

EXHIBIT A  
SCOPE OF SERVICES

CONSTRUCTION RELATED SERVICES  
FY 2021 DOWNTOWN OVERLAY PROJECT

BASIC SERVICES

A. Construction Observation/Administration

A Ten (10) day construction schedule has been assumed for the development of this scope and fee. In the event that the CONTRACTOR exceeds this schedule, additional compensation will be negotiated. Should the construction contract not proceed in a normal schedule as described herein, said scope of services and estimated fee shall be subject to revision.

1.0 Wilson & Company, Inc. (WCI) will provide a designated Resident Project Representative (RPR) for the FY 2021 Downtown Overlay project. The RPR shall provide continuous observation to determine if the work is proceeding in accordance with the Contract Documents. The RPR shall keep the CITY informed of the progress and quality of the work. The RPR does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project. The duties and responsibilities of the RPR and assistants are set forth below:

- 1.1 Conferences and Meetings: Attend meetings with the CONTRACTOR, such as preconstruction conferences, progress meetings, job conferences and other project related meetings, and prepare and circulate copies of minutes thereof.
- 1.2 Liaison: Serve as the CITY's liaison with the CONTRACTOR to assist in understanding the intent of the Contract Documents; and serve as the CITY's liaison with the CONTRACTOR when the CONTRACTOR's operations affect the CITY's operations.
- 1.3 Shop Drawings and Samples:
  - 1.3.1 The ENGINEER is responsible for the review and approval of shop drawings and samples prior to submittal to the RPR. The RPR will record date of receipt of Shop Drawings and Samples and forward to the CITY for their records.
  - 1.3.2 Review product or material samples which are furnished at the site by the CONTRACTOR, and notify the CITY and the ENGINEER of availability of Samples for examination.
  - 1.3.3 Advise the CONTRACTOR of the commencement of any Work requiring a Shop Drawing or Sample if the submittal has not been approved.
- 1.4 Review of Work, Rejection of Defective Work, Observations and Tests:
  - 1.4.1 Conduct observations of the Work in progress to assist the CITY in determining if the Work is proceeding in accordance with the Contract Documents.
  - 1.4.2 Report to the CITY whenever the RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any test or approval required to be made; and advise the CITY of Work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, or approval.
  - 1.4.3 Verify that tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that the

- CONTRACTOR maintains adequate records thereof; and observe, record and report to the CITY appropriate details relative to the test procedures and startups.
- 1.4.4 Accompany visitors representing public or other agencies having jurisdiction over the Project, record any results of these visits and report to the CITY.
  - 1.5 Interpretations of Contract Documents: Report to the ENGINEER and the CITY when clarifications and interpretations of the Contract Documents are needed and transmit to the CONTRACTOR and the CITY clarifications and interpretations as issued by the ENGINEER.
  - 1.6 Modifications: Consider and evaluate the CONTRACTOR's suggestions for modifications in Drawings or specifications and report with the RPR's recommendations to the ENGINEER and the CITY. Transmit to the CONTRACTOR and the CITY decisions as issued by the ENGINEER.
  - 1.7 Records:
    - 1.7.1 Maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including all Work Directive Changes, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Agreement, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, and other Project related documents.
    - 1.7.2 Keep a diary or log book, recording the CONTRACTOR hours on the job site, weather conditions, data relative to questions of Work Directive Changes, Change Orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to the CITY.
    - 1.7.3 Record names, addresses and telephone numbers of all CONTRACTORS, subcontractors and major suppliers of materials and equipment.
    - 1.7.4 As-built drawings will be prepared by redlining field changes on the plans in coordination with the CONTRACTOR. The final as-built drawings will be color scanned into PDF format. The original marked-up drawings and the PDF files will be delivered to the CITY.
  - 1.8 Reports:
    - 1.8.1 Furnish the CITY with weekly reports of progress of the Work and of the CONTRACTOR's compliance with the progress and Sample submittals.
    - 1.8.2 Notify the CITY in advance of scheduled major tests or start of important phases of the Work.
    - 1.8.3 Draft proposed Changed Orders and Work Directive Changes, obtaining backup material from the CONTRACTOR and recommend to the CITY Change Orders, Work Directive Changes, and Field Orders.
    - 1.8.4 Report immediately to the ENGINEER and the CITY the occurrence of any accident.
  - 1.9 Payment Requests: Review CONTRACTOR payment requests and recommend approval or denial to the CITY.
  - 1.10 Certificates, Maintenance and Operations Manuals: During the course of the Work, verifying that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the CONTRACTOR are applicable to the items actually

installed and in accordance with the Contract Documents and have this material delivered to the CITY prior to Final Acceptance.

1.11 Completion:

- 1.11.1 Before the CITY issues a Certificate of Substantial Completion, submit to the CONTRACTOR, with copy to the CITY, a list of observed items requiring completion or correction.
- 1.11.2 Participate in the final inspection in the company of the CITY, CONTRACTOR, and ENGINEER and prepare a final list of items to be completed or corrected.
- 1.11.3 Observe that all items on final list have been completed or corrected and make recommendations to the CITY, concerning acceptance.

2.0 Limitations of Authority: The Resident Project Representative:

- 2.1 Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the Design Professional and approved by the CITY.
- 2.2 Shall not undertake any of the responsibilities of the CONTRACTOR, subcontractors or CONTRACTOR's superintendent.
- 2.3 Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
- 2.4 Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
- 2.5 Shall not authorize the CITY to occupy the Project in whole or in part.
- 2.6 Shall not participate in specialized field or laboratory tests conducted by others except as specifically authorized by the CITY.

**COMPENSATION  
CONSTRUCTION RELATED SERVICES  
FY 2021 DOWNTOWN OVERLAY PROJECT  
March 9, 2021**

Task No.	Task Item	P4	P1				
<b>Construction Related Services</b>							
1.1	Pre-Construction Meeting	1	2				
1.2	Shop Drawing Review	1					
1.3	Construction Observation (10 working days @ 10 hrs per day)		100				
1.4	Project Management & Site Visits	2					
<b>Total Hours</b>		<b>4</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>Rate</b>	<b>Hours</b>			<b>Cost</b>	
Project Manager (P4)		\$ 140.00	4			\$ 560	
Construction Observer (P1)		\$ 88.00	102			\$ 8,976	
						\$ -	
						\$ -	
						\$ -	
Direct Labor Subtotal						\$ 9,536	
<b>Reimbursable Expenses</b>							
Reproduction & Plotting		\$ -					
Copies		\$ -					
Vehicle Miles		\$ 400.00					
Miscellaneous		\$ 64.00					
Reimbursable Expenses Total		\$ 464					\$ 464.00
<b>TOTAL</b>						<b>\$ 10,000</b>	