                                                       | Project Manager                                    | 72              | \$ 46.00                                                                                  | \$ 3,312.00    |                |
|                                                                                       | Project Engineer                                   | 1,200           | \$ 38.50                                                                                  | \$ 46,200.00   |                |
|                                                                                       | CAD Designer                                       | 40              | \$ 36.00                                                                                  | \$ 1,440.00    |                |
|                                                                                       | Construction Representative                        | 120             | \$ 47.50                                                                                  | \$ 5,700.00    |                |
|                                                                                       | Project Coordinator                                | 60              | \$ 40.00                                                                                  | \$ 2,400.00    |                |
|                                                                                       | <b>DIRECT LABOR TOTAL:</b>                         | 1,772           |                                                                                           |                | \$ 77,252.00   |
| 8. INDIRECT COSTS                                                                     |                                                    | RATE            | x BASE =                                                                                  | ESTIMATED COST |                |
|                                                                                       | Overhead and Fringe                                | 1.60            | \$ 77,252.00                                                                              | \$ 123,603.20  |                |
|                                                                                       | <b>INDIRECT COSTS TOTAL:</b>                       |                 |                                                                                           |                | \$ 123,603     |
| 9. OTHER DIRECT COSTS                                                                 |                                                    |                 |                                                                                           |                |                |
| a. TRAVEL                                                                             |                                                    |                 |                                                                                           |                | ESTIMATED COST |
| (1) TRANSPORTATION                                                                    | mileage                                            | 1,500           | mi @ \$0.70/mi                                                                            | \$ 1,050.00    |                |
| (2) PER DIEM                                                                          |                                                    |                 |                                                                                           |                |                |
|                                                                                       | <b>TRAVEL SUBTOTAL:</b>                            |                 |                                                                                           | \$ 1,050.00    |                |
| b. EQUIPMENT, MATERIALS, SUPPLIES                                                     |                                                    |                 |                                                                                           |                |                |
|                                                                                       | plots/prints                                       | 320             | \$ 3.00                                                                                   | \$ 960.00      |                |
|                                                                                       | copies                                             | 4,000           | \$ 0.20                                                                                   | \$ 800.00      |                |
|                                                                                       | postage                                            | 1               | \$ 224.00                                                                                 | \$ 224.00      |                |
|                                                                                       | other                                              | 1               |                                                                                           | \$ -           |                |
|                                                                                       | <b>EQUIPMENT SUBTOTAL:</b>                         |                 |                                                                                           | \$ 1,984.00    |                |
| c. SUBCONTRACTS                                                                       |                                                    |                 |                                                                                           |                |                |
|                                                                                       | Keystone Engineering Group (KEGI) - MEP of Record  |                 |                                                                                           | \$ 52,200.00   |                |
|                                                                                       | Materials Testing Services (Allowance) - Agent TBD |                 |                                                                                           | \$ 27,800.00   |                |
|                                                                                       | <b>SUBCONTRACTS SUBTOTAL:</b>                      |                 |                                                                                           | \$ 80,000.00   |                |
|                                                                                       | <b>OTHER DIRECT COSTS TOTAL:</b>                   |                 |                                                                                           |                | \$ 83,034      |
| 10. ESTIMATED COST                                                                    |                                                    |                 |                                                                                           |                | \$ 283,889     |
| 11. FEE                                                                               | 13% of Direct Labor and Indirect Costs (7 + 8)     |                 |                                                                                           |                | \$ 26,111      |
| 12. COST PLUS FIXED FEE                                                               |                                                    |                 |                                                                                           |                | \$ 310,000     |

This is **Appendix 3 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

### Breakdown of Hourly Rates Plus Reimbursables – RPR Services

The Cost Plus Fixed Fee price is broken down as included on the following pages:

| <b>EXHIBIT 2 - WORK PROGRAM MANHOUR ESTIMATES, STANDARD HOURLY RATES &amp; REIMBURSABLES</b> |                 |                                                                                                                     |                |                |
|----------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>PART 1 - GENERAL</b>                                                                      |                 |                                                                                                                     |                |                |
| 1. <i>Grantee</i><br>City of Seaford, Delaware                                               |                 | 2. <i>Grant Number</i>                                                                                              |                |                |
| 3. <i>Name of Consultant</i><br>George, Miles & Buhr, LLC                                    |                 | 4. <i>Date of Proposal</i><br>5-Sep-25                                                                              |                |                |
| 5. <i>Address of Consultant</i><br>206 West Main St<br>Salisbury, MD 21801-4907              |                 | 6. <i>TYPE OF SERVICE TO BE FURNISHED</i><br>Resident Project Representative Services (RPR)<br>Seaford WWTP Phase 1 |                |                |
| <b>PART II - COST SUMMARY</b>                                                                |                 |                                                                                                                     |                |                |
| 7. HOURLY RATE ESTIMATE                                                                      | ESTIMATED HOURS | HOURLY RATE                                                                                                         | ESTIMATED COST | TOTALS         |
| Resident Project Representative                                                              | 3,120           | \$ 110.00                                                                                                           | \$ 343,200.00  |                |
|                                                                                              |                 |                                                                                                                     |                |                |
|                                                                                              |                 |                                                                                                                     |                |                |
| <b>HOURLY RATE TOTAL:</b>                                                                    | 3,120           |                                                                                                                     |                | \$ 343,200     |
| <b>8. REIMBURSABLE COSTS</b>                                                                 |                 |                                                                                                                     |                |                |
| a. TRAVEL                                                                                    |                 |                                                                                                                     | ESTIMATED COST |                |
| (1) TRANSPORTATION                                                                           | mileage         | 750 mi @ \$0.70/mi                                                                                                  | \$ 525.00      |                |
| (2) PER DIEM                                                                                 |                 | -                                                                                                                   | \$ -           |                |
| <b>TRAVEL SUBTOTAL:</b>                                                                      |                 |                                                                                                                     | \$ 525.00      |                |
| b. EQUIPMENT, MATERIALS, SUPPLIES                                                            |                 | QTY.                                                                                                                | COST           | ESTIMATED COST |
|                                                                                              | plots/prints    | 100                                                                                                                 | \$ 3.00        | \$ 300.00      |
|                                                                                              | copies          | 1,500                                                                                                               | \$ 0.20        | \$ 300.00      |
|                                                                                              | postage         | 1                                                                                                                   | \$ 175.00      | \$ 175.00      |
|                                                                                              | other           |                                                                                                                     |                |                |
| <b>EQUIPMENT SUBTOTAL:</b>                                                                   |                 |                                                                                                                     | \$ 775.00      |                |
| c. SUBCONTRACTS                                                                              |                 |                                                                                                                     |                |                |
|                                                                                              |                 |                                                                                                                     |                |                |
|                                                                                              |                 |                                                                                                                     |                |                |
| <b>SUBCONTRACTS SUBTOTAL:</b>                                                                |                 |                                                                                                                     | \$ -           |                |
| <b>REIMBURSABLE COSTS TOTAL:</b>                                                             |                 |                                                                                                                     | \$ 1,300.00    | \$ 1,300       |
| <b>9. HOURLY RATE ESTIMATE PLUS REIMBURSABLES</b>                                            |                 |                                                                                                                     |                | \$ 344,500     |

