

Scope of Services

SEMSWA Preliminary Program Management Planning for Capital Improvement, Remedial, and Maintenance Programs

AMEC offers the following professional consulting services to initiate the development a 5- year and 20-year CIP/Remedial/Maintenance Program in accordance with the Southeast Metro Stormwater Authority's (SEMSWA) overall mission and objectives and related program goals and objectives. The goal of this task is to establish and document the Program policies, procedures, processes, schedule, budget, and execution strategies as a foundation for the 5-year and 20-year CIP/Remedial/Maintenance Programs. Heavy emphasis will be applied to the 5-year program, with much less emphasis on the 20-year program (the 5-year program will include more detailed schedule and budget information than the 20-year program). It is expected that AMEC will work closely with SEMSWA staff to formulate and develop the Program policies, procedures, processes, schedule, budget, and execution strategies.

An important part of this project is planning in areas that will develop in the immediate future to prepare the drainage system for new development activities.

Completion of the draft 5-year plan is needed in 3 months and the draft 20-year plan in 6 months from the notice to proceed. **The project schedule is dependent on SEMSWA staff completing updated prioritization, schedules and cost estimates for all projects identified in master drainage plans as well as remedial and maintenance projects to assure that costs, schedules, land acquisition, permitting, entity permissions, and funding sources (including developers) for all projects are accurate. This includes documentation in a consistent and agreed upon format for input to AMEC spreadsheets and schedules.**

Scope of Services:

1. General Program Management

- a) Development of a Preliminary Program Management Plan Manual, containing CIP, Remedial, Maintenance Project/Program Manual elements (see Lake Havasu City PMP for an example of this deliverable):
 - i. Project priority list and project information (by SEMSWA). Listing of all projects to include CIP, Remedial, and Maintenance projects by year for the first 5 years and then by priority for years 6 - 20. SEMSWA to provide the projects with estimated costs, schedules, land acquisition, permitting, required entity permissions, and funding sources (including developers) for all projects. Costs will be escalated based on a percentage determined by research with UDFCD and others to determine how much master plan costs should be increased to be realistic. This task includes documentation in a consistent and agreed upon format for input to AMEC spreadsheets and schedules.
 - ii. Key performance indicators to determine criteria for measuring each program's success.
 - iii. Outline of all roles, responsibilities, forms, and processes for CIP, remedial, and maintenance programs.
 - iv. Recommended policies, procedures, and standards related to the program, such as procurement/contracting strategy as well as processes for project implementation.
 - v. Quality Assurance/Quality Control procedures related to design, construction, and maintenance services.
 - vi. Program document control processes and procedures.
 - vii. Define annual program update process.
- b) Attendance at project prioritization meetings.
- c) Attendance at meetings for project review and coordination.

2. Schedule Management

- a) Development of a 20-year Critical Path Method (CPM) Program Master Schedule showing proposed completion dates and key milestones for Design, Construction and Remedial Projects. SEMSWA to provide, in accordance with the project schedule requirements, updated project priorities, costs and total time frame for design through construction.

- b) Establish a 5-year baseline schedule for SEMSWA acceptance in order to track progress of tasks over the 5-year duration. The baseline schedule will include detailed, design, permitting, bidding and construction activities. SEMSWA staff to provide, in accordance with the project schedule requirements, updated project priorities including cost and duration for each project as outlined above.

3. Program Capital Improvement Budget/Financial Controls

- a) Budget review based on project funding optimization practices and the goals/objectives over the 20-year CIP duration.
- b) Program baseline cost estimate and revenue forecast by year for the 20-year Program. Additional cost and revenue forecasting for the 5-year period will be by month for detailed planning purposes.
- c) Plan validation for bonding by Dave Agee and Bond Firm- analysis, organization of information and coordination with Dave Agee and Bond Firm.
- d) Resource requirements and costs by Dave Agee - analysis, coordination and work with Dave Agee.

4. Board of Director Updates / Program Public Relations

- a) Assistance in preparing board backup and presentation materials for items above as well as attendance at Board meetings for questions and possible presentations of budget/finance issues and schedule management

5. AMEC Project Management

- a) Scheduling, status reports, billing, coordination, assume 6 month duration
- b) AMEC travel for Ryan Kanzleiter

SEMSWA's Responsibilities:

- a) Designate a single SEMSWA staff member as the point of contact for directing CONSULTANT's Services, authorizing additional Services, making decisions regarding proposed actions/tasks, and coordinating the transfer of information.
- b) Make available SEMSWA staff member(s) to complete reviews of Program documents within a reasonable amount of time following the progress submittals and in accordance with the mutually agreed to schedule requirements.

- c) Participate in Comment Review Meetings scheduled by the CONSULTANT to clarify various review comments and answer questions by the CONSULTANT Program team.
- d) For 5-year CIP: Provide project information, as specified in the above scope of services.
- e) For 20-year CIP: Provide project information, as specified in the above scope of services.
- f) Provide legal, accounting/financial, bonding and insurance consulting services as may be necessary for the Program, including but not limited to items set forth above, plan validation for bonding, resource requirements and costs, review and opinion of Contractor's claims, review of Contractor non-performance and breach of contract issues.