

# EXHIBIT A

## SCOPE OF WORK

### LACAMAS MEADOWS FORCE MAIN REPLACEMENT

### CITY OF CAMAS

## Introduction

The City of Camas (City) owns and operates the Lacamas Meadows Sanitary Lift Station located at 3263 NW 45th Avenue. The pump station and associated force main were constructed in 2006 as part of the development of the Lacamas Meadows subdivision. Since completion, the existing 4-inch CL 200 PVC force main has experienced several breaks. As such, the City has requested the assistance of CONSOR North America, Inc. (Consultant) to assist in the design of a replacement force main totaling approximately 3,200 feet in length. The specific scope of work included with this contract is provided below.

## Scope of Services

Consultant will perform the following services in relation to the City's proposed Lacamas Meadows Force Main Replacement project.

### 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 design phase to provide successful completion of all tasks and elements of the project within the established scope, schedule, and budget.

Develop and maintain an overall project schedule and other resources as needed to meet scheduled milestones.

Proactively track progress of project work completed against schedule and budget.

Inform the City of any anticipated challenges during the project design phase as they may arise and develop solutions together.

##### *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 design and bid phase duration is anticipated to be six (6) months; therefore, it is assumed that there will be up to six (6) 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.

### *1.3 Project Design Meetings*

Work under this subtask includes coordinating schedules, developing agendas, preparing presentation materials, and summarizing meeting notes for key project meetings. This subtask includes the following meetings:

- Project Kick-off / Site Visit
- Preliminary Design Review Meeting
- 60% Design Review Meeting
- 90% Design Review Meeting

#### *Assumptions*

- Design review meetings will include Consultant PM and the Consultant design lead. Meetings will have an approximate duration of two (2) hours each.
- Design review meetings will be held at the City offices.

#### *Deliverables*

- Meeting agendas and meeting notes.

### *1.4 Quality Assurance / Quality Control (QA/QC)*

Perform in-house QA/QC reviews of all deliverables prior to submitting to the City.

## **Task 2 – Data Collection**

### **Objective**

Work under this task includes coordinating with the City to acquire background data to support preliminary and final design work, as well as performing a professional survey of the area of interest.

### **Activities**

Consultant will request and analyze background data pertinent to the design of project. Consultant will perform a topographic survey of the project area by a professional land surveyor licensed in the State of

Washington. Consultant will conduct two (2) site visits. One of the site visits will include performing a drawdown test at the existing pump station. The other site visit will be a plan-in-hand walkthrough to confirm locations of existing utilities and assess existing surface conditions.

### *Assumptions*

- City will provide record drawings and pumping records.
- City will install a pressure transducer and data logger in the valve vault at the pump station site and record pressure data for the winter period of 2023/2024. City will provide data to Consultant for evaluation.
- Permission to enter any properties will be obtained by the client.
- No monuments will be set nor will any boundary lines be marked during the professional survey.
- Boundary lines in the survey will be shown by County GIS.
- Horizontal Datum will be based on Washington State Plan South and Vertical Datum will be based on Clark County NGVD 29(47).
- City personnel will accompany Consultant to the pump station site to perform a draw down test. A 4-hour visit is budgeted for this site visit, including travel time.

### *Deliverables*

- There are no specific deliverables associated with this task, as the data will be used to complete subsequent tasks.

## Task 3 – Preliminary Design

### Objective

Work under this task includes preliminary engineering to confirm project design criteria.

### Activities

Consultant will prepare a technical memorandum assessing existing force main replacement options, likely limited to open trench versus pipe bursting. Consultant will review available record drawings, utility mapping, and field data to identify design challenges associated with each construction method, which will be discussed in the memorandum. Also included in the memorandum will be a summary of historical run time data, draw down test results, and pressure logger data. This information will be used to determine if the existing pumps are sufficient to serve the basin and confirm buildout force main sizing. A draft of the technical memorandum will be submitted to the City for review followed by a review meeting between the City and the Consultant to discuss design options. Following the meeting the memorandum will be finalized and will include City decisions and final design criteria.

### *Assumptions*

- No cathodic protection design, geotechnical, environmental, or cultural resource investigations will be required for this project.

## *Deliverables*

- Draft and Final Memorandum in electronic (PDF) file format

## **Task 4 – Final Design**

### **Objective**

Work under this task includes preparation of final contract documents for bidding and construction of the proposed improvements. Consultant will submit plans and special provisions for City review at the 60% and 90% completion levels, incorporating City review comments from each prior submittal.

Construction drawings will be in accordance with City standards, policies, and procedures. Plan and profile drawings will be provided at a horizontal scale of 1-inch = 20 feet horizontal and 1-inch = 5 feet vertical. Special provisions will be based on the 2024 version of the *Standard Specifications for Road, Bridge, and Municipal Construction* published by the Washington State Department of Transportation. An engineer's estimate of probable construction costs will be developed and included at each design submittal stage.

