

## EXHIBIT A - SCOPE OF SERVICES

**March 17, 2021**

Los Osos Community Services District  
**Attention: Steven Tanaka, PE, District Engineer**  
2122 9<sup>th</sup> Street  
Los Osos, CA 93402

**SUBJECT: 2017 8<sup>th</sup> and El Moro Well Equipping Design Services - Amendment Request**

Dear Mr. Tanaka:

Thank you for the opportunity to submit this amendment request for the 2017 8<sup>th</sup> and El Moro Well Equipping Design Services (Project) for the Los Osos Community Services District (District).

### Project Understanding

In 2017, the District hired MNS Engineers Inc. (MNS) to design the integration of the newly drilled Upper Aquifer well at the 8<sup>th</sup> Street and El Moro yard into the existing water system. The scope included the design of electrical equipment and controls to power and control the new well, as well as for connection to a future supervisory control and data acquisition (SCADA) system.

MNS submitted Final contract documents, including plans, specifications, and engineer's opinion of probable construction cost (PS&E) for public bidding in October 2018.

During a site visit and meeting at the 8<sup>th</sup> Street and El Moro yard on March 9, 2021, the District requested MNS update the contract documents to prepare the project for bidding by May 2021. Modifications to the electrical design were requested to relocate equipment to the exterior of the existing well building. These changes to the electrical design also require minor modifications to the civil design on the exterior of the existing well building.

### Scope of Work

MNS proposes to perform the Scope of Work described herein to provide design services to support final design for the Project as well as bid and construction support.



### Task 5 – Engineering Support Services During Bidding

During the advertisement period, MNS will prepare formal responses to questions forwarded to MNS by the District. We have assumed we will respond to up to four questions, providing input in support of preparation of up to two addenda. Following the close of the bid period, MNS will tabulate the bid results. We will prepare and submit conformed contract documents, if necessary, following the end of the bid period. We have assumed the District will advertise the project, and review submitted contractor qualifications for conformance with contract requirements.

*Deliverables: Responses to Requests for Information, Addenda Preparation Support, Conformed Contract Documents*

### Task 6 – Engineering Support Services During Construction

Our staff will support the District through the construction process as described in the following subtasks.

**6.1 Construction Meetings.** MNS’ Project Manager and Project Engineer, and a representative from IRJ will attend the virtual pre-construction meeting. We have also budgeted for the MNS Project Manager to attend up to three additional virtual meetings and two site visits during construction.

**6.2 Submittal Review.** MNS will review the contractor’s shop drawings and submittals for conformance with the project drawings and specifications. For the purpose of budgeting, we have assumed 14 submittals with four requiring re-submittal. We will prepare a Shop Drawing Review Letter (SDRL) for each submittal and maintain a Submittal Log. We have assumed all submittals and SDRLs will be transmitted electronically.

**6.3 Respond to RFIs/RFCs.** MNS will prepare responses to requests for information/clarification (RFI/RFCs) forwarded by the District from the Contractor, or develop recommendations based on changed field conditions. We have assumed responses will be prepared for a total of 5 RFIs/RFCs.

**6.4 Review PCOs.** MNS will review Potential Change Orders (PCOs) forwarded by the District from the contractor. We will review these PCOs for validity in comparison with the contract documents. Or each PCO, we will prepare a brief memorandum documenting the review. We assume two PCOs will be reviewed.

**6.5 Record Drawings.** MNS will prepare record drawings based on a single consolidated set of District and Contractor red-line drawings provided by the District. Record drawings will be prepared using the latest version of AutoCAD and will be transmitted to the District within three weeks of receipt of red-line drawings. We will provide electronic versions of the record drawings in both AutoCAD and Adobe PDF format.

*Deliverables: SDRLs, responses to RFIs/RFCs, PCO Memoranda, Record drawings*

### Fees

MNS proposes to perform the services described herein on a time and materials basis for a not-to-exceed fee estimate of **\$24,221** as summarized in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the current MNS 2021 fee schedule, provided as an attachment to this amendment request.

Task	Estimated Fee
Task 5 – Engineering Support Services During Bidding	\$3,778
Task 6 – Engineering Support Services During Construction	\$20,443
<b>TOTAL</b>	<b>\$24,221</b>



### Closing

Thank you for the opportunity to submit this proposal. We are excited to continuing to work on this Project with the District. Please feel free to contact me with any questions you may have about this amendment request at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments: MNS 2021 Fee Schedule  
Detailed Fee Estimate Spreadsheet  
IRJ Amendment Request





## 2021 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$280
Senior Project/Program Manager.....	255
Project/Program Manager.....	225
Assistant Project/Program Manager.....	185
Senior Project Coordinator.....	155
Project Coordinator.....	125

### ENGINEERING

Principal Engineer.....	\$240
Lead Engineer.....	215
Supervising Engineer.....	200
Senior Project Engineer.....	190
Project Engineer.....	170
Associate Engineer.....	155
Assistant Engineer.....	140

### SURVEYING

Principal Surveyor.....	\$235
Lead Surveyor.....	225
Senior Survey Project Manager.....	205
Supervising Surveyor.....	200
Senior Project Surveyor.....	180
Project Surveyor.....	160
Senior Land Title Analyst.....	155
Associate Project Surveyor.....	150
Assistant Project Surveyor.....	130
Party Chief (PW).....	155
Chainperson (PW).....	135
One-Person Survey Crew (PW).....	185

