

Attachment A

CONSTRUCTION SCOPE OF SERVICES

1. PROJECT MANAGEMENT
 - A. Plan, schedule, and control activities to complete the Project. These activities include budgeting, scheduling, and monitoring the scope of services.
 - B. Confer with Village staff and project team to ensure the goals of the Project are achieved.

2. PROJECT MEETINGS
 - A. Conduct up to three (3) meetings with Village staff to clarify staff preferences, design questions, and constructability. We anticipate a Kickoff Meeting and meetings at 60% and 90% of design completion.

3. SITE VISITS
 - A. Conduct site visits for designers to verify conditions at each of the pumping stations.

4. EXISTING INFORMATION
 - A. Review existing drawings, pumpage data, chemical usage data, and other information provided by the Village.

5. PRELIMINARY DRAWINGS
 - A. Determine general design requirements, including applicable regulations and permits. The equipment to be evaluated includes:
 - i. Double-walled storage tank
 - ii. Tank Scale
 - iii. Feed Pumps
 - iv. Combination Emergency Shower and Eyewash Station
 - v. Existing electrical distribution equipment and SCADA equipment to support the project.

6. CONSTRUCTION PERMIT SUBMITTALS
 - A. Submit the design documents to the IEPA for their review and approval for the Village to construct and operate the Project.

7. DRAWINGS
 - A. Prepare Drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor(s) selected by the Owner.

8. PROJECT MANUAL
 - A. Use the Owner's Construction Contract and Bidding Documents consisting of Invitation to Bid, General Terms and Conditions, Instructions to Bidders, Bid Submittal Form, Disclosure of Beneficiaries, Drug-Free Workplace Certification, and Proposed Subcontractors Form. Prepare technical specifications for the Project components in the format of the Construction Specification Institute.

9. QUALITY CONTROL REVIEWS
 - A. Conduct internal design and constructability reviews of Drawings and Project Manual.

10. ENGINEER'S OPINION OF PROBABLE COST
 - A. Prepare a final opinion of the probable construction cost including construction cost, detailed design engineering services, construction engineering services, contingencies, and, based on information furnished by the Village, allowances for legal services, financial consultants, and any administrative services or other costs necessary for the completion of the Project.

11. BIDDING ASSISTANCE
 - A. Prepare Advertisement for Bids and provide Advertisement to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from qualified bidders. Attend bid opening and tabulate bids received. Review bid package submittals and issue a Letter of Recommendation to Award.