

EXHIBIT “A”

SCOPE OF SERVICE Collin County Outer Loop Access Road Construction Services East of SH 289 to FM 2478

SCOPE OF SERVICES AND RESPONSIBILITIES OF OWNER

Purpose

The Scope of Work to be performed by the Jacobs Engineering Group, Inc., here and after referred to as ENGINEER, under this contract will consist Pre-Bid Phase Services and Construction Inspection to the Collin County Outer Loop Access Road from SH 289 to FM 2478 (the Project) for Collin County, here and after referred to as the OWNER.

BASIC SERVICES:

A. Pre-Construction Phase Services

- a. Engineer shall attend pre-construction meeting.
- b. Engineer shall provide responses to CONTRACTOR request for information (RFI).

B. Utility Coordination

- a. Assist OWNER in coordination of utility adjustments as needed and attend meeting as required.
- b. Update project record drawings to reflect positions of relocated utilities and keep construction CONTRACTOR apprised of same.
- c. Provide field survey control and right-of-way staking as necessary to coordinate utility relocations.
- d. Provide field survey of relocated underground utilities as necessary for construction clearance verification.

Deliverables

- Attend City of Celina Quarterly Utility Meeting (2 Meeting)
- Weekly email coordination with utility update matrix for the first 6 months of the project.

C. Stakeholder Coordination

- a. Coordinate between CONTRACTOR and TxDOT for all work on or near SH 289 and FM 2478 intersections.
- b. Coordination between CONTRACTOR and the City of Celina for any nearby development constructions.

Deliverables:

- Create meeting agenda
- Keep record of meeting minutes

D. Construction Inspection

- a. Inspection shall be performed for the following items:
 1. Full time inspection of structural concrete operation and bridge component installation based on an approximate placement rate of not less than 22 cubic yards per hour.
 2. Part time inspection of structural concrete operations and bridge component installation in an as needed basis during high activity period.
 3. Full time inspection of slip-form concrete paving operation based on approximate placement rate of not less than 720 square yard per day.
 4. Part time Record Keeper as needed to maintain records and for project delivery.
 5. Part field engineer for RFI's, shop drawing, correspondence and chance order.
 6. Verification surveys

- b. Full time inspection of general construction activities consisting of one qualified inspector at an approximate rate of 40 hours per week with no less than 5 site visits per week for the following items:
 1. Storm Water Pollution Prevention Plan (SW3P)
 2. Traffic control plans and devices.
 - a. Verify all traffic control devices are in place before shifting traffic to temporary or proposed pavement.
 - b. Verify closer of lane are in accordance with plans and any additional coordination that may be needed for intersections tie ins.
 3. Coordination with Prime Contractor and Subs in the field discussing daily events and operation.
 4. Preparing right of way (ROW), clearing and grubbing, removing concrete, and other items
 5. Excavation, Embankment, Borrow and Flex Base
 6. Basic Reinforced Concrete Inspection
 7. Drainage Systems and Pre-cast Items, Earthwork for Structures
 8. Miscellaneous Concrete Structures (Sidewalks, Driveways, Curb, Medians, Islands)
 9. Surface Treatments, Hot-Mix Asphalt Pavements
 10. Foundations (Drilled Shafts), Substructures (Columns, Caps, Footings, Culverts)
 11. Superstructures (Deck, Setting and Grading Beams, Girders and Rails)
 12. Concrete Pavements, Cleaning and Sealing Joints and Cracks
 13. Traffic Signals and Illumination

- c. Provide monthly summary reports of construction activities to the OWNER. Reports shall contain:
 1. Review work schedule, plan changes, construction issues, traffic changes, and weather effect and other non-excusable impacts on the schedule. Assist in schedule disputes and claims.
 2. Verify weekly quantities for each item of work performed and tabulate into a monthly pay estimate to OWNER for execution of payment.

- d. Final Acceptance

1. Prepare and maintain a punch list
2. Perform Final Inspection
3. Verify Cleanup
4. Verify Removal of Traffic Control Devices
5. Verify Final Quantities
6. Document as-built conditions that may be based on oral conversations and visual inspections.

Deliverables:

- Conduct/Attend Pre-Activity meetings
- Drill Shaft and or Piling logs (required on all bridges)
- Depth and steel clearance checks for bridge
- Project Progress Meeting Minutes
- SW3P Working Plan Set
- Weekly SW3P Inspection Reports
- Barricade Inspection Reports

E. Construction Administration

- a. Perform regular review of project records including inspection reports, geotechnical testing reports and CONTRACTOR records drawing for conformance with the project plans and specifications.
- b. Review and approve shop drawings for conformance with the project plans and specifications.
- c. Evaluate and provide recommendations to the OWNER for proposed CONTRACTOR substitutions, value engineering proposal, CONTRACTOR request for information, corrective measures and earthwork quantity verification.
- d. Attend monthly construction coordination meeting and monitor construction schedule progress.
- e. Review and recommend monthly construction pay requests.
- f. Assist OWNER in the preparation of change orders and associated plan modifications. Engineer to provide the estimate of cost of the change order and all supporting documentation to the OWNER. The Engineer will also assist with the negotiations if the OWNER desires.
- g. Review and provide recommendations for the OWNER response to requests from municipalities, adjacent property owners and utility companies as it relates to coordination with project improvements.
- h. Prepare project record drawings from CONTRACTOR provided data and field observations.

ENGINEER Deliverables:

1. Prepare monthly written progress reports and invoices for project
2. Meet on a schedule basic with the OWNER to review the project process.
3. Prepare, distribute, and file both written and electronic correspondence
4. Review Contractors invoice
5. Prepare final Records.

F. Scope Clarification

- a. ENGINEER will endeavor to protect the OWNER in providing these services however, it is understood that ENGINEER does not guarantee the CONTRACTOR'S performance, nor is ENGINEER responsible for supervision of the CONTRACTOR'S operation or employees. ENGINEER shall not be responsible for means, methods, techniques, sequences, or procedures of construction selected by the CONTRACTOR(S) or any Subcontractor. ENGINEER shall not be responsible for acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.
- b. A Project Representative will be mobilized as soon as the Notice to Proceed is issued to the CONTRACTOR and will be committed to the Project through substantial completion or a period of 500 calendar days, whichever comes first. The Project Representative will observe the progress of the work, monitor compliance with the schedules and requirements of the contract with the schedules and requirements of the contract documents and help resolve any conflicts needing attention. The limitations of authority of the Project Representative are as listed below and except upon written instructions of Engineer, Project Representative.
- c. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
- d. Shall not undertake any of the responsibilities of CONTRACTOR, subcontractors, or CONTRACTOR'S superintendent or accelerate the work.
- e. Shall not advise on or issue directions relative to any aspect of means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
- f. Shall not advise or issue directions as to safety precautions and programs in connection with work.
- g. Shall not authorize acceptance of the Project in whole or in part.
- h. Shall not participate in specialized fields, record laboratory tests or material sampling.

OWNER agrees to the following conditions:

Provide and maintain performance of a licensed Geotechnical Engineer for the purpose of conducting all soil material inspection, soil material inspection, soil material sampling and field/laboratory testing in accordance with the project plans and specifications.