

## EXHIBIT A

### SCOPE OF SERVICES

#### Civil Engineering:

Scope of work includes, but isn't limited to, the following items:

Task	Deliverable
1.0 Kickoff meeting	Meeting Notes
2.0 Project Progress Meetings with City Staff	Meeting Notes
3.0 Records Research and Utility Coordination	Project Utility Coordination
4.0 Preliminary Design or Report (35%)	Project Exhibits or Report
5.0 75% Plans, Specification and Estimate	Draft Design Plans, Technical Specifications & Cost Estimate
6.0 95% Plans, Specification and Estimate	Draft Design Plans, Technical Specifications & Cost Estimate
7.0 Final Plans, Specification and Estimate	Final (signed) Design Plans, Technical Specifications & Cost Estimate
8.0 Advertise and Award Support Services	Responses to Inquiries and Addenda
9.0 Construction Support Services	Observation Reports

For smaller projects, one or more draft submittals listed above may be eliminated. Depending on project requirements the following tasks may be added:

Task	Deliverable
Topographic Survey – Typically performed by the City's On-Call Surveyor	Survey Base Map
Geotechnical Investigation	Geotechnical Report
Environmental Services	Various Reports and/or Permits
Agency Permit Preparation (such as Caltrans, etc)	Various Permits

#### Project Management

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

#### Cost Estimating

At any level of project development, from conceptual design to final design, a complete cost estimates that reflect the true scope of the work and account for market trends will be developed. Estimates will not only capture construction costs, but also other costs involved in delivering your project, including design, management, mitigation, right of way, utility relocation, and cost escalation.

#### 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.

#### Bid Support

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

- 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

#### 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.

#### 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.

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

### **Construction management & Inspection Services:**

Oversee the planning, coordination, and execution of public infrastructure and construction projects, and providing clear and concise reports, recommendations, and documentation throughout the life of the project, ensuring that the client is well-informed of project progress, potential delays, and budget status. Proficiency in construction management software tools such as Procore, Builder trend, Virtual Project Manager and/or MS Project, and experience in project scheduling and reporting tools.

#### Services through Design and Advertise:

- For projects in final design and ready to be advertised, consultant will review the current design submittal and shepherd the project through final design and advertisement.
- Prepare a recommendation of award after the construction bids are received.

#### Pre-Construction Phase Services

- Coordinate and chair pre-construction meeting.
- Prepare a pre-construction agenda and sign-in sheet, coordinate and invite all project participants to attend, and conduct the project pre-construction meeting; and prepare the pre-construction meeting minutes.
- Prepare the Notice To Proceed to be signed by City official.
- Coordinate review of submittals by designer.

#### Project Planning and Scheduling

- Developing detailed project schedules, tracking progress, managing timelines, and coordinating the resources necessary for project execution. Identify critical path items.

#### Contract Administration

Manage and handle administrative functions for the project.

- Prepare weekly statement of working days.
- Prepare and submit weekly / monthly progress status reports.

- Review contracts, and any environmental and permit documents, ensuring adherence to local, state, and federal laws and regulations.
- Receive, process, and log submittals, RFIs, change order requests, project correspondence, contractor progress payments, etc.
- Maintain written progress of quantities measured for each bid item.
- Document any extra or force account work.
- Review and evaluate Change Order claims and make recommendations to City staff.
- Assist with claims management support as needed. Provide complete documentation, review of merit/ entitlement, a claims response strategy, and cost analysis for the City's review
- Manage construction change orders (CCO) by providing the City with assurance that the contractor is not presenting unmerited requests for extra work that was included in the original contract scope. Assure the City that the associated extra work costs and time extension requests are fair and reasonable to City and contractor

#### Cost Estimating and Budgeting:

- Providing accurate cost estimates, managing project budgets, and ensuring that projects stay within financial constraints. Perform project federal and / or grant funding management (if needed).

#### Construction Phase Services:

- Provide the City a photo and video record before, during and after construction.
- Provide project management services as a representative of the City. Oversee the execution of construction and maintenance projects, ensuring compliance with design specifications.
- Managing project contracts, change orders, and claims, as well as ensuring contractual obligations are met by contractors and other stakeholders and addressing disputes when they arise. Experienced in managing and administering construction contracts, including preparing and evaluating bids, negotiating contract terms, and managing contract changes.
- Conduct periodic site visits to confer with inspector on project progress and compliance with plans and specifications.
- Continue the coordination with the adjacent property owners and all relevant stake holders.
- Work closely with the Design Engineer and General Contractor; conduct periodic visits to the construction sites to observe construction; inspection and inspection reports to be done by others.
- Provide design support during construction and perform field observation on assigned City projects. Inspecting construction projects to ensure they meet project plans and specifications, regulatory requirements and standards. This includes field observations and attendance during meetings as required by the City Engineer or an assigned designee.
- Monitor, review and evaluate contractor's monthly construction progress schedule, and issue comments and recommendations.
- Overseeing the day-to-day construction activities and preparation of daily reports to ensure adherence to design plans, specifications, safety standards, and quality requirements.
- Conduct weekly job site progress meetings with inspector, design consultant, and general contractor and other concerned parties; prepare meeting agendas and record project meeting minutes.
- Review and furnish recommendations, and prepare responses with respect to contract correspondence and directives to secure the City's interests.

