

EXHIBIT “A” PROJECT SCOPE OF SERVICES

I. GENERAL - FIRE STATION AND EMS

- A. Meet all current ADA requirements and current local accessibility codes.
- B. Meet all local building code requirements.
- C. Design new Fire Station Prototype Facility with a non-prototypical Emergency Medical Services (EMS) department of approximately 17,000 square feet including 4 apparatus bays, 9 to 12 Fire and EMS personnel and the following functional spaces for each of the Fire Station and EMS areas:
 - 1. Kitchen, dining, day room, dorm rooms, toilets and showers, and appropriate mechanical, electrical and storage areas.

II. GENERAL – CIVIL AND PUBLIC ROAD IMPROVEMENTS

- A. Project Kickoff Meeting
 - 1. Participate in kickoff meeting with Client and internal agencies to determine site requirements, verify project objectives, determine project roles and points of contact, and preferred method and timing of communications.
- B. City of Franklin Planning Commission
 - 1. Civil Engineer will prepare a pre-application package per the City of Franklin Pre-application Checklist.
 - 2. Submit pre-application drawings and attend pre-application meeting with City of Franklin staff.
 - 3. Prepare site layout, grading, utility, and details, herein referred to as PC Plans. Utility plan to include service lines from the existing utilities adjacent to the property. The PC Plans will be developed in accordance with the requirements specified in the City of Franklin’s Site Plan Submittal Checklist.
 - 4. Provide civil engineering design plans of the interim road to service the fire station and provide secondary access into the Williamson County Agriculture Center property. Construction drawings to include a two-lane access drive to the planned fire station. The remainder of the planned roadway is to be stabilized and graded for the anticipated future buildout as illustrated in the conceptual plans. No formal landscaping of the interim drive is anticipated or included in this scope.
 - 5. Prepare landscape plans for the fire station. Plans to be per City of Franklin Landscape Checklist.
 - 6. Proposed gas, electric, and communications are assumed to be designed and coordinated by other consultants included in this agreement. They will be shown on the plans for reference.

7. Submit PC Plans to City of Franklin Planning Department. Plans to include the fire station and interim road as a single submittal package.
8. Address minor staff comments. One round of comments is anticipated and included.
9. Resubmit PC Plans to City of Franklin Planning Commission.
10. Attend Planning Commission meeting. Scope assumes one submittal and attendance to Planning Commission.

C. LEED Assistance

1. Respond to requests from LEED coordinator to assist with the civil-related credits that may be obtained. Assist with documentation for LEED credits related to the civil work. If requested, we will evaluate credits for the following civil-related items.
 - a. Bicycle facilities
 - b. Construction activities pollution prevention
 - c. Site assessment
 - d. Open space
 - e. Rainwater management

D. Construction Documents

1. Construction documents for the fire station and interim road are to be combined in a single construction package and will include the following:
 - a. Cover sheet
 - b. Site demolition plan
 - c. Site layout plan
 - d. Grading and drainage plan
 - e. Site utility plan
 - f. Roadway plan/profiles

 - g. Civil details
 - h. Landscape plan planting design for fire station: Landscape Architect will provide professional landscape architectural design services illustrating the proposed planting design for the perimeter foundation of building, parking lot trees, and parking lot bioretention area(s). A site landscape plan will be developed. Landscape Architect will provide appropriate specifications to perform the construction work. Plans will illustrate the following items and will be drawn to a known scale.
 - (1) Plant location
 - (2) Plant type
 - (3) Plant name (scientific and common)
 - (4) Plant size
 - (5) Notes
 - (6) Landscape planting details
 - (7) Schedules listing quantity and species
 - i. Irrigation plan
 - (8) Irrigation design will be provided in the form of a performance

specification, along with an overall schematic irrigation plan indicating area to be irrigated and type of irrigation; i.e., sprays, rotors, drip irrigation.

(9) BWSC will identify an irrigation plan point of connection, meter, and backflow preventer location. Controller, water management accessories mainline(s), service line(s), irrigation zones, and irrigation details are assumed to be per performance specification.

