

EXHIBIT A

SCOPE OF SERVICES

Scope of Work

The work scope is divided into the following tasks.

Task 1 Project Management & Administration

Fehr & Peers will provide project management services for the CBTP. This will include participation in monthly project management meetings with the City of San Leandro and other agencies such as the Alameda County Public Works Agency (ACPWA) and the Alameda County Community Development Agency (CDA). Fehr & Peers will develop agendas, facilitate, and provide meeting notes for these meetings.

Fehr & Peers will organize a project kick-off meeting focused on reviewing the project goals and confirming the high-level project workplan and schedule. Following the kick-off meeting, Fehr & Peers will prepare a project workplan and schedule using the draft schedule in the ECR Steering Committee presentation as a starting point. The goal of the workplan and schedule are to establish the workflow, key milestones, interim deliverables, etc. that are necessary to deliver the final CBTP by the end of 2026.

This task will also cover coordination with the Bay Fair Development Plan, including as needed meetings with the Bay Fair Development Plan project team to discuss project status, and align project processes, schedule, and scope.

TASK 1 DELIVERABLES

- Project kick-off meeting including agenda, preparation, and meeting notes
- Draft and final project work plan and schedule
- Monthly project management meetings through December 2026, and up to two additional meetings as needed
- Monthly progress reports and invoices

Task 2 Community Engagement

Fehr & Peers and Winter will build on completed CBTP outreach to identify needs and gaps to conduct two additional rounds of community engagement. Before updating the engagement plan, Fehr & Peers and Winter will review findings from completed CBTP outreach (City and County to provide work completed by prior consultant) to ensure that upcoming activities align with the community's previously expressed needs and priorities.

Each round of engagement will include one community open house. Fehr & Peers and Winter will also develop one online survey hosted on social pinpoint that could be utilized during the first or second round of engagement and will be translated into Spanish, Chinese, and Tagalog using the translation functionality built into Social Pinpoint and QAQC'd by Fehr & Peers and Winter staff. The City and County will also host one pop-up during the first or second round of engagement. The purpose of each engagement phase is described below:

1. The first round of outreach will focus on working with the community to identify potential projects that address the needs, gaps, and challenges community members have already identified as part of the CBTP process.
2. The second round of outreach will engage community members on the draft project list and seek community input on emerging priority projects.

Fehr & Peers and Winter will develop engagement collateral appropriate to the proposed engagement activities such as promotional materials, boards, and presentations, and will translate materials into Spanish, Chinese, and Tagalog.

Winter will facilitate and provide staffing, light refreshments, and interpretation in two languages for all Open Houses. The City and County will be responsible for coordinating and securing for a venue (including payments if needed) and distributing promotional material. It is expected that one Open House will be hosted in San Leandro and one in the unincorporated county. Winter will coordinate with and compensate 1-2 CBOs to promote the open house and recruit participants.

For the pop-up, the City and County will provide base event planning and logistics coordination with the venue. The City and County will also be responsible for staffing pop-up events and providing interpretation service. Fehr & Peers will provide collateral for pop-ups, repurposing materials developed for the open house.

Fehr & Peers and Winter will develop a presentation summarizing all rounds of engagement (including prior engagement completed by GCC based on documentation shared by the City of San Leandro and the County) to inform the technical work, agency and stakeholder engagement, and final CBTP report.

This task includes coordination of engagement events or public messaging with Bay Fair Development Plan.

TASK 2 DELIVERABLES

- Updated 2–3–page community engagement plan (1 round of consolidated comments)
- Facilitation, staffing, collateral, light refreshments, and interpretation in two languages for two open houses (1 per phase)
- Collateral for one pop-up
- One online survey and survey responses translated into Spanish, Chinese, and Tagalog using Social Pinpoint's translation functionality (1 round of consolidated comments)
- Engagement summary PowerPoint presentation (up to 5 slides) covering all engagement phases (1 round of consolidated comments)

TASK 2 OPTIONAL DELIVERABLES

- Two additional pop-ups (1 per phase), to allow for one pop-up in San Leandro one pop-up in the County per phase.

Task 3 Stakeholder Engagement

Task 3.1 Steering Committee Meetings

Fehr & Peers will hold up to three virtual steering committee meetings to provide project updates and seek stakeholder input. Fehr & Peers will prepare materials such as presentations, facilitate, take notes, and provide meeting summaries at each of these meetings.

