

EXHIBIT A
PROJECT NO. W000TE/S000TE

Activity 1: OCWUT Capital Improvement Plan (CIP) Management Services

- A. Review, update, and maintain CIP in Primavera (P6) for Water, Sewer, and Solid Waste:
 - 1. Incorporate and update the 40-year CIP into P6.
 - 2. Develop and maintain the 5-year and 10-year forecasted CIP in Primavera P6.
 - 3. Develop and provide as requested by OCWUT staff an exported file in MS Excel or other format as required to submit for use by the Financial Consultant in updating the OCWUT 5, 10, and 40-year CIP model.
 - 4. Utilize the standard project template for all new projects.

- B. Meetings:
 - 1. Coordinate and lead weekly CIP project manager update meetings
 - a. Update the project status report.
 - b. Create an action item list to distribute to all attendees within 1 business day of the meeting.
 - c. Maintain an action item log
 - 2. Coordinate and lead weekly Critical Task meeting with Engineering Manager
 - a. Update the Director's critical task report as needed based on input from Engineering Staff.
 - 3. Attend CIP update meetings with the Utilities Director
 - a. Attend preparation meeting with Engineering Staff and revise the project status report prior to the meeting with the Utilities Director.
 - b. Update the project status report during the Utilities Director CIP update meeting and create an action items list to distribute to all attendees within 1 business day of the meeting.
 - 4. Attend weekly kickoff and recap meetings with the CIP manager
 - 5. Create and maintain an action item log.

- C. Provide Schedule Reviews (ACE sub consulting)
 - 1. Project Development Tracking (Design through Construction and Trust acceptance)
 - 2. Coordinate with project managers to obtain required information and present to CIP Manager during weekly recap meeting prior to implementing into P6
 - 3. Budget is estimated based on costs to review South Canadian WWTP schedule.

- D. Updates to the Capital Spenddown Report (CSR) and Facility Fund Transfer Report (FFT):
 - 1. Build out Financial Tracking in P6 in 2022
 - 2. Facility Fund Transfer Report
 - a. Review monthly Facility Fund Transfer (FFT) report for Water, Sewer, and Solid Waste.
 - b. Incorporate monthly FFT transactions into P6.
 - c. Reconcile FFT and P6.
 - d. Provide a monthly P6 financial transaction report to the CIP manager.

- E. Develop and review 24-month CIP report:
 - 1. Prepare a draft 24-month lookahead CIP report each month for review by the CIP manager and update based on review comments.
 - 2. Issue draft 24-month lookahead CIP report to Raw Water Design Manager, Asset Manager, CIP Manager, and Engineering Manager.
 - 3. Attend and lead a monthly review meeting with Engineering Staff and update P6 based on review comments.
 - 4. Create and maintain an action item log.
 - 5. Prepare a revised draft 24-month lookahead CIP report and submit to CIP Manager.
 - 6. Attend a monthly review meeting with Finance staff and update P6 based on review comments.
 - 7. Create and maintain an action item log.

- F. 2nd Atoka Pipeline Coordination:
 - 1. Coordinate with 2nd Atoka Pipeline Construction Manager, Raw Water Design Manager, and CIP Manager.
 - 2. Update and coordinate P6 based on schedule and spending information.

- G. P6 Customization, training, and software:
 - 1. Continue the development of the CIP utilizing Primavera P6. P6 will continued to be customized to capture both Project Management activities and financial budget and expenditures. The P6 CIP will serve as the primary program management tool. Other MS Excel files will gradually be phased out for the master Oracle database within the P6 platform. Primavera P6 and associated oracle database files will be maintained on OCWUT servers. Licenses will be updated under OCWUT/City of OKC.
 - 2. Training for the CIP Manager and designated representatives will be provided for Primavera P6 and Oracle. The purpose of these workshops will be to provide a general overview of Primavera P6 and working knowledge of how to access and view reports and data.

- H. Southeast Water Supply R&R CIP
 - 1. Develop and maintain the 5-year forecasted CIP in Excel and Word.
 - 2. Includes quarterly meetings with OCWUT to update repair and rehabilitation needs and budget.

Activity 2: Coordinate with Other City Departments and External Agencies

- A. General Coordination
 - 1. Coordinate projects with other departments to eliminate conflicts or impacts to existing facilities, recently completed projects or proposed projects. A majority of this coordination work will relate to the Public Works General Obligation Bond program but is not limited to the Bond program. Other funds may be sales tax revenue or other department/grant funding.
 - 2. In conjunction with the Plan Review task, ensure plans and specifications prepared by other entities either avoid conflicts or comply with OCWUT standard specifications and details if OCWUT assets are relocated or adjusted.
 - 3. Coordinate with the following:

- a. Public Works
- b. MAPS
- c. Parks and Recreation
- d. Planning and Permit Dept.
- e. Other Trusts, i.e. COTPA, Airport Trust, Zoo Trust
- f. ODEQ
- g. OWRB
- h. Other Municipalities
- i. County Governments
- j. OTA

B. ODOT Coordination: Coordinate activities with OCWUT and ODOT for projects either initiated by ODOT or by other entities that will potentially impact OCWUT assets. The Trust Engineer will be responsible for the management of this activity per a Standard Operating Procedure (SOP) developed by OCWUT and dated 6/15/2021. In general, the responsibility matrix shown below identifies both primary and secondary responsibilities for both the Trust Engineer and OCWUT staff.

