

EXHIBIT A

SCOPE OF SERVICES

Project Description

The scope of work includes the preparation of feasibility studies, programming reports, and preliminary cost estimates and schedules for Fire Stations 9, 12 & 13 for the City of San Leandro. These fire stations are the three oldest in the City of San Leandro and require extensive work to bring them up to current standards. The Consultant shall perform the analysis required and prepare the necessary documentation to aide the City of San Leandro in determining the appropriate courses of action to bring the fire stations into compliance with current codes.

The Consultant shall develop and prepare the programming reports/documents and preliminary cost estimate and construction schedules/timelines for the renovation and/or replacement of Fire Stations 9, 12 & 13 in the City of San Leandro to meet the following applicable industry standards, including, but not limited to: the National Fire Protection Association (NFPA), Insurance Services Office (ISO), and other professional organizations and regulatory agencies related to this work.

Any City requested changes in scope, with associated decrease or increase in Consultant's fee, shall be mutually agreed by both Parties and documented by an Amendment.

Scope of Services

The Consultant shall complete the work tasks and sub-tasks as listed below.

Task 1 – Data Collection

a. Assessment and Record of Conditions

- Assess each fire station interior, site amenities, and utility services.
- Engage in discussions with maintenance personnel and fire personnel to establish a baseline for each of the three fire stations.
- Review the building record plans and take field measurements to verify existing spatial qualities and quantities.
- Document the conditions of the fire station buildings and sites.

b. Topographic Survey and Utility Record

- Topographic survey of site improvements and existing building perimeter.
- Utility research and assessment of capacity to provide the services that will be required for a new fire station.

c. Site Analysis

- Graphic depiction of the climatic factors will include noise sources, prevailing wind and storms, and sun angles.
- Graphic and text documentation of the Development Factors to include setback, utilities, site circulation, and open space requirements.
- Documentation of the current storm water detention/retention requirement for the fire station sites. This report will address the potential site area / infrastructure requirements that could impact the site planning if the fire stations are to be replaced on their current sites.

d. Geological Review and Report

- Geological Hazard Report per Essential Service Facility Guidelines to review potential hazards including flooding, liquefaction, and near-fault seismic liabilities. The ground acceleration factors and general depiction of the soil characteristics.
- Cone Penetration Test (CPT) for each site to analyze the potential for soil liquefaction.

Task 1 Deliverables

- a. Facility assessment report including text and photos
- b. Topographic survey
- c. Site analysis diagrams and text, describing both climactic and development factors.
Geological Hazard Report, including CPT test results

Task 2 – Fire Programming & Concept Design for Replacement

- a. Operations interviews and report
 - Attend meetings with appropriate City and ACFD staff and management to determine the programmatic needs and requirements specific to each fire station.
 - Production of the Operations Report that documents how the responsibilities, personnel, and procedures of the new facility fit into the operation of the fire department.
- b. Space Needs Program
 - Program components to be considered include office work/operational areas, apparatus bays, living quarters, kitchen facilities, training/exercise equipment, maintenance, storage, and accessibility requirements
 - Production of Component Designs, which are individual floor plans characterizing the layout and features of each space. These plans show equipment and furnishings as well as the special environmental needs (like sound, air, and light) that are unique to the space and function. Each Component Design will include a listing of the space function(s) and support equipment.
 - The program documentation will include space requirement outside the building footprint such as space for staff and visitor parking, drive-through apparatus bays, crew parking, mutual aid apparatus staging, and sandbag filling stations.
 - Production of Space Relationship diagrams and conceptual layouts to demonstrate the space requirements. The functional review will include critical operations such as the variety of emergency responses, standard support / supply operations, shift change, and meal preparation routines.
- c. Total Space Needs Calculation
 - Calculation of total space needs achieved through the compiling of the results of the component designs and including allocations for circulation, building systems, and contingency.
- d. Fire Station Replacement Concept Design
 - Production of stacking plan alternatives to investigate arrangement options ideas and solutions. The alternatives will include a set of interior space arrangement and site circulation studies for review. The studies will include the site coordination of emergency personnel vs. visiting public function and the primary and secondary apparatus routes and parking.
 - Refinement of the selected alternative for each fire station, including both the floor plan(s) and a 3D massing study of the refined design concept.

Task 2 Deliverables

- a. Space Needs Program:
 - Space Use Description
 - Component Designs
 - Equipment and Furnishing List and Cut-sheets
 - Facility Area Calculation
- b. Interior space relationship and adjacency concept diagrams
- c. Site operations and concept arrangement diagrams
- d. Concept designs for the replacement of Fire Stations 9, 12, and 13 at their current sites.

Task 3 – Concept Design for Station Remodel/Expansion

- a. Remodel / Expansion Alternative Concepts
 - Using the record plans and field investigations, build the digital model of the exterior shell and interior walls. Using the topographic survey of the existing conditions, the digital model will include the site improvements.
 - Concept block plans for areas of remodel and/or expansion to mitigate current deficiencies and achieve the project goals regarding station operations, ADA compliance, and improvements of the living quarters.
 - Refinement of the selected alternative for each fire station, including both the floor plan(s) and a 3D massing study of the selected remodel scope of work and design concept.

Task 3 Deliverables

- a. Remodel / expansion design for each station including site plan, floor plan(s), and 3D massing presentation materials.

Task 4 – Construction Cost Budget

- a. Develop a construction cost estimate with adequate detail to aid in budgeting to support a potential City bond measure to fund the future projects.
- b. The construction cost estimates shall include the overall cost of building construction as well as the cost of the design, demolition of existing improvements, temporary facilities, project management and project close-out. The cost estimates are to include reasonable considerations needed to maintain uninterrupted services to the community.
- c. Construction and soft cost budgets based on remodel/expansion concepts.
- d. Construction and soft cost budgets based on station replacement concepts.

Task 4 Deliverables

- a. Construction budgets, including soft costs for both the potential station remodels and replacement.
- b. The construction cost estimates shall include the overall cost of building construction as well as the cost of the design, demolition of existing improvements, temporary facilities, project management and project close-out.

Task 5 – Project Management

- a. Attend a kick-off meeting with the City and ACFD followed by a project schedule.

- b. The production of the Management Plan includes project goals, key contacts, a deliverables list, and the decision-making process.
- c. Attend periodic check-in meetings with City and ACFD staff to provide updates on the project.
- d. Preparation of presentation materials and attendance at a City Council meeting and/or a public community meeting.

Task 5 Deliverables

- a. Project Schedule
- b. Project Management Plan
- c. Periodic reports
- d. Public presentation materials