

EXHIBIT A

SCOPE OF SERVICES

Mark Thomas will follow the scope of work below for the Crosstown Corridors Project in the City of San Leandro (City). In the performance of this scope of services, Mark Thomas will diligently perform this scope of work and will be responsible for items of work under this contract to the extent that issues arising from the performance of these services are within our reasonable control, and the Mark Thomas' obligation to indemnify and defend are limited to the extent caused by Mark Thomas in the performance of this scope of work.

Mark Thomas will provide contract documents (final) design services needed to perform the tasks noted below. All reports and/or studies, renderings and exhibits, plans and specifications, calculations, etc. developed by Mark Thomas will at a minimum comply with the City of San Leandro standards. Electronic file deliverables will be in PDF (Portable Document Format), Microsoft (MS) Word, Microsoft (MS) Excel, and/or CAD (Autodesk AutoCAD 2018 format).

TASK 1. PROJECT MANAGEMENT AND COORDINATION

Task 1.1. Project Management

This task includes project management time to manage the scope tasks below. Mark Thomas' Project Manager will plan, organize, direct and monitor project work activities and resources in accordance with contracted scope, schedule and budget. This task includes performing ongoing general project management with the client, subconsultants and stakeholders including preparing contract paperwork, monthly status reports, memo's, letters and e-mail, making phone calls and maintaining project files.

Task 1.2. Meetings and Coordination

Mark Thomas will hold Project Development Team (PDT) meetings with the project team and City staff to ensure mutual understanding of the intended purposes, objectives, milestones and deliverables of the project.

Meetings will generally be held centered on or near key project milestones. Mark Thomas will take the lead in conducting the meetings including preparation and distribution of the meeting agenda, arrangement of attendance of meeting participants, and preparation and distribution of meeting minutes, including the recap of actions to be taken prior to the next meeting. This scope assumes a PDT meeting once per month until the project is completed for a total of 14 PDT meetings.

Task 1.3. Agency Coordination

Mark Thomas will work with the City Project Manager to coordinate with outside agencies and stakeholders, prior to any meeting or communication with an outside agency or organization. This includes coordination with AC Transit, the School District, and utility companies. Mark Thomas will work with the City to effectively manage

decision making and communication with the community/agency stakeholder team, and the general public.

Task 1.4. Invoicing and Monthly Status Reports

This task will include preparing monthly status reports, which will be submitted with invoices. The status report will outline all activities which for which charges have been made by the Consultant or sub-Consultants. Mark Thomas will prepare a draft status report and submit it for approval prior to submitting the first invoice.

Task 1.5. Project Schedule

Mark Thomas will prepare a master Critical Path Method (CPM) schedule and maintaining it through the design process. Input will be collected from PDT meetings and incorporated for the duration of the project. The CPM schedule will be updated monthly and at major project milestones and will be prepared using Microsoft Project software.

Task 1.6. Quality Control

The Mark Thomas Quality Control plan consists of established procedures for performing the work (which are reassessed with each project), including methods for design calculations, establishing appropriate levels of design development for intermediate submittals, identification of regularly scheduled plan reviews, design checklists, and methods of project documentation. Specific methods for QA/QC will include:

- The Mark Thomas Quality Assurance Manager will perform an independent review of the project plans, estimates, and reports at each submittal for consistency, constructability, and accuracy.
- Design Technicians will use a "review stamp" for each round of changes which will track who commented on the plans, who checked the drafting, and when the final product was reviewed again by the design engineer.

Mark Thomas will implement and maintain these quality control procedures during the preparation of plans and documents throughout the project.

Task 1 Deliverables:

- Meeting Agendas and Minutes (14 Meetings)
- Monthly Status Reports
- CPM Master Schedule, Updated Monthly
- Agency workshops with comment response matrices

TASK 2. STAKEHOLDER AND UTILITY COORDINATION

Task 2.1. Stakeholder Coordination

Stakeholder Database

Mark Thomas will develop and maintain a stakeholder database throughout the project's duration. This database will include stakeholder names, contact information as well as the preferred method of contact, and potential key concerns and/or areas of study interest. Key stakeholders may include affected property and business owners within the project area and community-based organizations.

