EXHIBIT A – SCOPE OF SERVICES

CLARK FORK RIVER RESTORATION and ACCESS

CITY of MISSOULA, MONTANA
Parks and Recreation Department

February 19, 2021

Project Background

In 2014, the City of Missoula Parks and Recreation Department (Parks) partnered with the Clark Fork Coalition and Missoula Valley Water Quality District to begin a purposeful look at the health of the river corridor in the heart of Missoula. In October 2014, a community river-visioning process was launched with participation from multiple agencies and stakeholders, all of which agreed that river access and streambank health were at the forefront of issues to be addressed. Parks and its project partners inventoried all areas of streambank destabilization in 2014 and conducted a recreational use survey in 2015. Based on information obtained during these activities, Parks applied for and received funding from the Montana Department of Natural Resources and Conservation (DNRC) to conduct a more detailed study of the project area and develop conceptual-level engineering design plans to restore the south bank of the river to a more natural, ecologically functional, and aesthetically pleasing section of riverfront.

In fall 2015, the City contracted with RESPEC to evaluate and categorize riverbank and riparian conditions at 34 identified river access locations along the south bank of the Clark Fork River though downtown Missoula. The project reach extended approximately 0.7 mile from the Madison Street Bridge downstream past the South Higgins Avenue Bridge and the Boone and Crockett Club, terminating at the Clark Fork Natural Area. Conceptual-level restoration treatments were completed in 2016 for each of the 34 sites, with implementation planned in phases based on river use priorities and funding availability. An emphasis was placed on reducing streambank erosion by focusing river access to designated locations and enhancing the surrounding riparian vegetation.

In fall 2018, the Missoula County Open Space Bond was approved which included funding for sustainable river access development as well as closure and restoration of numerous unsustainable access sites. Since 2018, additional river corridor planning has been completed within downtown including both sides of the river. The City completed an updated bank erosion assessment and river use survey in 2020. River access master planning efforts have expanded to include the Clark Fork River corridor between Ben Hughes Park in East Missoula and Riverside Park, just downstream of Russell Street – this will be the extent of the current project.

Project Description

The RESPEC Team ("Team") will provide mapping/assessment, landscape architecture, design engineering and construction management services to Parks for the Clark Fork River Restoration and Access Project. More specifically, this will include: review and assessment of existing conditions, prior site analysis, conceptual designs, user survey data, and site assessment criteria; completion and submittal of permit applications; and production of construction-ready contract documents, including drawings, specifications and cost opinions. The project may include bid administration and construction management for specific sites or the entire project, and potential use of alternative project delivery methods.

Project Team

RESPEC is the prime consultant for purposes of contracting with Parks and will be the primary firm for communication between Parks and consultant Team. However, we encourage open communication during the project and support direct contact between representatives of all consultant Team firms and Parks' staff, where appropriate. Primary contact persons at each company, and their roles within this project, include:

RESPEC:	Mike Rotar, PE, CFM (Bozeman)	Project Manager: primary contact for all administrative matters and team coordination, engineering co-lead
	Megan Burke, Ph.D. (Missoula)	Deputy Project Manager: secondary contact person, stakeholder/public outreach lead
	Matt Johnson, PE, CFM (Bozeman)	Lead Engineer: engineering co-lead, construction docs.
Field Studio:	Charlie Kees, PLA (Bozeman)	Landscape Architect: lead landscape architect
	Chris Keil, PLA (Bozeman)	Landscape Architect: landscape architect
	Greta Moore (Bozeman)	Designer: ecological design
DJ&A:	Paul Druyvestein, PE (Missoula)	Engineer: City Design Guidelines and Standards
	Kyle Gauthier, PE (Missoula)	Engineer: construction management lead
	Bob Rinfret, PLS (Missoula)	Surveying: surveying lead

Scope of Services

The following specific work tasks are identified to complete the project:

- **Task 1:** Review and Assessment of Existing Conditions/Documents
- **Task 2:** Stakeholder Meetings/Interaction and Public Involvement
- **Task 3:** Develop Site Restoration Plans and Prescriptive Treatments
- **Task 4:** River Access and Restoration Design Development (thru 60% Design Submittal)
- **Task 5:** River Access and Restoration Design Development (90% Design Submittal)
- **Task 6:** River Access and Restoration, Final Design (100%) Construction Documents
- **Task 7:** Permitting
- **Task 8:** Construction Management – *Optional Task*

Task 1. Review and Assessment of Existing Conditions/Documents

a. Review existing site conditions and river access assessment work that has been completed along the Clark Fork River within the project reach. These materials include:
   - CFR Sustainable Access and Restoration – Definitions and Criteria for Selecting Access Sites (Parks)
   - 2016 CFR Sustainable Access and Riparian Restoration Report and Conceptual Drawings (RESPEC)
   - Preliminary River Access Improvement and Restoration Plan (Parks, October 2020)
   - 2020 Bank Erosion Report and Severity Mapping (Parks, August 2020)
   - River Use Surveys – 2015 and 2020 (Parks)
   - North Riverside Parks and Trails, Plans and Conceptual Designs (Parks)

b. Conduct on-foot, field assessment of the project reach to observe current conditions within the reach and evaluate applicability and prioritization of proposed access and restoration sites. Review river access locations outside of previous study areas (i.e., upstream of Madison St. Bridge/downstream of Orange St. Bridge – south bank; entire reach – north bank).

c. Summarize any recommended changes or additions to access and restoration locations according to site selection criteria.

Assumptions

- Project extents are between Ben Hughes Park (upstream) and Riverside Park (downstream) and include both sides of the river.

Deliverables

- Memorandum summarizing field review of existing site conditions and previously completed site analyses, selection criteria, user surveys, and conceptual restoration and access enhancement plans. Provide recommended edits and/or additions to these materials.
- Attend project kickoff meeting with Parks staff. This meeting is assumed to follow a virtual format utilizing Zoom or other online meeting service. Each of the RESPEC Team members will have at least one representative attend the kickoff meeting.
- Attend access site selection criteria review meeting with Parks. This meeting is assumed to occur in one of the following ways: Virtually via Zoom or other online meeting platform or outdoors during or following a field review meeting. A minimum of two representatives from the RESPEC Team will attend this meeting.

Task 2. Stakeholder Meetings/Interaction and Public Involvement

Prepare for and attend stakeholder meetings and public open houses. The purpose of these meetings is to foster stakeholder engagement and to promote public awareness and provide information about project progression.

RESPEC Team representatives will attend two series of meetings with stakeholder groups to gather feedback and better understand focal points and group perspectives. Parks currently envisions four different stakeholder groups including: community, recreation, technical and transportation. An initial series of stakeholder meetings is planned to occur shortly after project kickoff, with a second series of meetings at approximately the 60% level of design development.

RESPEC Team representatives will attend and assist with facilitation of two public open houses to be led by Parks staff. Due to COVID safety protocols, the open houses will be virtual. The open houses are planned to occur shortly after project kickoff and in fall 2021 when access and restoration design plans are approximately 60% complete.

Assumptions

- Parks staff will lead all meetings (stakeholder groups and public open houses).
- A total of 8 stakeholder meetings are anticipated.
- Stakeholder meetings will be up to 2 hours in length each.
- One representative from the RESPEC Team will attend each stakeholder meeting.
- Two public open houses will be held.
- Each public open house will be up to 3 hours in length.
- The RESPEC Team will provide support materials, as needed, for the Open House #2, to occur in fall 2021.

Deliverables

- Public open house (#2) support materials, as needed. Anticipated materials include renderings and other graphics of site access and restoration locations, and photo or videography representations of the sites.