This is **Appendix 4 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

### **Reimbursable Expenses Schedule**

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Reimbursable Expenses are subject to review and adjustment per Exhibit C. Rates and charges for Reimbursable Expenses as of the date of the Agreement are:

**Internal:**

**Photocopies:**

|               |         |
|---------------|---------|
| Black & White | \$ 0.20 |
| Color         | \$ 0.50 |

**Prints/Plots:**

|                     |               |
|---------------------|---------------|
| Black & White/Color | \$ 0.50 /s.f. |
| Mylar               | \$ 2.00 /s.f. |

**Travel:**

|                               |                |
|-------------------------------|----------------|
| Mileage                       | \$ 0.70/mile*  |
| Subsistence (Meals & Lodging) | At Actual Cost |

**Overnight/Immediate Delivery**

At Actual Cost

**Survey Crew Rates**

|               |                |
|---------------|----------------|
| 1-person crew | \$ 185.00/hour |
| 2-person crew | \$ 215.00/hour |
| 3-person crew | \$ 245.00/hour |

**Other:**

|                                              |                        |
|----------------------------------------------|------------------------|
| Electronic Media Copies/Transfers/File       | \$ 300.00/file         |
| Website Project File Sharing                 | \$ 1.00/MB/month       |
| Construction Management Software             | \$ 1,400.00/\$1MM/year |
| Surveying Equipment/Total Station Only       | \$ 35.00 /day          |
| Surveying Equipment/Total Station + GPS Unit | \$ 150.00 /day         |

This is **Appendix 5 to EXHIBIT C**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Standard Hourly Rates Schedule**

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**A. Standard Hourly Rates:**

1. Standard Hourly Rates are set forth in this Appendix 5 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Article C2.

**B. Schedule:**

Hourly rates for services performed on or after the date of the Agreement are:

| <b>CLASSIFICATION</b>                            | <b>HOURLY RATE</b>    |
|--------------------------------------------------|-----------------------|
| Senior Project Director                          | \$ 185.00 - \$ 255.00 |
| Project Director                                 | \$ 160.00 - \$ 230.00 |
| Senior Project Manager                           | \$ 135.00 - \$ 210.00 |
| Project Manager                                  | \$ 115.00 - \$ 185.00 |
| Assistant Project Manager                        | \$ 115.00 - \$ 165.00 |
| Senior Project Engineer/Architect/Landscape Arch | \$ 115.00 - \$ 165.00 |
| Senior Environmental Scientist                   | \$ 100.00 - \$ 165.00 |
| Project Engineer/Architect/Landscape Arch        | \$ 130.00 - \$ 155.00 |
| Graduate Engineer/Architect/Landscape Arch       | \$ 105.00 - \$ 150.00 |
| Environmental Scientist                          | \$ 70.00 - \$ 145.00  |
| Geospatial Analyst                               | \$ 70.00 - \$ 145.00  |
| Senior Designer                                  | \$ 90.00 - \$ 165.00  |
| Designer                                         | \$ 75.00 - \$ 125.00  |
| CADD Operator                                    | \$ 70.00 - \$ 110.00  |
| Construction Representative                      | \$ 90.00 - \$ 145.00  |
| Resident Project Representative (RPR)            | \$ 65.00 - \$ 135.00  |
| Senior Project Coordinator                       | \$ 90.00 - \$ 135.00  |
| Project Coordinator                              | \$ 65.00 - \$ 130.00  |
| Surveyor                                         | \$ 95.00 - \$ 180.00  |
| Survey Crew Chief                                | \$ 100.00 - \$ 130.00 |
| Survey Technician                                | \$ 65.00 - \$ 90.00   |
| Administrative/IT Support                        | \$ 50.00 - \$ 145.00  |
| GIS Specialist                                   | \$ 60.00 - \$ 105.00  |
| Senior Technician                                | \$ 60.00 - \$ 135.00  |
| Technician                                       | \$ 45.00 - \$ 95.00   |
| Expert Testimony                                 | 2x Hourly Rates       |

This is **EXHIBIT D**, consisting of 5 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Duties, Responsibilities, and Limitations of Authority of Resident Project Representative**

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

### **ARTICLE 1 - SERVICES OF ENGINEER**

#### **D1.01 *Resident Project Representative***

- A. Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
- B. Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
- C. The duties and responsibilities of the RPR are as follows:
  - 1. *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
  - 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
  - 3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.

