

EXHIBIT A

SCOPE OF SERVICES

General 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 65% 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. Proficiency with industry-standard software for civil engineering design and analysis, such as AutoCAD, Civil 3D, HEC-RAS, Bluebeam, MS Project, or others.

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.