

Exhibit A

November 13, 2020

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**Andy Schultz, P.E.**  
UTILITY ENGINEER  
City of Missoula  
1345 W. Broadway  
Missoula, MT 59802

Re: Broadway – Front to May Streets Water Main Replacement  
Scope of Services

Dear Andy:

WGM Group is pleased to be a pre-qualified engineering firm as part of the City of Missoula's RFQ for utility improvement projects. Per your request, we present you with this scope of services for design and construction of water main replacement within Broadway Avenue. Based on our conversation with City staff and information you have provided, we understand this project generally includes open cut replacement of approximately 600 feet of existing water main generally between Front and May Streets. In addition, existing fire hydrants at the northwest corner of Broadway & May and near the southeast corner of Broadway & Front will be replaced as tie-ins are made to existing mains. During design, provisions will be made to facilitate a future water main extension along Broadway, east of Front Street (in front of St. Pat's).

We further understand that existing service lines within the project area will be replaced to the right-of-way line where they will be connected to the existing service lines. New meter pits will be installed for any service the City identifies as currently having flat rate billing. All utility trenches will be restored with native backfill material and asphalt patching. We are prepared to have designs complete and ready to bid in early 2021 with construction anticipated in the summer.

We propose the following scope of work for this project:

**Phase 1: Site Mapping**

This task includes utilizing existing in-house survey information, collecting limited survey data, and preparing a base map of existing conditions for use in preparing designs and construction documents. The following items are included:

- Utilize in-house established horizontal and vertical survey control in the project area: Montana State Plane Coordinate System (FIPS2500) - NAD83(2011)(Epoch:2010.0000) and NAVD88
- Utilize in-house existing mapping information along the project route

- Half a day of field mapping to collect any additional survey data that may be needed to complete the base map
- Obtain water service ditch cards from Missoula Water, verifying them with the survey data
- Prepare a base map in AutoCAD for use in design
- Provide QA/QC by a licensed professional surveyor

Deliverable(s): Base map of existing conditions

### **Phase 2: Water Main Design**

This task includes design of replacement water mains, including service lines and related appurtenances. All water system components will be designed in accordance with Montana Department of Environmental Quality (MDEQ) Circular DEQ-1 and City of Missoula standards. The following items are included:

- Evaluate water main location alternatives, including service lines and related appurtenances
- Evaluate method for replacing service lines and curb boxes
- Coordinate with MDT on water main location and construction requirements
- Review identified locations and method with City prior to final design
- Design tie-ins to existing mains
- Obtain a list, from the City, of service lines to receive a new meter pit
- Prepare preliminary plans for City review and comments
- Prepare technical specifications based on City of Missoula standards and Montana Public Works Standard Specifications
- Conduct an internal review of the plans, specifications
- Deliver plans and specifications signed and sealed by a Montana Licensed Professional Engineer
- Attend one public meeting, with City personnel, prior to construction

Deliverable(s): Final designs, construction plan sets, technical specifications

### **Phase 3: DEQ Submittal**

This task includes preparing and submitting necessary project information to the MDEQ for plan approval prior to construction. The following items are included:

- Prepare required information in Circular DEQ-1 and submit information for MDEQ review and approval
- Design report and MDEQ submittal to be signed and sealed by a Montana Licensed Professional Engineer
- Coordinate with MDEQ during review
- \$500 budget for MDEQ review fee is included for this project

Deliverable(s): Design report and DEQ submittal

#### **Phase 4: Contract Documents & Bidding**

This task includes preparing contract documents for project construction and publically advertising the project for bid. The following items are included:

- Prepare contract documents and special provisions
- Prepare request for bids and solicit to contractors
- Answer contractor bid questions
- Conduct a pre-bid meeting
- Complete any necessary contract addendums
- Open bids, provide a certified bid tab, and prepare an award recommendation
- Provide QA/QC by a licensed professional engineer

Deliverable(s): Contract documents, bid tabulation and award recommendation

#### **Phase 5: Construction Administration**

This task includes administration of the project during construction in accordance with the contract documents and City of Missoula policies. Construction administration is included for the entire project. If the construction limits are reduced by the City for budgetary reasons, the construction observation time may be reduced as determined by WGM and the City. The following items are included:

- Provide construction staking as identified in the construction documents
- Conduct part-time construction observation (assume 45 calendar days, average 4 hrs/day)
- Prepare daily construction reports
- Perform construction materials testing in accordance with the contract documents and City standards (\$4,000 budget included)
- Review and processing contractor pay requests
- Prepare contract change orders (if necessary)
- Perform post-construction water main testing
- Conduct a post-construction walk through with contractor and City of Missoula
- Prepare and distribute a construction punch list and observe completion of identified items
- Prepare project record drawings
- Prepare and submit post-construction documents as required by MDEQ
- Prepare project closeout and submit City staged review documents
- Providing QA/QC by a licensed professional engineer

Deliverable(s): Record drawings and post-construction submittals

#### **Phase 6: Miscellaneous Engineering Work**

This task is intended to address miscellaneous engineering work that may be requested by the City and is outside the defined scope of work. The budget for this phase (approximately 10% of the engineering services budget) will only be used with prior authorization and direction by the City for specific work items.

### Additional Services

Services not specifically described in the tasks above are not included in this scope of work but may be provided through a written scope and budget amendment.

