

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

SCOPE OF SERVICES

Contractors shall provide and perform surveying, engineering, architectural and diving services and other professional support services to fulfill the specific tasks as defined for each project under this Contract as requested.

- Architectural Design, Landscape Architectural Design, Architectural Historian
- Civil Engineering
- Land Surveying
- Coastal and Water Access Engineering
- Dam Inspections, Studies, Designs
- Flood Control Project Inspections, Studies, Designs
- Diving Services
- Contract Administration, Construction Administration, Construction Oversight
- Bridge and Structural Inspection Services
- Code Review and Building Inspection and Condition Assessment Services

Categories:

Cartographer/GIS Specialist: Prepares maps on topography, etc. to be digitized. Designs and draws original maps of cities and regions. Adapts existing maps. Uses geographic information systems and global positioning system to prepare maps of topography. Analyzes spatial and environmental data.

Draftsperson: Draws site plans, layouts, and detailed drawings on CAD system.

Professional Engineer (Project) (Specialties include: civil, electrical, mechanical, structural, environmental, etc.): Holds a bachelor's degree or higher in relevant engineering discipline. Licensed for this occupation by the Department of Consumer Protection. Designs and oversees construction of systems. Affixes professional engineer seal to documents when required.

Professional Engineer (Senior) (Specialties include: civil, electrical, mechanical, structural, environmental, etc.): See Professional Engineer described above.

Engineer (Project) (Specialties include: civil, electrical, mechanical, structural, environmental, etc.): Holds a bachelor's degree or higher in civil, mechanical, electrical, structural engineering or other relevant engineering discipline. Performs engineering tasks and analysis related to site investigation and designs projects and oversees construction of projects, etc.

Engineer (Senior) (Specialties include: civil, electrical, mechanical, structural, environmental, etc.): See Engineer described above.

Field Technician: Collects samples, provides field support, uses, maintains and deploys equipment.

Licensed Surveyor: Licensed by the Department of Consumer Protection.

Licensed Environmental Professional: Has engineering, geology or hydrogeology training and is licensed by the State Board of Examiners for Professional Engineers and Land Surveyors.

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Wetland/Soil Scientist project: Holds a bachelor's or higher degree in soil science, geology, earth science, biology, botany or other relevant discipline and specialized training and experience in wetland evaluation or soil science. Delineates wetlands using recognized Federal or State methodologies. Interprets and evaluates soil types. Classifies soil samples and evaluates effects of contaminants on wetlands and related animal and plant communities.

Clerical Staff: Uses computers, typewriters and other office equipment to provide clerical and logistical support to projects. May type reports, correspondence and other written material. May prepare bills, invoices, and related documents.

Project Manager: Oversees and coordinates projects from an administrative and operations standpoint. Initial contact at site for projects. Department of Energy and Environmental Protection liaison.

Architectural Historian/Cultural Resource Specialist: Holds a bachelor's degree or higher in architectural studies or other relevant discipline. Must be experienced in the completion of field studies and surveys in cultural resource management.

Senior Architect: Holds a bachelor's degree or higher in architectural studies or other relevant discipline. Licensed for this occupation by the Department of Consumer Protection. Designs and oversees construction of systems. Affixes licensed architect seal to documents when required.

Code Inspector/Reviewer: Licensed or certified for this occupation by the appropriate authority and experienced. Experienced in the completion of field inspection and plan review.

Construction Inspector/Administrator: Licensed or certified for this occupation by the appropriate authority and experienced. Experienced in the completion of field inspection and plan review.

Requirements of the above listed categories include, but are not limited to:

- Demonstrated ability to handle projects of similar scope
- Ability to meet specifications, requirements, terms and conditions of this Exhibit A
- Ability to provide service, personnel and equipment
- Expertise/qualifications in design, inspection and/or construction oversight
- Thorough familiarity with applicable and related Connecticut laws, regulations and approval processes
- Demonstrated ability to convey complex technical information in a straightforward and readily understandable manner to a broad public audience and elicit meaningful public comment.
- Demonstrated ability to manage a team of technical experts and work successfully with a broad array of public and private entities to meet aggressive project schedules.
- Experience, education or training (credentials), knowledge and skills are a condition of eligibility.

Examples of specific projects may include, but are not limited to, the following:

- Courtesy docks, piers and boardwalks
- Boat launching ramps
- Parking lot and access road design and construction
- Mechanical, electrical and plumbing system design

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- Architectural improvements
- Multi-purpose recreation trails
- Americans with Disabilities Act enhancements
- Storm water management plans and infrastructure
- Utility design services (water, sewer, electric, gas, etc.)
- Pedestrian and vehicular bridge rehabilitation and construction
- Dams/Spillways
- Flood Control
- Energy conservation/efficiency improvements
- Natural resource conservation improvements
- Diving and underwater inspections/repairs
- Property survey/boundary survey
- Fuel storage, monitoring and dispensing systems
- Architectural historian/conservation review
- Geotechnical review and analysis
- Building/structural condition assessments
- Asset management and planning
- Permit application and support

Services and tasks for each individual project may consist of, but are not limited to, one or more of the following:

- Boundary, Topographic and Special Purpose Surveys
- Hydrological and Bathymetric Surveys
- Engineering and Architectural Surveys
- Environmental Assessments
- Environmental Impact Evaluations
- Land Management Planning
- Site Inventory and Analysis
- Feasibility Study
- Identify Wetlands and Other Natural Resources Associated with Environmental Permits
- Inspect Infrastructure (bridges, buildings, etc.)
- Codes and Standards Review
- Historical Interpretation & Restoration/Conservation (U.S. Department of Interior Standards)
- Environmental Interpretation
- Public Involvement Process Participation and Support
- Recreational Planning
- Master Planning
- Site Planning
- Analysis of Design Alternatives
- Preliminary Design
- Asset Management
- Development Permitting
- Cost Estimating
- Design Development
- Construction Drawings and Specifications
- Consulting Services

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- Construction Contract Administration
- Value Engineering and Cost/Benefit Analysis
- Wave and Wake Study
- Hydraulic and Diving Services
- Emergency Dam and Flood Control Related On-Call Inspection Services
- Construction Oversight
- Historical / State Historic Preservation Offices Documentation
- Structural Analysis and Studies
- Geotechnical Engineering

Licenses, Certifications and Permits, Photo IDs:

Contractor and subcontract, if any, shall insure at all times during the term of the Contract that all necessary licenses, certifications and permits are current for all Services performed under this Contract. Contractor and subcontract, if any, shall immediately notify the Client Agency by written notice in the event any of such licenses, certifications or permits expire or are revoked. The Client Agency, at any time during the term of this Contract, may request the Contractor and subcontractor, if any, to provide proof of any of required licenses, certifications and permits. Contractor's and subcontractor's, if any, personnel shall carry their licenses with them when performing any Services and will make the required licenses available to the Client Agency prior to beginning any type of Service, if requested.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political sub-divisions of the State (which includes towns and municipalities), schools, and not-for-profit organizations.

(c) P-Card (Purchasing MasterCard Credit Card)

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

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The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

(e) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.