

SCOPE OF SERVICES

This exhibit is hereby attached to and made a part of the Letter Agreement for Professional Services dated April 3, 2023 between the City of Ankeny, Iowa (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is indicated below.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: The City of Ankeny, Iowa

Project Description: Ankeny Fiber Optic Network Upgrade

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

Phase 100 – Project Management and Coordination

The project manager will serve as the central point of contact for Olsson, maintain project schedule and budget, and be responsible for coordinating the work. A kickoff meeting will be scheduled with the City project manager and staff to review project goals, discuss the project approach, potential design challenges, schedule, and deadlines. The project manager will coordinate regularly and often with the City project manager and staff to discuss project status and progress through bi-weekly, every other week, meetings as required. If desired, Olsson can provide access to an online file sharing/collaboration tool.

Assumptions:

- The City will provide all City standards and preferences for use in design development

Deliverables:

- Progress reports and invoices
- Project status meeting agendas and minutes

Phase 200 – Data Collection and Field Investigation

This phase involves gathering information necessary to assess the conditions of the existing system infrastructure for viability of reuse. Olsson will utilize the City’s OSPInsight fiber optic network management software as the initial source for the existing infrastructure. Data collection and field investigation will include but is not limited to the assessment of the condition of the existing conduits and handholes.

For handholes, Olsson will assess, as required, the conduit entrance conditions including position and entry distance of each conduit that may be used for the fiber optic installation and depth of the handhole. Olsson will investigate and verify, as available for conduits segments, the depths, bend radii, and conduit extrusions and angles. Olsson will review fiber conduit routing and identify equipment needed to enable the existing infrastructure to utilize the upgraded fiber optic network.

Deliverables:

- Documentation of preliminary findings

Phase 300 – Prepare Plans, Specifications, and Cost Estimates (PS&E)

This phase involves the development of up to two design packages containing detailed plans, specifications, and cost estimates associated with the project. Olsson will prepare up to two complete construction bid packages for the project. The plan sheets, details, specifications, quantities, unit pricing, etc., pertaining to this project, will be designed using English units. Plan sheets will be prepared in AutoCAD and submitted at 1":100' scale with 1":40' intersection details. Olsson will coordinate with the City on the method to best prepare design plans in a manner to streamline the final designs in the event that a single package or two packages are required for bidding.

Assumptions:

- If two packages are required, it is anticipated that designs will initially be prepared as a single design package to decrease the potential for discrepancies in the entire design, until determined at the 90% design plans if two final design packages will be required.

301 Utility Documentation

The City will provide contact information of utility companies with facilities known to be in the project vicinity. Olsson will request information from each utility about the existence and location of utilities within the project area. If a utility conflict is identified, Olsson will evaluate and provide possible alternatives to avoid utility line conflict. Olsson will remain in coordination and communication with the City and their identified utility companies throughout the design package development to understand new infrastructure installations and adjustments that may need to be considered or reviewed for this project's final design plans.

302 Base Mapping and Survey

Olsson will create base mapping via aerial image files for the project extents using a GIS based map. This aerial imagery will be utilized for the project design plan development. Olsson will utilize topographic survey, electronic design files, and as-built information, where available, provided by the City. If additional topographical survey is required, it can be provided by Olsson under a contract amendment.

303 Preliminary Design Plans (30% Complete)

Olsson will prepare 30% preliminary design plans for the project for use in field investigation, data collection, and walk-through of the project during design to identify conflicts and, as needed, adjust for constructability. The preliminary design plans will primarily be utilized to provide a visual reference of location, establish electrical service locations (if new services are required), and reference during preliminary review of existing fiber optic infrastructure for reuse viability.

The 30% design plans are expected to consist of the following sheets:

- Title Sheet
- Location Sheet
- Base Infrastructure Design Sheets

The preliminary design plans will include the following:

- Location reference, aerial imagery, proposed existing communications infrastructure for reuse
- Preliminary location and routing of conduit and cable infrastructure including handholes and new cabinets
- High-level fiber architecture configuration

Deliverables:

- One PDF copy of the 30% design plans in 11"x17" format marked "Preliminary" to the City project manager

304 60% Design Documents

Olsson will prepare the 60% plans, specifications, and estimate documents for the project. The 60% design documents will substantiate that the design is progressing, and that adequate coordination is being provided between the various technical areas. Olsson will prepare a comment response matrix for the 30% design plans City comments, Olsson responses, and final resolution. Information submitted in the 60% design documents will be sufficient to conduct a constructability "plan-in-hand" walk-through between Olsson and the City staff.

