

## **EXHIBIT A – SCOPE OF WORK**

### **TASK 1 – CONSTRUCTION MANAGEMENT**

The Consultant will manage the Project by acting as the City's Agent as described in the Contract Documents. Management will include monitoring elements of the construction for conformance with the Project's intent and contract requirements. The Consultant anticipates using EADOC web based document management system for this Project for the management of construction-phase documentation as described herein.

#### **Task 1.1: Pre-Construction Meeting**

- A. Conduct the pre-construction conference for the Project. This includes preparing an agenda, moderating the meeting, and issuing minutes.
- B. Provide interpretation of the requirements of the Contract Documents and answer other questions during the pre-construction meeting as directed by the City after coordination with the Project Engineer as needed.
- C. Provide written responses to engineering and technical questions.
- D. Submit written responses to engineering and technical questions to City electronically.

#### **Task 1.2: Project Management and Reporting**

- A. Perform overall management of the Consultant's services and overall management of the Contractor's contractual obligations to the City. The Consultant will provide one (1) part-time Construction Project Manager to perform this task.
- B. Provide for and coordinate the services of required subconsultants during the construction period. Where subconsultants provide site visits or overview, they will provide written reports, summarizing their work.
- C. Provide the following construction management report to the City:
  - i. Monthly Summary Report - Prepare a Monthly Summary Report of Project status that summarizes construction activities to date, status of administrative items such as submittals and RFIs, anticipated activities for the following month, a summary of change orders and claims, schedule status, and a summary of budgets and expenditures for construction. The report will include a matrix summarizing administrative metrics (submittal and RFI review duration), change status, schedule status, and budget status.
- D. Submit Monthly Summary Reports, along with the Consultant's invoice, on a monthly basis in electronic portable document format (PDF) by email.

**Task 1.3: Baseline and Periodic Schedule Review**

- A. Review the baseline construction schedule to confirm the Contractor's logic and preparation of the schedule in relation to the Contract Documents.
- B. Review one monthly update to the baseline schedule to confirm progress is consistent with the approved Baseline and the current payment request.
- C. Submit input on schedule to City electronically.

**Task 1.4: Periodic Progress Meetings**

- A. Coordinate and preside over periodic progress meetings. The Consultant's inspector will moderate all meetings. The Construction Project Manager will attend up to two (2) progress meetings at the project site.
- B. Prepare meeting agendas prior to meetings and minutes after the meetings. Consultant will distribute among participants and stakeholders.
- C. Submit meeting agendas and minutes to City electronically.

**Task 1.5: Change Order Assistance**

- A. Track potential change orders, pending change orders, anticipated change orders with estimated cost and time impacts. Change order issues and correspondence will be channeled through the Consultant and addressed in accordance with the Contract Documents.
- B. Assist the City in the negotiation of an agreement with the Contractor as to scope of work, cost, and schedule impacts associated with changes in Work.
- C. Prepare and submit change order requests explaining the merits for the change and a recommendation for the City's approval and acceptance. Each change order item will include a written evaluation.
- D. For budget purposes, the Consultant assumes three (3) change items at four (4) hours each.
- E. Submit change order requests and written evaluations to City electronically.

**Task 1.6: Submittal Review**

- A. Review each submittal initially to evaluate shop drawings, samples, test results, certifications, O&M manuals, and other data provided by the Contractor for completeness and readability. The Consultant will return to the Contractor any submittals found to be incomplete or illegible with appropriate comments describing reasons why the submittal was not reviewed.
- B. Perform a technical review of all submittals to determine conformance to the Contract Documents and will consult with the City and/or Design Engineer to resolve apparent conflicts

with the Contract Documents. The Consultant's submittal review does not extend to means, methods, sequences, techniques, or procedures of construction selected by the Contractor, or to safety precautions and programs associated thereto.

- C. For budget purposes, the Consultant assumes eight (8) submittals at three (3) hours each.
- D. Submit submittal review summary document to City electronically.