4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
  - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
  - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
  - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
7. *Shop Drawings and Samples:*
  - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
  - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
  - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*
  - a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.

- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.
- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile

numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.

- e. Maintain records for use in preparing Project documentation.
- f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

12. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

D. Resident Project Representative shall not:

1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.

This is **EXHIBIT E**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].



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**NOTICE OF ACCEPTABILITY OF WORK**

---

**PROJECT:**

**OWNER:**

**CONTRACTOR:**

**OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION:**

**EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:**

**ENGINEER:**

**NOTICE DATE:**

---

**To:** \_\_\_\_\_  
Owner

**And To:** \_\_\_\_\_  
Contractor

**From:** \_\_\_\_\_  
Engineer

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated \_\_\_\_\_, and the following terms and conditions of this Notice:

## CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

This is **EXHIBIT G**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Insurance**

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Paragraph 6.05 of the Agreement is supplemented to include the following agreement of the parties:

### **G6.05 Insurance**

A. The limits of liability for the insurance required by Paragraph 6.05.A and 6.05.B of the Agreement are as follows:

1. By Engineer:

a. Workers' Compensation: Statutory

b. Employer's Liability --

- |                                             |             |
|---------------------------------------------|-------------|
| 1) Bodily injury, each accident:            | \$1,000,000 |
| 2) Bodily injury by disease, each employee: | \$1,000,000 |
| 3) Bodily injury/disease, aggregate:        | \$1,000,000 |

c. General Liability --

- |                                                         |             |
|---------------------------------------------------------|-------------|
| 1) Each Occurrence (Bodily Injury and Property Damage): | \$1,000,000 |
| 2) General Aggregate:                                   | \$3,000,000 |

d. Excess or Umbrella Liability --

- |                       |             |
|-----------------------|-------------|
| 1) Per Occurrence:    | \$5,000,000 |
| 2) General Aggregate: | \$5,000,000 |

e. Automobile Liability --Combined Single Limit (Bodily Injury and Property Damage):

\$1,000,000 each Accident

f. Professional Liability --

- |                     |             |
|---------------------|-------------|
| 1) Each Claim Made  | \$3,000,000 |
| 2) Annual Aggregate | \$3,000,000 |

g. Other (specify): \$N/A

2. By Owner:

a. Workers' Compensation: Statutory

---

**Exhibit G – Insurance.**

b. Employer's Liability --

- |                                            |           |
|--------------------------------------------|-----------|
| 1) Bodily injury, Each Accident            | \$500,000 |
| 2) Bodily injury by Disease, Each Employee | \$500,000 |
| 3) Bodily injury/Disease, Aggregate        | \$500,000 |

c. General Liability --

- |                                                         |             |
|---------------------------------------------------------|-------------|
| 1) General Aggregate:                                   | \$2,000,000 |
| 2) Each Occurrence (Bodily Injury and Property Damage): | \$2,000,000 |

d. Excess Umbrella Liability

- |                       |             |
|-----------------------|-------------|
| 1) Per Occurrence:    | \$1,000,000 |
| 2) General Aggregate: | \$N/A       |

e. Automobile Liability – Combined Single Limit (Bodily Injury and Property Damage):

\$1,000,000 each Accident

f. Other (specify): \$N/A

B. Additional Insureds:

1. The following individuals or entities are to be listed on Owner's general liability policies of insurance as additional insureds:

- |    |                                                                  |
|----|------------------------------------------------------------------|
| a. | <u>George, Miles &amp; Buhr, LLC</u><br>Engineer                 |
| b. | <u>Keystone Engineering Group, Inc.</u><br>Engineer's Consultant |
| c. | <u>N/A</u><br>Engineer's Consultant                              |
| d. | <u>N/A</u><br>[other]                                            |

2. During the term of this Agreement the Engineer shall notify Owner of any other Consultant to be listed as an additional insured on Owner's general liability policies of insurance.
3. The Owner shall be listed on Engineer's general liability policy as provided in Paragraph 6.05.A.

This is **EXHIBIT H**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Dispute Resolution**

---

Paragraph 6.09 of the Agreement is supplemented to include the following agreement of the parties:

### **H6.08 Dispute Resolution**

- A. *Mediation:* Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

This is **EXHIBIT I**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

## **Limitations of Liability**

---

Paragraph 6.11 of the Agreement is supplemented to include the following agreement of the parties:

**A. *Limitation of Engineer's Liability***

1. ***Engineer's Liability Limited to Amount of Engineer's Compensation:*** To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, members, partners, agents, employees, and Consultants, to Owner and anyone claiming by, through, or under Owner for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants shall not exceed the total compensation received by Engineer under this Agreement.
-

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [REDACTED].

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. \_\_\_\_\_**

The Effective Date of this Amendment is: \_\_\_\_\_.

