

EXHIBIT A – SCOPE OF SERVICES

Consultant will complete the following tasks:

Task 1: Assist in issuing a Request for Proposals for ASHRAE Level 2 Energy Audits and prepare the vendor approval request for ODE and DOE.

Budget Period 1 (Month 1 – Month 8)

Project Initiation, Planning, Design & Budget Confirmation, Possible Construction

CSS will assist the District, and take lead, for all of the following tasks in Budget Period 1:

Task 2: Assist the school district with procuring an energy auditor, overseeing the ASHRAE Level 2 Energy Audits for identified schools, reviewing and updating audit findings, and submitting finalized energy audits to ODE.

Task 3: Work with ODE and the school district to develop a comprehensive project plan and implementation framework, incorporating results from energy audits, energy assessments, and financial analyses while ensuring compliance with relevant regulations. This includes reviewing the plan with the grant funder, pricing project elements, ensuring compliance with regulations like Buy American, and incorporating permitting requirements and tax credit strategies.

Task 4: Submit Strategic Plan and Energy Audit to ODE and provide timely responses to grant funder's feedback and questions.

Task 5: Assist the school district with bidding and awarding of design/build contracts for each of their schools, following appropriate procurement methods. This includes assisting with preparing and issuing RFPs, receiving proposals from qualified contractors, reviewing them, and selecting a contractor for approval by the School Board.

Task 6: Help school district compile cost estimates and submit construction documents to ODE and grant funder

Task 7: Prepare the Environmental Questionnaire 1 and submit it to the grant funder.

Task 8: Complete and submit a continuation application package that includes updating the district's budget, updating project objectives and implementation schedule, and updating other project planning documents.

Budget Period 2 (Month 8 – Month 60)

Construction, Student Engagement, Closeout, and Measurement & Verification

CSS will support all the following tasks, ensuring compliance and timeliness. Note: The following tasks include clarifying language to specify where CSS provides facilitation and coordination versus direct implementation. This distinction ensures alignment with funder expectations and District responsibilities.

Task 9: Assist the school district with the completion of their construction plan as needed.

Task 10: Prepare the E-Q (for the second phase) and submit it to the grant funder.

Task 11: Submit (not prepare) design drawings with approved Energy Conservation Measures from Budget Period 1 for final subcontractor pricing. This includes preparing and reviewing bid documents, ensuring compliance with Davis Bacon and Buy America requirements, receiving and selecting bids from subcontractors, and holding a pre-construction meeting with the project team. The final subcontractor bids are reviewed and approved by the schools, ODE, and the grant funder.

Task 12: Track progress and provide technical assistance to the school district on the completion of Energy Conservation Measures outlined in the energy audit. Facilitate (not conduct) staff training on any new equipment by coordinating with the school district and the contractor.

Task 13: Track progress and provide technical assistance to the school district on student engagement programs.

Task 14: Collect audit report and post-construction report from energy engineer and submit to ODE and grant funder.

Task 15: Work closely with ODE to ensure that all final grant documents, post-construction photos, and final reports are completed and submitted to the grant funder.

Budget and Timeline

CSS will complete the full scope of work on a performance-based contract totaling \$26,363.63 over the 5-year grant term. We aim to work efficiently with the District and ODE to close out the project ahead of schedule, if feasible.