

# DAMMON ENGINEERING, INC.

dammonengineering.com

*ARCHITECTS*

*ENGINEERS*

*CONSULTING*

*DESIGN*

*STUDIES*

*EXPERT WITNESS*

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## Attachment "A" SCOPE OF SERVICES

### I. PROJECT DESCRIPTION

The Services to be performed by CONSULTANT shall be as follows:

#### SCOPE OF SERVICES

The City of Slidell seeks to make improvements to the District A/Lincoln Park area through the addition of new sidewalks. The new sidewalk work will require clearing and grubbing of the existing soils, placement of a geo-textile fabric, temporary signs and barricade, installation of concrete pavement including expansion joints every eight feet and Detectable Warning Systems at streets.

The Scope of Work under this Agreement is to provide design, construction administration, and quality assurance services for the installation of new sidewalks in the seven (7) locations indicated below:

1. 4<sup>th</sup> St. from Cleveland Ave. to Guzman St. (East Side 560')
2. 6<sup>th</sup> St. from Daney St. to Schley St. (East Side 167'; West Side 236')
3. 7<sup>th</sup> St. from Daney St. to Schley St. (West Side 249')
4. Eleanor St. from 6<sup>th</sup> St. to 7<sup>th</sup> St. (South Side 318')
5. 6<sup>th</sup> St. from Daney St. To Eleanor St. (East Side 240')
6. Guzman St. from 3<sup>rd</sup> St. to 4<sup>th</sup> St. (North Side 223'; South Side 65')
7. 7<sup>th</sup> St. from Cleveland Ave. to Eleanor St. (East Side 360'; West Side 356')
8. Additional Streets to be determined in the field.

Dammon Engineering will utilize existing plans, maps, reports and other documentation provided by the City of Slidell in the preparation of construction documents. Dammon Engineering will visit each site to verify that the existing information is correct and to obtain information where none exists. The work does not include site surveys or geotechnical work (soil boring, soils analysis, etc.).

#### PHASE I – DESIGN PHASE SERVICES

1. Dammon Engineering will visit each of the seven (7) sites to observe existing conditions and verify information provided by the City of Slidell (i.e. length of sidewalk area).
2. Video record existing conditions at each of seven (7) jobsite locations prior to start of construction.
3. Prepare preliminary design work for the City of Slidell to review, including typical sidewalk installation design with start and stop points indicated.

4. Prepare necessary details for sidewalk installation.
5. Work with the City of Slidell to make any desired additions to the areas included in the Scope of Work and/or modify the design package plan and Scope of Work/Contract Documents as necessary.
6. Incorporate modifications as indicated by the City of Slidell prior to start of final design.
7. Prepare 50 percent contract documents for review by the City of Slidell. The 50 percent contract documents will include detailed specifications, simple site plans showing the work to be performed at each location, detailed plans for the installation of the new sidewalks including any necessary details for the installation of the sidewalks.
8. Incorporate 50 percent design comments into the plans and specifications and prepare final design drawings and specifications suitable to construction and advertisement for bid.
9. Provide final engineer's estimate of probable cost.

#### PHASE II – QUOTE PHASE SERVICES

1. The City of Slidell will conduct all quote phase work. Dammon Engineering will assist the city with quotes.

#### PHASE III – CONSTRUCTION PHASE SERVICES

1. Dammon Engineering will receive, review and approve all shop drawings and submittals required for the project as stated in the contract documents. Dammon Engineering will retain one (1) approved original of each shop drawing and submittal for the City's records.
2. Dammon Engineering will review pay requests and provide preliminary approval for review and acceptance by the City.
3. Dammon Engineering will conduct a final inspection of the work to determine compliance with the contract documents and will prepare the necessary project closeout documentation for submittal to the City for review and final approval.

#### PHASE IV – QUALITY ASSURANCE INSPECTION

Dammon Engineering will provide a Quality Assurance (QA) Representative who will periodically visit the work site to determine that the contractor is meeting the requirements of the contract documents and document the construction work through QA Inspection Reports. The QA Representative will visit the project site throughout the construction phase of the project. For budget purposes, the compensation allocated to the QA Representative is based on 120 days. QA Representative will only be provided during the period of actual construction.

The CLIENT will pay for any additional services QA Services beyond this 120 day period with authorization from the city.

#### II. Project Schedule

The Scope of Services and Compensation for this contract are based on the following estimated schedule:

50% Submittal of Contract Documents – 60 days following receipt of Notice to Proceed for this agreement.

100% Contract Documents Suitable for Bid – 30 days following receipt of 50% review comments.

Bid Phase – 30 days following release to invitation-only bidders.

Construction Phase – 120 days following delivery of Notice to Proceed to Contractor.

### III. DELIVERABLES

1. 50% Contract Documents
2. Final Contract Documents
3. Final Engineer's Opinion of Probable Cost
4. Record Drawings
5. QA Inspection Reports.