2. Prepare storm water calculations.
 - a. Storm drainage calculations
 - b. Water quantity and quality calculations
 3. Prepare a storm water dedication easement with a long-term maintenance plan.
 4. Prepare written technical specifications for civil and landscape design.
 5. Attend weekly conference calls (assumes 6 weeks).
- E. Permitting
1. Submit construction plans and engineering storm water calculations to the City of Franklin's Engineering Department for Storm Water Management and Grading Permit (SWG).
 2. Address minor agency comments. One round of comments is anticipated and included.
 3. Attend City-required storm water preconstruction meeting.
 4. Prepare and submit a Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) to Tennessee Department of Environment and Conservation for State General Notice of Construction Permit.
- F. Assist Client in civil-related building permit sign-offs for agencies. Assumes one permit sign-off and that all building permit numbers are provided by others.
- G. Submit civil information to Middle Tennessee Electric for its use in designing the relocation of existing overhead lines.
- H. Bidding and Construction Administration

Fire Station

1. Review civil-related submittals.
2. Address contractor RFIs.
3. Attend a pre-construction meeting.
4. Two (2) additional site visits or project progress calls at request of architect.
5. Attend a post-construction meeting and provide punchlist documenting observed deficiencies to architect. One punchlist is included in scope. Assumes site is deemed substantially complete prior to site visit. Additional request for follow-up punchlist(s) will be considered additional services.
6. Prepare as-built for storm water management one time. Assumes accurate, detailed information provided by contractor. If surveying is needed to prepare as-built required for agency approval, there will be an additional fee.

Interim Road

1. Review civil-related submittals.
2. Address contractor RFIs.

3. Attend a post-construction meeting and provide punchlist documenting observed deficiencies to architect. One punchlist is included in scope. Assumes site is deemed substantially complete prior to site visit. Additional request for follow-up punch list(s) will be considered additional services.

I. Assumptions

1. Project limits to include the fire station and an interim access drive. Final Peytonsville and future intersection improvements are not included in this scope of work. The interim drive and fire station finish floor elevation (FFE) will assume future improvements. It is assumed the interim drive is to be designed and graded based on City of Franklin planned intersection improvement. Drawings will be incorporated with the fire station site plan drawings. Separate roadway drawings are not included in this scope of work.
2. Submittal fees and printing requested by Client or architect are not included in the price that follows. Printing for the internal preparation of plans and standard sets for permitting are included.
3. No major relocations or design of offsite main utilities will be required for the fire station. It is assumed the design will include utility services to within five (5) feet of
4. the proposed fire station. We do not anticipate design of public utility extensions. Utility main extensions or relocations for the interim road are not included in this scope of work.
5. Relocation of Middle TN Electric overhead lines are not included in this scope. Final line location is to be shown on plan if provided in timely manner.
6. Formal landscape plans for the interim road are not included in this scope.
7. Significant site plan changes to layout depicted on Exhibit B will be at an additional fee.
8. Geotechnical and structural will be by others (including site retaining walls, if required).
9. Fee does not include time or expenses for overnight travel unless specified in the scope of services.
10. City of Franklin Standard Details will be utilized where applicable in the design.
11. Assumes gas, electric, electrical or other underground vaults, grease traps, and communication service to be designed and coordinated by others. BWSC plans to depict locations if provided by others in a timely manner.
12. Analysis, determination of need, or design of pump stations, foundation drains, or other groundwater design elements are not included in this fee.
13. Assumes timely receipt of critical project information from the City of Franklin, TN, other designers, and Client.
14. Client to provide the following City of Franklin Planning Commission required items:
 - a. Site photometric plan
 - b. Building elevations and material board
15. Project construction administration not specified in scope is not included.
16. Fee does not include any work not specified the in above scope of services. Additional services may be added to the scope based on mutual agreement and

equitable adjustment in fee.

J. Additional Services

Examples of additional services include:

1. Structural design
2. Traffic impact statements or studies
3. Environmental services, such as Phase 1 ESA
4. Right-of-way encroachments or easement abandonments
5. Opinion of Probable Construction Cost (OPCC)
6. Boundary surveying, topographic surveys, legal descriptions, construction plats, and construction staking surveys unless noted herein
7. Development of perspective and/or presentation drawings
8. Project presentation/representation services, including compilation of graphics and presentation to outside groups other than Client
9. Entitlement assistance (zoning, overlay districts, variance/setback requests, rezoning, etc., or coordination of such work), property acquisition, or zoning changes, unless specified in scope of services
10. Marketing services (web art, color plans, 3D model construction, still photography)

K. Deliverables

The following is a list of probable deliverables that will be produced as part of this effort.

