



Exhibit A

Consulting Scope of Services & Cost Estimate

PROJECT NAME: Missoula Water - Lower Rattlesnake PRV Installation			\$70	\$95	\$95	\$110	\$140	\$150	\$150	\$120	DATE:	July 6, 2021	
100 Series - Preliminary Project Assessment and Planning			Admin	CAD	Technician	Production	Project Manager	Senior Staff		Survey Crew	Consulting Cost Estimate		
Item No.	Description	Scope		Lead Drafter	EI/Other	PE/EI	PE	PE	PLS	GPS	IMEG Services	Direct Expenses	Agency Review Fees
100	Project Management	IMEG project meetings, schedule, and project coordination associated with this portion of work.					2				\$ 280.00		
107	Pre-Design Meeting with Client	Project Manager and select team members will meet with the Client to discuss project goals and project coordination. Initial meeting with Missoula Water to review as-builts of the main and discuss tie in options. Review preliminary survey research. Assumes two meetings total during the preliminary schematic phase for this project.				4	1				\$ 580.00		
119	Review Right-of-Way, Plats & COS's	Time included to complete detailed research on the status of the adjacent right of ways. Assumes no updates of any utility easements sites would be necessary.							1.5		\$ 225.00		
197	Preliminary Alignment Review - Stage 2	Based on the information gained through the initial feasibility tasks and field work, IMEG will prepare a preliminary alignment and connection options of the water main replacement. IMEG will submit preliminary alignment to Missoula Water for review/comment as part of the Stage 2 submittal process.		6		2	1				\$ 930.00		
Series 100 Total			0	6	0	6	4	0	1.5	0	\$ 2,015.00	\$ -	\$ -
200 Series - Field Work & Surveying			Admin	CAD	Technician	Production	Project Manager	Senior Staff		Survey Crew	IMEG Services	Direct Expenses	Agency Review Fees
202	General Site Visit	Engineering staff member to walk site to get general understanding of topography and existing features. Become familiar with the previously unidentified potential challenges to the project and take photos of the site.			1	2	1				\$ 455.00		
241	Utility/Topographic/Right of Way Mapping	IMEG will request a utility locate five business days prior to the survey crew being on site. The visible, above ground utilities and respective underground utility locations will be tied by the survey crew for future placement on to the site map. Time included for a drafter to reduce the mapping into a site map. IMEG survey crews will visit the site and ties structures, improvements, cultural features and ground elevations sufficient to create an accurate map of the site. Contours will be generated at one-foot intervals based upon the collected data, creating a surface suitable for design. Time included for Right of Way Ties. Assumes 1 day of survey crew field work.		4			1	1		8	\$ 1,630.00	\$ 100.00	
Series 200 Total			0	4	1	2	2	1	0	8	\$ 2,085.00	\$ 100.00	\$ -
500 Series - MDEQ: Applications, Sewer Designs; Water Designs; Subdivision Drainage Design			Admin	CAD	Technician	Production	Project Manager	Senior Staff		Survey Crew	IMEG Services	Direct Expenses	Agency Review Fees
500	Project Management	IMEG project meetings, schedule, and project coordination associated with this portion of work.					4				\$ 560.00		
575	DEQ 1 Water System, Report - Exhibits	Develop the water system collection maps for this vicinity and gather hydrant test data. Assumes that Missoula Water will provide the hydrant test data to IMEG for project area.			2						\$ 190.00		
577	DEQ 1 Water System, Report - Produce	Assumes IMEG will complete MDEQ Certified Checklist and design report for this project. Assumes Missoula Water will provide capacity letter and letter on retaining PE to certify improvements. Assumes there will be no Deviation requests. Assumes a full report will need to be utilized as this will be a new PRV. Assumes Missoula Water will provide pressure flow exhibits that detailed the reasoning of the PRV. We would need at least the exhibits or guidance for the report to provide graphs, flows, pressures, exhibits, etc.			8	4	2				\$ 1,480.00		
580	DEQ 1 Water System, Construction Plans - Plan	Complete Construction Plans will be prepared depicting plan view with the location of the new PRV system and approximately 150' of main replacement in Locust. Assumes PRV station will be shown with a detail showing the vault and piping schematically. Assumes up to 2 sheets will be required including a profile view for main replacement.		18		6	2				\$ 2,650.00		
582	DEQ 1 Water System, Construction Plans - Details	Prepare up to two detail sheets including typical details for water main tie ins and PRV construction. Additional coordination with the system Owner is not anticipated for details have been used on similar PRV projects.		4		2	2				\$ 880.00		

