

EXHIBIT A

SCOPE OF WORK CITY OF COBURG – NEW CUSTOMER HYDRAULIC MODELING SUPPORT BRANCH ENGINEERING

Introduction/General/Background

The City of Coburg (City) is planning to eventually construct a new 12-inch diameter pipeline loop on the east side of Interstate 5 to serve new customers and feed a potential future elevated reservoir. The new pipeline will allow future users to connect to the potable water distribution system with a reliably looped pipeline. The first portion of the pipeline crosses Interstate 5 at Selby Way in the southeast corner of the distribution system, which is where the pipeline is currently terminated. The City is in the process of conceptualizing the next phase of the loop that will extend the pipeline north, and working with potential developers to bring a large (100 acre) undeveloped lot into the City's system at some point in the future.

In the interim, the City would like to understand the impact of potentially bringing Premier RV Resort (PRVR) into the City's distribution system, which all parties would like to accomplish as soon as possible. It is our understanding that PRVR may be brought into the City's system as soon as early 2024. To support bringing PRVR onto the public system, the City is requesting hydraulic modeling support to analyze the system in conjunction with this proposed modification. The City is looking at extending a 4-inch diameter service through a 3-inch diameter meter from the current 12-inch diameter main terminus on the east side of I-5 north of Selby Way.

In addition, the City has recently drilled and tested a new supply well (Well 3, Stallings Well Site) northwest of the distribution system. Well 3 flow testing showed that it will produce approximately 100 gallons per minute (gpm), which is less than what was predicted. This well was constructed to meet projected demand increases but is producing less than what was originally anticipated for the new supply. A supply overview will be conducted to help inform the City as to current and projected demand shortcomings with this new information.

Project Understanding and Major Assumptions

Branch Engineering (Branch) is the City Engineer for the City and the lead design consultant for the new 12-inch pipeline and new supply sources for the City. Consor North America, Inc. (Consultant) will provide hydraulic modeling analysis for the east side pipe looping, phasing, and various customer addition determinations. In addition, a limited overall system capacity review of the current maximum day demand will be implemented to compare the existing supply sources to current water needs and determine if the sources of supply are sufficient or what types of supply issues could be faced in the near-term.

This Scope of Services has been separated into four (4) tasks for clarity and is described in detail below, with associated major subtasks and assumptions noted:

1. Project Management

2. Review Phased System Improvements
 - 2.1 Review Proposed System Conditions
 - 2.2 Prepare Hydraulic Model

3. Hydraulic and System Capacity Analyses
 - 3.1 System Capacity Analysis
 - Review current demands and source capacity
 - Inform City as to source deficit and recommendations for additional source quantity
 - 3.2 Add Premier RV Resort to Current System
 - This will be “Phase 1”
 - Only a 4-inch service extended (without East Side Loop)
 - No Well 3 flow included
 - No Fire Flow requirement
 - 3.3 Developer Extends Partial 12-inch East Side Loop to Van Duyn
 - This will be “Phase 2”
 - 25% of 100-Acre lot comes into system
 - Additional customers south of Van Duyn and East of I-5 come into system: 1) Gas Station with a Convenience Store; and 2) A Restaurant
 - Well 3 flow included
 - Fire Flow required
 - 3.4 City Completes East Side Loop
 - This will be “Phase 3”
 - Another 25% of 100-Acre lot comes into system (total of 50%)
 - Well 3 flow included
 - Fire Flow required

4. Technical Memorandum

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with Branch and the City’s 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 Invoices / Status Reports

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including cost-to-complete, earned value, cash flow, and certified firm participation.

1.2 Coordination with Branch / City

Consultant will maintain communication with Branch through virtual meetings as well as via voice and email communication. Consultant will manage and coordinate the technical and scope issues relating to the New Customer Hydraulic Modeling Support. Progress meetings will be conducted as appropriate.

Task Deliverables

- Consultant shall deliver to Branch a monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Problems encountered and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Budget Analysis.
 - Issues requiring project team action.

