

City of Camas

**Task Order 7  
Construction Phase Services**

**Exhibit A - Scope of Services**

**March 2025**



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## Exhibit A – Scope of Services

### Background

In the winter of 2025, HDR (Consultant) completed the design for the UV Disinfection Improvements project for the City of Camas (City). The design includes replacing the existing UV disinfection system, replacing grit classifiers, replacing and relocating the existing backup generator, replacing two aeration blowers, installing a centrifuge dewatering unit, and installing new HVAC units for the existing Equipment Building.

## Task 100 Coordination and Project Management

### Objective:

Consultant will monitor the project team's work including subconsultants; coordinate with City staff; monitor scope, schedule, and budget; and provide monthly status reporting, accounting, and invoicing services.

### Consultant Services:

1. Prepare a Project Management Plan outlining the scope, team organization, schedule, safety, and communications information.
2. Coordinate and manage the project team.
3. Coordinate and manage project subconsultants.
4. Prepare monthly status reports describing the following:
  - a. Services completed during the month.
  - b. Services planned for the next month.
  - c. Needs for additional information.
  - d. Scope/schedule/budget status.
  - e. Schedule update and financial status summary.
5. Prepare monthly invoices formatted in accordance with contract terms.
6. Project Manager will have project management meetings with the client Project Manager to review project scope, schedule, and budget.

### City Responsibilities:

1. Attend project management meetings.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

### Assumptions:

1. The project duration is assumed to be 20 months for construction.
2. One project management meeting will be held per month, with 1.5 hours of Consultant's project manager time budgeted for each meeting (includes preparation, attendance, follow-up, and

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notes). Meetings will be held on a web-based platform. Meeting duration is assumed to be 30 minutes, one Consultant staff member attending.

3. Invoices will be Consultant standard invoice format.

### **Deliverables:**

1. Monthly reports and invoices (one copy with invoice can be mailed or e-mailed PDF file).
2. Monthly project schedule and budget updates included with invoice.
3. Project management meeting agenda and notes (e-mailed PDF files).

## **Task 200 Engineering Support during Construction**

### **Objective:**

Consultant shall furnish a Project Manager and City approved field staff to administer the construction contract and observe construction of the project. Consultant will administer the contract in accordance with the terms and conditions of the Contract.

### **Consultant Services:**

#### **Engineering Support during Construction**

1. *Schedule of Values Review*: Compare Contractor's Schedule of Values (cost breakdown) to Engineer's Opinion of Probable Construction Cost to establish a reasonably balanced distribution of costs to the various elements of the total construction and serve as a basis for progress payments and determination of cost impact of changes.
2. *Submittal Review*: Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, results of tests and inspections, and other data the Contractor is required to submit. These shall be reviewed for conformance to the project design intent and compliance with the information in the Contract Documents.
3. *Request for Information (RFI)*: Provide responses to questions by the Contractor on the drawings, specifications, or other Contract documents.
4. *Change Proposal Requests*: Provide coordination and review to identify the need for changes to Work consistent with the design intent which require changes in Contract Price and/or Contract Time.
5. *Work Change Directives*: Provide a directive to Contractor when fair and reasonable pricing for a change item cannot be negotiated or when a change item is critical to the project schedule.
6. *Change Orders*: Coordinate the combining of change documentation into Change Orders for execution by Contractor and City.
7. *Pre-Construction Conference*: Attend a Pre-Construction Conference with the City and Contractor to:
  - a. Establish a working understanding among parties of the Work
  - b. Discuss the construction schedule and activities
  - c. Discuss the schedule of submittals
  - d. Discuss the schedule of values

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- e. Discuss procedures for handling shop drawings and other submittals
  - f. Discuss procedures for processing applications for payment
  - g. Discuss requirements for maintaining records
  - h. Discuss impacts to existing utilities
  - i. Establish dates for substantial and final completion
  - j. Discuss other Contract Document requirements
8. *Document Management System (DMS)*: Maintain an internal electronic DMS for receiving, logging, and tracking project electronic files. Electronic files to be included are field reports of project activities, digital photographs, audio recordings of meetings and conferences, meeting summary notes, material testing logs, work deficiency checklists, contractor payment certifications, submittals, RFIs, schedules, Field Orders, Change Proposal Requests, Work Change Directives, Change Orders, and correspondence between Consultant, Contractor, utility companies/agencies, other parties, and City.

