

# EXHIBIT A

## SCOPE OF WORK

### LACAMAS MEADOWS FORCE MAIN REPLACEMENT AND PUMP STATION ODOR CONTROL DESIGN UPDATES AND CONSTRUCTION SUPPORT CITY OF CAMAS

## Project Understanding

In February 2024, the City of Camas (Owner) executed a Professional Services Agreement with Consor North America, Inc. (Consultant) for Design and Bid Phase services supporting the Lacamas Meadows Force Main Replacement project. With bids opened in April and construction to begin in June 2026, the Owner requests the Consultant provide Construction Phase Services assistance for the project as outlined in this scope of work. This scope of work also includes supplemental revisions to the final Design and Bid Documents.

## Scope of Services

Consultant will perform the following services..

### Task 1 - Project Management

#### Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

#### Activities

##### *1.1 Project Management & Administration*

Perform general administration and project management throughout the project construction phase to provide successful completion of all tasks and elements of the project within the established scope, schedule, and budget.

##### *1.2 Invoices / Status Reporting*

Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.

Monthly status reports to accompany each invoice, including progress report with description of work completed. Reports will also include milestone updates, cumulative expenditures, budget remaining, and percent complete by task.

## Assumptions

- Project construction support is anticipated to be five (5) months; therefore, it is assumed that there will be up to five (5) progress payments/status reports.

## Deliverables

- Consultant shall deliver to the City a monthly invoice and status report covering:
  - Work on the project performed during the previous month.
  - Meetings attended.
  - Potential impacts to submittal dates, budget shortfalls or optional services.

## Task 2 – Final Design Updates

### 2.1 Final Design Updates

Preparation of the Final Design and Bid Documents included plan and specification revisions to reflect revisions to the box culvert crossing and overall pipe material and existing force main connection revisions.

## Task 3 – Construction Phase Services

### Objective

Provide engineering services during construction to assist the Owner's Representative with contract administration, submittal review, construction engineering, supplemental construction observation, and project closeout assistance. The intent is to ensure the Work is completed in accordance with the contract documents and satisfies permit requirements.

### Activities

#### 3.1 Construction Contract Administration Support

Assist the Owner's Representative with construction administration duties. Anticipated activities include phone check-ins and/or email correspondence with Owner's Representative.

#### 3.2 Pre-Construction Meeting

Review pre-construction conference meeting agenda prepared by the City and attend meeting.

#### 3.3 Submittal Review

Receive, review, and log Contractor submittals and shop drawings for the force main and pump station odor control improvements for conformance to the design requirements of the project. Provide draft review comments to Owner for substitute and "or-equal" items proposed for use by Contractor. Maintain submittal log and provide updates to the Owner and Contractor.

#### 3.4 Construction Engineering

Respond to Contractor Requests for Information (RFIs) and issue necessary clarifications or interpretations of the contract documents. Review Contractor utility pothole data and prepare force main alignment revisions as required. Review and comment on contractor requests for change orders.

### *3.5 Supplemental Construction Observation*

Consultant will provide targeted supplemental construction observation and prepare observation reports after each visit. Copies of the reports will be provided to the Owner. Site visits and observations by the Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work, but limited to spot checking, selective sampling, and similar methods of general observation of the work. Consultant does not assume responsibility for the means and methods of construction selected by the Contractor nor for any failure to furnish and perform the work in accordance with the Contract Documents. Based on information obtained during such visits and observations, Consultant shall determine in general if Contractor's work is proceeding in accordance with the Contract Documents, and keep the Owner informed of the progress of the work.

### *3.6 Final Inspection*

Perform an inspection at substantial completion and prepare a punch list. Owner to coordinate completion of punch list items and certify project acceptance.

### *3.7 Record Drawings*

Prepare and provide to the Owner record drawings representative of the "as constructed" work based on Contractor and Owner inspector redline drawings. Record drawings shall be provided to the Owner in digital format.

## **Assumptions**

- Budget for Subtask 3.1 assumes up to six (6) construction check-in Teams meetings not attended under Subtask 3.5 supplemental construction observation visits.
- Budget for Subtask 3.3 assumes up to fourteen (14) submittals and two (2) resubmittals (total of sixteen [16] submittals) will be reviewed.
- Budget for Subtask 3.4 assumes up to four (4) RFI responses and two (2) change order requests will be submitted.
- Budget for Subtask 3.5 assumes up to four (4) construction observation visits will be performed by the Consultant. The budget assumes six hours for each visit to account for travel time, on-site inspection, and reporting.
- Hours are estimated as an average over the contract duration. The actual time required to perform the tasks included depends on Contractor competency, changed conditions, Owner staff availability and/or permitting agency requirements. If it appears that additional time will be needed to continue services through project completion, the Owner will be notified immediately.

## **Deliverables**

- Monthly invoices and progress reports.
- Submittal review comments and maintain submittal log.
- Responses to Contractor RFIs and maintain RFI log.
- Construction observation reports.

- Substantial completion punch list.
- Record Drawings.

## Owner-Provided Services

- Owner will provide a qualified construction inspector and project manager to be the Owner's representatives and serve as the primary daily contact for the Contractor and the Consultant.
- Owner will provide primary observations for erosion control, traffic control, site cleanup and security, right of way permit compliance, and force main / pump station odor control utility construction, testing, and pavement restoration.
- Owner will coordinate all required construction meetings and prepare meeting agendas and summaries.
- Owner will monitor and address issues related to cost and/or schedule, tracking contract time, monthly review of construction progress relative to the schedule, preparation of all required change orders, review of monthly progress payments, and compliance with Contractor BOLI submittals.
- Coordinate and pay for all third party inspections as required.

## Budget

Consultant proposes to perform the Scope of Services on a time and expenses basis with a total not to exceed amount of \$57,124 (Attachment A) in accordance with the firm's current standard Schedule of Charges in effect at the time the work is performed (Attachment B).