

## EXHIBIT A

### SCOPE OF SERVICES

#### **Project Description**

This project aims to design Class IV bikeway along a 0.4 mile long segment of Hesperian Blvd. between E. 14th Street and Bayfair Drive in conformance with the approved San Leandro Bicycle and Pedestrian Master Plan and the Local Road Safety Plans. The goal of the project is to enhance safety and comfort for pedestrians and bicyclists of all ages and abilities along the Hesperian Corridor in conformance with the Complete Streets Act. This project aims to enhance connectivity to the existing and planned Class IV bikeways including existing bikeways on Fairmont Drive, the proposed Class IV bikeways on Bancroft Avenue, and the proposed Class IV bikeways on E.14th Street (Alameda CTC's East Bay Green Way Project).

#### **Scope of Services**

The City is looking to move forward quickly upon contract execution with the Consultant to meet the targeted project tasks. The consultant is expected to provide the deliverables and to facilitate or participate in all tasks listed below. The consultant shall prepare 60%, 90% and final sets of PS&E for the construction of a Class IV bikeway along a segment of Hesperian Blvd. The PS&E documents shall include, but are not limited to, the following items:

- Demolition – identification and removal of existing infrastructure as necessary
- Utility relocation as needed – coordination and design adjustments for utility conflicts
- Striping and markings – pavement marking and lane layout for bikeway, roadway, and pedestrian facilities
- Grading – modifications to support bikeway construction and ensure proper surface water management
- Streetscape – improvements that integrate aesthetic and functional elements
- Landscaping – design of planting areas and irrigation systems, if applicable.
- Bicycle and pedestrian-related improvements- infrastructure supporting multimodal accessibility

#### **Task 1 – Project Management and Coordination**

Consultant will be responsible for general project management, coordination of all aspects of the project including progress, adherence to schedule, budget and City and Alameda County Transportation Commission (ACTC) requirements. This includes attending meetings with the City, ACTC and public and private stakeholders. Tasks include, but are not limited to:

- 1.1 Schedule and attend Bi-Weekly project meetings with City Staff, providing agenda and meeting notes
- 1.2 Page-Turn Review Meeting for each submittal
- 1.3 Establishing an efficient web-based documentation system to share and manage project files
- 1.4 Prepare and maintain a detailed Critical Path project schedule

- 1.5 Provide assistance with semi-annual progress reports and invoices to ACTC as well as MTC
- 1.6 Provide monthly progress and performance reports and invoices in accordance with the requirements of ACTC, MTC, and the Service Agreement. Billing statements must meet the requirements of the ACTC's Measure BB grant and indicated work items. All invoices must include a list of contract tasks, dates and percentage of work performed per task, classification and rates for consultant staff, and back up documentation if needed.
- 1.7 Prepare graphic presentation materials for all meetings to communicate key features of the project.
- 1.8 Present the project at a minimum of three public meetings and facilitate public participation. The public meetings will more than likely consist of the Bicycle and Pedestrian Advisory Committee, the Facilities and Transportation Committee, and possibly the City Council.
- 1.9 Coordinate and facilitate any necessary project meetings including preparing meeting materials, for other stakeholders or utility agencies, such as AC Transit, AT&T, Comcast, and/or PG&E.

**Deliverables:**

- Project Schedule
- Project meeting notes and agenda
- Monthly invoices
- Monthly progress and performance reports
- Graphically Designed Materials for Public Presentations

**Task 2 – Data Collection, & Existing Conditions Analysis**

Data to be collected and reviewed by the consultant includes, but is not limited to the following:

- 2.1 The consultant shall research and review existing reports or documents, topographic mapping, aerial photos, right of way maps, "as-built" plans, record maps, surveys, assessor maps, local street improvement plans, storm water drainage plans and public utility maps.
- 2.2 The consultant shall review collision reports, inventory of signage, approach speed, public transit routes and stops, and a comprehensive site visit that includes general observations of existing behaviors and operations of all modes of travel.
- 2.3 The consultant shall review the traffic operational analysis memo provided by the City.
- 2.4 The consultant shall complete a topographic field survey and utility mapping.

