**EXHIBIT “1”**

**PROJECT AGREEMENT**

**PROJECT DESCRIPTION**

**EXHIBIT "2"**

**TO**

**PROJECT AGREEMENT**

**S C O P E O F S E R V I C E S**

[Delete Section description if not applicable]

1. **DESIGN SERVICES**

Unless otherwise agreed in writing, the CONSULTANT shall perform the following design services in connection with the Project and is fully responsible to produce a design that will result in an end product that functions as intended (insert statement describing the intent of the project and how it integrates seamlessly with existing systems). The CONSULTANT shall provide sound and cost effective engineering design that is in full compliance with the SERVICE AUTHORITY’s Utility Standards Manual (USM) and all applicable local, state and federal: codes, ordinances, regulations, and requirements in effect at the time of design, taking into consideration guidance provided by technical water and waste water industry organizations. The CONSULTANT shall identify and explore with the SERVICE AUTHORITY for approval, the need to secure regulatory variances or exceptions and provide the necessary written justification, prior to seeking such variances/exceptions. To the extent that the Project is constructed as designed and specified by the CONSULTANT, the CONSULTANT is fully responsible should the Project not function as intended (insert statement describing the intent of the project and how it integrates seamlessly with existing systems).

1. **Preliminary Design (Also referred to as 30% Design):** The CONSULTANT shall initiate the Preliminary Design phase based on the Preliminary Design Budget that was developed in the Study/PER phase and the project program elements that define the project performance requirements. After reviewing with the SERVICE AUTHORITY the written report required hereinabove and any adjustments to the design, project budget or schedule authorized by the SERVICE AUTHORITY, the CONSULTANT shall prepare and submit to the SERVICE AUTHORITY a Preliminary Design for the Project. The CONSULTANT shall document all design decisions made during the Preliminary Design phase and submit this documentation as part of the Preliminary Design deliverable.
	1. The Preliminary Design shall address all of the requirements of the Project, shall include drawings and other documents to fix and describe the size and character of the Project as to civil, architectural, structural, mechanical and electrical systems, landscape architecture and irrigation design, materials and such other elements as may be appropriate. The Preliminary Design shall include, but is not limited to, the following:
		1. The Preliminary Design shall consist of drawings which illustrate each of the basic components of the Project including the size, scale, location, dimensions, layout, and character of each structure and/or facility;
		2. For potable water related projects, the CONSULTANT shall review and identify water quality, flow and pressure, fire flow performance and how to mitigate regulatory and SERVICE AUTHORITY requirements for these constraints;
		3. A site survey accurately depicting all relevant topography features, existing structures, and utilities, both horizontally and vertically. Said survey shall confirm benchmarks and spot elevations on selected structures;
		4. A written description of all permitting and code requirements for the Project;
		5. Preliminary drawings which illustrate all site development requirements including paving, grading, drainage, and utilities.
		6. A written description, including preliminary drawings where appropriate, of any and all architectural, electrical, mechanical, piping and structural systems of the Project. This description and these drawings shall illustrate all proposed concepts and layouts for buildings, structures, tanks, supports, and foundations;
		7. Detailed design calculations for all chemical and process systems including an identification of all mechanical and electrical components relating to same;
		8. If applicable, hydraulic calculations for all pumping systems and schematic piping diagrams for all hydraulic systems;
		9. Preliminary process and instrumentation diagrams illustrating all process locations as well as the functions of all mechanical and electrical components of the Project;
		10. A written description of the materials and equipment incorporated into the Project and the location of same. The CONSULTANT shall first consult with the Authority’s Utility Standards Manual (USM) and the SERVICE AUTHORITY concerning equipment and material components and shall give preference to materials and equipment recommended by the SERVICE AUTHORITY. The CONSULTANT shall submit to the SERVICE AUTHORITY a list of any and all proposed sole source or SERVICE AUTHORITY furnished equipment. The CONSULTANT shall not use or designate sole source or SERVICE AUTHORITY furnished equipment and/or materials in the project without the expressed written permission of the SERVICE AUTHORITY for each item, material or piece of equipment;