- Evaluate the percent completion of each construction activity as indicated on the construction schedule, coordinate project progress with inspector.
- Coordinate the City's consultants for geotechnical engineering.
- Whenever any work is unsatisfactory, faulty or does not conform to the contract documents, consultant will review the non-compliant work with the inspector and design team and will advise the inspector and contractor when the work should be corrected or has been rejected, or should be uncovered for observation, or requires special testing or inspection.
- Review and evaluate the baseline schedule for its reasonableness, conformation, comprehensiveness and attainability, and make recommendations for acceptance or changes.
- During weekly construction review meetings with the General Contractor review the contractor's short-term progress and "3-week look-ahead" schedules and the impact or work changes.
- Analyze any schedule "work around" to bring the project back on schedule when adversely impacted by delays and changes.
- Implement procedures for logging, filing and tracking all project submittals, RFIs, potential change order requests, approved change orders, payment requests.
- Review and recommend approval of contractor's monthly payment requests.
- Verify work in place against the schedule of values.
- Coordinate and expedite functions connected with the contractor's obligation to document as-built changes on a monthly basis
- Provide on-site inspection to assure that the project is constructed in compliance with the Plans and Specifications.
- Perform the duties designated by the City's Building Department Inspector or Inspector of Record for the project.
- Provide inspectors daily report of events, manpower, and activities so as to secure the City's interests and monitor work accomplished in accordance with the contract. Daily progress pictures shall be incorporated into the report.
- Take digital photographs and digital video tape recordings of the construction progress on a regular basis, including pre-construction conditions within the project limits
- Collect material tags and verify materials on site meet project specifications and project submittals.
- Maintain a redline set of as-built plans and specifications.
- Track and field-verify quantities of actual improvements installed by the Contractor and maintain a quantity bid sheet for each bid item of work.
- Assists the Construction Manager or City Representative in review and recommendation of progress payments.
- Track and document Time and Materials work issued to the Contractor

#### Quality Control, Safety, and Risk Management

Ensure compliance and manage inspections and corrective actions during construction.

- Implement quality control / quality assurance (QC / QA) plan. Resolve issues when components don't meet expectations or standards.
- Inspect and monitor the contractor's traffic control plan and / or site logistics plan to ensure appropriate signage and flagging personnel are in place to maximize safety.
- Anticipate and identify risks and potential issues related to budget, timelines, quality, and safety as early as possible and develop strategies to mitigate them.

- Coordinate and schedule special inspections and materials testing with the project's materials inspection and testing consultant (if needed). Maintain test reports and logs of any verification tests performed.
- Ensuring compliance with safety regulations and quality assurance standards, as well as managing inspections and corrective actions during construction.
- Perform risk assessments, quality assurance inspections, safety management, and managing third-party inspections during the construction process.
- Where necessary coordinate with regulatory agencies to ensure compliance with environmental and safety regulations. Identifying, evaluating, and mitigating potential risks related to project timelines, costs, and compliance.
- Verify that contractor and subcontractors are complying with prevailing wage laws.
- Verify that installed materials meet project requirements

#### Post-Construction Phase Services:

- Provide mark ups for record drawings.
- Coordinate final progress payment. Complete fiscal closeout including the review of contract administration (submittal log, RFI log, punch lists, etc.), accounting, and financial functions to confirm they are coordinated with physical closeout functions to ensure that no outstanding financial liability is present after the final payments / retentions are made to the contractor. Assist in closing out any federal or state grant funding documentation.
- Provide final inspection services and close out activities.
- Resolution of all contract issue, warranties, bonds, etc.
- Turn over all records to the City. Complete document closeout, the process of assembling and transferring the required contract files from consultant to the City when the contract is complete. Documents typically include project correspondence, change orders, change notices, RFIs, submittals, warranties, and claims. Consultant will prepare a submittal that includes all the necessary documents and provide a hard copy and electronic copy of the report to the City. Consultant's inspector will compare their red-lined markups of the plans with the contractor's red-lined markups and will submit a reconciled set to the designer of record to produce "as-built" drawings.

#### Permit coordination

- Verify that contractor's field staff is aware of any applicable permit conditions and that their work activities abide by the requirements of the permits granted by regulatory agencies. In the process, forge strategies in the field to meet all permit requirements while maximizing contractor progress.
- Working with the Construction Manager and other agencies and permit holders to issue a project punch-list.
- Review contracts, and any environmental and permit documents, ensuring adherence to local, state, and federal laws and regulations.
- Obtain lien waivers, bonds, warranties, and other documents required by the Contract Documents from the contractor
- Provide the City with accurate As-Built drawings for construction contracts.