**Deliverables:**

- Existing conditions in Cad format

**Task 3 – Conceptual Design Alternatives**

- 3.1 Using the traffic operational analysis memo provided, the Consultant shall draft an initial conceptual design, based on nationally recommended best practices for Complete Streets, which are streets designed and operated to enable safe use and support mobility for all

users. The design will be within the existing city right-of-way or within existing city parcels. The consultant will prepare 10-scale design layout exhibits in PDF format, for the preliminary design. This conceptual design shall consider implications of all the existing conditions, programs and policies. The design will also provide alternatives for Class IV bikeway, which will include options for separation, such as extruded curbs with opening for drainage (similar to Fairmont Dr), flexible posts, or other lower cost barriers commonly used for urban class IV bikeways. This design shall work within the existing right-of-way and pavement to present low-cost options and take advantage of existing infrastructure. The project will be concept design will present the improvements such that the project will not require C.3, by minimizing sidewalk replacement and full depth pavement replacement. Although the sidewalks will remain, Consultant to review the sidewalk cross slopes with a level to identify non-compliant segments and or damaged sidewalk for potential repair. The conceptual plans will include:

- a. Cover Sheet
  - b. Conceptual Layout
  - c. Typical Sections
  - d. Utility Plan
  - e. Storm Water Control Plan
  - f. Cost Estimate
- 3.2 The Consultant shall develop a rough order of magnitude (ROM) estimate for the preliminary conceptual design.
  - 3.3 As mentioned in Task 1, Consultant shall facilitate at least three community outreach meetings (FTC, BPAC, and City Council) and prepare graphically designed presentation materials, gather comments and work on implementing them in the final conceptual design.
  - 3.4 Consultant will coordinate outreach material with City staff prior to the FTC, BPAC and City Council Meeting. Although the presentation materials will be similar for each meeting, the slide deck will be revised as appropriate to include comments and recommendations from the previous meeting. Also the introductory slides will be appropriated for the different committees reviewing the project (FTC, BPAC, and City Council). The slide deck will include a diagrammatic typical section, prepared by a graphics consultant, to demonstrate the enhancements in a visual format.
  - 3.5 Consultant will coordinate with City regarding use of adjacent City parcel to expand the bikeway facilities. Also, concept plan to show an option to connect the bikeway with access to the artwork within the City parcel.
  - 3.6 The Consultant shall prepare a final conceptual design based on the feedback received during the public outreach process.
  - 3.7 If necessary, the consultant shall communicate with Caltrans for their review and comment of the traffic analysis and conceptual designs.
  - 3.8 The Consultant shall apply for an encroachment permit for the intersection with E 14<sup>th</sup> Street if necessary. The Consultant shall identify any other required permits, prepare all permit applications, and assist the City with negotiations relative to permit conditions, if required. Consultant will submit the "100% Caltrans Permit Set" during the 60% design phase of the project, to allow more time for Caltrans processing. As part of the Caltrans Encroachment permit submittal, Consultant will prepare a shortform Stormwater Data Report for Caltrans. The Caltrans plan submittal will be focused on the improvements within the Caltrans Right of Way.

**Deliverables:**

- A Conceptual Design with a rough order of magnitude (ROM) estimate
- Memo summarizing the benefits of the proposed modifications for all modes of travel, the results of the public outreach, modifications of the design and mitigation measures that support the Final Conceptual Design.
- Final Conceptual Design

**Task 4 – 60% Plans, Specifications & Cost Estimate**

Following the City's approval of the proposed layout, the Consultant will incorporate recommendations and comments from review of conceptual design to prepare 60% PS&E. During this task, the Consultant will work closely with City staff to resolve the grading, and drainage impacts. The Consultant will identify and coordinate work with utility agencies for known utilities in conflict. Construction drawing layouts will be displayed on 24"x36" size sheets with City standard border. Adequate grades will be included on the plans at the curb ramp locations at the 60% submittal, along with plan view of potential new curb inlets with grades at the corners, where needed. Storm profiles will be part of the 90% submittal, for new pipes that are proposed. The plans will include Construction Staging with Contractor performance criteria (working hours, number of lanes, land widths). The detailed temporary traffic handling plans specifications will be included in the project bid documents to instruct the Contractor to submit their means and methods to be approved by the City. Lane dimensions and stationing for key improvements will be included at the 60% design level, and the detailed station of new improvements will be shown at the 90% submittal. The Consultant will prepare technical specifications and incorporate front end specifications provided by City. Specifications will be prepared in the City's format. The PS&E documents may include, but are not limited to, the following items:

