Exhibit A
Scope of Services

Project Overview
The Twin Ports Interchange (TPI) project is the reconstruction of the interchange of I-35/I-535/Hwy 53 in Duluth, Minnesota. The project is adjacent to natural resources including Lake Superior and two trout streams. The entire project is in a rail yard and an old industrial area with extensive soil and groundwater contamination. There are two trout streams flowing through the project and the project limits extend to the shore of Lake Superior.

This project is being delivered via the Construction Manager General Contractor (CMGC) delivery process and two work packages are anticipated. Work Package #1 is scheduled for letting in April 2020 and Work Package #2 is scheduled for letting in December 2020. It is anticipated that work will begin year around in mid-May 2020 and continue through October 2022 with final clean up in the spring/summer 2023. More details on the TPI project can be found at: http://www.dot.state.mn.us/d1/projects/twin-ports-interchange/index.html

This contract is for an Environmental Compliance Manager (ECM) for the four years of construction. The ECM will be a critical member of the project team and it is assumed will be needed on site in Duluth 24 hours per week. Primary duties will be Storm Water Pollution Prevention Plan (SWPPP) review and site plan approve and approval. Other oversight of Contaminated Materials Management and groundwater will be done by others. Detailed duties will include the following:

1.0 CONTRACT PROJECT MANAGEMENT (Activity Code 1010)

Project management will include work necessary for communication and completion of the project tasks on time and within budget. The Contractor’s Project Manager or their primary duties will not be reassigned without the written consent of the State’s Project Manager. The Contractor’s staff will have the training and expertise necessary for the work tasks to which they are assigned.

1.1 Project Management & Administration

1.1.1. Monthly Budget & Billing (Invoice and Status Report): Invoices will be accompanied by a cover letter; progress report form; supporting data for direct expenses; and an updated project status report reflecting State Project and P6 activities identified by the State’s Project Manager.

1.1.2. Weekly Update to the State’s Project Manager: On a weekly basis the Contractor’s Project Manager will update the State’s Project Manager with regards to the status of the project schedule, budget and general status/progress.

1.2 Kick-off Meeting

The Kick-off meeting will establish communications protocol and discuss the project schedule. The Contractor will receive available existing information from the State. The State will provide details as to the expectations of the CMGC’s team members.

1.3 Deliverables

State’s Deliverables:

1. Design materials (plans, specifications, etc.)
2. Provide copies of project correspondence, permits and project information.
3. Attend meetings.
4. Approve deliverables.
5. Monitor quality control.

Contractor’s Deliverables:
1. Attend meetings.
2. Coordination of project activities with stakeholders with the approval of State’s Project Manager.
3. Provide weekly updates to the State’s Project Manager.
4. Prepare and submit monthly progress and status reports.
5. Provide timely copies of critical correspondences and project issue data.

2.0 ENVIRONMENTAL COMPLIANCE MANGER (Activity Code 1800)

2.1 This position will serve as liaison between State project staff and MnDOT’s Office of Environmental Services, and other agency stakeholders for the environmental matters on the project. This position will assist State in reviewing and verifying that all required environmental permits have been obtained by the Contractor for the performance of work, and that obligations of all permits/approvals are being met. This position will coordinate the following during construction:

- Spill containment plans
- Storm water pollution prevention plans (SWPPP)
- Cultural resource surveys including coordination archaeological monitors
- Oversight of contaminated soil and groundwater documentation reports
- Review and approve site management as described in the project SWPPP.
- Compile site specific inspections from project staff for required SWPPP inspection intervals.
- Weekly/monthly environmental monitoring

2.2 Equipment and Supplies
Contractor must provide tools and equipment needed to perform the work including, but not limited to:
- Cellular telephone, computer, and WiFi access;
- Personal Protective Equipment (PPE) including, but not limited to, Safety vests meeting American National Standards Institute (ANSI) Class II, Class E long pants (for night work), hard hats, hats, fall protection, safety glasses, steel-toed boots, and hearing protection;
- Vehicle(s) for the inspector(s) use, equipped with a beacon on the approved products list, which can be found at: www.dot.state.mn.us/products/vehiclelighting/index.html; and
- Other incidentals needed to perform the work.

2.3 ECM Duties will include, but are not limited to:
- Meet with the State’s Project Engineer or Supervisor before the pre-construction meeting. Understand the State’s standard construction practices. Become familiar with the construction plans, contract documents, environmental permits and the construction contractor’s proposed schedule, prior to the date the Contractor will commence the work.
- Attend construction meetings necessary for close coordination during day-to-day progress of the work or as required to carry out the construction contract. Meetings may include a preconstruction meeting and a close out meeting.
- Obtain, document, and file field conditions.
• Communicate regularly with the State’s Project Engineer/Supervisor. Immediately bring to their attention any non-compliance with environmental permits or site issues.
• Provide the services required under this contract as necessary to accommodate the construction contractor’s schedule. This may include overtime, nights, weekends, and holidays.
• Perform field operations in accordance with Occupational Safety and Health Administration (OSHA) regulations and accepted safety practices.
• Manage all permit compliance, ensure actions are implemented (plan review, audits, field meetings, trainings, etc.)
• Ensure contaminated/regulated waste is handled and documented properly – including site inspections.
• Review known (and unknown) wells and sealing procedures
• Monitor vegetation/landscaping prior, during and after land disturbance
• Manage & ensure NPDES compliance during and after construction
• Protect cultural resource and TE species
• Facilitate issues/concerns with regulatory agency involvement
• Document activities to ensure future audits are well managed
• Manage/document spills or incidents during construction
• Guide internal and external agency walk-throughs and audit results
• Expedite compliance strategies, and anticipate upcoming issues of concern
• Perform such other work as the Contractor, in its professional opinion, deems necessary to achieve the expected outcomes of this contract.

2.4 Deliverables
Following is a brief summary of the deliverables under this contract:
• Weekly field reviews.
• Review of environmental permits for compliance
• Ensure obligations of all permits/approvals are being met
• Attendance at project meetings