

Exhibit A Scope of Work

PURPOSE:

The intent of this contract is for the CONSULTANT to provide part-time construction inspection and contract administration services for the subject project. WSDOT, the AGENCY and the CONSULTANT concur that the size and relative simplicity of the project do not warrant the full time services of the CONSULTANT.

SCOPE:

Execution of Contract:

CONSULTANT will:

- Forward a copy of Award Letter to WSDOT.
- Review Contractor's insurance, bonding and wage documentation. Prepare letters and necessary documents for contract execution and coordinate with Contractor and AGENCY relative the completion of same.
- Draft Notice to Proceed letter.

Preconstruction Meeting:

After a contract is awarded, the CONSULTANT will coordinate and conduct a preconstruction meeting which will include the Contractor, WSDOT staff, AGENCY staff, involved utilities and others with a direct involvement in the project. The meeting is to be conducted in accordance with LAG Manual guidelines.

The CONSULTANT will document the meeting with copies of the minutes transmitted to the AGENCY, WSDOT and all meeting attendees.

Weekly Progress Meetings:

CONSULTANT will prepare the agenda, attend, and conduct a progress meeting every week with the Contractor, AGENCY staff and others with a direct involvement in the project. The meeting discussion should include recent progress, upcoming events in the schedule, and problems associated with the project. CONSULTANT will record significant information discussed at the meeting and distribute written minutes to attendees.

Project Administration:

CONSULTANT will provide project administration in accordance with the following:

- LAG Manual

- WSDOT Construction Manual
- WSDOT-approved modifications to above documents.

CONSULTANT will coordinate with WSDOT and AGENCY staff.

CONSULTANT will review Intent to Pay; check the Contractor's payrolls for conformance to state and federal wage rates as defined in the contract; conduct employee interviews and compare to the submitted payrolls for accuracy.

CONSULTANT will review Contractor's TESC, SPCC and construction schedule.

CONSULTANT will prepare an accurate daily diary and Inspector's Daily Report. He/she will maintain photographic record of project.

As required, CONSULTANT will prepare and coordinate force account and change order documentation.

The CONSULTANT will document and assemble accurate quantities for monthly progress payments to the Contractor from actual project field records, as directed by the contract documents and WSDOT guidance. He/she will submit monthly progress pay request to AGENCY.

As required, CONSULTANT will address concerns that may arise from the parcel owner and the public.

CONSULTANT will prepare for and attend, when requested, any periodic or in-depth project reviews that may be conducted on the project related to project work, progress or records. He/she will prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc.

Revisions to the Contract Plans:

As required, CONSULTANT will prepare revisions to project plans.

Inspection and Testing of Work:

CONSULTANT will provide inspection services to check for conformance to plans and specifications for all items that are being incorporated into the project. Gregory R. Cane, P.E., or his designated staff, shall be onsite for inspection purposes 60 times during the 60 working day construction period. Site visits shall, in general, be evenly spaced. CONSULTANT will be "On-call" during working hours to respond to questions and unknown site conditions.

CONSULTANT will observe, measure and record all quantities for payment. He/she will record field measurements and project records for review by WSDOT and/or FHWA staff. Whenever possible, records will be recorded on WSDOT standard forms.

CONSULTANT will check and document traffic control. He/she will notify the Contractor of deficiencies or problems.

CONSULTANT will inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. He/she will notify the Contractor of deficiencies.

CONSULTANT will conduct material testing in conformance with the WSDOT Construction Manual or WSDOT-approved modifications to same.

Project Close-out and Final Records:

CONSULTANT will:

- Prepare Punch List,
- Prepare physical completion letter(s) for submittal to Contractor, AGENCY and WSDOT,
- Coordinate with WSDOT and Contractor for final field inspection,
- Prepare and forward Final Billing to WSDOT,
- Prepare for, attend and cooperate with WSDOT and FHWA staff for final documentation review. Address changes or modification required as a result of documentation review.

Documents to Be Furnished by CONSULTANT:

CONSULTANT will provide to AGENCY one copy of PDF and hardcopy of project records and photographs.

CONSULTANT will provide one copy of record Mylar plans to AGENCY.