### **Client Responsibilities:**

1. Attend initial construction conferences, construction progress and other job related meetings, and Substantial Completion and final payment inspections.
2. Review and authorize issuance of Change Proposal Requests, Work Change Directives, and Change Orders.

### **Assumptions:**

1. Submittal Review
  - a. Contractor will prepare a listing of submittals and dates of expected submittals, coordinated with supply contract schedules to allow adequate time for review, resubmittal, and review to meet the construction schedule. If Contractor fails to provide the submittal schedule and/or does not provide documents in accordance with the schedule, Consultant may be provided with additional time to review the submittal.
  - b. Consultant will not review or comment on submittals related to temporary items and construction aides such as shoring, formwork, and dewatering. Receipt of these submittals is to confirm compliance with the contract requirements for submittal only and Consultant will not review for the content, compliance, or calculations. Consultant is not responsible for the content of the submittal.
  - c. Consultant has not included staff or subconsultants to review geotechnical and hazardous material issues that may arise during construction other than the materials testing described in Task 600.
  - d. Reviews of requests for substitution are not included in this scope. If submitted by Contractor, the request will be sent to City for approval to proceed with review. Consultant's time to process, review, and respond to request will be billed to City as a separate, out-of-scope activity from which City can, at its direction, deduct the amount from Contractor's payment application(s).
  - e. Actual review time may vary depending on the complexity of the shop drawing or submittal. It is estimated that, on average, each submittal item will take 4 hours of Consultant team

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member time to review and process and each re-submittal item will take 2 hours of Consultant team member time to review and process. Budget is based on 103 shop drawings or submittals (number derived from specifications) and 69 re-submittal events.

- f. If a submittal is determined incomplete when compared to requirements in Specification Section 01 33 00 – Submittals, it will be rejected.
  - g. Submittal reviews following one re-submittal will be billed to City as a separate, out-of-scope activity from which City can, at its discretion, deduct the amount from Contractor's payment application(s).
- 2. Request for Information
  - a. Consultant's review of RFIs regarding the design will be advisory and complementary to the design intent.
  - b. The fee for this sub-task is based on receiving and responding to up to 90 RFIs.
  - c. Actual review and response time may vary depending upon clarity and complexity of the RFI. It is estimated that, on average, it will take 2 hours of Consultant team member time to review and respond to each RFI.
- 3. Change Proposal Requests
  - a. Negotiations between Consultant and Contractor are not binding until accepted by the City.
  - b. The fee for this sub-task is based on preparing, processing, and negotiating pricing of 15 Change Proposal Requests.
  - c. Actual preparation, processing, and negotiating time may vary depending on the complexity of the Change Proposal Requests. It is estimated that, on average, it will take 6 hours of Consultant team member time to prepare, process, and negotiate pricing for each Change Proposal Request.
- 4. Work Change Directives
  - a. The fee for this task is based on preparing and processing 20 Work Change Directives.
  - b. Actual preparation, processing, and review time may vary depending upon the complexity of the Change Directive. On average, it is estimated that it will take 2 hours of Consultant team member time to prepare, process, and review each Change Directive.
- 5. Change Orders
  - a. City has the sole responsibility to authorize all changes to the construction contract.
  - b. The fee for this task is based on preparing and processing 11 Change Orders – one every other month through substantial completion and one finalizing Change Order. Actual preparation and processing response time may vary depending on the complexity of the Change Order. It is estimated that, on average, it will take 6 hours of Consultant team member time to prepare and process each Change Order.
  - c. City will provide Consultant with copies of the fully executed Change Order after signed by City and Contractor.
- 6. Pre-Construction Conference
  - a. Pre-Construction Conference will occur at City conference facility.



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- b. Up to 10 hard copies of the Pre-Construction Conference agenda will be furnished by the Consultant.
  - c. Consultant has budgeted 10 hours for two Consultant staff members for preparation, attendance, and meeting note preparation.
7. Document Management System
- a. Consultant will use Consultant's Newforma and Bentley ProjectWise for its DMS.
  - b. Consultant will not maintain a hard copy of documentation in addition to the DMS.
  - c. It is estimated that, on average, it will take 5 hours per week of Consultant team member time to maintain the DMS.
  - d. Consultant will provide City read access to the DMS.
8. Additional or extended services will be provided under a separate negotiated contract amendment if necessary due to circumstances beyond Consultant control.