Stakeholder Meetings

Mark Thomas will coordinate stakeholder meetings with SLUSD, AC Transit, San Leandro Chamber of Commerce, and CPUC to share the concepts developed during the study phase and collect feedback prior to the 35% plan development. This includes one-on-one meetings with stakeholders, preparation of agendas and minutes, and development of a comment matrix.

Agency Workshops

Comment response review workshops will be conducted with each design submittal including 35%, 65%, 95%, and 100% milestones. Mark Thomas will prepare responses to comments that will be provided to the reviewing agencies prior to the workshops. This scope assumes that individual meetings will be held with up to four agencies.

Project Update Meetings

Mark Thomas will prepare materials and assist with presentations to the Bicycle and Pedestrian Advisory Commission and Facilities and Transportation Commission. This includes preparation of materials, handouts, exhibits, and attendance at up to four meetings.

Task 2.2. Public Engagement Activities

Public Engagement Plan

Clear and concise communication, with easy to comprehend components will be essential to soliciting effective public, community, and stakeholder coordination and input. To ensure the involvement of the general public and stakeholders in support of the Project, Mark Thomas will implement an inclusive, multilingual Public Engagement Plan (PEP) to ensure the contributions of diverse stakeholders. We will design and implement an inclusive, multilingual coordination plan to ensure these diverse stakeholders including hard to reach disadvantaged communities. Languages covered in the multilingual plan include English, Spanish, and Chinese.

Mark Thomas will work with the City to prepare a PEP specific to the Bancroft Avenue and Williams Street Crosstown Corridors. This plan will include goals and objectives, targeted stakeholders, stakeholder event timeline and approaches, public and community involvement strategies including meetings, advertising, and other grassroots efforts. We will prepare the PEP for City review and comment, and then finalize the plan based on the City's feedback.

The PEP will identify specific strategies and resources that the Project will leverage to conduct an inclusive and representative process and will include strategies to reach disadvantaged and non-English speaking residents. In-person meetings will occur at accessible and welcoming locations such as local schools or community centers. A recording of online video conference workshops and distribution via email/website for the public can provide a more inclusive and representative engagement process. Our team recommends a three-phased outreach approach that is intentionally structured to combine listening, idea generation, and feedback into focused touchpoints that maximize participation while maintaining an efficient yet effective process. The three phases would be organized as follows:

Phase 1 – Gather feedback on initial project strategies and improvement concepts at the 30% design stage.

Phase 2 – Gather feedback on refined project strategies and improvement concepts at the 60% design stage, and demonstrate changes made in response to feedback from Phase 1.

Phase 3 – Improve community awareness on final design, and share construction timeline, expectations, and potential impacts following the 100% design stage.

This plan will focus coordination with informing the communities and public located adjacent to and within the study area as well as informing agencies that may be impacted by project development. While the materials and approach will be similar for both the public and stakeholder alike, the specific strategies, tactics and focus of messaging may vary, with efforts closely linked to allow for the necessary specific focus on and attention to each. Our plan will include the following elements:

Identify Target Audience

Leveraging the City's stakeholder lists prepared for other projects and plans, we will identify a comprehensive list of target audiences based on discussions with the City. The following represent audiences to be engaged and reached during this process to help coordinate with the public and increase awareness, included, but are not limited to:

- City of Oakland
- California Department of Transportation (Caltrans) District 4
- AC Transit
- Union Pacific Railroad Company (UPRR)
- San Leandro Unified School District (SLUSD)
- Jefferson Elementary School
- Bancroft Middle School
- Halkin Elementary School
- John Muir Middle School
- San Leandro High School
- Various utility companies
- Public and community based organizations impacted by, adjacent to, or located within the study area
- Social and environmental justice advocacy groups
- Community non-profits, religious institutions, neighborhood groups, healthcare providers and advocacy organizations
- Property and business owners

We will coordinate with the above stakeholders with the different types of events identified below that support the stakeholder coordination planning process.

Prepare Project Messaging

Mark Thomas will develop a strategic message describing the project's purpose based on an initial meeting with the City. This messaging will be used to guide the City's communications to create clear and concise messaging for all coordination materials. We will focus the messaging on increasing awareness, education, and technical

processes as the project moves forward. We will emphasize explaining key project milestones for the project's purpose and need, alternatives analysis and safety analysis, environmental impacts, and project design. The finalized messaging will be incorporated into all collateral and outreach materials.

