Exhibit A

Base Scope of Services- 09-10-2020

Public Works Facility

Republic, Missouri

Task 1: Needs Assessment Study Task

To review and evaluate the functional requirements as input into the design process which will ensure a facility which responds to the needs of City of Republic. To ensure that the functional requirements, including circulation and proximity relationships, are appropriately addressed in the Conceptual Design.

Task 1A-Assess Public Works Department Operational Requirements.

Data Collection & Distribution:

- Review requirements for various departments listed.
- Review all support facility requirements.
- Review storage requirements for on-site & off-site requirements.
- Summarize potential energy conservation & sustainability features.
- Assist the Client in the development of an appropriate scope of work to retain required specialty consultants such as Surveying, Geotechnical Consultant, Testing Laboratory and Traffic Impact Studies.
- Develop interview questionnaires to be used during the programming sessions with City of St. Republic staff and provide these questionnaires to the City for distribution prior to the Programming Orientation meeting.

Code and Regulatory Agency Research:

- Research and identify applicable building codes
- Identify and research Regulatory agency requirements.
- Research and confirm the availability and capacity of existing utility systems for:
    - Electric Power
    - Natural Gas
    - Communications / Data
    - Storm sewer.
    - Water
- Confirm Zoning Restrictions applicable to the project site. (Owner will be responsible for rezoning to M-2)
- Determine storm water management system requirements related to both quantity and quality of storm water runoff.
- Contact with permitting/regulatory agencies as appropriate to ascertain requirements, approval processes, timelines for approvals, and fees.

Task 1B & 1C-Building Programming

Space Needs Program: Orientation Meeting

- Conduct an orientation/kick-off meeting for all key City of Republic staff. Review programming questionnaires previously provided to the staff, discuss programming process, and address issues to assure most effective participation by key staff.
- Develop space program requirements for the facility based on information and Owner's 20-year projections developed as part of the data collection effort.
- Determine number and size of various workstations.

- Tour existing facilities in order to gain an understanding of current operating philosophies and conditions.
- Conduct programming interviews with key City of Republic staff to stimulate dialogue relating to staff, and vehicle projections, office, shop, and storage space requirements, as well as general operating practices.
- Review requirements for vehicle repair bays and associated shops.
- Review requirements for workshops and material storage areas.
- Review support facilities requirements including offices, restrooms, lunchrooms, and locker areas.
- Review building and yard storage requirements for equipment, parts, and materials.
- Review requirements for vehicle storage, parking, washing and fueling.
- Determine storage requirements for parts, materials, and equipment.
- Determine parking requirements for City employees, visitor, and delivery vehicles.
- Identify vehicular clearance requirements throughout the interior of the facility.

Task 1C- Masterplanning

Conceptual Site & Floor Plans: On-site charrette.

- Identify potential alternatives to meet the requirements established in previous task.
- Participate in an on-site design charrette working directly with the Design Team and City of Republic to develop at least three alternatives for site configuration and general building design. During this on-site process, alternatives will be reviewed by City of Republic staff. Based on review comments, selected alternatives will be refined and presented for review. A final review meeting will result in a selected Master Plan and Conceptual Design.
- Site issues addressed will include:
    - Developing circulation patterns for vehicles, materials and personnel that will provide the most efficient, cost effective, and safest maintenance operation.
    - Developing ingress and egress routes, which maximize safety and security and minimize vehicular and pedestrian conflict on and off the site.
    - Establishing site area relationships including administration, operations, and maintenance facilities and City of Republic, employee, delivery and visitor parking.
- Facility issues addressed will include:
    - Developing circulation patterns for equipment, materials, and personnel within the buildings and their relation to site circulation patterns.
    - Establishing functional area relationships both between departments and between workstations within the department. Primary considerations to be industrial workflow, supervision and safety.
    - Reviewing architectural design for functional response to program and adherence to approved maintenance concept.
- Equipment Programming: The City of Republic will assist the Design Team in providing a detailed design inventory of the existing shop equipment, by functional area, which will be relocated to the new facility. HDG will provide the City Staff with instruction and inventory forms. The information collected will include description, quantity, manufacturer, model number, and utility requirement.
- Space Needs Program: HDG will provide a Space Needs Program that documents the programming process and provides the final Space Needs Program. The program will be distributed to the Design Team and key City of Republic staff for review prior to the charrette.
- Discuss mechanical system options and relative pros/cons (energy use being a part of this) but narrow down to one or two systems during the charrette.
- Establish, with the City and Design Team's direct input the base design criteria to be used for planning and designing the new facilities. This design criteria information will identify preliminary functional requirements for building systems including architectural, civil, structural, equipment, mechanical, electrical and plumbing such as:
    - Materials, finishes, and clearance requirements throughout the project.
    - General site grading, paving, and drainage issues.

