OLSSON
ASSOCIATES

LETTER AGREEMENT
AMENDMENT #1

Date: 12/13/16

City of Bolivar
PO Box 9
Bolivar, Missouri 65613

This AMENDMENT ("Amendment") shall amend and become a part of the Letter Agreement for Downtown Sanitary Sewer Improvements Professional Services dated September 8, 2014 between the City of Bolivar ("Client") and Olsson Associates, Inc. ("Olsson") providing for professional services for the following Project (the "Agreement"):

PROJECT DESCRIPTION AND LOCATION

Project is located at: Downtown Bolivar Missouri

Project Description: Olsson proposes to develop necessary easements and perform Bidding and Construction Phase Services for construction of the Downtown Sanitary Sewer Improvements. Said sewer improvements consists of installation of approximately 3,500 LF of 15" sanitary sewer replacement, 80 LF of 8" sanitary sewer replacement, 85 LF of 4" sanitary lateral installation, 25 precast concrete manholes, 105 LF of 30" bored steel casing, decommissioning of existing lift station and force main, surface restoration and all other work appurtenant thereto.

SCOPE OF SERVICES

Client and Olsson hereby agree that Olsson's Scope of Services under the Agreement is amended by adding the services specifically described below for the additional compensation set forth below:

Easement Descriptions

1.0 Prepare Easement Descriptions

Olsson shall develop easement descriptions for six (6) properties that will be impacted by the sanitary sewer installation. One day field services will be required to locate necessary property corners for development of easements. Easement descriptions will be included on an easement form suitable to the Client and will include an easement detail sketch. Easements will be delivered to the Client for Client Acquisition.

Bidding Services

2.1 Prepare Notice to Bidders and Issue Documents

Olsson will coordinate the issuance of notices to bidders and the production and distribution of bidding documents. Notices will be provided to client for official publications by Client, and in bidding services known to provide data to contractors in the area. In addition, invitations will be mailed directly to contractors whom the project team and/or the Client know will be interested in the project. Documents will be available for inspection at Olsson offices.

2.2 Answer Questions and Prepare Addenda

Olsson will coordinate answering questions raised by bidders. Addenda will be prepared, as required, to provide clarification to questions. The Client will be informed on a regular basis of any project changes resulting from bidders' questions.

2.3 Review and Evaluate Bids

Olsson will attend the bid opening. All bids properly received will be reviewed. Any inconsistencies or irregularities found in the bids will be reported to the Client. Olsson will prepare a bid tabulation of bids received and will distribute the bid tabulation to all bidders. Olsson will evaluate the bids and make a written recommendation to the Client concerning contract award.

2.4 Conform Documents

Conformed copies of the contract documents, including all insurance and bond forms, will be prepared by Olsson. Olsson will review the documents to confirm that all procedures have been properly followed. Copies of the conformed documents will be provided to the Client for review. Approved copies will be distributed to the Client, the contractor, and Olsson. These documents form the official contract between the Client and the contractor, as well as the basis for all decisions concerning the work.

Construction Services

3.1 Perform the following construction administrative services:

a. General administration throughout construction,
b. Attend and preside over the pre-construction conference,
c. Correspond with the City during construction,
d. Correspond with the Contractor during construction,
e. Review construction schedule, shop drawings and payment requests through duration of construction,
f. Develop any change orders, field directives, clarifications, or field changes, as required,
g. Perform six (6) site observations during construction
h. Perform a substantial completion inspection with letter development,
i. Perform a final inspection with letter development, and