#### **Task 1.7: RFI Coordination**

- A. Process and respond to requests for information and clarifications in accordance with the Contract Documents. Respond to issues raised during construction regarding interpretation and clarification of the contractual, administrative, and technical requirements of the Contract Documents. All interpretations and clarifications documentation and correspondence will be channeled through the Consultant.
- B. Consult with the City and/or Design Engineer to resolve requests for information on an as-needed basis.
- C. For budget purposes, the Consultant assumes six (6) RFIs at two (2) hours each.
- D. Submit RFI responses to City electronically.

#### **Task 1.8: Contract Closeout**

- A. Manage the Substantial Completion and Final Acceptance processes as follows:
  - i. Substantial Completion - The Consultant will manage the Substantial Completion process in accordance with the Contract Documents. In consultation with the City, the Consultant will, prior to issuing a certificate of substantial completion, prepare a punch list of incomplete Work or Work that does not conform to the requirements of the Contract Documents. This list will be attached to the Certificate of Substantial Completion issued by the City to the Contractor.
  - ii. Final Acceptance - In consultation with the Design Engineer and City, Consultant will be responsible for determining Final Acceptance, based on Consultant's assessment of the Contractor's work, and its compliance with the requirements for Final Acceptance set forth in the Contract Documents. The Consultant will prepare and submit to the City documents for Final Acceptance of the Work. The City will issue to the Contractor documents for Final Acceptance of the Work. The Consultant will advise the City concerning final payment, release of retention, and release of insurance and bonds.
  - iii. As Built Preparation - 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 expects to 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 Consultant assumes 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.

## **TASK 2 – CONSTRUCTION INSPECTION**

The Consultant will perform inspection of the Contractor's work to verify it is executed in accordance with the Contract Documents. The inspection task is complementary to the Construction Management task. The Consultant will provide one (1) full-time inspector to perform this task.

### **2.1 Inspection of the Work**

- A. Inspect the Contractor's work to confirm the work is performed in accordance with the Contract Documents, approved construction-phase clarifications, and changes.
- B. Coordinate with the City and Design Engineer to resolve construction-phase issues.

### **2.2 Inspection Reporting**

- A. Provide the following inspection report(s) to the City:
  - i. 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.
  - ii. Special Inspection Reports - The Consultant will prepare Special Inspection Reports describing inspections conducted by the Consultant. Special Inspection Reports will be available to the City online in electronic format.
- B. Submit daily record of work and special inspection reports to City electronically.

### **2.3 Quantity Evaluation**

- A. Perform periodic evaluation of the quantity of work completed by the Contractor. This evaluation will be used to estimate the Contractor's progress and to determine appropriate Contractor payment.
- B. Submit quantity evaluation to City electronically.

### **2.4 Quality Assurance Materials Testing**

- A. Provide quality assurance materials testing for the Project in accordance with the Contract Documents.

- B. Use a combination of Consultant's certified personnel and the services of qualified materials testing and special inspection firm(s). The Consultant will receive copies of all inspection and testing reports and will provide copies of such reports to the City.
- C. The budget estimate for quality assurance materials testing is a not to exceed estimate of the cost to test materials based on an initial review of the Contract Documents and assuming the Contractor is performing more frequent quality control material testing. The budget may need to be adjusted to account for actual testing costs in excess of this amount. Materials testing and special inspection include:
  - i. Cement Stabilized Alluvium – The Consultant will obtain samples of aggregate and soil-cement mixes, as necessary, to determine applicable engineering properties of materials and conform to CSA testing conducting by the Contractor. The Consultant will observe and/or monitor weighing operations, volumetric feed calibrations, compaction equipment, dumping, and spreading operations, as well as, inspect construction joints and surfaces, finishing, and backfill to determine compliance with Project Specifications.
  - ii. Concrete - The Consultant will conduct concrete tests as set forth in the Contract Documents. The Consultant will verify reinforcing steel placement and cast concrete test cylinders. The test cylinders will be compression tested in accordance with the testing procedures outlined by the American Concrete Institute (ACI) unless specified otherwise.
  - iii. Earthwork - The Consultant will obtain samples of on-site and import soils and conduct laboratory testing as necessary to determine applicable engineering properties of materials and confirm soils testing conducted by the Contractor; observe fill placement and field test materials for moisture and density as necessary to determine compliance with project specifications.
- D. Submit inspection and testing reports to City electronically.

