

ATTACHMENT B

SCOPE OF SERVICES

The scope of services to be provided will include:

Tasks Generally Associated with Capital Improvement Projects (CIP)

- Preparing plans, specifications, and estimates (PS&E) for the installation of new traffic signal systems, highway lighting systems, traffic signing & striping, bicycle facilities, pedestrian facilities or street improvements
- Design coordination with other public agencies and utilities
- Preparing traffic control plans and construction staging plans
- Developing and presenting design alternatives to the community, gathering public opinion, considering public sentiment in the context of safety, feasibility, and all applicable guidelines, policies and law, and recommending a preferred alternative with a well-developed justification.

Tasks Generally Associated with Traffic Operations

- Prepare traffic impact study reports
- Perform transportation demand modeling
- Prepare traffic operation analysis
- Plan traffic signal coordination
- Develop traffic simulation models
- Develop design alternatives for roadway reconfiguration
- Perform traffic demand / capacity analyses, corridor operation studies, traffic delay studies, and origin – destination studies
- Perform parking supply and demand studies

Tasks Generally Associated with Traffic Safety

- Perform Traffic Safety Analyses
- Evaluate the need for traffic control devices
- Evaluate the need and develop alternatives for traffic calming measures
- Evaluate highway lighting conditions and needs for improvement
- Perform safety studies related to intersection, pedestrians and bicyclists, and around school sites
- Perform roadside safety analyses
- Develop traffic criteria and guidelines for traffic signal timing for school zones

Other Related Tasks

- Perform traffic counts (manually, by machine, and/or by video recording)
- Prepare technical reports
- Attend public meetings and prepare presentations

Tasks which include planning and/or design efforts must be performed in accordance with the latest editions of the following guides, manuals, standards and regulations, wherever applicable, unless otherwise directed by City's Transportation Engineering Section:

- San Leandro 2035 General Plan
- San Leandro Neighborhood Traffic Calming Program

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- San Leandro Bicycle and Pedestrian Master Plan
- City of San Leandro Standard Plans
- Caltrans Highway Design Manual
- Caltrans Standard Plans and Specifications
- California Manual on Uniform Traffic Control Devices (MUTCD)
- AASHTO “Green Book” – A Policy on Geometric Design of Highways and Street
- AASHTO – Roadside Design Guide
- Americans with Disabilities Act Accessibility Standards
- California Access Compliance Reference Materials
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide

The above list is not intended to be comprehensive; documents and requirements may change throughout the contract term.

It is expected that the majority of services will involve the transportation and traffic engineering projects on an as-needed basis. Services may also be requested for the consultant to additionally serve as an on-call contract engineer, with the additional responsibility of project management, including the preparation of staff reports, conditions of approval, and draft resolutions.

At such time when the consultant’s services are required, Staff will forward a request for services, including a project description, any pertinent supporting information and technical studies, and copies of the proposed application [if available]. The consultant will evaluate the proposal and in turn provide a Scope of Work and Cost Estimate for services.

Upon issuance of a Notice to Proceed, City staff will provide the selected consultant with the documentation necessary to complete the work. Supporting documents such as site plans, traffic studies, or other technical reports may be provided to the consultant in either print or electronic form. The consultant will work with staff to gather the necessary information to ensure the final product is adequately prepared.

Selected consultants may be required to attend meetings with staff, and the public, including public hearings. Opportunities for teleconferencing will be provided when possible. Selected consultants may also be called upon to advise and assist staff with questions related to the projects assigned.

All deliverables and work produced by the selected consultant(s), whether in hard copy or electronic form, will become public record and the property of City.