## Attachment 1

# Unit Well #15 PFAS Facility Construction Administration – Scope of Services

A. General Responsibilities:

AECOM's project team shall provide all necessary personnel and resources to assist the Water Utility in administering construction of the Unit Well #15 project. AECOM will be responsible for providing effective oversight of construction operations, construction engineering services, and related administrative services required to successfully complete construction and startup commissioning of the facility as a representative of the Madison Water Utility (MWU) project team. Therefore,

AECOM will conduct regularly scheduled meetings to maintain communication between MWU and AECOM and keep the team operating smoothly. AECOM anticipates both the project manager and contractor administrator will attend the biweekly meetings. The biweekly meeting should occur the opposite week of the biweekly project progress meeting held by the contractor.

AECOM will maintain open communications with MWU and the SDWL engineer regarding contract changes that may impact cost. AECOM will review requested change orders for generalized cost expectations based on other projects compared to the cost request.

AECOM may provide recommendations for construction access, staging, and sequencing. However, the contractor is solely responsible for all construction means, methods, techniques, sequences, procedures, and safety precautions or programs, and for supervising, coordinating, and performing all the work.

AECOM will not provide guarantees, survey services, testing services, utility location services, public information services, record drawing creation or other services not listed in the proposal response. Although these functions remain the responsibility of MWU or its contractor, AECOM will assist MWU to ensure conformance with project objectives, design and specifications, and compliance with construction quality and completeness.

AECOM will not assume any responsibility for the contractor's performance. Instead, AECOM will communicate any concerns to MWU regarding compliance with the design and specifications, construction quality, or construction completeness.

B. Scope of Work:

1. Project administration and documentation to include but not necessarily be limited to:

a. Bid support

AECOM will track the bidders list and contact contractors directly to notify them on the bid package release to provide the best opportunity for MWU to receive multiple suitable bids.

AECOM is anticipating the following support for the bidding process:

i. Update the bid form to include major equipment items for IX and GAC tank selection.

ii. Update the bidding document to provide clear direction on the movement of the air stripping equipment to an alternative MWU location.

iii. Work with MWU to confirm that requirements for the Safe Drinking Water Loan program are incorporated into the bidding document and advertisement including disadvantage business inclusion, Buy American Build American Act compliance, Davis Bacon Wage Rates, and contractor ownership forms.

iv. Coordinate and attend a pre-bid meeting at the project site.

v. Respond to bidder questions.

vi. Issue addenda as appropriate including the pre-bid meeting minutes and any modifications to the contract that are required.

vii. Review bids received.

viii. Provide a bid recommendation letter with details on the proposed GAC and IX tank selection.

ix. Send the selected GAC and IX tank information to DNR as per the DNR request.

b. Shop drawings

Shop drawing reviews will include architectural, structural, process, HVAC, plumbing, electrical, instrumentation and controls, and civil and will be performed by the AECOM designers who completed the design documents.

AECOM's contract administrator will manage shop drawing submittals to maintain schedule and communication.

AECOM will provide shop drawings for MWU review and include that review in the processing time plan.

If the contractor submittals routinely require more than 2 rounds of review, it is typical to pass along the added expense for reviews to the contractor. AECOM and MWU will work together within the contract to protect both parties from excessive review iterations.

c. Schedule compliance

AECOM will manage schedule submittals from the contractor and provide feedback on meeting the schedule requirements. Contractor is required to provide regular updates.

AECOM will provide timely shop drawing reviews and RFI responses to allow the contractor to maintain their schedule.

AECOM will work with the contractor when unexpected product delays occur to evaluate alternatives or work schedule modifications.

d. Contract compliance

AECOM's construction administrator will track contractual documents such as Notice to Proceed, training forms, and bonds. Inspectors will track work. If work is found to not meet the contract, the Contractor and MWU will be notified and payment not approved until such time as the work matches the contract.

e. Regular construction meetings

AECOM will coordinate and attend the pre-construction meeting at the project site. AECOM staff in attendance will include the PM, construction administrator, and lead inspector.

The contractor will remain responsible for regular process meeting coordination. AECOM anticipates 30 routine virtual meetings every other week with the contractor. AECOM will have at least two staff at each meeting, typically the project manager and construction administrator. When the contractor begins site work, AECOM's inspection engineer will also attend the progress meetings virtually or in person.

AECOM will meet with MWU on opposite weeks as noted above.

f. Request for information

AECOM has used multiple communication methods to track and reply to RFIs. AECOM will keep MWU in the team discussion on all RFIs and RFI responses.

