

Exhibit "A"

**SCOPE OF SERVICES
Reiss Engineering, Inc.**

**Coconut Creek Utility Services
Hilton Road Storage and Re-pump Facility Replacements Services during
Construction**

Section A. BACKGROUND AND INTENT

The City of Coconut Creek (City) is replacing components of the Hilton Storage and Re-pump Facility, built in 1984. The existing ground storage tank was rehabilitated in 2011 and has a capacity of 2 million gallons. The existing Operations Building has a metal skin exterior, emergency generator, disinfection/storage feed and sampling equipment, electrical/control systems, discharge piping, and houses three (3) high service pumps, each with a different capacity. The Operations Building and various components inside of the building, including the pumps and chemical feed systems, are in need of replacement due to the age and condition of the building and equipment. The final design and bidding documents for this facility are in the process of being completed. This portion of the work will include services during construction.

The work for the project includes services during construction for the following facilities:

- Pump Station Building Improvements: The walls and roof of the existing metal building will be removed and split-face masonry walls will be constructed on the existing slab (with modifications as necessary) to the extent feasible. A concrete membrane roof will be provided on the new building.
- Pump Station Pumping Equipment and Appurtenances: The existing pumping equipment will be removed and the new pumps will be horizontal split case centrifugal pumps providing the same total capacity as the existing pumps (different configuration).
- Pump Station Piping and Accessories: The existing piping will be removed and the new pump piping will include ductile iron piping and fittings, flexible couplings, isolation gate valves, check valves, air release valves, and suction and discharge pressure gauges. Yard piping will include PVC or ductile iron piping (below ground), and ductile iron piping (above ground).
- Pump Station Electrical Equipment: The existing electrical equipment will be removed and the new equipment will include service entrance equipment, a motor control center, variable frequency drives (VFD's), a transformer, a circuit breaker panel, lighting, wiring and conduit, an exterior sound attenuated emergency generator with a sub-base fuel tank, and an automatic transfer switch.
- Pump Station Instrumentation and Controls: The existing equipment will be removed and a new PLC based control system including SCADA Interface, electronic flow, level and pressure measurement instrument, wiring and conduit, and associated gauges will be provided.
- Pump Station HVAC: A split system air conditioning system for conditioning of the electrical room is included.
- Chemical Pavilion: An open pavilion structure with concrete columns and a metal roof, bulk chemical storage tanks, and enclosed skid-mounted chemical feed systems are included.
- Storage Shed: A "Pole Barn" type framed metal building with a metal roof is included.

Section B. PROJECT REPRESENTATIVES

For City: James Moore, P.E.
954-973-6786
jmoore@coconutcreek.net

Robert McDonald, CGC
954-973-6786
rmcdonald@coconutcreek.net

For Consultant: Mark K. Worsham, P.E.
407-679-5358
mkworsham@reisseng.com

Section C. SCOPE OF WORK

The Consultant proposes the following scope to accomplish the above objectives:

TASK 1- SERVICES DURING CONSTRUCTION

Task 1.1: General Project Administration - Consultant will perform the following:

1. Perform general project coordination and management activities, coordinate Consultant and sub-consultant staffing for individual tasks, perform administrative activities, and coordinate activities and communications with City staff.
2. Prepare and submit to the City invoices for this assignment. Status reports will be prepared and submitted to the City on a monthly basis to advise and highlight the overall progress of the permitting, design, and construction administration tasks, as well as identify activities which are completed, on-going, or pending.

Task 1.2: Conformed Document Preparation - Consultant will prepare "conformed" documents by incorporating any addendum information issued during the bid process into the documents.

Task 1.3: Attendance at Pre-Construction Conference - Consultant will attend the pre-construction conference and respond to the Contractor's questions as directed.

Task 1.4: Attendance at Progress Meetings - Consultant will attend up to five (5) bi-monthly construction progress meetings, in conjunction with site visits to observe construction.

Task 1.5: Review of Submittals, Re-submittals, and Samples - Consultant shall review shop drawings, product literature, product samples, and other submittal data that the Contractor is required to submit. These shall be reviewed for general conformance with the design concept of the project, and general compliance with the information given in the Contract Documents in consultation with the City. Consultant will issue comments on the information and/or drawings which do not conform to the design concept and comply with the information given in the Contract Documents. Consultant will request re-submittal of the information if the information and/or drawings submitted cannot be approved. This subtask includes review of typical submittals from the contractor and up to one (1) resubmittal for each submittal and includes review of preliminary and final O&M manuals. The Contractor's preliminary submittal schedule will be reviewed and the Contractor may be requested to consolidate submittals in order to avoid excessive handling of submittals.

