

Dokken Engineering

Exhibit A

Scope of Work

Upon receipt of a written Notice to Proceed from the Contract Administrator, Consultant shall complete the following Items of Work as specifically identified in each Notice to Proceed, under the direction of the Contract Administrator or designee. Consultant shall not commence work on any Item of Work until receiving a written Notice to Proceed. These services will be provided on a time and materials basis. Deliverables shall be provided to the Contract Administrator or designee in the format and in accordance with the schedule approved by the Contract Administrator. Changes to the schedule can be made with written approval of the Contract Administrator.

ITEM OF WORK A Construction Support for the White Rock Road Realignment and Widening Project (between Manchester Drive and Latrobe Road, County CIP #72401). Services shall include, but not be limited to, the tasks identified below.

Item of Work A-1 Pre-construction meeting and construction support

Consultant will attend the pre-construction meeting held between the Resident Engineer and the Contractor prior to the start of actual construction. Consultant will attend field meetings to observe, discuss and answer questions regarding the ongoing construction activities. Pre-construction and field meetings will be scheduled by the Contract Administrator at times designated and in consultation with Consultant, recognizing that time is of the essence. Up to twenty (20) hours of staff time has been budgeted for this Item of Work.

Deliverables: Attendance at pre-construction and field meetings.

Item of Work A-2 Prepare Written Responses to Requests For Information (RFI) from the Contract Administrator During Construction.

Each RFI will be responded to consistent with the following steps. Consultant will respond to the Contract Administrator with an estimate of time necessary to address the RFI, within two (2) working days from receipt of the RFI. Consultant and the Contract Administrator will agree to a specific deadline for consultant to produce the response to the RFI. Upon agreement to a deadline, Consultant shall begin work on addressing the RFI. Upon completion of the response to the RFI, Consultant shall supply one (1) original and three (3) copies of the written response to the Contract Administrator. Up to 88 hours of staff time has been budgeted for this Item of work.

Deliverables: One (1) original and three (3) copies of written responses to each RFI.

Item of Work A-3 Prepare Contract Change Orders (CCOs)

Each CCO will be responded to consistent with the following steps. The Contract Administrator will notify Consultant of the potential need for a CCO. Consultant will provide an estimate of time necessary to evaluate and/or prepare the CCO, within two (2) days of communication from the Contract Administrator. Consultant and the Contract Administrator will agree to a specific deadline for Consultant to produce the CCO. Upon agreement to a deadline, Consultant shall begin work on the CCO. Upon completion of the CCO, Consultant shall supply one (1) original and three (3) copies to the Contract Administrator. Up to 64 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) original and three (3) copies of each CCO.

Item of Work A-4 Review Shop Drawings Submitted by the Contractor.

Each submitted shop drawing will be reviewed consistent with the following steps. Within two (2) days of receipt of a request from the Contract Administrator to review a shop drawing, Consultant will provide an estimate of time necessary to review the shop drawing. Consultant and the Contract Administrator will agree to a specific deadline for Consultant to review the shop drawing. Upon agreement to a deadline, Consultant shall begin reviewing the shop drawing. Upon completion, Consultant shall supply one (1) original and three (3) copies of its written review to the Contract Administrator. The Consultant's review will either be: 1) an approved shop drawing, 2) an approved shop drawing subject to conditions, or 3) review comments to the shop drawing that will require a revised resubmittal of the shop drawing by the contractor. Resubmittals shall be reviewed consistent with the steps described above until the Consultant provides an approved shop drawing. Up to 32 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) original and three (3) copies of written review s for each shop drawing.

Item of Work A-5 Prepare As-Built Plans.

Within two (2) days of receipt of a request by the Contract Administrator, Consultant will provide an estimate of time necessary to prepare As-Built plans. Upon agreement to a deadline, Consultant shall begin preparing As-Built plans. Consultant shall supply one (1) CD-ROM of As-Built plans in TIFF format to the Contract Administrator. Up to 128 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) CD with As-Built Plans in TIFF format for each set of As-Built Plans.

ITEM OF WORK B **Construction Support for the Latrobe Road Widening Project (between Highway 50 and White Rock Road, County CIP #72402). Services shall include, but not be limited to, the tasks identified below.**

Item of Work B-1 **Pre-construction & Field Meetings Construction Support**

Consultant will attend the pre-construction meeting held between the Resident Engineer and the Contractor prior to the start of actual construction. Consultant will attend field meetings to observe, discuss and answer questions regarding the ongoing construction activities. Pre-construction and field meetings will be scheduled by the Contract Administrator at times designated and in consultation with Consultant, recognizing that time is of the essence. Up to twenty (20) hours of staff time has been budgeted for this Item of Work.

Deliverables: Attendance at pre-construction and field meetings.

Item of Work B-2 **Prepare Written Responses to Requests For Information (RFI) from the Contract Administrator During Construction.**

Each RFI will be responded to consistent with the following steps. Consultant will respond to the Contract Administrator with an estimate of time necessary to address the RFI, within two (2) working days from receipt of the RFI. Consultant and the Contract Administrator will agree to a specific deadline for consultant to produce the response to the RFI. Upon agreement to a deadline, Consultant shall begin work on addressing the RFI. Upon completion of the response to the RFI, Consultant shall supply one (1) original and three (3) copies of the written response to the Contract Administrator. Up to 88 hours of staff time has been budgeted for this Item of work.

Deliverables: One (1) original and three (3) copies of written responses to each RFI.