Background Data

Effective Date of Owner-Engineer Agreement:

Owner:

Engineer:

Project:

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- \_\_\_\_\_ Additional Services to be performed by Engineer
- \_\_\_\_\_ Modifications to services of Engineer
- \_\_\_\_\_ Modifications to responsibilities of Owner
- \_\_\_\_\_ Modifications of payment to Engineer
- \_\_\_\_\_ Modifications to time(s) for rendering services
- \_\_\_\_\_ Modifications to other terms and conditions of the Agreement

Description of Modifications:

*Here describe the modifications, in as much specificity and detail as needed. Use an attachment if necessary.*

Agreement Summary:

|                                  |          |
|----------------------------------|----------|
| Original agreement amount:       | \$ _____ |
| Net change for prior amendments: | \$ _____ |
| This amendment amount:           | \$ _____ |
| Adjusted Agreement amount:       | \$ _____ |

Change in time for services (days or date, as applicable): \_\_\_\_\_

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

\_\_\_\_\_  
By: \_\_\_\_\_  
Print  
name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Print  
name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date Signed: \_\_\_\_\_

NB# 4  
10/14/25

# **AIA® Document B105® – 2017**

## ***Standard Short Form of Agreement Between Owner and Architect***

**AGREEMENT** made as of the Twenty-sixth day of September in the year Two Thousand Twenty-Five  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

Town of Seaford - Parks and Recreation Office  
414 High Street, Seaford, DE 19973  
302-629-9173

and the Architect:  
(Name, legal status, address and other information)

William Byler Jr. - Architect, Inc.  
PO Box 104, Kenton, DE 19955  
302-653-3550

for the following Project:  
(Name, location and detailed description)

Town of Seaford - Parks & Rec Office  
320 Virginia Ave., Seaford, DE

The project consists of a new 50 foot x 50 foot (building height is yet to be determined) single story, wood post framed office building. The new building replaces the existing +/- 40 year old Parks and Recreation Office building currently on the site. The existing building is to be demolished at a later time. The new building locates on an adjacent existing paved parking lot. The new building will have a vestibule, 3 offices, a meeting / break room, mech room, a storage room, an 8 foot wide front covered concrete porch, and men's and women's toilet rooms. The new building will have a stone veneer wainscot across the front and metal siding and roofing. The finish floor will close to grade for providing accessibility.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

## ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

Limited MEP design services (see attached scope of MEP services)

Limited Civil design services (see attached scope of Civil services)

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2017, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105-2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.

## ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

## ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

## ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

## ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

#### ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

|                                                           |             |
|-----------------------------------------------------------|-------------|
| Architectural .....                                       | \$10,000.00 |
| Structural.....                                           | \$2,200.00  |
| MEP.....                                                  | \$2800.00   |
| Civil.....                                                | \$13,500.00 |
| Bidding, RFI's, Addendums,<br>Construction Contract,..... | \$2,000.00  |
| Construction Administration.....                          | \$3200.00   |
| (\$800.00 / month x 4 months)                             |             |
| Total.....                                                | \$33,700.00 |

A

The Owner shall pay the Architect an initial payment of Two Thousand Five Hundred Dollars and Zero Cents (\$ 2,500.00 ) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus Ten percent ( 10.00 %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid Forty-Five ( 45 ) days after the invoice date shall bear interest from the date payment is due at the rate of One and one-half percent ( 1.50 %) monthly , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond Ten ( 10 ) months of the date of this Agreement through no fault of the Architect.

#### ARTICLE 7 OTHER PROVISIONS

*(Insert descriptions of other services and modifications to the terms of this Agreement.)*

Drawing plots.....\$4.00 ea.

Any water and sewer fees, government agency approval fees, permitting fee are by the Town of Seaford.

Construction Administration services if needed or requested are billed at \$140.00 / hr.

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

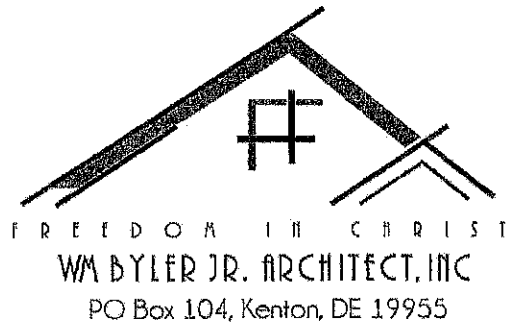
BY: Charles Anderson - City Manager

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
ARCHITECT (Signature)

BY: William Byler Jr.

\_\_\_\_\_  
(Printed name, title, and license number if required)



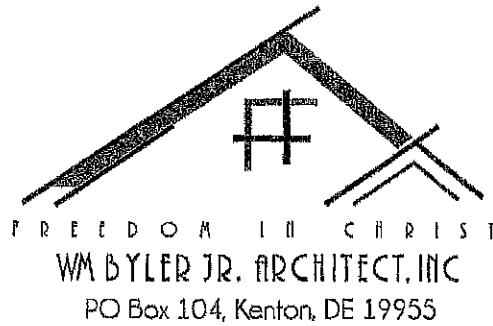
September 22, 2025

## **PROPOSED TOWN OF SEAFORD PARKS AND RECREATION OFFICE BUILDING**

### **Scope of Architectural / Structural Services**

1. Initial project meeting / site visit
2. Preliminary design
3. Design development and project coordination
4. Structural design
5. Permit ready / Construction drawings
6. Performance / material specifications
7. FM submission and Town building permit submission
8. Bidding / negotiation
9. Construction administration including on site construction meetings, shop drawing review and approvals, addressing RFI's, and project closeout.