## **PROJECT SCHEDULE**

This Project is expected to have a duration of four (4) months from the Notice to Proceed (NTP).

## EXHIBIT B – FEE SCHEDULE

### **ESTIMATED MAN-HOURS AND COSTS**

<b>TASK DESCRIPTION</b>	<b>HOURS ESTIMATE</b>	<b>FEE ESTIMATE</b>
TASK 1 – CONSTRUCTION MANAGEMENT	220	\$34,699
TASK 2 – CONSTRUCTION INSPECTION	517	\$87,525
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	TOTAL	\$122,224

**Travel expenses included in fees above**

<b>EMPLOYEE CLASSIFICATION</b>	<b>HOURLY RATE</b>
Project Principal/Project Manager	\$230
Lead Project Professional	\$212
Project Engineer	\$150
Engineer	\$130
Construction Inspector	\$145
Technician	\$120
Document Processing/Clerical	\$97

	Man-Hours							Total Man-Hours Per Task	Labor Cost Per Task	Other Direct Costs			Total Other Direct Costs	Subconsultants	Subconsultants Markup (10%)	Fee Per Task
TASKS	Project Principal/Project Manager	Project Manager	Deputy Project Manager/Project Engineer	Engineer	Construction Inspector	Technician	Word Proc./ Clerical			Travel and Subsistence	Mileage	Printing				
Wash Stabilization Improvements Bid Package #1 (DR1010)																
Task 1 - Construction Management								220	\$32,899				\$1,800	\$0	\$0	\$34,699
1.1 Preconstruction Meeting	11		17		8		4	40	\$6,628	\$300			\$300		\$0	\$6,928
1.2 Project Management and Reporting	6		18	16			6	46	\$6,742				\$0		\$0	\$6,742
1.3 Baseline and Periodic Schedule Review	4		12					16	\$2,720				\$0		\$0	\$2,720
1.4 Periodic Progress Meetings	3		30				3	36	\$5,481	\$900			\$900		\$0	\$6,381
1.5 Change Order Assistance	2		2	4				8	\$1,280				\$0		\$0	\$1,280
1.6 Submittal Review	2		4	6				12	\$1,840				\$0		\$0	\$1,840
1.7 RFI Coordination	2		4	6				12	\$1,840				\$0		\$0	\$1,840
1.8 Contract Closeout	2		4	12		28	4	50	\$6,368	\$600			\$600		\$0	\$6,968
Task 2 - Construction Inspection								517	\$74,395				\$2,130	\$10,000	\$1,000	\$87,525
2.1 Inspection of the Work					450			450	\$65,250		\$2,130		\$2,130		\$0	\$67,380
2.2 Inspection Reporting	2		2	6			15	25	\$2,995				\$0		\$0	\$2,995
2.3 Quantity Evaluation					30			30	\$4,350				\$0		\$0	\$4,350
2.4 Quality Assurance Material Testing	2		2	8				12	\$1,800				\$0	\$10,000	\$1,000	\$12,800
Total Hours	36	0	95	58	488	28	32	737								
Hourly Rates	\$230	\$212	\$150	\$130	\$145	\$120	\$97									
Total Costs	\$8,280	\$0	\$14,250	\$7,540	\$70,760	\$3,360	\$3,104		\$107,294	\$1,800	\$2,130	\$0	\$3,930	\$10,000	\$1,000	\$122,224