

Exhibit A

Buschmann Road and Ranchette Drive Reconstruction Project Phase 2B Breezy Point, MN

I. Scope of Services

1. FINAL DESIGN, PLANS, SPECIFICATIONS, AND UTILITY COORDINATION

A. Project Management

- 1) *General Coordination.*
- 2) *Progress reports, invoices, and billing.*
- 3) *Quality control/quality assurance.*

B. Additional Private Utility Owner (GSOC) Coordination

- 1) *Coordination with onsite general contractor and utility contractor on utility relocations.*
- 2) *Two-dimensional surface features survey of all subsurface utilities.*
- 3) *Determine conflict points between planned construction and existing/planned private utilities.*

C. GSOC Meeting (assumed 2)

D. Plans

- 1) *Title Sheet.*
- 2) *General Layout.*
- 3) *Statement of Quantities/Notes.*
- 4) *Construction Details.*
- 5) *Standard Drawings.*
- 6) *Miscellaneous Details.*
- 7) *Construction Plans (removals, plan and profile, utility, traffic control, ADA).*
- 8) *Stormwater Pollution and Prevention Plan (SWPPP).*
- 9) *Cross Sections.*

E. Project Manual (specifications, general and special provisions, contract documents)

F. Design Meetings with City Staff

- 1) *60% Design Meeting.*
- 2) *90% Design Meeting.*
- 3) *Final Design/Pre-Bid Meeting.*

G. QA/QC Plan Reviews

H. Constructability Review

I. Permits

- 1) *Apply and obtain necessary federal, state, and local permits.*
- 2) *Technical Advisory Panel (TEP) meeting*

Deliverables

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities.
- Utility conflict plans.
- Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2)
- Construction drawings (60%, 90%, and 100%).
- Draft and final project manual and specifications.
- Meeting agenda, meeting minutes, and summary memos for design meetings.
- Constructability review memo.
- QA/QC plan review checklist.
- TEP meeting minutes.
- Permits – USACE Section 404 and Wetland Conservation Act.

2. FINAL CONSTRUCTION COST ESTIMATE

- A. Project Management
- 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*

 - 4) Engineers Opinion of Probable Cost

Deliverables

- Engineer's opinion of probable cost in excel format with finding groups.

3. ADDITIONAL PUBLIC ENGAGEMENT

- A. Project Management
- 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Owner and Stakeholder Meetings
- 1) *City Council Meetings (assumed 5)*
 - 2) *Stakeholder ID and Engagement Plan Update*
 - 3) *Maintain Project Website and Update*
 - 4) *Project Fact Sheet and Q&A Update*
 - 5) *In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)*
 - 6) *Open House (Two, 3-hr meeting, drive and prep)*

Deliverables

- Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary).
- Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination).
- Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations).

4. PROJECT BIDDING

- A. Project Management
- 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Bidding and Award
- 1) *Schedule bid opening time, date, and location.*
 - 2) *Prepare notices and publications.*
 - 3) *Answer questions during bid phase.*
 - 4) *Prepare bid tabulations.*
 - 5) *Prepare award recommendation.*
 - 6) *City Council Meeting (award recommendation).*
 - 7) *Contracts, bonds, and insurance.*

Deliverables

- Notices and publications.
- Summary of Q & A during bidding.
- Bid tabulations.
- Award recommendation.
- Executed contracts, bonds, and insurance.

5. PLAT SURVEY

- A. Project Management
- 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*

B. Prepare Final Right of Way Plat and Legal Descriptions

Deliverables

- Final plat survey.

II. Compensation

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$192,370.

| | |
|---|-----------|
| Final Design, Plans, Specifications, and Utility Coordination | \$131,084 |
| Final Construction Cost Estimate..... | \$9,342 |
| Additional Public Engagement | \$24,333 |
| Project Bidding..... | \$5,904 |

TOTAL..... \$170,663

III. Assumptions

1. Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
2. Assumes two public open houses around 60% and 90% plans. Assumes attendance at 5 City Council meetings.
3. Assumes attendance at 1 City Council meeting.