The 60% plan set is expected to consist of the following sheets:

- Title Sheet
- Location Sheet
- Legend and Symbols Sheet
- General Notes
- Fiber Architecture
- Summary of Quantities/Tabulations
- Infrastructure Design Sheets
- Fiber Optic Splicing
- Design Details

The 60% design documents will include the following:

- Location and routing of base infrastructure (conduit, handholes)
- Location of communications infrastructure
- Location of cabinets, electrical service, foundations, poles, and facility entrance
- Special details, as necessary
- Completed conduit and cable schedules
- Fiber optic splicing and terminations diagrams
- Opinion of probable cost
- Traffic control plans

Assumptions:

- All infrastructure will be installed within the right-of-way
- If existing conduits, handholes, and other infrastructure and equipment meet City standards and needs, they may be used in place of new installations

Deliverables:

- One PDF copy of the 60% Plans in 11"x17" format marked "Preliminary" and "60% Design Review" to the City project manager
- One copy of opinion of probable construction costs for the project
- Comment response matrix (with response to 30% comments)

305 Development of Specifications and Special Provisions

Olsson will prepare and submit specifications and special provisions to be included in the PS&E package. The specifications shall supplement and be updated for this project from the typical SUDAS specifications.

Deliverables:

- A Microsoft Word copy of Specifications and Special Provisions, if applicable

306 90% Design Documents

Upon receipt of the City's comments, Olsson will meet with the City to discuss the 60% design comments and resolutions, as well as any critical items that need to be addressed at the 90% design stage. Olsson will prepare a comment response matrix including the original 60% design comments, Olsson responses, and final resolution.

Olsson will prepare the updated 90% plans, specifications, and estimate documents for the project. Olsson will review and check plans and other design documents. Olsson will include all necessary information and details in the 90% design submittals to permit bidding and construction of the project.

The 90% design documents will include the following:

- Plans
- Location and routing of all project infrastructure
- Construction details and notes
- Specifications and special provisions
- Completed conduit, cable, and coil schedules
- Opinion of probable construction cost including:
 - All pay items
 - Pay item number
 - Description
 - Units of Measure
 - Estimated quantities
- Traffic control plans

Deliverables:

- One PDF copy of the 90% Plans in 11"x17" format marked "Preliminary" and "90% Design Review" to the City Project Manager
- A Microsoft Word copy of draft Contract Documents ("Front Ends") per City template, Specifications and Special Provisions, if applicable
- One copy of the Opinion of Probable Construction Costs
- Comment response matrix (with response to 60% comments)

307 100% Final Design Documents

Upon receipt of the City's comments, Olsson will meet with the City to discuss the 90% design comments and resolutions, as well as any critical items that need to be addressed at the 100% final design. Olsson will prepare a comment response matrix for the 90% design comments, Olsson responses, and final resolution.

Olsson will prepare the 100% final PS&E package(s) for the project. The final package(s) will consist of a complete stamped and signed reproducible set of half-size construction plans, special provisions, bidding schedule, and cost estimates ready for bid advertisement. The package(s) will also include an estimate of the contract time for the project construction, if desired.

Olsson will prepare detailed Opinion of Probable Construction Costs using quantity estimates from the plans and unit prices representing current market costs based on recent bid tabulations.

Deliverables:

- Up to two final signed and sealed 100% PS&E Packages, each with,
 - One PDF copy of the 11"x17" Set of Plans
 - One Microsoft Word copy of Contract Documents, Specifications and Special Provisions, if applicable
 - One copy of the Opinion of Probable Construction Costs
 - Comment response matrix (with response to 90% comments)
- AutoCAD files georeferenced to State-Plane Coordinates (NAD83 / Iowa South) and Sea Level Elevation (NAV88) per City of Ankeny Pre-Construction Submittal Requirements for Public Government (CIP) Projects

Phase 400 – Bidding Phase Support

Olsson will assist with bidding phase services that may include clarifications and consultation with the City and prospective bidders during the bidding phase, preparation of bid addendums, preparation of required permitting documentation, and review of bid documents. Olsson will support, as requested, the City's upload to and management of bid information through QuestCDN and will attend a pre-bid meeting and the bid opening, if needed.

401 Respond to Bidder Questions and Prepare Addenda

Olsson will respond to bidders' questions as required during the bid phase. Olsson will prepare one bid addendum to the bidding documents, if necessary, during the bidding of the project to clarify the design or address questions submitted by prospective bidders.

Assumptions:

- Responses will be limited to up to four bidder questions (RFI's)

Deliverables:

- Summary of bidder's questions and Olsson's responses
- One bid addendum for posting

402 Iowa DOT Permit Applications

Olsson will prepare the required Iowa DOT permit applications for the project for City review and submittal.

Assumptions:

- Permitting will be required with Iowa DOT District 1

Deliverables:

- Completed permit applications to the City for final signatures and execution

403 Prepare Design Revisions

Olsson will prepare design revisions, as needed, to incorporate bid addenda and address design changes during the bidding phase.

Assumptions:

- Assumes a total of one pre-letting design revision

Deliverables:

- Provide a revised plan set to the City for delivery to bidders

Available Additional Services

- Topographical Survey
- Asset Management Software Data Input
- Design of DMS, Detection, Wireless Communications, etc.
- Construction Support Services
- As-Built Field Survey and Locate Verification
- As-Built Construction Record Drawings
- Construction Inspection
- Right of Way Surveys
- Structural or Foundational Design or Analysis

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.