

EXHIBIT A

SCOPE OF SERVICES

RRM Design Group (“CONSULTANT”) understands that the City wishes to create a Sanctity of Life Memorial at the San Leandro Marina in remembrance of Steven Taylor. RRM will provide design services for the site around the memorial including ADA access to and around the monument. The City will contract with Kearns & West separately to provide community outreach services. The City will also select and contract separately with an artist to provide the design of the memorial itself. RRM will coordinate with the outreach consultant and the artist to design the site amenities. Such amenities will likely include the following:

- Paved ADA access to and around the memorial
- Site furnishings including seating, waste receptacles, and bike racks
- Site lighting including security lighting and uplighting of the memorial

Task A: Preliminary Design Alternatives

Subtask A.1: Kickoff

CONSULTANT will prepare for and attend one project initiation meeting with the City and Kearns & West to discuss the project goals and objectives, the memorial art and artist, community outreach schedule, budget, and timeline.

Deliverables:

Attend kickoff meeting

Meeting minutes

Subtask A.2: Background Information

CONSULTANT will gather and review existing information related to the project including previous work and input received, applicable standards and/or policy plans related to the site, as-built information related to site condition, and utilities. City to provide topographic survey for RRM to create a base map from.

Deliverables:

Gather and review existing information

Subtask A.3: Develop Key Outreach Questions

CONSULTANT will develop a series of questions related to the physical form and character of the site and create a format including imagery for the outreach team to take forth to the community. This task includes a meeting with the project team (City staff and outreach consultant, Kearns & West) to discuss questions and format of the questions.

Deliverables:

Develop and format key outreach questions related to the form and character of the site

Coordination meeting with City staff and outreach consultants

Subtask A.4: Public Workshop #1 Presentation Materials

Based on coordination with City staff and Kearns & West, CONSULTANT will create outreach materials, either boards or a PowerPoint presentation, for the initial public outreach to be presented by City staff. The materials will include character images of similar projects, as well as prompts to solicit feedback on priorities, concerns, and hopes for the project.

Deliverables:

Coordination meeting with City staff and outreach consultants

Prepare Workshop #1 presentation materials

Subtask A.5: Online Survey Initial Input Materials

Based on coordination with City staff and Kearns & West, CONSULTANT will provide input on the online survey questions as well as site character imagery to accompany the survey prepared and administered by Kearns & West.

Deliverables:

Coordination meeting with City staff and outreach consultants

Provide input and imagery for online survey questions

Subtask A.6: Concept Design

Based on the feedback received from City staff, CONSULTANT will develop up to three conceptual level design alternative plans of the site surrounding the memorial. Plans will be accompanied by character imagery to illustrate the design intent. Plans will be provided to City staff to present to the community. This task includes an internal meeting with staff to present the draft alternatives in black and white format either in person or virtually. RRM will make minor revisions to the concepts before preparing colored plans, which will be provided to City staff in PDF format.

Deliverables:

Three (3) draft concept-level design alternatives

Three (3) color concept-level design alternatives

Attendance at an internal meeting to present draft concepts

Subtask A.7: Public Workshop #2 Presentation Material

Based on coordination with City staff and Kearns & West, CONSULTANT will create outreach materials, either boards or a PowerPoint presentation, for the concept design public outreach. The materials will include the three-color concept design alternative plans accompanied by character imagery to illustrate the concepts. Concept plans and character images to be presented by City staff.

Deliverables:

Coordination meeting with City staff and outreach consultants

Prepare Workshop #2 presentation materials

Subtask A.8: Online Survey Concept Design Materials

Based on coordination with City staff and Kearns & West, CONSULTANT will provide input on the online survey questions, the concept design plans, and site character imagery to accompany the survey prepared and administered by Kearns & West.

Deliverables:

Coordination meeting with City staff and outreach consultants

Provide input, plans, and imagery for online survey questions

Subtask A.9: Refined Concept Design

Based on the feedback received from City staff, CONSULTANT will refine the conceptual design into two alternatives. This task includes an internal meeting with staff to present the draft alternatives in black and white format either in person or virtually. RRM will make minor revisions to the concepts before preparing two colored plans, which will be provided to City staff in PDF format.

Deliverables:

Two (2) draft concept-level design alternatives

Two (2) color concept-level design alternatives

Attendance at an internal meeting

Subtask A.10: Public Hearing Presentation Material

Based on coordination with City staff and Kearns & West, CONSULTANT will prepare a PowerPoint presentation to communicate the outreach process to date, along with the two refined concept designs. Presentation of the plans to be made by City staff.

Deliverables:

Coordination meeting with City staff and outreach consultants

Prepare PowerPoint presentation for public hearing

Subtask A.11: Final Concept Design

Based on community and City feedback received from City staff, CONSULTANT will refine the conceptual design into one alternative. This task includes an internal meeting with staff to present the draft alternative in black and white format either in person or virtually. RRM will make minor revisions to the concept before preparing a colored plan, which will be provided to City staff in PDF format.