### **Deliverables:**

- 1. Submittal Review
  - a. Contractor's approved Shop Drawing Submittal Schedule transmitted to City and design team members via e-mail in PDF format.
  - b. Assembled comment sheets in each submittal file in the DMS.
  - c. Shop drawing responses transmitted to Contractor and City via e-mail in PDF format.
- 2. Request for Information
  - a. Response supporting information filed in the DMS.
  - b. RFI responses transmitted to Contractor and City via e-mail in PDF format.
- 3. Change Order Proposal Requests
  - a. Change Order Proposal supporting information filed in the DMS.
  - b. Change Order Proposal transmitted to Contractor and City via e-mail in PDF format.
  - c. Engineer's Decision transmitted to Contractor and City via e-mail in PDF format.
- 4. Work Change Directives
  - a. Change Directive supporting information filed in the DMS.
  - b. Work Change Directives transmitted to Contractor and City via e-mail in PDF format.
- 5. Change Orders
  - a. Change Order supporting information filed in the DMS.
  - b. Change Order, including supporting information for each Change Order, transmitted to Contractor and City via e-mail in PDF format.
- 6. Pre-Construction Conference
  - a. Draft Pre-Construction Conference agenda transmitted to City and Contractor via e-mail in PDF format.

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- b. Final Pre-Construction Conference agenda transmitted to City and Contractor via e-mail in PDF format and hard copies delivered at conference.
  - c. Pre-Construction Conference notes transmitted to City and Contractor via e-mail in PDF format and filed in the DMS.
7. Document Management System
- a. Filing system index transmitted to City via e-mail in PDF format, if requested.
  - b. Tracking logs for shop drawing transmittals, Requests for Information, Field Orders, Change Proposal Requests, Change Orders, and work deficiency checklists transmitted to City and Contractor via e-mail in PDF format.

## **Task 300 Field Services**

### **Objective:**

Determine substantial conformance of the completed construction with the requirements of the Contract Documents through observation of the Work.

### **Consultant Services:**

This task includes services related to providing observation of field activities. Specific activities conducted by Consultant will include the following:

### **Construction Observation and Administration**

1. Provide general observation including:
  - a. Observe, record, and report Contractor's daily work progress to determine the Work observed is in general conformance with the requirements of the Contract Documents for work associated with the project.
  - b. Document activities observed noting deficiencies and issues requiring resolution. Maintain work deficiency log in the DMS.
  - c. Create daily field reports defining specified work completed, Contractor work force figures, progress made on the controlling activity established by the approved construction schedule, job site visitors, and weather conditions.
  - d. Review approved shop drawings and apply them when conducting of observations.
  - e. Photograph construction to document progress or deficiencies, and log photos in the DMS.
  - f. Monitor the prequalification of soils and concrete materials, and coordinate in-place moisture and density testing and the sampling and testing of concrete (see Task 600).
  - g. Observe and document pressure testing of interior and exterior piping systems.
  - h. Review tagging of equipment to verify conformance with approved registers for equipment, valves, and other items designated to be tagged by the Contract Documents.
  - i. Coordinate training activities between Contractor and City.
2. Conduct or coordinate specified inspections and document results.

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3. Notify Contractor when written verification from the Materials Testing subconsultant representative has been obtained stating that acceptable subgrade preparation is provided for structures and ready to receive concrete for foundations and structural slabs on grade.
  4. Review stored materials and/or equipment for Contractor payment quantity determination and to verify that equipment and/or materials are adequately protected until installed. Consultant will notify Contractor if additional measures are required to protect the equipment.
  5. Develop and provide Contractor with an ongoing list of items requiring correction to encourage correction of noted construction deficiencies, including:
    - a. Monitor and document construction throughout project duration and identify deficient items.
    - b. Provide Contractor with an updated list of non-conforming items at construction progress meetings.
    - c. As deficiencies are corrected, revise the list by indicating corrected status.
    - d. Use the deficiencies list to aid in identifying appropriate retainage amounts near project completion.
    - e. Issue Non-Conformance Reports for deficiencies not being acknowledged or addressed by Contractor with corrective measures or corrective action plans.
  6. *Contractor's Application for Payment Review:* Review draft application for payment in comparison to progress of the work. Make notations of deficient work not recommended for payment until corrected; delete payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; reduce value for partially completed items claimed as complete.
  7. *Contractor's Baseline Schedule and Updates Review:* Review Contractor's Baseline Schedule in accordance with Contract Documents. Review Contractor's monthly schedule updates in accordance with Contract Documents. Provide comments to Contractor through the Shop Drawing process.
  8. *Field Orders:* Provide coordination and review to identify the need for minor changes in the Work consistent with the design intent which do not require a change in Contract Time or Contract Price.
  9. *Weekly Construction Meetings:* Conduct weekly construction meetings with the Contractor's representative(s) and City's representative to assist in implementing the construction process. Prepare and e-mail agendas before the meetings and meeting notes after the meetings. Project Engineer and other design personnel will participate in the meetings by teleconference as necessary.

