

Exhibit A
City of Riviera Beach Utility District
Scope of Services
LS No. 19 – Design, Permitting, Bidding and Limited Construction
Services

Scope of Services

I. BACKGROUND

The City of Riviera Beach Utility District (RBUD) has 51 wastewater lift stations in its service area that are owned and operated by the City of Riviera Beach Utility District (RBUD). Recently, issues are being experienced with an existing lift station (Lift Station No. 19). Lift Station No. 19 (LS No. 19) a Smith & Loveless Can station that records show was constructed in 1970. The station is past its useful life and RBUD desires that a new submersible lift station be designed to replace the existing Lift Station No. 19 (LS No. 19) located at 6522 N. Haverhill Road Riviera Beach, FL 33407 and this new lift station be located on the same site and adjacent to the existing LS No. 19.

This scope of services is intended to provide the design, permitting and bidding services for the replacement of LS No. 19 with a new duplex submersible pump station. Limited engineering services during construction for this project will be provided as described herein. Under the existing Continuing Professional Utility Consulting Engineering Services Agreement (dated December 4, 2013), C Solutions, Inc. (CONSULTANT) was selected to provide these services as defined below.

II. SCOPE OF SERVICES

The CONSULTANT will perform the Mechanical, Civil, Structural, Geotechnical, Electrical, Surveying and Limited Construction Support Services as described herein.

Task 1 Design Contract Administration Services

The CONSULTANT will perform the following tasks associated with management and administration activities related to the project during design and permitting phases of the project.

1.1 General Management During Design

CONSULTANT will provide services for the management of engineering tasks during the design and permitting phases of the project.

It is assumed general management services during design will be provided throughout the entire duration of the project design phase.

1.2 Project Meetings (During Design)

CONSULTANT will attend the following meetings during the design and permitting phase. The meetings will be as follows:

- One (1) Project Kickoff Meeting

- Three (3) Design Review Meetings (30%, 60% and 90% Design Review)

As a minimum, one representative of CONSULTANT will attend the meetings. CONSULTANT will chair the meeting and prepare and issue meeting minutes. Each of the design review meetings will be scheduled to discuss RBUD's comments for the 30%, 60% and 90% design submittals.

A total of 4 meetings during the design and permitting phases are assumed.

TASK 1 Deliverables:

- 1.1 Electronic copy (Adobe pdf) of meeting minutes

Task 2 Site Investigation / Data Collection

2.1 Data Collection

The CONSULTANT will perform a site visit of the selected lift station site located at 6841 Garden Drive Riviera Beach, FL. The CONSULTANT will utilize the pump station hydraulic design criteria stated in the Water and Wastewater Masterplan (dated February 2013) created by Hazen and Sawyer.

2.2 Site Survey

CONSULTANT will perform a site survey of the existing LS No. 19 project site locating existing structures, obstructions, landscaping and utilities on site. The survey will establish a control traverse and bench marks (North American Vertical Datum) at sufficient intervals to support the survey to be utilized on the design plans. Above ground features within the established survey boundaries will be located including: edges and corners of all structures, pavement, swales, sidewalks, fences, light poles, handrails, storm manholes, driveways types, trees, overhanging trees in right of way, meter boxes, centerline and crown of roads, irrigation systems, fire hydrants and valves, and overhead utilities. Underground features of sanitary manholes, storm manholes, catch basins, and underground structures such as wetwells will be located from asbuilt and shown on survey where information is provided through allowable soft dig locates. Where possible, the material, pipe sizes, and invert elevations will be determined or measured. This will not constitute a boundary or right-of-way survey as defined in the Minimum Technical Standards for Land Surveying and Mapping. Ownership and title searches are not included but the project site shall include the legal description and sketch of the proposed easement. Any easements, if applicable, will be based on information obtained from record plats. The limits of the site survey for the LS No. 19 project site will be the limits of the existing parcel for the existing LS No. 19.

CONSULTANT will review existing "As-Built" drawings of the LS No. 19 project site as provided by RBUD pertaining to underground piping and utilities within the vicinity of the proposed construction activities in addition to the information obtained from the site surveys. RBUD will assist the CONSULTANT in verifying key underground piping and other utilities by excavating selected locations requested by CONSULTANT. CONSULTANT shall obtain spot elevations of underground piping of those locations requested to establish as-built elevations necessary for the design of the new LS No. 19. A total of 2 spot elevations are included as part of this Task. The soft dig to prepare the spots for survey locate will be performed by RBUD.

The survey shall be signed and sealed by a Florida Registered Professional Land Surveyor. The CONSULTANT will provide one (1) signed and sealed hard copy of the site survey and sketch/ legal documents and one electronic copy (Adobe pdf and AutoCAD).

