

EXHIBIT "A"
Scope of Services for
Palmer Road Drainage CEI
CSA 2022-98-03
11/22/2024

I. DESCRIPTION

Polk County Roads and Drainage Division (**COUNTY**) has requested that WSP USA Inc. (**CONSULTANT**) provide a Construction Engineering and Inspection (CEI) for the Palmer Road Drainage improvements project (Polk County Project No. 5400215.)

II. SERVICES

WSP will perform construction engineering and inspection duties which may include, but are not limited to; inspection and verification of the work performed by the contractor by providing an inspection staff on-site for critical construction activities as coordinated by the County, pay-item tracking, inspection of the work to ensure adherence to the contract documents, field sampling for lab testing, contractor invoice review and verification, and assistance during the preconstruction and project status meetings.

Construction Inspection

WSP shall be responsible for providing inspection staff for the daily monitoring and documentation of contractor activities for conformance with contract documents provided by the County and shall submit inspection reports with photos to the County project manager weekly. The inspection staff shall coordinate daily with the County project manager by providing daily arrival and departure times as well as daily updates of project status (when active on-site).

Verification Materials Sample Collection

During construction, the ENGINEER may be requested by Polk County, or its designated representative, to perform verification testing of materials to include earthwork, asphalt, or concrete including lab services. Services shall include nuclear density testing of earthwork and asphalt, and acceptance testing of concrete (including mix design verification, batch time, air, and water content, and the making of cylinders). WSP has included a \$5,000 allowance for verification testing to be invoiced by the test performed.

Meetings

WSP will attend the pre-construction meeting and the project status meetings. WSP will prepare and distribute meeting agendas and minutes to attendees electronically.

Utility Relocation Coordination

WSP will assist the contractor with coordinating the relocation of any conflicting

utilities.

III. DELIVERABLES

The **CONSULTANT** shall submit an electronic PDF of the following:

- Daily Reports
- Field Testing to include densities and concrete acceptance testing
- Review of contractor payment applications

IV. CLIENT FURNISHED INFORMATION AND SERVICES

The **COUNTY** shall furnish the following to the **CONSULTANT**:

- Construction plans
- Safe access to the site

V. SCHEDULE

Services shall begin upon execution of this CSA and as directed by the **COUNTY's** Project Manager through a written notice-to-proceed (NTP) and will be for through the completion of construction.

VI. EXCLUSIONS

This scope of services does not include:

- Materials Laboratory Testing

VII. COMPENSATION

The **CONSULTANT's** not-to-exceed fee to perform this scope of services is \$295,577.54 and is estimated based upon 12 months of services.

EXHIBIT A-1
 Polk County Roads and Drainage
 Palmer Rd Drainage CEI
 WSP CSA No.: 2022-98-03
 November 22, 2024

Personnel Classifications	Billing Rate	Month 1		Month 2		Month 3		Month 4		Month 5		Month 6		Total Man-Months	Hours Man-Hours	Total Costs
		P	C	C	C	C	C	C	C							
Project Manager	\$249.26	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	0.15	24.0	\$5,982.24
Senior Engineer	\$237.34	24.00	\$5,696.16	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	0.28	44.0	\$10,442.96
CEI Project Administrator	\$165.19	24.00	\$3,964.56	24.00	\$3,964.56	24.00	\$3,964.56	24.00	\$3,964.56	24.00	\$3,964.56	24.00	\$3,964.56	0.90	144.0	\$23,787.36
CEI Assistant Project Administrator	\$107.82	80.00	\$8,625.60	176.00	\$18,976.32	176.00	\$18,976.32	176.00	\$18,976.32	176.00	\$18,976.32	176.00	\$18,976.32	6.00	960.0	\$103,507.20
Secretary/Clerical	\$84.47	4.00	\$337.88	2.00	\$168.94	2.00	\$168.94	2.00	\$168.94	2.00	\$168.94	2.00	\$168.94	0.09	14.0	\$1,182.58
Total Hours		136.0	\$19,621.24	210.0	\$25,056.22	210.0	\$25,056.22	210.0	\$25,056.22	210.0	\$25,056.22	210.0	\$25,056.22	7.41	1186.0	\$144,902.34
														Man-Months	Man-Hours	

Personnel Classifications	Billing Rate	Month 7		Month 8		Month 9		Month 10		Month 11		Month 12		Total Man-Months	Hours Man-Hours	Total Costs
		P	C	C	C	C	C	C	T							
Project Manager	\$249.26	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	4.00	\$997.04	0.15	24.0	\$5,982.24
Senior Engineer	\$237.34	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	4.00	\$949.36	0.15	24.0	\$5,696.16
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Secretary/Clerical	\$84.47	2.00	\$168.94	2.00	\$168.94	2.00	\$168.94	2.00	\$168.94	4.00	\$337.88	4.00	\$337.88	0.10	16.0	\$1,351.52
Total Hours		210.0	\$25,056.22	210.0	\$25,056.22	210.0	\$25,056.22	210.0	\$25,056.22	212.0	\$25,225.16	212.0	\$25,225.16	7.90	1264.0	\$150,675.20
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TOTALS 15.313 2450.000 \$295,577.54

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