#### **Client Responsibilities:**

1. Attend initial construction conferences, design and construction progress and other job related meetings, and Substantial Completion and final payment inspections.
2. Provide Consultant with the findings and reports generated by the entities providing laboratory, inspection, or monitoring services other than those being provided by Consultant.
3. Additional or extended services will be provided under a separate negotiated contract amendment if necessary due to circumstances beyond Consultant control.

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## Assumptions:

1. Consultant's observation of the work performed under the construction contract shall not relieve Contractor from responsibility for performing work in accordance with applicable contract documents.
2. Consultant shall not control or have charge of, and shall not be responsible for construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction.
3. Consultant shall not be responsible for the acts or omissions of construction Contractor(s) or other parties on the project.
4. Observations will be performed in accordance with industry-recognized standard practices.
5. City agrees to include a provision in the construction contract that requires Contractor to list Consultant as an additional insured on Contractor's commercial general liability insurance.
6. Contractor is responsible for compliance with permit conditions; therefore, Consultant cannot ensure Contractor's compliance with permit conditions. Consultant will notify City of observed conditions and violations.
7. Monitoring removal and/or disposal of contaminated materials is not included.
8. The fee for construction observation is based on field observation from a single Resident Project Representative (RPR) for 87 weeks at 40 hours per week and 10 site visits for Consultant staff.
9. Budget includes expenses for lodging, vehicle, and travel. RPR will be reimbursed a Per Diem rate of \$236/day in addition to mileage billed at the GSA rate of \$0.70/mile. The days assumed for Per Diem are 609 days. Mileage assumes 30 miles per day for 435 days for RPR, five trips from Spokane and five trips from the Portland for Consultant team members.
10. Normal working hours for Consultant observation staff and Contractor will coincide with normal construction working hours: Monday through Friday, 7:00 am to 4:00 pm, unless a 4-10 schedule is mutually agreed upon.
11. Should Contractor elect to perform work outside of normal working hours, on Saturday, Sunday, or legal holiday, Consultant will require that City authorize field observation services prior to Consultant starting observation.
12. If additional labor and expenses for performing observation services outside normal working hours or beyond estimate included in this task are required due to increased construction duration, City will negotiate an increase in fee for this activity as a separate, additional fee activity which City could recover from Contractor through a construction contract change when appropriate.
13. When full-time observation is not required by contractor activities, RPR may assist with other activities such as shop drawing reviews, responses to RFIs, and review of change proposal pricing, when activities are within their capabilities and expertise as requested by the City.
14. Contractor's Application for Payment Review
  - a. The draft and final payment application requests will be submitted by Contractor each month on days agreed upon to meet City's processing schedule requirements.