1. PDFs of PC submittal plans
2. PDFs of construction documents
3. PDFs of approved permit plans
4. PDFs of TDEC NOI and SWPPP

III. GENERAL

- A. Present an optional fee structure for designing and implementing LEED requirements to achieve a LEED Certified facility.
- B. Services to include complete architectural, civil engineering, structural engineering, mechanical engineering, plumbing engineering, fire protection engineering, electrical engineering, LEED Administration and LEED Fundamental Commissioning.
- C. All reimbursable expenses shall be “pass through” expenses and no additional markup will be added.
- D. In addition to typical programming and planning meetings, this proposal includes attendance at one Planning Commission Meeting and one Mayor Board of Alderman Meeting.

IV. SCOPE OF ARCHITECTURAL AND ENGINEERING SERVICES BY PHASE

A. Design Development Phase. Upon receipt of Owner's written authorization to implement the documents presented in the Schematic Design Phase and to proceed with the Design Development Phase, the Consultant shall:

1. Prepare from the approved Schematic Design Drawings, the Design Development Documents consisting of design criteria, drawings, outline specifications and other documents to establish and describe the general size and character of the Project, the structural, mechanical and electrical systems, materials, landscaping, signage, graphics and any other items as may be appropriate and submit those documents for approval by Owner. The Design Development Documents shall be prepared for consultation with the Owner, Owner's Representative, and such consultants retained by Owner for the project.
2. Present for Owner's approval, a plot plan, floor plan and drawings depicting the exterior for the Project.
3. Bring to the attention of the Owner any disparity between the project scope and the established budget.
4. Cooperate with the Owner to make sure the design complies with the established budget. To the extent the projected construction cost exceeds the established budget after the completion of the Design Development Documents; the Consultant shall suggest deductive alternatives to reduce the construction costs, which if accepted by the Owner, will be incorporated in the Construction Documents.
5. Make modifications to the Design Development submittal as may be necessary to bring the estimated total construction cost within the established budget.
6. Meet with the local Code Enforcement and Fire Marshal for review, and document the results of the code review meeting and submit to the Owner.
7. Prepare and submit a Design Development submittal and associated cost estimate incorporating the Owner's Schematic Design review comments.
8. Furnish the Owner with three (3) copies of the Design Development Drawings.

B. Construction Documents Phase. Upon receipt of Owner's written authorization to implement the documents presented in the Design Development Phase and to proceed with the Construction Documents Phase, the Consultant shall:

1. Prepare, from the approved Design Development Documents, drawings and specifications setting forth in detail, the requirements for the construction of the entire Project including drawings, technical specifications and necessary bidding information and submit those documents for approval by Owner.
2. Prepare and submit a Construction Documents submittal and associated cost estimate incorporating the Owner's Design Development review comments. Final drawings and specifications shall be sealed by the Consultant or sub-consultant, as required.

3. Bring to the Owner's attention, as early as possible, any disparity between the project scope and the established budget, with recommended revisions or bid alternates to correct the disparity.
 4. Prepare and file the required documents for approval of governmental authorities having jurisdiction over the Project, including application for local Code Enforcement building plans review. All deficiencies noted in code review comments and comments from other involved governmental authorities shall be addressed by the Consultant, revising the documents at no cost to the Owner. The Consultant shall submit the plans review document to the Owner for review and signing.
 5. Furnish Owner fifteen (15) copies of the Construction Documents, Drawings and Specifications, for bidding purposes.
 6. Consultant shall, as a part of Basic Services, incorporate the interior design of the Project on the Construction Documents prepared by Consultant.
 7. Assist the City in preparing a Legal Notice for Bid for advertising for competitive bids.
- C. Bidding Phase. Upon receipt of Owner's written authorization to implement the documents presented in the Construction Document Phase and to proceed with the Bidding Phase, the Consultant shall:
1. Contact experienced reputable contractors (at least 5) to encourage their submittal of a bid. Submit the list of contacted contractors to the City's Project Manager, for review.
 2. City will conduct Pre-Bid Conference, however, the A/E team will be present to answer any questions.
 3. City will issue addenda after preparation by the A/E Team. No addenda shall be issued inside of seven (7) calendar days of the posted bid date.
 4. Assist in the evaluation of bids, including any pre-award meeting that may be required.
 5. Review the list of proposed subcontractors submitted by the apparent low compliant bidder and recommend disapproval, in writing, of any with whom the Consultant has had unsatisfactory experience. Such recommendations must be accompanied by adequate justification.
 6. City will prepare and submit construction contract to the successful bidder and obtain all bonds and insurance requirements.
- D. Construction Administration Phase.
1. The City shall conduct a pre-construction conference, with assistance from the Consultant.