AECOM's projected hours is based on 5 formal RFIs, which is similar to other contracts. Typically, RFIs above that amount are requests for material changes that do not yield benefit to MWU. If the RFIs exceed the quantity listed for contactor benefit, AECOM will work with MWU and the contractor to reallocate RFI review costs.

g. Request for change

Change requests will be tracked as field orders. When the costs do not require changes to the contract price or schedule, the order will be logged and the drawings or specifications marked to indicate the change.

h. Change Orders

AECOM will issue change orders based on documentation received from the contractor and provide the change order to MWU for review and processing. Cost modifications will be reviewed by AECOM discipline designers to confirm price is reasonable for work required.

i. Monthly pay requests

AECOM will review the initial cost breakdown submittal and provide response to confirm adequate cost breakdown is provided to facilitate pay request reviews.

AECOM will review monthly pay requests which will include confirmation on lien waivers, BABA documentation, and wage rate payment documentation.

Contractor is required to provide progress photos and the site inspector will also provide progress information to allow contract administrator to make a preliminary determination on the pay requested.

MWU will be provided the pay request with AECOM recommendation for review and processing.

j. Operation and maintenance manuals

AECOM will review and process O&M manuals and warranty information similar to shop drawings to maintain coordination between AECOM, MWU, and the contractor. A separate overall O&M manual will not be created by AECOM as part of this scope but can be added during negotiations at MWU's request

k. Test results

Test results will be reviewed by AECOM designers and documents retained. Testing is anticipated for concrete, pavement, and water quality. AECOM is not providing testing within this scope.

l. Final inspection and punch list

AECOM will prepare a punch list for contractor's use in completing the project. The contractor will also develop and use its own punch list.

A final inspection will be completed with MWU, contractor, and AECOM. AECOM is assuming 3 staff at the final inspection. AECOM will track the punch list closeout and issue substantial complete and final completion documentation.

m. Contract Closeout

Contract closeout includes both the construction and funding contract closeout needs.

Construction closeout will include a final cost review, lien waivers documented, and a project summary for MWU use.

Safe Drinking Water Loan requirements will include final cost, project completeness determination, BABA forms, weekly wage rate documentation, and meetings with the SDWL engineer. Management and forwarding these forms is included in AECOM's proposal.

n. Training

AECOM will manage training forms and documentation for all training required within the contract. AECOM will be present for the GAC and IX equipment training to witness the training and provide additional insight and depth to the MWU team.

o. Startup and commissioning

AECOM will invite DNR and SDWL engineer to be part of the startup and inspection process.

AECOM will attend startup and commissioning and confirm documentation is maintained of field settings and startup findings.

Startup is assumed to be two periods of two days each (total 4 days).

p. Other tasks normal to facility construction administration

2. Construction inspection services are to include but not necessarily be limited to:

Any on-site services (including, but not limited to, site inspections or observations) shall be for the sole and limited purpose of checking for general conformance with the design intent of the final plans and specifications. AECOM shall not, through any on-site services or submittal reviews, become a guarantor of contractor's performance.

At the pre-construction conference, the existing facility condition will be documented by video.

AECOM will provide a structural engineer for inspection of key wall formation and pre-cast ceiling panel forms and installation. The structural engineer will be familiar with the design of the project and also be reviewer of the structural testing submittals such as concrete. AECOM anticipated 4 inspection visits for the reservoir and 2 inspection visits for the pre-cast ceiling panels.

The HVAC designer will provide 2 inspection visits and document HVAC and plumbing improvements in detail. These visits will also document general construction.

The AECOM process engineer will complete 2 inspections separate from other meetings to review the GAC and IX tanks interior prior to acceptance and to review media loading.

The AECOM resident inspector will complete inspections such that at least one AECOM inspection occurs per week of active construction (assuming 14 visits). Coordination between AECOM and the contractor to avoid burying work prior to inspection will be made such that AECOM inspector will be able to review and photograph all work prior to cover.

Each time the inspector/engineer is on site, AECOM will provide site report that includes photos, list of crew and equipment on site, and a verbal summary of recent work.

AECOM will provide the resident inspector and/or project manager to witness and document startup and testing as appropriate.

AECOM's structural designer will be one of the site inspectors during key construction periods due to the nature of the reservoir replacement and ceiling replacement.

AECOM's process designer and PFAS specialists will be a part of the startup process and shop drawing review process to address potential startup concerns and review the GAC and IX vessels and media.