		11. A preliminary construction schedule identifying critical lead times and construction constraints, including sequencing of construction activities to meet SERVICE AUTHORITY operational requirements;
		12. An estimate of the cost of constructing the Project in accordance with the Preliminary Design (subdivided into separate estimates for the major process divisions if appropriate), in the format provided by the SERVICE AUTHORITY;
		13. Any other documents or things required to illustrate, describe or depict the Preliminary Design and the conformity of same with the requirements of the Project;
		14. The CONSULTANT shall identify easement and property rights requirements from private property owners based on the recommended routes and alignments. The CONSULTANT shall develop draft easement plats based on the selected Preliminary Design. The CONSULTANT shall utilize the plats to contact private property owners to determine willingness to grant required easements and property rights and advise the SERVICE AUTHORITY so that changes to the alignment and route are made during the Preliminary Design. Once the Preliminary Design plans are reviewed and approved by the SERVICE AUTHORITY, the CONSULTANT shall continue negotiations for the SERVICE AUTHORITY to purchase the required easements prior to initiation of 60% design plans.
		15. As the Preliminary Design is finalized the CONSULTANT shall initiate the preparation of a comprehensive and accurate geotechnical report by a qualified geotechnical sub-consultant which shall include test borings, analysis, and studies depicting all geotechnical data and recommendations necessary for the design and construction of the Project;
		16. The CONSULTANT shall create and update a Risk Register including identification of the risk in the Risk Register and mitigation measures with responsibility assigned. The CONSULTANT shall conduct a review and assessment of the impact of the design and construction of the improvements to existing operating systems including any potential spare/replacement components, and including incorporating this risk into the Risk Register.
	2. The CONSULTANT shall prepare and submit to the SERVICE AUTHORITY five (5) copies of the 30% design development package such that it defines the design and communicates the design intent to the SERVICE AUTHORITY and outside agencies.
		1. The 30% submittal shall include a construction cost estimate. At the conclusion of the 30% design and submission of the CONSULTANT’s cost estimate, the SERVICE AUTHORITY shall set the Design Budget as the total Construction Budget excluding  contingencies for this project. Once the Design Budget is set in writing by the SERVICE AUTHORITY, the CONSULTANT shall complete the detailed design as further outlined in accordance with the Design Budget based on the approved design program that established project performance requirements.
	3. The CONSULTANT shall attend meetings with the SERVICE AUTHORITY at a minimum, at the following stages:
		1. Kickoff Meeting.
		2. Comment review meeting with representatives of the SERVICE AUTHORITY. The CONSULTANT shall receive any comments, suggestions, questions, or other communications from the SERVICE AUTHORITY concerning the Preliminary Design.
2. **Design for Bidding as a Publicly Procured Project:**  Upon written authorization by the SERVICE AUTHORITY, and after reviewing with the SERVICE AUTHORITY the Preliminary Design required hereinabove, and after incorporating any changes or alterations authorized or directed by the SERVICE AUTHORITY with respect to said Preliminary Design or with respect to the requirements of the Project, and in no event later than 3 days after written authorization, the CONSULTANT shall prepare and submit to the SERVICE AUTHORITY 60%, 90%, 100% and “BID ISSUE DOCUMENTS” for Construction in accordance with the project schedule and deliverables. The Design for Construction shall include drawings, plans and specifications (the "Construction Documents") which describe with specificity all elements, details, components, materials, and other information necessary for construction of a complete and usable Project. The CONSULTANT shall ensure the Construction Documents are accurate, coordinated and adequate for construction and are in conformity and comply with all applicable law, codes and regulations. The CONSULTANT shall ensure products, equipment and material specified for use are readily available unless written authorization to the contrary is given by the SERVICE AUTHORITY.

The CONSULTANT shall meet with representatives of the SERVICE AUTHORITY and shall receive any comments, suggestions, questions, or other communications from the SERVICE AUTHORITY concerning the 60%, 90% and 100% Design. The CONSULTANT shall address and resolve all comments provided by the SERVICE AUTHORITY until approved by the SERVICE AUTHORITY and the next design phase is authorized to proceed.

The CONSULTANT shall document all design decisions made during the different milestone Design phases listed above and shall submit this documentation as part of the deliverable of every Design Phase listed above.

