Town of Moraga	Agenda Item
Ordinances, Resolutions, Requests for Action	9. C.

Meeting Date: December 7, 2022

TOWN OF MORAGA **STAFF REPORT**

To: **Honorable Mayor and Councilmembers**

From: **Shawn Knapp, Public Works Director / Town Engineer**
Bret Swain, Senior Civil Engineer

Subject: **Consider Resolution ___ - 2022 Awarding a Professional Services Agreement for Engineering Services to Sandis Civil Engineers, Surveyors and Planners (Oakland, CA) for an amount up to $183,795 and approving a 15% Contingency of $27,615 for a Total Amount Not to Exceed $211,410, for the Corliss Drive Safe Routes to School (CIP 21-404); Appropriating $11,410 from Fund 210 – Measure J; and Authorizing the Town Manager to Execute the Agreement and Contract Amendments, if necessary, Up to $27,615 and Finding Award of Agreement Exempt from the California Environmental Quality Act**

Background

This is a Safe Routes to School engineering design project to improve pedestrian access to Los Perales Elementary school. The design work includes development of design options for a new pathway or sidewalk along the curve of Corliss Drive as well as other safety improvements, consensus on a preferred design, and biddable Project construction documents. The construction work is not included and will require additional funding.

Discussion

This project will investigate and design cost-effective pedestrian and cyclist improvement opportunities on Corliss Drive from Wakefield Drive to Arroyo Drive, where needed. To implement this project in a timely and cost-effective manner, converting portions of Corliss Drive to a one-way street may be considered. The project location is near Los Perales Elementary School and is intended to provide a safer path for students to walk or bicycle to school.

Safety Considerations

Corliss Drive and Sullivan Drive are minor collector roads within the Rancho Laguna de Los Palos Colorados Subdivision Tract 2710 of Moraga, California. Corliss Drive and Sullivan Drive form a continuous roadway, joining at the intersection of Warfield Drive northwest of Los Perales Elementary School.

The Tract 2710 subdivision map established a 50-foot-wide public Right-of-Way (ROW) for the streets, which is narrow by today's standards. The road portion between Warfield Drive and Arroyo Drive is the highest point along the corridor. This portion makes a 180 degree turn at about a 133-foot radius, with the high point near the center of the curve. This area lacks sidewalks, has extensive landscaping behind the curb and gutter, shoulder grade changes, and curbside parking is allowed even though the pavement area is narrow. This leads to pedestrians routinely walking along the roadway where visibility to drivers can be limited due to the obstructed sight lines of a combined vertical and horizontal curves.

On Corliss Drive, there are existing below and above ground utility structures, driveways, landscaping and trees, and accessibility (ADA) requirements that limit cost effective opportunities to install a sidewalk. The existing conditions may require the acquisition of additional ROW, relocation of utilities (in particular, power poles), and construction of retaining walls, to add a pedestrian sidewalk. One option to add a sidewalk assumes the removal of portions of the curbside parking along the street which would impact the adjacent property owner's capacity to park vehicles near their property. Another option is to remove a travel lane to provide space for pedestrian walkways or a multi-use pathway.

The removal of a travel lane to convert these portions of Corliss and Sullivan into a one-way street could require additional portions of Corliss and Sullivan to be converted to one-way as well to maintain orderly traffic circulation. Changes to the circulation patterns would impact the distance parents travel to drop-off and pick-up students. In addition to those issues above, there are likely other minor technical issues that remain to be identified through the design process. Finally, all of the issues identified above will have a variety of costs associated with addressing them, and the cost of various options to address those issues may limit the Town's ability to move forward with some options.

In summary, there are numerous issues that have to be addressed in the design of this Project and the costs and benefits of the various options will have to be analyzed to determine the best path forward to facilitate better pedestrian and cyclist utilization and improve pedestrian and cyclist safety by reducing potential for conflicts between pedestrians, cyclists, and vehicles.

Community Participation and Engagement Project Approach

Safe Routes to School (SR2S) programs have been around in the United States since the late 1990s and as a national program since 2005. Today, agencies designing SR2S projects have a wealth of safety information, guidelines, standards, and tools available to them. More importantly, communities with flourishing SR2S programs attribute their success to strong community involvement from students, parents, school staff, local government, and community members.

It is the intent of this Project that stakeholders and public feedback help inform the design, and to the greatest degree possible, meet the expectations of the stakeholders and the public. The design process will begin with public engagement and outreach to the various stakeholders to actively inform and seek public feedback to help shape the project design. Once community feedback-based Alternatives are developed, they will be brought

forward for discussion and a basis of design report will be prepared. A basis of design will be brought to Town Council for acceptance prior to the preparation of Safety Improvement Plans. The Safety Improvement Plans will be brought back to Town Council at various stages of development to seek concurrence or receive direction on modifications prior to advertising the project for bidding.

Request for Proposal/Qualification

To better understand the issues, meet the Town's expectations and develop the bid documents, staff developed the Request for Proposal/Qualification (RFP/Q) (Attachment B) for the design of the Corliss Drive Safe Routes to School Project. Pursuant to the Town's Purchasing Policy and Moraga Municipal Code Section 3.04.060, the RFP/Q for engineering design services for the Corliss Drive Safe Routes to School Project was advertised on September 20, 2022. A mandatory site walk was held on Tuesday, September 27, 2022, at 10:00 a.m. Persons from eight interested firms attended the site walk.

The Town received sealed technical and cost proposals from four firms for consideration by the 2:00 PM, Thursday, October 20, 2022, deadline. Town engineering staff carefully and independently reviewed each firm's qualifications and technical proposals. Each firm was ranked based on the following weighted pre-selected criteria included in the RFP/Q:

a. Completeness of Response
b. Project Understanding & Approach
c. Proposed Scope of Services
d. Qualification & Specific Experience of Key Team Members
e. Experience with Similar Types of Projects
f. Schedule and Capacity to Provide Qualified Personnel
g. References/Satisfaction of Previous Clients

All four firms scored well and were invited to an oral interview on November 2, 2022, focused on their key staff's project management, public engagement/outreach, project delivery, engineering, and design expertise. The interview panel was composed of experienced engineers from Moraga and Lafayette staff.

Sandis Civil Engineers, Surveyors and Planners, Inc.'s of Oakland, CA (Sandis) technical proposal was ranked the highest of all proposals received (Attachment C). Sandis was also ranked the highest firm from the interviews. Based on the technical proposal and interviews, Sandis appears to have the necessary knowledge and experience to provide project management, public engagement/outreach, engineering, and design services to deliver a project to meet the Town's expectation. Therefore, the Town Engineer has deemed Sandis the most qualified and experienced firm to provide design engineering services for the Project.

The next step in the evaluation process was the consideration of costs. Town staff reviewed proposed costs, successfully negotiated the scope of work, and reduced costs with Sandis for the necessary design services for the project.

Sandis Civil Engineers, Surveyors and Planners, Inc's Proposal and Costs

Staff recommends Sandis as the top firm based on their proposal, interview, and reference checks. Sandis has assembled a team of experienced public outreach, traffic

engineers, and civil engineers to assist the Town with this Project. Sandis' key staff include Ron Sanzo, PE, TE, as Principal-in-Charge, Nate Levine, PE as Project Manager, and Bruce Storrs, PLS as Senior Surveying Project Manager. Ron has 16 years' experience with roadway design and traffic engineering. Nate has 10 years' experience in transportation and traffic engineering. Nate is also a Moraga resident with a strong desire to improve the safety of our community. Bruce has 35 years' experience in surveying, including being the former City and County Surveyor for San Francisco. Additionally, their staff includes Jacob Edwards, PE, Chris Cintean, PLS, and Michael Kuykendall, PE, LEAD AP. Along with the Sandis staff, their team includes Fehr & Peers for traffic engineering and public engagement/outreach, David J. Powers for environmental, and Rockridge Geotechnical for geotechnical engineering, as needed.

Staff has negotiated the scope and cost of work with the top-ranked proposer, Sandis, to support the project needs. Sandis' revised scope of services (Attachment D) provides the needed services for a negotiated cost proposal (Attachment E) in the amount of $183,795. The Town Engineer has determined that the negotiated proposals are complete and acceptable.

Project Funding

The approved Fiscal Year 2022-23 Capital Improvement Program Budget for the Corliss Drive Safe Routes to School Project (CIP 21-404) includes $185,000 for design, $15,000 for contingency, and $50,000 for administration services. All budgeted project funding is from Fund 210 - Measure J.

Sandis' cost proposal to provide the negotiated scope of services was $183,795. Staff recommends including a $27,615 (15%) contingency for the design phase, increasing the proposed overall project budget to $261,410 as detailed in the below table comparing 2022-23 CIP Project Budget and the proposed Adjusted 2022-23 CIP Project Budget for Phase 1 - Design.

	2022-23 CIP Project Budget	Adjusted 2022-23 CIP Project Budget
Administration	$50,000	$50,000
Design	$185,000	$183,795
Contingency	$15,000	$27,615
Totals	$250,000	$261,410
Fund Source	Fund 210 - Measure J	Fund 210 - Measure J

The projected FY 2022-23 Fund 210 – Measure J fund balance is $845,022, a sufficient amount to cover the $11,410 budget increase.

CEQA

Study and Design work are categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to 14 CCR § 15306, as a preliminary study and other resource evaluation activities which do not result in a serious or major disturbance to an environmental resource and are used strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted,

or funded. However, as part of the services, CEQA analysis for the construction of the Project, should it proceed, will be conducted.

Fiscal Impact

The Fiscal Year 2022-23 Adopted Budget includes $250,000 for the Corliss Drive Safe Routes to School Project (CIP 21-404). An appropriation of $11,410 of additional Fund 210 - Measure J (210-910-320-03) funding is recommended to fund the $261,410 Project which includes $183,795 for Sandis's engineering design services, a $27,615 (15%) project contingency, and $50,000 for Project Administration.

Reviewed by Annie To, Administrative Services Director.

Alternatives

1. Adopt Resolution ___ - 2022; or
2. Adopt the Resolution __ - 2022 with modifications; or
3. Not adopt Resolution __ - 2022 and provide direction to staff.

Recommendation

Adopt a resolution awarding a Professional Services Agreement for Engineering Services to Sandis Civil Engineers, Surveyors and Planners (Oakland, CA) for an amount up to $183,795 and approving a 15% Contingency of $27,615 for a Total Amount Not to Exceed $211,410, for the Corliss Drive Safe Routes to School (CIP 21-404); Appropriating $11,410 from Fund 210 – Measure J; and Authorizing the Town Manager to Execute the Agreement and Contract Amendments, if necessary, Up to $27,615 and finding Award of Agreement Exempt from the California Environmental Quality Act

Report reviewed by: **Cynthia Battenberg, Town Manager**
Denise Bazzano, Assistant Town Attorney

Attachments:

- **A.** Resolution ___ - 2022 Awarding a Professional Services Agreement for Engineering Services to Sandis Civil Engineers, Surveyors and Planners (Oakland, CA) for an amount up to $183,795 and approving a 15% Contingency of $27,615 for a Total Amount Not to Exceed $211,410, for the Corliss Drive Safe Routes to School (CIP 21-404); Appropriating $11,410 from Fund 210 – Measure J; and Authorizing the Town Manager to Execute the Agreement and Contract Amendments, if necessary, Up to $27,615 and finding Award of Agreement Exempt from the California Environmental Quality Act.
- **B.** Request For Proposals and Qualifications for Engineering Design Services for the Corliss Drive Safe Routes to School Project LINK
- **C.** Sandis' Technical Proposal
- **D.** Sandis' Revised Scope of Services
- **E.** Sandis' Revised Cost Proposal

ATTACHMENT A

Resolution ___ - 2022 Awarding a Professional Services Agreement for Engineering Services to Sandis Civil Engineers, Surveyors and Planners (Oakland, CA) for an amount up to $183,795 and approving a 15% Contingency of $27,615 for a Total Amount Not to Exceed $211,410, for the Corliss Drive Safe Routes to School (CIP 21-404); Appropriating $11,410 from Fund 210 – Measure J; and Authorizing the Town Manager to Execute the Agreement and Contract Amendments, if necessary, Up to $27,615 and finding Award of Agreement Exempt from the California Environmental Quality Act.