TASK DESCRIPTION	SRB PRIMARY	OCWUT MANG PRIMARY	OCWUT PM PRIMARY
Project Identification and General ODOT Coordination			
Coordinate meetings with ODOT quarterly	X		
Identify possible utilities in ODOT project vicinities	X		
Coordinate with OCWUT on potential project CIP and funding	X		
Determine CIP and Funding source and betterments or system expansion		X	
Participate in Utility relocation Field meetings	X		
ODOT or OCWUT Project determination		X	
Maintain OCWUT /ODOT Tracking Spreadsheet	X		
ODOT Related Project Execution			
Scope and fee development & ODOT Authorization	X	X	
Scope and fee from ODOT Consultant	X		X
Coordinate ODOT engineering approval letter	X		
Coordinate authorizing engineering contract with consultant			X
Design Coordination 30%/65%/90% - 100% PS&E			X
ODOT & OCWUT Utility relocation agreement and authorize funding 65%	X	X	
Bid & Award - if OCWUT managed			X
Submit for ODOT letting - if ODOT managed	X		X
Construction management and administration with consultant			X
Coordinate final project closeout and reimbursement claim submittal	X		

Table 1: ODOT Coordination Responsibility Matrix

- C. The SOP dated 6/15/2021 defines the specific activities in the following two categories. Refer to the SOP for details for the activities shown below.
1. Project Identification and General ODOT Coordination
 2. ODOT Related Project Execution

Activity 3: Contractor Pre-Qualification Services

- A. Class A, B, and C Water and Wastewater Contractor Prequalification Reviews:
1. Provide reviews of Contractor applications for identified pre-qualification classifications.

2. Seventy (70) application reviews during the calendar year are assumed for establishing a basis for this scope of work.
 3. Provide approval and rejection recommendations.
 4. Prepare agenda items for board meetings.
- B. Coordinate with Public Works staff quarterly on Pre-Agenda and Final Agenda.
- C. Support Private Development in the administration of the Class D Water Meter Contractor Prequalification process.
1. Fifty (50) application reviews during the calendar year are assumed for establishing a basis for this scope of work.
 2. Complete a technical review of the application.
 3. Provide a recommendation to Private Development with any deficiencies. Private Development staff will coordinate with the Public Works Prequalification Officer on notification to the applicant on acceptance or rejection and/or supplemental information.
 4. Incorporate these recommendations into the overall OCWUT Prequalification recommended agenda.
- D. Coordinating with Public Works and Contractor Applicants to facilitate the prequalification process. Attend monthly meetings with the Engineering Manager, OCWUT General Manager and the Pre-Qualification Board meeting. Attend any special meetings with the Municipal Counselor, or other as directed by the Engineering Manager.

Activity 4: Review Plans from other Departments and Agencies

- A. Conduct Public Works plan reviews for the Utilities Department (water and wastewater systems)
1. G.O. Bond Program projects.
 2. Sales Tax Program projects.
 3. On-Call/Maintenance projects.
 4. Parks and Recreation projects (trails and parks).
 5. MAPS projects.
 6. Public Works Private Development.
 7. Other internal and external agencies as requested by the CIP Manager.
- B. Participate in Public Works Plan Review Meetings (30-60-90/100 percent review meetings)
- C. Participate in Public Works Utility Coordination Meetings
- D. Track progress in ACELA and update LFR Tracking spreadsheet
- E. Ensure plans and specifications comply with OCWUT standards.
- F. Coordinate with Engineering Staff regarding the scope of work, to create project numbers, assign a project manager (if needed), ensure compliance with existing memorandum of understanding (MOU) or the need to establish a new MOU.
- G. Provide an update during the bi-weekly Trust Engineer update meeting with Engineering Staff.

Activity 5: CIP Plan Review Support

- A. Review of OCWUT CIP Projects as directed by the CIP Manager. The primary focus of the reviews shall be:
1. Adherence to OCWUT standards.

2. Conformance and consistency
3. Adherence to OCWUT CAD Standards

Activity 6: Product Reviews Committee

- A. Provide comprehensive reviews of products and materials submitted by Manufacturers or Contractors for consideration of pre-approved status for construction projects. Document these reviews and provide product information and recommendations to OCWUT.
- B. Organize, facilitate, and document Manufacturer presentations of products.
- C. Organize and facilitate a committee to make recommendations of whether to allow or reject products that have been reviewed. Document decisions made by the committee.
- D. Monthly update to the Preapproved Materials Checklist and presentation to OCWUT.
- E. Monthly update to the Preapproved Materials Special Provision and submittal to OCWUT Support.

Activity 7: Quality Management System Development

- A. Conduct up to three (3) Specification reviews and updates as determined by OCWUT and directed by the CIP Manager.
- B. Design Manual review, update, and implementation.
- C. Provide up to five (5) Standard Detail reviews and updates as determined by OCWUT and directed by the CIP Manager.
- D. Review and develop up to six (6) Standard Operating Procedures (SOPs) as determined by OCWUT and directed by the CIP Manager.
- E. Prepare process flow charts for existing and new SOPs as directed by the CIP Manager.

Activity 8: Miscellaneous

- A. Provide a monthly financial status report for each activity. Identify if an activity is projecting to exceed the planned budget and prepare a corrective action plan for review and approval by the CIP Manager. Submit each month with the invoice.
- B. Provide certification as required by OCWUT Bond Indentures.
- C. Provide additional services as requested by OCWUT. Submit to CIP Manager for review and approval prior to proceeding with any additional services.