

## **EXHIBIT “A” – SCOPE OF WORK**

### **TASK 1 – CONSTRUCTION ADMINISTRATION**

Consultant agrees to provide the following services:

Manage the construction contract of the Wash Stabilization Improvements Bid Package #2 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. The estimated overall construction duration is 120 days.

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

- 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.
- c. Provide written responses to engineering and technical questions.
- d. *Deliverable(s): Written meeting minutes and responses to engineering and technical questions – submitted 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) 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. *Deliverable(s): Monthly Summary Reports, along with the Consultant's invoice, on a monthly basis – submitted to City electronically.*

### **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 monthly updates to the baseline schedule to confirm progress is consistent with the approved Baseline and the current payment request.
- c. *Deliverable(s): Input on schedule – submitted 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 four (4) progress meetings at the project site. The Consultant's Construction Project Manager will attend up to twelve (12) weekly construction progress meetings by teleconference.
- b. Prepare meeting agendas prior to meetings and minutes after the meetings. Consultant will distribute among participants and stakeholders.
- c. *Deliverable(s): Meeting agendas and minutes – submitted to City electronically.*

### **Task 1.5: Change Order Assistance**

- a. Track all potential change orders, pending change orders, anticipated change orders with estimated cost and time impacts.
- b. Change order issues and correspondence will be channeled through the Consultant and addressed in accordance with the Contract Documents.
- c. Prepare and submit change order requests explaining the merits for the change and a recommendation for the City's approval and acceptance. The Consultant will 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. Each change order item will include a written evaluation.
- d. When requested by the City, the Consultant will provide engineering services, prepare drawings / sketches, specifications, and cost estimates in order to assist the City in negotiations with the Contractor. The Consultant will document / log the COR responses and each COR will include a written evaluation.
- e. For budget purposes, the Consultant assumes five (5) change items at two (2) hours each.
- f. *Deliverable(s): COR Assistance Documents – submitted to City electronically.*

### **Task 1.6: Review Shop Drawings**

- a. Document / log the submittals received and processed.
- b. 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.
- c. Return to Contractor any submittals found to be incomplete or illegible with appropriate comments describing reasons why the submittal was not reviewed.
- d. Perform technical review of submittals to determine conformance with Contract Documents.
- e. 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.
- f. For budget purposes, it is assumed that forty eight (45) submittals (i.e. 25 Division 0 and 1 submittals, 10 technical submittals, and 10 resubmittals) will be processed, with each requiring six (6) hours to review.
- g. *Deliverable(s): Shop Drawing Submittal Responses – submitted to City electronically.*

### **Task 1.7: Design Clarifications and Requests for Information (RFI)**

- a. Document / log the RFIs and clarifications received and processed.
- b. Process and respond to requests for information and clarifications in accordance with the Contract Documents.
- c. Respond to issues raised during construction regarding interpretation and clarification of the contractual, administrative, and technical requirements of the Contract Documents.
- d. For budget purposes, it is assumed that ten (10) RFIs will be processed, and on average, an RFI will require four (4) hours to answer.
- e. *Deliverable(s): RFI Responses – submitted to City electronically.*

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

- a. Manage the Substantial Completion and Final Acceptance processes as follows:
  - i. Substantial Completion - 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 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 - 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.
- b. *Deliverable(s): Substantial Completion Punchlist; Final Acceptance of Work Documents; As-Built Drawings – submitted to City electronically.*

## **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 half-time inspector for the Project to perform this task. The estimated construction duration is 120 days and it is assumed this inspector will be half-time on another City project for the entire 120 days.

### **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 to resolve construction-phase issues.

### **2.2 Inspection Reporting**

- a. Provide the following inspection report(s) to the City:
  - i. Daily Record of Work - Prepare Daily Record of Work reports describing work and work conditions observed by the Consultant. Consultant's Daily Record of Work will include photographic documentation of the work.
  - ii. Special Inspection Reports - Prepare Special Inspection Reports describing inspections conducted by the Consultant.
- b. *Deliverable(s): Daily Record of Work; Special Inspection Reports – submitted 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. *Deliverable(s): Quantity evaluation – submitted 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. Concrete – 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.
  - ii. Earthwork – 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. *Deliverable(s): Inspection and testing reports - submitted to City electronically.*

### **PROJECT SCHEDULE**

This Project is expected to have a duration of one hundred twenty (120) days from the Notice to Proceed (NTP).

## **EXHIBIT “B” – FEE SCHEDULE**

<b>TASK DESCRIPTION</b>	<b>HOURS ESTIMATE</b>	<b>FEE ESTIMATE</b>
TASK 1 – CONSTRUCTION ADMINISTRATION	554	\$85,854
TASK 2 – CONSTRUCTION INSPECTION	360	<hr/> \$64,746
TOTAL	914	\$150,600

**Travel expenses included in fees above**

<b>EMPLOYEE CLASSIFICATION</b>	<b>HOURLY RATE</b>
Project Principal	\$230
Project Manager	\$220
Project Engineer	\$206
Engineer	\$150
Staff Engineer	\$130
Inspector	\$145
Technician	\$120
Document Processing/Clerical	\$97