Deliverables:

One (1) draft concept-level design alternatives

One (1) color concept-level design alternatives

Attendance at an internal meeting

Subtask A.12: Project Management

In addition to the meetings included in tasks above, RRM will provide up to forty hours of coordination time with City staff, the outreach consultants, and the artist over the course of the concept design phase including phone calls, emails, and coordination

meetings.

Deliverables:

Up to forty (40) hours of coordination time with the team

Subtask A.13: Conceptual Renderings (Optional Task)

Upon request by City staff, CONSULTANT will prepare a single view rendering of each of the three concept design alternatives to communicate and help visualize each of the designs. This task includes one colored rendering view for each of the concepts for a total of three renderings.

Deliverables:

Three (3) color renderings

Subtask A.14: Additional Graphics and Meetings (Optional Task)

Upon request by City staff, CONSULTANT will spend up to eighty hours preparing graphics and attending meetings in addition to those listed in the scope above.

Deliverables:

Up to eighty (80) hours additional graphics and meetings

Task B: Final Design

CONSULTANT and their subconsultants will prepare construction documents, also known as plans, specifications, and estimates (PS&E), for the final design of the park. The contents of the PS&E package will be as follows:

Title and Reference Sheets

Title and reference sheets pursuant to City standards.

Demolition Plan

Demolition plans for structures and elements requiring removal to implement the park design. The plans will locate, identify, and describe the removal and provide instructions for disposal. Additionally, the plans will indicate items to salvage or stockpile, such as topsoil, for later use in construction.

Erosion Control Plan

Erosion control plan for the proposed design that illustrates erosion prevention, sediment control, and stormwater quality management during construction. This project is less than one acre, therefore a SWPPP is not included in this project.

ADA Accessibility Plan

The plans will illustrate the dedicated accessible route and accessible signage. No modifications to the existing accessible parking will be included in this project.

Horizontal Control Plans

The plans will establish all horizontal control for the park. The plans will also identify

construction layout control points and a coordinate system for locating site elements. Note that the horizontal control plans are not included in the 60% PS&E submittal.

Grading, Drainage, and Stormwater Plans

The plans will show all vertical control of the project elements, contour grading, spot elevations, and cut and fill estimates within the project site. The plans will detail all drainage facilities within the site. This scope is limited to the project site only (approximately 13,500 sf), the existing off-site upstream and downstream storm drain infrastructure has adequate capacity for the proposed site development, and analysis or upgrades to this infrastructure is not included.

Stormwater evaluation to include the following:

This project is assumed to create at least 2,500 but less than 10,000 sf of impervious surface and is therefore classified as a Provision C.3.i Small Project. CONSULTANT will design permanent stormwater treatment in accordance with the C.3 Stormwater Technical Guidance, Appendix L (C.3 Guide, February 2021). The design will utilize at least one low impact development site design measure (e.g., direct runoff from sidewalks, walkways, and/or patios onto vegetated areas). CONSULTANT will prepare a City of San Leandro Stormwater Requirements Checklist.

CONSULTANT will submit a draft version of the stormwater control plan and the City of San Leandro Stormwater Requirements Checklist with the 90% PS&E and the final version will be submitted with the 100% PS&E

Construction Plan

Construction plans for the park design layout with a keynoting system that identifies all construction items, references to appropriate details, and drawing series directions. This plan will include and annotate all site features, hardscape, paving materials, and signs.

Site Electrical Plans

CONSULTANT will prepare electrical service plans for:

Site investigation and confirmation of power source for informational kiosk, landscape memorial lighting, and irrigation controller

Coordination with CONSULTANT for lighting design for memorial column

Preparation of submittal documents per project schedule, inclusive of plans, specifications, and estimates at concept level (Task A), 60% CD, 90%CD, and bid PS&E documents. Applicable compliance documentation with of the California Building Efficiency Standards TL24

This scope assumes that the existing on-site electrical service is adequate for the proposed improvements and a new utility application for the extension of new service is not required.

Should electrical power not be readily or economically available to site a shoreline, then consideration will be given to use of a solar PV powered source. This will involve additional design time via optional Subtask B.6 (Solar PV Design).

Construction Details

Details for all construction items illustrated on the construction plans. The details will specify materials, dimensions, colors, and finishes and will be keyed to the plan. Pavement and flatwork design will be based on the project geotechnical report's recommendations or City standard. Project will utilize City-standard plans and details for curb ramps, sidewalks, signs, driveways, and other hardscape features.

Irrigation Plans and Details

Irrigation plans will detail the system layout, mainline, automatic controller, head layout, piping, filter, and backflow device. In support of the irrigation plans, we will prepare irrigation details that specify the method of construction and proper irrigation system component procedures. The irrigation plan will comply with requirements in the State Model Water Efficient Landscape Ordinance (MWELo).

Planting Plans and Details

Layout of all planting indicating plant species, quantity, size and location of all shrubs, ground cover, and trees. In support of the planting plans, we will prepare planting details that specify the method of construction and proper planting procedures. The planting plan will comply with requirements in the State's MWELo.

