

Exhibit A Otak Inc

DRAFT Scope of Work March 27, 2015

STEP Sewer Transmission Main – Services During Construction City of Camas, Washington Camas Project: WS-714

This scope of work is to provide services during construction for the Septic Tank Effluent Pipe (STEP) project for the City of Camas. Otak and subconsultants will provide construction survey services, archeological testing, archeological monitoring, submittal review, responses to requests for information, and designs or design revisions as needed or requested. Specific tasks include:

Task 1 Construction Staking

This task will be conducted by Otak and will include:

- Perform office calculations for all staking requests.
- Locate existing control points, and set and maintain survey control for the duration of the construction.
- Provide one set of stakes for high visibility and silt fencing.
- Provide one set of stakes for temporary construction and utility easements where needed.
- Mark trees for removal.
- Provide one set of stakes for pipeline construction including structures. These will be placed at horizontal angle points and vertical grade changes. They will be stationed, labeled and marked for cut to invert elevations. The Contractor will be provided with one set of cut sheet notes.
- Provide one set of stakes for air release valve vaults with grades.
- Provide one set of stakes for the locator stations.
- Provide one set of stakes for restoration work, including curb, sidewalk, pavement and striping.

Task 2 Archaeological Excavations of Site 45CL123

Construction of the STEP Sewer Transmission Main project will impact archaeological site 45CL123, which is located on the north site of SR-14, south of the City's Operations Center,

Scope of Work

Continued

on City-owned land.

This scope of work is to test and evaluate archaeological site 45CL123 through controlled excavations, and includes

- Excavation of up to four square 50x50-centimeter (cm) (20x20-inch [in]) units (or combinations of them to make two 50x100-cm [20x40-in] units) in the proposed construction corridor. Collection of up to 400 artifacts is anticipated.
- Excavation of the units will include sampling the archaeological deposits in order to characterize the archaeological materials present in the portion of the site that cannot be avoided during construction.

Test units will be excavated to the base of the deposits, which is anticipated to be the cobble layer underlying the archaeological deposits. Excavated sediments will be screened using nested 6.4- and 3.2-millimeter ($\frac{1}{4}$ - and $\frac{1}{8}$ -in) mesh hardware cloth. Recovered artifacts will be collected and bagged by provenience and taken to the AINW laboratory in Portland for processing.

The excavation units will be mapped using a Global Positioning System unit. If features are present, samples of charcoal will be obtained for radiocarbon dating; the budget will accommodate up to two samples. If obsidian debitage and tools are present, they will be analyzed to determine raw material sources and assess hydration measurements to determine the relative age of associated site deposits; the budget will accommodate up to eight obsidian artifacts. Artifacts will be prepared for curation of the Burke Museum. Documents will also be curated at the Burke Museum. The report, after acceptance, will be submitted to Otak, City, DAHP, and the Tribes with whom the City normally distributes archaeological reports.

Assumptions:

- Shovel test units will be placed within the proposed construction corridor in the area where the soil appears to be intact and where shovel tests appeared to have the greatest density of artifacts.

Task 3 Archeological Site Monitoring

This task will be conducted by Archeological Investigations Northwest (AINW) and will include:

Task 3.1 Monitoring During Construction

Construction monitoring will include a pre-construction meeting with construction and project personnel to ensure contact information is accurate and procedures are understood.

Three areas will be monitored:

- Site 45CL123 at the base of SR 14 (approximately 700 feet)
- Polk Street (approximately 1200 feet)
- Site 45CL654 3rd Loop to the north side of the Washougal River (approximately 500 feet)

Task 3.2 Monitoring Summary Report

A report summarizing the field efforts and results will be prepared upon conclusion of the field monitoring. The summary report will include maps of the locations monitored and photographs showing the extent of the monitoring will be included.

Assumptions:

- Contractor to provide 72 hours notice prior to the initiation of monitoring.
- In-field time and travel time to and from the jobsite, plus coordination and paperwork tasks such as down loading photographs are included in this scope.
- If overtime is incurred by field monitors due to long days or monitoring on a weekend, the billing rate will be 1.5 times the straight-time rate if overtime is incurred by the employee.
- No artifacts will be collected and no new sites will be found. If artifacts are found that need to be collected, or possible archaeological discoveries are made, a site form or additional work would be needed to satisfy federal and state compliance and agency review, and that would be done at additional cost.
- This is an hours-based task. Services shall be provided up to the hours included in the fee estimate.

Task 4 Project Meetings

This task is for attendance by the consultant team at construction meetings. These will be attended when requested by the Construction Manager.

Assumptions:

- Assumes attendance by Otak at a pre-construction meeting and 5 construction meetings.
- Assumes attendance by AINW at 2 construction meetings to discuss archeological issues.
- Assumes attendance by APEX at 2 construction meetings to discuss geotechnical issues.
- Meeting agendas will be prepared by others.
- Meeting minutes will be written by others.
- Number of meetings has been estimated for budgeting purposes.

