

Exhibit A

Scope of Services –

Matrix will provide the following scope of services for this task order project:

Task 1 – Project Coordination

Matrix will provide the following project coordination support services:

- Kick Off - Attend project kick off meeting to discuss project scope, schedule and approach.
- Meetings - Attend periodic meetings with County staff to review design progress, discuss and resolve design challenges.
- Alternatives – Develop alternative design options for project elements to be reviewed and discussed with County staff to support decision making.
- Stakeholders - Conduct design meetings with project stakeholders to review alternative design options and coordinate project direction. (Also coordinate with utility companies and other agencies to address utility conflicts and any special requirements.)
- Progress Reports – Provide monthly billing and progress reports to the County project manager.
- Public Outreach – Matrix will support the County during public outreach for the project. We assume there will be one public meeting prior to construction, on-line or in-person.

Task 2 – Topographic Survey and Boundary Analysis

Topographic Survey - Matrix will provide a topographic survey with physical features and utilities to be incorporated into a base map along with existing right-of-way. Physical features and utilities to include, but not limited to, roadway features, swales and drainage features, fences, utility poles, valves, pedestals, guy wires, manholes, inlets with grate and invert elevations, signs, pavement marking, mailboxes, and driveways. Topographic survey to extend approximately 100 feet down each leg of every intersection. (A separate SUE plan for utilities is not anticipated at this time).

Property Ownership Mapping – A professional Land Surveyor, licensed in the State of Colorado, will perform the analysis and provide an opinion as to the boundary line positions and property ownership mapping for the properties along Jones Road. Survey control, right of way, property lines and ownership will be located and mapped on the deliverable. Recorded easements and encumbrances will be shown, based on title research provided by our vendor. (No monumentation is anticipated to be set.)

Task 3 – ROW Acquisition Support Services (Legal Descriptions & Exhibits)

Matrix will provide legal descriptions and graphical exhibits to support the acquisition of new right of way or easements along the project limits. This proposal assumes five (5) legal descriptions and graphical exhibits will be needed. If additional legal descriptions and graphical exhibits, of a comparable scope & size, are needed, they will be prepared at a cost of \$1,200 per legal description and graphical exhibit.

Task 4 – Drainage Report

Matrix will prepare a drainage report for the project, examining the hydrology of the project including culverts and roadside swales. Matrix will perform visual inspections and hydrologic calculations for the two larger culverts on Jones Road, to confirm capacities. Driveway culverts will be replaced in accordance with County standards.

No new detention or formal water quality treatment is planned with this maintenance reconstruction project. However, in the more erosive areas with steeper grade, we will explore the use of smaller riprap check dams and other materials to slow runoff and dissipate energy.

Task 5 – Preliminary Plans

Matrix will prepare preliminary plans for Jones Road, from Highway 83 to East Cherry Creek Road. The preliminary plans are anticipated to include the following sheets layout out at 20' scale:

- Title Sheet
- General Notes
- SAQ
- Typical Sections
- Survey Control
- Geometric Layout
- Roadway P&P
- Signing & Striping
- Details
- EC – Initial & Final
- EC – Final
- EC – Details
- Cross Sections
- Volume Tab

The preliminary plans will be submitted for review to Douglas County staff along with the drainage report and a preliminary estimate of probable cost. It is anticipated that the County will provide direction for the limits of Phase 1 & 2 for Jones Road at this milestone. It is expected that approximately 351 sheets (including cross-section sheets) will be needed for Phases 1 & 2, to be prepared under the following Tasks 6 & 7.

Task 6 – Jones Road, Phase 1 - Final Plans, Specifications and Estimates (P, S &E)

Based on the previous comments received, Matrix will prepare final documents, for Phase 1.

Matrix will provide final plans, specifications and estimates (P,S &E) including a final bid schedule for inclusion to the solicitation package for construction advertisement (Ad). An electronic PDF of the final construction bid plans (11 x 17 PDF format), engineer's estimate of probable cost and specifications will be submitted to the County. An electronic file of the plans and base files (AutoCAD), specifications (Word), and engineer's estimate of probable cost (Excel) will also be submitted.

Task 7 – Jones Road, Phase 2 - Final Plans, Specifications and Estimates (P, S &E)

Matrix will prepare final documents, for Phase 2. Matrix will provide final plans, specifications and estimates (P,S &E) including a final bid schedule for inclusion to the solicitation package for construction advertisement (Ad). An electronic PDF of the final construction bid plans (11 x 17 PDF format), engineer's estimate of probable cost and specifications will be submitted to the County. An electronic file of the plans and base files (AutoCAD), specifications (Word), and engineer's estimate of probable cost (Excel) will also be submitted.