* 1. The Design for Construction shall specifically include, but is not limited to, the following:
		1. 60% Design Phase:
			1. Design Development: This phase is initiated after approval of the preliminary design indicating that the following elements are the basis of design and no design concept changes are to occur. The CONSULTANT shall address and resolve all comments provided by the SERVICE AUTHORITY on the Preliminary design documents. The 60% design advances to provide sufficient design detail to convey design intent to the SERVICE AUTHORITY:
				1. Site Plan
				2. Process Flow Diagrams/ P&ID
				3. Building Footprint and locations
				4. Ancillary Equipment Selection
				5. Major Pipe Sizing and Routing
				6. Electrical One-line Diagrams
				7. Preliminary listing of Permits required for the Project
				8. Risk Register
			2. Goals: The design development plans are advanced to cover:
				1. PI&Ds and process piping 90% complete
				2. Finalize mass and energy balances and hydraulics
				3. Finalize major equipment/building layouts and elevations
				4. Identify routing of ductwork
				5. Finalize site and utility sizing and layouts.
				6. Finalize Equipment Data Sheets
				7. Develop electrical one-lines and size equipment
				8. Prepare first draft of specifications; process specifications are completed based on Authority format
				9. Conduct operability and construction reviews
				10. Initiate coordination with key vendors
				11. Update cost estimate
				12. Update Risk Register
				13. Develop 3-D models if included in scope of services
				14. Prepare for review and approval permit applications for state and federal review agencies
			3. Deliverables:
				1. The CONSULTANT shall prepare and submit to the SERVICE AUTHORITY five (5) copies of the 60% design development package such that it completely defines the design and communicates the design intent to the SERVICE AUTHORITY and outside agencies. The package shall include a complete drawing list and specification index, major technical specifications index, major technical specification sections, progress drawings other than details.
				2. The CONSULTANT shall submit the 60% design documents to the appropriate state and/or federal regulatory and government agencies for review and approval prior to bid for permits and/or approvals to proceed with construction. This effort is in conjunction with Paragraph 1.4 Permit Documents of this exhibit.
				3. The CONSULTANT shall submit to the SERVICE AUTHORITY an updated Risk Register including identification of the risk in the Risk Register and mitigation measures with responsibility assigned. The CONSULTANT shall conduct a review and assessment of the impact of the design and construction of the improvements to existing operating systems including any potential spare/replacement components, and including incorporating this risk into the Risk Register.
			4. The CONSULTANT shall attend meetings with the SERVICE AUTHORITY at a minimum, at the following stages:
				1. Submission and Presentation of the 60% design documents.
				2. Comment review meeting with representatives of the SERVICE AUTHORITY. The CONSULTANT shall receive any comments, suggestions, questions, or other communications from the SERVICE AUTHORITY concerning the 60% Design.
			5. The CONSULTANT shall submit to the SERVICE AUTHORITY a cost estimate at the conclusion of the 60% design phase as required by this Task Order. At the conclusion of the 60% design and submission of the CONSULTANT’s cost estimate, the SERVICE AUTHORITY shall set the Design Budget as the total Construction Budget excluding contingencies for this project. Once the Design Budget is set in writing by the SERVICE AUTHORITY, the CONSULTANT shall complete the detailed design as further outlined in accordance with the Design Budget based on the approved design program that established project performance requirements.
		2. 90% Design Phase
			1. Construction Documents: This phase is initiated after approval of the 60% plans. The 90% design produces advanced construction documents suitable to solicit bids as a publicly procured project. The CONSULTANT shall address and resolve all comments provided by the SERVICE AUTHORITY on the 60% design documents.
			2. Goals: The construction documents are advanced to cover:
				1. Documentation of design decisions made in design development
				2. Prepare 90% construction drawings
				3. Prepare 90% technical specifications
				4. Prepare 90% easement plats
				5. Update cost estimate
				6. Prepare for review and approval permit applications for local review agencies
				7. Present final evaluation of potential impacts
				8. Risk Register
			3. Deliverables:
				1. The CONSULTANT shall prepare and submit to the SERVICE AUTHORITY five (5) copies of the 90% design details and technical specifications. The CONSULTANT shall confirm that the design meets the requirements with key vendors. The CONSULTANT conducts a formal design-wide coordination review and check prior to submitting to the SERIVCE AUTHORITY for review. The CONSULTANT shall conduct a final constructability review. The CONSULTANT shall update the construction cost estimate and provide final documentation for review by the SERVICE AUTHORITY.