Task 3. Develop Site Restoration Plans and Prescriptive Treatments

Develop site restoration plans for a variety of locations which may include revegetation, re-surfacing, fencing, and armoring of the bank to reduce erosion, restore vegetation, and prevent and/or re-direct future access. Several of these locations are relatively small and Parks may elect to restore them using in-house labor and materials. Thus, a series of prescriptive restoration treatments, in the form of typical drawings and associated narrative, will be developed to supplement construction documents prepared for larger-scale restoration locations. Possible types of prescriptive treatments include:

- Bank grading/re-grading
- Bank stabilization – bioengineering
- Bank stabilization – armoring
- Methods to prevent continued or future access (e.g., fencing, re-direction)
- Bank re-surfacing
- Bank seeding/planting

For larger-scale bank restoration locations, complete conceptual design development (30% complete) for restoration treatments to include preliminary grading, type(s) of bank stabilization, and extents of bank treatments.

NOTE: Many of the larger-scale bank restoration locations are anticipated to also be areas where enhanced river access designs are developed. As such, progressive design development through construction documents (100% complete) at these locations will be coupled with the associated river access design development described in Tasks 4 – 6.

Assumptions

- Up to 6 types of prescriptive bank restoration and/or closure designs will be developed for areas that are smaller in scale or where erosion impacts are relatively minor.
- Prescriptive bank stabilization treatments will consist of 1 – 2 pages (8.5" x 11") and include typical drawings, design notes, material lists (e.g., rock, wood, plants and seeding, erosion control materials – fabric), description of construction sequencing/steps, and summary of typical unit costs.
- Landscape designs will adhere to Missoula Parks and Recreation Design Manual (2018 Edition).
- Three design review meetings with Parks staff to review restoration designs. Meetings will occur at the conceptual design level (30% complete) for all bank restoration locations, and at the 60% and 90% complete stages for the prescriptive bank restoration designs and any restoration locations that are not also carried forward as river access sites. Design development will be carried forward for all prescriptive bank treatments and larger, standalone restoration sites (i.e., no planned access) to facilitate permitting.
- Parks' review of bank restoration associated with design of new or enhanced river access locations will carry forward in Tasks 4 – 6.
- ***Optional Work:*** ***An allowance for 20 hours of site surveying by a 2-person survey crew is included in this task to support design development.***
- Design deliverables will be submitted electronically.

Deliverables

- Conceptual-level designs (30% complete) for all proposed bank restoration locations, to include prescriptive bank restoration treatments.
- Prescriptive bank restoration designs and designs for other designated restoration-only sites at 60%, 90%, and 100% complete design development stages.

Task 4. River Access and Restoration Design Development (thru 60% Design Submittal)

Develop new or enhanced river access designs at locations identified in previous design development documents (Task 1) and in accordance with recent river use data and ongoing public process discourse. Access designs will include enhanced recreational access routes to minimize erosion and other impacts to the riverbanks and riparian areas. Application of "hardened" surfaces and materials will occur only to the extent necessary to provide functional river access that reduces erosion and meets mobility and public safety requirements. A guiding principle for all river access designs is to be "light on the land" and utilize natural materials to reduce ecological and visual impacts and promote long-term sustainability.

The RESPEC Team will complete all work associated with river access and restoration design development through the 60% complete level. Preliminary design development to a 30% level of completion will be completed first, followed by Technical Advisory Committee review. It is noted that several river access locations on the south bank of the river between Madison St. and the Clark Fork River Natural Area already have access enhancement designs completed to approximately a 30% level. The following tasks are planned to meet 30% and 60% design development.

a. Conceptual-level design (30%):

Newly identified (Task 1) river access locations

- Develop preliminary geometric layout and design for access site extents, mobility/movement, and trail connectivity and interfacing.
- Develop preliminary site grading.
- Develop preliminary recommendations for materials selection and application to facilitate access.

New and previously identified river access locations

- Attend conceptual design review meeting with Technical Advisory Committee for new and previously identified access locations.

b. 60% Design Development (access sites as determined by selection criteria)

- Address review comments from conceptual design (30%) deliverable.
- Advance geometric layout and design, mobility/movement components, and trail connectivity.
- Advance site grading.
- Develop preliminary drainage design.
- Develop preliminary landscaping and planting plans.
- Complete geotechnical investigations; to include test pits, laboratory testing, engineering analysis, and reporting.
- Coordinate preliminary utility relocation plans, if necessary.
- Coordinate with City Public Works & Mobility staff Services and Parks.
- Initiate development of technical specifications for project design components.
- Prepare a preliminary engineer's opinion of probable construction costs.
- Attend 60% design review meeting with Technical Advisory Committee for selected river access and restoration locations.