- Functional spacing and placement of structural systems.
- General ventilation requirements for each functional area including repair bays, maintenance shops, welding, battery, wash areas, and lower level work areas.
- Minimum design temperatures for heating and cooling for each functional area.
- Lighting levels and type of lighting for all exterior areas including employee and visitor parking, repair staging, vehicle circulation areas, and outside secure storage.
- Lighting levels and type of lighting for each functional area within the facility.
- Functional areas and equipment to be included on emergency power generating system.
- Fire protection and service fluids piping and storage systems.
- Design impacts on the use of alternative fuels.
- Lessons Learned from other similar facility design and construction efforts.

Task 1D-Opinion of Probable Construction Cost:

Based on the selected Master Plan, the HDG Team will create a preliminary square footage construction cost estimate for the project.

Task 1 Deliverables: Masterplan Design Report including the following

- Programming Questionnaires
- Final Space Needs Program
- Preliminary Equipment List
- Floor Plan & Site Plan Schematics.
- Square Footage Cost Estimate of Construction.
- Presentation of final report to City and Board of Alderman.

During Task #1, the Architect will assist the Owner in soliciting and interviewing for a Construction Management company.

Task 2: Conceptual Design

Task 2A- 50% Design Documents

During the Preliminary Design Phase, our team will attend a 2-day design team workshop in Springfield to coordinate disciplines for implementation into the design.

General Information

- Complete cover sheet with general project information, requirements, index, conceptual rendering, zoning data, building code information, and site location map.
- Complete outline technical specifications for all front-end (Division #1) sections of the project.

Site Design & Civil Engineering:

- Coordinate requirements related to the Geotechnical Investigation.
- Review recommendations of the Geotechnical report for inclusion in designs.
- Determine potential Corps of Engineers Section 404 permitting requirements.
- Further develop and prepare drawings illustrating all site elements, including functional and transit operations planning.
- Establish building finish floor elevations considering flood plain issues, utility connections, storm water management system requirements, and general site grading issues.
- Meet with local Fire Department to confirm Fire Department Access requirements, fire hydrant requirements, and fire

suppression system requirements.

- Request/review hydrant flow tests to assess system static and residual pressures and expected maximum available flow rates for fire suppression systems.
- Complete a 50% level preliminary design of civil engineering components of the project, including (but not limited to)
    - Site Layout/ configuration.
    - Site ingress and egress.
    - Parking Layout for employees, customers, and fleet vehicles.
    - Confirm site layout design with horizontal geometric requirements for vehicular turning movements.
    - Site Grading.
    - Develop a 3D digital terrain model for quantifying earthwork.
    - Confirm vertical clearance envelope requirements of design vehicles with preliminary grading design.
    - Storm water management system study.
    - Storm sewer systems.
    - Underground systems for collection/ conveyance of roof drainage.
    - Storm water detention systems.
    - Storm water treatment systems.
    - Exterior Oil / sand separators.
    - Sanitary sewer service line systems.
    - Domestic water service systems, including metering.
    - Fire suppression services systems, including cross-connection control.
    - Fire Hydrant service lines/ loops.
    - Pavements, walks, and ramps.
    - Coordinate utility locations for electrical power, natural gas, communications/ data, and security systems with MEP consultant.
    - Spill containment areas for potential fuel spills at fueling islands.
    - Oil / Water separator for fuel containment areas.
    - Assess potential utility system conflicts.
    - Temporary erosion and sediment control systems.
    - Civil Outline Technical Specifications