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In The Matter Of:

Awarding a Professional Services Agreement for Engineering Services to Sandis Civil Engineers, Surveyors and Planners (Oakland, CA) for an amount up to $183,795 and approving a 15% Contingency of $27,615 for a Total Amount Not to Exceed $211,410, for the Corliss Drive Safe Routes to School (CIP 21-404); Appropriating $11,410 from Fund 210 – Measure J; and Authorizing the Town Manager to Execute the Agreement and any Contract Amendments, if necessary, Up to $27,615 and finding Award of Agreement Exempt from the California Environmental Quality Act	)	Resolution No. ___ - 2022

WHEREAS, funding for the Corliss Drive Safe Routes to School Project (Project) CIP 21-404 is included in the Fiscal Year 2022/23 Capital Improvement Program Adopted Budget; and

WHEREAS, in accordance with the Town's Purchasing Policy and Moraga Municipal Code section 3.04.060, Town staff prepared a request for proposals and qualifications (RFP/Q) for engineering design services to select the most qualified and experienced firm to provide engineering design services for the Project; and

WHEREAS, on September 20, 2022, the RFP/Q for engineering design services for the Project was released; and

WHEREAS, on October 20, 2022, the Town received four technical and cost proposals; and

WHEREAS, an evaluation committee reviewed all four proposals and all four proposers were deemed qualified to be interviewed by the interview panel of established, knowledgeable engineering staff from Moraga and from an outside local agency; and

WHEREAS, based on the technical proposal and interviews, Sandis Civil Engineers, Surveyors and Planners, Inc. (Sandis) of Oakland, CA was deemed the most qualified and experienced firm to provide design engineering services for this Project; and

WHEREAS, the Town Engineer recommends awarding Professional Service Agreement to Sandis (Oakland, CA) for the Project; and

WHEREAS, the design services that will be provided by Sandis are categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to 14 CCR § 15306, as a preliminary study and other resource evaluation activities which do not result Resolution in a serious or major disturbance to an environmental resource and are used strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. However, as part of the services, CEQA analysis for the construction of the Project, should it proceed, will be conducted.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Moraga hereby determines Sandis, Inc. (Oakland, CA) as the most qualified firm to provide design engineering services for the Corliss Drive Safe Routes to School Project (Project) and awards a Professional Services Agreement for Engineering Services to Sandis Inc. (Oakland, CA) in the amount of $183,795. The Town Council also hereby approves a 15% Contingency in the amount of $27,615 for a Total Amount Not to Exceed $211,410, for the Corliss Drive Safe Routes to School (CIP 21-404) for any necessary amendments; and

BE IT FURTHER RESOLVED that the Town Council authorizes the appropriation of $11,410 from Fund 210 – Measure J for the Project; and

BE IT FURTHER RESOLVED that the Town Council of the Town of Moraga authorizes the Town Manager to execute the Agreement, with minor revisions that may be approved by the Town Manager and the Town Attorney, and to execute any other necessary documents to effectuate the terms of the Agreement and any amendments necessary to the Agreement consistent with this Resolution; and

BE IT FURTHER RESOLVED that the Town Council of the Town of Moraga authorizes the Town Manager to Execute the Contract amendments, if necessary, up to $27,615.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a special meeting held on December 7, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Steve Woehleke, Mayor

Attest:

_____
Yashin Abbas, Interim Town Clerk

ATTACHMENT B

Request For Proposals and Qualifications for Engineering Design Services for the Corliss Drive Safe Routes to School Project (CIP 21-404)

LINK

ATTACHMENT C

Sandis' Technical Proposal

SANDIS

ENGINEER | SURVEY | PLAN

OAKLAND
CAMPBELL
SACRAMENTO
PLEASANTON
MODESTO
SPOKANE

PROPOSAL

OCTOBER 20, 2022

Town of Moraga
Engineering Design Services for Corliss Drive
Safe Route to School Project (CIP 21-404)

Sandis Civil Engineers Surveyors Planners
636 9th Street, Oakland, CA 94607

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TRANSMITTAL LETTER

October 20, 2022

Town of Moraga
Public Works, Engineering
Attn: Bret Swain
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556
925.888.7025

RE: Town of Moraga RFP/Q Engineering Design Services for Corliss Drive Safe Routes to School Project

Dear Bret Swain,

Thank you for the opportunity to provide our proposal for the Town of Moraga's RFP/Q for the Engineering Design Services for Corliss Drive Safe Routes to School Project. Sandis is a local professional services firm specializing in civil engineering, traffic engineering, land surveying, 3D laser scanning, stormwater management and planning.

To complement Sandis' in-house engineering and surveying departments, our team consists of sub-consultants Fehr & Peers for community outreach and concept engagement, Rockridge Geotechnical for geotechnical engineering, and David J. Powers for environmental services. Our team of engineers and planners have completed numerous relevant projects throughout the Bay Area. We have completed or are currently engaged in Safe Route to School projects in Alameda, Palo Alto, Saratoga, Moraga, and Alameda County with services including outreach, preliminary engineering and concept design, and Plans, Specifications, and Estimates (PS&E).

Sandis has carefully read through the Town's RFP/Q and understands the terms of the contract. I, Ron Sanzo, Associate Principal, have the legal authority to contractually bind Sandis. Our technical and cost proposals for all phases of work are valid through September 1, 2023. Sandis does not wish to make any modifications to the Town's Consultant Services Agreement. Project Manager Nate Levine, PE attended the mandatory site walk on Tuesday, September 27, 2022 at 10 AM.

Nate Levine will serve as Project Manager and be the primary contact person for this Project. Nate is a licensed Civil Engineer in California, Moraga resident, and has worked on Safe Routes to School and Public Infrastructure projects for the past ten years with a focus on complete streets design and implementation.

We are confident that Sandis is the right team for the job. Given our proven track record on similar contracts, local team, and seasoned personnel, we believe Sandis will satisfy the Town's Project needs. We look forward to the opportunity to work with the Town or Moraga on the Corliss Drive Safe Routes to School Project. Please feel free to contact me at 925.786.9348 or rsanzo@sandis.net should you have any questions, require additional information, or would like to schedule an interview.

Thank you,

Ron Sanzo, PE, TE, PTOE
Associate Principal, Principal-in-Charge
925.786.9348 | rsanzo@sandis.net
636 9th Street, Oakland, CA 94607

Nate Levine, PE
Project Manager, Designated Contact
925.899.1873 | nlevine@sandis.net
636 9th Street, Oakland, CA 94607

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Our team will be led by Project Manager and Moraga resident, **Nate Levine, PE**. Nate will be supported by Principal-in-Charge **Ron Sanzo, PE, TE, PTOE**, Project Engineer **Jacob Edwards, PE**, and our in-house surveying department. Our team will be supplemented by sub-consultants **Fehr & Peers** for community outreach and concept engagement, **Rockridge Geotechnical** for geotechnical engineering, and **David J. Powers** for environmental services.

Sandis' core mission is to provide engineering services that improve the usability and safety of our communities.

Our proposed team is committed to carrying out the Town's vision and will remain available to the Town throughout the duration of the contract. Through decades of experience, we are effective at prioritizing work and deliverables to meet deadlines and maintain schedules. We are equipped to work hand-in-hand with the Town to meet the agreed upon schedule and budget while delivering high-quality products to better the community.

MANAGING A MULTI-PHASE PROJECT

With over five decades of experience, Sandis is well versed in managing multi-phase projects from start to finish. Sandis' refined project management approach allows our team to seamlessly communicate and coordinate project details from conception to construction. Our proposed team and sub-consultants have decades of teaming experience and will act as a single extension to the Town of Moraga. Project Manager, Nate Levine, will coordinate regularly with our internal team and sub-consultants to ensure that each phase of the project is executed in a timely and efficient manner.

EXPERIENCE WITH SIMILAR PROJECTS

Our proposed team has performed services for projects of a similar size and scope throughout the Bay Area and Northern California. A few of our team's recent and relevant projects include:

- Churchill Avenue Bike and Pedestrian Improvements
- Stanford Univeristy Medical Center Welch Road
- Martin Luther King Jr. Way Vision Zero Improvements Project
- Grand Street Resurfacing and Safety Improvements
- Alameda Safe Routes to School (Fehr & Peers)
- Saratoga Safe Route to School Master Plan (Fehr & Peers)
- Moraga Safe Routes to School and Vision Zero Support (Fehr & Peers)
- Fair Oaks Bikeway Phase II Project (David J. Powers)
- U.S. Highway 101 Bike/Pedestrian Overcrossing Project (David J. Powers)
- Union City Bike and Pedestrian Master Plan (David J. Powers)

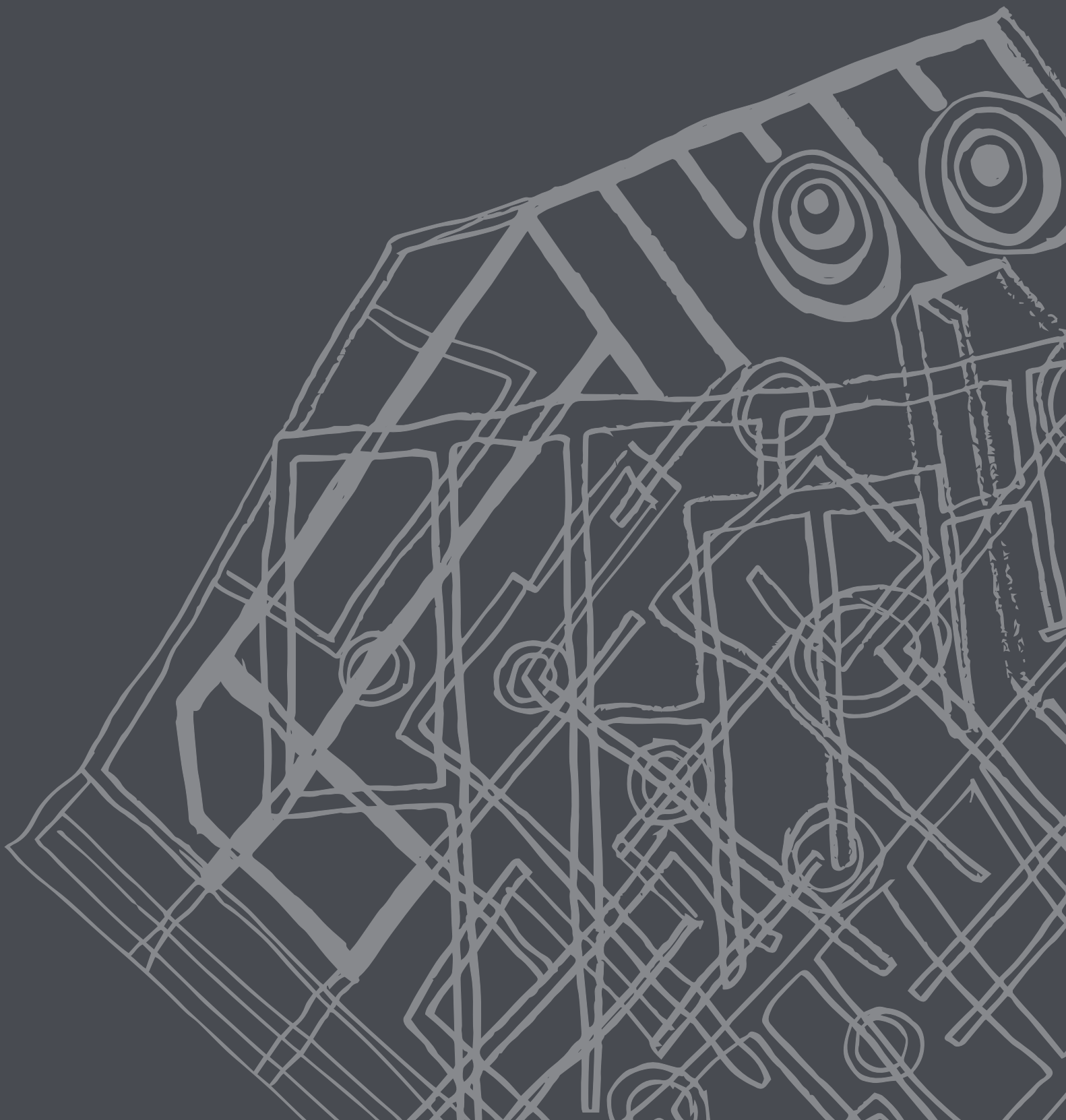
STAFFING AND RESOURCES

Our capacity to flexibly manage intense workloads and fast turnarounds is unrivaled. Sandis has 14 locally dispatched survey crews, a diverse team of professional engineers and exceptional office support staff and managers, all of whom are united in our mission to improve the communities where we live, work and play.

The team presented in this proposal is a highly experienced group of individuals who are well versed with similar experience and public sector work. They are dedicated to supporting the project throughout the contract period. Our internal project management processes and software keep projects on track and on budget, facilitating a high-quality product. Sandis is able to offer a number of services in-house because of our incredible personnel and field-tested teams.

The following proposal outlines our qualifications for, understanding of, and approach to the Town's proposed Project. From our intimate familiarity of the project site to our professional staff and related experience, we are confident our project team is the right fit for the job. We look forward to the opportunity to work with the Town in addressing the challenges of the Corliss Drive Safe Route to School Project.

PROJECT UNDERSTANDING AND APPROACH



PROJECT UNDERSTANDING

In early 2021, Town staff discussed funding priorities for the future that included the need for safety improvements in areas with crash history and the need to be proactive to avoid future crashes. In May of this year, Town council strongly urged Town staff to make Corliss Drive a top CIP priority as the community has provided ongoing feedback to improve walkability and bikeability along Corliss Drive to Los Perales Elementary School. There had been a fatal accident at the crossing of Warfield Drive adjacent to the intersection with Corliss Drive, further supporting the need.

In July 2022, the Draft Local Roadway Safety Plan (LRSP) for the Town of Moraga highlighted the Corliss Drive Safe Routes to School CIP project as being envisioned to limit traffic to a single one-way lane and repurposing the remaining roadway width to a multi-use protected path.

The work on the Corliss Drive Safe Routes to School Project is intended to improve public safety along Corliss Drive between Wakefield Drive and Arroyo Drive, including possible consideration for conversion to a one-way street along some segments between Hardy Drive and Woodside Drive, removal of street parking, installation of sidewalks, or pedestrian designated lanes separate from traffic by barricades or delineators, modification or improvements to signage or markings, or other acceptable and safe countermeasures.

PROJECT APPROACH

Safe Routes to School and Safe System

With the national, state, and countywide shift to a Vision Zero goal and the Safe System Approach, local safe routes to school projects are being re-envisioned to be holistic and proactive. At its foundation, the Safe System Approach acknowledges that people make mistakes and are vulnerable road users. The approach accepts the premise that death and severe injury due to crashes are unacceptable on our roadways and we have a shared responsibility to prevent these tragic events from occurring. The Approach includes elements for safe vehicles, safe speeds, safe roads, safe road users, and post-crash care. Our approach to this Project will be inclusive of all the relevant components of this best practice, including opportunities for redundancy and coordination.

As alternatives are discussed through the outreach and stakeholder process, we understand that additional funding may be needed based on the chosen alternative. Our team will look into the opportunity for the Town to apply for various funding sources, and an option to create Communities Facilities District for neighborhoods to assess themselves a tax to pay for infrastructure improvements, such as sidewalks.

We are excited for the opportunity to work with Town council, Town staff, key stakeholders, and residents to identify safer, more comfortable, more efficient, and more accessible travel routes that encourage students to walk and bike to school.

We believe the following elements of our approach will be key to the success of the project and are also differentiators for our team.