Assumptions

- All identified river access locations will be included in the conceptual-level design process. Preliminary river access designs completed in 2016 as part of previous project are at roughly a 30% design level. No additional design work to be completed for these access locations prior to conceptual design review meeting. One exception to this assumption is the inclusion of recommended design changes or edits to previous site access designs that are approved by the Technical Advisory Committee following Task 1.
- ***Optional Work:*** ***An allowance for up to $12,000 of geotechnical site investigation is included in this task to support design development.***
- Landscape designs will adhere to Missoula Parks and Recreation Design Manual (2018 Edition).
- Design deliverables will be submitted electronically.

Deliverables

- Conceptual-level designs (30% complete) for all identified river access and restoration locations, including any recommended changes or updates to previous designs completed in 2016.
- Preliminary designs (60% complete) for identified river access and restoration locations, as recommended by the Technical Advisory Committee, including associated construction cost opinions.

Task 5. River Access and Restoration Design Development (thru 90% Design Submittal)

The RESPEC Team will address comments received from review of the 60% design submittal and complete all work associated with river access and restoration design development through the draft final (90% complete) level. Draft final design tasks to include:

- Address comments from the 60% deliverable.
- Finalize site grading.
- Advance geometric layout and design, mobility/movement components, and trail connectivity.
- Advance drainage design.
- Advance landscaping and planting plans.
- Advance design detail drawings.
- Advance utility coordination with final relocation plans, as necessary.
- Coordinate with City Public Works & Mobility staff and Parks.
- Advance technical specifications for project design components.
- Advance the preliminary engineer's opinion of probable construction costs to be commensurate with draft final design level.
- Attend 90% design review meeting with Technical Advisory Committee for selected river access and restoration locations.

Assumptions

- City Public Works & Mobility and Parks will provide review comments on 90% design submittal.
- Continued coordination with City Public Works & Mobility staff, prior to submitting the 90% design submittal, will be limited to a 1-hour virtual meeting.
- Design deliverables will be submitted electronically.

Deliverables

- Draft final (90%) construction documents including plans, specifications, and cost opinion.
- Provide necessary design and permitting materials to facilitate reviews by City Public Works & Mobility Dept. - Engineering and Utilities Divisions, including Surface Transportation and Storm Water.

Task 6. River Access and Restoration, Final Design (100%) Construction Documents

The RESPEC Team will address comments received from the Technical Advisory Committee's review of the fully developed draft design plans (90%) and prepare and issue a set of signed and stamped final design (100%) construction documents. Final design tasks include:

- Address comments from the 90% deliverable reviews.
- Finalize geometric layout and design, mobility/movement components, and trail connectivity.
- Finalize drainage design.
- Finalize design detail drawings.
- Finalizing landscaping and planting plans.
- Finalizing technical specifications for project design components.
- Finalizing engineer's opinion of probable construction costs.
- Continuing coordination with City Public Works & Mobility and Parks.
- Attend a final design (100%), pre-bid review meeting with the Technical Advisory Committee for selected river access and restoration locations.

Assumptions

- City Public Works & Mobility and City Parks Dept. will provide review concurrently and provide one set of review comments.
- Design deliverables will be submitted electronically.

Deliverables

- 100% (stamped) construction documents including plans, specifications, and cost estimate.

Task 7. Permitting

Complete resource agency permitting for all site access and restoration locations that will proceed to final design. Coordinate with resource agency personnel responsible for permit review.

