

EXHIBIT A

SCOPE OF SERVICES

Land Development (Civil) Plan Check Services

- Research and review civil engineering and site planning issues on properties subject to development or improvement referencing documents provided by developers and/or owners.
- Review the civil engineering and site planning aspects of tentative maps and/or land development applications for conformance with City standards as part of the City's entitlement process.
- Review submitted improvements plans for conformance with, adopted City standards, approved Conditions of Approval, and/or accepted industry practice.
- Review documents that demonstrate compliance with Provision C.3 of the adopted Municipal Regional Permit (MRP) and the C.3 Technical Guidance published by the Alameda Countywide Clean Water Program.
- Review storm drain and/or sanitary sewer hydraulic calculations for conformance with City standards and/or accepted industry practice.
- Review technical studies such as traffic studies, geotechnical investigations, environmental site assessments, preliminary title reports, etc.
- Review documents associated with submitted Grading Permit applications. Grading permits are issued for any grading project that involves movement of 50 cubic yards or more of soil or the excavation of a hole or trench 5 feet deep or greater.
- Communicate identified issues in clear, concise writing to City staff and/or the developer's design professionals.
- Visit sites that are subject to grading and/or development as directed by City staff to gain direct knowledge of topographic features of physical constraints.
- Attend meetings with City staff, developers, property owners, and/or technical consultants.

City Surveyor

- 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).

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.

Engineering Inspection

- Perform full range of inspection services for public infrastructure construction projects to ensure compliance with plans and specifications and to ensure public safety.
- Review technical field problems and inspection findings with the Project Manager or supervisor and make recommendations for remedial action.
- Interpret and coordinate contract provisions with contractors or their representatives.
- Perform various office tasks in support of construction/inspection activities such as: write daily and weekly inspection logs to include a summary of work performed, prepare memoranda to file on disputed work items, prepare progress payments and change orders, prepare weekly statement of working days, and review certified payroll.

Other Related Tasks

- Visit sites that are subject to grading and/or development as directed by City staff to gain direct knowledge of topographic issues or physical constraints.
- Attend meetings with City staff, developers, property owners, and/or technical consultants.

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

CSG Consultants will work on an on-call basis as needed.