Phone: 302-653-3550  
Cell: 302-359-3313  
bill@wbjarchitect.com  
www.wmbylerarchitect.com



September 19, 2025

## **PROPOSED TOWN OF SEAFORD PARKS AND RECREATION OFFICE BUILDING**

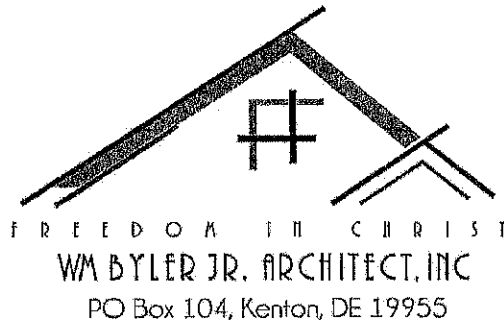
### **Scope of Civil Services**

1. Boundary Survey of the 3.51 acre property
2. Topographic Survey of the property
3. Preparation of signed and sealed civil plans including
  - a. Existing conditions plan
  - b. Site grading / drainage plan
  - c. Utility plan for water and sewer connections
  - d. Erosion and sediment control plan
  - e. State Fire Marshal Site Plan
4. Coordination with City of Seaford, Sussex Conservation District, and State Fire Marshal
5. Permit / application assistance and submittals

### **Civil Exclusions / Assumptions**

- Land disturbance is less than 5000 sf. For SCD in Delaware a detailed site design is *not* required for a commercial property project if the land disturbance is less than 5000 sf. According to the Delaware Sediment and Stormwater Regulations projects that disturb less than 5000 sf are exempt from the requirement to submit a Stormwater and Sediment Management Plan.
- DelDOT entrance and / or offsite improvements are excluded
- Weather conditions will permit field work as scheduled.
- No traffic control or land closures are required.
- Access during business hours; no security escort, or special badges needed.
- Pricing includes standard insurance / COI; W-9 available upon request

Phone: 302-653-3550  
Cell: 302-359-3313  
bill@wbjarchitect.com  
www.wmbylerarchitect.com



September 22, 2025

## PROPOSED TOWN OF SEAFORD PARKS AND RECREATION BUILDING

### Scope of MEP Services

1. Perform HVAC calculations to determine equipment sizing.
2. Provide HVAC system narrative for the design / build contractor.
3. Provide plumbing system narrative for the design / build contractor.
4. Provide electrical system narrative for the design / build contractor.

### Not included:

1. COMCheck Energy Compliance Certificate. The design / build contractor is responsible to provide the Compliance Certificate.
2. Design drawings or sealed permit drawings \*
3. Construction administration including construction meetings and /or shop drawing review.

\* PER PHONE CONVERSATION W/ BILL BYLER 10/6/25  
THIS IS FOR MEP Dwg's. ARCH. Dwg's WILL BE  
SIGNED & SEALED AS REQD.

C. Anoncel

Phone: 302-653-3550  
Cell: 302-359-3313  
bill@wbjarchitect.com  
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## MEMORANDUM

NB#5  
10/14/25

**TO:** Charles Anderson, CM

**FR:** Berley Mears, Director of Public Works

**RE:** Trommel 600 Powerscreen

**DT:** October 8, 2025

The City received one bid for the above referenced project. Please see the below table:

| Bidder       | Total Base Bid |
|--------------|----------------|
| Ronald Cross | \$10,600.00    |

**\*Minimal bid amount of \$7,500 stated in bid proposal**

It is my recommendation that the bid be awarded to Ronald Cross in the amount shown above.

Please present this information to Council at their meeting on October 14, 2025, for their consideration.

Should you have any questions, please contact me.

Thank you.

NB #6  
10/14/25

# CHANGE ORDER NO. 1

Owner: City of Seaford  
 Engineer: George, Miles, & Buhr, LLC  
 Contractor: Teal Construction, Inc.  
 Project: Western Sussex Business Campus Phase 2  
 Contract Name: Phase 2A  
 Date Issued: October 10, 2025  
 Owner's Project No.:  
 Engineer's Project No.: 210189  
 Contractor's Project No.:  
 Effective Date of Change Order: October 14, 2025

The Contract is modified as follows upon execution of this Change Order:

## Description:

Additional pavement work by the Public Works building per attached cost estimate and site area maps. CONTRACT ADD = \$25,101.35  
 Additional work along Prosperity Way and at the intersection of Unified Drive and Venture Drive per attached cost estimate and site area maps. CONTRACT ADD = \$258,249.00

## Attachments:

Site Map and Cost Estimate pdf of the paving work by the Public Works building.  
 Site Maps and Cost Estimate pdfs of the additional work along Prosperity Way and at the intersection of Unified Drive and Venture Drive.

| Change in Contract Price                                           | Change in Contract Times                                                                                                                       |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Contract Price:<br>\$ 3,336,336.00                        | Original Contract Times:<br>Substantial Completion: 385 days<br>Ready for final payment: December 8, 2025                                      |
| Increase from previously approved Change Orders:<br>\$ 0.00        | <del>Increase</del> <del>Decrease</del> from previously approved Change Orders:<br>Substantial Completion: N/A<br>Ready for final payment: N/A |
| Contract Price prior to this Change Order:<br>\$ 3,336,336.00      | Contract Times prior to this Change Order:<br>Substantial Completion: 385 days<br>Ready for final payment: December 8, 2025                    |
| Increase this Change Order:<br>\$ 283,350.35                       | Increase this Change Order:<br>Substantial Completion: 30 days<br>Ready for final payment: January 7, 2026                                     |
| Contract Price incorporating this Change Order:<br>\$ 3,619,686.35 | Contract Times with all approved Change Orders:<br>Substantial Completion: 415 days<br>Ready for final payment: January 7, 2026                |

|                                       |                                            |
|---------------------------------------|--------------------------------------------|
| Recommended by Engineer (if required) | Accepted by Contractor                     |
| By: _____                             | _____                                      |
| Title: _____                          | _____                                      |
| Date: _____                           | _____                                      |
| Authorized by Owner                   | Approved by Funding Agency (if applicable) |
| By: _____                             | _____                                      |
| Title: _____                          | _____                                      |
| Date: _____                           | _____                                      |