Architectural Design:

- Based on selected concept, design a floor plan layout, building components, equipment selections, equipment layout, materials, and coordinate architectural designs with civil, structural, mechanical, electrical and plumbing system components.
- Complete a final code and zoning review analysis.
- Complete a 50% level design of architectural components of the project, including (but not limited to):
    - Architectural Site Plan
    - Landscaping Plan
    - Landscaping & planting Details.
    - Site Plan Details of perimeter fencing, gates, trash enclosures, bollard details, accessible signage, etc.
    - Overall Floor Plan(s) of each building.
    - Enlarged Floor Plan Details
    - Overall Roof Plan with Details.
    - Door, Window and Room Finish Schedule.
    - Exterior Building Elevations
    - Enlarged Building Elevation Details.
    - Building sections
    - Enlarged Wall Section Details.

- Interior Elevations
- Millwork Elevations, Sections & Details.
- Reflected Ceiling Plans.
- Architectural Outline Technical Specifications.

Structural Design:

- Perform structural calculations based on pre-engineered metal building system.
- Complete a 50% level design of structural components of the project, including (but not limited to):
  - Foundation Plan(s) & Details
  - General framing Plan(s) with loading requirements.
  - General Structural Notes
  - Structural Outline Technical Specifications.

Equipment Design:

- Inventory existing shop equipment, by functional area, which will be relocated to the new facility. Include description, quantity, manufacturer, model number, and utility requirements.
- Participate in equipment review meeting with City of Republic to review, by functional area, maintenance and service equipment needed to support maintenance activities. Maintenance equipment includes storage equipment, shop equipment, wash equipment, vehicle exhaust systems, lifts, and cranes. Service equipment includes compressed air system components (i.e., compressor, dryer, hose reels, filter/regulator/lubricator) and lubrication system components (i.e., pumps, tanks, hose reels). Identify quantities required, dimensions, and impact on other design team disciplines. During the review meeting with City of St. Republic staff, HDG will present the Preliminary Equipment List, Cutsheets and Preliminary Equipment Layout Drawings to ensure that all equipment requirements have been addressed.
- Update equipment list to be consistent with equipment layout drawings and facility design. Equipment to be listed by functional area within each department, alphabetically by description and numerically by equipment identifier. Equipment list includes information regarding description, quantity, price, dimensions, procurement strategies, specification responsibility, and discipline coordination matrix
- Complete a 50% level design of equipment components of the project, including (but not limited to):
  - Maintenance Equipment Layout Drawings.
  - Service Equipment Drawings
  - Discipline Coordination Drawings
  - Updated Equipment Lists/Manuals
  - Updated Discipline Coordination Schedule
  - Specification Letter and Draft Specifications
  - Preliminary Design package review comments

Mechanical, Electrical & Plumbing Systems Design:

- Complete a 50% level design of MEP components of the project, including (but not limited to):
  - Heating, Ventilating and air conditioning systems
  - Plumbing System
  - Lube, Maintenance Fluid, and Compressed Air distribution system design
  - Car/Truck muffler exhaust system design
  - Emergency power generator system design.
  - Vehicle Wash System MEP utilities design.
  - Electrical systems design.
  - Fire protection system design performance specification includes general fire sprinkler and fire alarm design

information, fire alarm device locations.
- Site Lighting systems design.
- Telephone and data boxes & conduit.
- Conduit and boxes (rough-in) to support audio/visual systems.
- Conduit and boxes (rough-in) to support security systems.
- MEP Outline Technical Specifications.

