

**EXHIBIT A  
SCOPE OF WORK**

**ENGINEERING/ARCHITECTURAL CONSULTANT MASTER PROFESSIONAL  
SERVICES AGREEMENT NUMBER 500225  
TASK ORDER AGREEMENT 7**

**Project Title:** Airport Obstructions Light/Mark/Remove Existing Hydrants and Replace  
**Grant Number:** E1S1V01C  
**Airport Name:** Lake Havasu City Municipal Airport  
**Services Provided:** Bidding Services, Construction Management

**1. PROJECT SERVICES:**

In accordance with the Engineering/Architectural Consultant Master Professional Services Agreement, dated the 11th day of May 2022, the Consultant agrees to perform construction phase services for a Project known and described as **Airport Obstructions**

**Light/Mark/Remove Existing Hydrants and Replace**

(the "Project"). The Project will be performed and constructed by the City with grant assistance from the Arizona State Department of Transportation (ADOT). The Services are described in the following tasks:

**1.1 BID PHASE**

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the City publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). The Consultant shall assist the City during this Phase as required.

The specific services to be provided or furnished for this Phase of the Project are the following:

- A.** Assist the City in the advertisement of the Project and issuance of bid documents.
- B.** Receive and respond as required to questions from potential bidders regarding the Contract Documents.
- C.** Schedule and conduct a pre-bid conference if requested by the City and advise the City on matters relating to design. Prepare meeting minutes of the pre-bid conference.
- D.** Assist with the preparation of addenda to the bid documents after advertisement and prior to bidding as required upon the City's approval.
- E.** Upon receipt of bids, perform bid reviews. The bid review shall include items such as check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate. Review contractor's list of personnel, financial statement and license.
- F.** Prepare final bid tabulation, recommendation/rejection of award to the City, and a sample award letter.
- G.** Upon award of contract, prepare conformed copies of contracts; coordinate contractor's execution of contract; review contractor's bonds, insurance certificates; review contractor's submission with City; coordinate City's execution of the contract; and assist

in distributing electronic copies of executed contracts.

- H. Coordinate Notice to Proceed (NTP) for construction. Contact ADOT for permission to issue NTP. Prepare a sample NTP letter for the City to send to the contractor.

### **1.2 CONSTRUCTION CONTRACT ADMINISTRATION PHASE**

The Construction Contract Administration Phase shall consist of observation of the construction to become generally familiar with the progress and quality of the work by the contractor retained by the City to construct the Project (“Contractor”) to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the Consultant shall aid the City by acting as its liaison and Project coordinator with ADOT during the construction of the Project. Construction Contract Administration includes the following services:

- A. Provide consultation and advice to the City during construction, including holding a pre-construction conference, weekly construction coordination meetings, and other meetings required during the course of construction. Prepare and distribute meeting minutes.
- B. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, and samples.
- C. Review alternative construction methods proposed by the Contractor and advise the City of the impact of these methods on the schedule and quality of the Project.
- D. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the City in resolving contractor claims and disputes.
- E. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the City when necessary.
- F. Furnish the City one reproducible set of the record drawings for the completed Project taken from the annotated record drawings prepared by the Consultant’s Resident Project Representative based upon Contractor-provided information.
- G. Prepare reimbursement request packages and coordinate their execution by the City.
- H. Conduct pre-final and final inspections of the completed Project with the City’s airport personnel, ADOT and the Contractor.
- I. Issue certificates of construction completion to the City and ADOT.
- J. Perform an orderly closeout of the Project as required by the City and ADOT.

### **1.3 CONSTRUCTION OBSERVATION PHASE**

The construction observation phase shall consist of construction observation by a Consultant Inspector/Resident Project Representative and supporting staff who will also:

- A. Maintain a Project record in accordance with requirements of ADOT for aviation capital projects.
- B. Review documents and submissions by Contractor(s) pertaining to scheduling and advise the City as to their acceptability.
- C. Observe the work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the work. Neither the activities of the inspector and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve the Contractor nor make the Consultant responsible for the Contractor's obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the work in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.
- D. Attend/conduct pre-construction, weekly progress meetings, and final inspection of the completed Project.
- E. Prepare and submit inspection reports of construction activity and problems encountered as required by the City and ADOT
- F. Prepare, review, and approve payments to Contractor(s).
- G. The Construction Observer will assist the City and Contractor with regards to construction activity as it relates to aircraft operations and coordination of Notice to Airmen (NOTAMS) as required.

#### **1.4 RESPONSIBILITIES/DUTIES OF INSPECTION STAFF**

In general, the on-site inspection staff is responsible for monitoring construction activity on a Project and documenting their observations in a formal Project record. Inspection services include the following:

- A. Inspector's Daily Reports
- B. Summary of Inspector's Daily Reports
- C. Preparation of ADOT Weekly Reports
- D. Contractor Daily Reports
- E. Coordination of Material Testing
- F. Preparation of Material Acceptance Reports
- G. Prepare statement of days charged on a weekly basis
- H. Conduct Project meetings with City and Contractors
- I. Field measure quantities on a daily basis

**J.** Review and Preparation of Periodic Payment Request for Contractor

**K.** Record deviations from the contract plans for preparation of record drawings

**L.** Preparation and review of Change Orders/Utility Allowance work

**2. SCHEDULE:**

The Services will commence upon execution of the TOA and the remainder of the schedule will depend upon construction start date and other factors, but are not expected to take more than 120 calendar days to complete.

**3. ASSUMPTIONS:**

**A.** Full-time inspection to consist of an average of 5 days per week (assuming no weekend work). Observation coverage may be adjusted based on demands of construction activity and schedule.

**4. SERVICES NOT INCLUDED:**

**A.** Waterline or water quality testing will not be provided under this scope.

**END OF EXHIBIT**