- Complete and submit project permit applications. The following permit applications are anticipated to be applicable to some, or all, of the access and restoration locations.
    - Joint Application for Proposed Work in Montana's Streams, Wetlands, Floodplains, and other Water Bodies (aka "Joint Application"). This application form can be used for the following permits:
        - Stream Protection Act (SPA) 124 Permit (MT Dept. of Fish, Wildlife & Parks)
        - Section 404 Permit (U.S. Army Corps of Engineers)
        - 318 Authorization (MT Dept. of Environmental Quality)
        - Navigable Rivers Land Use License, Lease, or Easement (MT Dept. of Natural Resources and Conservation)
        - Floodplain Development Permit (City of Missoula), including No-Rise Analysis

- Section 408 Authorization (U.S. Army Corps of Engineers), where applicable. This is the process that allows alteration to a federally authorized levee.

- Storm Water Permit (City of Missoula); this includes the Storm Water Site Evaluation Form and Erosion Control Site Plan Checklist, and associated Erosion Control Site Plan and Storm Water Management Site Plans, as applicable.
- Utility Plan Submittal

Assumptions

- RESPEC will participate in pre-application discussions and meetings with resource agency personnel to the extent that these interactions will help streamline the permitting process.
- RESPEC assumes a reasonable level of review and comment dialogue with resource permitting agencies throughout the permitting process. RESPEC will participate in a cooperative comment and response-to-comments discourse during the permitting process, to include a reasonable number of review comment/comment response cycles.

Deliverables

- Submit permit applications and secure permits described above, as applicable.

Task 8: Contractor Procurement and Construction Management – *Optional Task*

The RESPEC Team would provide project bidding assistance and assist the City with project advertisement and contractor procurement services. This would include attending a pre-bid-conference, assisting with bid evaluation, and making a recommendation for contract award.

Construction management services would include the following:

- Construction staking services and daily construction observation for the project. Construction staking services would include layouts and elevations of proposed river access and restoration locations as required to construct the project.
- Daily observation would include limited, part-time inspection and daily diaries (including photographs) of construction activities.
- Compaction testing, as prescribed in the specifications, would be performed as necessary to ensure that the contractor is meeting all requirements set forth in the contract documents. Other testing, such as concrete testing, would be performed by the contractor with results reviewed by the RESPEC Team.
- RESPEC would respond to Requests for Information (RFIs) and process contractor pay requests and change orders and submit them to Parks with recommendations for further review and/or acceptance.

Assumptions

- Inspection would be provided at 4 hours per day for up to 40 days of construction.

- Quality control testing would be the responsibility of the contractor with limited quality assurance testing performed by RESPEC to confirm contractor's results.
- Construction stakes would be set one time. If stakes are obliterated by construction activities, the contractor would be responsible for costs associated with resetting the construction stakes.

Deliverables

- Finalize contract bid documents, advertise the project via Missoula Plans Exchange on behalf of Parks, attend pre-bid conference, assist Parks in evaluating bids, and make a recommendation for contract award.
- Bid tabulation with recommendation for award.
- Daily diaries with photographs and quality assurance testing results.
- Construction deliverables will be submitted electronically.

Preliminary Project Schedule

- Contract signed and Notice to Proceed (NTP) issued: Mid-March 2021
- Review/Assessment of Existing Conditions/Documents (Task 1): Early April 2021
- "Virtual" Open House & Stakeholder Meetings (Task 2, Round 1): April 2021
- Develop Site Restoration Plans & Prescriptive Treatments (Task 3): Late-April to June 2021
- River Access/Restoration Conceptual-level (30%) Designs (Tasks 3/4): June 17, 2021
- Initiate Permitting Process; conduct pre-application discussions and meetings, begin permit application submittals (Task 7): July - Sept. 2021
- River Access/Restoration 60% Design Development PS&E (Task 4): Aug. 26, 2021
- Open House & Stakeholder Meetings (Task 2, Round 2): Sept. 2021
- River Access/Restoration 90% Design Development PS&E (Task 5): Oct. 28, 2021
- Continue Permitting Process; respond to comments/questions from resource agencies; secure permits (Task 7): Sept. – Nov. 2021
- River Access/Restoration Final Design PS&E and Const. Docs. (Task 6): Dec. 16, 2021