

**Exhibit “A” Scope of Services**  
**Project Management Assistance Extension 1**  
**CSA 2022-081-04**  
**9/4/2024**

**I. PURPOSE & BACKGROUND**

The Polk County Roads and Drainage Division (**COUNTY**) has requested AECOM Technical Services, Inc. (**CONSULTANT**) to function as an extension of the **COUNTY's** resources by providing qualified technical and professional personnel to perform duties and responsibilities assigned under the terms of Master Consulting Agreement 2022-081, according to County Standards and Procedures.

**II. SERVICES TO BE PROVIDED**

The **CONSULTANT** shall furnish one (1) embedded project management support staffer on a full-time (40 hours per week) basis. The **CONSULTANT** shall also provide for task oversight and contract coordination from its home office.

The **CONSULTANT'S** Scope of Services shall include:

- Assisting with the implementation of the pavement management program, to include reviewing and approving estimates, making site visits to paving jobs, answering technical questions from contractors, reviewing and approving invoices.
- Managing capacity, intersection, sidewalk, drainage improvement projects, to include coordination with consultants, tracking schedules, reviewing plans, reviewing, and approving invoices.
- Managing ongoing maintenance bids such as sidewalk repairs, guardrail installations and repairs, culvert replacements.
- In-house design projects using AutoCAD software for minor sidewalk, drainage, and intersection projects.
- Other tasks as may be assigned by **COUNTY** staff.

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

- A Project Manager to serve as liaison/supervisor of the embedded **CONSULTANT** staff.
- A workspace within **COUNTY** facilities.
- Access to **COUNTY** email, internet, and communication equipment.
- Access to transportation from and to **COUNTY** projects and work sites.
- Provide and maintain any project priorities for the **CONSULTANT**

### III. LENGTH OF SERVICES

The date of services shall be for an additional 6 months, for a total period of 12 months from NTP, or until such time that **COUNTY** no longer requires the professional service. This agreement can be renewed upon mutual consent of both parties.

### IV. QUALITY ASSURANCE AND QUALITY CONTROL

The **CONSULTANT** shall be responsible for the professional quality, technical accuracy, and coordination of reports, plans development, specifications, and other services furnished by the **CONSULTANT** under this contract. The **CONSULTANT** shall follow its Quality Management System for Program Management/Construction Management services (PM/CM QMS) for all work performed.

Upon request, The **CONSULTANT** shall provide the **COUNTY** with a copy of the QMS procedures and associated quality documentation.

### V. COMPENSATION

This CSA is a limiting amount contract and shall not exceed a cost of **\$201,600.00**. Compensation amount is reflected in further detail on the attached fee sheets, Exhibit B.

In the event the Scope of Services requires modification at the request of the **COUNTY**, or unforeseen circumstances arise requiring additional work, an amendment will be required to make the necessary adjustments. The **CONSULTANT** shall submit invoices once each month, in accordance with the terms of the Master Consulting Agreement 2022-088.

Each invoice shall include:

- A progress report, depicting the **CONSULTANT's** work effort aligned to the invoiced amount, and
- Printed timecards for all **CONSULTANT** staff working under this CSA during the reporting period

**POLK COUNTY ROADS AND BRIDGES  
Project Management Assistance Extension 1**

Task	Description	\$210.00	\$195.00	\$150.00	\$130.00	\$150.00	\$122.00	\$160.00	\$130.00	\$160.00	\$130.00	\$103.00	\$65.00	Total (hrs)	Total Task Cost
		P.M. (hrs)	Sr. Eng. (hrs)	Project Eng. (hrs)	Engineer (hrs)	Sr. Env. Sci. (hrs)	Env. Sci. (hrs)	Sr. Land. Arch. (hrs)	Landscape Arch. (hrs)	Structural Tech (hrs)	Sr. Tech. (hrs)	Tech. (hrs)	Clerical (hrs)		
1	PM SUPPORT	960	0	0	0	0	0	0	0	0	0	0	0	960	\$201,600
2	ROADWAY ANALYSIS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
3	ROADWAY PLANS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
4	DRAINAGE ANALYSIS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
5	UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
6	ENVIRONMENTAL PERMITS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
7	STRUCTURES	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
8	SIGNING & MARKING / SIGNAL ANALYSIS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
9	SIGNING & MARKING / SIGNAL PLANS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
10	LIGHTING ANALYSIS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
11	LIGHTING PLANS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
12	LANDSCAPE ANALYSIS	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
13	LANDSCAPE DESIGN	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
14	POST DESIGN SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
<b>TOTAL HOURS</b>		960	0	0	0	0	0	0	0	0	0	0	0	960	
<b>TOTAL LABOR COST (AECOM)</b>		\$201,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$201,600	

General tasks include - Public Involvement, spec package, contract setup, and monthly project meetings

**SUBTOTAL LABOR**

**\$201,600**

**DIRECT EXPENSES (FOR SAND SKINK SURVEY)**

**\$0**

**SUB-CONSULTANTS**

**PROJECT TOTAL FOR AECOM AND SUB-CONSULTANTS**

**\$201,600**