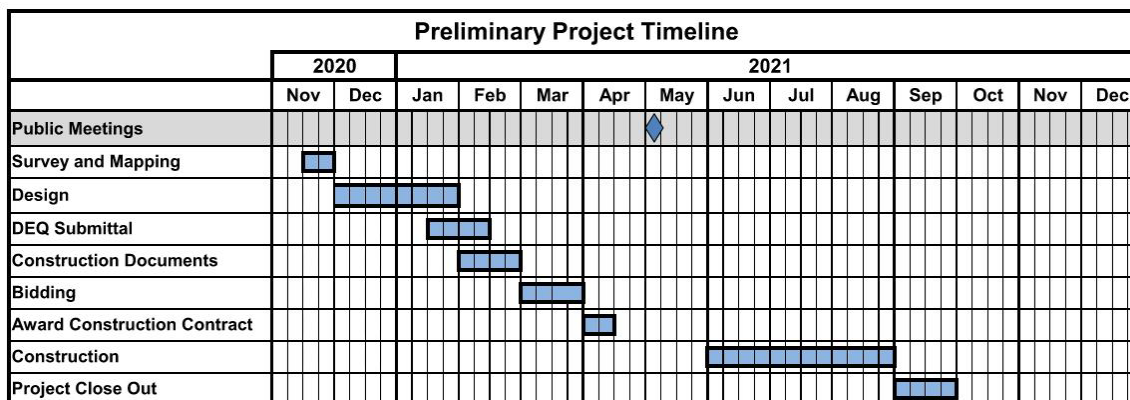
### Fee Estimate

Our fee for this project will be billed on a time and materials basis and will not exceed the total below without a supplemental agreement. Fees are valid through December 2021 and may need to be adjusted if the project extends beyond this date.

Professional Services Fee Summary	
Phase 1: Site Mapping	\$1,224
Phase 2: Water Main Design	\$13,838
Phase 3: DEQ Submittal	\$2,151
Phase 4: Contract Documents & Bidding	\$5,226
Phase 5: Construction Administration	\$27,082
Phase 6: Miscellaneous Engineering Work	\$4,952
<b>Total</b>	<b>\$54,473</b>

### Schedule

WGM Group is prepared to begin work immediately upon authorization from the City of Missoula. We anticipate the following general schedule for project milestones:



Thank you for the opportunity to provide these services. We look forward to working with you on this project. Please contact our office at (406) 728-4611 with questions.

Sincerely,  
WGM Group, Inc.



**Jonathan L. Gass, PE, LEED AP**  
PRINCIPAL ENGINEER

JLG:aes

Professional Services Estimate

Project Name: **Broadway - Front to May Water Main Replacement**  
Project #: **20-10-43**  
Client: **City of Missoula**  
Date: **11/10/2020**



DIRECT LABOR	Phase 01		Phase 02		Phase 03		Phase 04		Phase 05		Phase 06		TOTAL	
	SITE MAPPING		WATER MAIN DESIGN		DEQ SUBMITTAL		CONSTRUCTION DOCUMENTS & BIDDING		CONSTRUCTION ADMINISTRATION		MISCELLANEOUS ENGINEERING WORK			
	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$	Hours	Total \$
Principal Engineer			24	\$4,008	3	\$501	4	\$668	6	\$1,002			37	\$ 6,179
Const Project Manager							24	\$3,408	8	\$1,136			32	\$ 4,544
Staff Engineer/EI	1	\$115	56	\$6,440	10	\$1,150	10	\$1,150	152	\$17,480			229	\$ 26,335
Land Surveyor 3	1	\$142							2	\$284			3	\$ 426
2-Person Crew	4	\$676							12	\$2,028			16	\$ 2,704
Sr CADD Drafter	2	\$220	30	\$3,300					4	\$440			36	\$ 3,960
TOTAL LABOR	8	\$ 1,153	110	\$ 13,748	13	\$ 1,651	38	\$ 5,226	184	\$ 22,370		\$ 4,952	353	\$ 44,148

DIRECT EXPENSES	Phase 01	Phase 02	Phase 03	Phase 04	Phase 05	Phase 06	TOTAL
Sub-consultants	-	-	-	-	4,400.00	-	\$ 4,400.00
Mileage	5.00	-	-	-	50.00	-	\$ 55.00
Fees / Permits	-	-	500.00	-	-	-	\$ 500.00
Survey Equipment	60.00	-	-	-	250.00	-	\$ 310.00
Technology Fee	6.00	90.00	-	-	12.00	-	\$ 108.00
TAL DIRECT EXPENSES	\$ 71.00	\$ 90.00	\$ 500.00	\$ -	\$ 4,712.00	\$ -	\$ 5,373.00

SUMMARY	Phase 01	Phase 02	Phase 03	Phase 04	Phase 05	Phase 06	TOTAL
Hours	8.0	110.0	13.0	38.0	184.0		353.0
Labor	\$ 1,153.00	\$ 13,748.00	\$ 1,651.00	\$ 5,226.00	\$ 22,370.00	\$ 4,952	\$ 49,100.10
Expenses	\$ 71.00	\$ 90.00	\$ 500.00	\$ -	\$ 4,712.00	\$ -	\$ 5,373.00
TOTAL	\$ 1,224.00	\$ 13,838.00	\$ 2,151.00	\$ 5,226.00	\$ 27,082.00	\$ 4,952	\$ 54,473