Project Website and Collateral Materials

We will prepare an interactive, standalone webpage for this project that can be housed on the City's website. The page will be designed to serve as a self-guided, virtual workshop for the public and stakeholders. In addition to serving as a forum through which the public can learn more about the project, stakeholders will also be able to use the site to complete surveys, provide feedback, and stay up to date on the latest project updates, plans, meeting notices, agendas and meeting notes. QR codes linking to the site will be integrated into collateral material to help further engage the public and drive interest to the site and project. Our team will continually update the website on a monthly basis or more often.

Mark Thomas will also prepare a suite of collateral materials designed with easy-to-understand written materials with minimal technical text, so stakeholders and the public alike will be able to authentically engage and provide input. At a minimum, project collateral will include project website content, a project fact sheet, meeting notices, meeting agendas, and event flyers. We will develop a project logo and style guide to develop digital and printed materials, such as a project fact sheet, PowerPoint slides, the project report, etc. Public engagement materials and activities will be provided in both English and Spanish. Additional public engagement activities that could be considered for incorporation in this task may include:

- 1) Direct mailers or inserts with other City mailed materials;
- 2) Comment cards, surveys, or FAQs;
- 3) Displays, infographics, or detailed poster-sized maps;
- 4) Social media postings, emails, or digital newsletter posts;
- 5) Media/press releases; and
- 6) Postings with City Council, County Board of Supervisors, Board of Directors, or other elected bodies.

Community Outreach Meetings

Mark Thomas will work with the city to identify standing community meetings already established by disadvantaged communities, neighborhood groups, and other established community meetings impacted, adjacent to, and within the study area. We recommend designing the community outreach meetings by reaching out, and to participate and provide project information to the public at these standing (already occurring) meetings. In large part to the saturation of public outreach for transportation plans and projects, this reduces the need for participants to attend a series of different project meetings by reducing potential "outreach fatigue," and can mitigate potential confusion among different projects and plans.

Unlike formal public workshops for large groups, these community outreach meetings will be designed as a discussion among a smaller group. Working with the City, Mark

Thomas will coordinate invitations and RSVPs, manage meeting logistics, and prepare all materials, including an agenda, a presentation and any visuals that may be needed, and a moderator's guide with questions designed to promote a dialogue. We will be on hand to facilitate the meetings, take notes and provide a summary of the feedback received. We anticipate conducting up to six (6) of these meetings, with two (2) different standing meetings across each of the three (3) key engagement phases described earlier. Meeting materials can also be made available online on the project webpage to further disseminate updates to stakeholders and the public.

The community meeting dates will consider various days of the week and times of the day for hosting the events to provide diverse opportunities for participation, given work schedules and other commitments. Our team will draft meeting materials for each workshop and provide the City with a summary of feedback gathered, along with identified action items.

Student Engagement Activities

Mark Thomas has extensive experience in collaborating with schools and community groups to engage families and school staff, including conducting walk audits, presentations, student tours, interviews, and art contests. We will identify community groups and coordinate with school stakeholders and representatives, including, but not limited to, SLUSD and the five (5) schools adjacent to either corridor in the study area. This will allow us to engage students, parents, schools staff, and other school stakeholders in targeted community outreach meetings.

Public Engagement Summary

At the conclusion of public outreach on this Project, we will prepare a Public Engagement Summary highlighting outcomes across all engagement activities, tactics used, and stakeholders engaged. The engagement summary provides materials to demonstrate to appointed and elected officials how the final project design was developed in response to feedback heard during the development of the project. Illustrating the final project design in response to public and City stakeholder input strengthens the viability of project implementation.

Task 2.3. Utility Coordination

Mark Thomas will send proposed project plans/limits map to utility owners with a City approved letter requesting verification of the location, size, and depth of each facility within the Project area. Mark Thomas will map and identify public or private utilities that may be affected by Project and identify utilities requiring relocation.

Mark Thomas will prepare conflict mapping based on the responses to highlight potential conflicts and coordinate impacts with affected utility companies. Mark Thomas will make recommendations for potholing locations (if applicable). Mark Thomas will request a claim of liability letter from utility owners with facilities within the project limits requiring relocation and notify utility owners of the project construction schedule.

