



ATTACHMENT A – SCOPE OF SERVICES

Purpose

The purpose of this Scope of Services is to authorize and direct CONSULTANT (Ardurra Group) to provide professional services relating to the design of the proposed sanitary sewer upgrades for the Hicks Water Treatment Plant Filter 4 Rehabilitation project.

Scope of Services

The Filter 4 Rehabilitation project will be limited to replacement of the existing underdrain system and filter media for **both bays** of Filter 4 at the Hicks Water Treatment Plant. Provisions for minor structural repairs will be included, but CONSULTANT has assumed, based on visual inspection, that the filter is not experiencing major structural issues. Anthracite media will be purchased directly from CITY's existing sole source provider, UNIFILT. Proposed underdrain system shall be replaced in-kind with the Leopold Type S block system with IMS 200 cap. Sand media will be open bid.

The CITY has requested an expedited schedule on the preparation of these design documents, and CONSULTANT aims to accommodate this request with bid documents being issued by the end of August 2023. Based on this schedule, a single deliverable is proposed by CONSULTANT to be presented to the client at the 90% design phase. Following review and approval of CONSULTANT's proposed 90% design, CONSULTANT will proceed directly to the preparation of bid documents.

The scope of services for this project includes the following:

Task 1 – Project Management

Project Management services shall include coordination of the project team, communications and meetings with CITY staff, and monitoring schedule and budget. Services also include preparation of invoices and monthly progress reports.

Task 2 - Engineering Design (90% Delivery)

Design and Engineering Services will include services related to preparing construction drawings and technical specifications setting forth the size and character of the project as well as the requirements for its installation. The following services are included:

- a. Prepare construction drawings and technical specifications.
- b. Conduct a 90% design review/progress meeting.
- c. Perform QA/QC of the construction drawings and technical specifications by Senior Engineer not involved in the project.
- d. Update the preliminary opinion of probable cost and preliminary schedule at 90% design.



Task 3 – Bid Phase Services

CONSULTANT will support all phases of this project, including bid phase services through Augusta Procurement. CONSULTANT will prepare final bid documents based upon comments from the 90% Delivery review received from CITY. CONSULTANT will deliver bid documents, including plans and technical specifications, on a jump drive in PDF format. CITY will assemble and distribute bidding documents to contractors and will assemble contract documents for execution.

CONSULTANT will attend pre-bid meeting and the bid opening. CONSULTANT will develop a bid form and related bid documents as requested, assisting CITY in obtaining bids, addressing technical questions raised by prospective bidders and suppliers, issuance of all instructions and addenda, and recommendation of contract award.

Task 4 – Construction Administration Services

Construction Administration Services will include general consultation and advice regarding construction activities, attending a preconstruction conference, attending monthly construction progress meetings, and attending a final inspection for substantial completion.

CONSULTANT will provide request for information (RFI) reviews, field change reviews, pay request review, and conducting final inspections for substantial completion as may be required of the CONSULTANT by the CITY. At the conclusion of the project, development of as-built documents including the contractor's redline information in the drawings to document changes that occurred in the field.

A material delivery lead time is estimated to be up to 7 months. Following delivery of materials, a 5-month construction period is contemplated.

Quality Assurance / Quality Control (QA/QC)

Quality Assurance/Quality Control (QA/QC) is a continual process that begins with the Design Phase Notice-To-Proceed (NTP), continues through project closeout, and includes participation from all project stakeholders. CONSULTANT will provide continual constructability/operability, QA/QC and value engineering reviews done by CONSULTANT staff at all design stages with CITY staff and other stakeholders.

Services Not Included

Permitting Services are not part of CONSULTANT's work and may be performed on an as needed basis with compensation being invoiced on a Cost-Plus basis.



ATTACHMENT B - COMPENSATION

The CITY shall compensate the CONSULTANT for services, which have been authorized by the CITY under the terms of this Agreement.

The CONSULTANT may submit to the CITY a monthly invoice, in a form acceptable to the CITY and accompanied by all support documentation requested by the CITY, for payment for the services, which were completed during the billing period. The CITY shall review for approval said invoices. The CITY shall have the right to reject payment of any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined solely by the CITY, are unreasonably in excess of the actual phase of completion of each phase. The CITY shall pay each such invoice or portion thereof as approved, provided that the approval or payment of any such invoice shall not be considered to be evidence of performance by the CONSULTANT to the point indicated by such invoice, or of receipt of acceptance by the CITY of the service covered by such invoice. The CITY shall pay any undisputed items contained in such invoices.

Each invoice shall be accompanied by a letter progress report describing the total work accomplished for each phase and any problems, which have been encountered, which may inhibit execution of the work. The CONSULTANT shall also submit an accurate updated schedule, and an itemized description of the percentage of total work completed for each phase during the billing period.

When the CITY authorizes the CONSULTANT to proceed with the work authorized in a Task Order, it agrees to pay the CONSULTANT for work completed, on a lump sum percent complete basis.

Overtime may be performed at the discretion of the CONSULTANT, but the premium time portion of the overtime will not be billed to the CITY unless the CONSULTANT has requested acceleration of the scheduled work in writing.



Fee Schedule for Hicks WTP Filter 4 Rehabilitation		
Project Phases	Unit	Unit Cost
Task 1 - Project Management	Lump Sum	\$6,700
Task 2 - Engineering Design	Lump Sum	\$28,000
Task 3 - Bid Phase Services	Lump Sum	\$14,600
Task 4 - Construction Administration Services	Lump Sum	\$25,700
Other Direct Costs		\$2,000
TOTAL		\$77,000



ATTACHMENT C - LISTING OF KEY PERSONNEL

CONSULTANT shall provide qualified personnel to perform its work. The list of key personnel below, including a designated Program Manager will not change or be reassigned without the written approval of the CITY. Those personnel committed for this work are as follows:

Jeff Duplantis, PE, Project Mgr		
Aaron Baird, PE, Design Mgr		
Joe Downey, PE, QA/QC		
Donald Phillips, PE, QA/QC		