Task 2 Deliverables:

- 50% Preliminary Design Package
- Outline Technical Specifications
- Service Equipment Manuals
- Design Team Presentation of Preliminary Design Documents & Budget with work session.

Task 3: Final Design

Task 3A- 100% Bid Documents

During the generation of the Bid Document creation phase, our team will attend a 2-day design team workshop in Springfield to coordinate disciplines for implementation into the design.

General Information

- Complete cover sheet with general project information, requirements, index, conceptual rendering, zoning data, building code information, and site location map.
- Complete outline technical specifications for all front-end (Division #1) sections of the project.

Site Design & Civil Engineering:

- Assist the Owner with submitting a Notice of Intent to the Missouri Department of Natural Resources (MDNR) by completing technical portions of the NOI application as well as preparing supporting documents.
- As required by MDNR, prepare a written Storm Water Pollution Prevention Plan for use at the construction site.
- Complete a 100% level final design of civil engineering components of the project, including (but not limited to)
    - Site Layout/ configuration.
    - Site ingress and egress.
    - Parking Layout for employees, customers, and fleet vehicles.
    - Confirm site layout design with horizontal geometric requirements for vehicular turning movements.
    - Site Grading.
    - Develop a 3D digital terrain model for quantifying earthwork.
    - Confirm vertical clearance envelope requirements of design vehicles with preliminary grading design.
    - Storm water management system study.
    - Storm sewer systems.
    - Underground systems for collection/ conveyance of roof drainage.
    - Storm water detention systems.
    - Storm water treatment systems.
    - Exterior Oil / sand separators.
    - Sanitary sewer service line systems.
    - Domestic water service systems, including metering.
    - Fire suppression services systems, including cross-connection control.
    - Fire Hydrant service lines/ loops.

- Pavements, walks, and ramps.
- Coordinate utility locations for electrical power, natural gas, communications/ data, and security systems with MEP consultant.
- Spill containment areas for potential fuel spills at fueling islands.
- Oil / Water separator for fuel containment areas.
- Assess potential utility system conflicts.
- Temporary erosion and sediment control systems.
- Civil Outline Technical Specifications

Architectural Design:

- Based on selected concept, design a floor plan layout, building components, equipment selections, equipment layout, materials, and coordinate architectural designs with civil, structural, mechanical, electrical and plumbing system components.
- Complete a 100% level design of architectural components of the project, including (but not limited to):
    - Architectural Site Plan
    - Landscaping Plan
    - Landscaping & planting Details.
    - Site Plan Details of perimeter fencing, gates, trash enclosures, bollard details, accessible signage, etc.
    - Overall Floor Plan(s) of each building.
    - Enlarged Floor Plan Details
    - Overall Roof Plan with Details.
    - Door, Window and Room Finish Schedule.
    - Exterior Building Elevations
    - Enlarged Building Elevation Details.
    - Building sections
    - Enlarged Wall Section Details.
    - Interior Elevations
    - Millwork Elevations, Sections & Details.
    - Reflected Ceiling Plans.
    - Architectural Technical Specifications.

Structural Design:

- Perform structural calculations based on pre-engineered metal building.
- Complete a 100% level design of structural components of the project, including (but not limited to):
    - Foundation Plan(s) & Details
    - General framing Plan(s) with loading requirements.
    - General Structural Notes
    - Structural Outline Technical Specifications.

Equipment Design:

- Complete a 100% level design of Specialty Equipment for the project, including (but not limited to):
    - Equipment Layout Drawings.
    - Service Equipment Drawings.
    - Signage and Striping Drawings.
    - Equipment List and Cost Estimate.
    - Equipment Specifications.
    - Design Documents package review comments.

