

**William A. Reid, dba  
William A. Reid, AIA, Architects**

**Exhibit A**

**Base Scope of Work**

Consultant services shall consist of project planning and preliminary design; design and documentation including the schematic design, design development, and construction documents; construction procurement; construction administration and other optional tasks that may be deemed necessary for the El Dorado County Department of Transportation Vehicle & Equipment Wash Facility hereinafter referred to as the "Project."

Consultant shall not be responsible for permit fees; and services relating to the identification, investigation and/or removal of hazardous materials. County shall provide a topographic/boundary survey to be used as the basis for the site plan; special testing services, geotechnical soils report; and equipment specifications.

**1. Project Planning and Preliminary Design Services**

Consultant shall manage Consultant's services and administer the Project. Consultant shall consult with County, research applicable design criteria, attend Project meetings, communicate with the Contract Administrator, or designee, and issue progress reports. Consultant shall coordinate the services provided by Consultant and Consultant's subconsultants and engineers with those services provided by County and, make recommendations to establish the Project schedule and budget and provide scheduling and resource analysis.

Consultant shall analyze the comparative costs and benefits of the alternative materials, structural, mechanical, enclosure, and other significant building systems, budget and security and shall report to County's Contract Administrator the results of this consideration to determine which, if any, should be incorporated into the Project. Consultant shall coordinate Project consultants and regulatory agencies.

*1.1. Evaluation of Budget and Cost of the Work*

When the Project requirements have been sufficiently identified, Consultant shall prepare a preliminary estimate of the Cost of the Work. The Cost of the Work shall be the total cost or, to the extent the Project is not completed, the estimated cost to County of all elements of the Project designed or specified by Consultant, which estimate and design have been previously approved in writing by County. The Cost of the Work shall include the cost of current market rates of labor and materials furnished by County and equipment designed, specified, selected or specially provided for by Consultant, excluding the costs of management or supervision of construction or installation provided by a separate construction manager or contractor. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work.

Cost of the Work does not include the compensation of Consultant and Consultant's subconsultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of County.

This estimate may be based on current area, volume or similar conceptual estimating techniques. As the design process progresses through the end of the preparation of the Construction Documents, Consultant shall update and refine the preliminary estimate of the Cost of the Work. Consultant shall advise County of any adjustments to the previous estimates of the Cost of the Work indicated by changes in Project requirements or general market conditions. If at any time, Consultant's estimate of the Cost of the Work exceeds County's budget, the Consultant shall make appropriate recommendations to County to adjust the Project's size, quality or budget.

Evaluation of County's budget for the Project, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by Consultant represent Consultant's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Consultant nor County has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid process, or over competitive bidding, market or negotiating conditions.

Consultant agrees that, if the lowest bona fide bid or negotiated price for the entire scope of Work varies more than ten percent from Consultant's estimate of the Cost of the Work most recently approved by County, County may elect to require Consultant to perform at no cost or expense to County all services necessary to modify the documents to indicate a design that is approved by County and that conforms to the approved Cost of Work.

If bidding or negotiation has not commenced within ninety (90) days after Consultant submits the Construction Document to County, the budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the construction industry.

### *1.2 Evaluation and Planning Services*

Consultant shall provide a preliminary evaluation of the information furnished by County under this Agreement, including County's program and schedule requirements and budget for the Cost of the Work, each in terms of the other. Consultant shall review such information to ascertain that it is consistent with the requirements of the Project and shall notify County of any other information or Consultant services that may be reasonably needed for the Project.

Consultant shall provide a preliminary evaluation of County's site for the Project based on the information provided by County of site conditions, and County's program, schedule and budget for the Cost of the Work.

Consultant shall review County's proposed method of contracting for construction services and shall notify County of anticipated impacts that such method may have on County's program, financial and time requirements, and the scope of the Project.

## **2. Schematic Design**

Consultant shall provide Schematic Design Documents based upon the most recent County approved program, schedule and estimate for the Cost of Work. The schematic drawings shall establish scaled relationships among the project components and shall include plans, sections, elevations, study models, perspective sketches, schematic diagrams, and narratives of major enclosure, electrical, mechanical, and structural systems, survey of applicable codes, and the value of engineering analysis and reports noted herein. Consultant will report in writing to County any deviations between County-provided information of programs and the design presented.