### *4.1 60% Design*

Based on the City's input during preliminary design, Consultant will develop a 60% design submittal that depicts the recommended force main improvements. Design at this stage will establish appropriate project limits, identify connection locations to the existing pressure sewer system, and include draft profiles. Consultant will send the draft 60% construction drawings to utility providers within the project limits to help identify potential conflicts between existing utilities and proposed work.

### *Assumptions*

- If critical crossing depth information is needed, City to complete utility potholes and/or water valve measure downs as required.
- Project schedule assumes up to two (2) weeks of City time for review and comments following design submittal.

### *Deliverables*

- 60% drawings in electronic (PDF) format. (see Preliminary Drawing List for sheets to be included with this submittal)
- 60% special provisions in electronic (PDF) format. (table of contents only)
- 60% cost estimate in electronic (PDF) format.

### *4.2 90% Design*

Under this task, the 60% design will be advanced to 90% completion, incorporating City review comments.

### *Assumptions*

- Consultant to assemble front end documents based on example provided by City.
- Surface restoration to be in accordance with City standards. No pavement design will be required.
- No curb ramp design will be required.

- Specifications shall require contractor to prepare traffic control plans. City to assist with procurement with all necessary permits.
- Project schedule assumes up to two (2) weeks of City time for review and comments following design submittal.

#### *Deliverables*

- 90% drawings in electronic (PDF) format
- 90% special provisions in electronic (PDF) format
- 90% cost estimate in electronic (PDF) format

#### *4.3 100% (Final) Design*

The final 100% design submittal will be advanced from the 90% submittal, incorporating City review comments.

#### *Assumptions*

- Consultant to assemble complete bid package including front end documents, bid proposal, special provisions, and construction drawings for procurement advertisement and bidding.
- Project schedule includes one (1) week for City review if requested.

#### *Deliverables*

- 100% signed drawings in electronic (PDF) format
- 100% signed special provisions in electronic (PDF) format
- 100% cost estimate in electronic (PDF) format

## **Task 5 – Bid Phase Services**

### **Objective**

Work under this task includes providing bid phase support to the City.

### **Activities**

Consultant shall provide the following services as requested by the City.

- Respond to bidder questions.
- Prepare addenda as necessary.
- Check references for low bid contractor.

#### *Assumptions*

- City will lead the bidding process, including advertisement, plan holders list, posting/distributing bid documents and addenda, and conducting bid opening.
- City will lead the administration of contract award, including preparation of bid tabulation, recommendation of award, and notice of award.

#### *Deliverables*

- up to two (2) addenda and supporting drawings in electronic Word and PDF file formats

## Budget

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$127,866. The proposed fee estimate is provided as Attachment A. Fee estimates are based upon Consultant’s 2024 Schedule of Charges which is provided as Attachment B.

## Project Schedule

The following is a proposed schedule of services for the project.

- Notice to Proceed – January 2024
- Preliminary Design – February 2024
- Final Design – March to June 2024
- Bidding, Award, and NTP – July to August 2024
- Construction – September to November 2024

## Preliminary Drawings List

The following is a list of drawings anticipated to be required for the project.

<b>General</b>		
1	G-1*	Cover Sheet, Vicinity Map, and Index
2	G-2	Key Map
3	G-3*	General Notes and Legend
4	G-4*	Abbreviations
5	G-5	Erosion Control Standard Notes
<b>Bypass Pumping Plans</b>		
6	BP-1	Bypass Pumping Plan I
7	BP-2	Bypass Pumping Plan II
<b>Sewer Plans</b>		
8	SS-1*	Force Main Plan and Profile I
9	SS-2*	Force Main Plan and Profile II
10	SS-3*	Force Main Plan and Profile III
11	SS-4*	Force Main Plan and Profile IV
12	SS-5*	Force Main Plan and Profile V
13	SS-6*	Force Main Plan and Profile VI
14	SS-7*	Force Main Plan and Profile VII
15	SS-8*	Force Main Plan and Profile VIII
<b>Details</b>		
16	D-1	Project Specific Details I
17	D-2	Project Specific Details II
18	D-3	Standard Details I
19	D-4	Standard Details II

\* Sheets to be included with 60% submittal.

