

EXHIBIT “A” - SCOPE OF WORK

1. Project Services. Consultant agrees to perform construction inspection and support services for a project known and described as LHC Project PR2070 Havasu Riviera Street and Utility Improvements (“Project”). The Services are described below in the following subtasks:

1.1 CONSTRUCTION INSPECTION

The Consultant will perform inspection of the contractor’s work to determine compliance with the Contract Documents. The Consultant will provide one (1) full-time inspector to perform this task.

A. Inspection of the Work

- i. Inspect the contractor’s work to confirm the work is performed in accordance with the Contract Documents, approved construction-phase clarifications, and changes.
- ii. Consultant will coordinate the City to resolve construction-phase issues.

B. Inspection Reporting

- i. Provide the following inspection report(s) to the City:
 - a. Daily Record of Work – The Consultant will prepare Daily Record of Work reports describing work and work conditions observed by the Consultant. Daily Record of Work will be available to the City online in electronic format. Consultant’s Daily Record of Work will include photographic documentation of the work.
 - b. Special Inspection Reports – The Consultant will coordinate special inspections and reports performed and prepared by others as required by the Contract Documents. Special Inspection Reports will be available to the City online in electronic format.
- ii. Submit daily Record of Work and special inspection reports to City electronically.

1.2 QUANTITY EVALUATION

- i. Consultant will assist City to perform monthly evaluation of the quantity of work tracked on a weekly basis by the inspector and completed by the contractor. This evaluation will be used to estimate the contractor’s progress and to determine appropriate contractor payment.
- ii. Submit quantity evaluation to City electronically.

1.3 AS-BUILT PREPARATION

- i. The Consultant will receive the as-built documentation prepared by the contractor and periodically reviewed by the Consultant and prepare final As-built drawings. The Consultant shall receive full size red-lined documents prepared by the contractor. The As Built drawings will be submitted to the City in PDF and AutoCAD format. The City will provide the Consultant conformed (i.e., AutoCAD files incorporating bid phase changes on final design documents) Contract Documents at the beginning of the construction phase.

2. SCHEDULE

The Services will commence upon receipt of an executed Agreement and an issuance of a “Notice to Proceed” from the City and will take approximately 210 calendar days.

3. GENERAL ASSUMPTIONS

The proposed fees for Services are conditional upon the following general assumptions:

- i. Services provided in this Scope of Work are for the Project schedule duration of 210 calendar days shown above. If construction efforts go beyond, a revised scope and fee will be required.
- ii. Management of the Project, contractor, and contract documents shall be performed by the City and is not included within this Scope of Work. This includes inspection services only with the additional tasks directly specified above. Consultant is acting as the City’s Inspection Agent as described in the Project Contract Documents.
- iii. Quality Assurance materials testing is not included in this Scope of Work.
- iv. Tasked items of cost within the Consultant’s estimated fee schedule may be transferred one to another in order to maintain the overall Project budget as required.
- v. ADEQ approval of construction application is not included in this Scope of Work.
- vi. All regulatory review fees will be paid by others.
- vii. Additional meetings as required by construction progress or potential litigation or other matters of Project concern will require additional scope and fees.
- viii. Services which are in addition to this Scope of Work will be invoiced according to the attached Hourly Rate Schedule as requested by the City.

EXHIBIT “B” – FEE SCHEDULE

ESTIMATED COSTS		
Scope Item	Description	T & M Fee
Task 1	CONSTRUCTION INSPECTION	\$199,270
TOTAL		\$199,270

Direct costs are included as part of the fees above.

If Project requirements are revised or if additional information which affects the cost of performing the Services beyond the stated Scope of Work is made available at a later date, Consultant will negotiate a revised fee based on the revised Scope of Work. The amounts charged to each Task may vary based on the direction of the City with the understanding that the total amount will stay within the budget unless additional work is authorized by the City.

The estimated cost included herein assumes that the City will provide copies of all available information pertinent to the Services for this Project, and all electronic files required to support the City’s management and inspection of the Project. The City will provide support data pursuant to design issues, agency reviews, and submittal requirements in a timely manner. Consultant assumes that the City will be responsible for all application, permit, and recording fees.