* + - * 1. The CONSULTANT shall submit 90% design documents to the appropriate Local regulatory and government agencies for review and approval prior to bid for permits and/or approvals to proceed with construction. This effort is in conjunction with Paragraph 1.4 Permit Documents of this exhibit.
				2. The CONSULTANT shall submit to the SERVICE AUTHORITY an updated Risk Register including identification of the risk in the Risk Register and mitigation measures with responsibility assigned. The CONSULTANT shall conduct a review and assessment of the impact of the design and construction of the improvements to existing operating systems including any potential spare/replacement components, and including incorporating this risk into the Risk Register
			1. The CONSULTANT shall attend meetings with the SERVICE AUTHORITY at a minimum, at the following stages:
				1. Submission and Presentation of the 90% design documents.
1. Comment review meeting with representatives of the SERVICE AUTHORITY. The CONSULTANT shall receive any comments, suggestions, questions, or other communications from the SERVICE AUTHORITY concerning the 90% Design.
2. The CONSULTANT shall meet with the SERVICE AUTHORITY to ensure operations constraints and concerns have been mitigated.
3. The CONSULTANT shall meet with the SERVICE AUTHORITY to present the Risk Register including identification of the risk in the Risk Register and mitigation measures with responsibility assigned.
	* 1. 100% Design Phase
			1. Construction Documents: This phase is initiated after approval of the 90% plans. The 100% design advances to produce construction documents suitable for bidding as a publicly procured project. The CONSULTANT shall address and resolve all comments provided by the SERVICE AUTHORITY on the 90% design documents.
			2. Goals: Documentation of design changes made in design development
				1. Submit 100% Construction Plans
				2. Submit 100% Project Manual
			3. Deliverables:
				1. The CONSULTANT shall prepare and submit to the SERVICE AUTHORITY five (5) copies of the 100% design construction documents package such that it completes final design details and finalizes technical specifications. The CONSULTANT shall confirm that the design meets the requirements with key vendors. The CONSULTANT conducts a formal design-wide coordination review and check prior to submitting to the SERIVCE AUTHORITY for review. The CONSULTANT shall conduct a final operability and constructability review.
				2. The CONSULTANT shall submit 100 % design documents to the appropriate regulatory and government agencies for final review and approval prior to bid for permits and/or approvals to proceed with construction. This effort is in conjunction with Paragraph 1.4 Permit Documents of this exhibit.
				3. The CONSULTANT shall submit to the SERVICE AUTHORITY an updated Risk Register including identification of the risk in the Risk Register and mitigation measures with responsibility assigned. The CONSULTANT shall conduct a review and assessment of the impact of the design and construction of the improvements to existing operating systems including any potential spare/replacement components, and including incorporating this risk into the Risk Register
			4. The CONSULTANT shall attend meetings with the SERVICE AUTHORITY at a minimum, at the following stages:
				1. Submission and Presentation of the 100% design documents.
				2. Comment review meeting with representatives of the SERVICE AUTHORITY. The CONSULTANT shall receive any comments, suggestions, questions, or other communications from the SERVICE AUTHORITY concerning the 100% Design.
				3. The CONSULTANT shall meet with the SERVICE AUTHORITY to insure operations constraints and concerns have been mitigated.
	1. General Design. General design covers index of drawings, location and vicinity maps, design data, flow diagrams, hydraulic profile, and general conditions. The CONSULTANT shall prepare general drawings and specifications;
	2. Civil Design. Civil Design covers, but is not limited to, the layout of the proposed facilities and associated outside piping, paving, grading and drainage, and other elements to meet Prince William County site plan submission and approval requirements. The CONSULTANT shall prepare contract drawings and specifications for the civil work;
	3. Architectural Design. Architectural Design covers the architectural features of the proposed building. The CONSULTANT shall prepare contract drawings and specifications;
	4. Structural Design. Structural design of the building foundation, building supports, and handrail structures is covered by this task. The CONSULTANT shall prepare contract drawings and specifications for the structural work;
