

Exhibit A

Scope of Services

I. Construction Inspection

A. Description of Required Services

Construction inspection personnel are required in support of various CITY Public Works projects, private development, public improvement projects and miscellaneous encroachment permit construction projects within the City right-of-way. The CONTRACTOR is to provide a qualified inspector to perform construction inspection services. The CONTRACTOR personnel will be assigned to the project during all hours of construction and/or as required by the CITY and will work under the direction of the CITY Project Manager.

Typical duties to be performed by the CONTRACTOR's personnel will include, but not be limited to:

1. Performing construction inspection including ensuring compliance with project plans and specifications, prepare/confirm monthly estimated pay quantities for individual Capital Improvement Projects.
2. Identifying actual and potential problems associated with the construction project and recommend sound engineering solutions.
3. Maintaining an awareness of safety and health requirements and enforcing applicable regulations and contract provisions for the protection of the public and project personnel.
4. Preparing a daily report for construction inspection activities for each on-going project using Caltrans format or using on-line format as directed by the City.
5. Assisting in the preparation of final as-built plans at the completion of construction.
6. Other duties as required.

B. Personnel and Performance Requirements

CONTRACTOR's personnel will remain available to the CITY on an on-call basis as requested by the CITY. Personnel assigned by the CONTRACTOR to the Capital Improvement Projects shall be available beginning two (2) weeks before the start of the project to a maximum of six (6) weeks after project acceptance by the CITY. The miscellaneous on-call encroachment permit inspections and private

development public improvement projects require the inspector to be available within 24 hours notice and may only require 1 hour of inspection time for the call-out. CONTRACTOR may be assigned multiple Task Assignments which are under construction simultaneously. At times, there will not be a full eight hours of billable time in a day.

CONTRACTOR's personnel assigned to perform public works inspections shall have the following minimum qualifications:

1. At least 10 years of relevant experience with infrastructure construction and private development construction including streets, sidewalks, ADA issues, sanitary sewers, storm drains, street trees, street light systems, irrigation systems, and underground utility districts.
2. At least two years of journey level public works inspection experience.
3. CONTRACTOR personnel shall be required to successively complete a 40-hour health and safety course or an eight (8)-hour refresher course meeting the Federal Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements and be on an annual medical monitoring program (29 CFR 1910.1001 through 1910.1045).

C. Deliverables

1. Daily Reports, extra work diaries, and materials testing reports shall be prepared daily to Caltrans Standards and shall be delivered to the CITY Project Manager weekly.
2. Documentation of contract progress payments and contract quantities shall be delivered to the CITY Project Manager no later than the last working day preceding the 20th of each month.
3. Documentation of final payment quantities shall be delivered to the CITY Project Manager by no later than (5) working days after acceptance by the CITY of the completed construction project.
4. All documentation of field measurements, test data and other documents as required by Caltrans procedures shall be recorded, maintained and submitted to the CITY project manager no later than (5) working days after acceptance by the CITY of the completed construction project.
5. All reports, calculations and other applicable documents shall be prepared on Caltrans standardized forms. Necessary forms will be provided to the CONTRACTOR by the City Project Manager.

D. Equipment and Materials to be provided by the CONTRACTOR

1. All necessary vehicles, instruments, tools and safety equipment required for its personnel to perform their work accurately, efficiently and safely.
2. Caltrans manuals and standards as listed in Section F, "Standards" below and forms and other policies and procedures to be followed by the Contractor's personnel in the performance of the work.

E. Materials to be provided by the CITY

The CITY will provide the CONTRACTOR with the following:

1. Approved project plans and special provisions for the projects.
2. Approved encroachment permits for miscellaneous on-call encroachment permit construction and private development construction.

F. Standards

1. Construction inspection, materials sampling and testing, and contract administration shall be in accordance with current Caltrans Construction Manual and its revisions, the " *Bridge* Construction Records and Procedures Manual, the Manual of Tests (3 Volumes), the Manual of Traffic Controls for Construction and Maintenance Work Zones, the Caltrans Standard Specifications and Standard Plans, and the project plans and special provisions.

G. Work to be performed by the CITY

1. The CITY will provide a representative to perform the usual functions of a resident engineer and project manager.

H. Project Progress

1. To ensure an understanding of contract objectives, meetings with the CITY project manager and the CONTRACTOR will be held as often as necessary. All work objectives, work schedules, terms of the contract and any other related issues will be discussed and any problems resolved. Monthly progress reports will be submitted by the CONTRACTOR to the CITY project manager.

I. Task Assignments

The following is a list of some of the projects that may be considered for assignment under the contract. The City at its sole discretion may choose to assign task assignments associated with any, all, or none of these listed projects. City at its sole discretion may choose to assign to CONTRACTOR task assignments for projects that do not appear in the list below. The City may assign task assignments and / or projects to third parties, regardless of whether those task assignments or projects are included in this Exhibit.

1. CIP Projects

- Street Rehabilitation and Preventive Maintenance Program
- Temescal Creek Park Improvements
- San Pablo Avenue mid-block Cross Walk
- Large Trash Separator in Storm Drain Line
- Traffic Signals at 40th and Harlan and Powell and Doyle
- Marina Park and Powell Street Lighting Powell Street Bridge Seal Coat
- Greenway Crossings Safety Enhancement
- 40th Street / San Pablo Median Rehabilitation

2. Privately Constructed Public Improvements

- Market Place Redevelopment
- Sherwin-Williams Development Site
- On-going Encroachment Permit Construction
- PG&E Gas Main Replacements
- Private Sewer Laterals

II. C3 Plan Check and Inspection Services

Review of public and private developments within the City of Emeryville for compliance with the provision C.3 requirements of the San Francisco

Regional Water Quality Control Board stormwater permits and as reflected in the City of Emeryville's ordinances and policies.

1. C.3 Compliance Plan Review

- Review new or re-development projects for compliance with the "Stormwater Guidelines for Green, Dense Redevelopment" requirements of the City of Emeryville as necessary.
- Stormwater treatment designs, including sizing are to be reviewed in detail, including correspondence with the applicant to achieve compliant design. The reviewing engineer will stamp the plans, which will constitute the issuance of a Stormwater Permit. Liability would be retained by the engineer of record.
- The review would include the parking and landscaping aspects on an overall basis. The details of the design of the parking and landscaping work would not be reviewed.

2. Inspection

- The CONTRACTOR will inspect the construction site during and after construction of C.3 improvements. The CONTRACTOR's inspection staff will review the C.3 related improvements for compliance with the approved City of Emeryville permit drawings. Since the site review will be performed after most of the construction has taken place, the review will be conducted primarily to ensure that all C.3 related improvements have been constructed as required by the City of Emeryville's permit drawings on a visual basis and not necessarily to confirm proper construction techniques were used.
- The City shall be responsible for enforcement actions for any violations.

III. Plan Review and Project Management

Provide as-needed professional consulting and plan review services such as:

- Grading plans
- Hydrology studies
- Utility Plans and profiles

Exhibit A – Scope of Services

- Geotechnical recommendations
- Community plans
- Transportation project review
- Construction cost estimates
- Conditions of approval
- Final / Parcel Map and Subdivison Map Act