

EXHIBIT A

SCOPE OF SERVICES

Introduction

City of San Leandro owns two properties located 901 and 999 E. 14th Street, respectively known as the Public Safety Building (Police Building) and the South Offices Building. The South Offices Building is currently undergoing tenant improvements as part of the Police Building and South Office Modifications Project. Work at the Public Safety Building will start once work at the South Offices is completed.

The Public Safety Building is an Essential Services Building that requires an Inspector of Record to be onsite during construction.

Scope of Work

Consultant shall be the Inspector of Record during construction at the Public Safety Building. Services include observance and inspection of work performed onsite; review of project plans and specifications; set up of code required documents and reports; monitoring of special inspections; and administrative services to support the aforementioned work items.

Deliverables

Consultant shall prepare daily inspection reports and also an Inspector of Record *Verified Report* form to be prepared on a quarterly basis for submittal to the City's Building Official.