- Collaboratively define success for the Project and return to this when weighing alternatives
- Obtain a full understanding of the qualitative and quantitative safety and access concerns in the study area, including the perspectives and positions of various stakeholders
- Develop holistic safe routes to school strategies that span the range of Safe System elements, are responsive to the needs of the community, and are consistent with a Vision Zero commitment
- Engage the full community of affected travelers in a discussion of the alternatives

- Technical knowledge of public infrastructure design, utility relocation, and impacts to mitigate
- Develop a creative funding plan linked to the alternatives
- Plan for ongoing collaboration and evaluation
- Community outreach and Stakeholder engagement will take advantage of support from the Moraga School District and Town Council

Our team's previous experience related to this Project informs that all viable options need to be evaluated and presented to the stakeholders to effectively evaluate the alternative options. For example, creating a sidewalk may be initially preferred but deemed infeasible due to property and cost concerns. Our team will bring along the stakeholders through the alternatives process, provide simplified technical information and trade offs to help inform and guide these decisions.

STAFFING

Team Organization

Nate Levine, PE, will manage the project, and Ron Sanzo, PE, TE, PTOE will serve as Principal-in-Charge. Nate brings significant local knowledge and has over a decade of experience providing design services and PS&E packages for local jurisdictions throughout the Bay Area. Nate is also a Lamorinda native and currently lives in Moraga with his Wife and Son. He is intimately familiar with the Town's semi-rural character and unique right-of-way and utility considerations that residents and homeowners experience. Nate is also a member of the Local Sales Tax Oversight Committee (Measure K). Nate is excited for the opportunity to engage and support his fellow Moraga residents throughout the process.

Bruce Storr, PLS, will provide right-of-away and utility technical expertise. Bruce previously served as the County Surveyor for the City and County of San Francisco for over 15 years. Mike Kuykendall, PE will provide QA/QC of the project and provide his wealth of knowledge related to the municipal engineering standards and practices, and utilities. Assisting us with the project will be sub-consultants Fehr and Peers, David J. Powers, and Rockridge Geotech.

Fehr & Peers will be supporting Sandis in the development, outreach, and design of the Corliss Drive Safe Routes to School Project. They bring extensive experience developing Safe Routes to School Plans and conceptual plans, balancing the needs of the Town and residents. This includes previous experience working on the Corliss initial design concepts for the Town and on numerous other Safe Routes projects where tradeoffs are required, and funding is limited and complex.

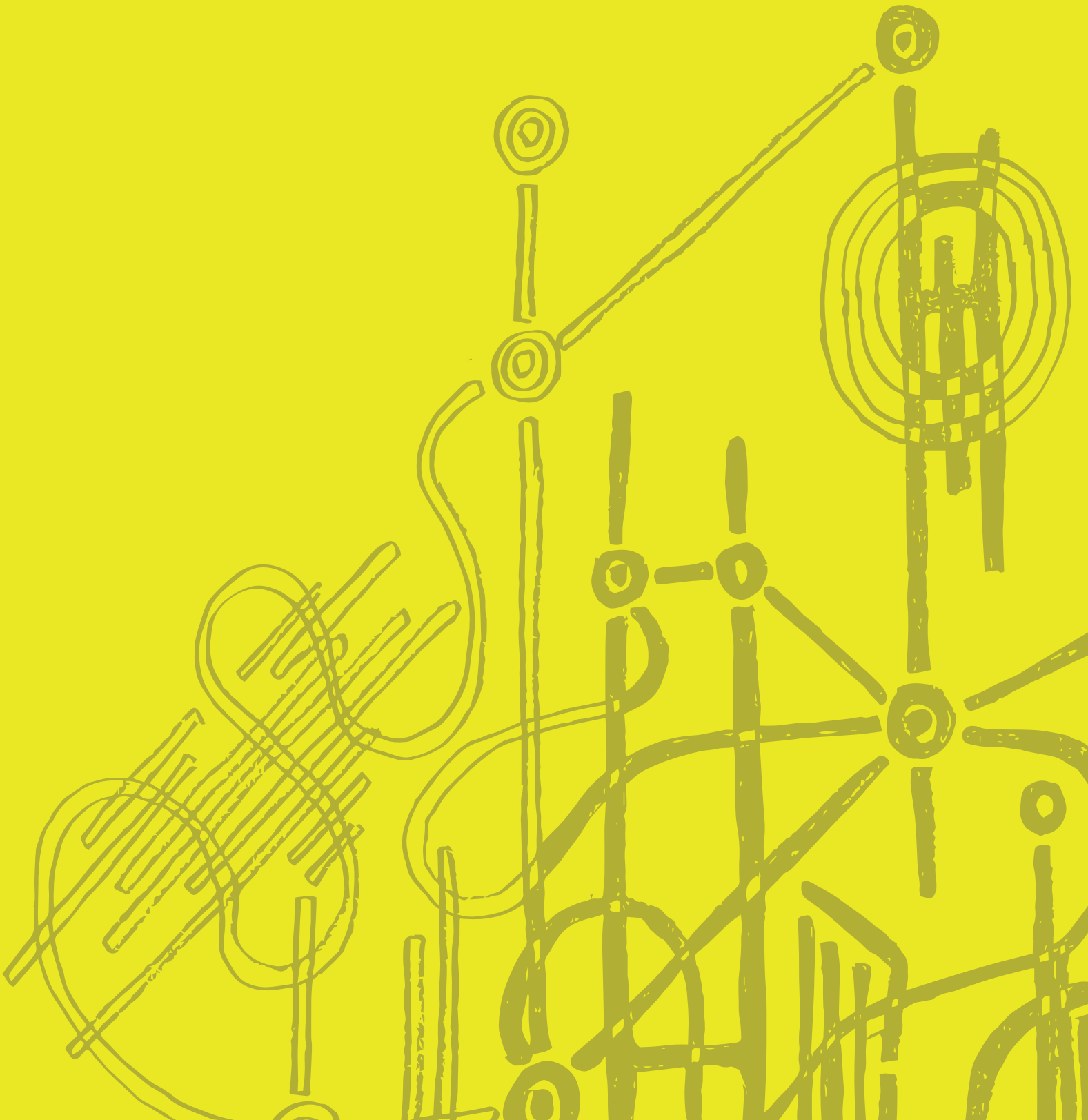
David J. Powers will be leading CEQA. Based on review of the proposed Project and their recent experience working on similar public infrastructure projects in the greater Bay Area, we believe the project would be categorically exempt from CEQA under Class I Existing Facilities.

Rockridge Geotechnical will provide geotechnical investigation to form recommendations regarding site grading, pavement design, and subgrade and construction considerations.

WHY THIS TEAM?

- Our team consists of both outreach and engineering experts that can engage stakeholders and share outcomes in laypersons speak. This allows for the community to actively participate in the design development, resulting in a community driven outcome.
- We have delivered numerous successful context-sensitive designs, many of which benefited and were driven by community stakeholders and workshops.
- Our team has a unique understanding of local context, policies, and dynamics. We will utilize this to harbor trust and working relationships with the local community to receive buy in and consensus of design alternatives.

SCOPE OF SERVICES



4. SCOPE OF SERVICES

For purposes of this project, the Scope of services included in this RFP/Q will comprise the Scope of services for the Agreement, except as specifically shown in the proposal to be modified, negotiated, and agreed upon by the Town. It is the intent to copy the agreed upon additions or modifications directly from the proposed Scope of Services into the original Preliminary Scope of Services to be included in the Agreement.

Include a comprehensive proposed scope of services based on the Scope of service shown in this RFP/Q and as the Consultant deems appropriate to deliver the complete project. Clearly identify in redline/strikeout any new or modified scope items not clearly identified in the Preliminary Scope of Services shown in this RFP/Q. The proposed Scope of Services shall include all phases of work. The Scope of Services, as negotiated and agreed upon by the Town, will be incorporated by reference into the Project Agreement. Provide an electronic copy of the proposed Scope of Service for use in developing the Agreement later.

To help differentiate the Quality of each proposal, provide any additional improvements to the Scope of services the Consultant deems relevant to clearly indicate how the Project will be completed.

PRELIMINARY SCOPE OF SERVICES

A preliminary scope of services is described below for the engineering, design, and related services for the Corliss Drive Safe Routes to School Project. Proposers are encouraged to supplement/augment this preliminary Scope of Services as needed to deliver three separate projects at the 30% design stages and a completed Corliss Drive project. The final Scope of Services will be refined during contract negotiations with the selected Consultant. The Consultant will be required to submit all electronic files generated during the course of the Project to the Town, including but not limited to design files (AutoCAD format), GIS shapefiles, and all design calculations and models prepared for the Project (Word and/or Excel format).

At a minimum, the Scope of work shall include the following activities:

1. Project Management (All Phases)

The intent of this task is for the Consultant to manage this Scope of Services such that the work is completed within the fee and schedule limitations of the contract while ensuring all services and deliverables indicated by the Consultant meet Town and Project requirements. The work scope and costs associated with each phase shall be clearly separated into the associated phase.

The Consultant shall perform all necessary project management activities for the Design of the Project, including, but not limited to, the following:

1. Manage Integration - identify, define, combine, unify, and coordinate the processes and activities internal to the project and those external that affect the project. Processes and activities that require Town input, support, or ownership will be identified by the consultant team and coordinated with the Town.

2. Manage Scope – ensure that the project includes all known ~~the~~ work necessary to ensure successful development and completion of the project.

3. Manage Schedule – ensure timely completion of milestones and the project as a whole.

4. Budget and Costs – plan, estimate, budget, and control costs so that the project can be completed within the contracted budget.

5. Manage Quality – implement activities, procedures, practices, and policies to ensure control and assurance of the quality of products and deliverables meets or exceeds client's expectations, industry standards, and contractual obligations.

6. Manage Resources – efficiently and cost-effectively utilize human resources and equipment to optimal effect to meet or exceed other management objectives and project needs.

7. Manage Communications (internal and external) – ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information.

8. Manage Risk - conduct risk management planning, identification, analysis, response planning, and controlling risk, or potential for exposure risk to the Owner and the Public on the Project.

9. Manage Procurement - purchase or acquire products, services, or results needed to complete the Project. Processes in this area include Procurement Planning, Solicitation Planning, Solicitation, Source Selection, Contract Administration, and Contract Closeout. We assume no procurements will be required to complete this project.

10. Manage Stakeholder Engagement - identify with Town support/input/direction all key persons or organizations significantly impacted by the project, analyze stakeholder expectations and impact on the project, and develop appropriate management strategies to effectively engage stakeholders in project decisions and execution.

The Consultant will maintain effective communications among the Town and Consultant team members, obtain Stakeholder input on work in progress, and provide a forum for consensus building and decision-making.

The Consultant shall assist the Town with coordination and communication with appropriate regulatory or other agencies, as necessary, to execute this Scope of Services. This task includes support in drafting correspondence to external agencies related to the Consultant's Project activities.

The Consultant shall meet with the Town on a periodic basis (initial kick-off meeting and once a month at a minimum) according to a Project Communications Plan (Communication Plan) and shall provide Scope, Schedule, and Budget baselines to be tracked and updated continuously throughout both phases of the project. For each meeting and workshop, the Consultant will prepare the meeting agenda and meeting minutes and submit them for review by the Town. The Consultant will lead the meetings.

The Consultant shall hold a kick-off meeting with the Town at the start of the project. The purpose of the kick-off meeting is to introduce key Town and Consultant team members, acquaint all participants with the purpose and expectations of the Project, describe team members' roles and responsibilities, describe Project procedures, and summarize the scope and schedule.

The Consultant shall organize and lead meetings with the Town to go over and resolve all the Town's comments and edits to the Project Work Plan and Scope of Work. The Consultant and the Town shall meet periodically to discuss the status of the scope, schedule, and budget for the Project at least once a month.

Additionally, the Consultant shall hold, organize, and lead workshops with the Town to discuss PS&E development and comments at periodic phases, including Preparation of Basis of Design, Public Outreach events, CEQA, 30%, 60 %, 90% design, Bid advertisement, bidding, and construction phases. The Consultant shall be responsible for gathering and documenting all comments, incorporating them into the PS&E where appropriate, and documenting where they were incorporated or justification for not including them in a table.

PROJECT WORK PLAN

The Consultant shall prepare a Project Work Plan outlining activities necessary to meet the expectations of the Town to complete the project. Project management processes shall consider all of the following activities: Initiation, Planning, Executing, Monitoring,Controlling, and Close-out. The Project Work Plan shall include Project objectives, a discussion of the Consultant's approach to work, a copy of the final Scope of Work, requirements, constraints, a detailed Project Schedule

(showing major tasks and deliverables), a breakdown of the Consultant's costs for the major tasks, a list of the Consultant's team members and their roles and responsibilities, communication protocols (internal and external), document control procedures, and other administrative procedures. The Project Work Plan shall include a Project Quality Assurance and Quality Control (QA/QC) Plan documenting the Consultant's procedures to ensure the Consultant's services and deliverables meet the Town's requirements and accepted practices and standards of the Consultant's profession. The Town reserves the right to request and review the Consultant's Project documentation demonstrating its adherence with their own quality assurance procedures. The Consultant shall identify the primary contact for the Town in the Work Plan. The Town will review and provide comments and request edits to the Project Work Plan, including details of the work required for the project. The Consultant will issue an updated Project Work Plan, including finalized task scope details, for the Town's review and approval, prior to the beginning of each task scope.

The Consultant will lead the Town's public outreach activities as related to coordination, preparation, and participation, including preparing presentation materials, attendance at meetings, preparation of newsletters, graphics, updates to the Project website, developing responses to questions, and performing other tasks as directed by the Town.

The Consultant will prepare a baseline project schedule with milestones and update it regularly, at a minimum monthly, and achieve completion of the project on schedule. The Project Schedule shall show ~~all~~ planned meetings and activities to be performed, including critical paths, milestones, and activities to be performed by or dependent upon by others (externally) that will affect the schedule. The Consultant shall coordinate with external agencies and the Town to determine the timeline for those activities to be performed by others. These external activities might include agency review for various agencies' approvals, Town review, Town Council approval, or processes. Project schedule shall track progress on all tasks at the subtask level. The schedule shall not incorporate labor hours or costs. Updates to the project schedule shall include an indication of the progress for each task, anticipated work during the next month, and potential changes to the project schedule or Scope.

