

EXHIBIT A

CONSTRUCTION MANAGEMENT SERVICES FOR: BRADLEY ROAD IMPROVEMENTS

SCOPE OF WORK

During the term of this Agreement, Reichhardt & Ebe Engineering Inc., (R&E) shall perform professional services for the City of Lynden (City), including construction management in connection with the above project.

This document shall be used to plan, conduct, and complete the work on the PROJECT.

PROJECT UNDERSTANDING

Background

The construction contract provides for improvements to Bradley Rd. from Eastwood way to Line Rd. Work includes the construction of storm drainage, curb and gutter, sidewalk (shared use path), paving, and other improvements. All work shall be in accordance with the Contract Plans, Special Provisions, the Standard Specifications, including the amendments thereto, and Standard Plans.

The project is funded by State and local funds. R&E's work is expected to last approximately 8 months in total. The on-site construction is expected to last approximately 100 working days. The anticipated construction sequence directly affects the inspection time and effort necessary for the project. Inspection time is estimated at 8 hrs. / day for 100 working days.

Description of Work

The work to be performed by R&E consists of providing construction management and construction inspection for the project. This work consists of conducting project meetings, corresponding with all parties involved, schedule tracking, submittal tracking, on-site inspection, materials testing, quantities tracking, pay estimate preparation, aiding in change order preparation, and the representation necessary to ensure that the work is constructed in accordance with the contract plans and specifications. Construction documentation will be prepared in accordance with the Washington Department of Transportation Local Agency Guidelines (LAG) Manual.

Construction Management Team

The Construction Management Team is made up of the following firms/organizations:

Owner: City of Lynden
Prime Consultant..... Reichhardt & Ebe Engineering, Inc.
Testing Services..... Certerra, Inc. (GeoTest)
Surveying Northwest Surveying and GPS, Inc.

WORK ITEMS

1.0 PROJECT MANAGEMENT AND ADMINISTRATION

R&E shall submit monthly invoices and status reports to the City and track the Project budget.

R&E shall conduct and administer various project meetings as listed below:

- Onsite Franchise Utility meetings. These meetings will be to address the concerns of the Franchise Utilities with the City and Contractor. A total of 2 meetings have been assumed.
- Pre-Construction meeting with the City, Contractor, Subcontractors and Franchise Utilities. The meeting is assumed to be in-person in Lynden.
- Construction Progress meetings with the City, Contractor, Subcontractors and Franchise Utilities. These meetings will be scheduled in advance and shall occur on a weekly basis or as needed. A total of 20 meetings have been assumed. The meetings are assumed to be in-person in Lynden.
- Property Owner meetings with the City, Contractor and private property owners. These meetings will be to address the concerns and issues of various property owners surrounding the Project. A total of 5 meetings have been assumed.
- Project Management meetings with R&E staff and the City as necessary. The purpose of these meetings will be to discuss project management issues, including satisfaction of the City, budget, schedule, project direction, coordination, and changes. A total 4 meetings are assumed.

R&E shall implement a Project documentation and tracking system for submittals, request for information (RFI's), change orders, revisions, force account work, correspondence and Project contacts. This work will include maintenance of the Project files.

R&E shall track Bid Item quantities incorporated into the Project for the purpose of preparing monthly pay requests and verification that the project is constructed in accordance with the Contract Documents. Tracking Bid Item quantities includes preparing and maintaining supporting documentation. This work will include reviewing the Bid Item quantities with the Contractor and preparation of the monthly pay requests. Monthly pay requests will be submitted to the City and the Contractor for review and approval.

R&E shall collect, review and document Certified Payrolls, and Monthly Employment Utilization Reports (MEUR's), DBE reports as required by the Contract Documents.

R&E shall coordinate Project staff and subconsultant efforts in accordance with the scope of work which will include preparation of subconsultant contracts and amendments.

Deliverables / Products:

- Project documentation system and database
- Database reports of outstanding submittals, RFI's and change orders
- Meeting agenda and minutes
- Project bid item quantity documentation
- Monthly pay requests
- Monthly Invoices
- Monthly Status Reports

2.0 QUALITY CONTROL

This work item includes the effort related to providing quality control on an as needed basis for the work activities in this Scope of Work. Specific activities of this work item include the following:

- Peer Reviews – This work will include detailed review of work products by staff with technical expertise in the specific work area.
- Senior Reviews – This work will include review by senior staff to ensure that the Project is technically correct, constructed in accordance with the contract plans and specifications, and meets the requirements of the Scope of Work.

Deliverables / Products:

- If needed, complete QC check list for Project file

3.0 CONSTRUCTION MANAGEMENT

This work item includes the effort related to managing the construction of the Project consisting of the day-to-day activities and contacts with the various parties involved.