2. The Consultant shall advise and consult with the Owner and Contractor to the extent necessary to fully protect the interests of the Owner.
3. The Consultant shall make periodic visits to the site, of at **least once a month** to familiarize himself with the progress and quality of the Work and to determine if the Work is proceeding in accordance with the Construction Documents. On the basis of his on-site observations, the Consultant shall guard the Owner against defects and deficiencies in the Work and shall notify Owner and Contractor in writing if any portion of Work is not in conformity with the requirements of the Construction Documents. Consultant and its sub-consultants shall be available to consult with Owner and Contractor at any time during the course of the construction, when such consultation is in the best interest of the Owner.
4. The Consultant shall issue to Owner a Certificate for Payment each month. The approval of a Certificate for Payment shall constitute a representation by the Consultant to the Owner, based on the information submitted by the Contractor, in the Consultant's best professional judgment, that the Work has progressed to the point indicated, that the quality of the Work is in accordance with the Construction Documents, and that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Consultant has made any examination to ascertain how and for what purpose the Contractor has used or will use the monies paid by the Owner.
5. The Consultant shall advise Owner in writing to reject Work, which does not conform to the Construction Documents. Consultant shall advise Owner to require special inspection or testing of any work whenever proper professional judgment would indicate a probability of a non-conforming work or adverse circumstances.
6. The Consultant shall review and approve in a timely manner all shop drawings, samples and submissions of the Contractor for conformance with the design concept of the Project, for compliance with the information given in the Construction Documents, for compatibility with adjacent and contiguous work, systems and services and with limitations of space, weight and services. Submissions that are not approved by the Consultant are to be brought to the attention of the Owner concurrently with notification to the Contractor. An endorsement stamp shall be placed on all shop drawings and submittals by the Consultant. The Consultant shall furnish a copy of all approved submittals to Owner's Property Maintenance Departments.
7. The Consultant shall prepare change orders and/or construction changes for Owner's approval, if required by the Owner.
8. Consultant shall assist Owner, as requested, in selection of finish materials.
9. Consultant will give full and prompt attention to any claims or controversies, which arise during the course of construction of the Project. In the event of any proceeding to resolve any claim, the Consultant shall be present and shall participate in such proceedings at no cost to Owner.

10. Consultant will give timely notice to Owner for any meetings Consultant feels necessary in connection with this Project with utility companies or city, state or other regulatory agencies. Scheduling of such meetings is to be done by the Consultant.
11. The Consultant shall cooperate with any consultant employed by Owner in connection with the Project.
12. Consultant shall assist Owner in any negotiations with governing authorities necessary to obtain temporary and permanent Certificates of Occupancy.
13. Consultant will, as provided by the Construction Documents, furnish any necessary assistance in the utilization of any equipment of system.
14. Consultant shall keep accurate written records of its observations of the progress of the Project, copies of which shall be furnished to the Owner on a monthly basis. Report shall include a minimum of 10 digital construction photographs.
15. The Consultant shall attend meetings that are held at the request of the Owner and visit the site of the work at any reasonable time when requested to do so by the Owner.
16. The Consultant shall obtain and submit with the Contractor's final Certificate and Application for Payment, Consent of Surety, final invoices and warranties as required by the Construction Documents.
17. The Consultant shall not be responsible for any construction means, methods, sequences or procedures or for performing any construction activities.
18. The Consultant will cooperate with the Contractor in resolving questions and problems that may occur during construction.
19. The Consultant will record minutes of every meeting and forward to all attendees.
20. The Consultant shall conduct an eleven (11) month walk-through of facility with the Contractor, a representative of the Owner, and a representative of the Operating Division for the purpose of identifying those items that qualify for replacement and/or repair under the terms of the contract warranty. Said walk-through shall be conducted approximately eleven (11) months after date of substantial completion.

