

TASK ORDER NUMBER 01

DATE: November 20, 2025

MASTER AGREEMENT: Owner Representative, On-Call Professional Consulting Services Agreement made between Christian County, Missouri and NAVIGATE Building Solutions, LLC dated November 20, 2025 and utilizing:

COOPERATIVE PURCHASING AGREEMENT:

The Interlocal Purchasing Systems (TIPS):

NAVIGATE Building Solutions Vendor #8613, Contract #240601 – Consulting Services

PROJECTS:

Administration Building Renovation

SCOPE OF SERVICES:

1.0 Preconstruction Phase Services

- 1.1 Review Design Documents for biddability. Provide a report of proprietary items and other design provisions that will negatively impact bid results.
- 1.2 Provide a Roles and Responsibility matrix for all design, construction and post construction activities required to complete the project. This will include a supplementary Low Voltage Coordination Matrix. Review these with the Owner and provide implementation recommendations for Owner directed responsibilities.
- 1.3 Prepare a detailed unit cost and quantity cost estimate. Each Project Cost Estimate shall include separate line items for each cost category included in the Project cost; with line items for anticipated contracts and subcontracts and evaluate pricing for alternative building and engineering systems.
- 1.4 In consultation with the Design Team and Owner, provide value engineering services to analyze and make recommendations concerning availability of materials and labor, time requirements for installation and construction, and other factors related to costs, including costs of alternative designs or materials, and possible cost reductions and economies.
- 1.5 Perform a Constructability Review for Change Order Mitigation.
- 1.6 Attend meetings with the Design Team and Owner to incorporate results of Value Engineering exercise, Biddability Review and Constructability Reviews.
- 1.7 Provide ongoing recommendations to the Owner and Design Team regarding construction feasibility, availability of materials and labor, time requirements for installation and construction, and factors relating to costs, including costs of alternative designs or materials in a manner consistent with the Project Program, Budget, and Schedule, and possible cost reductions and economies if and when necessary, to reconcile the Project Budget, Program, and Schedule.
- 1.8 Assist the Owner in the development of standard contract terms and conditions.
- 1.9 Coordinate and assist the Design Team in the preparation of bid documents.
- 1.10 Conduct Bid Marketing to maximize local vendor participation.
- 1.11 Assist with pre-bid conferences to familiarize bidders with the bid documents and any special or unique systems, materials or methods.

- 1.12 Collaborate with the Owner's procurement representative to review bids, prepare analyses and make recommendations to Owner for the award of a contract for the Project.
 - 1.13 Assist with the procurement and coordination of project items not included in the General Contractor Bid Package such as: FF&E (Furniture, Fixtures, and Equipment) Information Technology, Security, Audio/Visual, Signage, Testing Services, and other Owner Directly Procured building systems.
- 2.0 Construction Phase Services
- 2.1 Provide recommendations regarding each Contractor's proposed mobilization schedule, temporary Project facilities, equipment, materials and services during construction and the assignment of responsibilities relating to the same.
 - 2.2 Conduct pre-award conferences with the best and lowest respondent for a Project construction contract; advise Owner regarding the negotiation of business terms of each Project construction contract; and advise Owner on the acceptability of Contractor for the Project.
 - 2.3 File vendor insurance certificates and surety bonds.
 - 2.4 Make recommendations as to the timely and economical purchases of materials and equipment; and monitor the purchase of such items.
 - 2.5 After Owner awards each Project construction contract and before the Contractor commences work on the site, assist Owner in the preparation of all necessary site logistics plans, traffic flow diagrams and plans for the performance of the applicable work as a result of the review and coordination of the contractor's implementation plan, showing the use of designated roadways or street lights, the closing of any roadways, streets and/or sidewalks, and the re-routing of any traffic; and assist in obtaining necessary government approvals required to implement such traffic plans.
 - 2.6 Represent the Owner in its communications with the Architect, Contractor, and Consultant(s); schedule, attend and conduct progress meetings, regular on-site meetings to review construction progress and pay requests and to provide appropriate recommendations to the Owner concerning the Owner's decisions on construction matters, including, where necessary, alternative designs or materials; and coordinate, review and advise the Owner concerning, change orders, submittals, and requests for information.
 - 2.7 Manage the processing of change orders, (i) advise Owner concerning the change orders necessity and recommended cost of change orders, and (ii) negotiate, on Owner's behalf, all change orders with Contractor. The final Project Budget and/or Project Schedule, as applicable, will be revised to reflect approved change orders.
 - 2.8 Review applications for payment by the Contractor and make written recommendations to the Owner concerning the payment.
 - 2.9 Direct the Contractor (and others, where appropriate) to prepare and update a critical path schedule for completion of the applicable work. In the event of delays impacting the critical path schedule, NAVIGATE shall make recommendations to Owner for corrective action by the Contractor and review the Contractor's recommendations for corrective action.
 - 2.10 Coordinate the Architect's review and approval of shop drawings, product data and other submittals by the Contractor.
 - 2.11 In conjunction with the Contractor who has prime contractual responsibility, NAVIGATE shall additionally review and advise the Owner concerning the adequacy of the Contractor's personnel and equipment, and the availability of materials and supplies to meet the Contractor's schedules in relation to the Project Schedule.