588	City of Missoula Stage 3 and Stage 4 Checklists	Assumes that the Stage 3 and Stage 4 Checklist will need to be completed for the City of Missoula. Time included to complete these 2 checklist and submit to the City for their review and approval.	1	4	12	2	2				\$ 2,090.00		
591	MDEQ Submittal	Finalize packet, copy, and send in. Assumes no review fee as project will be SRF submittal.	2			2		2			\$ 660.00		
Series 500 Total			3	26	22	16	12	2	0	0	\$ 8,510.00	\$ -	\$ -
800 Series - Construction Administration, Inspections, and Staking			Admin	CAD	Technician	Production	Project Manager	Senior Staff	Survey Crew	IMEG Services	Direct Expenses	Agency Review Fees	
800	Project Management	Time included for project meetings and project coordination.					6			\$ 840.00			
801	Contract Documents and Specifications - Including SRF Documentation	IMEG will prepare a Project Manual with Contract Documents and Specifications to be bid out utilizing QuestCDN. The contract documents will be appropriately formatted for the project funding source and will integrate the City of Missoula Project Special Conditions and applicable contract forms. The Contract Documents will include the following sections: Invitation to Bid, Instructions to Bidders, Acknowledgment of Receipt of Addendum, Bid Form and Unit Price Schedule, Bid Bond, Notice of Award, Agreement, Payment and Performance Bonds, Notice to Proceed, Change Order Form, Application for Payment Form, Certificate of Completion Form, General Conditions, Supplementary Conditions, Wage Rates, EEO Requirement Provisions, City of Missoula Special Provisions, SRF Funding Requirements, and IMEG Special Provisions. The contract documents will also include the Final Construction Drawings.			14	6	3			\$ 2,410.00			
803	Quantity Estimates	Based on Construction Drawings IMEG will determine quantities of Site work items for an Engineers Cost Estimate.		2		6				\$ 850.00			
805	Engineer's Cost Estimate	Prepare an engineer's estimate based on the bid item schedule (quantities) in the contract documents. Unit costs will be derived from other recent construction projects and any preliminary unit costs the Client may have obtained.				6	1			\$ 800.00			
811	Bidding Assistance	Assumes project will be bid through QuestCDN. Coordinate bid solicitation through City of Missoula process. Assumes Missoula Water will pay the bid advertising cost in the Missoulain. Answer bidder's questions. Assist with review of bids for compliance with specifications, prepare bid tabulation for review, and provide recommendation to Client for award. Upon approval for award, IMEG will issue the Notice of Award. Assumes one addendum will be issued. Assumes addendums will primarily focus on clarifications to bidders, with only minor revisions to plans via exhibits.				16	4			\$ 2,320.00			
813	Pre-Construction Public Meeting	Assumes not needed for this type of project.								\$ -			
815	Contract Administration	IMEG will review Contractor submittals, and coordinate and attend a pre-con meeting with the involved parties and selected Contractor to discuss construction and responsibilities of Client, Contractor, and Engineer. IMEG will issue Notice to Proceed, review payment applications and process change orders. Assumes no more than one change order will be processed.			16	8	2			\$ 2,680.00			
867	Water Main & Services Computations & Crew Prep	CAD Draftsman will produce calculated design points in accordance with the approved plans for the Water Main alignment including: beginning and end of pipe, connections, horizontal and vertical bends, valves, tees, blow offs, air reliefs, hydrants, and the locations of the water service connection at the main. Draftsman will then compile a list of design points and prepare a survey point's exhibit. Time included for an Engineer to check the calculated points, prepare cut sheets and provide Survey Crew instructions. Once stakes are placed, the Engineer will review Survey Crew field notes and "as-staked" data for accuracy and, if necessary, complete cut sheet for distribution to Contractor. Cut sheets will provide offset and cut/fill information for stakes.			2					\$ 190.00			
869	Water Main & Services Construction Staking	Survey crew will provide stakes for the PRV station and main replacement. Stakes will be provided at offsets and assumes that work can be completed in one visit. Crew will collect "as-staked" information for verification of stake accuracy. Assumes only 1 trip for staking.			2		2		1	6	\$ 1,340.00	\$ 100.00	
871	Construction Inspection and Material Testing	IMEG will provide construction oversight in order to ensure Contractor is completing project in substantial compliance with the Plans and Specifications. Inspections will be documented and included in final close-out documents for project. Assumes no more than 3 weeks from start to finish for the main replacement and PRV system install including testing. Inspections budgeted at one visit per day during the 3 week construction period. IMEG to sub-consult for material testing, assumes part of this budget.			30	6	4			\$ 4,070.00	\$ 1,500.00		