E. Project Closeout.

1. The Consultant shall, in conjunction with the Contractor, schedule an inspection to determine substantial completion of the Project.
2. The Consultant shall develop punch lists and provide copies to Contractor and Owner.
3. The Consultant shall monitor the Contractor's progress in completing punch list items and advise the Owner on the progress being made to complete the punch list. The

Consultant shall schedule a final inspection with the Contractor and Owner to verify completion of the punch list.

4. The Consultant shall coordinate any training or start-up assistance to be provided by the Contractor.
5. The Consultant shall receive and review written guarantees, manufacturer's manuals, parts lists and all documents assembled by the Contractor for the Project. Upon approval of Owner, Consultant shall issue a Certificate of Substantial Completion.
6. Consultant and its sub-consultants shall develop punch lists and participate with Owner in substantial completion and final acceptance procedures, which include the monitoring of the Contractor's progress in completing the punch list. The Consultant shall schedule a final inspection with the Contractor and the Owner to verify completion of punch list items.
7. At the completion of the Project, the Consultant shall, based upon information furnished by the Contractor, provide Construction Documents, including specifications, on a computer diskette in a Windows based format compatible with AUTOCAD, RELEASE 14 software or the latest such software then available. Said documents shall reflect as-built conditions.

F. LEED Consultant Services

1. Assist the Prime Design Professional with determining the project's eligibility for LEED Certification.
2. Assist the Owner with registration with USGBC.
3. Provide assistance to the Prime Design Professional, the Owner, engineers, and the sub-contractors steering their design and construction towards achieving a maximum practical number of LEED credits.
4. Assist the Prime Design Professional with the submittal process to USGBC.
5. Assist the Owner with an appeal, if necessary, if LEED Certification is not achieved on the first submittal.
6. One training session with the Prime Design Professional, and the design team to introduce the LEED Credit requirements to all.
7. Attendance at the pre-bid meeting to present a summary of the LEED record keeping process to the bidders.
8. One training session with the General Contractor, and the subcontractors to introduce the LEED Credit construction-phase record keeping requirements and other requirements to all. It is anticipated that this would occur as a part of the pre-construction meeting.

G. Fundamental Commissioning Services

1. Assist with Preparation and make final Review of “Owner’s Project Requirements” document and the A/E team’s “Basic of Design” document.
2. Provide a commissioning requirements section to be inserted into the project’s specifications.
3. Develop and implement a commissioning plan.
4. Review MPE equipment submittals and control drawings for compliance with OPR and BOD.
5. Review T & B Reports and Contractor/Vendor start-up reports.
6. Verify the installation and performance of the systems to be commissioned. The Prime Design Professional shall provide the LEED Consultant with a full set of construction documents, a copy of submittals for the commissioned equipment, copies of start-up reports for commissioned equipment, and a copy of the final test and balance report. The LEED Consultant will make periodic site visits for the purpose of verifying installation of commissioned systems. Site visits will be rare during the early construction phases, but will increase in frequency as the commissioned systems are installed and nearing completion.
7. Complete a summary commissioning report.
8. Systems to be commissioned are:
 - a. HVAC systems and controls.
 - b. Lighting controls systems.
 - c. Domestic hot water systems.
 - d. Renewable energy systems, if applicable.

H. Enhanced Commissioning Services

1. Verify training of Owner’s personnel.
2. Prepare Systems Manual.
3. Design Review.
4. Submittal Review.
5. Review building operations, 10 months post-occupancy.

- I. Printing and Application Fee Expenses. Printing fees shall include document printing for Phase reviews by Owner, City Boards and Committees submissions, code reviews and project record documents. Application fees include fees paid for LEED registration and accreditation. Application fees will not be required for code review and/or submissions to City Boards and Committees.
- J. Additional Services. Additional services to be performed by the Consultant are on an hourly basis and shall only be provided when authorized as additional services by Owner in advance and in writing. Said additional services shall be paid for by the Owner as hereinabove provided.