EXHIBIT A: SCOPE OF WORK AND SPECIFICATIONS

A. Location
   1. All Work will be performed within the incorporated limits of the City of Lake Forest Park, WA.
   2. All Work is expected to occur on public property including City right of way and City-owned parcels. If Work must be performed on private property, the City will obtain Right of Entry from property owners prior to the Contractor's execution of the Work.
   3. References herein to the "Work site" are meant to refer to the locations of existing City-maintained catch basin structures where the Contractor will perform the Work. These catch basin locations are shown on the GIS map accessible at this link: https://lfp.maps.arcgis.com/apps/mapviewer/index.html?webmap=de42a9542c1f46629f835412ab2ea7a0
   4. Work may be required on uneven terrain, steep slopes, and at other locations that may be difficult to access. However, Work sites are assumed to be accessible on foot and without the need for extensive brush clearing or other site preparation work.

B. General Requirements
   1. The Contractor shall perform Work in accordance with these General Requirements. Unless stated otherwise, the cost(s) of any sort whatsoever that may be required to conform to these General Requirements shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.
   2. The normal hours of Work applicable to this contract shall be eight hours per day within a timeframe beginning no earlier than 7:00 AM and ending no later than 5:00 PM. Normal working hours shall occur Monday to Friday, excluding the following City-observed holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

   3. The Contractor shall provide supervision of the Work and shall ensure:
      I. Personnel engaged in the Work shall be qualified and appropriately certified or licensed to perform tasks assigned to them.
      II. Crews assigned to perform Work shall be appropriately sized (number of crew members) and equipped to complete the Work efficiently and in accordance with contract's quality, safety, and other requirements.
      III. Tools and equipment used to perform Work shall be of sufficient design, size, and condition to complete the Work efficiently and in accordance with contract's quality, safety, and other requirements.
   4. Protection of Work and Property

I. The Contractor shall be solely and completely responsible for conditions of the Work site, including safety of all persons and property during performance of the Work. This requirement shall apply continuously during the Contract Time and not be limited to normal working hours.

II. The Contractor shall perform the Work in non-destructive fashion and shall restore any damage caused to City or private property to the satisfaction of the property owner at the Contractor's sole expense.

III. The Contractor shall furnish, install, implement, and maintain all necessary safeguards for protection of human health and safety, property, and the environment during performance of the Work. Required safeguards include, but are not limited to:

a) Fences, railing, barricades, lighting, posting of warning signs, and other warnings against hazards.

b) Operational and occupational health and safety practices established by industry standards and applicable regulations (e.g. OSHA, WISHA). The Work is expected to be performed from the ground surface. If confined space entry into structures is required to complete Work, separate payment for this service shall be made under Bid Item #2.

c) All temporary work zone traffic control measures that may be necessary to effect the safe and orderly diversion of vehicular, pedestrian, and bicycle traffic around the Work site. Temporary traffic control shall comply with the latest revision of Part VI of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD). If the use of traffic control flaggers is required, separate payment for this service shall be made under Bid Item #2. Special temporary work zone traffic control requirements for the Contract include:

i. Road closures shall not be implemented as a traffic control measure without the City's prior authorization.

ii. Work within principal arterials, including Ballinger Way NE (SR-104) and Bothell Way NE (SR-522), shall not be performed during the peak traffic volume hours of 7:00-9:30 AM and 2:30-5:00 PM, Monday through Friday.

iii. Contractor shall confirm schedule for Work on principal arterials with DPW prior to initiating this Work. DPW will provide notification of transit agencies as required.

5. Contract Management and Administration

I. Prior to beginning the Work, the Contractor's Project Manager and at least one crew member assigned to complete Work shall attend a Contract kickoff meeting with DPW staff at City Hall.

II. Contractor shall prepare invoices documenting the invoicing period/timeframe, the quantity of Work performed per Contract Task (see Section C) within the invoicing period, and associated fee(s). Invoices shall be submitted to the City on a monthly basis.

III. Prior to submitting invoices to the City for completed Work, Contractor shall perform quality assurance and quality control (QA/QC) review and

adjustments to initial collected data to ensure a high-quality Work product/deliverable.

IV. Contractor shall communicate with DPW staff throughout the Contract as necessary to ensure orderly execution of Work.

V. Continuously monitor the Work and advise DPW of any risks to completing the Work per the scope, budget, and schedule expectations set in the agreement. Adjustments to these expectations will not be authorized in arrears.