Task 1 – Deliverables:

1. Attend a kick-off meeting.
2. Regularly Coordinate and Communicate with Town, including regular weekly meetings, as needed.
3. Prepare Project Schedule (Baseline and Monthly Updates).
4. Prepare a Project Work Plan, including a QA/QC Plan (Draft, Final Draft, and Final), which describes all the Consultant's project management activities outlined above, the methods of implementation and product delivery, and mitigation me sures to meet project objectives.

~~5. Attend regular weekly project management meetings.~~

~~6. Prepare look ahead schedules and project schedule updates.~~

~~7.~~ 5. Prepare meeting agendas, minutes, and presentations.

~~8.~~ 6. Coordinate and communicate with external agencies as necessary.

PHASE I

2. Research and Data Review

The Consultant shall gather and review any available information, reports, data, as-builts, and record drawings including, but not limited to, the Town's General Plan, Livable Moraga Plans, Zoning, Plat Maps, Easement/Right of Way descriptions, and any previous applicable studies, reports, and related information. The Consultant shall request and gather available project related information from various available sources, including, but not limited to, the Town, Contra Costa County, East Bay Municipal Utilities District (EBMUD), Central Contra Costa Sanitation District (CCCSD), Pacific Gas and Electric Company (PG&E), Contra Costa County, and any other appropriate utilities or sources of information.

The intent of this task is to prepare research, gather, collect and review relevant data to inform stakeholders, support the Basis of Design Memorandum, support the preparation of PS&Es, and support the coordination between the Town, property owners, and utility companies regarding the future projects and potential need for relocations.

The Consultant shall gather available maps, record drawings, geotechnical reports and other available data from utility companies, Contra Costa County, or the Town of Moraga. Data may be available through the Town for roads or public facilities constructed within the Town of Moraga limits and after 1974, when the Town was established. Data for projects constructed outside the Town limits or prior to 1974 may be available through Contra Costa County. The intent, to the degree possible, is to accurately identify utility depths and locations, utility pole locations and construction offsets, other possible utility conflicts for further investigation, the structural section of pavements, the need for additional right-of-way and easements, existing soils conditions underlying the pavement, existing driveway cuts and entryways to adjacent parcels, and any other conditions or facilities that may impact the project design or construction.

The Consultant shall screen data gathered for conflicting facilities that may require relocation prior to or as part of the project. Project areas where conflicts exist that require additional time for relocation shall be considered in the recommendation of a preferred design alternative. Coordinate with the respective utility companies or owners where planned utility projects may occur within the project boundaries.

Task 2 – Deliverables:

1. Copies of all data requests submitted
2. A summary spreadsheet showing the data gathered and source of data
3. Copies of Data Gathered

3. Site Investigation and Surveys

The Consultant shall perform all necessary field investigations to assess the existing conditions at the Project site and gather the ~~necessary~~ following information to support the design and permitting processes:

- Topographic / elevation data
- Geometric data
- Existing utility structures / appurtenances
- Significant structures / elements

The intent of this task is to conduct any field investigations or surveys necessary to support the Basis of Design Report, the preparation of PS&Es for construction, and the coordination with the Town or utility company relocations. This task includes the following scope, ~~but is not limited to~~:

a. Conduct field investigations and site assessments to determine existing conditions and information necessary for design, including geotechnical investigations, road geometries, topographic conditions, special features, existing terrain, existing utilities, and any other existing features or elements. Perform visual inspections and document any additional changes and/or deficiencies of the current condition of the project area. In addition, visual inspection of the curb and gutter, sidewalk, striping and markings, signage, signalizations, and landscaping shall be noted and shall be addressed with the fronting property owner.

b. ~~Conduct traffic studies at each location to determine the existing level of service, delay times, traffic/pedestrian/bicycle conflicts, and other traffic related issues of concern.~~ Conduct a traffic study at Corliss Drive and Wakefield Drive. This qualitative analysis will include a field visit to the intersection during morning (8:00 AM – 10:00 AM) and afternoon (1:30 PM – 2:30 PM) drop-off and pick-up times on a Tuesday or Thursday. This field visit will include observations of pick-up and drop-off activity, how different modes (vehicles, pedestrians, and bicyclists) interact, and any queues that occur during the morning and afternoon. A brief memorandum will be prepared for Town staff review. We assume up to two hours of revisions that includes one round of updates, with Town staff providing the Consultant with consolidated, non-conflicting comments. The Consultant will then provide Town staff with the Final Memorandum.

Task 3 - Deliverables:

1. Traffic study that includes a qualitative analysis at Corliss Drive and Wakefield Drive.

Optional Task 3b. Additional Traffic Analysis

A multimodal transportation study at key intersections and segments surrounding the project to determine the existing level of service, and qualitative analysis on vehicular, pedestrian, and bicycle conflicts, and/or systemic safety risk, at the following locations:

- Corliss Drive/Wakefield Drive
- Corliss Drive/Warfield Drive
- Corliss Drive/Arroyo Drive
- Sullivan Drive/Hardie Drive
- Hardie Drive/Woodside Drive
- Corliss Drive/Woodside Drive

The Consultant will work with a count vendor to collect morning (8:00 AM – 10:00 AM) and afternoon (1:30 PM – 2:30 PM) on a Tuesday or Thursday, and 2 Consultant staff will be present to observe drop-off and pick-up patterns along Corliss Drive.

A memorandum will be prepared for Town staff review. We assume up to two hours of revisions that includes one round of updates, with Town staff providing the Consultant with consolidated, non-conflicting comments. The Consultant will then provide Town staff with the Final Memorandum.

c. Collect survey data of the ~~various~~ Project street segments including:~~,~~ curb and gutter, sidewalk, monuments, utility appurtenances, street trees, signals, signs, light poles, and any other adjacent facilities or features to obtain topographic survey data, including accurately locating street facility and utility features. Establish a Project Control Monumentation for the survey and future construction surveys. Project Control Monuments shall be established in stable locations to remain throughout and after construction. Surveys shall conform to the California Department of Transportation Surveys Manual, and the Federal Geographic Data Committee Geospatial Positioning Accuracy Standards, where applicable. Local survey accuracy shall be no worse than 0.07 ft. Land surveys shall use NAD83 horizontal and NAVD88 vertical datum. Surveys shall clearly identify and delineate existing surface topography, buildings, facilities, structures, pavement, survey monuments, utilities, significant trees, and other features that are visible from the surface. Surveys of utilities may require accessing through manholes to measure inverts and verify pipe sizes and locations.

d. Survey right-of-way boundaries adjacent to the project areas to define and delineate the existing limits within or immediately adjacent to the proposed project boundaries and construction areas within the Town-owned right-of-way.

e. Survey all Monumentation within the construction limits or to be used to control monumentation for construction. Monumentation to be documented on the construction plans. Monumentation to be disturbed by construction shall be re-established upon completion of construction and clearly identified in construction plans and specifications.

f. Locate and survey utilities within the project areas. Field mark utilities to identify potential conflicts. Determine the accurate location and depth of the various utilities mains and laterals that could constitute a conflict during construction. In locations where potential utility~~ies~~ conflicts are identified from field markings, maps, and other information gathered by the Consultant from the owners, utility companies, electromagnetic detection, ground penetrating radar, and other utilities locating techniques shall be utilized to accurately determine the depth and location of conflicts. If discrepancies exist between utilities maps and field marking, collaborate with the utility to resolve the discrepancies. As an optional task, if necessary as defined as follows, f~~F~~or utilities shallower than 2 feet, or within 6-inches of the precision achievable by the locating technique, whichever is greater, of the base of construction, potholing shall be utilized by the Consultant to confirm the conflict (location and depth). In locations where shallow utilities are identified, the crown of identified utilities pipes or conduits shall be accurately surveyed with an accuracy level of no worse than 0.07 ft, as discussed in the topographic surveying above. This optional task includes potholing in up to five (5) separate locations.

g. Investigate the existing conditions of pavement to evaluate performance and structural section using available record plans, geotechnical reports, and data from the Town and Contra Costa County related to the road section being reconstructed. Perform up to five (5) shallow borings using hand auger equipment and collect shallow soil samples for visual classification and laboratory testing. In the laboratory, selected samples from the hand auger borings will be tested to determine fines content, plasticity, gradation, and R-value, as appropriate.

As an optional task, if necessary, c~~C~~onduct limited coring where data is insufficient and as necessary to provide geotechnical recommendations regarding the structural section of the pavement sufficient for existing function. As needed, perform field evaluations, falling weight deflection tests, pavement coring, and identify base/pavement failure locations.

h. Using the field survey data collected, p~~P~~repare topographic maps of the various project street segments to the extent necessary to support the project needs. Identify and include all facilities, structures, trees, utilities, public and private right-of-way boundaries, and easements in the topographic survey map.

i. Using survey and utility data collected, ~~Identify and~~ re-evaluate and identify any facilities or features that potentially conflict with the future construction and may need to be relocated or addressed in some manner to abate the conflicts, including but not limited to public and private utilities, rights-of-way (including easements), sidewalks, curb & gutter, tree canopy or roots, fences, mailboxes, telephone poles, etc. Recommend solutions to address the conflicts.

j. Identify and evaluate any other parameters necessary for a robust design that protects existing facilities or infrastructure, including but not limited to public and private utilities, sidewalks, curb & gutter, trees, fences, etc.

k. Identify and document damaged or substandard public and private facilities (such as walls, fences, curb ramps, sidewalks, driveways, curb, and gutters). Notification of the damaged or substandard facilities shall be sent to the fronting property owners for repair. The Consultant shall work with the Town to notify the fronting property owner.

l. Based on the results of our investigation and our engineering analyses, provide information about the soil and groundwater conditions at the site and our conclusions and recommendations regarding:

- Site grading and excavation, including criteria for fill quality and compaction,
- Flexible and rigid pavement design,
- Subgrade preparation for exterior concrete flatwork, and
- Construction considerations.

The results of the geotechnical investigation will be presented in a written report.

~~Further screen data gathered for facility conflicts requiring relocation. Project areas where additional screening shows no conflicts exist shall be included in Phase I. Project areas where conflicts exist and require additional time for relocation shall be included in Phase II.~~

Task 3 – Deliverables:

1. Maps, reports, and details showing the utilities' locations and depths, existing conditions, topography, existing features and physical characteristics, survey monuments, property boundaries, Engineering recommendations, and any other details necessary to support the development of the basis of design memorandum and accurate and precise PS&Es. Traffic study that includes a level of service analysis and a qualitative analysis on vehicular, pedestrian, and bicycle conflict

2. Documentation in the form of a table shall be provided of all damaged or substandard public and private facilities. Pictures shall be included of these facilities.

3. Consultant to prepare notification letters on Town Letterhead to the fronting property owner of all damaged or substandard public facilities. Letters shall be signed by the Town; addresses will also be provided. Consultant to mail the letters. ~~are to be sent out.~~

4. Stakeholder Outreach

The intent of this task is to:

a. Collaborate with the Town to identify key stakeholders.

b. Develop a stakeholder/public outreach plan.

c. Develop concept alternatives and elements to elicit and differentiate stakeholder/public feedback, including exhibits, alternatives descriptions, lists or tables comparing the Pros and Cons of different alternatives, and preliminary planning level cost ranges (incl. Do Nothing Alternative).

d. Develop hand-outs, webpages, documents, figures, and exhibits for public/stakeholder presentations.

e. Advertise and hold public/stakeholder meetings. Collaborate with the Town on acceptable venues and methods of advertisement. (Town will bear any publishing cost for newspaper advertisement if Town agrees to new paper ads).

f. Collaborate with the community and local stakeholders to receive public/stakeholder input and inform the public/stakeholders regarding the project and proposed alternatives (incl. Do Nothing Alternative).

g. Utilize public/stakeholder feedback to inform the selection of recommendations in the basis of design memorandum.

The Consultant shall prepare a communications plan that describes the activities necessary to communicate with the public and key stakeholders to receive feedback and inform them of the planned activities and schedule. The communications plan will be a memo summarizing the approach, outreach schedule, and stakeholder list for each phase of outreach.

The communications plan will be organized around three outreach phases:

1. Listening on issues and opportunities
2. Presenting and weighing alternatives
3. Confirming the preferred concept

The Consultant will prepare a draft and final communications plan based on one round of consolidated comments.

The Consultant shall establish, maintain and regularly update a webpage to inform stakeholders about the status of the project and various design considerations and receive comments regarding the project. The Consultant shall utilize online survey linked to the website to receive feedback about various proposed design elements, alternatives, and other design issues for which stakeholder feedback may help inform design decisions. The website will be hosted on Social Pinpoint and will undergo a full update three times for each project phase, with one round of comments on draft content for each phase. The Consultant will provide minor maintenance to the website throughout the project.

The Consultant shall aid the Town in preparing three PowerPoint presentations to inform the public about the project, designed to be presented at the stakeholder, community, and Town Council meetings. The Consultant shall prepare and distribute ~~all correspondence~~ two postcards ~~with~~ to residents~~, and~~ businesses, school staff and employees, and others that may be affected by the project work at ~~various stages~~ the alternatives and preferred concept stages of the design process. The information included in correspondence will pertain to the project Scope of work, tentative schedules, and impacts to access, parking and traffic. In addition, residents with any substandard improvements (sidewalk, curb and gutter) or landscaping (overgrown or root intrusion) that will affect construction shall be notified to perform correction prior to pavement project construction commencing.

The Consultant shall facilitate a total of four community meetings. A focused stakeholder working group will meet three times, and one meeting will be a more broadly advertised public/community workshop at the alternatives phase. (Assume 4 distinct and separate stakeholder/public groups for which to hold workshops/meetings for feedback.)

Additionally, the Consultant shall attend up to four Council meetings as requested by the Town, one at each phase of outreach. ~~(with a minimum of three meetings for separate or combined projects).~~ Additional meetings may be added as optional tasks.

