

EXHIBIT A

SCOPE OF SERVICES: CAPITAL PROGRAM MANAGEMENT

Provide on-call, as needed wastewater capital program management services. Typical tasks may include:

- Serve as primary point of contact for design consultants, contractors or construction managers for specific projects
- Assist City staff with defining project scopes
- Conduct preliminary evaluation of project options
- Prepare RFPs for project designers
- Coordinate quotes for projects that fall below the public bid threshold
- Review plans and specifications prepared by designers
- Report to Water Pollution Control Manager or other City staff on the progress of projects at least bi-weekly
- Preparation of task orders for Construction Management or Design Consultants