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- b. Consultant's recommendations for payment can be modified until final payment is approved and authorized by City.
  - c. Up to 20 payment applications may be reviewed by Consultant as requested by the City.
  - d. For estimating, it is assumed each payment application reviewed by the Consultant will take 1 hour of Consultant team member time to review and process.
  - e. Consultant will collect certified payroll information from Contractor and conduct payroll interviews. Certified payroll will be uploaded to the DMS.
15. Contractor's Baseline Schedule and Updates Review
- a. Following the initial Baseline Schedule, the Contractor will submit monthly schedule updates.
  - b. Up to 20 project schedule updates may be reviewed by Consultant as requested by the City.
  - c. For estimating, it is assumed each schedule update review will take 1.5 hours of Consultant team member time to review and process.
16. Field Orders
- a. Field Orders may be generated from responses to RFIs, design changes, Contractor-initiated changes, City-initiated changes, or unanticipated conditions.
  - b. The fee for this task is based on preparing and processing up to 10 Field Orders.
  - c. Actual preparation and processing time may vary depending upon the complexity of the Field Orders. It is estimated, on average, it will take 2 hours of Consultant team member time to prepare and process each Field Order.
17. Bi-Weekly Construction Progress Meetings
- a. Bi-Weekly Construction Progress Meetings will occur at the Contractor's construction trailer at the project site; involve up to two Consultant team members; and last up to 1 hour each. One Consultant team member may attend by phone. Consultant has budgeted 3 hours for each Bi-Weekly Construction Progress Meeting for preparation, attendance, and meeting note preparation.
  - b. Consultant will prepare an agenda for the first Construction Progress Meeting. Notes from the previous meeting will be used as the agenda for subsequent meetings updated with current issues or concerns.
  - c. Construction Progress Meeting agendas will include current logs of outstanding shop drawing submittals, three-week look ahead schedule, and RFI responses. Agendas will also include time for Contractor to summarize work completed since the last Progress Meeting and work projected for the following month.
  - d. Up to 44 progress meetings are included for this task.

### **Deliverables:**

- 1. Engineering Site Visitation Memoranda transmitted to City via e-mail in PDF format.
- 2. Photographs filed in the DMS.
- 3. Reports of property damage or personal injury accidents transmitted to City via e-mail in PDF format and documented in Daily Field Report.

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4. Contractor's Baseline Schedule and Updates Review
    - a. Review comments on Baseline Schedule and Updates
  5. Weekly Construction Progress Meetings
    - a. Construction Progress Meeting agenda transmitted to City and Contractor via e-mail in PDF format and filed in the DMS .
    - b. Construction Progress Meeting notes transmitted to City and Contractor via e-mail in PDF format and filed in the DMS.
  6. Contractor's Application for Payment Review
    - a. Contractor's Payment Application Requests submitted via DMS with appropriate attachments, such as invoices for stored materials.
  7. Field Orders
    - a. Supporting information filed in the DMS.
    - b. Field Order transmitted to Contractor, City, and Consultant's team members via e-mail in PDF format.

## **Task 400 Start-up and Commissioning**

### **Objective:**

Assess overall performance of equipment and systems installed as part of this project.

### **Consultant Services:**

This task includes services related to training operations staff and testing the process systems to verify intended operation. Specific activities conducted by Consultant will include the following:

1. Monitor Manufacturer's Field Services and training of City personnel required by the Contract Documents to be performed by the Contractor.
2. Review and comment on Contractor-provided startup and commissioning plans to include review of the startup and commissioning plans for the following major pieces of equipment:
  - a. Centrifuge
  - b. Blowers
  - c. UV Disinfection
  - d. Grit Classifiers / Hydrocyclones
  - e. Primary Clarifiers
3. Provide startup and commissioning assistance for the five pieces of equipment above.
4. Review and provide comments for Contractor-provided equipment training agendas and training material outlines as provided by Contractor. Coordinate vendor training schedule with Contractor and plant staff.
5. Monitor vendor training for City's operations and maintenance personnel.

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6. Provide field support as needed for equipment instrumentation and controls, support for OCD. Forty hours of staff time has been budgeted for supporting instrumentation and controls. It is anticipated that assistance will be needed for startup and integration of the new blower systems with the existing system.

### **Client Responsibilities:**

1. Coordinate City staff schedules and availability for vendor training with Consultant.

### **Assumptions:**

1. Monitoring field services assumes 8 hours per piece of equipment for a total of 40 hours for one staff member.
2. Review of startup and commissioning plans assumes 4 hours per plan for five pieces of equipment for one staff member.
3. Startup and commissioning assistance assumes 4 days at 8 hours each for each piece of equipment for a total of 160 hours. Another 55 hours are estimated for design staff assistance as needed.
4. 2 Consultant hours of staff time are provided for review and comment on each of the training materials and agenda for five pieces of equipment for a total of 10 staff hours.
5. Vendor training monitoring is provided at 2 hours per each piece of equipment, for five pieces of equipment, at a total of 10 staff hours.
6. 40 Consultant staff hours are provided for field support for I&C coordination and programming.
7. Backup generator and HVAC units are not included in the startup and commissioning assistance services.

