

EXHIBIT "A"
SCOPE OF SERVICES

FOR
PROJECT MANAGEMENT & ADMINISTRATION SERVICES FOR LAP
AGREEMENT PROJECTS

Description: District-Wide General Consultant Engineering Services Contract # 2
Contract Number: C-9J68
Contract's FM No.: 432950-1-32-04
County: Miami-Dade

1.0 BACKGROUND:

The ABCOM team was retained by the Department to provide In-House Project Management Support Services for LAP Agreement Projects.

2.0 PURPOSE:

The consultant's purpose of this Work Order is to provide the Department with In-House Project Management Support Services for the Department's LAP Program.

3.0 SCOPE:

Provide the Department with Consultant Project Management Services for LAP Agreement projects. Such services involve tasks such as:

- Contacting and Managing municipalities, cities and counties in order to coordinate required documents for projects from initiation to production and through post design services.
- Coordinate with all sections within the Department in order to fulfill the projects demands while maintaining the production schedule.
- Attend meetings with key personnel from these municipalities, cities and or counties in order to educate and properly coordinate all of the necessary items, processes and procedures as required by the Department as well as Federal government.
- Aid in the coordination & review all of the received invoices as well as the corresponding documentation from the municipalities, cities and counties for proper fees and compliance.
- Perform field inspections to inspect work performed by external LAP agencies.

4.0 CONSULTANT RESPONSIBILITIES:

The Consultant's responsibilities remain the same as in the Original Agreement and any Supplemental Amendments to date shall remain the same.

5.0 DEPARTMENT RESPONSIBILITIES:

The Department's responsibilities remain the same as in the Original Agreement and any Supplemental Amendments to date shall remain the same.