- Cover Sheet with Vicinity Map
- Survey/Existing Utility Plans
- Demolition Plan
- Improvement Plan
- Grading Plans
- Utility Plans and Drainage Plan
- Typical Sections
- Landscape Cover sheet, notes, and Legends
- Planting Plan and details
- Irrigation plan and details
- Traffic Signal Plans and/or Electrical Plans
- Signing & Striping Plan
- Civil Details
- Erosion and Sediment Control Plans
- If needed, Stormwater Management Plan and Checklist

With the 60% plan set the Consultant shall apply for an encroachment permit for the intersection with E 14th Street, if necessary. The Consultant shall identify any other required permits, prepare all permit applications, and handle negotiations relative to permit conditions, if required.

## **Traffic Engineering**

The Traffic Engineer will provide traffic engineering services for the preparation of design documents for traffic signal modifications at three intersections, signing and striping plans within the project limits, and design of a solar-powered Rectangular Rapid Flashing Beacon (RRFB) at one location. This scope is based on the following assumptions:

The Traffic Engineer will prepare signing and striping plans along Hesperian Boulevard between Bayfair and E. 14th Street, and design a solar-powered Rectangular Rapid Flashing Beacon (RRFB) at one designated location. The scope also includes developing full signal modification plans at the intersection of 150th Avenue and Hesperian Boulevard, as well as upgrading pedestrian push buttons and pedestrian signal heads at Fairmont Drive and Hesperian Boulevard. Signal upgrades will be designed at two corners of the E. 14th Street and Hesperian Boulevard intersection. The scope includes attendance at Bicycle and Pedestrian Advisory Committee (BPAC) and City Council meetings (and/or FTC) as required, and participation in eight virtual design coordination meetings with the team. Additionally, optional services may be provided for full signal modifications at the Bayfair/Hesperian and Fairmont/Hesperian intersections.

The plan sets will include all equipment necessary for both major and minor traffic signal modifications associated with the implementation of Class IV bikeway facilities. Minor modifications will be limited to pedestrian signal heads and Accessible Pedestrian Signal (APS) push button assemblies. The plans will be formatted to comply with City standards and requirements. Existing signal timing sheets and as-built signal plans for the affected intersections will be provided by the City to support the design process.

The Traffic Engineer will request and review existing signal timing sheets and as-built signal plans for the intersections included in the project scope. In addition, the Traffic Engineer will review the traffic operations memorandum provided by the City and evaluate any available pedestrian and bicycle collision reports within the project limits to identify safety concerns that may be mitigated through the proposed improvements. To support the design process, the Traffic Engineer will also conduct field reconnaissance at the signalized intersections to observe existing traffic operations, verify key measurements, and document site conditions through photographs.

The Traffic Engineer will review and provide input to the team on the geometric layout of the Class IV bikeway design, including the initial conceptual alternatives. Using the topographic survey provided and supplemented by field observations, the Traffic Engineer will develop base plans that serve as the foundation for the design. These plans will illustrate both existing and proposed traffic signal equipment, including poles, signal cabinets, vehicle and pedestrian signal heads, detection devices, pre-emption systems, and lighting components. The level of detail included will be sufficient to support decision-making and cost estimating, while omitting unnecessary details that may become obsolete as the design evolves. Based on the preferred conceptual alternative, a 60% design submittal package will be prepared and will include traffic signal plans with conductor and equipment schedules, along with both standard and project-specific notes. The package will also contain construction details, legends, and draft quantities; signing and striping plans prepared at a scale of 1"=40' using Caltrans Standard Plans and California MUTCD guidelines; RRFB layout and detail sheets for a solar-powered system; technical specifications adapted from Caltrans Special Provisions to meet City standards; and an engineer's estimate of probable construction cost based on the 60% design quantities.

The Traffic Engineer will prepare the 90% submittal plans, incorporating all information included in the 60% submittal and revised to reflect comments received from City staff. The technical specifications will be

updated accordingly to address the City's input and finalized for this submittal. Similarly, the engineer's cost estimate will be revised and finalized to reflect any changes requested during the review process. It is assumed that Sanbell will be responsible for submitting the 90% submittal package to Caltrans as part of the encroachment permit approval process.