	5. Mechanical Design. Mechanical design consists of the selection, design, and layout of new pumping equipment and piping. Mechanical design also covers cathodic protection systems and external protective coatings for buried and submerged metallic pipelines. The CONSULTANT shall prepare contract drawings and specifications for the mechanical work;
	6. Electrical Design. Electrical design consists of the analysis of power utility service, variable speed drive analysis, determination of power requirements, preparation of lightning and circuit diagrams, and design of electric motors and switchgear. The CONSULTANT shall prepare contract drawings and specifications for the electrical work;
	7. Instrumentation and Control Design. Instrumentation and control design consists of development of specific control systems for the systems specified for the project and development of final process and instrumentation diagrams (P&ID's shall show layouts of all project systems and the relationships of systems and subsystems to one another.) The diagrams serve as process summaries, design control, construction and operation aids. Control panels are designed for the instrument and display components selected and existing components modified or replaced. The CONSULTANT shall prepare contract drawings and specifications for the instrumentation work.
4. **Estimate of the Total Cost of Construction:** Contemporaneously with the submission of the 90% and 100% Design for Construction documents, the CONSULTANT shall submit to the SERVICE AUTHORITY in writing their updated Estimate of the Cost of Construction, in the format provided by the SERVICE AUTHORITY. SERVICE AUTHORITY initiated or New Regulatory program changes (changes in scope, material selection, project timing, or construction process) after the Design Budget has been set, can result in a written amendment to the set Design Budget.
5. **Permit Documents:** The CONSULTANT shall prepare and submit all necessary permit documents required for the approval of authorities having jurisdiction over the Project, and the CONSULTANT shall coordinate the issuance of all required permits with any authorities having jurisdiction of same. The SERVICE AUTHORITY shall pay all permitting, application and processing fees.
	* 1. The CONSULTANT anticipates coordination with the following agencies:
6. Dominion Energy
7. VDOT - Land Use permit
8. DCR VPDES for Construction Activities
9. Private Utility Owners
10. **Easement Confirmation:** The CONSULTANT shall review all easements during the design process. With the 100% submission the CONSULTANT shall provide:
	1. CONSULTANT’s Certification that the requisite Quality Control review meets the SERVICE AUTHORITY standards and expectations and that all project easement/access requirements are secured.
	2. Exhibit depicting all required easements and property rights vis-à-vis the work elements, including Right of Entry Agreements.
	3. List of required temporary and permanent easements and status. Detail to include: Property, GPIN, Deed Book / Page, Grantor, Grantee, Purpose, Status, Date of Recordation.
	4. List of secured Right of Entry Agreements. Details to include: Property, GPIN, Grantor, Grantee, Purpose, status.
	5. List of required permits and waivers along with the status of each.
11. **Bid Issue Documents**
	1. The CONSULTANT shall submit “Bid Issue Documents” after addressing any final comments from the 100% design document reviews by the SERVICE AUTHORITY and any other regulatory and government agencies having jurisdiction over this project.
		1. Bid Issue Documents: The CONSULTANT shall initiate this phase after the approval of the 100% plans. The design advances to produce construction documents suitable for bidding as a publicly procured project. The CONSULTANT shall address and resolve all comments provided by the SERVICE AUTHORITY on the 100% design documents.
			1. Goals: Documentation of design changes made in design development
				1. Submit Bid Issue Construction Plans
				2. Submit Bid Issue Project Manual
				3. Submit Bid Issue Documents
			2. Deliverables:
				1. The CONSULTANT shall prepare and submit to the SERVICE AUTHORITY the Bid Issue Documents: the CONSULTANT shall label the Project Manual and Plans Cover Sheet as “BID ISSUE DOCUMENTS” and shall incorporate any minor changes (if any) into the plans/specifications, at the request of the SERVICE AUTHORITY after review of the 100% plans such that it completes final design details and finalizes technical specifications.
				2. The CONSULTANT shall submit to the SERVICE AUTHORITY 1 (one) hard copy and 1(one) Word document of the SERVICE AUTHORITY’S standard Invitation for Bids (IFB) document and project manual.
				3. The CONSULTANT shall submit to the SERVICE AUTHORITY 1 (one) hard copy and 1 (one) PDF of the full sized paper copy of the plans.

