

EXHIBIT A-2

**PACKAGE 2:
SEQUOIA LIFT STATIONS REPLACEMENT PROJECT
CONSTRUCTION ADMINISTRATION
SCOPE OF SERVICES
July 12, 2021**

HRC will provide the following Construction Administration services:

BID ASSISTANCE

Pre-Bid Meeting

- ≡ HRC will prepare for and attend the Pre-Bid Conference, lead the technical design and construction issues and answer questions

Addenda

- ≡ HRC will prepare answers to formal questions from bidders, prepare bid addenda as necessary, and make necessary changes to the contract documents, specifications, and/or plan documents to clarify discrepancies.

Bid Evaluation

- ≡ HRC will assist with the evaluation of the apparent low bidders and their subcontractors, and will make a recommendation to award the construction contract.

CONSTRUCTION ADMINISTRATION

Construction Administration and Pre-Construction Tasks

- ≡ HRC will prepare the conformed set, conduct a pre-construction meeting, attend construction progress meetings, and conduct routine project communications including review progress payment applications for processing by the Owner.
- ≡ The Level of Effort (LOE) assumes bi-weekly construction meetings, half of them video conferencing meeting, the other half on-site meetings, including travel. (Notes are prepared for all meetings.)

Submittal Review

- ≡ HRC will review the contractor's schedule, shop drawings, sequencing work plan, shut-down requests, by-pass pumping plan, and equipment O&M manuals, test reports.
- ≡ HRC will maintain and updated the log of all submittals
- ≡ Forty submittal review are planned, including re-submittal reviews

Changes in the Work

- ≡ Log and address Requests for Information (RFIs), prepare Requests for Quotation (RFQs), issue field orders directing any changes, and prepare change orders for increased contract costs and/or time extension
- ≡ Prepare the final reconciliation Change Order.

Periodic Observation

- ≡ HRC will provide structural, process, landscaping and electrical periodic inspections to monitor the quality of the work.
- ≡ Attend field meeting when on-site observations and discussions are required to resolve issues
- ≡ Eight days are planned, 2 days for each discipline

Equipment Start-up

- ≡ HRC will review start-up documents, witness equipment start-up, document Substantial Completion and issue Substantial Completion Certificates

Project Closeout

- ≡ HRC will prepare record drawings, punch lists, perform a final inspection, recommend final payment, prepare final reconciliation change order, issue the Final Completion Certificate, and transfer key HRC project documents in AutoCAD, Word and .PDF format.

RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES:

- ≡ Provide periodic RPR services to for observation services during construction. The RPR will verify conformance to the contract documents, help coordinate solutions to construction issues, review pay applications, quantify any unit pricing or time and materials work, help coordinate shutdown and start-up activities, participate in Punch List preparation, and assist with Project Closeout.
- ≡ The Construction durations is estimated to be ~270 calendar days, or 40 weeks. RPR services assumes one day per week for routine observation, and an additional 80 hours for specific observation tasks such as bypass pumping, utility relocation coordination, multiple punch list observations, etc.

EXHIBIT B-2

FEE for CONSTRUCTION ADMINISTRATION SERVICES

CONSTRUCTION ADMINISTRATION COST PROPOSAL: PACKAGE 2 Sequoia LS
CITY OF ANN ARBOR
LIFT STATION REPLACEMENT PROJECT
RFP # 18-35
July 12, 2021

Account	TASK DESCRIPTION	Principal Rate (\$/hr.):	Process			Landscape		Elect. Eng.	RPR	Cadd Tech.	Admin	Total
			Sr. Assoc.	Engineer	Struct. Eng.	Arch.						
	Bid Phase	\$ 180.09	\$ 173.88	\$ 150.08	\$ 150.08	\$ 150.08	\$ 150.08	\$ 130.41	\$ 126.27	\$ 77.63		
	Pre-Bid Meeting (and notes)			7						12	19	
	Q&A, Addendum		1	12	2	2	2			16	35	
	Bid Tab			4							4	
	Bid Review and Recommendation Letter		2	4							6	
	Post-Bid Meeting (if needed)		3		0						3	
	Subtotals	0	6	27	2	2	2	0	28	0	67	
0.41		\$ -	\$ 1,043	\$ 4,052	\$ 300	\$ 300	\$ 300	\$ -	\$ 3,536	\$ -	\$ 9,531	
	Task 3 - Construction Administration											
0.43	Progress Meetings / Project communications (1)		8	120							128	
0.42	Submittals (See assumptions below)		8	53	70	18	35				184	
	Pay Applications		4	24							28	
0.44	Changes in the Work (RFI, RFQ, COs, etc.)		4	12	12	8	12		20		68	
0.47	Periodic Inspections			0	16	16	16				48	
	Start-up / Commissioning		4	16			8				28	
0.49	Project Closeout		4	8	6	2	6		20	8	54	
	Subtotals	0	32	233	104	44	77	0	40	8	538	
		\$ -	\$ 5,564	\$ 34,937	\$ 15,668	\$ 6,543	\$ 11,586	\$ -	\$ 5,051	\$ 621	\$ 79,970	
	Resident Project Representative											
0.47	Observation (2)							400			400	
	Subtotals	0	0	0	0	0	0	400	0	0	400	
0.47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,164	\$ -	\$ -	\$ 52,164	
	Project Totals	0	38	260	106	46	79	400	68	8	1005	
		\$ -	\$ 6,607	\$ 38,989	\$ 15,968	\$ 6,843	\$ 11,886	\$ 52,164	\$ 8,586	\$ 621	\$ 141,666	

Assumptions

- 1 Assumes bi-weekly construction meetings (2 hours each for video conferencing meeting and 4 hours each for on-site meetings) including note and 60 hours routine communications
- 2 Assumes one day/week for a 270 calendar day duration for general observations, plus 80 hours for specific observations for bypass pumping set-up and testing, punch lists etc.

