
EXHIBIT A - SCOPE OF WORK**CITY OF CAMAS
SUNNINGDALE GARDENS PUMP STATION R&R CM
MARCH 2022**

Proposed Scope of Work

Grayling Engineers (Grayling) has developed the following scope of work for the City of Camas (City) for the Sunningdale Gardens Pump Station Repair and Rehabilitation (R&R) project. Installed in 1996, the Sunningdale Gardens Pump Station is a sanitary pump station serving the Sunningdale Gardens subdivision. The pump station is located within a residential neighborhood at 4042 NW Dahlia Loop Camas, WA 98607.

The goal of the project is to rehabilitate and upgrade the mechanical and electrical equipment at this existing pump station. This scope of work is for construction phase services.

Task 1 – Project Management

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Task 2 – Construction Services

This task consists of professional engineering services during construction. Work within this task is further divided into subtasks as described below.

Subtask 2.1 - Construction Management

Grayling will assist the City with administering the construction contract. Work includes the following:

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- Reviewing insurance and bidder responsibility criteria documentation.
 - Issuing Notice to Proceed (NTP) to the contractor.
 - Scheduling and attending a pre-construction meeting with City, contractor, and subconsultants.
 - Reviewing product submittals from the contractor.
 - Schedule weekly phone meetings with the City and the contractor to monitor progress.
 - Reviewing pay applications and making recommendations for payment.
 - Reviewing and responding to RFIs.
 - Maintain submittal and RFI log.
 - Prepare meeting agendas and summaries.

Assumptions

- Construction is anticipated to last 16 weeks.
- 96 hours have been allocated for this task.
- The contractor will submit 5 payment applications.

Deliverables

- Letters, meeting agendas and summaries, and reviewed submittals as described above.

Subtask 2.2 - Construction Observation

Grayling will perform periodic site visits during the course of construction and at milestones to observe and document the work, monitoring the contractor's compliance and conformance with the contract documents. For budgeting purposes, sixteen (16) site visits are assumed. Anticipated milestones are as follows:

- Establishment of bypass pumping activities,
- Prior to wet well coating,
- Prior to pipe coating activities,
- Pump station commissioning and start-up,
- Pre-final walkthrough for substantial completion,
- Final walkthrough for project closeout.

Work not in compliance with the contract documents will be brought to the contractor's attention. Observation reports documenting site visits and communications with the contractor will be prepared and submitted to the City.

Assumptions

- Day-to-day observation and contractor coordination will be handled by the City.
- Commissioning and start-up will take place in two days.
- Additional site visits may be made upon written approval from the City.

Deliverables

- Observation reports
- Pre-final walkthrough letter with punchlist
- Final walkthrough letter

Subtask 2.3 - Record Drawings and O&M Manual

Grayling will prepare record drawings documenting final conditions following construction. Items include the following:

- Final elevations and measurements of the installed structures and facilities.
- Any changes made to pipe material, slope, length of pipe, finished grade, etc.

Grayling will assemble an Operations and Maintenance (O&M) Manual for City review. A hard copy and electronic copy of the manual will be provided to the City.

Assumptions

- The contractor will document changes and provide as-built drawings to Grayling.
- The contractor will submit individual O&M manuals for the equipment supplied as required under Special Provision 1-05.8(2).
- Mylar copies are not required.

Deliverables

- Two (2) hard copies of record drawings delivered to the City.
- One (1) hard copy of the O&M Manual.
- Electronic copy of record drawings and O&M Manual.

Task 3 – Subconsultant Services

Grayling will subcontract with R&W Engineering for electrical engineering. The following subtasks summarize the subcontractor's scope of work.

Subtask 3.1 - Electrical Engineering

R&W Engineering will provide electrical engineering services during construction. A list of services is provided below.

- Attend (1) pre-construction meeting, if requested.
- Review electrical system submittals. Our budget is based on (1) original submittal and up to (2) resubmittals.
- Answer contractor's electrical questions/RFIs. Our budget is based on a maximum of (10) electrical RFIs/RFC's during the construction phase.

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- Help prepare electrical-related change orders (COs). Our budget is based on the preparation of up to (2) change order requests.
 - Provide up to (2) site visits during construction to review construction progress and answer contractor questions. These site visits are outside of the final walk-through site visit.
 - Attend a final project walk-through and prepare an electrical punch list for contractor corrections.
 - Review electrical portions of contractor O&M Manuals. Our budget is based on (1) original O&M Manual submittal and (1) resubmittal.
 - Prepare electrical record drawings after construction is complete. Provide electronic copies of record drawings in AutoCAD and PDF format.

Assumptions

- Meetings are assumed to be 2-hours in length.
- All equipment commissioning and programming will be provided by others.
- Electrical submittal review budget is based on receiving the original electrical submittal(s) in no more than two, separate packages. “Piece-meal” submittals take longer to review and may require an additional fee.
- Any required additional time for items in excess of the above assumptions for Contractor questions, RFI’s/RFC’s, CO’s, and submittal reviews (including O&M’s) may require additional fee.
- Record drawings will be created based on red-line marked-up (“as-built”) drawings from the contractor. If no red-lines are provided, it will be assumed that no deviations from the design drawings were constructed.
- Programming of PLC, OIT and/or SCADA modifications are not included. R&W Engineering can provide these services, if desired. A separate proposal/fee can be provided, if these services are requested.

Deliverables

- Letters, meeting agendas and summaries, and reviewed submittals as described above.

Subtask 3.2 - Structural Engineering

Otak to provide calculations and hand sketches for a concrete slab for anchoring a new 50kW diesel generator at the Sunningdale Gardens Pump Station. During construction, Otak will review contractor’s generator submittal and provide stamped calculations and hand sketches for seismic anchorage of the selected unit.

Assumptions

- Grayling to incorporate the slab details into their plan sheets.
- Only one review and one analysis is required for anchorage design.

Deliverables

- Design sketches.
- Reviewed submittals.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$75,835**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in March of 2022 and be substantially completed by December 31, 2022. Outlined below is a schedule of the anticipated project milestones.