**WSBC Restoration to Pavement Detailed Cost Breakdown**  
**April 17, 2025**

| Section 1 (11' x 133') |    | Unit Price |          | Total              |
|------------------------|----|------------|----------|--------------------|
| GABC - 8"              | CY | 36         | \$ 98.00 | \$ 3,540.10        |
| Type B - 3"            | SY | 163        | \$ 20.00 | \$ 3,251.11        |
| Excavation             | CY | 56         | \$ 18.00 | \$ 1,015.97        |
| <b>Total</b>           |    |            |          | <b>\$ 7,807.18</b> |

| Section 2     |    | Unit Price |          | Total              |
|---------------|----|------------|----------|--------------------|
| GABC - 8"     | CY | 56         | \$ 98.00 | \$ 5,536.40        |
| Type B - 3"   | SY | 254        | \$ 20.00 | \$ 5,084.44        |
| Type C - 1.5" | SY | 254        | \$ 20.00 | \$ 5,084.44        |
| Excavation    | CY | 88         | \$ 18.00 | \$ 1,588.89        |
| <b>Total</b>  |    |            |          | <b>\$17,294.17</b> |

**Overall Total \$25,101.35**

| NO. | REVISIONS                    | DATE   |
|-----|------------------------------|--------|
| 1   | FOR CITY PLANNING DEPARTMENT | 7/2024 |
| 2   | FOR CITY PLANNING DEPARTMENT | 7/2024 |
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ARCHITECTS & ENGINEERS

GEORGE, MILES & BURR, LLC

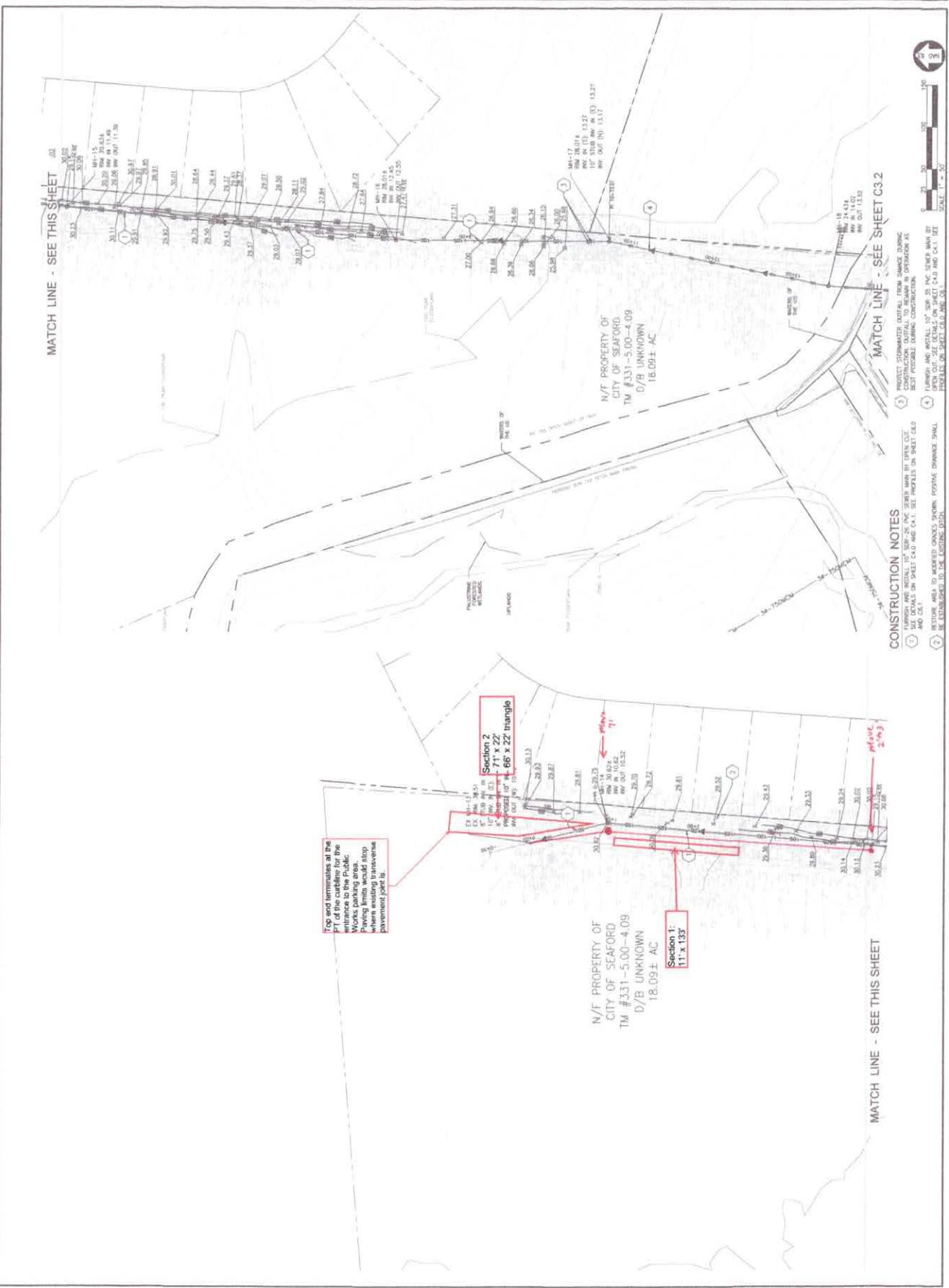
**GMB**

WESTERN SUSSEX BUSINESS CAMPUS  
FOR  
CITY OF SEAFORD  
PHASE 2  
SUSSEX COUNTY, DELAWARE



ROAD & UTILITY  
PLAN

|             |        |
|-------------|--------|
| SHEET NO.   | C3.5   |
| DATE        | 7/2024 |
| BY          | MM     |
| CHECKED BY  | MM     |
| APPROVED BY | MM     |



Top and terminals at the intersection of the existing road and the new road. Working limits would stop where existing transverse pavement part is.

