
Exhibit “A” – Scope of Services

City of Camas
Parker Estates Storm Facility Restoration
Construction Management and Inspection
June 18, 2021

1.0 PRE-CONSTRUCTION

1.1 PROJECT SETUP

- 1.1.1 Setup the SharePoint site including project documentation structure
- 1.1.2 Prepare project key personnel contact list and communication diagram and distribute to the project team
- 1.1.3 Prepare/coordinate submittal list
- 1.1.4 Review preconstruction submittals (site specific safety plan (SSSP), erosion control plan, etc.)

1.2 PRE-CONSTRUCTION MEETING

- 1.2.1 Prepare and distribute draft agenda to CLIENT for review/comment
- 1.2.2 Schedule pre-construction meeting and distribute agenda to attendees
- 1.2.3 Attend and lead the meeting
- 1.2.4 Prepare and distribute meeting minutes

1.3 DOCUMENT PRE-CONSTRUCTION SITE CONDITIONS

- 1.3.1 Perform site visit
- 1.3.2 Collect pre-construction site photos

2.0 BEAVER STATE CONSULTATION

2.1 INSTALLATION OF BEAVER POND LEVELERS & STORM POND OUTFALL PROTECTION

- 2.1.1 Onsite services
 - 2.1.1.1 Review Materials, direct assembly, and assist in installation of beaver devices.

- (a) Assumes four days on-site coordinating with Contractor
- 2.1.1.2 Perform Final inspection
 - (a) Assume one day on site

3.0 CONSTRUCTION

3.1 CONSTRUCTION MANAGEMENT

- 3.1.1 Submittals
 - 3.1.1.1 Track review status and schedule and pursue submittal responses to avoid schedule impacts.
- 3.1.2 Requests for Information (RFIs)
 - 3.1.2.1 Review and provide recommendations as appropriate.
 - 3.1.2.2 Review RFI responses prior to routing back to the original submitter.
- 3.1.3 Change Orders
 - 3.1.3.1 Receive and log applicable information (submission date/time, number, description, responsible reviewer(s), etc.)
 - 3.1.3.2 Review for validity, schedule impacts and cost. Provide recommendation of approval or denial and proposed adjustments to CLIENT.
- 3.1.4 Quality Control
 - 3.1.4.1 Review construction inspector reports and photographs weekly
- 3.1.5 Pay Request Review
 - 3.1.5.1 Review Contractor Pay Request submittals
 - 3.1.5.2 Confirm all work is complete and all required contractor documentation has been submitted and reviewed prior to recommending final payment
- 3.1.6 Schedule Compliance
 - 3.1.6.1 Review contractor's bi-weekly progress schedule update
 - 3.1.6.2 Review overall project schedule for milestone impacts
 - 3.1.6.3 Document any schedule deviations and resolve impacts with contractor and CLIENT

3.2 CONSTRUCTION INSPECTION

- 3.2.1 Attend weekly meeting with construction contractor
- 3.2.2 Monitor contractor's schedule and ensure the appropriate inspection staff are available and on-site when needed
- 3.2.3 Perform weekly inspections of the work to ensure compliance with the construction documents
- 3.2.4 Complete weekly inspection reports and photographs documenting:
 - 3.2.4.1 Personnel – who, what, where, when

- 3.2.4.2 Equipment – with a particular focus on malfunctions or breakdowns that may impact the schedule
- 3.2.4.3 Materials – in accordance with the approved submittal(s)
- 3.2.4.4 Safety – in accordance with the approved SSSP, adjusted as necessary based on changes to the work. Communicate safety concerns to the construction contractor and CLIENT and stop work if necessary.
- 3.2.4.5 Environmental compliance
- 3.2.4.6 Non-conforming work
- 3.2.5 Review as-builts to ensure they are up to date and accurate
- 3.2.6 Upload weekly inspection reports and photographs to SharePoint
- 3.2.7 Look ahead to upcoming construction activities, review the specifications and drawings for those activities, and identify potential issues/concerns ahead of the work.

3.3 CONSTRUCTION PROGRESS MEETINGS

- 3.3.1 Attend construction meetings with bi-weekly onsite attendance

4.0 POST-CONSTRUCTION

4.1 PUNCH LIST/CLOSEOUT

- 4.1.1 Prepare and distribute a project punch list identifying deficiencies and remaining work items to be completed. Answer construction contractor questions and provide clarification regarding remaining work items.
- 4.1.2 Assist with project close out including obtaining warranties and guarantees and close out of project permits
- 4.1.3 Schedule and lead a final project walk through
- 4.1.4 Provide recommendation of project acceptance
- 4.1.5 Compile project documentation, including archive CD of the SharePoint site, and deliver to CLIENT

Total Project Compensation \$34,000.00

General Assumptions:

Assumes a 10-week timeline

On-Site weekly for a 2-hour period with additional site visits if necessary.