



Attachment "A"
SCOPE OF SERVICES

I. PROJECT DESCRIPTION

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

SCOPE OF SERVICES

The Scope of Work under this Agreement is to provide design, construction administration, and quality assurance services for the demolition, removal of approximately 280 cubic yards of existing concrete parking, sidewalks & drainage, installation of new drainage, parking, sidewalks and landscaping (trees & grass), reflection pond, and stub-up for parking lot lighting, all to improve the safety and functionality of the New Administrative Parking Lot serving the City of Slidell government offices.

1. City of Slidell – New Administrative Parking Lot

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 the site to observe existing conditions and verify information provided by the City of Slidell.
2. Photograph existing conditions at jobsite location prior to start of construction.
3. Prepare preliminary design work for the City of Slidell to review, including typical installation design with start and stop points indicated.
4. Prepare necessary details for 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 the location, detailed plans for the installation of the new parking lot, drainage, landscaping and reflection pond, 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 – BID PHASE SERVICES

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

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 30 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 30 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 – 15 days following receipt of Notice to Proceed for this agreement.

100% Contract Documents Suitable for Bid – 15 days following receipt of 50% review comments.

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

Construction Phase – 30 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.