Section 2:  
11' x 22' triangle  
66' x 22' triangle

Section 1:  
11' x 133'

MATCH LINE - SEE THIS SHEET

MATCH LINE - SEE SHEET C3.2

- CONSTRUCTION NOTES**
1. PROJECT STORMWATER DRAINAGE SHALL BE DESIGNED TO MAINTAIN EXISTING DRAINAGE PATTERNS AND FLOW RATES. BEST PRACTICES DURING CONSTRUCTION.
  2. EXISTING AND PROPOSED 10" RCP SEWER MAIN BE OPEN CUT. SEE DETAILS ON SHEET C4.0 AND C4.1. SEE NOTES ON SHEET C4.0 AND C4.1.
  3. EXISTING AND PROPOSED 10" RCP SEWER MAIN BE OPEN CUT. SEE DETAILS ON SHEET C4.0 AND C4.1. SEE NOTES ON SHEET C4.0 AND C4.1.
  4. EXISTING AND PROPOSED 10" RCP SEWER MAIN BE OPEN CUT. SEE DETAILS ON SHEET C4.0 AND C4.1. SEE NOTES ON SHEET C4.0 AND C4.1.

Section 1 goes to the end of the curbside, at the paving joint.



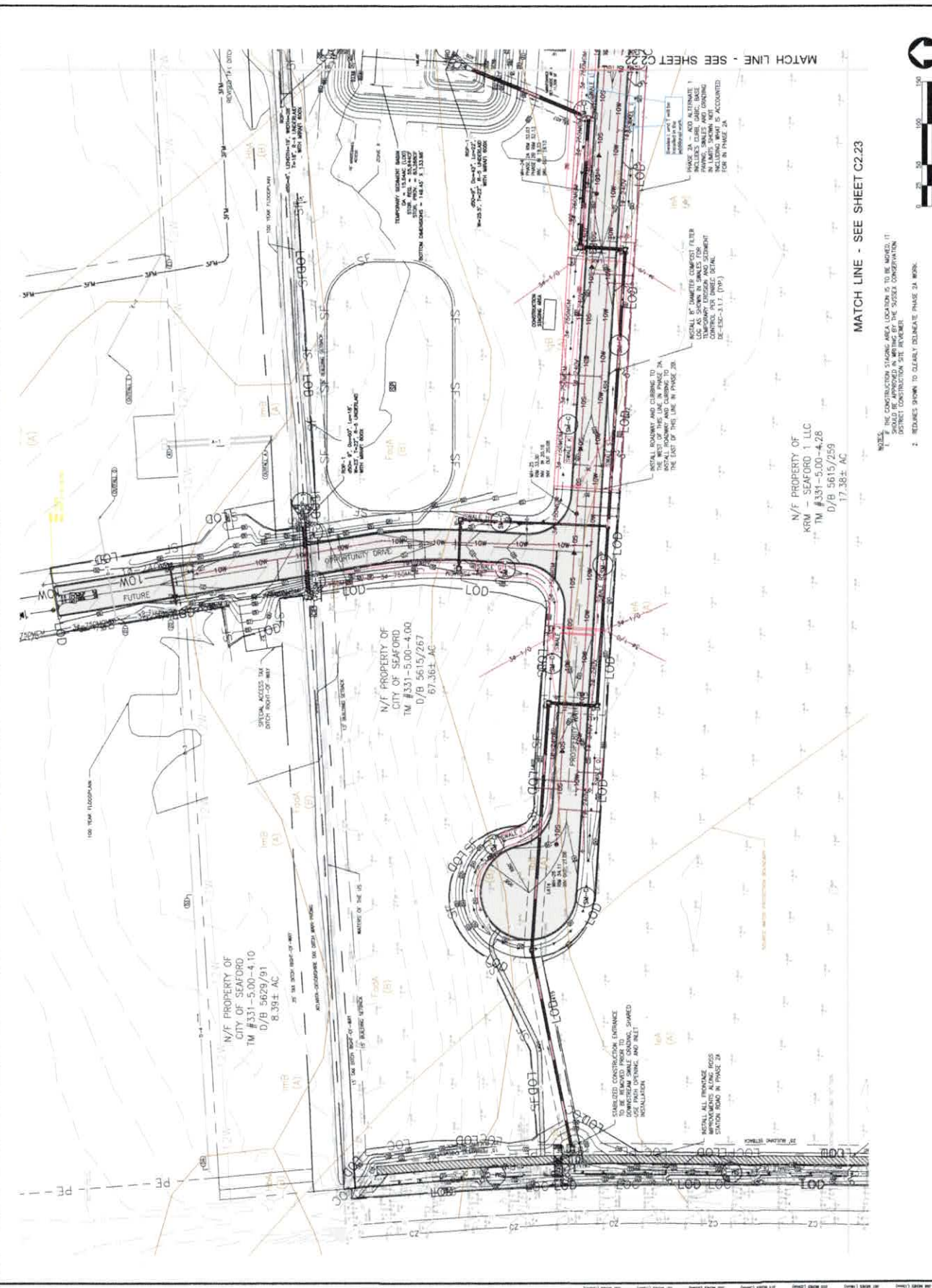
| Schedule D: WSBC Additional Work |                                                                                                                   |           |      | Additional Work Costs |               |             |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------|------|-----------------------|---------------|-------------|
| Item                             | Description                                                                                                       | Size      | Unit | Bid Price             | Est. Quantity | Total Price |
| D1                               | Furnish & Install Erosion and Sediment Control Measures                                                           | -         | LS   | \$ 4,600.00           | 1             | \$ 4,600    |
| D2                               | Furnish & Install C-900 PVC Water Main                                                                            | 8"        | LF   | \$ 87.00              | 60            | \$ 5,220    |
| D3                               | Furnish & Install Tapping Tee and Valve (Inclusive of Traffic Control, Trench Repair, 10'x30' - 4" Hot Mix Patch) | 8"x10"    | EA   | \$ 27,930.00          | 1             | \$ 27,930   |
| D4                               | Furnish & Install HDPE Storm Drain                                                                                | 24"       | LF   | \$ 120.00             | 199           | \$ 23,880   |
| D5                               | Furnish & Install HDPE Storm Drain                                                                                | 36"       | LF   | \$ 164.00             | 233           | \$ 38,212   |
| D6                               | Furnish & Install Standard Storm Water Precast Structure                                                          | 48"x48"   | VF   | \$ 1,193.00           | 10            | \$ 11,930   |
| D7                               | Furnish & Install Catch Basin including Frame & Grate                                                             | 48" x 48" | VF   | \$ 1,200.00           | 17            | \$ 20,400   |
| D8                               | Install Swale                                                                                                     | -         | LF   | \$ 21.00              | 1097          | \$ 23,037   |
| D9                               | Excavation and Embankment                                                                                         | -         | LS   | \$ 13,600.00          | 1             | \$ 13,600   |
| D10                              | Furnish & Place Graded Aggregate Base Course - Type B (Crusher Run)                                               | 9"        | CY   | \$ 98.00              | 330           | \$ 32,340   |
| D11                              | Furnish & Install Bituminous Concrete, Type B - Base Course                                                       | 2.5"      | SY   | \$ 20.00              | 1317          | \$ 26,340   |
| D12                              | Furnish & Install PCC Type 3-6 Curb and Gutter in areas shown                                                     | -         | LF   | \$ 26.00              | 697           | \$ 18,122   |
| D13                              | Furnish & Install Curb Opening                                                                                    | -         | EA   | \$ 531.00             | 2             | \$ 1,062    |
| D14                              | PVC Conduit Crossing Installation                                                                                 | 4"        | LF   | \$ 28.00              | 162           | \$ 4,536    |
| D15                              | PVC Conduit Crossing Installation                                                                                 | 6"        | LF   | \$ 30.00              | 118           | \$ 3,540    |
| D16                              | Restoration                                                                                                       | -         | LS   | \$ 3,500.00           | 1             | \$ 3,500    |
|                                  | Subtotal                                                                                                          |           |      |                       |               | \$ 258,249  |



