

Appendix A

Basic Services of Engineer City of Billings W.O. 16-18 – 911 Call Center

Section 1. Engineer's Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Engineer's portion of the project as defined in the scope of work and to prepare and deliver to Billings all plans, specifications, bid documents, and other material as designated herein.
- B. Ascertain such information as may have a bearing on the work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides Billings, but shall keep Billings advised as to the extent of these contacts and the results thereof.
- C. Prepare and present such information as may be pertinent and necessary in order for Billings to pass critical judgment on the features of the work. The Engineer shall make changes, amendments or revisions in the detail of the work as may be required by Billings. When alternates are being considered, Billings shall have the right of selection.
- D. Engineer's work shall be in accordance with the standards of sound engineering and present City, State, and National standards and policies currently in use.
- E. Conform to the requirements of the Montana Code Annotated Title 18 "Public Contracts" and more particularly Sections 18-2-121 and 18-2-122, and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.
- F. The Engineer shall certify with the submission of final plans that the plans are in conformance with applicable sections of Title 69, Chapter 4, Part 5, of the Montana Code Annotated as pertaining to existing utilities.
- G. To perform professional services in connection with the project and will serve as Billings' representative in those phases of the project to which this agreement applies.
- H. Where Federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
- I. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Engineer. Reports will be submitted in a timely manner to permit prompt resolution of problems.

- J. Contract administration duties will include review of contractor certified payrolls for wage rate compliance. Discrepancies in certified payrolls will be resolved with the Contractor. A signed Engineer's Payroll Check Sheet (included in the Standard Modifications to MPWSS) will be submitted as proof of this review with one copy of each payroll.
- K. Name a Task Director who shall be the liaison between Billings and the Engineer. For this project the Task Director designated for the Engineer is Kristine Keller working under the Principal-in-Charge, Brad Sperry.

Section 2. Billings Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete Billings' portion of the project as designated in the scope of work.
- B. Name a Task Director who shall be the liaison between the Engineer and Billings. For this project, the Task Director designated is Will Robbins, working under the City Engineer, Debi Meling.

Section 3. Scope of Work

Tasks include, but are not limited to, developing and presenting a design proposal, coordinating with City personnel to refine and finalize design, creating a bid package for construction and providing bidding and construction administration services as follows:

Design of a new 911 Call Center in Billings, Montana. The site is located on the corner of N. 24th Street and 9th Ave N. The existing structures on the new site are being demolished under a separate contract (not in CTA's scope of work). The new site will include secure parking and a secure courtyard. The interior of the building will include a Dispatch Room, Offices, Conference & Training Rooms, Kitchen, Dormitory, Exercise Room, Locker Rooms, Storage Rooms, Restrooms, UPS Room, Mechanical/Electrical/Data Rooms, Public Media Areas, and other misc. spaces that are deemed necessary.

Schedule and conduct a kick-off meeting with the City. A brief programming exercise will be conducted to review the desired spaces, approximate square footage for each space and adjacency of each space. At that time, the project goals and objectives will be established between the City and design team. A 30% submittal will be submitted to the Owner for review and comment at the end of the Schematic Design phase. Design Development and Construction Documents will be created and shared upon request at key milestones (30%, 50%, 90%). CTA will conduct internal QA/QC reviews of the drawings and specifications. Construction Documents, including Specifications, will be created for bidding purposes. The design team will coordinate with any applicable permitting agencies and/or utility companies, submit all associated permit applications, and assist with obtaining such permits. The City will pay all plan

review and permit fees. Cost Estimates will be updated at regular intervals. Design Schedule will be updated when necessary.

Obtain and/or provide any geotechnical investigation/report that may be needed to fulfill design and permitting requirements.

CTA will assist the City in obtaining approval for Land Use Contrary to Zoning. This will include submitting the request application to the City Planning Department, producing a conceptual site and building plan, and attending one (1) public meeting to present the project and conceptual plan.

Basic Services include Architectural Design, Structural Design, Electrical Design, Plumbing Design and Mechanical design.

Basic services listed above will include project management, code reviews, plan/elevation/sections, key details, all necessary infrastructure layouts, and calculations.

Additional Services include Civil Design, Site Survey, Landscape Design, Fire Sprinkler Design, Interior Design, AV/Communications/Security Design, Commissioning, Acoustics Design, Record Drawings, and Coordination of Mock-ups for new Workstation/Equipment (labor only). Reimbursables will be billed as used.

Civil design includes the creation of the site and utility plans, developing storm water resolution, parking, and necessary details for paving sections.

Site Survey will include a site visit to document the existing topography and utility conditions and the creation of a CADD plan. The team will coordinate with the City and utility companies. Prior to construction, the property lines will be staked.

Landscape design will be limited to the minimal areas around the building, including possible raised planters and the secure courtyard.

Fire Sprinkler design will be included throughout the building with a pre-action system in the dispatch room and UPS/Electrical room.

Interior design will be included throughout the building for the selection of finishes for the various spaces.

AV/Communications/Security design will include the enhanced redundancy systems for Electrical, Mechanical and Structural, plus the access controls and cameras throughout the building and site.

Commissioning will include the review of the systems drawings throughout the design process by parties separate from the design team. The systems will then be reviewed and checked in detail after installation to ensure the infrastructure is running at optimal efficiency.

Acoustics design will be conducted by Big Sky Acoustics. Areas of review will include the dispatch room for sound mitigation.

Record drawings will consist of (2) electronic versions (PDF and CADD format on flashdrives); (1) full size set of drawings; (2) half-size sets of drawings.

Coordination of Mock-ups for new Workstations/Equipment will include the labor necessary to coordinate all interested vendors and subcontractors to arrange for systems deliveries/setups for the users to test.

CTA will assist with Bidding and Negotiations, including preparing an Invitation to Bid, distributing bidding documents to potential bidders, conducting a pre-bid meeting, issuing addendums, maintaining a plan holder's list, reviewing bid proposals, making recommendation of successful bidder and issuing Notice of Award. Additional sets of Construction Documents and Addendums will be issued to the successful bidder.

Construction Administration services will include a pre-construction meeting; preparing (5) sets of Construction Contract Documents to be executed; regular site meetings with the contractor/owner (bi-weekly or as needed); coordination with the contractor to interpret plans and specifications; submittal reviews (max 2x per submittal); reviewing and issuing Proposal Requests, ASI's, and responding to RFI's; reviewing and recommending payment applications; preparing Change Orders; and having members of the design team on site to observe and evaluate the construction at intervals that are appropriate to the stage of construction. CTA is not responsible for any form of means or methods of construction as conducted by the contractor. At the end of construction, a substantial completion walk-thru will be conducted, punch list will be created, and the Certificate of Substantial Completion will be issued. A final completion walk-thru will be conducted. CTA will review the O&M manuals as submitted by the General Contractor and present to the City. CTA will assist the City with any warranty issues that may arise. An 11-month walk-thru will be conducted and items noted to the contractor.