EXHIBIT A - SCOPE AND FEES							
Prepared for: CITY OF LANGLEY							
Project: CMA PARKING LOT							
Prepared By: CANE ENGINEERING							
Updated: November 2, 2011 (Tasks C and D Only)							
		Cane Engineering			Fees		Total
Task No.	TASK DESCRIPTION	Project Engineer	Engineering Technician	Clerical	Cane	Sub-Consultants	Total
C	CONSTRUCTION ADMINISTRATION (See Exhibit A-1b)	Hours	Hours	Hours			
1	Contract Set-up	2	4		420.00		
2	Preparation and Coordination of Construction Contract Documents	2	8	4	800.00		
3	Issue Notice to Proceed	1	2	1	245.00		
4	Preconstruction Meeting						
4a	Prepare Agenda, Invite Attendees	1	2		210.00		
4b	Attend Meeting	4	4		600.00		
4c	Prepare Minutes and Distribute	2	4	2	490.00		
5	Review Contractor's TESC, SPCC, and Construction Schedule	2	2		300.00		
6	Statement of Intent to Pay Prevailing Wages - Review and Approve	1	4	1	365.00		
7	Daily Construction Reports	16	60	8	5,320.00		
8	Miscellaneous Construction Documentation						
8a	Create Payment Records	4	8	2	910.00		
8b	Weekly Statement of Working Days	2	4	1	455.00		
8c	Load Ticket Review and Verification	1	12	1	845.00		
8d	Wage Interviews - Cross Check with Payroll and Contract	1	4	1	365.00		
8e	Preparation and Upkeep of Record of Material	8	20	4	2,060.00		
8f	Misc. Reviews and Checks	4	4	4	740.00		
9	Prepare and Administer Change Orders	4	6	2	790.00		
10	Preparation of Pay Estimate(s)	8	24	2	2,230.00		
11	Site Visits and Progress Meetings	48	240		18,720.00		
12	Coordination with Public	6	6	2	970.00		
13	Interim Document Review Meeting - WSDOT	4	4		600.00		
	Subtotal Hours	121	422	35			
	Rates	\$90.00	\$60.00	\$35.00			
	Subtotal - Task C	\$10,890.00	\$25,320.00	\$1,225.00	\$37,435.00		
	REIMBURSABLES: (Task C)						
	Copying, Supplies				300.00		
	Other:						
	Subtotal Reimbursables - Task C				\$300.00		
	Total - Task C						\$37,735.00
D							
1	Prefinal Inspection (Included in Site Visits)						
2	Punch List	2	2	1	335.00		
3	Completion Letter to Contractor	1	2	1	245.00		
4	Completion Letter to WSDOT	1	1	1	185.00		
5	Final Inspection with WSDOT and Contractor	2	2	1	335.00		
6	Final Pay Estimate	4	8	2	910.00		
7	Letter to Langley - Final Recommendation w/ Comparison of Preliminary and Final Quantities, etc.	2	4	2	490.00		
8	Prepare Material Certification Document	1	2	2	280.00		
9	Final Records Compilation, incl: (Total Hours)	4	24	12	2,220.00		
9a	Field Books						
9b	Inspector's Record of Field Tests						
9c	Load Tickets						
9d	Volume Calculations						
9e	Record of Correspondence						
9f	Photographic Documentation - Before, During, After						
9g	Change Orders with Support Documentation						
9h	Materials Samples and Tests						
9i	Record of Material Certifications						
9j	Affidavit of Wages Paid - General and Subs						
10	Duplicate Copy of Final Records Compilation for Local Agency - PDF Format	2	4	6	630.00		
11	Prepare Record Drawings	8	16		1,680.00		
12	Project Review Meeting - WSDOT	8	8	2	1,270.00		
	Subtotal Hours	35	73	30			
	Rates	\$90.00	\$60.00	\$35.00			
	Subtotal - Task D	\$3,150.00	\$4,380.00	\$1,050.00	\$8,580.00		
	REIMBURSABLES: (Task D)						
	Copying, Supplies				300.00		
	Other:						
	Subtotal Reimbursables - Task D				\$300.00		
	Total - Task D						\$8,880.00
	SUB-CONSULTANT EXPENSES - Tasks C and D						
	Material Testing Services: Geotest PRELIMINARY ESTIMATE					2,400.00	
	Subtotal - Sub-consultants - Tasks C and D					2,400.00	
	4% Markup Required by LAG Section 31.3					96.00	
	Total - Sub-consultants - Tasks C and D						\$2,496.00
	TOTAL PROJECT FEES						\$49,111.00

BILLING RATES SHOWN ABOVE REFLECT THE LOWEST RATES, AS OFFERED TO PREFERRED CLIENTS. ALL COSTS, INCLUDING REIMBURSABLES, ARE REFLECTED IN THE ABOVE ESTIMATE.

Exhibit A – Summary of Fees

Current maximum amount payable:		\$72,764.25
Previous Consultant fees for Tasks C and D:	\$13,542.25	
Revised Consultant fees for Tasks C and D:	49,111.00	
Additional fees:		<u>35,568.75</u>
New maximum amount payable:		\$108,333.00