

# EXHIBIT A

## SCOPE OF WORK 2025 GENERAL MASTER PLAN UPDATE

PROVO RIVER WATER USERS ASSOCIATION

### Master Plan Scope of Work

The scope of work for the 2025 Master Plan update includes the tasks outlined below:

- Task 1 Review of Prior Documents and Project Systems
- Task 2 Proposed Project List
- Task 3 Project and Facilities Spreadsheet Development
- Task 4 Facilities Risk Registry
- Task 5 Estimate of Probable Cost
- Task 6 Implementation Plan and Proposed Schedule
- Task 7 Complete and present the 2025 Master Plan Report

Each of the coordination tasks is described in detail in the following paragraphs.

**Task 1 – Review of Prior Documents and Project Systems.** The Consultant will review the project facilities and prior Master Plan documents (2014 Update, SCADA, Water Conservation and Management Plan and PRA Master Plan) to gain a complete understanding of the Association's facilities and operations. This will include meetings with Association staff and site visits when required. \*Note all Documents are available for review at the PRWUA Main Office

**Task 2 – Project and Facilities Proposed Project List.** Under the direction of the General Manager, the Consultant will prepare a list of proposed projects recommended for future completion including a detailed writeup of the recommendations for the final report. This list of projects will be incorporated into a spreadsheet in Task 3.

**Task 3 – Spreadsheet Development.** The Consultant in coordination with Association staff will develop a detailed spreadsheet listing and prioritizing each project. The spreadsheet will be reviewed and prioritized using a ranking system developed by the consultant and the Association's project manager, the final priority order will be determined by the Association's Engineering Committee and accepted by the Board of Directors as directed in Task 6.

**Task 4 – Provide a Risk Registry** which includes the projects and facilities gathered in Tasks 1-3 and seeks to forecast needs and expenditures to minimize emergency situations. The intent of the risk registry is to connect the Master Plan and the Capital

Improvement plan. The scope of this task is to inventory, evaluate criticality, assess condition and recommend a budget for Association assets. This task will assist the Association staff and board to transition facilities to projects required to maintain operations.

**Task 5 – Estimate of Probable Cost.** The Consultant will develop an engineer's estimate of the probable cost for each of the projects developed in Task 3, including the estimated cost of engineering design and construction services to complete the projects. Costs for the projects will be in present value.

**Task 6 – Implementation Plan and Proposed Schedule.** Propose a schedule and implementation plan for projects, utilizing the above tasks, to be completed under this master plan update, coordinating this schedule with the anticipated revenues available through the Association's master plan assessments. The consultant should expect a minimum of two reviews with recommendations by the Engineering Committee during the preparation of the final document. With final acceptance of the proposed plan and schedule by the Association's Board of Directors.

**Task 7 -** The Consultant will use all the information gathered in the previous six tasks to complete the 2025 Master Plan for the Association to provide planning guidance and projected financial information to maintain the Associations assets for the next 10 years.