Task 3.2 Decision Maker Meetings

Fehr & Peers will present at up to seven decision maker meetings (three city meetings and four county meetings) to support the adoption of the final CBTP. It is assumed that Fehr & Peers will develop up to two presentations that will be used across all committee meetings with minor modifications for each meeting. This task is expected to include presentations to groups and committees such as the Alameda County Planning Commission, the Eden MAC, the County Board of Supervisors, the City of San Leandro City Council, and the City of San Leandro Council Facilities and Transportation Committee.

TASK 3 DELIVERABLES

- Attendance, facilitation, notetaking, and meeting summaries for up to three virtual steering committee meetings
- Presentations for up to three steering committee meetings (1 round of consolidated comments)
- Two base presentations and talking points to be used for all decision maker meetings (2 rounds of consolidated comments)
- Attendance and presentations at up to eight decision maker meetings (3 in the City and 4 in the County)

Task 4 Project List Development

Based on findings from the Needs Assessment and Community Engagement, Fehr & Peers will develop a list of discrete projects and programs to address identified gaps and needs that will form the core of the Bay Fair CBTP recommendations. Fehr & Peers will identify projects based on community input and previous plans. Where necessary, Fehr & Peers will update projects to be consistent with current best practices or develop new projects to fill any gaps in recommendations.

Fehr & Peers will develop and frame the project list to be broadly inclusive projects that are being developed through concurrent planning processes in the study area including the Bay Fair Development Plan, the Central County Community Connections Plan, the Alameda County

Pedestrian, Bicycle, and Trail Master Plan Update, Priority Sites Technical Assistance, and Alameda County TOC Policy Work. The project list will delineate between City projects and County projects.

TASK 4 DELIVERABLES

- Comprehensive project list and corresponding map (1 round of consolidated comments)

Task 5 Implementation Plan

Task 5.1 Implementation Plan

Fehr & Peers will develop an implementation plan for Bay Fair CBTP Recommendations. The implementation plan will prioritize projects and include a high-level project description, project extents, funding status, lead agency, jurisdiction (City, County), cost, and implementation time frame. Fehr & Peers will develop planning-level rough order of magnitude cost estimates by project type (e.g., bus stop improvement, signal upgrade, etc.,).

Fehr & Peers will define a draft framework to prioritize projects, in line with CBTP goals. Fehr & Peers will seek input from 1) stakeholders through the steering committee; 2) the community at open houses/pop-ups on the draft evaluation criteria and weighting before finalizing the prioritization framework. The framework is anticipated to be simple (e.g. likely equally weighted criteria) and may include evaluation criteria such as but not limited to: community support for the project, advancement of equity, project complexity, and competitiveness for funding.

Task 5.2 Priority Project Cutsheets

Fehr & Peers will develop a single page graphically oriented cutsheets for up to two priority projects (one project for the City and one for the County) that will be used to communicate concepts to stakeholders and the community. Fehr & Peers will create one diagram, cross-section, concept sketch, or other illustrative drawing for each of the two projects to present recommendations clearly. The information will provide an “executive summary” for the project that can used to summarize the project and its benefits. The cutsheets will be developed as part of the draft CBTP and will be folded into the draft and final plan.

TASK 5 DELIVERABLES

- Draft prioritization framework presentation (1 round of consolidated comments)
- Final prioritization framework presentation (1 round of consolidated comments)
- Implementation Plan (1 round of consolidated comments)
- Two priority project cutsheets (1 round of consolidated comments)

Task 6 Draft and Final CBTP

Task 6.1 Public Draft Bay Fair CBTP

Fehr & Peers will develop a graphically oriented admin draft of the Bay Fair CBTP in Microsoft Word. The CBTP will include a summary of existing conditions, demographics, related plans and projects, transportation needs, stakeholder and community engagement, recommendations and prioritization, and the implementation plan. The CBTP will also include a high-level (anticipated to be a one-page table) monitoring and implementation plan to meet MTC requirements. After consolidated comments are received from the City of San Leandro and the County, Fehr & Peers will develop a revised admin

draft of the CBTP to share with the CBTP Steering Committee. After resolving stakeholder comments, Fehr & Peers will share the public draft for public review and comment.

Task 6.2 Final Bay Fair CBTP

Fehr & Peers will revise the draft CBTP based on public comment and decision-maker feedback, and share a final draft with the City of San Leandro and the County for review prior to finalizing the plan.

TASK 6 DELIVERABLES

- Bay Fair CBTP Public Draft (2 rounds of consolidated comments)
- Final Bay Fair CBTP (1 round of consolidated comments)