Specifications

Technical specifications (2015 Greenbook format, as applicable) will be provided as part of the submittals listed in the tasks below. This scope assumes the City will assemble and provide all general provisions related to this project. The 60% PS&E submittal will include outline specifications only.

Construction Cost Opinions

CONSULTANT will prepare a construction cost opinion for the park at the 60%, 90%, and final bid-ready stage. The detailed construction cost opinion will break out each component of the design with item descriptions and unit costs. Due to many variables surrounding bidding and construction conditions, this opinion will not represent a guarantee that bids received will be equal to the opinion. Unit costs will use recent project bid data and City-provided cost data.

San Francisco Bay Conservation and Development Commission (BCDC) Standards and Permitting

CONSULTANT will assist the City with applying for a BCDC Administrative Permit (Minor Permit) or Regionwide Permit No. 4 for the park project. As the work falls within 100 feet of the Bay shoreline, this project would be considered a Shoreline Project per the commission's definition of activities requiring permit approval.

Subtask B.1: PS&E Coordination, QA/QC, and Meetings

CONSULTANT will prepare for and attend up to three virtual or in-person Client meetings throughout the course of the final design phase. These meetings are intended to provide an opportunity for staff to preview and provide input on the design progress, to address issues that may arise, and for general coordination. These meetings will be

scheduled as needed throughout the process. This task also includes preparation, internal coordination, and meeting minutes.

CONSULTANT will utilize any surface utility information from the City-provided topographic survey, utility plans (as-builts, record drawings, GIS data, etc.), and utility purveyor-provided maps to identify any underground utility conflicts within the project area. City will grant CONSULTANT written authorization to coordinate directly with and request utility data from utility purveyors (e.g., PG&E, AT&T, EBMUD, etc.). These known existing utilities will be notified of the project via email. CONSULTANT assumes that proposed park elements will be designed to avoid any utility relocations, and any utility boxes or covers will be adjusted to finish grade. This task does not include relocation design of dry utilities, sewer, water, or storm drain within the project footprint and does not include capacity or demand calculations. The coordination scope of this task assumes an initial inquiry email for existing utility information and a follow-up email after 60% design (Subtask B.2) to provide a project status update. This task does not guarantee a response from utility purveyors and does not guarantee knowledge of every utility in the project area.

Deliverables:

*Prepare for and attend up to three (3) virtual or in-person meetings with City staff
Utility coordination and documentation*

Subtask B.2: 60% PS&E

CONSULTANT will prepare a 60% progress submittal for the City to review. The intent of this submittal is to verify that the design direction is aligned with the City's expectations. The City is responsible for submitting to all relevant departments, consolidating the various comments into a single list document, and reconciling conflicting comments from different plan reviewers.

Deliverables:

60% PS&E submittal

Subtask B.3: 90% PS&E

CONSULTANT will prepare 90% PS&E package for submittal to the City to review. The City is responsible for submitting to all relevant departments, consolidating the various comments into a single list document, and reconciling conflicting comments from different plan reviewers.

Deliverables:

90% PS&E submittal

City Stormwater Requirements Checklist (Draft)

Subtask B.4: Bid-Ready PS&E

When the plans are approved through all relevant departments, CONSULTANT will prepare and package the bid-ready PS&E submittal including any applicable bid alternates and submit electronically to the City. Please note that 'front-end'

specifications are the responsibility of the City including general provisions.

Deliverables:

Bid-ready PS&E submittal

City Stormwater Requirements Checklist (Final)

Subtask B.5: BCDC Permit

CONSULTANT will spend up to thirty six hours assisting the City's project manager in preparing a San Francisco BCDC Permit – a Regionwide Permit No. 4 is assumed. City will provide all proof of legal property interest, environmental documentation, environmental studies, and fees. This assistance could include providing written clarifications, preparing exhibits, and/or attending extra meetings (such as with the City, BCDC, Regional Water Quality Control Board, etc.) at the request of the City.

Due to the unknown nature of the level of effort that might be required, the task allows for 36- hours of support.

Deliverables:

Up to thirty six (36) hours of support during permitting review process

BCDC exhibits

Subtask B.6: Solar PV Design (Optional Task)

Natron Consulting Engineers will modify their electrical design to utilize a solar PV power source. Power source will be located within the project site and use off-the-shelf products. No custom manufacturing or custom products for solar PV is included in this project.

Deliverables:

Revised electrical plans from Task B to incorporate solar PV power

Reimbursable Expenses

Incidental expenses incurred by RRM Design Group or any subconsultant it may hire to perform services for this project, are reimbursed by the Client at actual cost plus 10% to cover its overhead and/or administrative expenses. Reimbursable expenses include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, long-distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by Client in excess of that normally carried by RRM Design Group or its subconsultants, travel expenses (transportation/automobile/lodging/meals), and renderings and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

Estimated Fee:

\$700