Task Assumptions

- Consultant assumes a Notice to Proceed date in late October or early November of 2023.
- Consultant assumes up to three (3) one-hour remote/online meetings with the Consultant’s Project Manager and Hydraulic Modeler, Branch’s Project Manager, and City representatives. Preparation time for meetings of half an hour per meeting is also assumed.
- Project duration is anticipated to take up to three (3) months; therefore, it is assumed that there will be up to three (3) progress payments/status reports.

Task 2 – Review Phased System Improvements

Objective

Review the existing system, and potential connection points to the proposed pipelines. Update the model with new pipelines and demands per the Task Assumptions listed below.

Activities

Consultant will provide a phased markup of the proposed pipeline alignments and configurations to indicate potential connection points the various new users and proposed demands. In addition, the Consultant will prepare the hydraulic model as appropriate to complete the analysis. This includes adding necessary pipelines and demands to complete the analysis.

2.1 Review Proposed System Conditions

Consultant will review the proposed phased connections and developments to determine connection points to the proposed east-side pipeline loop. PRVR will be added as a service from the existing 12-inch pipe terminus. In addition, the proposed demands for maximum day, peak hour, and fire flow will be agreed

upon with input from Branch and the City. The phasing of the proposed 12-inch pipeline will be reviewed to verify the proposed scenarios to be analyzed.

2.2 Prepare Hydraulic Model

Consultant will update the hydraulic model with the proposed demands and connection points for the various Phases. Additional pipelines will be added and the scenarios to be tested will be created. It is expected that three configurations of the network will be tested: One as the system is currently with PRVR connected via a service and no Well 3 online; One with the pipeline partially constructed to Van Duyn and additional customers brought in on both east and west sides of pipeline; And one with the pipeline complete but without the reservoir constructed and more customers added from the 100-acre lot.

Task Deliverables

- Markup of the proposed pipeline alignments with model updates and assumptions.

Task Assumptions

- Pipelines to be added to the model will be limited to the proposed pipes required to construct the three Phases of the current and future 12-inch east-side pipeline loop. It is understood that PRVR has existing supply wells, pipelines, pumping systems, storage facilities, and potentially fire hydrants onsite, which are assumed will remain private and not added to the model.
- It is anticipated that there will be one connection point for Phase 1, three more connection points for Phase 2, and one more connection point for Phase 3.
- Three Peak Hour Demand Scenarios will be created.
- Two Fire Flow Analysis Scenarios will be created.
- Well Site 3 will produce 100 gpm during Phases 2 and 3.
- 100-acre lot will include four 25-acre residential/light industrial developments (for demand allocation).

Task 3 – Hydraulic and System Capacity Analyses

Objective

Using spreadsheet analyses and hydraulic modeling, help inform the City as to the impact of bringing PRVR into their water system under the current configuration, phased improvements for an east-side 12-inch pipeline loop, and overall system supply capacity in relation to current and projected (currently projected for initial customers) demands.

Activities

3.1 System Capacity Analysis

According to the City of Coburg Water Master Plan Update (completed in July, 2016), a new well is required to meet the projected demand increases. Well 3, which is installed but not fully developed or online yet, was drilled and cased as planned but is only capable of producing approximately 100 gpm, which is less

than the predicted capacity of this well site. Consultant will review the current maximum day demand and compare with the current system supply to determine if a deficiency exists or is expected to exist soon. A Water Supply Analysis Summary Table will be created to document the current and short-term projected supply status. The impacts from bringing on the initial east-side customers for Phases 1 through 3 will be reviewed and included, but no other projected demands will be included.

3.2 Add Premier RV Resort to Current System

As PRVR wants to be brought into the City's system but the new 12-inch east side pipe loop is not going to be constructed for some time, it may be possible to provide service prior to extending the pipeline. Peak hour demand and maximum day analysis model runs will be completed with PRVR getting service from the current end of the 12-inch pipeline through a 4-inch service. This will be considered "Phase 1" for reporting purposes, which will include only a 4-inch service extended (without the East Side Loop). No Well 3 flow will be included based on the anticipated timeframes, and no Fire Flow requirement will be reviewed for PRVR property per City direction.