### **Deliverables:**

1. Review of startup and commissioning plans will provide the City and Contractor with review notes and markups for possible inclusion in the startup and commissioning plans.
2. Consultant will provide review comments on training materials and agenda consisting of redlines on Contractor-provided materials.
3. Consultant will review and monitor vendor training for compliance with startup and commissioning plans. Consultant will provide comments as needed on training.
4. Consultant will provide summary notes from meetings with I&C staff regarding field support of OCD and Contractor programming.

## **Task 500 Construction Close-Out**

### **Objective:**

Achieve an orderly, well-documented close-out of the construction contract.

### **Consultant Services:**

This task includes services related to closing out the construction contract. Specific activities conducted by Consultant will include the following:

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**Substantial Completion Inspections:**

1. Receive and review Contractor's required substantial completion submittal, and determine if project is ready for substantial completion inspection, including:
  - a. Develop substantial completion submittal checklist.
  - b. Verify submittal of required documents.
  - c. Review Contractor's punchlist and Consultant's progressive list of incomplete and deficient items and determine if the substantial completion inspection is appropriate in accordance with Contract requirements.
  - d. Schedule substantial completion inspection or notify Contractor that the Work has not progressed to point of substantial completion as defined by the Contract Documents.
2. Coordinate, conduct, and document the substantial completion inspection and issuance of the Certificate of Substantial Completion including:
  - a. Notify City and design team members of date of substantial completion inspection.
  - b. Prepare and distribute the punchlist format to the parties conducting the inspection.
  - c. Conduct the substantial completion inspection.
  - d. Compile the punchlist and identify the tentative date of substantial completion, and prepare and issue tentative Certificate of Substantial Completion to City for review and concurrence.
  - e. If there are multiple portions of the Work with different substantial completion dates, prepare a summary of the dates of expiration of the various Correction Periods.
  - f. Upon City concurrence, issue the definitive Certificate of Substantial Completion and punchlist setting the date of Substantial Completion.
3. Review progress of corrective action on punchlist items and periodically update and re-issue the punchlist and issuance of Certificate of Substantial Completion for the entire or designated portions of the Work.

**Final Completion Inspection:**

1. Receive and review Contractor's required final completion submittal.
2. Coordinate and attend the final inspection meeting and physical walk-through of the project, including:
  - a. Schedule the final inspection date and notify Contractor, City, and Regulatory Agencies.
  - b. Assemble the various final completion submittal documents, required by the Contract Documents, for the final inspection meeting and review them with the various parties.
  - c. Conduct, document, and distribute the final inspection findings.
3. Collect close-out documents required by the Contract Documents and forward the documents along with Contractor's Final Application and Certificate for Payment to City for processing by City.

**Record Drawings:**

1. Consultant will monitor the status of Contractor's as-built drawings every other week at the Construction Progress Meetings.



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2. Consultant team members will document changes due to field adjustments in the record drawings as they occur.
  3. Prepare final record drawings.

#### **Client Responsibilities:**

1. Review Substantial and Final Completion certificates prior to issuance.
2. Review and approve final Record Drawings.

#### **Assumptions:**

1. Substantial Completion Inspections and Final Completion Inspection will occur at the project site, involve up to two Consultant team members, and last up to 8 hours each.
2. Contractor will red-line a full size (24 IN x 36 IN) hard copy of the construction contract documents on a monthly basis to incorporate RFIs, Field Orders, Change Proposal Requests, submittal data, and changes based on records received from both Consultant and City.
3. Record drawings will be based on construction records provided by Contractor, City, and on-site resident project representatives and completed within 2 months of the date of receipt of the marked-up prints and other necessary data from Contractor.

#### **Deliverables:**

1. Certificates of Substantial Completion and punch lists transmitted to City and Contractor via e-mail in PDF format.
2. Certificate of Final Completion with Contractor's Final Application and Certificate for Payment transmitted to City and Contractor via e-mail in PDF format.
3. Provide City with electronic files (PDF format and AutoCAD or Revit formats), including a full-size hard copy and half-size hard copy Record Drawings.

## **Task 600 Materials Testing and Special Inspection Services**

#### **Objective:**

Provide special inspection and testing services required by the International Building Code (IBC), project structural notes, and City Building Department for designated structural components of construction. Services will be completed in accordance with ASTM International (ASTM) test methods and applicable sections contained in the American Concrete Institute (ACI) Manual of Concrete Practice, and American Welding Society (AWS) Structural Welding Code.