Task 4 – Deliverables:

1. Draft and final Communications Plan in response to one round of consolidated comments
2. Draft and final postcards for distribution in outreach phases 2 and 3
3. Establish, maintain and provide three updates to a webpage and surveys to receive stakeholder comments.
4. ~~Organize, lead, and or attend meetings with various stakeholders to present project elements, concepts, and alternatives and receive feedback from the stakeholders (Assume four (4) separate stakeholder/public groups)~~ Materials, facilitation, and notes from twelve (12) stakeholder meetings. Task 4.4 includes preparation of three draft and final PowerPoint presentations in response to one round of consolidated comments.
5. Attend up to four Town Council meetings. Attend two Town Council meetings to present project elements, concepts, and alternatives and receive feedback during the first two phases of outreach. ~~5.~~ Attend one Town Council meeting~~s~~ to present the preferred concept design package~~s~~ at ~~various stages~~ and receive feedback. PowerPoint presentations from Task 4.4 will be modified in length and level of detail for Town Council.
6. Tabulate comments and responses to be included in the Task 5 Basis of Design.

5. Basis of Design Memorandum

Consultant shall prepare a comprehensive Basis of Design Memorandum including a discussion of research and data gathered, surveys and site investigations, initial stakeholder and public comments and feedback, findings, a comparison of options and alternatives, tables and exhibits, preliminary cost estimates, and recommendations for each project. In preparing the memorandum, the Consultant shall meet with the Town to discuss ~~the various options and~~ up to (3) three alternatives to be considered in the memorandum. The needs of each street and the various approaches to address those needs shall be identified in the report, along with preliminary estimates of the cost of improvements ~~to each street~~. All three conceptual alternatives will use a CAD basefile, with markups completed in Adobe Illustrator.

Additionally, other ancillary costs shall be considered in the memorandum and included ~~for each street~~, such as mandatory ADA improvements, drainage, stormwater treatment, right-of-way acquisition, utility relocation, etc. Any need for Temporary Construction Easements shall be stated, and recommendations included in each memorandum. A total estimated construction cost ~~for each street~~ shall be provided for prioritization and final selection within budgetary limits.

The Basis of Design Memoranda shall include ~~an~~ the existing conditions base map showing the existing utilities, mailboxes, driveway curb cuts, fences, manholes, utility boxes, trees, existing curb & gutter, existing edge of pavement, property/right-of-way boundaries, easements, and other minor structures/facilities and site conditions to be used for preparing the design drawings. The Consultant shall communicate with the various utility and facility owners to acquire data, including maps, necessary for preparing the base map. Existing utilities or facilities conflicts shall be shown on the base map for use in coordinating relocation activities with the owners/utilities. Potential utility conflicts and relocation shall be considered in the Memoranda.

~~Each memorandum shall be drafted for review by the Town staff. Each draft memorandum shall be submitted for the Town's review.~~ A draft memorandum will be prepared for Town staff review. One round of consolidated comments will be written up in a matrix and incorporated into the draft memorandum, and a final memo will be provided to Town staff. The Consultant shall hold ~~workshop~~ a virtual conference call with the Town staff to go over and resolve all the Town's consolidated comments and edits to ~~each~~ the draft Memorandum. ~~The Consultant shall document comments from the review with the Town staff and incorporate comments into the report as appropriate prior to beginning work on designing the project.~~

~~Upon receiving and incorporating final comments from the Town staff regarding~~ The final memorandum will be updated for shall be prepared for presentation at public/stakeholder outreach (as noted in Task 4) and to the Town Council. The Consultant shall prepare a PowerPoint presentation and present the ~~findings and recommendations~~ the three alternatives to the public and stakeholders as noted in Task 4 to receive feedback and discuss comments and proposed edits to the ~~Memoranda~~ alternatives, if appropriate. Discuss feedback with Town staff and incorporate one round of modifications if appropriate before presenting the recommended 30% design to Town Council for approval. ~~The Consultant shall present the findings, recommendations, and outcome of public/stakeholder feedback to the Town Council to receive feedback, discuss comments and propose edits to the Memorandum , if appropriate.~~

~~Based on comments received, the Basis of Design Memoranda shall be modified, as appropriate, and the final Basis of Design Memoranda prepared. Discuss any feedback received during outreach with the public, stakeholders, and Town Council with Town staff, and incorporate modifications appropriately before proceeding to preparation of the PS&Es. This will comprise the Basis of Design Memorandum on which the preparation of PS&Es will follow with subsequent feedback from the Town.~~

Task 5 – Deliverables:

1. Up to three (3) conceptual alternative ~~Concept~~ exhibits, details, cost estimates, project descriptions, and other support for public outreach
2. Draft Administrative Basis of Design Memorandum.
3. Draft Utilities, facilities, and existing conditions base map (as identified in Task 3)
4. Draft maps, descriptions, and exhibits for any Right of Way Acquisition proposed, Temporary Construction Easement (TCE), or Lot Line Adjustment, as needed. (Optional Task)
5. ~~Workshop~~ Conference call with Town staff to discuss Memorandum, Maps, and comments. One round of consolidated comments will be incorporated and a Final Memorandum submitted to Town staff.
6. ~~Administrative Draft Basis of Design Memorandum~~
7. Utilities, facilities, and existing conditions base map, from task 3.
8. ~~Right of Way Acquisition documents, descriptions, and exhibits for Temporary Construction Easement (TCE) or Lot Line Adjustment, as needed.~~
6~~9~~. Presentation to Public/Stakeholder Workshops, Receive and Document Feedback (as identified in Task 4) ~~(Assume four (4) separate stakeholder/public workshops/meetings to present report findings & recommendations)~~
10. ~~Modified Administrative Draft Basis of Design Memorandum, as appropriate.~~
7~~11~~. Presentation ~~to~~ of recommended 30% design to Town Council for approval ~~and Receive Feedback.~~
12. ~~Final Basis of Design Memorandum incorporating comments, as appropriate.~~

6. Plans, Specifications and Estimates (PS&E)

The Consultant shall prepare Plans, Specifications and Engineer's Estimates (PS&Es) and deliver for each of the Project phases for the Town's review: draft construction contract document, including PS&Es, submittals at the 30%, 60%, and 90% stages. The PS&Es shall include all information relevant to bidding and construction gathered from the Research and Data Review and the Site Investigation and Surveys activities.

The intent of this task is to prepare PS&E's for bidding and construction of sufficient detail and scale, and including all design elements necessary to construct the project to meet the full life expectancy of a newly rehabilitated street and fully comply with regulatory requirements, including but not limited to pavement section reclamation/restoration, curb & gutter repairs, and street drainage improvements, required ADA improvements and stormwater treatment, raising iron, monumentation restoration, striping and marking restoration, and any other improvements necessitated by design. The PS&Es shall be coordinated with and show the relocation of utilities and other conflicts, as identified by the recommended project.

~~During the Phase 1 design~~, the Consultant shall identify and initiate correspondence with the owners/utilities/jurisdictions/agencies with potential infrastructural conflicts, rights, or authorities affecting the project, such as utilities like CCCSD, PG&E, and EBMUD. The Consultant shall include any utility maps into the project base map showing existing conditions and facilities.

~~During the Phase 2 design, the Consultant shall correspond with the owners/utilities/jurisdictions/agencies to coordinate design documents to reflect any infrastructure, rights, or authorities that may have changed during the intervening period. Changes, such as utility relocations, shall be incorporated into the existing conditions for Phase 2 design. The Consultant shall coordinate the relocation of conflicts with the owners/utilities/jurisdictions/agencies.~~

The Consultant shall prepare draft PS&Es and submit for review and receive comments from the Town and other utilities, agencies, or jurisdictions having authority or rights that may impact the design, cost, or schedule. All comments received shall be compiled into a tabular list that includes the comments, stage of design development, agency and person commenting, and resolution to comment incorporated into plans or justification for not addressing in plan revisions.

Additionally, the Consultant shall provide final construction contract documents, including PS&Es, for bidding and conformed construction contract documents following bidding for construction. All contract plans, specifications, and estimates will be submitted in the formats specified by the Town and incorporate Town standards.

a. Conceptual (30%) Design

The Consultant shall prepare 30% Design Draft Plans and Engineers' Estimates (P&Es). The 30% P&Es shall, at a minimum, include plans, profiles, some preliminary detail drawings, outline/TOC of specifications, preliminary specifications, and a preliminary engineer's estimate of probable cost.

~~The Consultant shall prepare and deliver draft~~ PS&E ~~P&Es for each of the Project phases. Due to the need to locate shallow utilities and other conflicts in approximately half of the street involved, it is anticipated that 30% of Design Phase1 documents may be delivered prior to Phase 2 documents being completed. The draft~~ PS&E ~~P&Es (30% Design), including plans, profiles, some preliminary detail drawings, outline/TOC of specifications, some preliminary specifications, and an engineer's estimate of probable cost.~~

The Consultant shall identify and initiate correspondence with the owners/utilities/jurisdictions/agencies with potential infrastructural conflicts, rights, or authorities affecting the project early on to coordinate the development of the PS&Es with any owners/utilities for relocation of conflicting utility/infrastructure and any jurisdictions/agencies for permitting requirements.

The Consultant shall submit 30% Plans to impacted owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and owners/utilities/jurisdictions/agencies, if needed by the recommended project. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address all comments into the PS&E ~~P&Es~~, where appropriate, prior to proceeding to the next stage of PS&E ~~P&E~~ development. The Consultant shall hold a workshop or virtual meeting with Town staff to discuss the draft 30% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions. The Consultant shall resolve any comments from town staff and incorporate into the administrative draft 30% design for presentation to and discussion with stakeholders, as needed.

The Consultant shall hold a workshop with the public and stakeholders to discuss the administrative draft 30% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The Consultant shall then present and discuss the administrative draft 30% design with the Town Council, the tabulated comments, and any potential conflicts, issues, or revisions that may have come out of the stakeholder process. The Consultant shall receive and tabulate any comments from Town Council and incorporate into the revised 30% design as appropriate. It is assumed that Town Staff shall coordinate/schedule this presentation.

The 30% design set shall be clearly marked as "Draft 30% Design" or "Administrative Draft 30% Design", as appropriate, on each sheet in the footers or text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the

new date of issuance of the 30% design set. All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. All drawing elements, including lines, fonts, and scales, shall be sized appropriately to be clearly visible and properly utilized on half-sized drawing sheets.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town. Provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town and 8-½" x 11" sheet size for specifications and estimates ready for printing by the Town. Electronic copies shall be submitted in Portable Document Format (PDF). Specifications, draft bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all AutoCAD (CAD) drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

The Consultant shall assist staff in preparing a presentation of the 30% design and incorporating comments from the prior workshop and council meeting. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

Task 6a – Deliverables:

1. Draft for Administrative Review 30% design package for the Corliss Drive Safe Routes to School Project
2. Workshop with Town Staff to discuss draft 30% design package and receive Town comments.
3. ~~Tabulation of comments and response; revise 60% PS&Es as appropriate~~
4. ~~Presentations Public and for Town Council~~
5. Present at a Public Workshop and Receive Feedback (Assume up to four (4) separate stakeholder/public workshops meetings to present the conceptual design plans), if not completed as part of Task 4.
6. Present to Town Council and Receive Feedback
7. Tabulation of comments, any permitting requirements, and responses.
8. Revised 30% design package for the Moraga Rd. Complete Streets Project incorporating comments as appropriate
9. ~~Revised 30% design package for the Canyon Rd. Complete Streets Project incorporating comments as appropriate~~

b. CEQA Clearance (Depending upon design)

Prepare appropriate CEQA Clearance documents depending upon design recommendations. It is anticipated that many designs may be exempt under CEQA, but other possible recommendations might require a negative declaration or mitigated negative declaration. This is to be considered in the analysis of the design alternatives in preparing the recommended alternative.

Task 6b – Deliverables:

1. Administrative Draft CEQA Clearance Documents (NOE, IS/MND, EIR depending upon design)
2. Tabulated Public comments and responses as appropriate
3. Presentation to Town Council for Adoption, as appropriate
4. Final CEQA Clearance Documents

c. 60% Design for Corliss Drive

The Consultant shall prepare the 60% draft PS&Es (60% design). At a minimum, the 60% design shall include plans, profiles, and details developed to a state of near completeness pending review and any minor modifications derived from subsequent design activities. Additionally, the 60% design shall include at least some preliminary specifications, draft front-end contract and bidding documents, and a refined Engineer's estimate of probable cost. Comments from the 30% design review shall have been addressed and incorporated in the 60% design, as appropriate.

Upon addressing the comments received on the 30% design, the Consultant will advance the Project design to the 60% design phase, which is a point where all major design, bidding, and construction issues are resolved, and solutions are represented in the plan documents. The plans, profiles, and details shall be nearly completed pending Town and Agencies review comments and any minor modifications derived from subsequent design activities. The Engineer's estimate shall be updated to reflect the refinements from the 30% design to the 60% design submittal. A draft of the technical specifications shall be included in the submittal. The Consultant will update the technical details to conform with Town standards.

The Consultant shall correspond with any owners/utilities/jurisdictions/agencies with potential utility/infrastructural conflicts, rights, or authorities affecting the project and identified during previous development stages, if needed by the recommended project. The Consultant shall submit 60% design to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and said owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address comments into the 60% PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development.

The Consultant shall hold a workshop or virtual meeting with the Town staff to discuss the draft 60% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The 60% design set shall be clearly marked as "Draft 60% Design" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 60% Design set. All design files shall be in CAD, and technical specifications shall be in Town or Caltrans format. Copies of the plans, specifications, and preliminary Engineer's estimates shall be submitted to the Town for review.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town. Provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town and 8-½" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town. Electronic copies shall be submitted in PDF. Draft specifications, bid schedule, and other front-end documents shall also be submitted in MS Word format for ease of reviewing, redlining, and commenting. Additionally, all CAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

The Consultant shall assist staff in preparing a presentation of the 60% design and incorporating comments from the prior workshop and council meeting. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

Task 6c – Deliverables:

1. 60% design plans, specifications, and engineers estimate (PS&Es) for Corliss Drive Safe Routes to School Project
2. ~~Tabulation of Comments~~
3. Workshop with Town staff to discuss draft 60% design PS&Es and Town Comments
4. Tabulation of comments and response; revise 60% PS&Es as appropriate
5. Presentation for Town Council
6. ~~Present to Town Council and Receive Feedback~~
7. ~~Tabulation of comments and response; revise 60% PS&Es as appropriate~~

d. 90% Design for Corliss Drive

The Consultant shall prepare the 90% PS&Es (90% design). The 90% design shall comprise a complete set ready for bidding, except any final revisions derived from the final Town and Owners/Utilities/Agencies/Jurisdictions review, and include plans, specifications, front-end bidding and contract documents, notice to bidders, and Engineer's estimate of probable cost. This

represents the final substantive and content edit of the documents. Upon addressing the comments received on the 60% design and CEQA, the Consultant will advance the Project design to the 90% design phase, which is a point where all major design, bidding, and construction issues are resolved, and solutions are represented in the plan documents.