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$255
Senior Construction Manager.....	235
Senior Resident Engineer.....	225
Resident Engineer.....	210
Structure Representative.....	195
Construction Manager.....	185
Assistant Resident Engineer.....	175
Sr. Construction Inspector (PW).....	165
Construction Inspector (PW).....	156
Office Administrator.....	105

### TECHNICAL SUPPORT

CADD Manager.....	\$175
Supervising Technician.....	145
Senior Technician.....	135
Engineering Technician.....	105

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$160
Management Analyst.....	135
IT Technician.....	120
Graphics/Visualization Specialist.....	100
Administrative Assistant.....	80

### GOVERNMENT SERVICES

City Engineer.....	\$215
Deputy City Engineer.....	195
Assistant City Engineer.....	180
Plan Check Engineer.....	170
Permit Engineer.....	150
City Inspector.....	135
Senior City Inspector (PW).....	165
City Inspector (PW).....	156
Principal Stormwater Specialist.....	155
Senior Stormwater Specialist.....	140
Stormwater Specialist.....	125
Stormwater Technician.....	115
Building Official.....	175
Senior Building Inspector.....	150
Building Inspector.....	135
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135
Associate Grant Writer.....	105
Assistant Grant Writer.....	85

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.0% starting January 1, 2022.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.

Los Osos Community Services District  
 8th and El Moro Well Equipping Project  
 Amendment Request No. 2



	2021 Rate	PM	ENGINEERING			ADMIN SUPPORT	Total Resource Hours	Total Hours* Rates	SUBCONSULTANTS			Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total	
		Lead Engineer - TH	Lead Engineer - NP	Senior Project Engineer - SP	Assistant Engineer - LK	Administrative Analyst			Subconsultant Participation	SSG Structural Engineers	IRJ Engineers					Total Subconsultant Costs
<b>4 – Contract Document Development</b>	<b>Task 4</b>								<b>Task 4</b>				<b>Task 4</b>			
4.1 Contract Document Development	Task 4.1	4	16	16		2	38	\$7,560	Task 4.1	\$1,500	\$5,000	\$6,500	Task 4.1	\$7,560	\$7,475	\$15,035
<b>Task 4 Subtotal</b>		<b>4</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>2</b>	<b>38</b>	<b>\$7,560</b>		<b>\$1,500</b>	<b>\$5,000</b>	<b>\$6,500</b>	<b>Task 4 Subtotal</b>			<b>\$15,035</b>
<b>5 – Engineering Support Services During Bidding</b>	<b>Task</b>								<b>Task</b>				<b>Task</b>			
5.1 Engineering Support Services During Bidding	Task 5.1		8	8	2		18	\$3,490	Task 5.1	\$0	\$250	\$250	Task 5.1	\$3,490	\$288	\$3,778
<b>Task 5 Subtotal</b>		<b>0</b>	<b>8</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>18</b>	<b>3,490</b>		<b>\$0</b>	<b>\$250</b>	<b>\$250</b>	<b>Task 5 Subtotal</b>			<b>\$3,778</b>
<b>6 – Engineering Support Services During Construction</b>	<b>Task 6</b>								<b>Task 6</b>				<b>Task 6</b>			
6.1 Construction Meetings	Task 6.1		10	4			14	\$2,910	Task 6.1	\$0	\$1,000	\$1,000	Task 6.1	\$2,910	\$1,150	\$4,060
6.2 Submittal Review (18)	Task 6.2		10	24			34	\$6,710	Task 6.2	\$0	\$2,000	\$2,000	Task 6.2	\$6,710	\$2,300	\$9,010
6.3 Respond to RFIs/RFCs (5)	Task 6.3		5	5			10	\$2,025	Task 6.3	\$0	\$1,000	\$1,000	Task 6.3	\$2,025	\$1,150	\$3,175
6.4 Review PCOs (2)	Task 6.4		2	4			6	\$1,190	Task 6.4	\$0	\$750	\$750	Task 6.4	\$1,190	\$863	\$2,053
6.5 Record Drawings	Task 6.5		2	6			8	\$1,570	Task 6.5	\$0	\$500	\$500	Task 6.5	\$1,570	\$575	\$2,145
<b>Task 6 Subtotal</b>		<b>0</b>	<b>29</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>\$14,405</b>		<b>\$0</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>Task 6 Subtotal</b>			<b>\$20,443</b>
<b>Sub-Total</b>	<b>Hours</b>	<b>4</b>	<b>53</b>	<b>67</b>	<b>2</b>	<b>2</b>	<b>128</b>	<b>\$ 25,455</b>	<b>Sub-Total</b>	<b>\$1,500</b>	<b>\$10,500</b>	<b>\$12,000</b>	<b>Grand Total</b>	<b>\$25,455</b>	<b>\$13,800</b>	<b>\$39,255</b>
	<b>Cost</b>	<b>\$860</b>	<b>\$11,395</b>	<b>\$12,730</b>	<b>\$250</b>	<b>\$220</b>										