

## **APPENDIX A**

### **SCOPE OF SERVICES**

#### **1. SCOPE OF WORK**

Generally, Total Municipal Solutions, Inc. (TMS) will provide professional engineering, administrative and project management services for utilities and public works projects for the CITY that can fit into a minimum ten (10) hour work schedule per week. Services include assigning, reviewing and monitoring the work and progress of consultants and contractors either directly or through CITY staff.

TMS will coordinate with CITY 's leadership and provide necessary advisement related to the capital projects and grants. One of the key aspects of the providing professional services would be mentoring employees who would like to improve their skill-level and become assets for the CITY. TMS will be accessible to the CITY staff for a minimum of ten (10) hours per week, with at least eight (8) hours worked at a designated CITY office; the remaining two (2) hours can be remote. Consultant shall work a full day of the CITY 's choice; preferably Monday or Friday unless there is a holiday or the CITY modifies CONSULTANT's work hours and/or work day in writing.

All work under this contract will be performed by Raj Verma, P.E., unless the CITY provides written consent/approval of a change.