Mechanical, Electrical & Plumbing Systems Design:

- Complete a 100% level design of MEP components of the project, including (but not limited to):
    - Heating, Ventilating and air conditioning systems
    - Plumbing System
    - Lube, Maintenance Fluid, and Compressed Air distribution system design
    - Car/Truck muffler exhaust system design
    - Emergency power generator system design.
    - Vehicle Wash System MEP utilities design.
    - Electrical systems design.
    - Fire protection system design performance specification includes general fire sprinkler and fire alarm design information, fire alarm device locations.
    - Site Lighting systems design.
    - Telephone and data boxes & conduit.
    - Conduit and boxes (rough-in) to support audio/visual systems.
    - Conduit and boxes (rough-in) to support security systems.
    - MEP Technical Specifications.

Task 3B- Bid Phase Services

Assist the owner in obtaining qualified general contractor bids for construction and obtaining necessary building permits for construction. The HDG Team shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the HDG Team shall assist the Owner in (1) obtaining competitive bids (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

- The HDG Team shall assist the owner in bidding the project by:
    - Procuring the reproduction of Bidding Documents for owner's distribution to prospective bidders.
    - Organizing and conducting a pre-bid conference for prospective bidders.
    - Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda and/or supplemental instructions.
    - Owner Provided Services during bidding: Assembling Consultant's documents together with City of Republic standard contracting documents; advertising for competitive bids; administration of the bidding process; organizing and conducting the opening of bids, preparing construction contracts; and executing construction contracts.
- The HDG team shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.
- The HDG Team shall assemble and submit all necessary documents to governing authorities and jurisdictions for plan review and permitting. In response to any plan review comments, the HDG Team will prepare formal responses in the form or addenda and/or supplemental instructions.

Task 3 Deliverables:

- One digital set on CD of sealed construction documents and specifications to the Owner.
- Note: All city application fees, plan review & permitting fees are excluded.

Task 4: Construction Related Services

Task 4A-Construction Phase & Close-Out Services.

To represent the Owner during construction to insure that the construction follows the requirements set forth in the construction documents and specifications.

- General
    - The HDG Team shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the HDG Team's services under this Agreement unless the Owner and the HDG Team amend this Agreement.
    - The HDG Team shall advise and consult with the Owner during the Construction Phase Services. The HDG Team shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The HDG Team shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the HDG Team be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The HDG Team shall be responsible for the HDG Team's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.
    - The HDG Team's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminate on the date the HDG Team issues the final Certificate for Payment.

- Evaluations of the work
    - The HDG Team shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the HDG Team shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the HDG Team shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.
    - The HDG Team has the authority to reject Work that does not conform to the Contract Documents. Whenever the HDG Team considers it necessary or advisable, the HDG Team shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the HDG Team nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the HDG Team to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.
    - The HDG Team shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The HDG Team's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
    - Interpretations and decisions of the HDG Team shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the HDG Team shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The HDG Team's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

- Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2007, the HDG Team shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

- Submittals
  - The HDG Team shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The HDG Team's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the HDG Team's professional judgment to permit adequate review.
  - In accordance with the HDG Team-approved submittal schedule, the HDG Team shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The HDG Team's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the HDG Team, of any construction means, methods, techniques, sequences or procedures. The HDG Team's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
  - If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the HDG Team shall specify the appropriate performance and design criteria that such services must satisfy. The HDG Team shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the HDG Team. The HDG Team shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.
  - The HDG Team shall review and respond to requests for information about the Contract Documents. The HDG Team shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The HDG Team's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the HDG Team shall prepare and issue supplemental Drawings and Specifications in response to requests for information.
  - The HDG Team shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

- Changes to the Work
  - The HDG Team may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The HDG Team shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.
  - The HDG Team shall maintain records relative to their changes in the Work.

- Project Completion
  - The HDG Team shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for

Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

- The HDG Team's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.
- When the Work is found to be substantially complete, the HDG Team shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
- The HDG Team shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.
- Upon request of the Owner after construction is complete, the HDG Team shall conduct a meeting with the Owner and Contractor to participate in equipment training and testing sessions.

Task 4B-Project Management, Presentations & Coordination

Project management and administrative services are required during each phase of the assignment.