2.3 Geotechnical Investigation

CONSULTANT shall perform one Standard Penetration Test (SPT) boring to a depth of 25 feet at LS No. 19. The SPT boring will be used to determine existing soil characteristics adjacent to the new wetwell and to estimate soil bearing capacity for the new wetwell and valve vault.

The CONSULTANT will provide a geotechnical report summarizing the results of the standard penetration test.

TASK 2 Deliverables:

- 2.1 Memorandum summarizing data collection
- 2.2 Copy of the topographic survey
- 2.3 Copy of the geotechnical report

Task 3 - Detailed Design

CONSULTANT will perform the detailed design of the new pump station. The design will include four design submittals at 30%, 60%, 90% and 100% design completion milestones as defined below. CONSULTANT will perform internal QA/QC reviews and constructability reviews at the 60%, 90% and 100% design completion milestones. RBUD will provide review comments at the 30%, 60% and 90% design submittals to CONSULTANT within fourteen (14) calendar days from receipt of each submittal. CONSULTANT will provide 100% design completion contract documents upon receipt of RBUD's comments on the 90% design completion submittal. RBUD will provide the following information at the notice to proceed (NTP) for the design services:

- Maximum and Minimum forcemain pressures at proposed FM tie-in location

The design for the pump station will include all required structural, civil, mechanical, electrical, and instrumentation disciplines and shall, in general, include the following:

- Design of new wet well and duplex submersible pumps that handle the existing and future flows and hydraulic conditions defined in the Water and Wastewater Masterplan (dated February 2013) for the existing LS No. 19.

3.1 30% Design Submittal

CONSULTANT will prepare and submit a draft Preliminary Design Report (PDR) and 30% drawings to RBUD. The 30% design submittal will consist of the existing conditions and a conceptual design for review by RBUD. The 30% design submittal will include:

- Draft PDR
- Pump Station Location on Site Plan
- Identify pavement repair or pavement reconstruction requirements and proposed pavement resurfacing limits (if required)
- Identification of utility conflicts
- Identification of permitting requirements
- Identification of any other unusual issues
- Location of Tie-Ins to Existing System (on Site Plans)

The CONSULTANT will submit one electronic copy of 30% drawings and the PDR (Adobe pdf format) to RBUD. CONSULTANT will attend one review meeting with RBUD staff to discuss comments after the 30% submittal as stated above in Task 1.

3.2 60% Design Submittal

CONSULTANT will prepare and submit preliminary technical specifications 60% drawings to RBUD. The 60% design submittal will include:

- Incorporation of RBUD comments into the PDR from 30% design review
- Incorporation of RBUD comments from 30% design review
- Elevation or depths of the top of pipes, structures, gravity pipe and manhole inverts and finish grades
- Dimensions of new of structures
- Valve types and locations

The CONSULTANT will submit one electronic copy (Adobe pdf) of revised PDR and 60% drawings and specifications to RBUD. CONSULTANT will attend one review meeting with RBUD staff to discuss comments after the 60% submittal as stated above in Task 1.

3.3 90% Design Submittal

CONSULTANT will prepare and submit required sets of technical specifications and 90% drawings to RBUD. These drawings will incorporate comments received at the 60% design review. Additionally, these drawings will incorporate all the details and information necessary for the completion of the project for a final review. An estimate of probable construction cost will be prepared and submitted. The 90% design submittal will include:

- Contract Documents for suitable for permit and Dry Run permit submittals
- Opinion of Probable Cost Estimate (in electronic format)

The CONSULTANT will submit two (2) sets of drawings (24"x36" hardcopies) and one electronic copy of drawings and specifications (Adobe pdf and AutoCAD formats) to RBUD. CONSULTANT will attend one review meeting with RBUD staff to discuss comments after the 90% submittal as stated above in Task 1.

3.4 Final Submittal (100% Design Submittal)

CONSULTANT will utilize the 90% plan and specification review to prepare the bid set of construction documents. CONSULTANT will produce required sets of technical specifications and drawings for bid. A final opinion of probable construction cost will be submitted. The 100% design submittal will include the following:

- Final PDR signed and sealed by Engineer of Record
- Incorporation of RBUD review comments from 90% Design Submittal Review
- Permit Plan Sets
- DVD with electronic copies of the site survey, engineering drawings, construction specifications, calculations and Permits (Submit all MS Word, MS Excel, PDFs, and CADD files)
- Bid Package containing:
 - 100% Construction Plans (Three (3) copies of 24" x 36")

- Master Specifications Book (Three (3) copies, bound)
- One CD with 100% Construction Plans (CADD files and PDFs) and Technical Specifications

TASK 3 Deliverables:

- 3.1 30% 30% Design Submittal
- 3.2 60% 60% Design Submittal
- 3.3 90% 90% Design Submittal
- 3.4 100% 100% Design Submittal

Task 4 - Permitting Services

CONSULTANT will provide technical criteria, written descriptions, and design data in support of applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the project. CONSULTANT will prepare and submit, on behalf of RBUD, construction permit applications and required support documentation to the following regulatory agencies:

- 1) Palm Beach County Health Department (Pump Station Construction Permit)
- 2) City of Riviera Beach Building Department (Dry Run)

Contract Documents will be submitted as a "Dry Run" to the building department and the actual permit submittal for permit will be submitted by the Contractor during Construction. RBUD shall be responsible for all Permit and Plan Review Fees.

