

Exhibit A

Scope of Services

ENGINEERING AND PROJECT MANAGEMENT SCOPE OF WORK

The Consultant is to provide the necessary design and project management services for the preparation of plans and specifications to competitively bid and construct improvements to Buhr Park and Veterans Memorial Park ice arenas. The Consultant shall manage all aspects of the project design up to the award of the construction contract(s) for the project. This includes but is not limited to managing all aspects of the project, including the work of all sub-consultants and project coordination with all affected agencies. The Consultant must ensure the timely and effective delivery of the project design, with a timeline designed to substantially complete construction by the end of September 2027, as well as provide oversight and detailed, thorough, and comprehensive review and recommendation for acceptance by the City of all project deliverables. The Consultant will be responsible for the overall review and coordination of the contract documents in order to ensure preparation of plans that are detailed, thorough, and accurate and meet all the requirements of the City of Ann Arbor, the Land and Water Conservation Fund, and the Americans with Disabilities Act (ADA).

The Consultant will design and engineer new indirect-style refrigeration systems to replace the existing infrastructure at each facility. In addition to refrigeration replacements, Buhr Park will have building and site improvement related to accessibility barriers. Accessibility improvements will include:

- rectifying all ADA barriers identified by the ADA Transition Plan at the:
 - ice arena
 - the arena parking lot
 - walkway reception area lobby, locker rooms, and restrooms
- adapting the arena to provide a seamless transition among the ice, penalty boxes, and surrounding area

Additional designs at Buhr will include:

- a new pavilion with accompanying walkway to the ice arena
- covering of walkway between the Buhr Park lobby building and ice arena
- expanded counter space at transaction area of office in lobby building

Tasks to achieve these outcomes include:

SITE ANALYSIS

- In-Person Project Kick-Off Meeting

- Request all relevant project information from Owner
- Review Owner's Program for understanding of space needs
- Review and further develop selected proposal concept
- Meeting at the facility with the design team and City, and any other stakeholders to discuss the ice system in more detail.
- Develop programmatic space adjacency diagrams

SCHEMATIC DESIGN PHASE

- Formal Phase Kick-Off Meeting
- Review Conceptual Planning Owner comments
- Review new Owner project information
- Progress Overall Site/Floor Plans
- Confirm programmatic space adjacency
- Formalize refrigeration system options including type of systems; system materials; controls; operation and maintenance; efficiency; and energy use.

DESIGN DEVELOPMENT PHASE

- Formal Phase Kick-Off Meeting to review Owner SD Comments
- Obtain approval from Owner to initiate purchase of approved Long-Lead Items, if necessary
- Final Material selections for interior/exterior finishes
- Initiate Project Specifications to in-progress DRAFT
- Progress Opinion of Probable Cost (OPC)
- Constructability and Site Mobilization Review with Construction Manager
- Review design against 'Inclusive Design' principles
- Issue early Demolition package, if necessary
- Issue 100% Design Development Package for owner review and ROM estimate
- Obtain Owner Approval to Proceed, including attending up to three commission or public meetings if needed

CONSTRUCTION DOCUMENTS PHASE

- Formal Phase Kick-Off Meeting to review Owner DD Comments & DD Cost Estimate provided by CM
- Building Documentation Drawings and Specifications (Revit LOD 300)
- Provide Owner 90% Construction Documents for Owner Review & CM Cost Estimating
- Obtain Owner Approval to Proceed
- Issue 100% documents to initiate Bidding

PRECONSTRUCTION

- A support Pre-Bid process
- Issue Addenda if necessary
- Respond to RFIs
- Participate in Post-Bid Interviews
- Finalize Furniture Systems Design and Specifications, Release for order
- Release Design BIM Model (Revit LOD 300), if Owner requires
- Submittal Reviews

DURING CONSTRUCTION ADMINISTRATION

- Approximately 2 progress site visits to each facility throughout construction.
- Observe the start of piping installation after major refrigeration equipment has been set. Observe general layout of
- equipment, piping, clearance, materials, etc.
- Observe the progress of the refrigeration system installation near completion of the piping systems.
- Observe final pipe routing and installation, valve locations, start of pipe and equipment insulation, clearance,
- materials, life safety system, etc.

In general, the following items will need to be addressed by the Consultant, in accordance with Section III of this request:

1. The Consultant shall manage all aspects of the project design up to the award of the construction contract(s) for the project. This includes but is not limited to managing all aspects of the project, including the work of all sub-consultants and project coordination with all affected agencies. The Consultant must ensure the timely and effective delivery of the project design, as well as provide oversight and detailed, thorough, and comprehensive review and recommendation for acceptance by the City of all project deliverables. The Consultant will be responsible for the overall review and coordination of the contract documents in order to ensure preparation of plans that are detailed, thorough, and accurate and meet all the requirements of the City of Ann Arbor, the Land and Water Conservation Fund, and the Americans with Disabilities Act (ADA). This task requires the services of a professional project manager(s) to ensure uninterrupted progress of the project.
2. Determine the optimal type of refrigeration system to use to replace existing systems.
3. Prepare floor plans, details and elevations with an estimate of probable cost of the proposed changes and approved scope.
4. Prepare visual aids and attend at least three meetings per park to coordinate the design of the project with the Park Advisory Commission and/or City Council and other formal and informal committees as needed.
5. Prepare complete, detailed, and accurate construction plans and specifications meeting the requirements of the City of Ann Arbor Public Services Area in order to satisfactorily complete the project.
6. Coordinate all elements of the design with all affected parties, including, but not limited to; various City Service Areas and Units, private utility companies, other formal and informal committees, and the public in general.
7. Prepare complete, thorough, detailed, and accurate contract documents including plans, specifications, bid forms, etc. to allow the project to be advertised and bid through the City of Ann Arbor's Procurement Unit.