

EXHIBIT “A” TO TASK ORDER NO. 1  
GENERAL & ADDITIONAL SERVICES  
SCOPE OF SERVICES

## **Scope of Work: Civil Engineer Plan Review**

### **Objective:**

To ensure that all civil engineering plans submitted for municipal approval comply with local, state, and federal regulations, standards, and best practices, ensuring public safety, infrastructure integrity, and environmental protection.

### **Responsibilities:**

#### **1. Plan Review and Analysis:**

- Review civil engineering plans, including site development, grading, drainage, utility, landscaping, and roadway plans.
- Verify compliance with municipal codes, zoning ordinances, and design standards.
- Assess the adequacy of proposed infrastructure improvements, including water, sewer, stormwater management, and transportation systems.

#### **2. Regulatory Compliance:**

- Ensure plans meet all applicable local, state, and federal regulations.
- Coordinate with other municipal departments and agencies to confirm compliance with cross-disciplinary requirements.

#### **3. Technical Evaluation:**

- Evaluate engineering calculations, reports, and specifications for accuracy and completeness.
- Identify potential issues or deficiencies in the plans and provide recommendations for corrections or improvements.

#### **4. Communication and Coordination:**

- Communicate findings and recommendations to developers, contractors, and other stakeholders.
- Attend meetings with project proponents to discuss plan review comments and facilitate resolution of issues.
- Coordinate with staff to ensure timely and efficient plan review processes.

#### **5. Documentation and Reporting:**

- Prepare detailed review comments and reports summarizing findings and recommendations.
- Maintain accurate records of plan submissions, reviews, and approvals.
- Provide regular updates to municipal management on the status of plan reviews and any significant issues encountered.

#### **6. Continuous Improvement:**

- Stay current with advancements in civil engineering practices, technologies, and regulatory changes.
- Recommend updates to municipal codes, standards, and procedures to improve the plan review process.

### **Deliverables:**

- Comprehensive review comments and reports for each plan submission.
- Documentation of compliance with all applicable regulations and standards.
- Recommendations for plan modifications or improvements as necessary.

### **Timeline:**

EXHIBIT “A” TO TASK ORDER NO. 1  
GENERAL & ADDITIONAL SERVICES  
SCOPE OF SERVICES

- Initial review comments to be provided within [specified time frame] of plan submission.
- Follow-up reviews and final approval to be completed within [specified time frame] after receipt of revised plans.

**Qualifications:**

- Licensed Professional Engineer (PE) with experience in municipal plan review.
- Strong knowledge of local, state, and federal regulations related to civil engineering.
- Excellent analytical, communication, and organizational skills.