The Consultant shall request an approved template of the front-end documents from the Town. Front-end documents shall have been incorporated prior to 90% design review. The front-end documents shall be provided in MS Word format for use by the Consultant. The Consultant shall adjust headers and footers to match the convention used and titles and modify the Scope and other elements of the documents to conform with the specific nature and requirements of this project. Except for page numerations and file pathways, the Consultant shall not modify any portion of the content of the General Conditions or Agreement without approval from the Town Public Works Director or Town Attorney. No portion of the special conditions and technical specifications shall supersede the provisions of the general conditions or agreement without the approval of the Town Attorney. If the Consultant wishes to recommend provisions in the technical specifications or special condition which supersede the general conditions, they shall notify the Town and clearly, mark said provisions for review by the Town Attorney. The Consultant shall suggest improvements if they feel appropriate to improve the construction or warranty of the project.

The front-end documents will include, but not be limited to, contract documents for bidding, such as:

> Signature sheet, Notice Inviting Bids, Instructions, and Information for Bidders, Bid Form/Schedule, Subcontractor List, Bidder's Non-collusion Affidavit, Site Walk Certificate, Bidder's Questionnaire, Town's Liability, and Insurance Requirements, Bidder's Insurance Acknowledgment, Bidder's Workers Compensation Certificate, Bidder's DIR Compliance Affidavit, Bid Bond forms, Contract/Agreement, Payment Bond forms, Performance Bond forms, Town's General Conditions, Supplemental Conditions, Release of Claims Agreement, Guaranty, Substitution Request Form, Technical Specification/Special Provisions, Engineer's Estimate, Plans and any applicable drawings or documents for a complete bidding package

The Consultant shall update the technical specifications and details to conform with Town standards. Work with the Town and other agencies, such as Moraga School District, PG&E, CCCSD, and EBMUD, to resolve any conflicts between the comments of different reviewers.

The Consultant shall correspond with any owners/utilities/jurisdictions/agencies with potential utility/infrastructural conflicts, rights, or authorities affecting the project and identified during previous development stages. The Consultant shall submit 90% design to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and said owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address comments, provisions, or permit requirements into the PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development. The Consultant shall hold a Workshop with the Town staff to discuss the draft 90% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The 90% design set shall be clearly marked as "Draft 90% Design" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 90% Design set. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the plans, specifications, and Engineer's estimates shall be submitted to the Town for final review and comment. Along with a stamp block for the Engineer in Responsible Charge to stamp and sign the Plans and Specifications covers, a signature block for the Public Works Director to sign and date the plans and specifications as approved to bid shall be included.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town.

The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town.

Electronic copies of the 90% PS&Es shall be submitted in PDF, ready for printing. Draft specifications, bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all CAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

Task 6d – Deliverables:

1. A complete design package of bid documents ready for final administrative review: Design Drawings, Technical Specifications, Engineers Estimate, Bid Advertisement, and Front-end Contract Documents for Corliss Drive Safe Routes to School Project
2. Workshop with Town staff to discuss draft 90% design PS&Es and Town Comments
3. Tabulation of comments and response
4. Revise 90% PS&Es as appropriate to provide the Final Bid package ready for final review and bid advertisement.

e. Final Bid Documents (Ready for Bidding)

The Consultant shall prepare and deliver the completed design Bid Set contract documents (Bid Documents), inclusive of Final PS&Es and front-end documents, after receiving comments from the Town and agencies review of the 90% design submittal.

The Consultant shall incorporate comments from administrative (90%) design review in Contract Documents, inclusive of PS&Es, where appropriate. The 90% engineer's estimate shall have been updated to reflect the refinements from the 90% design review into the Bid Documents (100% Design). At this point, all substantive content and edits have been addressed.

The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved Bid Set, and where appropriate other California-licensed professionals shall also stamp and sign the individual plan sheets under their charge along with the Engineering Responsible-Charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director.

The 100% design shall be clearly marked as "Bid Set" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the Bid Documents. Include semi-transparent watermark across sheets behind linework and text as deemed appropriate by Town Project Manager (PM). Clearly mark dates in footers and text boxes to match the new date of issuance of Bid Documents. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the full bid set shall be submitted to the Town for final review and comment.

Deliver to the Town the 100% design for the Corliss Drive Safe Routes to School Project, including, but not limited to, the final plan set, specifications, advertisement, bid form/schedule, other project-specific front-end documents, and Engineer's estimate.

Additionally, Consultant shall deliver to the Town 100% with "For Bid" markings package ready for advertisement for each of the projects, which will include, but not be limited to, project specific documents for bidding, such as:

> Front-end Documents (Stamp/Signature cover sheet, Notice Inviting Bids, Instructions, and Information for Bidders, Bid Form/Schedule, Subcontractor List, Bidder's Non-collusion Affidavit, Site Walk Certificate, Bidder's Questionnaire, Town's Liability and Insurance Requirements, Bidder's Insurance Acknowledgment, Bidder's Workers Compensation Certificate, Bidder's DIR Compliance Affidavit, Bid Bond forms, Contract/Agreement, Payment Bond forms, Performance Bond forms, Town's General Conditions, Supplemental Conditions, Release of Claims Agreement, Guaranty, Substitution Request Form), Technical Specification/Special Provisions, Engineer's Estimate, Plans and any applicable drawings or documents for a complete bidding package

The Consultant shall deliver electronically the Bid Documents (100% Design) to the Town for concurrent production review for any remaining typos or minor revisions, such as formatting, at least five (5) business days prior to publication. The Consultant

shall perform its own concurrent production review, receive and incorporate, as appropriate, any production review comments from the Town, perform a final print check of the proofs and verify that all documents are ready for publication. The Consultant shall review and revise any remaining typos or minor revisions for the final advertisement prior to the Town's publication and deliver the Final Bid Documents (Bid Set) to the Town.

The Final Bid Documents shall be delivered at least two (2) business days prior to publication to the Town for publication of each phase of the project ready for advertisement. The production reviewed and completed Notice Inviting Bids shall be delivered at least four (4) business days prior to advertisement to be delivered by the Town to the Newspapers, Journals, or other advertising agents. Along with hard copies maintained at the town offices for review, the Town utilizes electronic bidding services, such as E-Bid and Contractor Exchanges. Final Bid Set deliverables shall be published and submitted as bound hard copies (3 sets) and an electronic copy in (PDF) ready for printing by the Town or prospective bidders. The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates and tables ready for printing by the Town. Additionally, all CAD drawings shall be submitted to the Town as ETRANSMIT files, including all external references, images, line weights, and other associated files. MS Word documents for bid documents, inclusive of specifications and front-end contract documents, shall be delivered to the Town.

The Consultant shall prepare and submit to owners/utilities, permitting, and other agencies, as required, any Design contract documents, inclusive of plans and specifications, in a number and format appropriate to said agencies' requirements.

Task 6e – Deliverables:

1. 100% Bid Documents (Final Plans, Specifications, and Contract Front-end) in electronic format for production review, incorporating comments from final administrative (90%) review.
2. Notice Inviting Bids to be signed by Town Engineer (Provided at least five (5) days prior to advertisement)
3. Meet with Town staff to discuss any remaining typos or minor revisions necessary for production/advertisement
4. Tabulation of comments and responses; revise Bid Documents as appropriate
5. A completed package of Bid Set of documents for the Corliss Drive Safe Routes to School Project final print checked and ready for bid advertisement: Design Drawings, Technical Specifications, Engineers Estimate, Bid Schedule with Engineers quantities estimates, signed Notice Inviting Bids, and other front-end Contract Documents

7. Property Owner and Utility Coordination (Optional Task)

We assume that services for Task 7 will be completed as part of Tasks 2, 3, and 4. Task 7 will service as an optional task 7 to address unforeseen utility or owner coordination that may arise during the project:

The intent of this task is to coordinate with the owners and utility companies to have utilities and infrastructure that conflict with construction to be relocated and incorporate changes into the PS&Es for construction.

The Consultant shall prepare a communications plan that describes the activities necessary to communicate with owners/utility companies with infrastructure/utility conflicts to receive feedback and inform them of the planned activities and schedule. In developing the Basis of Design Memorandum and the PS&Es, the Consultant shall coordinate with the various utility companies to obtain utility maps and coordinate any locating services to verify utility conflicts with the Projects. This information shall be utilized to determine the streets' conflicts for construction and the need for relocation as appropriate and incorporate said information into the Basis of Design Memorandum.

Also, Consultant shall coordinate through the Town with any abutting property owners regarding existing structures or facilities that infringe into the proposed project area.

The Consultant shall communicate during design on the Town's behalf with the owners/utility companies regarding the adjustment or relocation prior to the bidding of structures or facilities necessary to facilitate the construction of the

projects. The Consultant shall collaborate with owners/utility companies to identify infrastructure/utilities to be relocated and coordinate the design accordingly to reflect the conditions after relocation that will likely be encountered during construction. Communication with owners/utility companies is to be included in the communications plan. The Consultant will be required to perform and lead all coordination with utility companies, residents, businesses, and permitting agencies. Additionally, the Consultant shall attend Council meetings as requested by the Town (with a minimum of one).

The Consultant shall aid the Town in preparing presentations to inform the public about the project. The Consultant shall prepare and distribute all correspondence with residents and businesses that may be affected by the project work at various stages of the design process. Information included in correspondence will pertain to project Scope, tentative schedules, and impacts to access, parking and traffic. In addition, residents with any substandard improvements (sidewalk, curb and gutter) or landscaping (overgrown or root intrusion) that will affect construction shall be notified to perform correction prior to pavement project construction commencing.

Task 7 – Deliverables:

1. Communications Plan
2. Organize, lead and or attend meetings with utility companies and owners
3. Attend at least one meeting with Town Council to present

8. Permitting Support (Alternate - As Needed)

While the Town does not anticipate permits are required, the intent of this task is to address any permit requirements that may arise out of the design prepared by the Consultant. It is anticipated that this type of project should generally be exempt under CEQA, depending upon the design. The Consultant shall prepare a communications plan that describes the activities necessary to communicate with permitting agencies regarding permit applicability, to apply for permits as necessary, submit required documents, receive feedback and inform them of the planned activities and schedule. The Consultant shall fully understand and assist the Town with any permitting or CEQA issues arising out of the Consultant's design beyond a notice of exemption filing. Along with all the other tasks herein, any costs anticipated by the Consultant for this task shall be included in their cost proposal as a separate task. The Consultant will be required to perform and lead all coordination with permitting agencies.

Task 8 – Deliverables:

1. As required by permitting agencies

PHASE II

9. Bid Phase Support

The Consultant shall assist the Town as requested during the bidding process. It is anticipated that the bid phase support would occur following the design and completion of the bid documents ~~and would occur for each phase separately, as each phase will go to bid about one (1) year apart.~~ The work may include answering questions regarding design issues, providing consultation and interpretation of the construction documents, coordinating with the Town, and preparing addenda to the PS&E during the advertisement period. The Consultant shall attend pre-bid meetings and bid opening and review bids if requested. The Town will advertise the Project for bidding and distribute the plans to prospective bidders.

a. Addenda

The Consultant shall prepare draft addenda for the Town review and comments as needed. The Consultant shall incorporate comments. Final addenda shall be prepared and stamped by the responsible Engineer in charge for the Consultant and dated. Final addenda shall be submitted for signature by the Public Works Director prior to publication. The final addenda shall be delivered to the Town as a publishable set in a single file with all documents included and ready for publication in a PDF format. One (1) Addenda is included.

b. Contractor Questions
The Consultant shall assist the Town by providing responses to technical questions regarding the project of the PS&Es elicited during the Bidding process.

c. Attend Pre-Bid Meetings
The Consultant shall attend two (2) pre-bid meetings (Site Walks) during the bidding period and assist the Town by providing a comprehensive technical presentation of the project, including any key considerations for bidding or construction, during the pre-bid meetings. These pre-bid meetings are mandatory attendance of at least one meeting by Prime Contractors interested in bidding. Contractor questions related to the technical details of the project or bidding process should not be answered during the pre-bid meetings but rather documented and addressed as part of a written response to questions.

d. Conform Bid Documents
The Consultant shall appropriately prepare and submit the Draft Conformed Set contract documents, incorporating addenda and copies of the bid document. All Bid Documents modified by addenda shall be incorporated into the Conformed documents replacing the appropriate sheets of the documents, and Addenda included in the front of the Conformed Front-end and Specifications (behind the table of contents). All documents completed by the Contractor during bidding shall be incorporated to develop a completed As-Bid set of documents, replacing the appropriate front-end documents. Conformed Plan sheets shall replace the Bid Set sheet they modified. Along with all documents modified by addenda, the Conformed Set shall include copies of all final bid documents as submitted by the Contractor. The Consultant removes "Bid Set" from footers and text boxes in the drawing frame from each sheet of the contract documents and clearly marks it with "Conformed Set." Remove all watermarks as deemed appropriate by Town PM. Modify dates in footers and text boxes to match the new date of issuance of conformed set. The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved final Conformed Set. The California-licensed professionals shall also stamp and sign the individual plan sheets under their charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director. This will comprise the Draft Conformed Set ready for execution. The Draft Conformed Set shall be prepared prior to award of contract.

