

EXHIBIT A**SCOPE OF SERVICES****PROJECT NAME: Water System Chlorine Analyzers****PROJECT UNDERSTANDING**

The City of Coppel (City) would like to make improvements to their water transmission system by adding water quality analyzers at select locations. Analyzers will measure free ammonia and monochloramines and is anticipated to be a Hach Model 5500sc or similar. The project consists of the design of three (3) analyzer stations at the Village Parkway Pump Station (VPPS), Wagon Wheel Elevated Storage Tank and Southwestern Elevated Storage Tank. It is assumed that the analyzer at VPPS will be located in a prefabricated concrete building, just upstream of the Dallas Water Utilities (DWU) flow control valve. The analyzers at the elevated storage tanks will be located in the tank pedestal.

SCOPE OF PROFESSIONAL SERVICES**TASK 1: GENERAL ITEMS AND MEETINGS**

- A. Record Research - Work with City staff to obtain all available record drawings, studies, GIS files, maintenance records, etc. associated with the water system infrastructure.
- B. Kick-off Meeting - Conduct kick-off meeting with the City to confirm the goals, schedule, and deliverables for the project.
- C. Miscellaneous Meetings – Conduct up to one (1) virtual meeting with City to discuss miscellaneous design items.
- D. Project Site Visit – Conduct (1) site visit to each of the anticipated analyzer locations. All site visits will be conducted on the same day.
- E. Design Review Meetings - Conduct (1) design review meeting with City.
- F. Project Management – Prepare project schedule, conduct internal project meetings, prepare monthly invoices, and prepare project deliverables.

TASK 2: PRELIMINARY (90%) DESIGN

This task consists of preliminary design of the three chlorine analyzer sampling stations. It is assumed that the Hach Model 5500sc or similar analyzer will be used. No evaluation of analyzer technology is included in this task.

- A. Site Evaluations: Evaluate each chlorine analyzer site location to determine location for analyzer and associated panel. Determine locations where analyzers can discharge.
- B. Electrical and Instrumentation Evaluation: Determine power requirements for analyzer. Evaluate options to incorporate analyzer data to City SCADA system. It is assumed that each site has an existing PLC/RTU with available I/O to accept signals from the proposed analyzer and that each site has spare circuits available to power the analyzer.
- C. Construction Narrative: Evaluate construction sequencing and shutdown requirements. Incorporate construction narrative into General Notes.
- D. 90% Plans: Prepare preliminary plans utilizing record drawing information and aerial imagery to create plan view drawings. Plans are anticipated to consist of the following:
 - a. Cover sheet
 - b. General notes
 - c. Civil site plans
 - d. Construction details
 - e. Electrical legends and notes
 - f. Electrical site plans
 - g. Electrical details
 - h. SCADA details
- E. Contract Documents: Prepare required specifications for the project, including technical specifications and front-end documents. It is assumed that the City will provide standard front-end documents.
- F. Opinion of Probable Construction Cost (OPCC): Prepare cost projections based on preliminary design. Consultant will utilize bid tabulations from similar projects and cost information provided by vendors to develop OPCCs.
 - a. Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost.
- G. Deliverables
 - a. Provide PDF copy of plans
 - b. Provide PDF copy of OPCC

TASK 3: FINAL DESIGN

This task consists of finalizing plans and specifications for the chlorine analyzer improvements. It is assumed that final design will consist of a 100% submittal to be used for bidding.

- A. Review Comments: Make revisions based on the City's review of the 90% submittal.
- B. Opinion of Probable Construction Cost: Prepare cost projections based on 100% design.
- C. Deliverables
 - a. Provide signed and sealed PDF copies of contract documents to City.

TASK 4: BIDDING PHASE SERVICES

- A. Assist in preparing Advertisement for Bids according to regulatory requirements. Dispense construction contract documents to prospective bidders as directed by the Client.
- B. Support the contract documents by preparing and issuing addenda.
- C. Participate in pre-bid meetings, prepare and distribute meeting minutes. Attend the bid opening.
- D. Prepare bid tabulation, evaluate bids and recommend award.
- E. Deliverables
 - a. Bid tabulation and contractor recommendation letter (PDF)

TASK 5: CONSTRUCTION PHASE SERVICES

The Scope of Services listed below may or may not be performed as part of our construction phase services. Consultant's role during construction will be provided upon request of the City and billed on a reimbursable basis as labor and direct expenses are incurred. The budgeted fee for this task is based upon approximately 40 hours of labor. We will not proceed with performance of services beyond the hours budgeted, without written authorization by the City.

- A. Attend pre-construction conference prior to commencement of work.
- B. Attend construction meetings with the Contractor as requested.
- C. Perform site visits as requested to observe the progress of the work. Observations will not be exhaustive or extend to every aspect of Contractor's work, but will be limited to spot checking, and similar methods of general observation. Based on the site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Document and keep Client informed of the general progress of the work.

Consultant will not supervise, direct, or control Contractor's work, and will not have authority to stop the Work or responsibility for the means, methods, techniques, equipment choice and use, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for failure of Contractor to comply with laws. Consultant does not guarantee Contractor's performance and has no responsibility for Contractor's failure to perform in accordance with the Contract Documents.

Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement.

- D. Review and approve or take other appropriate action in respect to submittals which Contractor is required to submit but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- E. Respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to the City as appropriate to the orderly completion of Contractor's work.
- F. Recommend Change Orders to City, as appropriate. Review and make recommendations related to Change Orders submitted or proposed by the Contractor. Task includes preparing plan sheet revisions.

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be considered additional services and can be performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Assisting City or contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, shall be furnished by Consultant on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Preparing applications and supporting documents for government grants, loans, or planning advances, and providing data for detailed applications.
- Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties or condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the Town.
- Providing professional services associated with the discovery of any hazardous waste or materials in the project route.
- Providing additional presentations to the City Council.
- Providing construction staking, additional platting, or other surveying services not identified in the above Scope of Services.
- Providing any easement acquisition services.
- Attending additional public meetings during the project.
- Preparation of Easement Documents
- Perform any materials testing.
- Preparation of record drawings.
- Preparation of conformance documents.
- Preparation of final executable contract documents.
- Any services not listed in the Scope of Services.

EXHIBIT B**COMPENSATION SCHEDULE**

The Consultant will provide the Scope of Services detailed in Tasks 1 through 4 for a lump sum fee. Task 5 will be on an hourly-not-to-exceed basis.

TASK 1 – General Items and Meetings	\$5,700.00
TASK 2 – Preliminary (90%) Design	\$37,500.00
TASK 3 – Final Design	\$16,500.00
TASK 4 – Bidding Phase Services	\$2,800.00
TASK 5 – Construction Phase Services	\$7,300.00
<u>TOTAL</u>	<u>\$69,800.00</u>

Additional services will be negotiated at the time they are identified.