3.3 Developer Extends Partial 12-inch East Side Loop to Van Duyn

At some point in the next few years it is anticipated that a land developer will want to build on the 100-acre lot, which will necessitate them extending the 12-inch pipeline north from its current terminus to Van Duyn Street. This will be considered "Phase 2" for reporting purposes. Peak hour, maximum day, and fire flow demand analysis model runs will be completed assuming the following new demands: 25% of the 100-Acre lot comes into the system; And additional customers south of Van Duyn and East of I-5 come into the system including a Gas Station with a Convenience Store, and a Restaurant. For this analysis it will be assumed that Well 3 will have been developed and the flow contribution included in the system.

3.4 City Completes East Side Loop

Eventually it is anticipated that the pipeline will be extended past the new development and a second I-5 crossing North of Van Duyn Road would also be built which would complete the pipeline loop. Once the entire pipeline is completed and looped, this will be considered "Phase 3" for reporting purposes. Peak hour, maximum day, and fireflow demand analysis model runs will be completed with the 12-inch pipeline complete but without the reservoir constructed. The model runs will be completed assuming an additional 25% of the 100-Acre lot comes into the system (total of 50%), and that the Well 3 contribution persists.

Task Deliverables

- Water Supply Analysis Summary Table – Existing System.

Task Assumptions

- The City will provide the water use summary over the past two years for reviewing and assigning current maximum day demand conditions.
- Only demand projections for the entities reviewed herein will be applied to the capacity analysis. These include PRVR, the 100-acre lot, and a gas station / convenience store and a restaurant near Van Duyn. No other future demand projections will be reviewed as part of the supply analysis.
- Hydraulic analysis will be completed for five scenarios:
 - Three Peak Hour Demand Scenarios

- Two Fireflow Analysis Scenarios

Task 4 – Technical Memorandum

Objective

Document each task of the analysis including assumptions, system setup, supply, pressures, velocities, and available fireflow.

Activities

Consultant will develop a technical memorandum that documents each element of the modeling process, including:

- Existing Site Review
- Scenario Setup
- Modeling Analysis
 - Phases 1 through 3 Pipeline Completion and new Customer Service Findings
- Current Water Supply Analysis

Task Deliverables

- Prepare a Draft Technical Memorandum documenting the hydraulic analysis results.
- Prepare a Final Technical Memorandum documenting the hydraulic analysis results.

Task Assumptions

- A draft electronic copy of the technical memorandum will be provided for Branch and the City's review, and one (1) revision of the memorandum will be done based on Branch and City comments to prepare and deliver the final technical memorandum (which will be delivered in electronic format).
- Technical Memorandum will include five figures:
 - Overview of site and recommendations.
 - Two results figures presenting pressures and flowrates during peak hour conditions.
 - Two results figures presenting available fire flow at the connection points.

Budget

Payment will be made at Consultant's Standard billing hourly rates for personnel working directly on the project, plus Direct Expenses incurred. Work will be performed on a time and expense basis with a total not to exceed amount of \$18,735 per the fee estimate provided as Attachment A. Billing rates for the 2023 calendar year are as shown in Attachment B and are subject to change on the first day of every new calendar year the project is on-going. Subconsultants, when required by the Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown in the table below.

Direct Expenses

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

Computer Aided Design and Drafting	\$18.00/hour
GIS and Hydraulic Modeling	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

Project Schedule

The proposed project schedule is shown in the table below, including an approximate Notice to Proceed date and the required duration for major tasks needed to complete the project.

Table 1 | Project Schedule

Task	Milestone Date
Notice to Proceed	Late October 2023
Supply Capacity Analysis Findings	November 2023
Draft Technical Memorandum	December 2023
Final Technical Memorandum	January 2024