Task 1.6: Provision of Technical Assistance - Consultant shall provide technical assistance to the

Contractor and City representatives during project construction to provide clarifications and interpretations of the drawings and specifications and to resolve technical issues or conflicts which may arise. Consultant will formally reply to Requests for Information (RFI) from the Contractor. It is assumed minor changes may be changed through a field directive from the Consultant and documented through the Contractor's red lines. It is understood the City will use RFI responses to review and approve change orders.

Task 1.7: Observe Construction and Demonstration Testing - During project construction, Consultant will perform up to thirteen (13) site visits up to four (4) hours each to observe the progress and quality of the work and to determine if the work is proceeding in compliance with the Contract Documents. Five (5) of the site visits will coincide with progress meetings. Consultant will inform the City of any observed deficiencies, and will assist the Program Manager's field representative in the scheduling and completion of activities. The site visits shall be sufficient for Consultant, the Engineer of Record, to produce signed and sealed record drawings.

Consultant will also attend one (1) Substantial Completion inspection based on the phasing of the work, develop punch lists, and attend one (1) a Final Completion inspection.

Task 1.8: Submit Permit Applications/Certifications - Consultant will submit the FDEP clearance applications for the Hilton Road Re-pump Station replacement work as required by FDEP. Based on work observations during construction and concurrence by City representatives that the work has been completed, Consultant will prepare and submit the required clearance request for the facilities to FDEP, and attend an FDEP inspection if necessary.

Task 1.9: Preparation of Record Drawings - Consultant will receive red-lined drawing information from the Contractor and review the information for accuracy. Within thirty (30) working days after Final Completion, and receipt of approved as-built drawings, Consultant will provide the City with signed and sealed record drawings.

Task 1 Deliverables:

- Conformed documents (three (3) signed and sealed 24" x 36" drawings, 3 sets of specifications, and an electronic copy of the documents).
- Substantial completions punch list.
- FDEP clearance applications.
- Record drawings (two (2) signed and sealed 24" x 36" drawings electronic files (AutoCAD and PDF) of the drawings).

Section D. COORDINATION

The Consultant will coordinate the project with the City staff members listed below as appropriate.

Function	Name	Email	Phone
Project Manager	Robert McDonald, CGC	rmcdonald@coconutcreek.net	954-973-6786

Section E. SCHEDULE

Work will commence upon receipt of the City's notice-to-proceed (NTP) and the proposed construction schedule is estimated to be 8 months in duration. This Scope of Services covers the time period up to and including 60 days after Final Acceptance of the construction.

Section F. BASIS OF COMPENSATION

For the professional services set forth in this Scope document, the City shall compensate Reiss Engineering, Inc. not to exceed fixed fee in the amount of \$98,686.80 for Task 1 and expenses, on a lump sum percent completed basis as shown below .

Task	Cost
TASK 1- SERVICES DURING CONSTRUCTION	\$ 78,985 .00
Expenses	\$ 19,701.80
Total Fixed Fee Not to Exceed Cost	\$ 98,686.80

A breakdown of the tasks by personnel, hours, and hourly rates for Consultant personnel is presented in Attachment A. Also presented in Attachment A is a breakdown of Consultant's expenses.

Section G. CITY'S RESPONSIBILITY

The following shall be provided by the City in order to assist in the completion of the Consultant's tasks:

- a) Permit processing.
- b) Provide daily construction observation.

Section H. SERVICES NOT INCLUDED

The following are examples of some specific additional services that may be required, but are not included within this Scope of Services.

- Building Department application preparation or fees
- Utility easement acquisition services
- Contract administration services
- Ecological mitigation
- Daily construction oversight
- Change order review or approval
- Pay application review or approval

These and other services can be provided, if desired by Coconut Creek, under a separate Scope of Service(s) or by an amendment to this Scope. Services performed will be on an as-directed basis in accordance with a written Notice to Proceed from Coconut Creek.

Section I. CLOSURE

If the City of Coconut Creek concurs with the foregoing and wishes to direct us to proceed with the aforementioned work, please execute the enclosed copy of this agreement in the space provided and return same to the undersigned.