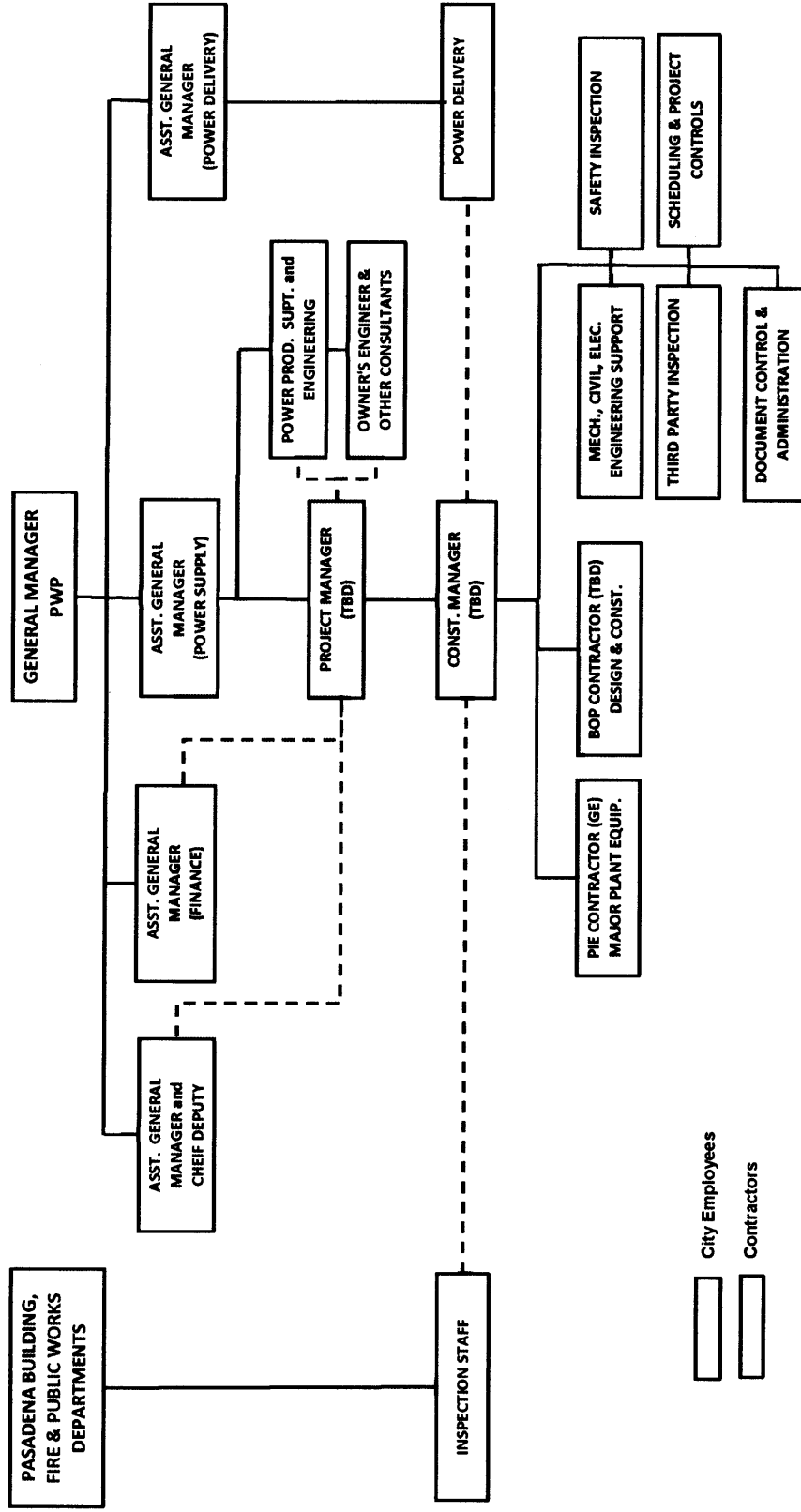


Attachment A: Agenda Report for the Authorization to Enter Contract with Process Unlimited International
 Glenarm Repowering Project Management Organization chart