The Town will submit copies of the Draft Conformed Set to the Contractor immediately following award for execution. Upon receiving the signed agreement, insurance certificates, and bonds, the Consultant shall incorporate copies of the signed documents into the Draft Conformed Set, which will then Comprise the Final Conformed Set for publication.

The Consultant shall deliver the final Conformed Contract (incorporating modifications by addenda), including the final plan set, specifications, advertisement, contractor completed Bid Form/Schedule, other front-end documents, and Engineer's estimate. Deliverables shall be published and submitted as bound hard copies and an electronic copy in PDF format ready for printing by the Town, Construction Manager, or Contractor.

The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates and tables ready for printing by the Town.

Additionally, the Consultant shall provide ten (10) bound hard copies of the final Conformed Specifications, inclusive of front-end contract documents, documents, three (3) hard copies of bound D-sized (24" x36" sheet) final Conformed Plans, and ten (10) copies of bound half-sized (11" x17" sheet) final Conformed Plans for use during the construction process.

Additionally, the Consultant shall deliver all final conformed CAD drawings to the Town as ETRANSMIT files, including all external references, images, line weights, and other associated files. MS Word format electronic documents for conformed specifications, inclusive of front-end contract documents, shall be delivered to the Town.

The Consultant shall prepare and submit to permitting and other agencies, as required, any conformed contract documents, inclusive of plans and specifications, in a number and format appropriate to agencies' requirements.

Task 9 – Deliverables:

1. Addenda
2. Attend pre-bid meetings
3. Response to technical questions
4. Conformed Set of contract documents, inclusive of plans, specifications, bid sheet/schedule, and any other front-end documents that need to be conformed to incorporate changes from issued addenda

10.Construction Support

The intent is to assist the Town as requested with technical issues related to the project or the PS&Es arising during and immediately after Project construction. The Consultant shall provide engineering support during construction to ascertain that construction conforms with the PS&Es and the design intent of the Engineer. The work shall include: attending construction kick-off meetings (precon), attending weekly construction meetings (approximately ½ of the meetings), conducting intermittent site inspections for conformance with design intent and standards/regulations, reviewing contractor submittals, addressing technical requests for information, providing consultation and interpretation of the construction documents, assisting the Town in the preparation of contract change orders during construction, attending a punch list walk and final inspection walk, assisting Town in resolving potential contractor claims which purport technical deficiency/defect/error/omission, and developing construction record drawings. The Consultant will attend the preconstruction and other job site meetings if requested. Consultant shall monitor and review the development of any as-built drawing prepared by the contractor and/or the construction management consultant.

Task 10 – Deliverables:

1. Attend precon meetings.
2. Attend weekly construction meetings.
3. Provide consultation or technical advice to the Town regarding projects or PS&Es.
4. Review and respond to RFIs regarding PS&Es or technical issues.
5. Review and respond to submittals
6. Conduct intermittent site inspections during construction.
7. Attend punch list and final inspection walks.
8. Assist Town in resolving potential contractor claims purporting technical deficiency/defect/error/omission
9. Review as-Builts and prepare record drawings.
10. Attend a Site Walk to identify Warranty issues at least six (6) months and within one (1) year following acceptance of the Project by the Town Council.

PROJECT MANAGEMENT AND TEAM SUMMARY

PROJECT TEAM

Our proposed team, led by Principal-in-Charge Ron Sanzo and Project Manager Nate Levine have years of experience working together on a wide variety of projects, including many Bay Area civic and public works projects. Project Manager Nate Levine has over 10 years of industry experience and has led the design and outreach of many projects with a similar scope to the Town's Corliss Drive Safe Routes to School Project. Nate has recently served as the Project Manager for similar projects including Martin Luther King Jr. Way Vision Zero Improvements in Berkeley, Grand Street Resurfacing and Safety Improvements in Alameda, Alameda Safe Routes to School Improvements Project, Churchill Avenue Bike and Pedestrian Improvements in Palo Alto. Nate's experience in transportation efforts includes a myriad of design work for Complete Streets including intersections improvements, traffic signals, roundabouts, and signing & striping. Nate utilizes his experience and relationships with communities to deliver accurate and trusted design packages to best meet the end user's need.

Principal-in-Charge Ron Sanzo, PE, TE, PTOE has over 16 years of civil and traffic engineering experience, including 14 years with Sandis. Ron has guided the Sandis team through hundreds of complex projects and has extensive experience in the design and implementation of public works and infrastructure improvement projects. Through experience on similar projects, Ron is fully aware of the importance of early and regular communication with the Town, sub-contractors, and all other involved parties to ensure that everyone understand the project objectives and goals.

In recent years, Ron has served as the Principal-in-Charge on numerous projects of a similar scope, including his involvement in Churchill Avenue Bike and Pedestrian Improvements, Stanford University Medical Center Welch Road, and Blake Wilbur Drive Extension. Ron's experience coordinating the implementation of utilities and roadway improvement projects affords him the ability to foresee project challenges during the design stage and suggest appropriate measures to help mitigate impacts to the Project site as well as adjacent facilities and roadways. An excellent communicator, Ron strives to partner with clients and project teams to design innovative yet practical solutions to complex problems.

Sandis' surveying team will be led by Senior Project Manager Bruce Storrs and Project Manager Chris Cintean. Our fully licensed team is well versed in providing surveying services for civic and public works projects of varying sizes. Project Manager Chris Cintean will coordinate closely with our engineering team to ensure that all surveying services are completed on time and in an efficient manner. Chris has nearly two decades of experience and is seasoned in overseeing complex surveying projects. Chris' background includes an extensive knowledge and expertise in boundary identification/validation; post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders.

SUB-CONSULTANTS

Fehr & Peers Fehr & Peers has specialized in providing transportation planning and engineering services to public and private sector clients since our founding in 1985 in Lafayette. We develop creative, cost-effective, and results-oriented solutions to planning and design problems associated with all modes of transportation. For 37 years, we have been offering our clients, like the Town of Moraga, the right combination of leading-edge technical skills and extensive knowledge of the communities in which we work to deliver comprehensive solutions and superior client service. We are nationally recognized experts who routinely publish original research, serve on national committees, and teach courses to others in the industry. We do this while maintaining our commitment to translating those techniques into practical solutions. Fehr & Peers has 300+ employees throughout 23 offices nationwide. Fehr & Peers has six local offices, including our Walnut Creek headquarters. We have a deep bench of nearly 80 local planners and engineers based in the Bay Area who will complete this work – this includes staff with long histories of work in Moraga and Contra Costa County. Additionally, Fehr & Peers knows Moraga and has a long firm history of working with the Town, including over 30 projects to date.

Rockridge Geotechnical Established in 2006, Rockridge Geotechnical (RG) is an independent privately-owned geotechnical consulting firm with one office located in Oakland, California. RG's team has grown to a staff of twenty-nine, consisting of twenty-two engineers/geologists, two field technicians, and five administrative and graphics support staff. Of the engineers, five are licensed Geotechnical Engineers in the State of California, and nine are licensed Professional Engineers in the State of California. RG is a certified Small Business in the State of California.

RG's geotechnical consulting services include: site investigation and subsurface characterization; shallow and deep foundation engineering; settlement analysis; ground improvement selection and design; geologic and seismic hazard evaluation and mitigation; earthquake engineering; design optimization studies; seismic retrofit analysis and design; ground motion hazard analysis, including probabilistic and deterministic seismic hazard analysis (PSHA and DSHA); expert witness litigation support; and construction observation and testing. From plan reviews to field observation and testing services, RG's experienced engineers and engineering technicians provide the knowledge and experience for efficient project delivery that meets the construction requirements. Their engineers anticipate potential issues during construction and work proactively to help avoid them. When problems arise during construction, RG develops responsive, practical, and cost-effective solutions to keep the project moving.

David J. Powers David J. Powers & Associates, Inc. (DJP&A) has provided professional consulting services to public agencies and private developers in all areas of environmental planning since 1972. DJP&A specializes in preparing environmental review documents meeting the requirements of CEQA and NEPA. They have extensive experience evaluating environmental impacts associated with urban development, including the environmental review for roadway infrastructure. A specialty of DJP&A is preparing environmental documents on federally funded bridge, roadway, and bicycle and pedestrian projects under the direction of Caltrans. DJP&A staff has established relationships and connections with Caltrans District 4 staff through our regular work on transportation infrastructure projects.

JOINT WORK WITH SUB CONSULTANTS

Project Team	Project Name
Sandis + Fehr & Peers	• City of San Rafael On-Call • Martin Luther King Jr. Way Vision Zero Improvements • Grand Street Resurfacing and Safety Improvements
Sandis + Rockridge Geotechnical	• 2150 Webster Street • Sequoia Hospital • MacArthur BART Transit Village
Sandis + David J. Powers	• City of Palo Alto Churchill Avenue Corridor

PROJECT MANAGEMENT

Projects succeed for two primary reasons: good process control and great people. Process control can be described as project management and is focused on the flow of information, decision-making, and schedule control. Equally important is project leadership which is what will inspire great people to implement the management processes successfully. Our overall management approach incorporates both of these philosophies. Our project management continually aligns the work we perform with the project's end goal, ensuring that each task is completed in accordance with the Town's vision.

Our management philosophy can best be described as critical path management. This requires us to recognize a clear and identifiable project goal and then develop a series of tasks and activities that will bring us to that goal. We have to estimate the time requirements for each task and activity and allow for variability based on human performance as well as agency interaction. All this information is mapped into an overall project schedule, then based on durations, we determine their critical path to reach the goal. There is inherent rigidity in this management philosophy, but with careful attention to details, variability is built into the schedule to allow for tasks and activities to be completed within the allowable time frames. Sandis will meet with Town and agency representatives, and our sub consultants (Fehr & Peers, Rockridge Geotechnical, and David J. Powers), to discuss the project, milestones, and schedule. The schedule document is in some ways the tangible result of our management philosophy.

The benefits of Sandis' systematic project management approach include:

- Clear and concise management
- Appropriate staffing based on experience
- Stability for built-in flexibility where required

The Sandis project management team is supported by a large local team comprised of licensed professional civil engineers and traffic engineers, professional land surveyors, project surveyors, field surveyors, underground locating and office technicians. Multiple experienced staff guarantees that project work can be started and completed in accordance with the approved schedule.

RESPONSIVENESS AND TIMELY SERVICES

To track, update and manage our work, Sandis utilizes the cloud based project management software, Liquid Planner. This software stores all of our survey and engineering operations in a single database. At a moment's notice, we can review the progress on any project, down to the task level of detail. Our survey and engineering project teams work in the software all day, updating progress, adding more detail to the work plans and updating completed documents.

LiquidPlanner allows our teams to rank priorities so that all deadlines are met on the individual and team level. Benefits of our project management software, LiquidPlanner are listed below:

- Live data, full transparency and visibility into all projects
- High level of project work planning on individual and team level
- Built in project schedule, milestones and budgets
- Team collaboration takes place directly in the workspace
- Individual access to to-the-minute top priority work
- PMs will have an accurate project schedule and know immediately when something is at risk
- PMs have to-the-minute, accurate information to share with clients for more meaningful internal discussions
- Senior PMs can monitor resource levels on each project and help move resources as needed to keep projects on schedule
- QA/QC efforts are automatically scheduled for all projects with QA/QC staff having access to all project documents for faster and more insightful project reviews
- Customizable analytics to help senior staff monitor project work and work quality by individual staff, team, department, etc.

CONTROLLING PROJECT COSTS AND SCHEDULES

Project scheduling is one of the most important steps in the project planning process. We create an in-house work plan and project schedule for every project. Our decades of experience have allowed us to develop and perfect our project scheduling system so that our schedules indicate 'real' milestones, not pipe dreams. As important as the project schedule is, it works as part of a process that includes the equally important project cost estimate. The only true way to know if a project is on schedule is to review project documents that include the cost estimate.

STAFFING AVAILABILITY

The proposed team will remain available to the Town throughout the duration of the contract. Our proposed team has the capacity to provide engineering, surveying and design services to the Town without conflict. We are dedicated to carrying out the Town's mission throughout the contract.

EXPERIENCE/ PROJECT TEAM

CHURCHILL AVENUE BIKE AND PEDESTRIAN IMPROVEMENTS

Palo Alto, CA; 2014 - Ongoing

SANDIS IS PROVIDING ENGINEERING AND SURVEYING SERVICES FOR MULTI-MODAL IMPROVEMENTS ALONG THE CHURCHILL AVENUE CORRIDOR BETWEEN EL CAMINO REAL AND ALMA STREET IN PALO ALTO.

The project involves coordination with numerous stakeholders including the local community, PALY High School, Palo Alto Bicycle Coalition, Caltrans, and Stanford University. A series of multi-modal improvements including a two-way cycle, enhanced class II bicycle lanes, and traffic calming measures are being proposed. Utility relocations and additional land easements were necessary to accommodate the Class I facility.

Significant sidewalk and ADA improvements are being made to improve pedestrian safety. The improvements include new curb ramps, sidewalk bulbouts, sidewalk widening, and ADA ramps.

Sandis led the consultant team during preliminary design, outreach, and PS&E. The project is currently nearing 100% final design.

STANFORD UNIVERSITY MEDICAL CENTER WELCH ROAD

Palo Alto, CA; 2014 - 2017

Stanford Medical Center is a healthcare campus that provides world renowned facilities for patient care and cutting-edge research. To sustain and expand these facilities, the medical center determined two new hospital buildings were required. One building would be an expansion of the existing Lucile Packard Children's Hospital, while the other would replace the aging main hospital building. Sandis was retained to design the necessary roadway and infrastructure upgrades to service these two new facilities.

The infrastructure was routed through the Welch Road Corridor which circles the campus and provides access to many of the facilities, including the emergency department. Due to the critical nature of this access, Sandis explored multiple scenarios for the sequencing of work in order to maintain at least one lane of traffic at all times and allow for emergency operations to occur. This required review by multiple stakeholders including local city staff, hospital operations, utility providers and constructability feedback from local contractors.

