

EXHIBIT A
SCOPE OF WORK AND TIME SCHEDULE
LAKE HAVASU CITY WASTE WATER SYSTEM IMPROVEMENTS
ISLAND WWTP FEB – CONSTRUCTION SUPPORT SERVICES

The Services to be provided are for the improvements required at the Island Wastewater Treatment Plant for the replacement of existing earthen flow equalization basin with a concrete flow equalization basin (FEB), including the basin construction, site work, underground and above grade piping, electrical, instrumentation, odor control and other improvements noted on the Contract Documents (“Project”). These Services also include specialized assistance to the City for construction of basin, detailed reviews of and meetings in conjunction with the technical basin submittal packages, key site visits during basin construction periods, performance of quality assurance testing required for basin construction and assistance during initial start-up/commissioning of the flow equalization basin.

The following scope of services is based upon the City’s experience with similar projects and describes the anticipated tasks and level of effort anticipated for the construction phase of the Project. Quantities beyond those anticipated and identified below will be provided as additional services. All construction support services are proposed on an “as-needed” and “as-requested” time and materials basis. The City at their option may elect not to proceed with some or all of these tasks. Consultant will retain the design sub-consultants, as needed, to assist with the tasks noted below. The construction of the Project is anticipated to take 365 days (12 months).

I. SCOPE OF SERVICES

Project Services. Consultant agrees to perform professional services for the Project. The Services are described in the following subtasks:

TASK 1 – CONSTRUCTION SUPPORT SERVICES

Task 1.1 - Engineering Support Services.

This task includes engineering support services during the construction documents phase (bid phase) which could include answering questions, preparing addenda (one assumed), and attending a Pre-bid conference and site walk.

Task 1.2 - PM, Meetings and Site Visits.

This task involves Consultant providing traditional project management and coordination services with the City and Consultant’s subconsultants as required for a construction project of this nature. The following meetings are anticipated to be attended by Consultant. Consultant has assumed that the City and/or Contractor will organize and chair the meetings, including preparing agendas and meeting minutes.

- Pre-construction meeting - Consultant engineer will attend.
- Construction progress meetings - Consultant engineer will attend up to one (1) monthly meeting per duration of construction. It is anticipated there will be one (1) weekly meeting per each week but routine running on most.

- Project sequencing submittal - Consultant will review and discuss the Contractor's proposed sequencing and shutdowns for the Project with City.
- Site visits - Consultant will attend up to four (4) site visits when requested by the City, including during FEB construction and final Project acceptance periods.

Task 1.3 - Respond to Requests for Information and Design Clarifications.

Consultant will review and prepare responses for up to twenty-five (25) Requests for Information (RFI's) and/or design clarifications. Responses will be provided to the City in MS Word format for processing.

Task 1.4 - Shop Drawing Submittal Reviews and Meetings.

Consultant will review and provide written comments for up to fifty-five (55) initial shop drawings submittals and fifteen (15) re- submittals, including review of the submittals.

Task 1.5 - Field Change Reviews.

Consultant will review and provide information required to assist with potential field changes to the Project. Consultant assumes any proposed change orders will be prepared by the Contractor. Responses will be provided to the City for processing.

Task 1.6 - Construction management services.

Consultant will include contractor payment reviews, schedule of value reviews, and contract administration.

TASK 2 – AS-BUILT PREPARATION AND ADEQ AOC ASSISTANCE

Task 2.1 - As-Built Preparation Services.

Consultant will perform a final site visit to observe, record and verify as-built information required for preparation of the final City as-built drawings. Prepare electronic drawing files to reflect the as-built conditions recorded in the field and documented on the Contractor/City red-lines. The electronic files will be prepared utilizing the original design files in AutoCAD 2014.

Task 2.2. - ADEQ AOC Assistance.

Upon completion of construction of concrete FEB, the City, with assistance from the Consultant, will apply for and procure the ADEQ "Approval of Construction" certificate. Prior to receiving the "Approval of Construction," the City, with assistance from the Consultant, must submit for review and Engineer's Certificate of Completion (ECC), as-built drawings, and testing results that demonstrate conformance with the applicable ADEQ rules. Consultant will coordinate with and assist the City in reviewing testing results, developing the as-built drawings (Task A above) and preparing the ECC. Consultant "Engineer of Record" will sign the ECC when requested by the City. One (1) ADEQ AOC package is anticipated.

II. ADDITIONAL ENGINEERING SERVICES

If requested by the City, Consultant will provide the following Additional Services, beyond the Services included in Section I, Scope of Services:

- A. Attendance to additional meetings beyond those specifically identified in Section I, Scope of Services.
- B. Support for RFI's, shop drawing reviews and field change reviews beyond those specifically identified in Section I, Scope of Services.
- C. Furnish additional on-site project observation and field quality monitoring services during construction beyond those specified in Section I, Scope of Services.

III. SCHEDULE

The Services will commence upon receipt of an executed Agreement and will take approximately sixteen months to complete (through the completion of the construction of the Project).

**EXHIBIT B
FEE SCHEDULE
LAKE HAVASU CITY WASTE WATER SYSTEM IMPROVEMENTS
ISLAND WWTP FEB – CONSTRUCTION SUPPORT SERVICES**

TASK DESCRIPTION	HOURS ESTIMATE	FEE ESTIMATE
Task 1 – Construction Support Services	855	\$180,969
Task 2 – As-Built Preparation and ADEQ AOC Assistance	296	\$53,808
SUBTOTAL BASE SERVICES	1,151	\$234,777
Additional Engineering Services (Requires Authorization)	--	\$20,000
TOTAL		\$254,777

Travel expenses included in fees above

EMPLOYEE CLASSIFICATION	HOURLY RATE
Project Principal	\$230
Project Manager	\$220
Lead Project Professional (Lead Discipline Engineer)	\$220
Project Engineer	\$206
Professional	\$150
Staff Professional	\$130
Inspector	\$145
Technician	\$120
Document Processing / Clerical	\$97