**SECTION 2. BIDDING SERVICES**

Unless otherwise agreed in writing, the CONSULTANT shall perform the following bidding services in connection with the Project:

1. **Solicitation of Bids:** After approval of the Bid Issue Documents, and by written authorization of the SERVICE AUTHORITY, the CONSULTANT shall prepare bid packages using the SERVICE AUTHORITY’s standard Invitation for Bids (IFB) document, and make them available for distribution or review by all prospective bidders, by the SERVICE AUTHORITY in paper and digital PDF format. CONSULTANT shall coordinate with the SERVICE AUTHORITY Procurement Department in the preparation, processing and performing the necessary revisions, as directed by the Procurement Department, to have the Bid Package ready for issuance. The CONSULTANT shall make 1 copy of complete bid package, in pdf format on a CD with approved disc label, and one (1) full sized paper copy of the plans and bound project manual and provide them to the SERVICE AUTHORITY for prospective bidders. The SERVICE AUTHORITY shall reimburse the CONSULTANT for the actual cost of reproduction of the documents contained within the bid package as a reimbursable item pursuant to the terms of this Task Order. The CONSULTANT shall attend the pre-bid conference and provide the SERVICE AUTHORITY with meeting minutes both written and recorded. The CONSULTANT shall also undertake pre-advertisement contractor solicitations by providing to the SERVICE AUTHORITY an excel spreadsheet with contact information of recommended potential bidders.
2. **Addenda:** The CONSULTANT shall prepare for SERVICE AUTHORITY approval written addenda as appropriate to interpret, clarify or expand the Bidding Documents. The CONSULTANT shall not charge the SERVICE AUTHORITY for amendments and clarifications. The CONSULTANT shall coordinate with the SERVICE AUTHORITY during the bidding process and maintain availability to provide written responses to address bidders’ questions and comments at any time during the bidding process.
3. **Substitution of Materials and Equipment:** The CONSULTANT shall investigate, study and analyze any proposed substitutions of materials or equipment and shall advise the SERVICE AUTHORITY in writing with respect to same.
4. **Evaluation of Contractors and Suppliers:** The CONSULTANT shall assist in the evaluation of all bids received for determination of completeness of the bid with respect to the design intent and compliance with contract documents. The CONSULTANT shall perform the reference checks on the lowest bidder. The CONSULTANT shall provide to the SERVICE AUTHORITY, a written recommendation of award based on the bids received and the reference checks performed. The SERVICE AUTHORITY will perform the background and financial checks on the potential low bidder.
5. **Conformed Construction Documents:** The CONSULTANT shall incorporate any changes to the IFB package as a result of any addenda issued during the bidding process, as directed by the SERVICE AUTHORITY, to create a conformed set of documents as defined herein.  Any document that is modified will receive the term “CONFORMED PLANS” or “CONFORMED PROJECT MANUAL” on the cover and a revised date on each modified page.  Once the project is awarded for construction, the CONSULTANT shall deliver to the SERVICE AUTHORITY at a minimum, the following items (conformed, if applicable): one (1) CD with the design files in AutoCAD format (version 2010, or later), one (1) CD with the conformed plans and specifications in PDF format, and five (5) hard copies of the conformed plans and specifications (23”x36” full sized plans and 3-ring bound project manuals). The CONSULTANT shall seal and have signed by a Professional Engineer licensed to practice in the Commonwealth of Virginia, all documents (conformed, if applicable; including electronic and/or hard copies). The SERVICE AUTHORITY may request additional copies of the plans and specifications. The SERVICE AUTHORITY will reimburse the CONSULTANT for the actual cost of reproduction of the documents as a reimbursable item pursuant to the terms of this Task Order.

