

EXHIBIT A

SCOPE OF SERVICES

City of San Leandro owns and operates a fuel dispensary station at the Public Works Service Center located at 14200 Chapman Road that serves city's fleet of vehicles. City plans to upgrade this fuel dispensary station to compliance with the current California Health and Safety Code. TAIT & Associates, Inc. scope of work will include provide engineering services for the Public Works Service Center (PWSC) Replace Fuel Tanks Project. This project will install new fuel storage tanks and fuel dispensers at the PSWC to meet both the applicable regulations and the current demand of the fuel station. The work includes removal of the existing, non-compliant four (4) underground storage tanks (UST) and associated piping supplying the fuel station. The new fuel tanks must meet all current federal, state, and county regulations and the City's installation requirements. The four (4) existing fuel dispensers will be replaced with new, modern dispensers at the same location and configuration.

Consultant shall perform all engineering and project management related work necessary to prepare plans and specifications suitable for Public Works bidding. The Scope of Services is not definitive and is intended only as a guide to illustrate the minimum project requirements.

The final design task shall be completed within 6 months of the notice to proceed from the City. Consultant shall provide a preliminary project schedule using key milestones or tasks in the proposal.

TASK A - PROJECT MANAGEMENT

Consultant shall be the primary responsible party for managing the project's schedule and the consultant contract budget. In addition, the consultant is expected to attend a kickoff meeting and biweekly progress meeting and prepare meeting minutes with action item logs for subsequent follow-up. During the kick-off meeting, consultant shall meet with City staff and others to review purpose of the project, scope of work and project goals. An initial project schedule will be developed and submitted to the City at the meeting. Consultant shall prepare and deliver a more detailed schedule following the kickoff meeting.

The consultant is expected to maintain frequent and timely communication with City staff throughout the duration of the project.

All project schedules shall be prepared in Gantt chart format, utilizing Microsoft Project software. Three weeks for City review of each submittal shall be included in the schedule. Schedule updates shall be provided at all progress meetings.

The total project budget for both design and construction is **\$1,000,000** including contingency. Consultant is expected to design a project that can be built within the available funding and to communicate often and early with respect to the schedule and budget.

Consultant Deliverables:

- Meeting Minutes
- Project Schedule and updates to the schedule

Information Provided by City:

- Input at meeting

TASK B - PRELIMINARY DESIGN

Consultant shall establish design criteria, project objectives, layout and key components of the project.

1. Consultant shall perform a field investigation to confirm the existing conditions and identify any major issues with the fueling system that needs to be addressed. Consultant shall be responsible for gathering additional background information necessary to develop the design.
2. Consultant shall explore multiple configurations for the replacement fuel tanks including installation of aboveground storage tanks or underground storage tanks. Consultant shall provide a recommendation of which configuration best suits the existing conditions and fuel usage at the PWSC. Consultant shall explore and recommend a minimum of three (3) different types of fuel dispenser systems. These recommendations shall include initial cost estimates. Based on the feedback from the City, the consultant shall further develop and finalize the design.

Consultant Deliverables:

- Predesign Report with recommendations
- Draft and Final Predesign Report (Word and PDF format)

Information Provided by City:

- Existing information and as-built drawings related to the project elements
- Input at meeting
- Review comments on the Draft Predesign Report

TASK C - DESIGN DEVELOPMENT

Consultant shall be the Engineer of Record and responsible for the design and preparation of complete plans and technical specifications for the project. All work is to be in compliance with all applicable rules, regulations, code, law, and good practice for public facilities. The plans and specifications will be subject to review and approval by City's Building Section of the Community Development Department. When possible, the Consultant shall incorporate "green" building/construction practices, sustainability, energy efficiency, and low operations and maintenance costs into recommendations and subsequent design.

Use of contractors, and all applicable subcontractors which are required to pay prevailing wages, requires registration with the State of California, Department of Industrial Relations (DIR) through the Public Works Contractor Registration Program (PWC Registration) before bidding, being awarded, or performing work on public works projects in California. It is the Consultant's responsibility to register with DIR if any of the contract work requires prevailing wages. This includes those performing surveying work, material testing, inspection, trucking, boring, potholing, concrete deliveries and temporary service companies who provide workers to prevailing wage contractors. For complete details, please refer to Exhibit E - PROVISIONS REQUIRED FOR PUBLIC WORKS CONTRACTS PURSUANT TO CALIFORNIA LABOR CODE SECTION 1720 ET SEQ.

Plans and specifications shall provide sufficient detail to result in a good quality product while allowing competitive pricing where possible. Documents shall provide options to the contractor where appropriate to obtain the same good level of quality for the best bid price. Plans and specifications shall not specify proprietary products or services. Technical specifications shall be prepared in CSI 2022 format. The City shall be responsible for Front End and Special Provisions (Division 0). The Consultant shall be responsible for all other technical specifications.

Consultant Deliverables:

1. 60% Submittal: Submit electronic PDF files to the City for review.
 - 60% Plans: Cover sheet and plan sheet with base mapping and preliminary details.
 - Table of Contents list for technical specifications.
 - 60% Construction cost estimate.
 - Project schedule update.
 - Cut sheets for equipment/appurtenances such as fuel tanks and fuel dispensers, and other relevant mechanical equipment.
 - Brief memorandum of the project's CEQA and other environmental requirements.
 - Documentation stating the status of permits needed (PG&E and/or Environmental).

