EXHIBIT A

SCOPE OF SERVICES

Tasks include, but aren't limited to, the following.

Project Management
Tasks include budgeting, invoicing, filing, scheduling, communicating, coordination, scheduling, and preparing meetings including kick-off & check-ins.

Data Gathering & Field Investigation
Necessary data to inform the project design will be collected, including field data surveys of site conditions such as geometry, surface features, surface drainage, striping, above and below-ground utility features (GPR and potholing, as needed); additionally, available information such as construction as-builts, applicable technical studies, utility maps, and traffic data for traffic studies or countermeasure recommendations. The level of detail and scale of a project's base map is determined when scoping. If determined when scoping the project that a more detailed survey of existing topography, site features, and infrastructure is required, the consultant will conduct a detailed topographic survey with mapping information. For pavement maintenance or repair projects, pavement condition and base repairs surveys, pavement coring and deflection testing, and subgrade laboratory testing will be completed, as needed.

Infrastructure Needs Assessment
The improvements required by the project will consider the conditions of the existing infrastructure and site conditions for elements such as pavements, surface drainage and storm facilities, landscape and green infrastructure, ADA facilities, and slope or subgrade stabilization. Recommendations for repair or improvement will be reviewed with the City and may be summarized in a design report.

Design and Analysis
Performing civil engineering design and analysis for roads, parks, stormwater systems, utility infrastructure, and other public facilities. Prepare plans and specifications for City projects using City and Caltrans Standard Plans and Specifications. Provide special engineering reports regarding such matters as right-of-way issues, annexations, developer impact fees, studies, master plans, etc.
Provide detailed civil and landscape design of the project, assist in obtaining design approval, and prepare the construction drawings, special provisions, and construction cost estimate required for the bid package. The PS&E will be prepared in accordance with the latest City Standard Specifications and Plans and supplemented by other related regional and state standard design specifications and manuals. Consultant will prepare 30% preliminary design documents to describe the design intent sufficiently to develop estimates of probable construction cost.
Based on City comments, discussions, and other preliminary design review comments, the construction documents will be developed. Project lighting or traffic signal modification or installation will be designed by the consultant's traffic engineer subconsultant. Also the PS&E of probable construction cost at the 60%, 90% and 100% Final levels of design will be developed. Based on each set of review comments, consultant will provide the City with a formal written response at each of the above-mentioned milestones. Final design documents should provide sufficient detail and information to indicate the design intent and how the improvements will successfully tie into existing conditions.

Landscape Architecture and Schematic Designs
If the project needs, consultant can lead design development or participate as part of the design team to ensure landscape-related elements are addressed, constructible, and easy to maintain. As with any design effort, the typical design process begins with a scoping session with City and key stakeholders. During this session, the project's goals and objectives are clearly defined, communication protocols are established, and schedules are created. Working either in tandem with the civil engineers or simply as a stand-alone landscaping effort, the consultant will thorough review and document the conditions and factors that will impact a project, such as existing utilities, funding, features such as planting and irrigation, green infrastructure, public use patterns, and key stakeholders' needs and preferences.

Traffic and Transportation Engineering
Designing and reviewing transportation infrastructure, including streets, intersections, traffic signals, and pedestrian facilities, pavement repair, rehabilitation, and reconstruction of existing roadway, intersection improvements, traffic signals and pedestrian facilities. This may also include design of curb ramps, crosswalk, bicycle lanes, traffic calming measures and ADA design.

Park Improvements
Designing and reviewing site improvements to City-owned parks, trails, playgrounds, and open spaces beyond the sidewalk.

Stormwater Management
Designing stormwater management systems such as C.3 and C.10 facilities, green infrastructures, drainage, and flood control systems, ensuring compliance with applicable regulations. Coordination with utility companies in the relocation of affected utilities.

Pavement Work Plan Development
Assist City with updating the StreetSaver® database with historical maintenance and rehabilitation records, as well as section inventory, current pavement strategies, treatment types, and unit costs. Help develop a multi-year work plan for annual resurfacing and rehabilitation projects and evaluate the projected impacts on the City's network condition. Prepare public outreach materials, and annual report updates.

Outside Agencies
Coordinate outside agency processing and review of plans and specifications. Obtain outside agency approval in connection with special funding programs and permits when required. Support or facilitate community and public meetings, which may be held to convey necessary information and build consensus among the community and stakeholders.

Bid Support
Provide design support services on an as-needed basis during bidding. Possible services include:

- Review and response to questions submitted by potential bidders
- Lead pre-bid meeting / site walk
- Provide bid addenda to the construction documents

Construction Support
Provide design support services on an as-needed basis during construction and as-built preparation as requested by the City after construction. Possible services include the following:

- Participate in pre-construction and field meetings to clarify design intent of construction documents
- Review Contractor submittals
- Review change order requests and requests for substitutions
- Respond to City and Contractor RFIs regarding construction documents

Proficiency with industry-standard software for civil engineering design and analysis, such as AutoCAD, Civil 3D, HEC-RAS, Bluebeam, MS Project, or others.