Task 5 - Bidding Services

CONSULTANT will furnish bidding services as described below:

- A. CONSULTANT will issue electronic copies of the Contract Documents to RBUD's purchasing office for use in reproducing hard copies. Delivery shall be made within five (5) working days of CONSULTANT's receipt of request by RBUD.
- B. CONSULTANT will respond to bidders' inquiries and prepare addenda necessary to clarify the bidding documents and distribute to RBUD's purchasing office.
- C. CONSULTANT will attend one pre-bid conference. This task also includes conducting a single visit to the site of the work with prospective bidders.
- D. CONSULTANT will prepare a bid tabulation.
- E. CONSULTANT will review the acceptability of subcontractors, suppliers, equipment and other information submitted by the apparent low bidder.
- F. CONSULTANT will consult with RBUD concerning the acceptability of substitute materials and equipment proposed by the apparent low bidder.
- G. CONSULTANT will review the submittals and provide written recommendations to RBUD for award of a construction contract.
- H. CONSULTANT shall prepare "As-Bid" Contract Documents which reflect the changes made during the bidding period by addenda and provide four (4) sets of "As-Bid" Contract Documents for execution by RBUD and the successful bidder.

TASK 5 Deliverables:

- Bid tabulation and recommendation of award letter
- "As-Bid" Contract Documents

Task 6 Limited Construction Contract Administration Services

The CONSULTANT will perform limited services associated with administration activities related to the construction of the project. The Limited Construction Support Services will include the following items:

- Attendance at Pre-Bid Meeting
- Attendance at Pre-Construction
- Responses to Request for Information (RFI)
- Review and approval of Shop Drawings
- Review and approval of change order requests
- As-Built Certification
- Punch List, Close-out and Final Project Certification

6.1 General Management

CONSULTANT will provide services for the management of engineering tasks during construction. Such management activities will include project coordination with RBUD and RBUD's inspector.

It is assumed general management services during construction will be provided throughout the estimated 4-month duration of the construction project.

6.2 Pre-construction Conference Meetings

CONSULTANT will attend and chair the Pre-Construction meeting and prepare and issue meeting minutes. The CONSULTANT will not attend any construction progress meetings.

It is assumed that the CONSULTANT will attend only the pre-construction meeting.

6.3 Contract Interpretation and Clarifications

CONSULTANT shall issue necessary technical interpretations and clarifications of the Contract Documents in a timely manner. CONSULTANT shall issue necessary interpretations and clarifications of the Construction Drawings and specifications. CONSULTANT may issue additional instructions, by means of drawings, minor change orders or otherwise, necessary to illustrate changes in the Work. CONSULTANT will notify RBUD of any such requested deviations or substitutions, and when reasonably necessary, provide the RBUD with a recommendation concerning same.

A total of 5 Request for Information (RFI) are assumed.

6.4 Shop Drawings and Contract Document Submittals

CONSULTANT shall review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of laboratory tests and inspections, and other data that the Contractor is required to submit for conformance with the design concept of the Project and compliance with the provisions of the Contract Documents. In addition, CONSULTANT will receive and review all items to be delivered by the Contractor(s) pursuant to the Contract Documents, including but not limited to all maintenance and operating instructions, schedules, guarantees, warranties, bonds and certificates of inspection, tests and approvals. CONSULTANT shall provide written comments and recommendations concerning their completeness under the Contract Document. CONSULTANT shall complete its review of submittals, shop drawings,

samples and other data so as not to delay progression of the work, and in any event within twenty-one (21) calendar days of receipt.

If the Contractor submits partial or piecemeal submittals, the CONSULTANT will reject such submittals without review and return those submittals to the Contractor in accordance with the contract documents. It is assumed that the CONSULTANT will not be required to review O&M manuals.

6.5 Review and Approval of Contractor Applications for Payment [Performed by Others]

The CONSULTANT is not responsible for the review of any payment applications by the Contractor. This work is being performed by others.

6.6 Change Orders

CONSULTANT shall receive and log all requests for project cost and/or schedule changes from the Contractor. Changes may be the result of unforeseen conditions or interferences identified by the Contractor during the progress of work, inadvertent omissions (betterment) issues in the Contract Documents, or additional improvements requested by RBUD after the project bid date. CONSULTANT will provide a response to RBUD with respect to a request for change order within a reasonable amount of time after receipt of contractor's notice and all necessary backup information required by CONSULTANT to formulate a response.