Item of Work B-3 **Prepare Contract Change Orders (CCOs)**

Each CCO will be responded to consistent with the following steps. The Contract Administrator will notify Consultant of the potential need for a CCO. Consultant will provide an estimate of time necessary to evaluate and/or prepare the CCO, within two (2) days of communication from the Contract Administrator. Consultant and the Contract Administrator will agree to a specific deadline for Consultant to produce the CCO. Upon agreement to a deadline, Consultant shall begin work on the CCO. Upon completion of the CCO, Consultant shall supply one (1) original and three (3) copies to the Contract Administrator. Up to 64 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) original and three (3) copies of each CCO.

Item of Work B-4 Review Shop Drawings Submitted by the Contractor.

Each submitted shop drawing will be reviewed consistent with the following steps. Within two (2) days of receipt of a request from the Contract Administrator to review a shop drawing, Consultant will provide an estimate of time necessary to review the shop drawing. Consultant and the Contract Administrator will agree to a specific deadline for Consultant to review the shop drawing. Upon agreement to a deadline, Consultant shall begin reviewing the shop drawing. Upon completion, Consultant shall supply one (1) original and three (3) copies of its written review to the Contract Administrator. The Consultant's review will either be: 1) an approved shop drawing, 2) an approved shop drawing subject to conditions, or 3) review comments to the shop drawing that will require a revised resubmittal of the shop drawing by the contractor. Resubmittals shall be reviewed consistent with the steps described above until the Consultant provides an approved shop drawing. Up to 32 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) original and three (3) copies of written review s for each shop drawing.

Item of Work B-5 Prepare As-Built Plans.

Within two (2) days of receipt of a request by the Contract Administrator, Consultant will provide an estimate of time necessary to prepare As-Built plans. Upon agreement to a deadline, Consultant shall begin preparing As-Built plans. Consultant shall supply one (1) CD-ROM of As-Built plans in TIFF format to the Contract Administrator. Up to 128 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) CD with As-Built Plans in TIFF format for each set of As-Built Plans.

ITEM OF WORK C **Construction Support for the Latrobe Road Realignment, Widening, and Bridge Project (between Suncast Lane and Golden Foothill Parkway, County CIP #72403). Services shall include, but not be limited to, the tasks identified below.**

Item of Work C-1 **Pre-construction meeting and construction support**

Consultant will attend the pre-construction meeting held between the Resident Engineer and the Contractor prior to the start of actual construction. Consultant will attend field meetings to observe, discuss and answer questions regarding the ongoing construction activities. Pre-construction and field meetings will be scheduled by the Contract Administrator at times designated and in consultation with Consultant, recognizing that time is of the essence. Up to twenty four (24) hours of staff time has been budgeted for this Item of Work.

Deliverables: Attendance at pre-construction and field meetings.

Item of Work C-2 **Prepare Written Responses to Requests For Information (RFI) from the Contract Administrator During Construction.**

Each RFI will be responded to consistent with the following steps. Consultant will respond to the Contract Administrator with an estimate of time necessary to address the RFI, within two (2) working days from receipt of the RFI. Consultant and the Contract Administrator will agree to a specific deadline for consultant to produce the response to the RFI. Upon agreement to a deadline, Consultant shall begin work on addressing the RFI. Upon completion of the response to the RFI, Consultant shall supply one (1) original and three (3) copies of the written response to the Contract Administrator. Up to 184 hours of staff time has been budgeted for this Item of work.

Deliverables: One (1) original and three (3) copies of written responses to each RFI.

Item of Work C-3 **Prepare Contract Change Orders (CCOs)**

Each CCO will be responded to consistent with the following steps. The Contract Administrator will notify Consultant of the potential need for a CCO. Consultant will provide an estimate of time necessary to evaluate and/or prepare the CCO, within two (2) days of communication from the Contract Administrator. Consultant and the Contract Administrator will agree to a specific deadline for Consultant to produce the CCO. Upon agreement to a deadline, Consultant shall begin work on the CCO. Upon completion of the CCO, Consultant shall supply one (1) original and three (3) copies to the Contract Administrator. Up to 188 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) original and three (3) copies of each CCO.

Item of Work C-4 Review Shop Drawings Submitted by the Contractor.

Each submitted shop drawing will be reviewed consistent with the following steps. Within two (2) days of receipt of a request from the Contract Administrator to review a shop drawing, Consultant will provide an estimate of time necessary to review the shop drawing. Consultant and the Contract Administrator will agree to a specific deadline for Consultant to review the shop drawing. Upon agreement to a deadline, Consultant shall begin reviewing the shop drawing. Upon completion, Consultant shall supply one (1) original and three (3) copies of its written review to the Contract Administrator. The Consultant's review will either be: 1) an approved shop drawing, 2) an approved shop drawing subject to conditions, or 3) review comments to the shop drawing that will require a revised resubmittal of the shop drawing by the contractor. Resubmittals shall be reviewed consistent with the steps described above until the Consultant provides an approved shop drawing. Up to 92 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) original and three (3) copies of written review s for each shop drawing.

Item of Work C-5 Prepare As-Built Plans.

Within two (2) days of receipt of a request by the Contract Administrator, Consultant will provide an estimate of time necessary to prepare As-Built plans. Upon agreement to a deadline, Consultant shall begin preparing As-Built plans. Consultant shall supply one (1) CD-ROM of As-Built plans in TIFF format to the Contract Administrator. Up to 208 hours of staff time has been budgeted for this Item of Work.

Deliverables: One (1) CD with As-Built Plans in TIFF format for each set of As-Built Plans.