Task 2.4. Prepare Caltrans Utility Certification Documents

Mark Thomas will prepare a Report of Investigation and Notice to Owner for each utility company with facilities in the project limits following Chapter 14 of the Caltrans LAPM, if the project contractor will be completing the utility relocations. Mark Thomas will coordinate with Caltrans District Utility Coordinator for review and approval prior to sending documents to the utility owners. Mark Thomas will prepare utility agreements if funds are exchanged or the City is liable for any portion of the relocations. Mark Thomas will also complete the utility portion of the right-of-way certification.

Task 2.5. Right of Way Certification

Permission to Enter and Construct

AR/WS will provide services related to the solicitation and acquisition of PTECs. This scope of work assumes the project will require 5 PTECs as follows:

- Prepare PTEC documents for signature by property owners.
- Solicit to acquire up to 5 PTECs.
- Coordinate meetings with property owners and/or tenants, as necessary.
- Serve as the point of contact for property owners and tenants, and respond to inquiries.
- Acquire permits to enter and construct on a voluntary basis.

Right of Way Certification

- AR/WS will prepare the draft and final Right of Way Certification as follows:
- Coordinate with project team members for preparation of the Right of Way Certification.
- Provide Draft Right of Way Certification for approval by City, in accordance with the Caltrans Right of Way Manual.
- Submit supporting documentation along with the Right of Way Certification. Supporting documentation may include right of way contracts, Orders for Prejudgment Possession, diary notes, right of way sufficiency forms, Agreements for Possession and Use, and deeds.
- Coordinate processing of the Right of Way Certification with Caltrans.

Task 2 Deliverables:

- Stakeholder Database
- Communication Collateral
- Draft/Final Public Engagement Plan
- Up to six (6) Community Outreach meetings with agendas, minutes, and materials
- Draft/Final Public Engagement Summary
- Utility "A" Letters
- Report of Investigation and Utility Agreements (as required)
- Permission to Enter and Construct (5 total)
- Caltrans Right of Way Certification

TASK 3. 35% PS&E PACKAGE

Mark Thomas will review the project alternatives developed during the Crosstown Corridor study and evaluate refinements based on cost, pedestrian and bicyclist accessibility, safety, environmental impacts, project phasing and right of way and utility

impacts to obtain City consensus on the configuration and extent of the project. This analysis will include review of design features (such as lane widths, bike lane widths, potential buffers, shared bus and bike lanes, and general multimodal conflicts that could potentially be refined to avoid significant impacts to traffic and transit operations.

Task 3.1. Data Collection

Mark Thomas will work with the City to coordinate required information needed for the project. This coordination will include reviewing City As-Builts for the corridor and review information related to the existing infrastructure including City owner utilities.

Task 3.2. Base Mapping

Mark Thomas will perform a survey to provide topographic mapping sufficient to serve as the basis for future civil design work. Pertinent accessible and surface visible above and below ground features will be located and documented primarily using Aerial mapping means supplemented by field surveys.

Mark Thomas field crews will set flight panels to control aerial mapping efforts. Once aerial targets are set Mark Thomas' Aerial Consultant will fly the project to capture the aerial imagery. Mark Thomas will process the data from the field survey and provide coordinate values to the Aerial Consultant to perform aerial triangulation. Once aerial triangulation is complete the aerial consultant will produce mapping and ortho photo rectification. This data will serve as the base map to facilitate design efforts. Mapping will include planimetrics, a Digital Terrain Model (DTM), and contours presented at a scale of 1"=40' with a 1' Contour Interval. This scope item is limited to four (4) days of fieldwork for a 2 person crew and three (3) days of fieldwork for a 3 person crew. As design efforts progress, the need for field surveys to supplement the aerial mapping effort will be coordinated. Inter-visible local project horizontal control (NAD83) and vertical control (NAVD88) will be established based on existing monument networks and benchmarks. Control point coordinates, benchmark notes, and stationing will be shown on the plans. Mark Thomas will mobilize a field crew to capture detailed information to supplement the Aerial mapping.

Ground visible features to be captured at select locations include sidewalks, curb and gutter, driveways, curb ramps, fences, private utilities, storm and sewer facilities, trees, street lighting, signing, striping, and markings within the project limits at locations of detailed work. Storm and sewer will be dipped at select locations (if necessary) to determine invert elevations and pipe diameters within the streets around the site. Field crews will rely upon markings on utility feature lids. No utilities will be dipped other than sewer and storm. Existing paint marks (if available) from underground utility locating efforts will be surveyed to provide evidence of utilities but SUE detection and markout are excluded from this scope. This base mapping effort is not to be considered a replacement for potholing. This scope is limited to forty-seven (47) days of fieldwork for a 2 person crew.