#### **Consultant Team Materials Testing and Special Inspection Services:**

This task includes geotechnical-related services for the Project. Specific activities conducted by Consultant will include the following:

1. *Earthwork:* Includes periodic observation during soil improvement, site preparation, in-place density testing of structural fill placed a building floor slab, foundation grade, hot-mix asphalt (HMA) pavements, and within utility trenches.
2. *Reinforced Concrete:* Includes mix design review; periodic reinforcing steel placement inspection; field testing for slump, unit weight, entrained air and temperature; preparing

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concrete test cylinders; and inspection during site-cast structural concrete placement for foundations, floor slabs, columns, and walls.

3. *Structural Steel Framing/Anchorages/High-Strength Bolts:* Review and inspect structural steel materials; high-strength bolts; anchor bolts and threaded rods; weld filler material; welding procedures and welder qualifications; framing requirements; reviewing high-strength bolting materials and procedures; and periodic inspection of field-welded structural steel connectors.
4. *Sample Retrieval and Laboratory Testing:* Collect and transport samples of on-site and imported soil that will be used as structural fill, concrete samples obtained from the project site to laboratory in Portland, Oregon or Vancouver, Washington. Laboratory services will include compaction tests and gradation analyses of structural fill, and curing and unconfined compression testing of concrete samples. HMA samples will be analyzed for theoretical Rice density, oil content, and gradation of extracted aggregate.
5. *Daily Field Reports:* At the completion of each site visit, Consultant's field personnel will prepare a preliminary field report to document field test results, observations, and discussions applicable to the project.
6. *Final Report:* At the conclusion of geotechnical services, provide a final letter report as required by IBC Chapter 17 to summarize observations and test results, and opinions regarding applicable Contractor's general compliance with the project plans and specifications.

#### **Assumptions:**

1. Subconsultant will perform testing in accordance with construction contract documents and other recognized/applicable standards.
2. Consultant has included a subconsultant fee of \$15,000.00 for materials testing and special inspections; however, actual cost will be based on actual time and materials required to conduct materials testing and special inspections.
3. Subconsultant will have a lab within 25 miles of the City of Camas Wastewater Treatment Plant.

#### **Deliverables:**

1. Summaries of daily reports, materials testing information, and special inspections.
2. Final report in accordance with IBC Chapter 17.

## **Task 700 Management Reserve**

#### **Objective:**

To allow the City a discretionary task budget, to cover additional professional services not currently included in this scope.

#### **Approach:**

Provide professional services at the request of the City as mutually agreed and defined.

#### **Consultant Services:**

1. Conduct additional services as mutually agreed by the City and Consultant.

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**City Responsibilities:**

1. Identify professional services deemed necessary that are not expressly included in this Scope of Services.
2. Provide authorization and approval to amend the scope and budget for additional services.

**Assumptions:**

1. Agreement for the services to be performed under this Management Reserve task and budget will be documented and agreed upon in writing by the City and Consultant prior to proceeding.

**Deliverables:**

1. To be determined and agreed upon by the City and Consultant.

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## Exhibit B – Schedule

The project schedule anticipates Notice to Proceed on May 14, 2025 with construction phase services completed by February 2027. Construction project duration is 20 months following issuance of Notice to Proceed. The basic project schedule is as follows:

Key milestones are listed below.

Milestone	Estimated Duration (weeks)	Date
Notice to Proceed	0	May 14, 2025
Notice to Proceed Construction	4	June 10, 2025
Completed Construction	87	February 9, 2027
Closeout	8	April 6, 2027

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## Exhibit C – Compensation

Consultant's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses, and subconsultant compensation shall not exceed \$1,780,286 without written authorization by the City. Expenses and subconsultants will be billed with a 5% Markup.

Task	Description	Labor Hours	Expenses	Subconsultant	Total Cost
100	Coordination and Project Management	679			\$ 175,951
200	Engineering Support during Construction	1,508			\$ 383,367
300	Field Services	3,722	\$ 157,469		\$ 1,000,400
400	Start-up and Commissioning	335			\$ 70,900
500	Construction Close-out	280	\$100		\$ 62,882
600	Materials Testing and Special Inspection Services	84		\$15,750	\$ 36,786
700	Management Reserve				\$ 50,000
<b>Total</b>		<b>6,608</b>	<b>\$157,569</b>	<b>\$15,750</b>	<b>\$1,780,286</b>