

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**FOR**  
**LANGSFORD ROAD CULVERT REHABILITATION**

**TASK 1 – PRELIMINARY PLANS**

- 1.1 Perform site visit to inspect culvert including; invert, joints, and connected pipes.
- 1.2 Develop preliminary plans for the proposed improvements. Construction drawings will be prepared on 22" x 34" size sheets. The scale shall be as determined to be appropriate but will likely be 1"=20'. The preliminary submittal is anticipated to include:
  - 1.2.1 Cover Sheet
  - 1.2.2 General Notes/Typical Sections (4 sheets assumed)
  - 1.2.3 Storm Sewer Plan Sheet (1 sheet assumed)
- 1.3 Update hydraulic model to determine allowable thickness of grouted bottom.
- 1.4 Prepare and submit permits expected to include:
  - 1.4.1 USACE 404 permit
  - 1.4.2 Floodplain development permit
  - 1.4.3 No-rise certification
- 1.5 Submit one set of preliminary plans. Plans will be submitted in PDF form.
- 1.6 Update opinion of probable cost.
- 1.7 Coordinate with the City on plan and specification revisions

**TASK 2 – FINAL PLANS**

- 2.1 Address comments from the City and develop final plans. The plans are anticipated to include:
  - 2.1.1 Cover Sheet
  - 2.1.2 General Notes/Typical Sections (4 sheets assumed)
  - 2.1.3 Storm Sewer Plan Sheet (1 sheet assumed)
  - 2.1.4 Erosion Control Plan (2 sheets assumed)
- 2.2 Prepare draft Project Special Provisions and Division 0, 1, 2 specifications. Submit plans and specs to the City. Provide plans in PDF format and specs in PDF and Microsoft Word format.
- 2.3 Create and submit tabulation of quantities and opinion of probable construction costs.
- 2.4 Hold a meeting at the City office to review plans, specifications and cost estimate. Compile and distribute minutes.
- 2.5 Submit final signed and sealed plans to the City. The plans will be submitted in both PDF and hard copy form.

**TASK 3 – PROJECT MANAGEMENT AND COORDINATION**

- 3.1 No additional meetings are included in this scope of services.
- 3.2 Perform periodic reviews of project for quality assurance purposes. Perform a quality control review of the project deliverables at each submittal stage.
- 3.3 Administration and Coordination
  - 3.3.1 Perform duties necessary for administration of project contract and subconsultant contracts. Prepare and administer project expenses and invoicing to City.

3.3.2 General communication with City. This includes email updates, phone conversations, and general correspondence on approximately twice a month during the course of the project.

#### **TASK 4 – BIDDING PHASE SERVICES**

- 4.1 City to prepare advertisement for Bid Opening.
- 4.2 Attend prebid meeting at City office. City to compile and distribute meeting minutes.
- 4.3 Contractor correspondence during bidding.
- 4.4 Addendum preparation (assumes 1 addendum).
- 4.5 Attend Bid Opening. Assist City with evaluation of bids. City to prepare tabulation of bids.

#### **TASK 5 – CONSTRUCTION PHASE SERVICES**

- 5.1 Attend preconstruction meeting at City office. City to compile and distribute meeting minutes.
- 5.2 Review shop drawings and certifications.
- 5.4 Provide full-time construction observation (assumes 4 weeks).
- 5.5 Attend final field walkthrough.
- 5.6 Prepare As-built plans.
- 5.7 Submit record drawings.