Deliverables

- None

Scope of Work

Continued

Task 5 Project Submittals and RFIs

This task will be conducted by the design team and will include:

Task 5.1 Project Submittals

Review Requests for Approval (RAMs) and other material submittals as requested by Construction Manager (CM) and provide written responses. Efforts will include the review and response to submittals.

This task will be conducted by the design team and will include:

- Review Requests for Approval of Materials (RAMs) and other material submittal documents as requested by the City.

Assumptions:

- Assumes review of 10 submittals
- Construction Manager will provide submittals and RAMs for review.

Deliverables

- Memo of response to submittal or RAM approval request

Task 5.2 Review and Respond to Requests for Information

The design team will provide interpretations and clarifications of contract documents. Effort includes services to research, respond, and document each RFI.

This task will be conducted by Otak and will include:

- Review and respond to RFIs

Assumptions:

- Assumes 10 RFI's by Otak, Inc.
- Assumes 3 RFI's by APEX Inc
- Construction Manager will provide submittals and RAMs for review.

Deliverables

- Memorandum of response to RFIs

Task 5.3 Review and respond to Change Orders

Assist CM with reviewing technical merit associated with change order requests. This task will be conducted by Otak and will include:

- Review and respond to Change Orders

Assumptions:

- Assumes 5 change orders
- This scope does not include the preparation of new designs or drawings

Deliverables

- Written responses to change order requests.

Task 6 On-Site Field Observation Services

This task includes on-site field design support services to assist the Construction Manager with a review of field construction activities. The field design support services will be provided by either the project manager, or one of the project discipline engineers, depending on the type of construction activities.

Assumptions:

- 5 site visits

Deliverables:

- Field Observation Reports to document conditions, site observations, and recommendations

Task 7 Design Modifications

This task is to provide requested revisions provisions for providing City requested design revisions throughout the Project. The design team will revise and/or provide new plans and designs as needed and as requested. This task will be conducted by Otak and will include:

- Revise or provide new plans and designs as needed and as requested (

Assumptions:

- Assume 8 hours engineering and 20 hours of drafting allotted towards this task.
- This is a contingency item only to be executed via written (email acceptable) request from the City.

Deliverables

- Signed, stamped design drawings, estimates, and specifications as needed

Task 8 Record Drawings

Upon completion of construction, Record Drawings will be prepared, based upon the information compiled and furnished by CM and Contractor along with any related as-built data compiled throughout the course of the construction effort. This task will include:

- Attendance at one coordination meeting to assist in resolving any clarifications to the data.
- Provide pre-pave survey data in accordance to project contract provisions.
- Revise STEP drawings based upon survey data collected under Task 1, revisions recorded by the Construction Manager and Contractor notes and diagrams. Provide revised set to City for review. Revise and submit final record drawings.
- Final record drawings will meet the standards of the City.

Scope of Work

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Assumptions:

- City will provide record drawing information from Contractors.
- Record Drawings will be comprised of CAD drafted field markups.

Deliverables

- As-built drawings in hard copy and electronic format

Task 9 Project Management

This task will be conducted by the design team and will include:

- Prepare invoicing, subconsultant agreements, and general project management tasks (Otak and all subconsultants).
- Prepare monthly project progress reports with each monthly invoice that identifies work performed for the previous month.

Assumptions:

- Project lasts until December 31, 2015.

Deliverables

- Monthly invoices and progress reports, including spreadsheet to track expenditures
- Review and comments on meeting minutes

Camas STEP Sewer Transmission Main - Services During Construction

Fee Estimate

Summary of Otak, Inc. and Subconsultants

Otak Project # 16579.B

<i>Task</i>	<i>Description</i>	Otak	APEX LLC	AINW		<i>Total Hours</i>	<i>Total Budget by Task</i>
1	Construction Staking	198				198	\$26,280
2	Archeological Investigations Site 45CL123			426		426	\$30,826
3	Archeological Site Monitoring						
3.1	Monitoring During Construction			370		370	\$27,813
3.2	Monitoring Summary Report			52		52	\$4,338
4	Project Meetings	16	16	4		36	\$5,534
5	Project Submittals and RFIs						
5.1	Project Submittals	24				24	\$2,856
5.2	Review and Respond to Requests for Information	24	16			40	\$5,896
5.3	Review and Respond to Change Orders	17				17	\$2,153
6	On-Site Field Observation Reports	24				24	\$3,116
7	Design Modifications	28				28	\$2,612
8	Record Drawings	120				120	\$10,940
9	Project Management	28				28	\$1,732
	<i>Total Hours</i>	479	32	852		1363	
	<i>Total Labor Cost</i>	\$54,449	\$6,080	\$63,567			\$124,096
	<i>Direct Expenses</i>	\$500		\$6,818			\$7,318
	<i>Subconsultant Administration</i>	\$3,823					\$3,823
	Project Total	\$58,772	\$6,080	\$70,385			\$135,237