875	Certificate of Substantial Completion and Final Walkthrough	IMEG will process Substantial Completion form at request of Contractor. IMEG will then coordinate a preliminary final walkthrough with Client; to establish date of substantial completion. Upon completion of any punch list items a final walkthrough with Client and Contractor will be completed for project acceptance.			2	2	1					\$ 550.00		
Series 800 Total			0	2	66	50	23	0	1	6		\$ 16,050.00	\$ 1,600.00	\$ -
900 Series - Final Project Documentation			Admin	CAD	Technician	Production	Project Manager	Senior Staff		Survey Crew	IMEG Services	Direct Expenses	Agency Review Fees	
911	Construction As-Built - Water	IMEG will utilize field notes and photos to prepare as-built plans for certification of the water main replacement and PRV Station.		6		4	2				\$ 1,290.00			
914	Construction Certifications - Water(DEQ & Stage 6)	IMEG will assemble the construction plans, photos, testing results, submittals and a short summary report with the construction as-built plans for submittal to DEQ for certification of the project. Time included for IMEG to complete the City of Missoula Stage 6 Checklist submittal. It is assumed that Stage 5 submittal is not needed as the City will be involved through the Construction phase of this project.	1		14	4	2				\$ 2,120.00			
Series 900 Total			1	6	14	8	4	0	0	0	\$ 3,410.00	\$ -	\$ -	

Project Summary	Admin		Technician	Production	Project Manager	Senior Staff		Survey Crew	IMEG Services	Direct Expenses	Agency Review Fees
Item No. - Description		Lead Drafter	EI/Other	PE/EI	PE	PE	PLS	GPS			
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500 Series - MDEQ: Applications, Sewer Designs; Water Designs; Subdivision Drainage Design	3	26	22	16	12	2	0	0	\$ 8,510.00	\$ -	\$ -
800 Series - Construction Administration, Inspections, and Staking	0	2	66	50	23	0	1	6	\$ 16,050.00	\$ 1,600.00	\$ -
900 Series - Final Project Documentation	1	6	14	8	4	0	0	0	\$ 3,410.00	\$ -	\$ -
1000 Series - 5% Additional Services - TBD By City's Project Manager									\$ 1,600.00	\$ -	\$ -
Total Consulting and Reimbursable to Obtain Approvals	4	44	103	82	45	3	2.5	14	\$ 33,670.00	\$ 1,700.00	\$ -
Total Estimate including Reimbursable									\$35,370.00		