- 2.12 Enforce the Contractor's contract to maintain a daily log containing the number of workers, equipment, work accomplished, daily weather, problems encountered and other relevant data as the Owner may require. Although NAVIGATE shall not guarantee the performance by Contractor, NAVIGATE shall recommend courses of action to the Owner when Owner or NAVIGATE becomes aware that requirements of any Project construction contract are not being fulfilled, or when Contractor falls behind in its schedule; shall communicate recommendations, as directed by the Owner, to Contractor on behalf of the Owner; shall monitor Contractor's performance of such recommendations; and shall report Contractor's progress to the Owner on at least a monthly basis.
- 2.13 Notify the Owner in writing, with photos and supporting documentation if NAVIGATE becomes aware that the work of Contractor is not being performed in accordance with the requirements of the Contract Documents. As appropriate, NAVIGATE shall have authority, with written authorization from the Owner, to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is covered, installed or completed. NAVIGATE shall review any and all test reports and notify the Owner, the Architect and the Contractor, as appropriate, of deficiencies in the work of which NAVIGATE becomes aware and shall advise the Owner of projected consequences of such default and shall make recommendations to Owner with respect thereto. With the written authorization of the Owner, the NAVIGATE shall reject work that does not conform to the requirements of the applicable Contract Documents.
- 2.14 Advise the Owner concerning the procurement of building materials by the Contractor regarding budget and schedule implications.
- 2.15 Attend the on-site review of the Project to confirm substantial and final completion of the construction of the Project and notify Owner when NAVIGATE believes the work under a Project construction contract is substantially complete and that a punch list should be prepared.
- 2.16 Coordinate with the Architect in its review of the work to enable the Architect to determine the date of substantial completion. At the substantial completion by Contractor of the work, monitor the Architect in its inspection of the work and preparation of a detailed "punch list" specifying any items which require completion, installation, correction or repair. NAVIGATE will consult with the Owner and/or Architect in connection with recommendations for the rejection and replacement of all nonconforming work, as appropriate.
- 2.17 Obtain from Contractor record drawings or, if required by the applicable Project construction contract, "as-built" drawings, as construction completes.
- 2.18 Together with the Owner, NAVIGATE shall monitor and observe the testing and start-up of all utilities, oversee and document systems/equipment training with Owner's Facility Team.
- 2.19 Complete the final close-out of the Project by (i) obtaining, or causing the Contractor to obtain, all government approvals required for the legal use and occupancy of the Project, (ii) obtaining all warranties, guarantees, bonds, insurance certificates, installation manuals, and other items required pursuant to the Project construction contracts, (iii) obtaining all affidavits, waivers, and releases the Contractors are required to provide pursuant to the Project construction contracts to achieve final completion of the Project, and/or (iv) representing Owner at meetings and/or inspections scheduled by Owner and held to resolve problems relating to design, physical condition or operation of the Project to seek enforcement of warranties.
- 2.20 Oversee and coordinate all Owner Direct purchases initiated as part of Scope of Work Item 1.14.



SCHEDULE:

Scope of Preconstruction Services shall be completed within 3 months of this Agreement Date.

Scope of Construction Services shall commence upon the approval of a contractor's contract and end one month after final completion of either project.

COMPENSATION and PAYMENT:

NAVIGATE shall be paid a lump sum fee of \$19,490 Preconstruction Services defined in Article 1.

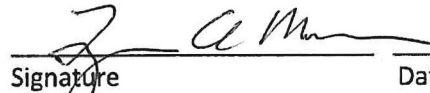
NAVIGATE shall be paid an additional lump sum monthly fee of \$12,812 per Month for Construction Services defined in Article 2 starting after approval of the Contractor's Contract.

 11-17-25
Signature Date

Name: Todd A. Sweeney

Title: Member

NAVIGATE Building Solutions, LLC.

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Signature Date

Name: Lynn A. Morris

Title: 11/20/25

Christian County, Missouri