### **3. Design Development**

Consultant shall provide Design Development Documents based on the approved Schematic Design Documents and updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels. Consultant will report in writing to County the nature and magnitude of any deviations between the Design Development Documents presented by Consultant and County-approved design and County-provided information or programs.

### **4. Construction Documents**

Consultant shall provide Construction Documents based on the approved Design Documents and updated budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

During the development of the Construction Documents, Consultant shall assist County in the development and preparation of the Conditions of the Contract for Construction (General, Supplementary and other Conditions).

### **5. Construction Procurement Services**

Consultant shall assist County in obtaining either competitive bids or negotiated proposals and shall assist County in awarding and preparing contract documents for construction. Consultant shall assist County in establishing a list of prospective bidders or contractors. Consultant shall assist County in bid validation or proposal evaluation and in the determination of the successful bid or proposal, if any. If requested by County, Consultant shall notify all prospective bidders or contractors of the bid or proposal results.

#### *5.1 Competitive Bidding*

Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings.

Consultant shall consider requirements for substitutions, if permitted by the Bidding Documents, and shall prepare and report to County on a proposed addenda identifying approved substitutions to all prospective bidders.

Consultant shall participate in, at County's direction, a pre-bid conference for prospective bidders.

Consultant shall, at the request of County, prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.

## **6. Construction Administration**

### *6.1 Evaluation of the Work*

Consultant, as directed by County, shall visit the construction site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by County and Consultant herein, 1) to become familiar with and to keep County informed about the progress and quality of the portion of the Work completed; 2) to guard County against defects and deficiencies in the Work; and 3) to determine if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. Consultant shall neither have control over or charge of, and shall not be responsible for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these will be solely the Contractor's rights and responsibilities under the Contract Documents.

Consultant shall report to County known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor.

Consultant shall at all times have access to the Work wherever it is in preparation or progress.

### *6.2 Submittals*

Consultant shall prepare a list of all anticipated submittals together with a schedule for said submittals. Consultant shall review all submittal and shop drawings for compliance and coordination with the Contract Documents.

### *6.3 Response to Contractor Requests for Information*

Consultant shall respond to Requests For Information (RFI) as submitted by the Contractor during construction.

### *6.4 Changes in the Work*

Consultant shall prepare Change Orders and Construction Change Directives for County's review, approval and execution in accordance with the Contract Documents. If necessary, Consultant shall prepare, reproduce and distribute Drawings and Specifications to describe Work to be added, deleted or modified.

Consultant shall analyze written requests by County or the Contractor for changes in the Work, including requests for adjustments to the Contract Sum or Contract Time, and shall report the results of its analysis in writing to County and the Contractor within a reasonable period of time but in no case later than ten (10) business after Consultant's receipt of the request.

If Consultant determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, Consultant shall make a recommendation to County, which may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, Consultant shall estimate the additional cost and time that might result from such change, including any additional costs attributable to a Change in Services of Consultant. With County's approval, Consultant shall incorporate those estimates

into a Change Order or other appropriate documentation for County's execution or negotiation with the Contractor.

Consultant shall maintain records relative to changes in the work.

Notwithstanding any of the above, all Changes in the Work together with all the required documentation shall be in coordination with County.

#### *6.5 Project Completion*

Consultant shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, in concert with County, prepare a list of incomplete or unsatisfactory items and a schedule for their completion, shall receive from the Contractor and forward to County for County's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

Consultant's inspection shall be conducted to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

When the Work is found to be substantially complete, Consultant shall inform County about the balance of the Contract Sum remaining to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work.

#### *6.6 As-Built Drawings*

Consultant will include as-built changes in the original drawings and submit a final set of as-built drawings to County at the completion of the Project.

In performance of the Work under this Agreement, Consultant shall utilize the services of the following subconsultants:

Buehler and Buehler Structural Engineers, Inc.  
600 Q Street, Suite 200  
Sacramento, CA 95814

Glumac  
10419 Old Placerville Rd. Ste. 250  
Sacramento, CA 95827-2527

Carlton Engineering, Inc.  
3883 Ponderosa Road  
Shingle Springs, CA 95682

Specifications West, LLC  
Carefree, AZ

Silva Cost Consulting  
1812 J Street, Suite 5  
Sacramento, CA 95814