

City of Camas

Headworks and Primary Clarifier Recoating Construction Phase Services

Exhibit A - Scope of Services

May 31, 2024



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Exhibit A – Scope of Services

Background

In fall 2023, the City of Camas (City) completed the design for the Headworks and Primary Clarifier Recoating project to recoat and repair concrete within the headworks facility and recoat corroded steel in the primary clarifiers. This scope of work is for construction phase services by HDR Engineering, Inc. (Consultant).

Task 100 Coordination and Project Management

Objective

Consultant will monitor and oversee project work, coordinate with subconsultant(s), coordinate with City staff, and monitor scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing services.

Consultant Services

- Prepare a Project Management Plan outlining the scope, team organization, schedule, safety, and communications information.
- At project initiation, Consultant will conduct a quality assurance review (Project Approach and Resource Review) to discuss technical approach, team resources, other available firm resources, and project management approach. Review will be by two (project independent) senior wastewater engineers not associated with the project.
- Coordinate and manage the project team.
- Coordinate project subconsultants.
- Prepare monthly status reports describing the following:
 - Services completed during the month.
 - Services planned for the next month.
 - Needs for additional information.
 - Scope/schedule/budget status.
 - Schedule update and financial status summary.
- Prepare monthly invoices formatted in accordance with contract terms.
- Project Manager will call in to project management meetings with the client Project Manager to review project scope, schedule, and budget status.

City Responsibilities

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

Assumptions

- The project duration is assumed to be 6 months from notice to proceed for construction.
- 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 notes). Meetings will be held on a web-based platform.
- Invoices will be Consultant standard invoice format.

Deliverables

- Monthly progress reports and invoices (e-mailed PDF file).
- Monthly project schedule and budget updates included with invoice.
- 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 Construction Contract.

Consultant Services:

- Engineering Support during Construction
 - *Schedule of Values Review:* Review Contractor's Schedule of Values (cost breakdown) by comparison to Engineer's Opinion of Probable Construction Cost to establish a reasonably balanced distribution of costs to the various elements of the total construction to serve as a basis for progress payments and determination of cost impact of changes.
 - *Submittal Review:* Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections, and other data which the Contractor is required to submit. These shall be reviewed for conformance to the design intent of the Project and for compliance with the information given in the Contract Documents.
 - *Request for Information (RFI):* Provide responses to questions by the Contractor on the drawings, specifications, or other Contract documents.
 - *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.
 - *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.
 - *Change Orders:* Coordinate the combining of change documentation into Change Orders for execution by Contractor and City.

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- *Pre-Construction Conference:* Attend a Pre-Construction Conference with the City and the Contractor. The purpose of this Conference is to establish a working understanding among parties as to the Work, discuss the construction schedule and activities, discuss the schedule of submittals, discuss the schedule of values, discuss procedures for handling shop drawings and other submittals, discuss procedures for processing applications for payment, discuss requirements for maintaining records, discuss impacts to existing utilities, establish dates for substantial and final completion, and discuss other requirements of the Contract Documents.
 - *Document Management System:* Maintain an internal electronic Document Management System (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 the City.

Client Responsibilities:

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

Assumptions:

- Submittal Reviews:
 - Contractor will prepare a listing of submittals and dates of expected submittal, 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.
 - 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.
 - Consultant has not included staff or subconsultants to review geotechnical and hazardous material issues that arise during construction other than the materials testing describe in Task 500.
 - 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).

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- Actual review time may vary depending upon the complexity of the shop drawing or submittal. It is estimated that, on average, each submittal item will take 4 hours of Consultant team 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 58 shop drawings or submittals (number derived from specifications) and 24 re-submittal events.
 - If a submittal is determined to be incomplete when compared against the requirements in Specification Section 01 33 00 – Submittals, it will be rejected.
 - Submittal reviews following 1 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).
 - Request for Information
 - Consultant's review of RFIs regarding the design will be advisory and complementary to the design intent.
 - The fee for this sub-task is based upon receiving and responding up to 11 RFIs.
 - 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.
 - Change Proposal Requests
 - Negotiations between Consultant and Contractor are not binding until accepted by the City.
 - The fee for this sub-task is based upon preparing, processing, and negotiating pricing of 4 Change Proposal Requests.
 - Actual preparation, processing, and negotiating time may vary depending upon 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 Requests.
 - Work Change Directives
 - The fee for this task is based upon preparing and processing 5 Work Change Directives.
 - 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.
 - Change Orders
 - City has the sole responsibility to authorize any changes to the construction contract.
 - The fee for this task is based upon preparing and processing 4 Change Orders – 1 every other month through substantial completion and 1 finalizing Change Order. Actual preparation and processing response time may vary depending upon 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.

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- City will provide Consultant with copies of the fully executed Change Order after signed by City and Contractor.
 - Pre-Construction Conference
 - Pre-Construction Conference will occur at City conference facility.
 - Up to 10 hard copies of the Pre-Construction Conference agenda will be furnished by the consultant.
 - We have budgeted 10 hours for a consultant staff member for preparation, attendance and meeting note preparation.
 - Document Management System
 - Consultant will use Consultant's Newforma and Bentley ProjectWise for the Document Management System.
 - Consultant will not maintain a hard copy of documentation in addition to the Document Management System.
 - It is estimated that, on average, it will take 5 hours per week (26 weeks) of Consultant team member time to maintain the Document Management System.
 - Consultant will provide City read access to the Document Management System.

Additional or extended services will be provided under a separate negotiated contract amendment during construction if necessary due to circumstances beyond the control of Consultant.

Deliverables:

- Submittal Review
 - Contractor's approved Shop Drawing Submittal Schedule transmitted to City and design team members via e-mail in .pdf format.
 - Assembled comment sheets in each submittal file in the DMS.
 - Shop drawing responses transmitted to Contractor and City via e-mail in .pdf format.
- Request for Information
 - Response supporting information filed in the DMS.
 - RFI responses transmitted to Contractor, City, and Consultant's team members via e-mail in .pdf format.
- Change Proposal Requests
 - Change Order Proposal supporting information filed in the DMS.
 - Change Order Proposal transmitted to Contractor and City via e-mail in .pdf format.
 - Engineer's Decision transmitted to Contractor and City via e-mail in .pdf format.
- Work Change Directives
 - Change Directive supporting information filed in the DMS.
 - Work Change Directives transmitted to Contractor and City via e-mail in .pdf format.

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- Change Orders
 - Change Order supporting information filed in the DMS.
 - Change Order, including supporting information for each Change Order, transmitted to Contractor and City via e-mail in .pdf format.
 - Pre-Construction Conference
 - Draft Pre-Construction Conference agenda transmitted to City and Contractor via e-mail in .pdf format.
 - Final Pre-Construction Conference agenda transmitted to City and Contractor via e-mail in .pdf format and hard copies delivered at conference.
 - Pre-Construction Conference notes transmitted to City and Contractor via e-mail in .pdf format and filed in the DMS.
 - Document Management System
 - Filing system index transmitted to City via e-mail in .pdf format, if requested.
 - Tracking logs for shop drawing transmittals, RFIs, 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

- Provide general observation including:
 - 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.
 - Document activities observed making note of deficiencies and issues requiring resolution. Maintain work deficiency log in the DMS.
 - 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.
 - Review approved shop drawings and apply them to the conducting of observations.
 - Photograph construction to document progress or deficiencies, and log photos in the DMS.

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- 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 500).
 - Observe and document pressure testing of interior and exterior piping systems.
 - Review tagging of equipment to verify conformance with approved registers for equipment, valves, and other items designated to be tagged by the Contract Documents.
 - Coordinate training activities between Contractor and City.
 - Conduct, or coordinate the conduct of, specified inspections and document results.
 - Notify Contractor when written verification from the Materials Testing subconsultant representative has been obtained stating that acceptable subgrade preparation is provided for structures and is ready to receive concrete for foundations and structural slabs on grade.
 - Review stored materials and/or equipment for quantity determination for Contractor payment 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.
 - Develop and provide to Contractor an on-going list of items requiring correction to encourage correction of noted construction deficiencies, including:
 - Monitor and document construction throughout the project duration and identify deficient items.
 - Provide Contractor with an updated list of non-conforming items at construction progress meetings.
 - As deficiencies are corrected, revise the list by indicating corrected status.
 - Utilize the deficiencies list to aid in identifying appropriate retainage amounts near project completions.
 - Issue Non-Conformance Reports for deficiencies not being acknowledged or addressed by Contractor with corrective measures or corrective action plans.
 - Document observations made of property damage within the project construction limit lines, and notify and provide a written report to the City
 - *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; deletion of payment for stored materials and/or equipment which do not have approved shop drawings and/or proper invoices; reduction of value for partially completed items claimed as complete.
 - *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.
 - *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.

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- *Weekly Construction Meetings:* Attend weekly construction meetings with the Contractor's representative(s) and City's Representative to assist in implementing the construction process. Prepare and send out an agenda before the meetings and meeting minutes after the meetings. Project Engineer and other design personnel will participate in the meetings by teleconference as necessary.

Client Responsibilities:

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

Assumptions:

- 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.
- 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.
- Consultant shall not be responsible for the acts or omissions of construction Contractor(s) or other parties on the project.
- Observations will be performed in accordance with industry-recognized standard practices.
- 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.
- 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.
- Monitoring removal and/or disposal of contaminated materials is not included.
- The fee for construction observation is based upon field observation from a single Resident Project Representative (RPR) for 26 weeks at 20 hours per week and 6 site visits for Consultant staff.
- Budget includes expenses for lodging, vehicle and travel. The GSA rate used for the Fee Estimate was \$0.67/mile. The days assumed for Per Diem are 4 days at \$59 per day. Travel includes 4 trips from Spokane for Consultant team members.
- 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.

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- 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.
 - 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.
 - Contractor's Application for Payment Review
 - 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.
 - Consultant's recommendations for payment can be modified until final payment is approved and authorized by City.
 - Up to 7 payment applications may be reviewed by Consultant as requested by the City.
 - For the purposes of estimating, it is assumed that each payment application reviewed by the Consultant will take 2 hours of Consultant team member time to review and process.
 - Consultant will collect certified payroll information from Contractor and conduct payroll interviews. Certified payroll will be uploaded to the DMS.
 - Contractor's Baseline Schedule and Updates Review
 - Following the initial Baseline Schedule, the Contractor will submit monthly schedule updates.
 - Up to 7 project schedule updates may be reviewed by Consultant as requested by the City.
 - For the purposes of estimating, it is assumed that each schedule update review will take 1.5 hours of Consultant team member time to review and process.
 - Field Orders
 - Field Orders may be generated from responses to RFIs, design changes, Contractor initiated changes, City initiated changes, or unanticipated conditions.
 - The fee for this task is based upon preparing and processing 10 Field Orders.
 - Actual preparation and processing time may vary depending upon the complexity of the Field Orders. It is estimated that, on average, it will take 2 hours of Consultant team member time to prepare and process each Field Order.
 - Bi-Weekly Construction Progress Meetings
 - Bi-Weekly Construction Progress Meetings will occur at the Contractor's construction trailer at the project site; and will involve 3 Consultant team members, and each meeting will last up to 1 hour each. 2 Consultant team members may attend virtually. We have budgeted 1 hour for each Bi-Weekly Construction Progress Meeting.

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- 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.
 - Construction Progress Meeting agendas will include current logs of outstanding shop drawing submittals, three-week look ahead schedule and requests for information responses. Agendas will also include time for Contractor to summarize work completed since the last Progress Meeting and work projected for the following month.
 - Up to 13 progress meetings are included for this task.

Deliverables:

- Engineering Site Visitation Memorandums transmitted to City via e-mail in .pdf format.
- Photographs filed in the DMS.
- Reports of property damage or personal injury accidents transmitted to City via e-mail in .pdf format and documented in Daily Field Report.
- Contractor's Baseline Schedule and Updates Review
 - Review comments on Baseline Schedule and Updates
- Weekly Construction Progress Meetings
 - Construction Progress Meeting agenda transmitted to City and Contractor via e-mail in .pdf format to progress meetings and delivered at meetings.
 - Construction Progress Meeting notes transmitted to City and Contractor via e-mail in .pdf format and filed in the DMS.
- Contractor's Application for Payment Review
 - Contractor's Payment Application Requests submitted via DMS with appropriate attachments, such as invoices for stored materials.
- Field Orders
 - Supporting information filed in the DMS.
- Field Order transmitted to Contractor, City, and Consultant's team members via e-mail in .pdf format.

Task 400 Construction Close-Out

Objective:

Achieve an orderly, well-documented, and complete 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:

Substantial Completion Inspections

- Receive and review Contractor's required substantial completion submittal, and determine if Project is ready for substantial completion inspection, including:

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- Develop substantial completion submittal checklist.
 - Verify submittal of required documents.
 - 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.
 - Schedule substantial completion inspection, or notify Contractor that the Work has not progressed to point of substantial completion as defined by the Contract Documents.
 - Coordinate, conduct and document the substantial completion inspection and issuance of the Certificate of Substantial Completion including:
 - Notify City and design team members of date of substantial completion inspection.
 - Prepare and distribute the punchlist format to the parties conducting the inspection.
 - Conduct the substantial completion inspection.
 - 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.
 - 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.
 - Upon concurrence of City, issue the definitive Certificate of Substantial Completion and punchlist setting the date of Substantial Completion.
 - 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

- Receive and review Contractor's required final completion submittal.
- Coordinate and attend the final inspection meeting and physical walk-through of the Project, including:
 - Schedule the final inspection date and notify Contractor, City and any Regulatory Agencies.
 - Assemble the various final completion submittal documents, required by the Contract Documents, for the final inspection meeting and review them with the various parties.
 - Conduct, document and distribute the findings of the final inspection.
- 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

- Consultant will monitor the status of Contractor's as-built drawings every other week at the Construction Progress Meetings.
- Consultant team members will document changes due to field adjustments in the record drawings as they occur.

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- Prepare final record drawings.

Client Responsibilities:

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

Assumptions:

- Substantial Completion Inspections and Final Completion Inspection will occur at the project site, will involve up to 2 Consultant team members, and will last up to 8 hours each.
- 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.
- Record drawings will be based on construction records provided by Contractor, City and on-site resident project representatives and will be completed within 2 months of the date of receipt of all of the marked-up prints and other necessary data from Contractor. Record drawings will not be re-stamped and re-signed by a licensed professional engineer, and they will include a record drawings stamp stating sources of information for drawing revisions.

Deliverables:

- Certificates of Substantial Completion and punch lists transmitted to City and Contractor via e-mail in .pdf format.
- Certificate of Final Completion with Contractor's Final Application and Certificate for Payment transmitted to City and Contractor via e-mail in .pdf format.
- 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 500 Materials Testing and Special Inspection Services

Objective:

Provide special inspection and testing services required by the International Building Code (IBC), the 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.

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

- Consultant Team Materials Testing and Special Inspection Services:
 - *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.

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- *Reinforced Concrete*: Includes mix design review; periodic reinforcing steel placement inspection; field testing for slump, unit weight, entrained air and temperature; preparing concrete test cylinders; and inspection during site-cast structural concrete placement for foundations, floor slabs, columns and walls.
 - *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.
 - *Coatings*: Review inspections and coatings procedures furnished and installed by the Contractor. Review inspection reports from the Contractor's National Association of Corrosion Engineers (NACE) inspector. This is verification of Contractor inspection and not primary inspection services. Consultant will review NACE inspection reports for coatings applied to the headworks and primary clarifiers; contractor coating materials and procedures, review periodic coatings inspections by Contractor's NACE inspector, and Contractor's applicator qualifications.
 - *Daily Field Reports*: At the completion of each site visit, our field personnel will prepare a preliminary field report to document field test results, observations and discussions applicable to the project.
 - *Final Report*: At the conclusion of geotechnical services, provide a final letter report as required by IBC Chapter 17. The report will summarize observations and test results, and opinions regarding applicable Contractor's general compliance with the project plans and specifications.

Assumptions:

- Subconsultant will perform testing in accordance with construction contract documents and other recognized/applicable standards.
- Consultant has included a subconsultant fee of \$13,650.00 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.
- Subconsultant will have a lab within a mutually agreed upon distance of the City of Camas Wastewater Treatment Plant (WWTP). Distance of the subconsultant from the WWTP may affect the subconsultant fees.

Deliverables:

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

Task 600 Owner's 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

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

City Responsibilities

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

Assumptions

- Agreement for the services to be performed under the contingency task and budget will be documented and agreed upon by the City and Consultant prior to proceeding.
- Owner's reserve is up to \$25,000 as identified in the budget detail.

Deliverables

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

Exhibit B – Schedule

The project schedule for the will begin in May 2024 with construction phase services completed by December 2024. Construction project duration is 6 months following issuance of Notice to Proceed. The basic project schedule is as follows:

Key milestones are listed below.

Milestone	Weeks from NTP	Date
Notice to Proceed	0	June 3, 2024
Notice to Proceed Construction	0	June 3, 2024
Completed Construction	26	December 2, 2024
Closeout	30	December 30, 2024

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 \$279,744.00 without written authorization by the City. Expenses and Subconsultants will be billed at a 5% Markup.

Task	Description	Labor Hours	Consultant Labor	Consultant Expenses	Subconsultant Labor	Total Cost
100	Project Management	147	\$35,196	\$3,108	--	\$38,304
200	Engineering Support during Construction	512	\$86,685	--	--	\$86,685
300	Field Services	691	\$95,239	--	--	\$95,239
400	Construction Closeout	90	\$17,723	--	--	\$17,723
500	Materials Testing and Special Inspection Services	13	\$3,143	--	\$13,650	\$16,793
600	Owner's Reserve	--	\$25,000	--	--	\$25,000
					Total	\$279,744