**SECTION 3. SPECIAL SERVICES OF THE CONSULTANT**

If authorized in an approved change order by the SERVICE AUTHORITY, the CONSULTANT shall perform the following special services:

1. Preparation of applications and supporting documents (in addition to those required hereinabove) for private or governmental grants, loans or advances in connection with the Project. Preparation or review of environmental assessments and impact statements and the effect of same on the design requirements of the Project. Assistance in obtaining approvals from authorities having jurisdiction over any anticipated environmental impact to the Project;
2. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by the SERVICE AUTHORITY;
3. Services resulting from significant changes in the general scope, extent or character of the Project or its design, including but not limited to, major changes in the size, complexity, financing, or schedule of the Project. Such services include the revision of any previously prepared studies, reports, design documents or Contract Documents when revisions are required as a result of changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond CONSULTANT's reasonable control;
4. Preparation of the staffing plan for operation of the Project;
5. Preparation of renderings or models;
6. Assistance in connection with bid protests, rebidding or renegotiating contracts for construction, materials, equipment or services, so long as same are not the fault or responsibility of the CONSULTANT.
7. Investigation and studies involving, but not limited to, detailed consideration of operations, maintenance and overhead expenses; value engineering during the course of design; preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the project; evaluating processes available for licensing and assisting the SERVICE AUTHORITY in obtaining process licenses; detailed quantity surveys of material, equipment and labor and audits or inventories required in connection with construction performed by the SERVICE AUTHORITY;
8. Providing any type of property surveys or related engineering services needed for the transfer of any interest in real property and field surveys for design purposes and engineering surveys and staking to enable the Contractor to proceed with the Work;
9. Providing any special field surveys potentially required by the SERVICE AUTHORITY
10. Providing services to perform an extraordinary examination or investigation of existing conditions or to make measured drawings, or to verify the accuracy or other information provided by the SERVICE AUTHORITY.
11. Making revisions in drawings, specifications or other documents when such revisions are inconsistent with written direction by the SERVICE AUTHORITY previously given, are required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents and not reasonably anticipated, or are due to other causes not within the control or responsibility of the CONSULTANT, either in whole or in part.
12. Preparing drawings, specifications and supporting data in connection with Change Orders, provided that such Change Orders are issued by the SERVICE AUTHORITY due to causes not within the control or responsibility of the CONSULTANT, either in whole or in part.
13. Providing services concerning repair or replacement of Work damaged by fire or other cause during construction provided that such services are required by causes not the responsibility of the CONSULTANT, either in whole or in part.
14. Providing services made necessary solely by the default of the Contractor or defects or deficiencies in the Work of the Contractor.

**SECTION 4. SERVICE SCHEDULE**

The CONSULTANT shall perform their services expeditiously. The CONSULTANT shall submit to the SERVICE AUTHORITY for approval a schedule for the performance for the CONSULTANT’s services which shall include allowance for time required for the SERVICE AUTHORITY’s review of submissions and for approvals of authorities have jurisdiction over the Project. The SERVICE AUTHORITY shall review and approve or reject any schedules submitted by the CONSULTANT within 10 working days of said submittal. Except for cause, the CONSULTANT shall not exceed the Schedule, once approved by the Service Authority. In the event the SERVICE AUTHORITY rejects any schedules submitted by the CONSULTANT, the CONSULTANT shall submit a revised schedule within two (2) business days of said rejection. Submission of a schedule acceptable to the SERVICE AUTHORITY and to which the SERVICE AUTHORITY makes no objections, shall become a condition precedent for any payment to the CONSULTANT.

**SECTION 5. MISCELLANEOUS SERVICES**

The CONSULTANT shall perform the following special services: (N/A if not applicable)

1. **Monthly Progress Reports**

The CONSULTANT shall coordinate with the SERVICE AUTHORITY as necessary and prepare monthly progress reports for the length of the project. The monthly progress report shall include the required information shown on the form provided by the SERVICE AUTHORITY.

1. **Meetings with the SERVICE AUTHORITY**

When meeting with the SERVICE AUTHORITY, the CONSULTANT shall prepare an agenda, digitally record the meetings, and provide the recordings in a format acceptable to the SERVICE AUTHORITY and written meeting minutes to the SERVICE AUTHORITY within one (1) week following the meeting.

1. **Public Outreach**

The CONSULTANT shall assist the SERVICE AUTHORITY with Community and Public Outreach.