2. 100% Submittal: All issues, prior comments, and concerns must be addressed in this submittal. Submit electronic PDF files to the City for review. At this stage, the City shall submit plans and specs to the City's Building Department for review.
 - 100% Plans.
 - 100% Technical specifications.
 - 100% Construction cost estimate.
 - Calculations stamped by a Licensed Engineer.
 - Project schedule update.

- Comments on the Front Ends and Special Provisions drafted by the City.
- Responses to the City’s review comments on the 60% submittal, along with return of mark-ups.
- All permits required to move forward with bidding are submitted by the Consultant. Including, but not limited to: Grading Permit, etc.
- Deferred submittals and special inspections have been identified on the plans.
- Other supporting documentation as necessary.

Information provided by City:

- One collated set of markups on each (60%,100%) submittal package within 2 weeks of receipt of the design submittal

TASK D - FINAL DESIGN PACKAGE

The final design package shall incorporate the City’s final comments, including the Building Department comments, from the 100% submittal. The bid package cannot be finalized until the Building Department deems the permit as “ready for issuance”. Hardcopies shall be delivered to Building Department for issuance of permit.

Consultant Deliverables:

- Two (2) hard copies and digital format (PDF and native format) of each of the documents as listed below:
 - Full-sized plans (24” x 36”), stamped and signed on each sheet by the Engineer of Record and by discipline.
 - Technical Specifications with the cover sheet stamped and signed by the Engineer of Record.
 - Final calculations.
 - Any other support documents as necessary (special inspection forms, etc.)
 - Final project schedule update.
 - Final construction cost estimate.

TASK E - BIDDING SERVICES

Consultant shall attend a pre-bid meeting, respond to all bidder’s requests for information (RFIs), and support the City’s coordination efforts to inform bidders of significant responses to RFIs and prepare addenda as necessary. During bidding, all proposers’ communications will be directed through the City’s Purchasing Agent.

Consultant Deliverables:

- Attend pre-bid meeting
- Response to bidders’ questions

- Technical information for addenda

Information Provided by City:

- Reproduction, advertising, and distribution of all bid documents
- Conduct pre-bid meeting
- Respond to bidders' questions and issue addenda incorporating consultant's technical responses

TASK F - CONSTRUCTION SUPPORT SERVICES

Consult Deliverables:

1. Attend the pre-construction meeting. Consultant shall be prepared to address possible construction pitfalls, items for the construction management team to be aware of (special working hours, shortened timelines for submittal reviews, etc.).
2. Attend biweekly construction progress meetings.
3. Observe hazardous materials testing, sampling or clearance inspection (if necessary)
4. Assist with completion and submission of UST removal application to the City.
5. Participate in the final inspection and development of punch lists.
6. Respond to RFIs, which includes clarifying or providing revisions or additional detail where necessary on the plans and specifications. Response to RFIs shall be within five (5) working days avoid construction delays and claims.
7. For projects with a building permit, the Consultant shall stamp and sign any revisions to the contract plans as a result of responses to RFIs or as a result of executed change orders. Consultant shall ensure that all changes are in compliance with the applicable codes. The City shall be responsible for resubmission to the Building Department if necessary.
8. Review and respond to all submittals within the period allocated in the contract documents and as necessary to avoid construction delays and claims.
9. Review proposed substitutions, if any, for conformance to plans and technical specifications.
10. Review and make recommendations on proposed changes to the contract (Request for Quotations and Contract Change Orders).
11. Prepare Record Drawings based upon red-lines provided by the contractor and field reviews. The Record Drawings shall be prepared digitally, using AutoCAD. Final Record Drawings shall be submitted electronically, in PDF and CAD format. All Record Drawing Plan Sheets must have a Record Drawing Stamp that includes: Record Drawings Title, Preparer's name, and Date. Hardcopies of the sheets with changes shall be submitted to the Building Department for record.
12. All revisions must be clouded. Record drawings revision number must be included and tabulated in the Plans Revision table.
13. Participate in the "Lessons Learned Meeting" with all parties at the end of the project.

Information provided by City:

- Construction management and inspections

TASK G - ADDITIONAL SERVICES THAT MAY BE REQUIRED

Optional services, if any, may be included as separate line items in the cost proposal. The selected consultant(s) may be required to provide additional services at the discretion of the City. A contract change order will be negotiated at the time it is determined by the City that any additional services are required.

SCHEDULE:

Note: All below dates are the working days (assume 20 days per month) to be projected from receipt of City Notice to Proceed.

Cumulative project duration of **130 working days:**

- Preliminary Design / Research, 10 days
- Perform Field Survey Work, 25 days
- Prepare 60% Design Package, 45 days
- Initial City Review, 55 days
- Revise and Prepare 100% package, 70 days
- 100% Submittal and Finalize Permits, 115 days
- Final Design Package, 120 days
- Issue Plans for Bid/Construction, 130 days
- Construction Support Services – based on bid and contract award timing