

EXHIBIT- A SCOPE OF WORK

CITY OF LONGVIEW **PUBLIC WORKS MAINTENANCE FACILITY**

Project Description:

Design and prepare contract plans and technical specifications for construction of a 2,200 sq. ft. office/crew building and 2,500 sq. ft. equipment storage facility.

The office/crew building includes a front entry/reception area, 5-6 office spaces, shared crew computer room, conference room, and lunchroom with kitchenette. ADA compliant restrooms, laundry room and employee locker room are planned. Additional space includes a janitorial utility closet and IT equipment room. The office/crew building is a conditioned space and will be a pre-engineered metal building design.

The equipment storage building is planned as a pre-engineered metal building and the area includes open unheated space with single side 12-ft wide by 12-ft tall overhead garage door access, concrete foundation and floor, lighting, available power and man-door access. The equipment storage building shall include insulation to meet WA State Energy code for semi-heated space requirements and future heat for freeze protection.

SCOPE OF WORK

The consultant scope of work for the Public Works Maintenance Facility includes the following tasks and deliverables.

TASK – 1, PROJECT ADMINISTRATION/MEETINGS

- General project administration and coordination of sub-consultants.
- Adjust the scope, schedule, and budget as necessary and update the scope, schedule and budget as the project proceeds.
- Provide monthly narrative progress reports during the project and submit them to the City for review
- Consultant will attend the following meetings with the City staff
 - Kick Off meeting to establish contacts and discuss original concept layout.
 - Final Layout meeting, with discussion of design alternatives and schedule
 - 50% Plan Review meeting to review progress and omissions/revisions
 - 90% Plan and Specification review meeting for final comments and mark ups.
- Attend other meetings noted below:
 - Attend Building and Planning Review meeting for permit applications.
 - Attend two Pre-Bid job conferences/walk-throughs
 - Attend Pre-Construction meeting

TASK - 2, PERMITTING ASSISTANCE

The Consultant will provide general assistance, guidance and support to the City in preparing permit applications for the following environmental and building permits.

- SEPA Permit
- NPDES Permit
- BUILDING/PLANNING REVIEW for Building, Mechanical, Electrical, and Utilities permits

TASK – 3, DESIGN SERVICES

SURVEY

- Topographic and utility survey work for the project including all utilities locates, Right of Way, property lines and monuments will be provided by the City. The survey information and data will be provided to Consultant in electronic format compatible with AutoCAD 2014. Any additional survey information/data can be provided upon notification to the City.

GEO-TECHNICAL

- City to provide a project specific geotechnical evaluation report to determine the subsurface infiltration rate(s), soils conditions and groundwater depth to be utilized in final design and building calculations. The evaluation will include paper study to review existing geotechnical data available, field reconnaissance, and subsurface exploration consisting of at least two (2) 30-foot borings. A geotechnical report analyzing the data collected and summarizing the findings will be prepared and delivered to the Engineer in electronic pdf format.
- Consultant to provide a complete scope of work for the geotechnical evaluation/report and assist the City with coordinating and scheduling a qualified geo-technical firm.

UTILITIES

- The Consultant shall review all utility survey information/data and notify the City if potholing is necessary to further define the location of certain utilities.

ARCHITECTURAL

- Develop bid/construction documents to include a site plan, drawing index, office/crew building floor plan, equipment storage floor plan, code plan, general notes plan, finish, window and door schedules, and details as required for the office/crew and equipment storage buildings.

STRUCTURAL

- Design the foundation system for the pre-engineered metal building.
- Review and forward pre-engineered metal building plans for review and City approval.

CIVIL

- Layout and design all utility services to the office/crew and equipment storage building(s).
- Consultant to include the latest edition of the City of Longview Standard Plans for all utility connections.

- Design paved areas around the new building to include 5-6 parking stalls near the front entrance, safe access to the building entrances and tie-in to exiting asphalt areas, includes, striping, storm drainage, and final CSTC grading and elevations.

MECHANICAL

- Project design and specifications will include HVAC system design for office/crew building, including fresh air makeup, conditioned air, air return, zone control adjustments, monitoring and control from central maintenance facility.
- Complete Washington State Energy Code and Equipment forms.
- Provide ventilation load schedule for each occupied space.
- Layout and interior plumbing design for water, sewer, gas, and storm water.
- A fire system performance spec will be issued if required. Actual sprinkler system design will be by the installing contractor.

ELECTRICAL

- Design electrical service to new facilities including underground power supply and new meter base. Single phase power is available at PUD Pole # 74512.
- Plan, layout & design panel board and circuits to service office/crew and storage building(s).
- Design interior lighting, exterior lighting and site lighting for PW Maintenance building(s).

Information Technology, IT

- Plan for IT cabling to service the new building location.
- Plan and design communication raceways throughout office /crew building area.
- City to advise/specify IT equipment and materials for a compatible and functional office area. Including type of cabling, racks, servers, patch panels, jacks, etc.
- Plan, design and specify conditioned space for a central IT equipment room.
- Identify specific location for a shared copier & document scanner.

FACILITIES

- Design/Specify security/alarm system.
- Design /Specify employee access and provisions for a prox card reader to City Standard

DESIGN DELIVERABLES:

1. Consultant to provide conceptual layout drawings for building site approval (11x17) and in pdf format.
2. 50% complete drawings and contract documents in hardcopy (one full size set, two 11x17 copies) and in pdf format.
3. 90% complete drawings and Special Technical Specifications in hardcopy (two full size sets, two 11x17 copies) and in pdf format.
4. 100% complete set of stamped contract Plans and Special Technical Specifications in hardcopy (three copies), in pdf format, and AutoCAD files of drawings.
5. Prepare opinions of construction cost for 50%, 90% and 100% stages of design completion.

TASK – 4, CONSTRUCTION/CONTRACT DOCUMENTS

- The Consultant shall prepare stamped contract plans and Special Technical specifications in coordination with City Standards and the 2013 version of the Engineers Joint Contract Documents Committee (EJCDC) documents.
- Consultant shall prepare bid items and quantities and assist in the preparation of other related documents.
- Consultant shall provide a final updated construction cost estimate prior to advertisement.
- The City will assemble the final contract specification package including proposal forms, bid forms, invitations to bid, general and supplementary conditions, and other construction contract related documents using the 2013 Engineers Joint Contract Documents Committee (EJCDC) Standard General Conditions and City of Longview Supplementary Conditions as a foundation for the contract.

TASK – 5, BIDDING ASSISTANCE

Upon receipt of written authorization to proceed with services during the bid phase, Consultant shall:

- Attend two pre-bid job conferences/walkthroughs with City Staff and potential bidders.
- Receive contract/design questions from potential bidders and prepare appropriate responses.
- Assist City in preparing addenda as appropriate to clarify, amend, or expand the Bidding Documents.
- Bidding and Award Phase Deliverables include the following:
 - Responses to bidders' questions in tabular format.
 - Supply information and documentation to be incorporated into addenda as appropriate. Two addenda have been included in the budget. Additional addenda if required will be additional work.

TASK – 6, CONSTRUCTION ADMINISTRATION

- Attend pre-construction meeting.
- Consultant shall review for conformance with contract documents the Pre-Engineered Metal Building shop drawings.
- Review construction progress to ascertain compliance with the contract documents.
- Answer contractor request for information and questions.
- Review contractor applications for payment to determine if work is in place.
- Perform final punch list inspection.