R&E shall perform the following activities as they relate to the Project:

- Act as daily point of contact with the Contractor and City and monitor progress and quality of work on a daily basis.
- Act as a daily point of contact with property owners adjacent to the project. R&E and/or the City will be responsible for satisfying the concerns of the property owner and for making any changes to the project to accommodate those concerns.
- Advise the City as to the need or justification for change orders. R&E shall be responsible for preparing cost estimates, negotiations with the Contractor, preparation of, and obtaining the appropriate approval for change orders from the City.
- Review and approve force account work as allowable by the Contract Documents.
- Resolve day-to-day Project issues, as well as design and contract issues with the engineer, Contractor and City. R&E shall be responsible for making and implementing any and all revisions to the Project documents.
- Prepare and respond to all Project correspondence with the Contractor, R&E, Subconsultants, and City.
- Review RAMs and Submittals.
- Review and respond to RFI's.
- Monitor Project costs (actual vs. budget) and report monthly with pay estimate.
- Review Contractor's baseline schedules. Maintain schedule updates and record calendar or working days during contract work in accordance with the Contract Documents.
- Maintain updated field record drawings.
- Coordination and communication with the Contractor and the City.
- Preparation of field record drawings to be used in preparation of the As-Built Drawings.
- Assist in Claim Evaluation.

- Prepare the Record of Materials (ROM).

Deliverables / Products:

- Written documentation pertaining to Project issues
- Written correspondence
- Weekly working days statements
- Preparation of As-Built Drawings
- Record of Materials

4.0 MATERIAL TESTING SERVICES

R&E will manage the quality control testing performed by Certerra. Testing will be performed on an as-needed basis in accordance with the ROM and LAG Manual by an accredited testing laboratory. Quality control testing services provided as part of the construction management contract shall include:

- Soil materials acceptance testing.
- Proctor analysis and in-place density testing for backfill operations.
- Hot mix asphalt testing.
- Concrete testing and concrete cylinders.

Deliverables / Products:

- Written test results and/or reports for all tests conducted distributed to the City and Contractor

5.0 INSPECTION SERVICES

R&E shall provide full-time onsite construction inspection for 100 working days. The level of effort for on-site inspection is based on the assumptions stated in the background segment of this document. The onsite inspector will perform the following duties at a minimum:

- Document pre-construction conditions by taking photos as well as develop field notes prior to construction start.
- Inspect work methods and products; verify compliance with Project contract plans and specifications.
- Inspect materials; verify compliance with Project contract plans and specifications.
- Inspect equipment; verify compliance with approved submittals and Project contract plans and specifications.
- Coordination of work with adjacent property owners.
- Coordination with subconsultants.
- Coordination with utility companies.
- Point of contact for quality control testing services.
- Review required wage rates and conduct employee wage interviews if required by the funding source.
- Monitor DBE's as required by the contract.
- Verify environmental compliance.
- Prepare inspection correspondence, records and reports.

- Verify permit compliance.
- Develop punch lists.

Deliverables / Products:

- Pre-Construction Photos
- Daily inspection report on quality compliance
- Material acceptance documentation
- Quality Control test reports
- Wage Interview Report
- Punch lists

6.0 SURVEYING

This scope of work provides for construction surveying for the civil work. The civil construction staking shall be provided in accordance with Section 1-05.4 of the project specifications. Construction staking under this scope of work will be provided by Northwest Surveying and GPS, Inc. (NWS)

NWS shall also perform the as-built survey necessary to aid in production of the as-built drawings.

7.0 PROJECT CLOSEOUT

R&E shall close out the Project which will include the following activities:

- Conduct final inspection with the City, to establish final punch list.
- Monitor and verify completion of punch list items and issue Notice of Substantial Completion and/or Notice of Physical Completion to Contractor.
- Collect the contractor's as-built information and incorporate into the as-built drawings.
- Prepare As-Built Drawings.
- Project Closeout per LAG Manual.

Deliverables / Products:

- Issuance of Notice of Substantial Completion if necessary
- Itemized punch list
- Issuance of Notice of Physical Completion
- Issuance of As-Built drawings to the City
 - Two 22 inch by 34-inch paper copies
 - One AutoCAD electronic copy
 - One PDF electronic copy
- Delivery of complete contract administration documentation and files

8.0 SUBCONSULTANTS

R&E shall contract with the following subconsultants for work on this contract.

- Materials Testing – Certerra, Inc. (GeoTest)
- Survey – Northwest Surveying and GPS, Inc.

9.0 REIMBURSABLE EXPENSES

Exhibit B provides budget amounts for reimbursable expenses such as shipping reproductions, office supplies, printing fees and mitigation services directly related to the completion of the work. Budgeted amounts shown are estimates for reimbursable expenses.

SUPPLEMENT FOR ADDITIONAL SERVICES

If mutually agreed upon by the City and R&E, this contract may be supplemented to include work not specifically addressed in this scope of work. This work may include additional design services and/or construction management services, both of which may include the use of existing or additional subconsultants.

