



EXHIBIT B - TASK ORDER NO. 4 SCOPE OF SERVICES BROADWATER COUNTY – FAIRGROUNDS SEPTIC & BATHROOMS DESIGN & BIDDING SERVICES

General

The intent of this project is to provide design and bidding services for the replacement of the existing on-site wastewater system and the addition of new bathroom facilities at the Broadwater County Fairgrounds. The on-site wastewater system includes the holding tanks, septic tanks, and the drainfield. The wastewater upgrades replace an existing system with no new or additional loads; thus DEQ review is not anticipated.

The new bathroom facilities will add approximately 800 square feet to the north end of the 4-H Building. The architectural work is being completed by Slate Architects. Refer to their detailed scope of services and fee estimate.

WORK TASKS

Task 1 – Field Survey, Data Collection, and Test Pits

- Project management and coordination of work for activity tasks. This task also includes project setup, including building filing system, electronic file structure and building the project in Ajera (accounting and project management software) for monitoring workflow and budget as described in the individual activities below.
- A topographic field survey will be conducted to locate physical features within the impacted area of the project site. The survey will incorporate overhead and underground utility information based on locates called in prior to the survey. The survey will cover the southern end of the property from the rodeo arena to highway 12. The survey data will be used to create a topographic site plan of the proposed bridge improvement area.
- Great West will log soils in three test pits to assist with design of the wastewater system. Broadwater County will provide equipment and an operator to excavate the test holes.

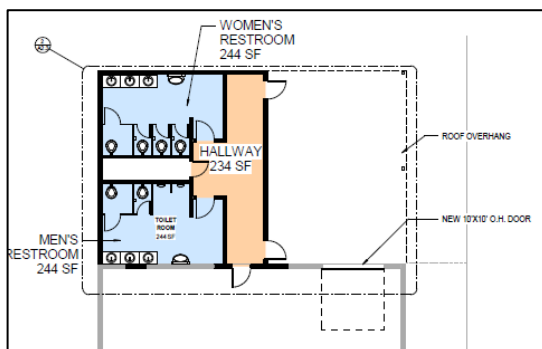
Task 2 – Wastewater System Design & Plans

- Great West will design new septic tanks and drainfield to replace the existing system. Initial Design parameters per the scoping meeting include the following:
 - Basis of design is assumed for 1200 to 1500 people, at 3 gal/person-day. The tanks will be designed to handle peak flow events.

- The drainfield will be sized for average day flows, approximately 200-300 people.
 - Controls will be designed to allow peak flow events to be retained in the tanks and dosed over time to the drainfield.
 - We will follow DEQ-4 standards for a pressure dose system.
- Great West will meet up to two times with the County Sanitarian to coordinate septic system design. Additional communication and coordination will occur via virtual meetings and telephone.
 - Design information will be incorporated into drawings and specifications utilizing the approved preliminary conceptual design. Great West will prepare design drawings and technical specifications in accordance with Broadwater County Standards and in conformance with other applicable County, State, and Federal requirements. The plans and specifications will outline the work to be conducted by the contractor, along with the parties' legal responsibilities. The drawings will include utility information, holding tanks, septic tank, drainfield, and detail sheets.
 - A plan review meeting will be conducted with county and fair board personnel. The meeting will be conducted at the fairgrounds with two members of the Great West design team in attendance. The intent of the meeting is to discuss the project design and any changes required to finalize the plans.
 - Copies of the plans and specifications will be submitted to Broadwater County for review at the 90-percent completion level. Based upon comments received, Great West will make the necessary modifications to the plans and specifications and work with the appropriate officials to obtain approval and prepare the final documents.
 - A detailed final cost estimate for the proposed project will be prepared.

Task 3 – Restroom Addition

- Design of the new restroom facilities is being completed by Slate Architecture. Refer to their detailed scope of services and fee estimate. Conceptual layout of bathroom addition:



- Structural design will be completed by Great West. The building is anticipated to consist of a wood framed or steel stud walls and a conventional slab on grade and

spread footing frost wall foundation system. Roof framing will need to be coordinated between structural engineer and architect.

- Design will be checked on the 2018 IBC. Structural tasks include:
 - Determine design gravity and lateral loads including snow and wind
 - Design headers over openings
 - Check stem walls and footings
 - Perform lateral wind/seismic analysis and check shear walls and hold downs
 - Review Architectural drawings for framing design and details
 - Provide additional structural detail sketches if required
 - Red-mark Architectural drawings for structural elements

- A geotechnical report is not anticipated. New foundations are expected to tie into the existing foundation and designed using minimum soil bearing design pressures. Verification of the 4-H building existing foundation system may be required prior to finishing final plans.

- Roof framing is anticipated to remain primarily structurally isolated, and it is assumed no gravity load bearing elements will frame into the existing structure.

- It is assumed minimal load is bearing on the north wall of the existing 4-H building, and minimal structural effort to add in the proposed new overhead door is anticipated.

- Modeling of structural elements in Architectural Revit model available upon request for an additional fee.

Task 4 – Bidding Procedures

- Great West will prepare the bid advertisement and assist Broadwater County in advertising for and obtaining competitive bids. Great West will prepare and distribute up to 10 sets of plans and specifications to qualified bidders and arrange and attend a pre-bid conference to answer specific project questions from contractors.

- Great West will review and tabulate all bids and make a recommendation to Broadwater County regarding the project award. Upon award of the bids, Great West will prepare the Notice of Award, Agreement, and Notice to Proceed forms for use in awarding the project.

Construction Administration and Observation – Future task. To be contracted after bid award

Services Excluded

- Legal survey work required to locate, set, or reset property monuments is not included in this scope.

- Broadwater County will provide equipment to excavate the test holes.

- Grant or funding administration

Compensation

This cost ceiling will not be exceeded without prior authorization from the Owner. The estimated cost for each task is as indicated below.

<u>Task</u>	<u>Estimated Cost</u>
1. Field Survey, Data Collection, and Test Pits	\$3,900
2. Wastewater System Design & Plans	\$12,800
3. Restroom Expansion	
a. Architectural/Mechanical/Electrical (Slate)	\$20,685
b. Structural	\$4,715
4. Bidding Procedures	\$5,000
	<u>TOTAL</u> <u>\$47,100</u>

Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation, or lump sum amount, unless approved in writing by the Owner.