

STATEMENT OF WORK

1. Description of Services

Public Works Consulting Services

The Public Works Consulting services include the following on an as needed basis:

- Onsite meetings, board meetings & trainings.
- Ongoing auditing of public works department programs and practices.
- Day to day consultation.
- Grant writing.
- Strategic plan development.
- Budget development & management.
- Claims processing.
- Facilitate communication with the public on county needs, inquiries, meetings, etc.
- Investigates complaints regarding road conditions, drainage systems, solid waste or other Public Works issues. Schedules and coordinates actions, maintenance and repairs.
- Reviews plans for new construction of and repairs to existing roads and road surfaces.
- Reviews plans for approaches and encroachments; issues permits.
- Inspects road maintenance and construction; reports any issues or variance to the commission, department employees, contractors, and other involved parties.
- Serves as a liaison between stakeholders and county employees.
- Examines road repairs completed by utility companies or other third parties for compliance with plans and specifications.
- Ensures that plans, materials, safety procedures, and other variables follow federal, state, and city codes.
- Ongoing review and auditing of solid waste operations to ensure efficiency of operations and compliance with regulations.
- Administers a recordkeeping system documenting facility use, maintenance schedules, and any other information required by internal policy or by local, state, and federal agencies. Ensures that safety data sheets are maintained and readily accessible when needed.
- Maintains an ongoing dialogue and working relationship with county employees from other departments to ensure public works activities are quickly communicated, identified, and resolved.
- Provides recommendations for employee training and development.
- Inspects the public works department to identify safety, health, and environmental risks.
- Develops and implements inspection policies and procedures, and a schedule of routine inspections.
- Other service needs as decided upon by commission.

Service Fees

\$30.00 per hour not to exceed 24 hours per week of work. Broadwater County will make available a fleet vehicle for use of consultant when needed to conduct county business. If a fleet vehicle is not available then consultant may bill Broadwater County the current IRS standard mileage reimbursement for use of their personally owned vehicle. Consultant is expected to provide their own transportation between residence and work place. Broadwater County will provide office space and computer services for use of the Public Works Consultant.

2. Additional Terms and Conditions

This Statement of Work serves as an Exhibit to the Services Agreement.

Agreed and Accepted:

Organization Name: _____

By: _____

Title: _____