Glenarm Repowering Project Work Plan - Overview

Task	Timeline	Resource Hours	Estimated Cost	Anticipated Staffing												
				PM	CM	Scheduler	Doc. Ctrl	Admin Assist.	Safety Inspection	Civil Eng. Support	Mech. Eng. Support	Elec. Ctrls. Support				
Task 1: Pre-Construction Phase																
Review PIE Contract/Kickoff	Nov 2013 - May 2014	2,100	\$ 300,000													
Mesh BOP Contract w/PIE																
Create Project Schedule																
Establish Document Control																
Manage BOP Bid Process																
Task 2: Demolition, Site Prep & Engineering Phase																
Manage Design Process	May 2014 - Oct 2014	3,500	\$ 500,000													
Manage Submittals/Due Dates																
Coordinate City Dwg. Review																
Oversee/Inspect Demo Work																
Review/Approve BOP Schedule																
Task 3: Construction Phase																
Oversee/Inspect Construction	Oct 2014 - Jul 2015	8,150	\$ 1,160,000													
Perform Regular Project Reports																
Coordinate PIE Delivery w/BOP																
Maintain Project Records																
Monitor PIE/BOP Schedule																
Review PIE/BOP Invoicing																
Create Living Punch List																
Task 4: Commissioning Phase																
Review Commissioning Plan	Aug 2015 - Jan 2016	4,200	\$ 600,000													
Coordinate PIE Tech. Assistance																
Monitor Commissioning Schedule																
Monitor Testing Activities: Performance, Emissions, Noise																
Task 5: Closeout Phase																
Manage Completion of Punchlist	Feb 2016 - Sep 2016	1,960	\$ 280,000													
Secure As-Builts, O&Ms, Records																
Final Lien Releases/Accounting																
Provide Final Budget Report																
Totals		19,910	\$ 2,840,000													

* Differences in projected amount and proposed contract labor amount are due to rounding

Attachment B: Agenda Report for the Authorization to Enter Contract with Process Unlimited International Page 2 of 4
Glenarm Repowering Project Division of Responsibility

Task	Responsibility		
	PWP	POWER Engineers	PROU
Pre-Construction Phase			
Prepare BOP Engineering and Construction Specifications		X	
Coordinate PIE Contract Terms and Conditions with BOP Specifications	X		
Participate in BOP Bidding (RFIs: Technical/Specification Questions)		X	
Manage BOP Bidding (Bid Review, Internal City Contract Execution Process)	X		
Participate in BOP Bidding (RFIs: Project Coordination Questions)			X
BOP Contract Negotiation (PWP to act as lead, PROU to provide support)	X		X
Finalize Project Management Plan	X		
Demolition, Site Prep & Engineering Phase			
Monitor and Inspect Demolition/Site Prep			X
Prepare monthly or bi-weekly project status report			X
Review PIE Submittals for technical conformance with PIE specifications		X	
Review PIE Submittals for later coordination with BOP submittals			X
Review BOP Submittals for conformance with BOP specifications		X	
Review BOP Submittals for constructability and consistency with PIE submittals			X
Review BOP Submittals for conformance with Power Plant standards, operational considerations	X		
Manage City plan check and drawing review			X
Log and manage PIE/BOP contractor RFIs			X
Monitor PIE/BOP contractor schedules, review updates, mitigate slip and delays			X
Manage change order requests from BOP contractor, review, recommend for approval/disapproval			X
Respond to BOP contractor technical RFIs regarding BOP specifications		X	
Respond to PIE supplier technical RFIs regarding PIE specifications		X	
Review RFI responses for schedule/cost impacts prior to returning to PIE/BOP contractor			X
Construction Phase			
Monitor and inspect BOP construction			X
Ensure BOP as-builts are current, maintain other current project records			X
Monitor PIE/BOP contractor schedules, review updates, mitigate slip and delays			X
Prepare monthly or bi-weekly project status report			X
Manage change order requests from BOP contractor, review, recommend for approval/disapproval			X
Approve or disapprove change orders	X		
Ensure changes are incorporated into project records, as-builts, etc.			X
Respond to BOP contractor RFIs regarding field conditions, schedule, cost impacts			X
Respond to BOP contractor RFIs regarding PIE/BOP specifications		X	
Review PIE/BOP invoices and pay requests, recommend for approval/disapproval, request backup			X
Approve or disapprove pay requests	X		
Commissioning Phase			
Check as-built systems for conformance with as-built drawings, project records, prior to startup			X
Prepare monthly or bi-weekly project status report			X
Review BOP commissioning plan for conformance with PIE contract terms and conditions			X
Review BOP commissioning plan for conformance with PIE specifications		X	
Coordinate schedule between PIE contractor personnel and BOP commissioning personnel			X
Ensure BOP commissioning adheres to schedule, ensure reports demonstrate satisfactory results			X
Coordinate and schedule plant personnel training	X		
Review test results for conformance with PIE/BOP contract terms and conditions			X
Closeout Phase			
Manage completion of punchlist			X
Secure as-builts, O&Ms, Final Records			X
Final lien releases/accounting			X
Provide final budget report			X

Attachment B: Agenda Report for the Authorization to Enter Contract with Process Unlimited International Page 4 of 4
TASK ORDER LETTER FORM

City of Pasadena
Water and Power Department

TASK ORDER LETTER

Task Order Letter No. _____ Contract No. _____

Contractor _____

Contractor agrees to perform the following scope of services:

Deliverables _____

Task Start Date _____

Task Duration or Target Milestone _____

Mutually Agreed Estimated Cost _____

It is so agreed by the parties duly-authorized signators:

Contractor

Dated _____ By _____

City of Pasadena

Dated _____ By _____