Task 3.3. 35% Plans

The Project Team will prepare 35% concept plans for the proposed project improvements based on the developed alternatives from the Crosstown Corridors study, designed using City and Caltrans standards. The 35% plans will evaluate right of

way needs and utility modifications and will be shared with the City for feedback. Refinements will be made during the PS&E task. Plan sheets will be prepared at 1"=20'.

F&P will prepare 35% plans for traffic signals (13 total signals) and RRFBs (6 locations on Williams Street and 16 locations on Bancroft Avenue). It is assumed that no PHBs will be proposed.

The 35% Plan submittal will also include the drafts of the following technical reports and exhibits:

- Drainage Report - It is assumed that the drainage report will identify the approach to drainage and green infrastructure and design plans will be developed during the 65% PS&E task.
- Stormwater Data Report (limited to improvements within the Caltrans Right of Way)
- Truck Turning Templates

Task 3.4. 35% Estimate

Mark Thomas will prepare a preliminary estimate based on the plans produced in Task 2.5. Fehr & Peers will develop 30% estimates for modifications to existing traffic signals and loop detection replacement. Mark Thomas will review the City pavement recommendations and include preliminary cost estimates for the roadway rehabilitation.

Task 3.5. Traffic Operations Analysis Report

F&P will collect multimodal traffic counts for Williams Street and Bancroft Avenue. Existing Conditions and Existing Plus Project Conditions will be analyzed for Weekday AM (7 to 9am) and PM (4 to 6PM) study periods using SimTraffic for analysis at 13 signalized intersection locations. F&P will prepare a draft Traffic Operations Analysis Report for City review. It is assumed that there will be two (2) rounds of consolidated comments that will be included in the Final Traffic Operation Analysis Report.

Task 3.6. Photometric Analysis

F&P will prepare a photometric analysis on Williams Street and Bancroft Avenue. The analysis will review the existing lighting levels and proposed lighting locations. It is assumed that lighting upgrades will be required at existing intersections and proposed street crossings. Additional lighting may be required along school frontages.

Task 3.7. Right of Way Exhibits

Right of way exhibits will be prepared for temporary construction easements, if required. The exhibits will show existing easements and delineated property lines provided by the City, and proposed TCEs to demonstrate the right of way needs for the project. This information will be used by the City to develop plats and legal descriptions. The City will be responsible for obtaining Title Reports, appraisals, and conducting negotiations with property owners. This scope assumes right of way exhibits will be needed for two parcels.

Task 3.8. Environmental Document

We understand that the project will utilize federal funds, and therefore National Environmental Policy Act (NEPA) clearance will be required in addition to California Environmental Quality Act (CEQA) clearance. The NEPA clearance would be completed through the Caltrans Local Assistance branch, while we anticipate the City to be the CEQA lead agency. Separate CEQA and NEPA documents are proposed to allow for a more efficient and streamlined CEQA preparation process. The anticipated NEPA and CEQA clearance type is a Categorical Exclusion, and a Categorical Exemption, respectively.

Preliminary Environmental Study (PES)

Mark Thomas will prepare a PES in accordance with the Caltrans Local Assistance Procedures Manual (LAPM) to determine the appropriate level of NEPA review. The evaluation will identify environmental and right-of-way considerations and coordination needs for future environmental and permitting phases, with anticipated issues including construction noise and construction-period air quality due to proximity to residences. The PES will include desktop review of biological, cultural, and tribal resources using available databases, including U.S. Fish and Wildlife Service, National Marine Fisheries Service, California Natural Diversity Database, California Native Plant Society, California Native American Heritage Commission, and the Northwest Information Center. All documents will be provided electronically. If required by Caltrans, Mark Thomas will support and attend a virtual field review meeting.

Environmental Documentation

Mark Thomas will advance the preferred alternative through CEQA and NEPA environmental clearance, building directly on the findings and agency coordination completed in Task 3.1, Preliminary Environmental Study. CEQA clearance is anticipated to be led by the City, with NEPA clearance through Caltrans Local Assistance, in accordance with the LAPM and FHWA requirements.

