

EXHIBIT A

SCOPE OF SERVICES

Land Surveying

- Provide topographic surveys, boundary surveys, utility surveys, legal descriptions and plat maps, and mathematical closure calculations as requested. Consultant shall provide the City with both electronic and hardcopy media for use in project design.
- File corner records or records of survey as appropriate.
- Provide construction staking indicating the vertical and horizontal location of improvements to be built.
- Set survey monuments.
- Research and review title issues such as ownership and easements.
- Attend meetings with City staff, developers, property owners, and/or technical consultants.

City Surveyor (Alternate)

- Research and review title issues on properties subject to development or improvement referencing documents provided by developers and/or owners.
- Review the land surveying aspects of tentative maps for conformance with City standards as part of the City's entitlement process.
- Review final maps and parcel maps for conformance with the Subdivision Map Act, adopted City zoning, approved Conditions of Approval, and/or accepted industry practice. Provide stamp and signature on said map as the city surveyor prior to map recordation.
- Review Lot Line Adjustment, Parcel Merger, and/or easement plat maps, legal descriptions, and math closure calculations for technical accuracy.
- Communicate identified issues in clear, concise writing to City staff and/or the developer's or owner's design professionals.
- All other work prescribed by California Government Code §66451.1(b).

Task Initiation and Performance

- Consultant shall be notified in writing by City staff of a task. Task notification shall include a summary of the work to be completed, a timeframe for completing the work, and the City staff member who will be the point of contact.
- Upon receiving the task, Consultant shall respond to the City within 24 hours with any questions regarding the task, including any issues with being able to complete the task in the time allotted, request for task clarification, etc.
- Any materials required for a task, such as drawings or calculations, will be transmitted to Consultant via United States Postal Service, and electronically via email or OneDrive, if possible.
- Tasks to include Engineering Inspection services, will also include a meeting between City staff and Consultant to discuss the project for which inspection services will be provided.

SCHEDULE

Kier & Wright Civil Engineers and Surveyors, Inc. will work on an on-call basis as needed.