C. Contract Task Specifications

The Work generally includes mobilizing to City-maintained catch basins, performing an inspection and collecting structure attribute data as prescribed herein, and documenting inspection/attribute data using the free, ESRI-developed mobile GIS mapping software applications[1] ("Required Apps") described in this Section and Attachment 5.

The specifications for execution, measurement, and payment of the Work are provided in the Contract Tasks (CT) descriptions contained in this Section. The Contract Task numbers in this section correspond to the Bid Item (BI) numbers listed in the Proposal Form (Attachment 2 to the RFP).

1. <u>CONTRACT TASK #1 – Inspect Catch Basins</u>

I. Description

a) This Contract Task includes the Work required to locate and inspect drainage catch basins, and document inspection results.

II. Execution

a) Mobilize to Work sites as identified on maps provided by DPW in the Required Apps (ESRI Field Maps, in this case).

b) Remove the catch basin cover/grate and safely store the grate. Open structures shall not be left unattended.

c) Perform inspection using basic measuring devices (e.g. steel tape measure), flashlights, and other readily-accessible hand tools. Record measurements to the nearest inch.

d) Document inspection using the Required Apps and City-standard inspection forms contained therein. The process of entering inspection data using the Required Apps is explained and illustrated in Attachment 5. In general, the following information will be collected at each structure:

i. Structure type and construction material

ii. Structure interior dimensions

iii. Inlet/cover type and size

iv. Depths from surface to pipe inverts and bottom of structure

v. Pipe sizes, orientations, and types

vi. Existence of water quality or flow control device (y/n)

[1] Required apps include ESRI Field Maps and ESRI Survey123

vii. Indications of structure condition per the King County Surface Water Design Manual's (KCSWDM) Catch Basin Maintenance Standard

Contractor shall provide hardware suitable for running the Required Apps, and DPW will provide the Contractor with the GIS data or temporary login information required to use the Required Apps.

e) Obtain at least one digital photograph of the structure interior, using a flashlight as needed to illuminate the structure. The resulting image file to be provided to DPW (see Section C.1.III.a) shall contain information sufficient to identify the catch basin. This identifying information must be provided using one of the following methods:
   i. Provide an image file named according to the catch basin's "Asset ID" as provided in the City's GIS map
   ii. Provide an image file containing embedded location information, such as latitude and longitude coordinates of the photograph location.

f) Restore cover/grate to its original location on the catch basin frame.

III. Measurement and Payment

a) CT #1 Work will be measured per each catch basin structure for which a complete inspection record is received by DPW. A complete inspection record shall include an ESRI compatible GIS file containing properly completed inspection forms for the catch basin structure and an image file meeting CT #1 specifications.

b) Payment for CT #1 Work shall be remitted at the Bid Item (BI) #1 unit price in the agreement.

c) Payment for CT #1 Work shall be remitted at 0.25 times the BI #1 unit price in the agreement for each catch basin structure which the Contractor confirms is nonexistent. See Attachment 5 for an illustration of how this inspection result will be recorded using the Required Apps.

<u>CONTRACT TASK #2 – Minor Changes</u>

I. Description

b) The Contract Task includes payments or credits for DPW-directed changes to the Work amounting to $5,000.00 or less. At the discretion of DPW, this procedure for Minor Changes may be used in lieu of the more formal procedure outlined in the agreement.

c) If DPW identifies a needed change to the Work, DPW will provide the Contractor a draft Minor Change Order including the location and specifications for the work. As soon as practicable, but within 10 calendar days of receipt of the Minor Change Order, the Contractor shall provide DPW with a written price quote to complete the Minor Change Order work. The price quote shall document the basis of proposed costs as requested by DPW in the Minor Change Order. As soon as practicable, but within 10 calendar days of receipt of the Contractor's price quote, DPW will review the price quote and advise

the Contractor if it is acceptable or rejected. If the Contractor's price quote is accepted, DPW will sign the Minor Change Order. The signed Minor Change Order shall serve as DPW's authorization to proceed with Minor Change Order work.

II. Execution

a) Specifications for execution of CT #2 work will be provided in the City's signed Minor Change Order.

III. Measurement and Payment

a) CT #2 Work will be measured and paid by lump sum (LS) in amounts established in DPW's signed Minor Change Orders. For the purpose of providing a common proposal for all Bidders, the City has entered an amount for "Minor Changes" (BI #2) in the Proposal Form to become a part of the total Price.