Technical Reports

The following technical studies are assumed for scoping purposes. Additional studies or expanded analysis may be required based on agency comments, PES results, project changes, or legal requirements and would be considered outside this scope.

Preliminary, we have identified the following technical studies which are anticipated for environmental clearance:

- Traffic Operations Analysis Report (TOAR)
- Biological No Effects Memorandum
- Phase I Initial Site Assessment (ISA)
 - A Phase II ISA, if required to address recognized environmental conditions (including aerially deposited lead, and lead) is not included
- Stormwater Data Report (SWDR)
- Historic Property Survey Report (HPSR)
- Archaeological Survey Report (ASR)
- Community Impact Assessment (CIA) Memorandum
- Visual Impact Assessment Questionnaire, and Visual Impact Memorandum

CEQA Categorical Exemption

The project is anticipated to qualify for a Categorical Exemption pursuant to CEQA Guidelines Section 15301 Class 1 -Existing Facilities. A Class I – Existing Facilities Categorical Exemption allows for the operation, repair, maintenance, or minor alterations to existing structures, facilities, including interior or exterior alterations involving negligible or no expansion of use, and allows for the restoration or rehabilitation of structures to meet current standards for public health and safety. The project involves bicycle, pedestrian, and associated infrastructure improvements which amount to negligible or no expansion of use. Based on the current level of design, it is assumed the project may qualify for a Class I – Existing Facilities exemption under CEQA.

Final determination of the appropriate CEQA pathway will depend on confirmation of project design details, including whether permanent or temporary right-of-way acquisition is required. If ROW acquisition is required, Mark Thomas will coordinate with the City to evaluate whether the project may also qualify for a Statutory Exemption pursuant to Senate Bill 922 (SB 922), if applicable, or whether additional CEQA documentation is warranted.

Mark Thomas will support the City, as the presumed CEQA lead agency, by preparing a memorandum-style Categorical Exemption that documents the project description, evaluates applicability of the Class 1 – Existing Facilities exemption, and addresses the exception criteria set forth in CEQA Guidelines Section 15300.2.

Mark Thomas will work with the City to file a notice of exemption (NOE) with the Office of Planning and Research (OPR) and the county clerk's office. The NOE will be prepared using OPR's standard NOE template if a standard City template is not available. Our team will file the NOE electronically through OPR's CEQA Submit portal. Mark Thomas will prepare the NOE electronically and coordinate delivery of five (5) hard copies of the NOE to the county clerk's office. The submittal package for the county clerk will include one original with wet signature, four (4) photocopies of the original, and a check for payment of filing fees. The submittal of the NOE will start a 35-day statute of limitation period for challenges to the City's decision. Given that the project is anticipated to qualify for a CEQA Categorical Exemption, no further CEQA documentation is anticipated.

Provided the project qualifies for a Categorical or Statutory Exemption and no exceptions apply, no further CEQA documentation is required.

NEPA Categorical Exclusion

The Mark Thomas team will draft a Categorical Exclusion checklist using the most recent template from the Caltrans SER. Appropriate technical reports will be attached, as necessary, depending on the results of the PES. The Categorical Exclusion checklist will include a detailed project description and associated figures as well as the purpose and need statement. The Mark Thomas team will submit the draft Categorical Exclusion for one round of

review with the City prior to Caltrans submittal. The draft Categorical Exclusion will be submitted to Caltrans for two rounds of review. Mark Thomas will respond to up to two rounds of Caltrans comments on the Categorical Exclusion. Once the final Categorical Exclusion is approved by Caltrans, all documents will be compiled and submitted electronically as PDFs.

Task 3 Deliverables:

- Topographic Base Map
- 35% Plans (pdf)
- Draft/Final Drainage Report
- Stormwater Data Report
- Truck Turning Templates
- 35% Estimate (pdf)
- Traffic Operations Analysis Report
- Photometric Analysis
- Right of way exhibits for 5 parcels (PDF)
- Draft PES (up to two consolidated rounds of review comments)
- Final PES (up to one consolidated round of review comments)
- Environmental Project Description
- Draft/Final CEQA Categorical Exemption
- NEPA Categorical Exclusion (Internal Draft, Draft and Final)

TASK 4. 65% PS&E PACKAGE

The Mark Thomas team will prepare the design tasks for final plans, specifications, and estimates for the project.