WESTERN SUSSEX BUSINESS CAMPUS  
FOR  
PHASE 2  
CITY OF SEAFORD  
SUSSEX COUNTY, DELAWARE

GMB  
GEORGE, MILES & BURN, LLC  
ARCHITECTS & ENGINEERS  
www.gmbinc.com

| NO. | REVISIONS               | DATE     |
|-----|-------------------------|----------|
| 1   | PER SCD AND FRT MARSHAL | 7/2/2023 |
| 2   | PER SCD AND FRT MARSHAL | 7/2/2023 |
| 3   | PER SCD AND FRT MARSHAL | 7/2/2023 |
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NOTES:  
1. THE CONSTRUCTION STAGING AREA LOCATION IS TO BE MAINTAINED. IT SHOULD BE APPROVED IN WRITING BY THE SUSSEX CONSERVATION DISTRICT CONSTRUCTION SITE REVIEW.  
2. REMEDIES SHOWN TO CLEARLY DEMONSTRATE PHASE 2A WORK.

N/F PROPERTY OF  
KSW - SEAFORD 1 LLC  
TM #331-5.00-4.28  
D/B 5615/259  
17.38± AC

N/F PROPERTY OF  
CITY OF SEAFORD  
TM #331-5.00-4.00  
D/B 5615/257  
67.36± AC

N/F PROPERTY OF  
CITY OF SEAFORD  
TM #331-5.00-4.10  
D/B 5629/91  
8.39± AC



| NO. | REVISIONS                  | DATE    |
|-----|----------------------------|---------|
| 1   | PER SCD AND FIRE MARSHAL   | 7/2022  |
| 2   | PER DELDOT                 | 9/2022  |
| 3   | PER DELDOT, SCD, UNHCR, FM | 11/2022 |
| 4   | PER DELDOT & UNHCR         | 12/2022 |
| 5   | PER ENGINEER SSS REVISIONS | 2/2023  |
| 6   | PER UNHCR WW               | 3/2023  |
| 7   | PER CITY PHASING REVISIONS | 4/2024  |
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WESTERN SUSSEX BUSINESS CAMPUS  
PHASE 2  
FOR  
CITY OF SEAFORD  
  
SEAFORD  
SUSSEX COUNTY, DELAWARE

**GMB**  
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ARCHITECTS & ENGINEERS  
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FINAL SEDIMENT AND  
STORMWATER  
MANAGEMENT PLANS  
CONSTRUCTION SITE  
STORMWATER  
MANAGEMENT PLAN

C2.22



| NO. | REVISIONS                  | DATE      |
|-----|----------------------------|-----------|
| 1   | PER SCD AND FIRE MARSHAL   | 7/2/2022  |
| 2   | PER DETDOT                 | 9/2/2022  |
| 3   | PER DETDOT, SCD, DNREC, FM | 11/2/2022 |
| 4   | PER DETDOT & DNREC         | 1/2/2023  |
| 5   | PER ENGINEER SS REVISIONS  | 3/2/2023  |
| 6   | PER DNREC WW               | 3/2/2023  |
| 7   | PER CITY PHASING REVISIONS | 4/2/2024  |

FINAL SEDIMENT AND  
STORMWATER  
MANAGEMENT PLANS  
CONSTRUCTION SITE  
STORMWATER  
MANAGEMENT PLAN



WESTERN SUSSEX BUSINESS CAMPUS  
PHASE 2  
FOR  
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