EXHIBIT B
MANHOUR AND COST ESTIMATE

BRADLEY ROAD IMPROVEMENTS

Man-Hour and Cost Estimate

May 1, 2025

CONSTRUCTION MANAGEMENT SERVICES

TASK NO.	TASK DESCRIPTION	CLASSIFICATION AND LEVEL			
		E-7	E-1	T-7	T-5
		Nathan	Grant	Inspector	Barb
1.0	PROJECT MANAGEMENT AND ADMINISTRATION				
1.01	Franchise Utility Meeting (2)	2	4	4	
1.02	Pre-Construction Meeting	5	4	4	
1.03	Weekly Construction Meetings (20)	20	50	20	
1.04	Property Owner Meetings (5)	5	10	5	
1.05	Project Management Meetings (4)	4	4	4	4
1.06	Coordinate and Track Submittals and Correspondence	2	10		20
1.07	Review Monthly Progress Payments and Submit to City	2	8	8	10
1.08	Review Certified Payroll / MEUR's / UDBE Reports	1	2	2	20
1.09	Prepare Monthly Status Reports and Invoices	4			
1.10	Coordinate with Project Staff and Subconsultants Efforts	4			
1.11	Prepare Subconsultant Contracts and Amendments	1			2
	Sub-Total	50	92	47	56

2.0	QUALITY CONTROL				
2.01	Peer Reviews	8			
2.02	Senior Reviews	8			
	Sub-Total	16	0	0	0

3.0	CONSTRUCTION MANAGEMENT				
3.01	Act as Point of Contact for the City and Contractor	5	5	10	
3.02	Act as Point of Contact for Property Owners		8	4	
3.03	Prepare and Document Change Orders	5	5	5	5
3.04	Review and Approve Force Account Work	3	8	5	12
3.05	Resolve Day-to-Day Project Issues and Prepare Revisions	5	10	5	10
3.06	Prepare and Respond to Project Correspondence	5	5	5	15
3.07	Review RAMs and Submittals	4	15	5	20
3.08	Review and Respond to RFIs	5	10	5	10
3.09	Monitor Project Costs and Report Monthly	2	5		5
3.10	Review and Monitor Contractor's Schedule	2	5	5	
3.11	Maintain Updated Field Record Drawings		5	5	
3.12	Coordinate and Communicate with the City	5	15	10	10
3.13	Assist in Claim Evaluation	2	2	2	2
3.14	Prepare the Record of Materials	1	5		12
	Sub-Total	44	103	66	101

4.0	MATERIAL TESTING SERVICES				
4.01	Coordinate Testing Schedule	1	3	3	
4.02	Distribute Testing Results as Required		6		15
4.03	Document and Maintain Testing Results Documents	2	4	4	15
	Sub-Total	3	13	7	30

5.0	INSPECTION SERVICES				
5.01	Pre-Construction Photos and Documentation		4	5	2
5.02	Pre-Construction Project Review			8	
5.03	Inspect Work Methods and Products	5	15	450	
5.04	Inspect Materials and Verify Compliance	5	10	85	
5.05	Inspect Equipment and Verify Compliance		5	10	
5.06	Coordinate with Adjacent Property Owners	2	5	5	
5.07	Coordinate with Utility Companies	2	15	10	
5.08	Review Required Wage Rates		5	20	25
5.09	Prepare Inspection Correspondence, Records, and Reports	5	5	75	
5.10	Verify Permit Compliance	2	2	2	
5.11	Develop Punch List	4	8	10	
	Sub-Total	25	74	680	27

TASK NO.	TASK DESCRIPTION	CLASSIFICATION AND LEVEL			
		E-7	E-1	T-7	T-5
		Nathan	Grant	Inspector	Barb
6.0	SURVEYING				
6.01	Coordinate Construction Survey Requirements	2	5	5	
	Sub-Total	2	5	5	0
7.0	PROJECT CLOSEOUT				
7.01	Conduct Final Inspection	4	8	10	
7.02	Verify Completion of Punch list Items	2	5	5	
7.03	Review Contractor Provided Record Drawings	3	8	5	
7.04	Prepare As-Built Drawings	4	8		
7.05	Issue Closeout Forms and Documentation	2	4		16
	Sub-Total	15	33	20	16
	TOTAL HOURS (REGULAR TIME)	155	320	825	230
	HOURLY RATE (REGULAR TIME)	\$ 230.10	\$ 115.05	\$ 163.73	\$ 117.26
	SUB-TOTAL	\$ 35,665.50	\$ 36,816.00	\$ 135,077.25	\$ 26,969.80
	TOTAL				\$ 234,528.55
8.0	SUBCONSULTANTS				
8.01	Certerra, Inc. (GeoTest)				\$ 29,866.80
8.02	Northwest Surveying and GPS, Inc.				\$ 35,000.00
8.03	10% Markup on Subs				\$ 6,486.68
	TOTAL				\$ 71,353.48
9.0	REIMBURSABLES				
9.01	Plan Reproduction	6 @	\$ 125.00	\$ 750.00	
9.02	Specs Reproduction	6 @	\$ 50.00	\$ 300.00	
9.03	Misc. Reproduction Estimated Shipping, Delivery, and Office Supplies			\$ 250.00	
	Sub-Total			\$ 1,300.00	
	CONSTRUCTION MANAGEMENT SERVICES TOTAL				\$307,182.03