

Attachment A
SCOPE OF SERVICES
FOR THE DESIGN OF
SPOUT SPRINGS ROAD SEWER & FORCE MAIN RELOCATION
JUNE 28, 2022

INTRODUCTION

The primary objective of this project is the preparation of plans with subsequent bidding and construction oversight of the sewer and force main relocation.

SCOPE OF SERVICES

CONSULTANT proposes to provide professional services as detailed below. This scope is subdivided into the following tasks:

<u>Task Number</u>	<u>Task Name</u>
Basic Services	
1	Project Initiation
2	Data Collection
3	Design
4	Permitting
5	Bidding Assistance
6	Construction Services

PROJECT ASSUMPTIONS

Below is a summary of assumptions used in the preparation of the scope of work, corresponding budget, and schedule for CONSULTANT teaming services:

- GDOT drawings will be used as the background for the proposed relocation plans.
- Additional survey work performed as needed.
- Specifications shall be prepared, CSI format.
- Drawing size is 22 x 34 inches (full size) and 11 x 17 inches (reduced size sets).
- Owner will procure Geotechnical Investigative work separately. Consultant to provide recommendations on location and geotechnical scope. Geotechnical report will be provided to Consultant.
- Survey work allowance has been included.

- Specifications will be prepared in Microsoft Word.
- Owner pays all permit fees.

BASIC SERVICES

Services to be performed under our Basic Services are broken down into the following tasks:

TASK 1 – PROJECT INITIATION PHASE

A Kick-off meeting will be held with Owner. The CONSULTANT will develop a meeting agenda and attend the project Kick-off meeting to discuss the project objectives, services and responsibilities, identify deliverables, develop a point of contact, discuss quality control procedures and review the project schedule. The Consultant will also identify key staff members assigned to the project. Following the kick-off meeting, Project team will perform a site visit of the Spout Road Relocation.

- a. During the site visit, photographs will be taken to develop a photographic record to assist in the design phase.
- b. CONSULTANT will perform the site visit to review the existing facility including:
Condition and layout of existing structures, piping and utilities. Check the drawings and dimensions for conformance with actual conditions.
- c. Identify conditions requiring survey verification and/or other items requiring further investigation.

TASK 1 DELIVERABLES

- Project control plan and schedule
- Monthly status reports
- Kick off meeting agenda and meeting minutes

TASK 2 – DATA COLLECTION

During this phase of the project, the following tasks will be performed.

2.1 Data Accumulation and Evaluation

Accumulate and review applicable data, criteria, codes, standards, regulations, and other information pertinent to the described work. Such information shall include but not be limited to record drawings, existing utilities, and applicable Federal, state and local regulations and guidelines.

2.2 Geotechnical Evaluations

Owner will procure Geotechnical Investigative work separately. After the locations of proposed improvements are agreed upon, Consultant to provide recommendations on locations and scope for geotechnical evaluations and test pits. Geotechnical report will be provided to Consultant.

2.3 Topographic Survey

A topographic survey will be required for any areas of new work not within the proposed GDOT widening project boundaries.

TASK 2 DELIVERABLES

- Geotechnical Investigation Recommendations
- Site Survey

TASK 3: DESIGN

3.1 30% Contract Documents

The CONSULTANT will prepare a 30 % design submittal for the project. The submittal will include the following:

- Site Survey
- Geotechnical Investigation Information
- Design Criteria
- Preliminary layout
- An opinion of probable construction cost.
- Utility coordination with Widening Design Consultant.

3.2 60% and 90% Contract Documents

The CONSULTANT will develop intermediate construction drawings and specifications for review by Owner and include:

- Plans showing relocated sewerage utility locations, site grading, erosion and sediment control, and yard piping
- Specifications

Review meeting with the Owner at the 60 and 90 % design phase will be held to review the information and receive comments from the Owner.

3.3 Contract Documents

The team will update the Intermediate Contract drawings and specifications to a 100% complete level for review and comment by the Georgia EPD.

In addition, an updated construction estimate will be included. Comments received in the 90 % design meeting will be incorporated as appropriate. Contract Documents will be prepared for 100% complete, Bid ready.

TASK 3 DELIVERABLES

- Preliminary Layout
- Intermediate Drawings and Specifications
- Final Drawings and Specifications
- Construction cost estimates

TASK 4: PERMITTING

4.1 Permit Applications

CONSULTANT will assist in the completion of permit application forms required for the proposed improvements and discuss the submittal requirements with each permitting agency:

Georgia EPD

- NPDES

TASK 5 – BIDDING ASSISTANCE

CONSULTANT will distribute Construction Documents to prospective contractors during the Bidding phase. Cost of plan reproduction shall be recovered by CONSULTANT from the sale of the plan sets. The CONSULTANT will maintain a record of plan holders to whom Bidding Documents have been issued.

- CONSULTANT will assist the Owner in the preparation of the Bid advertisement.
- Owner will place the advertisement in journals and newspapers of their choice.
- CONSULTANT will respond to questions, inquiries from the plan holders, and provide interpretations of the Construction Documents.
- CONSULTANT will prepare addenda during the Bidding period. The addenda shall modify or clarify the Construction Documents.
- CONSULTANT will attend one (1) pre-bid conference at the Owner's location. CONSULTANT will prepare the agenda for the pre-bid meeting.
- Consult with the Owner during the bidding process as to the acceptability of Contractors, and for other portions of Work needing the Owner input.

TASK 6 - CONSTRUCTION PHASE SERVICES

Once the construction contract has been executed by the Owner and the Georgia Department of Transportation, the CONSULTANT will proceed with the general construction services described below by specific tasks. The construction services are based on up to 24 months of active construction out of the 24-month construction contract, and that the contractor is well qualified, experienced, and does not create an adversarial relationship between the parties that would require additional services of CONSULTANT.

Task 6.1 - Meetings

CONSULTANT shall prepare for, attend, and conduct the preconstruction meeting with Owner, contractor, and other affected parties. CONSULTANT will prepare and distribute meeting notes.

CONSULTANT shall attend 10 monthly progress meetings conducted by the Owner, to review progress, issues, schedules, and pay request.

Task 6.2 - Conformed Documents

CONSULTANT will conform the technical specifications and construction drawings by incorporation and posting of addenda issued during the bidding period. CONSULTANT will print and distribute five (5) sets of conformed documents to Owner, five (5) sets to contractor, and six (6) sets to CONSULTANT's team.

Task 6.3 - Submittals

Log, track, and review shop drawings, detailed construction drawings, and materials submitted by Contractor for compliance with design requirements.

Task 6.4 - Requests for Information

CONSULTANT shall provide consultation and advice during construction including clarifications and requests for information (RFI) from contractor and Owner. Communication with contractor, Owner will be accomplished via the telephone and/or by e-mail as appropriate.

Task 6.5- Site Visits

Visit the project site by design discipline CONSULTANT team during the active construction period (24 months estimated) to observe the compliance with the Contract Documents and inform the contractor of observed deficiencies.

Task 6.6 - Schedule, Pay Requests and Change Orders

CONSULTANT shall review and monitor contractor's construction schedule and advise the Owner as to progress. CONSULTANT will also review contractor's monthly pay requests and recommend payment based on progress.

PROJECT SCHEDULE

The project team intends to complete Task 1-5 activities identified in this Scope of Services within 120 days from the Notice to Proceed. Construction task work will be dependent on the Contractors schedule.