

ATTACHMENT 1

SCOPE OF WORK

CONSTRUCTION CONTRACT DOCUMENTS (APWA Format) and the ENGINEER'S ESTIMATE

(Revised November 6, 2006)

I. GENERAL

- A. This work may consist of the Consultant preparing, under the direction of the Contracts and Standards Section Supervisor (CSSS) or his assignee, the following:
1. The Engineer's Estimate, and;
 2. Contract requirements, and;
 3. Construction specifications, and;
 4. Addenda, and;
 5. Attending team meetings.
- B. The Consultant will be furnished information that is normally available to prepare City contract documents, including electronic contract template files, bid cost history, standard bid item lists, standard amendments to the current City of Seattle Standard Specifications (GSP's), and examples of previous projects.
- C. The Consultant shall submit the work to the CSSS for review when the work is 70% complete, and again when the work is 90% complete, and revise the work as required after each submittal.
- D. During the project's design, advertising, award and construction phases, the Consultant shall be available to respond to and resolve the City's questions related to the Consultant's work.
- E. All material prepared by consultants, including but not limited to hard & electronic copies of technical specifications, logs, reports, analysis, addenda, spreadsheets, field notes, calculations, drawings, and sketches, belong to the City of Seattle. The consultant shall have no claim over the re-use of such material by the City or an agent of the City.

II. CONTRACT DOCUMENTS

A. GENERAL

The Consultant shall prepare specifications for the following for Divisions 0, 1, and 2-9:

1. General Special Provisions GSP's), which amend the current Standard Specifications, and;

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2. Special Provisions (SP's), which are technical specifications specific to the project, and;
3. Project specific information included in Divisions 0, Bid Documents, and Division 1, General Requirements, and;
4. Provide project specific inserts for the Appendix.

The City will provide the Consultant with electronic boilerplate templates for the Table of Contents, Division 0, Divisions 1 through 9 and the Appendix.

The Consultant shall include the appropriate sections of the Table of Contents, determine the appropriate General Special Provisions (GSP's) and write the required Special Provisions (SP's). Documents shall be in **MS Word version 2003**, using Arial 10 point font.

B. CONTRACT REQUIREMENTS

1. ADVERTISEMENT TO BID

The Consultant shall furnish a project location and description of the work with sufficient detail for advertisement in the Journal of Commerce.

2. GENERAL SPECIAL PROVISIONS (GSPs)

GSP's are specification inserts (for Divisions 0 and 1 through 9) which are included in the contract documents to modify the 2005 City of Seattle Standard Specifications. The City will provide the Consultant a GSP checklist that identifies all GSPs, and the full text for each GSP. The Consultant shall select the GSPs appropriate to the improvements and incorporate them into the contract documents. GSP's that are modified with SP's shall have the SP language in bold type have the date removed from the Section title.

3. SPECIAL PROVISIONS (SPs)

Special Provisions are project specific technical specifications written by the Consultant which are necessary to amend or supplement the General Requirements in Division 1, or the work description, material, construction requirements, and the measurement and payment for the bid items in the contract documents. SP's shall be in bold type.

a. General Requirements

The Consultant shall amend or supplement the Division 1 General Requirements to provide project-specific information. The sections most likely to require work by the Consultant may include, but are not limited to: definitions, bidder qualifications, submittal requirements, survey requirements, traffic control, permits and licenses, security requirements for secure/restricted facilities, hazardous waste requirements, work and/or material procurement suspension, and insurance requirements. Standard text for introducing SPs into the contract documents shall be: "Supplement this Section with the following:"; "Amend the second sentence of the third paragraph to read:"; "Delete this Section and replace with the following:", etc.

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b. Work Descriptions, Material, Construction Requirements, Measurement and Payment

The Consultant shall amend or supplement the contract documents to include descriptions of the work, material, construction requirements, and the measurement and payment for non-standard bid items. Where discrete material sources or name brands are specified for a bid item, the Consultant shall include, where possible, at least two other sources or name brands for the bid item. Where no equivalent or equal source or brand name is known, the Consultant shall include the phrase, "or approved equal".

Standard measurement language shall be: "Measurement for "(Bid Item)", shall be by the (unit - cubic yard, lineal feet, etc))

Standard payment language shall be: "The unit contract price for "(Bid Item)", shall include all costs for the work required to furnish and install the (Bid Item), in accordance with Section (), including, but not limited to, (description of work).

4. ADDENDA

The Consultant shall furnish addendum information for the Drawings and contract documents including drawing details and technical specifications when required to resolve addendum issues for their portion of the work. Addendum issues shall be resolved by one week prior to bid opening.

III. ENGINEER'S ESTIMATE (EE)

A. GENERAL

The EE shall consist of a spreadsheet of bid items that includes a description, quantity and unit of measure. The Consultant shall prepare a quantity take-off from the contract drawings, using standard bid items specified in the payment paragraphs of the 2005 City of Seattle Standard Specifications and industry standard descriptions for special bid items. The EE shall be prepared in MS Excel **version 2003**.

B. QUANTITY TAKE-OFF

The quantity take-off shall subtotal the bid items and quantities on a drawing sheet by sheet basis. When more than one funding source is contributing to the project, each bid item on every drawing sheet will be assigned a funding source (i.e., each fund will have a number (1, 2, 3...etc) and that number will be assigned to the bid item) .

C. BID ITEMS

Bid items for SPU projects shall conform to the following general guidelines:

Where possible, bid items shall be described in measurable units. Where bid items cannot be readily measured, they will be designated lump sum. The Consultant shall provide detailed cost breakdowns for lump sum bid items. Lump sum breakdowns shall be in sufficient detail to delineate the bid item into

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subcontractable portions of work, and to provide a basis for negotiating change orders during construction. The minimum detail required is one cost item per APWA section

D. COSTS BASIS

The City will provide historical cost data for standard and special bid items. The Consultant has the option of using this data for estimated unit prices or other industry standards for preparing its own estimated unit cost. The Consultant's goal for estimate accuracy shall be between 95% and 110% of the awarded contract amount.

IV. DOCUMENTATION

The Consultant shall provide the City a disk(s) containing all computer files comprising the contract documents and the EE. Backup information for the work (calculations, cost basis for estimate, material requirements, etc.) shall be furnished to the City. All documentation shall become the property of the City. The City reserves the right to use, at its own risk, applicable portions of the Consultant's work for future City projects.

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