Task 4.1. 65% Plans

Mark Thomas team will build upon the 35% plans and prepare draft construction documents for the Crosstown Corridors Project using City, NACTO and Caltrans guidelines. F&P will conduct field reviews of the intersections to verify the existing aboveground signal and electrical equipment. F&P will prepare PS&E for the modifications of thirteen existing traffic signals.

The plans will include the following sheets:

Description	Scale	Sheet Count
Title Sheet	n/a	1
Project Control	n/a	1
Typical Cross Sections	n/a	6
Demolition Plan		11
Layouts	1"=40'	11
Construction Details	Varies	10
Drainage Plan and Profiles	Varies	15
Utility Plan	1"=40'	11
Signing and Striping	1"=40'	11
Landscape and Irrigation Plans	1"=40'	25
Electrical Plans	1"=20'	17
Total Sheets		119

Task 4.2. 65% Engineers Estimate

Mark Thomas will develop quantities and prepare construction cost estimates using the project geometrics and surfaces developed from survey information. Construction costs will be developed using current bid results from similar projects, Caltrans data base information and from Caltrans latest Construction Cost Manual. All estimates will be done in Caltrans BEES format using Microsoft Excel.

Task 4.3. 65% Project Specifications

Mark Thomas will develop the project technical special provisions using the 2024 Greenbook Specifications. The special provisions will be prepared using Microsoft Word. Special provisions will be submitted at the 65% submittal. No City's Front End boilerplate contract language will be incorporated during this submittal

TASK 5. 95% PS&E PACKAGE

Task 5.1. 95% Plans

Following the completion of the preliminary 65% plans, the Mark Thomas team will develop the 95% roadway, electrical, landscape & irrigation plans. Comments from the City on the 65% set will be addressed. Design details will be checked and updated within the plans.

Task 5.2. 95% Engineers Estimate

Mark Thomas will develop quantities and prepare construction cost estimates using the revised project geometrics and surfaces. Comments from the agency review will be incorporated.

Task 5.3. 95% Project Specifications

Mark Thomas will revise the project technical special provisions based on the agency reviews. The City's Front End boilerplate contract language will be incorporated into the specifications package.

TASK 6. 100% BID-READY PS&E PACKAGE

Task 6.1. 100% Plans

Following the 95% PS&E submittal, the Mark Thomas team will revise the plans based on comments from the City. Mark Thomas will prepare the contract documents using the City's standard boilerplate. This task will include the effort needed to obtain final design approval from the City and produce the final construction documents.

Task 6.2. Final Engineers Estimate

Mark Thomas will develop quantities and prepare construction cost estimates using the revised project geometrics and surfaces. Comments from the agency review will be incorporated to develop a final cost estimate.

Task 6.3. Final Project Specifications

Mark Thomas will revise the project technical special provisions based on the agency reviews and prepare the final project specifications used for bidding and construction.

Task 6 Deliverables:

- 65% Plans, Specs, and Estimate (pdf)
- 95% Plans, Specs, and Estimate (pdf)
- 100% Plans Specs, and Estimate (pdf)

TASK 7. RAILROAD COORDINATION

Task 7.1. UPRR & CPUC Coordination

Mark Thomas will coordinate the approval of two at-grade railroad crossing modifications with Union Pacific Railroad (UPRR) and the California Public Utility Commission (CPUC). This will include preparation of the Submittal A (concept plans) to accompany the Field Diagnostic Meeting.

We will coordinate with UPRR to develop a Preliminary Engineering (PE) agreement for design reviews. It is assumed that the City will be responsible for fees associated with the agreement. Once the PE Agreement has been executed, Mark Thomas will schedule a Field Diagnostic Meeting with the City, UPRR and the CPUC. Based on the field meeting, revisions to the proposed conceptual improvements will be submitted to UPRR and the CPUC for review and acceptance.

General Order 88b Submittal – Mark Thomas will prepare two GO-88b applications for review and approval through the CPUC, if required. This scope of work does not include modifications to traffic signal timing, phasing, or advanced preemption design.

Task 7 Deliverables:

- Draft/Final Submittal A (pdf)
- GO 88b Submittal (2 total)