Regardless of the source, CONSULTANT shall evaluate the impact of the change request in terms of project cost and schedule. CONSULTANT shall prepare an analysis of the change request indicating reasons for acceptance, references to applicable sections of the contract documents that validate or disclaim the change request, and if accepted, a statement noting that the requested cost / schedule impacts are fair and reasonable. If requested cost or schedule impacts are not considered by CONSULTANT to be fair and reasonable, CONSULTANT shall advise RBUD. CONSULTANT's analysis of the change request shall be forwarded to RBUD. The CONSULTANT is not scoped to participate in change order negotiations between RBUD and the Contractor.

Following approval and/or negotiation of Contractor change order requests, CONSULTANT shall prepare, recommend and submit for the RBUD's approval such change orders. CONSULTANT's services do not include litigation support.

A total of 3 change orders are assumed.

6.7 Substantial and Final Construction Completion and Project Close-Out Reviews

Upon receiving notice from the Contractor advising CONSULTANT that the Project is substantially complete, CONSULTANT will schedule and, in conjunction with RBUD, conduct a review of the Project, review the list of items needing completion or correction as developed by RBUD's field inspectors, and provide recommendations to RBUD concerning the acceptability of work done and the use of the Project. Also, CONSULTANT will perform final inspection in conjunction with RBUD. These services will include providing recommendations concerning acceptance of Project. The preparations of other documents such as lien waivers, Contractor's final affidavit, close-out change order, final payment application, permitting certifications, punch lists, and warranty letters from Contractor, subcontractor and equipment suppliers are not provided in this scope of services by the CONSULTANT.

6.8 Record Drawings [Performed by Others]

Record Drawing services are not provided by the CONSULTANT in this Contract. The development of record drawings to incorporate any changes made during the construction process based on the marked-up prints, drawings and other data furnished by the Contractor shall not be provided by the CONSULTANT. RBUD will provide record drawings for the CONSULTANT's review for certification of the project.

ASSUMPTIONS

This Authorization scope of services is based on the following:

- A. No site irrigation or landscape design is included in this Authorization.
- B. AutoCAD drawings will be scaled to 24"x36"
- C. The design is based on the preparation of a single set of Contract Documents for the design as identified herein. The preparation of documents for the purpose of pre-purchasing equipment necessary for the pump station upgrade is not included in this Authorization.
- D. All work associated with the handling, containment, removal and disposal of any hazardous substances (asbestos piping, paint containing lead) is not included in this Authorization other than identifying in the bidding documents the rules and regulations to be followed for the proper handling, containment, removal and disposal of asbestos material and paint containing lead.
- E. Addition of new emergency generator and fuel storage facilities is not included in this design.
- F. No landscaping improvements are provided in this design.
- G. The project limits are entirely within the project site as defined above.
- H. It is assumed that the Construction will last no more than 6 months and bidding will occur within 3 months from the 100% design submittal.
- I. It is assumed that RBUD will provide written comments within fourteen (14) days of receipt of a submittal.
- J. No record drawings services are being provided by the CONSULTANT.
- K. The review and approval of Contractor Applications for Payment are not being performed by the CONSULTANT.
- L. No construction resident engineer inspection services are being provided by the CONSULTANT.

III. Time of Completion

The Notice to Proceed (NTP) defines the official commencement of the CONSULTANT's contract. The following schedule is based on the notice to proceed (NTP). All days are defined as calendar days.

Task Description	Completion (Days from NTP)
Task 1 - Design Contract Administration Services	180
Task 2 - Site Investigation / Data Collection	30
Task 3.1 – 30% Detailed Design	60
Client Review	74
Task 3.2 – 60% Detailed Design	104
Client Review	118
Task 3.3 – 90% Detailed Design	148
Client Review	162
Task 3.4 – 100% Detailed Design	180
Task 4 – Permitting Services	210
Task 5 - Bidding Services	TBD
Task 6 - Limited Construction Contract Administration Services	TBD

Failure to provide reviews in the time estimated above will result in alteration of the schedule defined above.

IV. Proposed Compensation

The Consultant shall perform the services defined in this scope of work for a lump sum fee as indicated below. Invoices will be submitted to RBUD monthly and define the current percent complete for the project. The breakdown of fees per task are summarized below.

Task Description	Lump Sum Amount
Task 1 - Design Contract Administration Services	\$6,680
Task 2 - Site Investigation / Data Collection	\$5,950
Task 3 - Detailed Design	\$38,080
Task 4 - Permitting Services	\$3,120
Task 5 - Bidding Services	\$3,240
Task 6 - Limited Construction Contract Administration Services	\$11,800
Other Direct Cost (Reimbursable Expenses)	\$1,048
TOTAL	\$69,918