

**SCOPE OF WORK
(REVISED)**

**WASTEWATER TREATMENT PLANT UPGRADE
ARLINGTON, WASHINGTON**

**Landscape Architectural Services
Osborn Pacific Group Inc.**

GENERAL

The project description identifies the construction of upgrades to an existing wastewater treatment facility located in the City of Arlington. This scope of work covers preliminary concept sketches and preparation of construction documents for restoring and adding landscape screen planting and associated landscape treatment at the entry to meet City of Arlington Codes and Ordinances.

SCOPE OF WORK

PROJECT MANAGEMENT

Task 100 – Project Management

This task includes all work related to the management, administration and coordination of Consultant activities. Specific activities include:

100.10 Team Meetings

The Consultant shall attend up to two 2-hour meetings at Kennedy/Jenks's office and one four-hour meeting at the Client's office (including travel time).

100.20 Cost Control/Progress Reporting

The Consultant shall prepare monthly status reports identifying the percentage completion of the task, what was accomplished for the month, what is anticipated for the next month, and problems or changes. A monthly report will be submitted to Kennedy/Jenks.

100.30 Project Management

On-going project management will include internal project meetings, communications, e-mails, and on-going project archiving.

PRE- DESIGN

Task 101 - Preliminary Design Submittal (10% Complete)/Pre-design

101.10 Create AutoCAD Base Drawing of areas to be landscaped. Base data will be provided by Kennedy/Jenks. Assume 4 plan sheets.

101.20 Conduct a Facility Assessment, including field reconnaissance and inventorying and documenting conditions of existing landscape to be disturbed. Review as-builts for landscape and irrigation system, if available. Determine whether any of the existing plant material can be salvaged.

101.30 Draft Concept Sketch (10%).

The Consultant shall prepare a draft design submittal for technical review. The 10% design shall be one concept level landscape sketch.

101.40 Final Concept Sketch (10%). The Consultant shall provide a final design submittal that complies with the City of Arlington codes and ordinances and incorporates comments gathered during the submittal review and review meeting.

101.50 Concept Level Estimate of Probable Cost (10%). The Consultant shall provide a cost estimate based upon the concept sketch.

PLANS, SPECIFICATIONS & ESTIMATES

TASK 200 – DESIGN SUBMITTAL (90%)

200.10 Progress Plans. Prepare progress plans for landscape planting and details. Quality control review.

200.11 Progress Specifications. Prepare draft specifications for landscape planting.

200.12 Progress Cost Estimate. Provide updated cost information.

TASK 200.2 – FINAL DESIGN SUBMITTAL FOR BID (100%)

200.20 Plans. Respond to 90% review comments. Complete quality control review.

200.21 Specifications. Incorporate 90% comments into specifications and finalize. Complete quality control review.

200.22 Construction Cost Estimate. Provide updated estimate of probable construction cost.

Task 201 – Public Meeting Support NIC

Task 202 – Permitting Support NIC

Task 203 – Bidding Period Services

203.10 Bidding Period Services. Respond to questions.

Task 300 – Services During Construction NIC

Task 301 – As-Builts NIC

ASSUMPTIONS

1. Drawings will be prepared using AutoCAD 2006. Text documents will be prepared using MS Word and MS Excel. Specification formatting to be provided by Kennedy/Jenks at or before the 90% level.
2. Deliverables will consist of electronic copies of each submittal. Reprographic production will be completed by Kennedy/Jenks. Final plan size is assumed to be 11" x 17".
3. Kennedy/Jenks will provide a tree survey (size, type, and location) of all significant trees (18" diameter) and stands of trees.
4. This scope of work does not include preparation for and/or attendance at community meetings.
5. This scope of work does not include permit support services.
6. This scope of work does not include construction services support or as-builts.

DELIVERABLES

PRE- DESIGN

Task 101 - Preliminary Design Submittal (10% Complete)/Pre-design

101.30 Draft Concept Sketch

Black and white 11" x 17" sketch for review.

101.40 Final Concept Sketch

Black and white 11" x 17" sketch, revised.

101.50 Concept Level Estimate of Probable Cost

PLANS, SPECIFICATIONS & ESTIMATES

TASK 200 – DESIGN SUBMITTAL (90%)

200.10 Progress Plans.

Draft 11" x 17" landscape plans and details on AutoCAD.

200.11 Progress Specifications.

Draft CSI format specifications in Word.

200.12 Progress Cost Estimate.

TASK 200.2 – FINAL DESIGN SUBMITTAL FOR BID (100%)

200.20 Plans.

Final 11" x 17" landscape plans and details on AutoCAD, stamped and signed.

200.21 Specifications.

Final specifications in Word, formatting by Kennedy/Jenks.

200.22 Construction Cost Estimate.