ATTACHMENT A

LACAMAS MEADOWS FORCE MAIN REPLACEMENT  
CITY OF CAMAS  
PROPOSED FEE ESTIMATE

Staff Name	Principal Engineer II	Professional Engineer VI	Cost Estimator III	Engineering Designer II	Engineering Designer VI	Technician III	Administrative III	Project Coordinator I	Hours	Labor	Subconsultants		Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	GIS Units \$10/hr	Total
	\$277 GruberJam	\$216 AbercrombieNat	\$290 GriesingerRob	\$171 PattersonMau	\$208 EstepMat	\$166 McFaddinNic	\$128 MaliziaWil	\$128 SteinbergMor			Survey	Multiplier % Markup					
<b>Task 1 - Project Management</b>																	
Task 1.1 - Project Management & Administration	16								16	\$ 4,432		1.1	\$ -	\$ -	\$ -	\$ -	\$ 4,432
Task 1.2 - Invoices / Status Reporting	6	6					4		16	\$ 3,470		1.1	\$ -	\$ -	\$ -	\$ -	\$ 3,470
Task 1.3 - Project Design Meetings	16	24							40	\$ 9,616		1.1	\$ -	\$ 79	\$ -	\$ -	\$ 9,695
Task 1.4 - Quality Assurance / Quality Control (QA/QC)	8								8	\$ 2,216		1.1	\$ -	\$ -	\$ -	\$ -	\$ 2,216
<b>Task 1 Subtotal</b>	<b>46</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>80</b>	<b>\$ 19,734</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,813</b>
<b>Task 2 - Data Collection</b>																	
Task 2 Subtotal	0	16	0	16	2	24	0	0	58	\$ 10,592	\$ 21,400	1.1	\$ 23,540	\$ 39	\$ 432	\$ -	\$ 34,603
<b>Task 3 - Preliminary Design</b>																	
Task 3 Subtotal	4	32	2	16	0	8	0	2	64	\$ 12,920	\$ -	1.1	\$ -	\$ -	\$ 144	\$ -	\$ 13,064
<b>Task 4 - Final Design</b>																	
Task 4.1 - 50% Design	4	20	1	48		24			97	\$ 17,910		1.1	\$ -	\$ -	\$ 432	\$ -	\$ 18,342
Task 4.2 - 90% Design	8	48	1	60	2	24		4	147	\$ 28,046		1.1	\$ -	\$ -	\$ 432	\$ -	\$ 28,478
Task 4.3 - 100% (Final) Design	2	12		18		8		4	44	\$ 8,064		1.1	\$ -	\$ -	\$ 144	\$ -	\$ 8,208
<b>Task 4 Subtotal</b>	<b>14</b>	<b>80</b>	<b>2</b>	<b>126</b>	<b>2</b>	<b>56</b>	<b>0</b>	<b>8</b>	<b>288</b>	<b>\$ 54,020</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,008</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,028</b>
<b>Task 5 - Bid Phase Services</b>																	
Task 5 Subtotal	2	16	0	4	0	4	0	0	26	\$ 5,358	\$ -	1.1	\$ -	\$ -	\$ -	\$ -	\$ 5,358
<b>TOTAL - ALL TASKS</b>	<b>66</b>	<b>174</b>	<b>4</b>	<b>162</b>	<b>4</b>	<b>92</b>	<b>4</b>	<b>10</b>	<b>516</b>	<b>\$ 102,624</b>	<b>\$ 21,400</b>	<b>\$ -</b>	<b>\$ 23,540</b>	<b>\$ 118</b>	<b>\$ 1,584</b>	<b>\$ -</b>	<b>\$ 127,866</b>

**2024 SCHEDULE OF CHARGES**

**Personnel:**

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2024 through December 31, 2024. After this period, the rates are subject to adjustment.

<u>Billing Classifications</u>	<u>2024 Rates</u>	<u>Billing Classifications</u>	<u>2024 Rates</u>
Principal Engineer VI	\$353	Construction Manager X	\$298
Principal Engineer V	\$330	Construction Manager IX	\$278
Principal Engineer IV	\$312	Construction Manager VIII	\$263
Principal Engineer III	\$293	Construction Manager VII	\$254
Principal Engineer II	\$277	Construction Manager VI	\$236
Principal Engineer I	\$264	Construction Manager V	\$217
Professional Engineer IX	\$252	Construction Manager IV	\$206
Engineering Designer IX	\$243	Construction Manager III	\$188
Professional Engineer VIII	\$240	Construction Manager II	\$173
Engineering Designer VIII	\$229	Construction Manager I	\$154
Professional Engineer VII	\$227	Quality Control Compliance Specialist	\$181
Engineering Designer VII	\$219	Inspector VII	\$217
Professional Engineer VI	\$216	Inspector VI	\$200
Engineering Designer VI	\$208	Inspector V	\$181
Professional Engineer V	\$204	Inspector IV	\$169
Engineering Designer V	\$195	Inspector III	\$150
Professional Engineer IV	\$192	Inspector II	\$134
Engineering Designer IV	\$192	Inspector I	\$116
Professional Engineer III	\$186	Technician IV	\$185
Engineering Designer III	\$186	Technician III	\$166
Engineering Designer II	\$171	Technician II	\$144
Engineering Designer I	\$158	Technician I	\$122
Principal III	\$357	Project Coordinator IV	\$174
Principal II	\$312	Project Coordinator III	\$162
Principal I	\$275	Project Coordinator II	\$145
Project Manager IV	\$260	Project Coordinator I	\$128
Project Manager III	\$248	Administrative III	\$128
Project Manager II	\$221	Administrative II	\$118
Project Manager I	\$193	Administrative I	\$104
Cost Estimator III	\$290		
Cost Estimator II	\$232		
Cost Estimator I	\$174		

**Project Expenses:**

Expenses incurred that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

CADD Hardware/Software	\$18.00/hour
Modeling and GIS Hardware/Software	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging, and Subsistence	At Cost

**Outside Services:**

Outside technical, professional, and other services will be invoiced at actual cost-plus 10 percent to cover administration and overhead.