

This is **EXHIBIT A**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 1, 2017.

Task Order

Task Order Number: 18

Date: June 14, 2022

Title: Repair of Lift Station 7

Project Description: Provide professional engineering and construction management services to the Plumas-Eureka Community Services District (District) related to the repair and replacement of equipment in Lift Station 7 (Lift 7).

Farr West Engineering (Farr West) will provide design and construction services for the site development per the tasks listed below:

- Task 1 – Project Management
- Task 2 – Professional Design Services
- Task 3 – Bid Support
- Task 4 – Construction Support
- Task 5 – Owner Directed Services

The Master Services Agreement is amended and supplemented to include the following agreement of the parties.

PART 1 – SERVICES

Task 1 – Project Management

Objective

To provide general project management and communications to keep the District informed of project status.

Approach

Farr West will review project progress and communicate project status on a regular basis with the District, attend routine project meetings, communicate with the District, and prepare and review monthly invoices.

Task 2 – Professional Design Services

Objective

Provide professional engineering services for improvements at Lift 7.

Approach

The following approach applies:

- Farr West will size and recommend new pumps for Lift 7, new internal piping, a restorative concrete coating and corrosion repair, new wet well hardware, new cover and hatch.
- Farr West will design a new connection/meter vault with check valves, block valves, emergency connection port, and flow meter. This new vault piping will connect to the existing force main. This will require the relocation of the existing electrical junction box by the contractor.
- Farr West will prepare engineered drawings and specifications for bid. It is assumed that 6 plan sheets will be required to show the required improvements.
- Farr West will prepare an opinion of probable cost for the proposed improvements.
- Farr West will attend meetings and make site visits to acquire additional information and resolve project issues.
- Farr West will coordinate closely with PECSD staff to make critical decisions regarding material and equipment selection.
- Farr West will attend board meetings as needed to update the PECSD board on project progress.

Deliverables

The following will be delivered under this task:

- Manufacturer product cut sheets
- Engineer's opinion of probably cost
- 60 – 100% Engineered drawings

Assumptions

The following assumptions apply:

- The following services are not included:
 - Topographic and Boundary Surveying – it is understood that there is adequate right of way for the proposed improvements.
 - Geotechnical – it is understood that soils will not be a risk factor in construction.
 - Electrical and SCADA – it is understood that these services are not required as they were upgraded recently.
 - Permitting – it is understood that permits will not be required as this is essentially a repair project.
- No treatment plant improvements are included.

Task 3 – Bid Support

Objective

To provide the bidding support services for two bids for the proposed improvements.

Approach

The following approach applies:

- Farr West will provide final documents and plan sets for bidding by the District.
- Farr West will assist the District in RFI responses, Addendum creation, and award recommendations as required.

Deliverables

The following will be delivered under this task:

- Electronic copies of plans and bid documents in .pdf and CAD format for each bid package.

Assumptions

The following assumptions apply:

- District will approve, post/host, advertise, solicit each bid package with support from Farr West.

Task 4 – Construction Support Services

Objective

Farr West will work together with the District to monitor the project during construction.

Approach

The following activities will be performed as part of this task:

- Preparation and distribution of Conformed Construction Documents that will include all addenda items.
- Manage and direct the project construction team including owner's representatives.
- Prepare agenda and meeting minutes for construction meetings with the District and Contractor.
- Schedule and manage periodic construction meetings with assistance with the District to provide a forum for and foster open communication between all parties (i.e., Contractor, District, and Farr West). Prepare all agendas and meeting minutes for weekly construction meetings.
- Review Contractor progress schedule for compliance with Contract.
- Together with the District representative, review and respond to the Contractor's material submittals, catalog cut sheets, and shop drawings as required.
- Review and respond to applicable Contractor's Requests for Information (RFIs). Prepare and distribute Work Change Directives (if deemed necessary) in association with any field orders.
- In conjunction with the District, coordinate changes in the contract and issue change orders to the Contractor in an efficient manner. Change Orders will be approved by the District. Force account procedures may be used if the District elects.
- Together with the District, Process Contractor pay requests monthly.
- Attend additional project meetings and site visits to discuss specific issues; resolve construction related issues that arise; develop engineering solutions to construction conflicts and unforeseen conditions; and prepare necessary documentation.
- Maintain all project documentation for the duration of the project including tracking, disbursing, and reviewing. Maintain logs for all documentation including submittals, RFCs/RFIs, Field Orders, Work Change Directives, Change Orders, etc. Provide a complete electronic set of documentation at project completion.
- Conduct a substantial completion inspection and prepare a final punch-list of work items to be completed by the Contractor prior to final inspection.
- Conduct a final inspection to verify that all outstanding work items are complete and certify substantial completion of the project and provide a recommendation for final acceptance.

- Prepare and provide construction as built.

Deliverables

The following deliverables will be submitted under this task:

- Five (5) sets of Conformed Construction Documents (plans & specs).
- Electronic copies of responses to material submittals, cutsheets, and construction plan review.
- Electronic copies of responses to work plans, RFIs, and requests for change orders.
- Construction as built.
- Draft and final notice of substantial completion.

Assumptions

The following assumptions apply:

- Because this project is considered maintenance, it is assumed not permitting or submittal to a regulating agency will not be required.
- District staff will provide daily site observations.
- No materials testing is anticipated. No construction staking is anticipated to be needed.
- Services will be tailored to the allowed budget. This will guide the split in responsibilities between District and Farr West Staff.
- Periodic construction meetings will be administered by either the Farr West or the District inspector, followed by a site visit to observe work progress and answer/resolve any engineering related issues.

Task 5 – Owner Directed Services

Objective

To provide capability for the PECSD to request additional services from Farr West which were unknown when this scope of work was prepared.

Approach

The following approach applies:

- At the time of request, Farr West will provide a budget and schedule for any work associated with this task.

Deliverables

There are no formal deliverables associated with this task.

Assumptions

The following assumptions apply:

- Any request for services under this task must be provided in writing by the General Manager.

PART 2 – COMPENSATION

The District shall pay Farr West on a time and expense basis, including travel, not to exceed Fifty Thousand Dollars (\$50,000.00). Hourly rates and other expenses shall be in accordance with Exhibit C of the Master Services Agreement (Standard Hourly Rates). A breakdown of the individual task budgets is as follows:

Task 1	Project Management	\$ 3,000
Task 2	Professional Design Services	\$20,000
Task 3	Bid Support	\$ 3,000
Task 4	Construction Support	\$16,000
Task 5	Owner Directed Services	\$8,000
TOTAL:		\$50,000

PART 3 – SCHEDULE

Due to the immediate nature of this project, Farr West services will be provided on an ongoing basis and will not follow a formal schedule that is more typical for engineering or construction projects. While it is expected that all services and repairs will be provided within 3 to 4 months of the Notice to Proceed, a proposed term of one year is being proposed for this task order.

Notice to Proceed: July 1, 2022
End of Contract: June 30, 2023

IN WITNESS WHEREOF, the parties hereto have executed this Task Order.

Owner: Plumas-Eureka Community Services District	Engineer: Farr West Engineering
By: _____	By: _____
Print Name: <u>Jamar Tate</u>	Print Name: <u>Lucas R. Tipton, P.E.</u>
Title: <u>General Manager</u>	Title: <u>Principal Engineer</u>
Date Signed: _____	Date Signed: _____