The Traffic Engineer will prepare the 100% submittal plans, incorporating all previously developed information and modifying the documents to reflect comments received from both the Caltrans Permits Office and City staff on the 90% plans. It is anticipated that Caltrans will require two rounds of review prior to permit approval; any additional rounds of review beyond this will be addressed through a contract amendment. The technical specifications will be updated to incorporate final staff comments and will be finalized for bidding purposes. Likewise, the engineer's cost estimate will be revised based on feedback and finalized. Following this, minor editorial comments from the City will be incorporated into the final bid submittal. The bid plans, technical specifications, and cost estimate will be submitted electronically for use during the bidding process.

As Optional Task 7.1, the Traffic Engineer will prepare a traffic signal modification design for a full upgrade of the signal equipment at the Bayfair/Hesperian intersection. The design will include all necessary components for a complete signal replacement and will follow the same review submittal process established in the base project for the minor signal modification at this location. The deliverable for this task will be a PDF of the signal modification design plans.

Also for Optional Task 7.1, the Traffic Engineer will prepare a full signal modification design at the Fairmont/Hesperian intersection. Similar to Task A, the design review submittals will follow the same rounds of review used in the base project for the minor signal improvements at this intersection. The deliverable will also consist of a PDF of the final signal modification design plans. It is noted that the scope of services includes only the tasks specifically identified above; any additional services beyond this scope may be provided on a time and materials basis upon receipt of written authorization.

**Deliverables:**

- Encroachment permit (if needed)
- 60% Plans, Specifications and Estimate
  - Drawings provided in PDF and in AutoCAD format; all xref drawings, pen-setting files, attached images, fonts, and other associated files necessary to produce accurate plotting of the drawings shall be provided.
  - Technical specifications in Microsoft Word format per the California MUTCD, the Greenbook, Caltrans Standard Specifications, and City of San Leandro Specification.
  - Coordinate upfront specifications prepared by the City, to recommend specifications for working days, construction surveying, potholing, mobilization, and Contractor classification.
  - Project cost estimate

**Task 5 – 90% Plans, Specifications & Cost Estimate**

- 5.1 The Consultant will review and provide written responses to all design review comments received from the City and other agencies reviewing the 60% documents. If necessary, the consultant will meet with the City and other agencies to resolve issues prior to commencement of the 90% plans. All agreed upon comments will be incorporated into the 90% design documents.

5.2 The Consultant will prepare 90% plans, specifications and cost estimate

**Deliverables:**

- Written summary of comments and responses to 60% documents
- 90% Plans, Specifications and Estimate

**Task 6 – Final 100% Bid-Ready PS&E Package**

- 6.1 The Consultant will review and provide written responses to all design review comments received from the City and other agencies reviewing the 90% documents. If necessary, the consultant will meet with the City and other agencies to resolve issues prior to commencement of the 100% plans. All agreed upon comments will be incorporated into the 100% design documents.
- 6.2 The Consultant will prepare 100% plans, specifications and cost estimate bid-package, stamped & signed.

**Deliverables:**

- Written summary of comments and responses to 90% documents
- 100% Plans, Specifications and Cost Estimate Bid Package
- Final Engineer's Estimate and quantity take-offs in MS Excel format

**Optional Tasks:**

**Task 1 – Full Traffic Signal Design at Bay Fair /Hesperian Blvd and Fairmont Drive/Hesperian Blvd.**

Consultant will prepare traffic signal modification for a full upgrade of the signal equipment at both locations Bay Fair /Hesperian Blvd and Fairmont Drive/Hesperian Blvd. The design review submittals will follow the rounds of review in the base project for the minor signal modification at this location.

**Task 2 – Potholing (Optional Services - Assume 12 Locations)**

Potholing during design at carefully selected locations is a common practice among Bay Area cities and counties. The Consultant's potholing subcontractor will follow industry practices which do not allow concrete backfill areas when potholing, to avoid potential duct banks.

**Deliverables Format**

Development Plans: PDF  
Final Plans: Electronically signed PDF, and AutoCAD format files  
Technical specifications: PDF and Microsoft Word.  
Cost estimates: PDF  
Meeting notes: PDF