- The HDG team will administer the project with a dedicated Project Manager to maintain all reporting status requirements in accordance with the City of Republic Requirements.
- The HDG Team will designate a Project Manager to oversee all Consultant activities. The designated Project Manager will manage all consultant team activities, including meetings, coordination of sub-consultant activities, and communication with the Owner.
- The Project Manager will report to the Owner's designated representative on a regular basis.
- The Project Manager will prepare and submit written monthly progress reports.
- The Project Manger will prepare and submit monthly invoices for services completed. The Project Manager will also review and recommend approval of sub-consultant's invoices. All invoices will be incorporated within in or accompany the HDG Team's monthly progress reports.
- The Project Manager will prepare a schedule for completion of the team's activities. The schedule will indicate work tasks, milestones, deliverables, and review requirements. The Project Manager will also review and update the schedule as required to indicate changes in the HDG team's activities or progress. Schedule updates will be submitted to the Owner for review.
- The Project Manager will facilitate and lead weekly conference calls to coordinate sub-consultant work activities and to monitor progress.

Task 4 Deliverables:

- 1 owner copy of all submittals
- Construction Progress Reports & Photographs.

Task 5-Optional Added Services: Surveying & Public Improvements

Task 5A: Surveying

Boundary &Topographic Survey

Olsson will perform and prepare a Boundary & Topographic Survey of the subject property generally located at 6552 W. Republic Road (M Highway) (Parcel ID's 1714200017 and 1714200016), in Greene County, Missouri. The Boundary survey data shall conform to the current Missouri Standards for Property Boundary Surveys. The Boundary survey data shall depict

easements of record as shown on a current Title Search (Provided by client). The Topographic Survey area will include the subject property area, as shown in the attached exhibit. The Topographic Survey will depict contours at a 1' vertical interval, all physical improvements including buildings, driveways, fencing, vegetation, and visible utilities, as well as underground utilities as located by Missouri One-Call system. Survey will be tied vertically to the NAVD 1988 Vertical Datum and horizontally to the Missouri State Plane Coordinate System NAD 83–Central Zone-US Survey foot. Utility location and mapping is for horizontal location of above ground and underground utilities only. Utility depths will not be obtained or indicated on the topographic survey. Survey of utilities will be based on tracing and marking by One Call and / or a private utility locater. Olsson is not responsible for miss-marked or unmarked utilities.

Easement Preparation

One Easement document consists of a description and a sketch. The preparation of easement documents, if necessary, will be billed as an hourly fee the for preparation of a maximum of three (3) documents, not to exceed $500.00 per Easement document.

Task 5B: MoDOT Right Turn Lanes

Olsson has assumed right turn lanes may be required at the driveway connection to both State HWY M and ZZ. Should right turn lanes be required, Olsson shall prepare turn lane plans in accordance with MoDOT design requirements. Olsson has assumed the addition of the turn lanes will require a widening of the existing travel lane on which the turn lane is to be added. Widening from the center lane is assumed to not be required. Furthermore, Olsson has not assumed the addition of a left turn lane for either HWY M or ZZ.

Task 5C: Public Sewer Extension

Olsson has assumed a public sewer main extension will be required. It is assumed this extension will follow the eastern ROW line of State HWY ZZ, then turn east and follow the existing lift station access road located at the southern limit of the Republic High School Property, before terminating at the existing lift station. Olsson has assumed this extension to require a boring of HWY ZZ. Olsson shall assist the Client and Owner with required submittals to MDNR as required for approval. Should an alternate alignment be requested, additional services may be required for both the design and surveying scopes of work.

Task 5D: Public Water Extension

Olsson has assumed a public water main extension will be required to extend water from the north side of state HWY M. Olsson has assumed this extension to require a boring of HWY M. Furthermore, Olsson assumes the extension shall extend to the southern property limit of the development property. Olsson shall assist the Client and Owner with required submittals to MDNR as required for approval.

END OF SCOPE OF WORK DOCUMENT