* 1. The CONSULTANT shall complete the following scope of work:
		1. The CONSULTANT shall prepare, at minimum, two (2) site renderings for use in a PowerPoint presentation and mounted on 24” x 36” foam boards;
		2. The CONSULTANT shall assist the SERVICE AUTHORITY with responses to questions and concerns of the Project generated by the affected land owners;
		3. The CONSULTANT shall attend the following meetings:
			+ 1. Up to three (3) preparation meetings with the SERVICE AUTHORITY, and
				2. Up to three (3) informational meetings with affected land owners.
	2. Deliverables:
1. The CONSULTANT shall prepare and submit site renderings for use in the PowerPoint presentation, and
2. The CONSULTANT shall prepare site renderings mounted on 24” x 36” foam board.
3. **Public Facilities Review**

The CONSULTANT shall prepare the Prince William County (PWC) Public Facilities Review (PFR) application and obtain approval for a Formal PFR and Determination with the Planning Office of PWC.

* 1. The CONSULTANT shall complete the following scope of work:
1. The CONSULTANT shall prepare a “PFR Exhibit” and a project description narrative to include with the application;
2. The CONSULTANT shall prepare slides for a PowerPoint presentation;
3. The CONSULTANT shall prepare a site rendering;
4. The CONSULTANT shall present, if required, at the Planning Commission Public Hearing;
5. The CONSULTANT shall post standard notification signs for the Planning Commission hearing in accordance with the requirements of the local jurisdiction. Additionally, the CONSULTANT shall remove the signs within one week following the hearings, as required. CONSULTANT shall monitor the signs twice a week;
	1. The CONSULTANT shall coordinate and attend the following meetings:
6. A kickoff meeting with CONSULTANT and SERVICE AUTHORITY;
7. A Pre-application meeting with PWC and the SERVICE AUTHORITY;
8. A Post-submission conference with PWC and the SERVICE AUTHORITY;
9. A Public Outreach meeting for adjacent owners; and,
10. A public hearing at the PWC Planning Commission.
	1. Deliverables:
11. The CONSULTANT shall prepare and submit a completed PWC application for a PFR to include narrative;
12. The CONSULTANT shall prepare and submit a PFR Exhibit (aka The Plan);
13. The CONSULTANT shall prepare a site rendering using Revit for use in the PowerPoint presentation;
14. The CONSULTANT shall prepare a site rendering mounted on a 24” x 36” foam board;
15. The CONSULTANT shall prepare a PowerPoint presentation for Public Hearing;
16. The CONSULTANT shall submit 25 copies of 11” x 17” plan(s) for PWC submission and 1 copy of 11” x 17” plan(s) for the SERVICE AUTHORITY;
17. The CONSULTANT shall submit 1 reduced size copy of the plan(s) at letter size for PWC submission; and,
18. The CONSULTANT shall submit a PDF of the PWC submission.

**EXHIBIT “3”**

**PROJECT AGREEMENT**

**PROJECT SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task****Number****\*** | **Task Description** | **Task Duration (Weeks)** | **Task Completion****In Weeks Following Notice to Proceed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Monthly Progress Reports | On-Going | On-Going for the duration of the project |
|  | Meeting Minutes and Recordings | On-Going | 1 week after a meeting |
|  |  |  |  |
|  |  |  |  |

\*Task Number should correspond to Exhibit 2 Scope of Service numbers.

 **EXHIBIT “4”**

**PROJECT AGREEMENT**

**PAYMENT SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Number****\*** | **Task Description** | **Percent of****Total Fee** | **Fee** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

\*Task Number should correspond to Exhibit 2 Scope of Service numbers and Exhibit 3 Project Schedule

CONSULTANT shall invoice the SERVICE AUTHORITY monthly on an hourly rate basis with a not to exceed total in accordance with Section 5.2 of the Project Agreement

**EXHIBIT “5”**

**PROJECT AGREEMENT**

**DELIVERABLES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable Number****\*** | **Deliverable** | **Format** | **Deliverable****In Weeks Following Notice to Proceed** | **Deliverable Distribution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Monthly Progress Reports | Hard copy, email | On-going | PWSCA |
|  | Meeting Minutes/Recordings | Hard copy, email,Digital Recording | On-Going, one week after a meeting | PWSCA |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Deliverable Number should correspond to Exhibits 2 thru 4.

**EXHIBIT “6”**

**PROJECT AGREEMENT**

**SUB-CONSULTANTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-Consultants** | **Purpose** | **Fee** | **Fee with Markup** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |