



## EXHIBIT A – SCOPE OF WORK

City of Clearlake  
BURNS VALLEY SPORTS COMPLEX  
January 31, 2023

### A. PROJECT UNDERSTANDING

This scope of work is based on the schematic design prepared by SSA Landscape Architects, Inc. (hereinafter referred to as SSA) and based on the RFP prepared by the City of Clearlake (hereinafter referred to as the CLIENT) for the **Burns Valley Development Sports Complex**.

The scope of this project includes design development, construction documents, specifications, and estimate (PS&E); and bid and construction phase services for the development of the Burns Valley Development Sports Complex.

We understand that this site is located within a sensitive habitat and will work closely with the project environmental consultants on the project to ensure our impact is as minimal as possible and within what is allowed by the various permitting agencies.

SSA will serve as the lead design consultant for the project and associated improvements and will prepare documents for the project based on input and direction from the City. SSA will utilize subconsultants to complete Structural and Electrical design and review of applicable elements as part of this proposal. The City will provide Civil and Geotechnical design services and SSA will provide limited coordination with City contracted consultants through all stages of the project. The City will provide environmental clearances as required and submit for project permits.

### B. SCOPE OF WORK

*Note: This project scope of work begins with Phase 2; Phase 1 was completed under a separate contract.*

#### PHASE TWO – DESIGN DEVELOPMENT 60% SUBMITTAL

- A. Design Meeting – Kickoff meeting for design team and City staff to review City’s comments and direction and to review all project parameters with design team.
- B. Site Visit – Visit site to conduct site analysis and review schematic design on site with City staff.
- C. Review Background Information – review all relevant project information including environmental and cultural mitigation measures.
- D. Design Development – SSA to prepare 60% level Construction Documents based on the approved schematic design approved by the CLIENT. Material selections, site furnishings, turf options and a plant palette will be included for City review and comment.
  1. Demolition Plan
  2. Site Plan
  3. Materials & Finishes Plan

4. Elevations and Sections
  5. Playground Plan
  6. Layout Plan
  7. Enlargements
  8. Construction Details
  9. Irrigation Plan and Details
  10. Planting Plan and Details
  11. Electrical Plans (prepared by others)
  12. Structural Plans (prepared by others)
- E. Site Visit – Visit site to confirm 60% drawings with City staff.
- F. Technical Specifications – Prepare draft Technical Specifications including sections for landscape architectural components.
- G. Cost Estimate – Update the previous cost estimate, providing more detail regarding landscape architectural components.
- H. In-House QA/QC – SSA team will conduct an in-house plan check with an Associate Principal not involved with the preparation of the submittal to identify necessary conflicts, clarifications, modifications, and additional detailing that may be needed.
- I. Submittal Preparation – prepare 60% submittal for City review and comments.
- J. City Review Meetings – allow for (3) review meetings during this phase.
- K. Project Administration - Coordinate with consultants hired directly by the CLIENT throughout this phase of work.

#### **Design Development Phase Deliverables:**

1. 60% Construction Document Plans
2. Technical Specifications
3. Cost Estimate Update

#### **PHASE THREE – CONSTRUCTION DOCUMENTS 90% SUBMITTAL**

- A. Design Meeting – Review City’s comments from 60% submittal before preparation of 90% Construction documents with City Staff and City hired Civil and Geotechnical Engineers.
- B. Project Research – Provide limited coordination of environmental and cultural mitigation measures.
- A. Construction Documentation – SSA to prepare 90% level Construction Documents based on the 60% Design Development Documents approved by the CLIENT. Final material selections, construction details, irrigation system layout and planting selections and quantities will be documented.
1. Demolition Plan
  2. Site Plan
  3. Materials & Finishes Plan
  4. Elevations and Sections
  5. Playground Plan
  6. Layout Plan
  7. Enlargements
  8. Construction Details
  9. Irrigation Plan and Details

10. Planting Plan and Details
  11. Electrical Plans (prepared by others)
  12. Structural Plans (prepared by others)
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- B. Technical Specifications – Prepare Technical Specifications including sections for landscape architectural components.
  - C. Cost Estimate – Update the previous cost estimate, providing more detail regarding landscape architectural components.
  - D. In-House QA/QC – SSA team will conduct an in-house plan check with an Associate Principal not involved with the preparation of the submittal to identify necessary conflicts, clarifications, modifications and additional detailing that may be needed.
  - E. Submittal Preparation – prepare 90% submittal for City review and comments.
  - F. City Review Meetings – allow for (2) review meetings during this phase.
  - G. Project Administration - Coordinate with consultants hired directly by the CLIENT throughout this phase of work.

#### **Construction Documents – 90% Phase Deliverables:**

1. 90% Construction Documents
2. Technical Specifications
3. Cost Estimate Update

#### **PHASE FOUR – CONSTRUCTION DOCUMENTS – 100% SUBMITTAL**

- A. Design Meeting – Review City’s comments from 90% submittal before preparation of 100% Construction documents with City Staff and City hired Civil and Geotechnical Engineers.
- B. Project Research – coordinate on environmental and cultural mitigation measures.
- A. Construction Documentation/Bid Set – SSA to prepare 100% level Construction Documents based on the Schematic Design approved by the CLIENT. This set of documents will be used for Contractor Bidding.
  1. Demolition Plan
  2. Site Plan
  3. Materials & Finishes Plan
  4. Elevations and Sections
  5. Playground Plan
  6. Layout Plan
  7. Enlargements
  8. Construction Details
  9. Irrigation Plan and Details
  10. Planting Plan and Details
  11. Electrical Plans (prepared by others)
  12. Structural Plans (prepared by others)
- B. Technical Specifications – Prepare Final Technical Specifications including sections for landscape architectural components.
- C. Cost Estimate – Update the previous cost estimate, providing more detail regarding landscape architectural components.

- D. In-House QA/QC – SSA team will conduct an in-house plan check with an Associate Principal not involved with the preparation of the submittal to identify necessary conflicts, clarifications, modifications and additional detailing that may be needed.
- H. Submittal Preparation – prepare 100% submittal for City review and comments.
- I. City Review Meetings – allow for (2) review meetings during this phase.
- J. Project Administration - Coordinate with consultants hired directly by the CLIENT throughout this phase of work.

### **Construction Documents –100% Phase Deliverables:**

- 1. 100% Construction Documents
- 2. Technical Specifications
- 3. Cost Estimate Update

### **PHASE FIVE – BID PHASE SUPPORT**

- A. Pre-Bid Meeting – Attend a pre-bid meeting to review the project with potential bidders at the site.
- B. RFI Response – Respond to RFI’s from bidders.
- C. Addenda Response – Prepare addenda providing clarification to bidder’s RFI’s and/or change orders.

### **PHASE SIX – CONSTRUCTION SUPPORT**

- A. Pre-Construction Meeting – Attend (1) one pre-construction conference conducted by the City.
- B. RFI Response – Provide plan clarification and responses to RFI’s throughout the construction period as requested by the CLIENT.
- C. Submittal Review – Review submittals, shop drawings, and provide written approval, rejection, or correction directives. Review proposed substitutions for conformance to drawings and technical specifications, if any.
- D. Change Orders – Assist the City with review of Change Orders and make recommendations as necessary.
- E. Site Meetings – Attend Site Meetings as requested by the CLIENT, up to four (4).
- F. Punchwalk – Perform one pre-final acceptance site visit and provide written report of punchlist items.
- G. Record Drawings – Prepare AutoCAD as-built drawings from contractor provided marked up plans. SSA does not warrant the accuracy of information provided by the contractor.
- H. Grant Support – Support CLIENT with all required reports and documentation as outlined in the (Prop 68) Grant Administration Guide and consistent with the approved Project Grant Timeline.
- I. Project Administration - Coordinate and meetings.

### **ADDITIONAL SERVICES**

SSA may provide additional services, as requested in advance by CLIENT. Additional services will be negotiated separately based on the billing rates contained in the attached Exhibit B “SSA Rate Schedule”. Additional services may include, but are not limited to:

- 1. Plan sheets or design work not specifically listed herein.
- 2. Engineering and technical expert services, including Geotechnical, Architect, Arborist, Cultural Assessments, and/or Biologist not listed in the above scope as well as coordination with said consultants.
- 3. Design of program elements not specifically included in the Master Plan.

4. Value engineering or phasing plans beyond what is provided herein.
5. Attendance at any meetings not listed above.
6. Coordination with utility companies
7. Permit fees and/or coordination
8. Environmental clearance documents
9. Additive or deductive alternates beyond what is provided for in the Scope of Work.
10. Any other service not described within this Scope of Work.

## FEE PROPOSAL

The fees for the above Scope of Work phases are as follows:

Phase Two – 60% Design Development	\$140,026.00
Phase Three – 90% Construction Documents	\$98,716.00
Phase Four – 100% Construction Documents	\$78,750.00
Phase Five – Bid Phase Support	\$21,488.00
Phase Six –Construction Support	\$90,794.00
REIMBURSABLE EXPENSES/SUBCONSULTANTS	
Civil Engineering Services	\$214,621.00
Electrical Engineering Services	\$97,702.00
Structural Engineering Services Allowance	\$75,020.00
<u>Estimated Reimbursable Expenses</u>	<u>\$6,600.00</u>
<b>Total Proposed Fees</b>	<b>\$823,251.00</b>

These services are proposed to be provided on an hourly, not-to-exceed basis. Fees will be billed monthly based on the actual percentage of completion in each phase.

## SERVICES TO BE PROVIDED BY THE CLIENT

1. All Project related drawings, topographic surveys, and reports, including, but not limited to, those requested in this Scope of Work.
2. CLIENT review, comment and directives as requested by SSA.
3. Procurement of any subconsultant that may be identified as necessary during the Project.
4. Submittal to any necessary agencies for review and approval, including to the CLIENT.

## REIMBURSABLE EXPENSES

Included in the FEE PROPOSAL is an allowance for expenses such as mileage/travel, plotting, printing and reproduction, shipping, and postage. Billings for reimbursable expenses will be submitted on or around the 25<sup>th</sup> of each month based on the actual cost for the previous month, per the attached "SSA Rate Schedule".