Sandis analyzed the condition of two of the many utility systems to determine the best value options. Both the sanitary sewer and water systems had been in service for more than 25 years. While it was thought they had adequate capacity, a combination of flow tests, and video inspections were conducted along with computer modeling of both systems. The results of modeling and testing showed the water main would require upsizing (existing 10-inch to 14-inch) to meet pressure and flow requirements, but the sanitary sewer main had sufficient capacity, but required some rehabilitation to correct separated joints and minor sags. Ultimately a combination of mortar lining and a epoxy infused liner was selected to rehabilitate the pipeline.

These systems were owned by a variety of stakeholders including the Medical center, Stanford utilities (who provided the chilled and hot water), telecom providers, the municipal electrical company, public works, and the Water/Gas/Wastewater department. Sandis orchestrated a series of stakeholder meetings to build consensus around design approach, relevant standards and to resolve conflicts where they are rose.

Throughout construction Sandis worked closely with the contractor, various stakeholders, and reviewing agencies to respond quickly to issues and keep the project on schedule. Ultimately this complex project was constructed on time and within budget allowing the hospital projects to proceed as scheduled.

GRAND STREET RESURFACING AND SAFETY IMPROVEMENTS

Alameda, CA; Ongoing, construction is estimated to start in early 2023

GRAND STREET BETWEEN SHORE LINE DRIVE AND ENCINAL AVENUE HAS BEEN IDENTIFIED AS A HIGH PRIORITY FOR SAFETY AND MOBILITY IMPROVEMENTS.

The Grand Street segment is approximately 0.7 miles long and is a major north-south multi-modal corridor. It was identified as a high-injury corridor with high crash intersections at Otis Drive and at Shore Line Drive in the City's Vision Zero Action Plan and General Plan. Wood Middle School, Rittler Park and the Alameda shoreline are adjacent to Grand Street, and Franklin Elementary School, Franklin Park, and St. Joseph's School are within ¼ mile of Grand Street.

The project team is recommending safety improvements such as high visibility crosswalks, flashing beacons for pedestrians at Wood School and at the intersections of Grand Street/San Antonio Avenue and Grand/San Jose Avenue, separated bike lanes, enhanced bus stops by Shore Line Drive and Wood School, and narrower travel lanes to encourage slower vehicle speeds. On-street parking will be reduced to implement the safety features such as bus islands, separated bike lanes and high visibility crosswalks.

The project team has supported the City of Alameda by conducting numerous public outreach meetings, Transportation Commission and City Council Presentations. Nate led the traffic and safety design development, providing input and direction to City commissioners and the Public.

MARTIN LUTHER KING JR. VISION ZERO IMPROVEMENTS

Berkeley, CA; 2021 - Construction to begin in 2023

THE MARTIN LUTHER KING JR. WAY IS INSTALLING SAFETY COUNTERMEASURES AS PART OF THE 2021 ACTIVE TRANSPORTATION PROGRAM PILOT QUICK BUILD GRANT, WITH THE FIRST PHASE FROM DWIGHT WAY TO RUSSELL STREET.

As a key connection between the Downtown Berkeley area and Ashby BART station, Martin Luther King Jr. Way serves major pedestrian destinations as defined in the City's Pedestrian Plan. Adding safety features at the street crossings of the project's nine intersections will increase pedestrian and bicyclist access to the areas serviced by the corridor.

High-quality, thoughtful design was crucial for the success of these important safety improvements. The project kept the following objectives of the project in mind throughout the design process:

- Improved safety outcomes in the project area
- Public feedback/comment and data collection to inform future quick build projects and infrastructure design
- Higher rates of walking and bicycling use on the corridor

Nate served as the project manager and led the design and outreach. This included thinking through the technical details of all the improvements, investigating options, considering the benefits and drawbacks of a variety of materials, geometrics, and other decisions to make the most out of the grant funding.
The construction is anticipated to be bid in October/November 2022.

REFERENCES

REFERENCES		
Reference	**Project Name**	**Project Team**
Shahla Yazdy City of Palo Alto Project Engineer 250 Hamilton Avenue Palo Alto, CA 94301 650.617.3151 Shahla.Yazdy@CityofPaloAlto.org	Churchill Avenue Bike and Pedestrian Improvements	**Ron Sanzo, PE, TE, PTOE**, *Principal-in-Charge* **Nate Levine, PE**, *Project Manager* **Jacob Edwards, PE**, *Project Engineer* **David J. Powers** *Environmental Consultant (sub-consultant)*
Molly Promes Swenson Sr. Program Manager | Planning, Design & Construction Stanford Medicine T: 650-498-7643 C: 650-400-1048 mswenson@stanfordhealthcare.org	Stanford University Medical Center On-Call Civil and Traffic Engineering Services; Welch Road; Blake Wilbur Extension	**Ron Sanzo, PE, TE, PTOE**, *Principal-in-Charge* **Nate Levine, PE**, *Project Manager* **Jacob Edwards, PE**, *Project Engineer*
Ken Jung, PE, GE Supervising Civil Engineer City of Berkeley, Public Works Department 1947 Center Street, 4th Floor, Berkeley, CA 94704 510.981.7028 kjung@cityofberkeley.info	Martin Luther King Jr. Way Vision Zero Improvements* ** Project completed with prior company*	**Nate Levine, PE**, *Project Manager and Design and Outreach Lead*
Robert Vance, PE Deputy Director/City Engineer City of Alameda Public Works 950 W Mall Square, Alameda, CA 94501 510.747.7972 (office)	Grand Street Resurfacing and Safety Improvements* ** Project completed with prior company*	**Nate Levine, PE**, *Project Manager and Design and Outreach*

Mike Kuykendall, PE, QSD/P
Quality Assurance / Quality Control

Nate Levine, PE
Project Manager

Ron Sanzo, PE, TE, PTOE
Principal-in-Charge

KEY SERVICES AND SUB-CONSULTANTS

PLANS, SPECIFICATIONS, & ESTIMATES

Ron Sanzo, PE, TE, PTOE, Principal-in-Charge*

Nate Levine, PE, Project Manager*

Jacob Edwards, PE, Project Engineer

Brendan Pang, Design Engineer

COMMUNITY OUTREACH, WORKSHOPS & ENGAGEMENT

Susie Hufstader, Outreach Coordinator*

Terrence Zhao, Visual Communications

Nate Levine, PE, Project Manager

CONCEPT DEVELOPMENT & BASIS OF DESIGN

Ashlee Takushi, Project Manager*

Ryan McClain, PE, TE, Principal-in-Charge

Terrence Zhao, Visual Communications

Nate Levine, PE, Project Manager*

SURVEYING

Bruce Storrs, PLS, Sr. Project Manager*

Chris Cintean, PLS, Project Manager*

Kevin Gaunt, PLS, Project Surveyor

14 Surveying Field Crews

GEOTECHNICAL ENGINEERING

Logan Medeiros, PE, GE, Associate Engineer/ Project Manager*

ENVIRONMENTAL

Will Burns, Principal Project Manager*

Connor Tutino, Associate Project Manager

ORGANIZATION CHART LEGEND

- Sandis
- Fehr & Peers
- Rockridge Geotechnical
- David J. Powers

*** Lead personnel for discipline**

RON SANZO, PE, TE, PTOE

PRINCIPAL-IN-CHARGE

About

As Principal-in-Charge, Ron has extensive experience in providing traffic engineering services, especially for capital improvement projects. Ron understands the importance of early and regular communication with agencies, cities, and to ensure that all parties are aware of the project objectives and goals. Ron's traffic engineering expertise includes the development of parking studies, traffic studies, site and roadway improvements, traffic signal improvements, traffic control plans, site and roadway design, as well as the layout and design of parking facilities, and layout/design of parking facilities.

Relevant Experience

Churchill Avenue Bike & Pedestrian Improvements Palo Alto, CA
Principal-in-Charge. Sandis is providing engineering and surveying services for multi-modal improvements along the Churchill Avenue corridor between El Camino Real and Alma Street in Palo Alto. A series of multi-modal improvements including a two-way cycle traffic, enhanced class II bicycle lanes, and traffic calming measures are being proposed. Significant sidewalk and ADA improvements are being made to improve pedestrian safety. Ron's expertise in traffic control systems allowed Sandis to perform engineering and surveying services for the City of Palo Alto in a timely and effective manner.

Stanford University Medical Center Welch Road Palo Alto, CA
Principal-in-Charge. In providing a major underground utilities plan that supported a new hospital, Sandis was challenged to incorporate safety measures for pedestrians walking from medical clinics to the hospital center across the road. In addition to the widening of 2,900 l.f. of roadway, the $30 million project included pedestrian improvements including the signalization of two new intersections and signal modifications at two others; new planted median islands; mapping and easement adjustments and sidewalk improvements/realignment that offer better sightlines for pedestrians.

14th Avenue Streetscape Improvements Oakland, CA
Principal-in-Charge. Sandis provided engineering services for the design build of an urban streetscape, spanning 18 blocks. The four lane streetscape improvements consisted of: traffic signalization (at four intersections); roadway restriping; reworking of sidewalks including new bulbouts and street trees; improvements to bring ADA ramps up to code; adjustment/realignment of bus stop locations; minimal widening and roadway realignment at one intersection (14th Avenue and Foothill Boulevard); minor storm drain improvements; and potential conversion of existing medians to planted medians.

16 Years of Experience
14 Years with Sandis

BS, Environmental/ Resource Engineering
State University New York

Professional Engineer
Civil Engineer CA #79305

Professional Engineer
Traffic Engineer CA #2693

Professional Traffic Operations Engineer

Additional Relevant Experience

Paradise Drive Roadway Improvements Tiburon, CA

EBMUD On-Call Traffic Engineering Services Greater Bay Area, CA

Santa Clara Valley Water District, Caribbean Drive Traffic Safety Analysis and Recommendation Sunnyvale, CA

14th Avenue Streetscape Improvements Oakland, CA

NATE LEVINE, PE

PROJECT MANAGER

About

Nate has over 10 years of design (PS&E), construction management, and analysis experience in transportation and traffic engineering. He is highly experienced in traffic signal design, Intelligent Transportation Systems (ITS), intersection design, roadway/highway/bike boulevard/trail design, lighting design, site design, and traffic operations analysis. As Project Manger, Nate corresponds directly with communities to gather and incorporate public opinion and ensure that design standards are being met. Following public outreach, Nate works diligently to guarantee that Sandis' design drawings are accurately produced to meet state, local, and federal regulations. His consulting and coordination expertise with clients and agencies allows for proper communication of clear expectations and timely delivery of projects from start to finish.

Relevant Experience

Martin Luther King Jr. Way Vision Zero Improvements* Berkeley, CA
Project Manager and Design/Outreach Lead. The Martin Luther King Jr. Way is installing safety countermeasures as part of the 2021 Active Transportation Program Pilot Quick Build grant, with the first phase from Dwight Way to Russell Street. Martin Luther King Jr. Way serves major pedestrian destinations as defined in the City's Pedestrian Plan. As Project Manager and design and outreach lead, Nate was responsible for thinking through the technical details of all the improvements, investigating options, considering the benefits and drawbacks of a variety of materials, geometrics, and other decisions to make the most out of the grant funding.

Grand Street Resurfacing and Safety Improvements* Alameda, CA
Project Manager. This pavement rehabilitation project has multiple benefits for all street users. The project is also recommending safety improvements such as high visibility crosswalks, flashing beacons for pedestrians at Wood School and at the intersections of Grand Street/San Antonio Avenue and Grand/San Jose Avenue, separated bike lanes, enhanced bus stops by Shore Line Drive and Wood School, and narrower travel lanes to encourage slower vehicle speeds. On-street parking will be reduced to implement the safety features such as bus islands, separated bike lanes and high visibility crosswalks.

Churchill Avenue Bike & Pedestrian Improvements Palo Alto, CA
Project Manager. Sandis is providing engineering and surveying services for multi-modal improvements along Churchill Avenue. The project requires extensive coordination with stakeholders including the local community, PALY High School, Palo Alto Bicycle Coalition, Caltrans, and Stanford University. A series of multi-modal improvements including a two-way cycle traffic, enhanced class II bicycle lanes, and traffic calming measures are being proposed. Significant sidewalk and ADA improvements are being made to improve pedestrian safety. As Project Manager, Nate's responsibilities included project coordination, city coordination, design and plan review.

10 Years of Experience
6 Years with Sandis

BS, Transportation
Cal Poly San Luis Obispo

Professional Engineer
Civil Engineer CA #89636

ITE Member
San Francisco Bay Area Chapter

Leadership
Town of Moraga Local Sales Tax Oversight Committee - Measure K Transportation Projects, 2021-2023

Expertise

- Traffic Signal Design
- Intersection Design
- Traffic Calming
- Complete Streets
- Lighting Design
- Signing & Striping Design
- Roundabout Design
- Traffic Control/ Handling Design
- AutoCAD
- PS&Es
- Ramp Metering Design
- Caltrans Permitting & Delivery

** Indicates work completed with a different company*

NATE LEVINE RESUME CONTINUED

Agnews Campus Roadway Improvements San Jose, CA
Santa Clara Unified School District is developing state-of-the-art facilities for a 600-student elementary school, 1,000 student middle school, and 1,600 student high school on a 55-acre site located at 3500 Zanker Road in San Jose. Nate led the design team in preparing roadway, signal, and striping improvements for the Agnews Campus frontage along Zanker. This included curb extensions, bulb outs, and a buffered bike lane along a 2,000' section of frontage as well as traffic signal modification at two intersections.

Lakeside Lake Merritt Cycle Track* Oakland, CA
The project proposed a road diet on Lakeside Drive reducing the existing two-lane one-way street to one-lane one-way street to accommodate two-way protected cycletrack on the lake side of the roadway and other elements; in addition, a class IV bike lane on south side and a two-way protected cycletrack on lake side are proposed on Lake Merritt Boulevard. In total, project will provide 3,500' of cycletrack. The project is fast tracked to provided final PS&E documents so construction can begin in 2022. Nate led the signal and lighting design for the seven project intersections, working closely with City of OakDOT staff and local stake holders.

Potrero Avenue Bikeway PS&E* El Cerrito, CA
Fehr & Peers is preparing signing & striping plans for the proposed restriping of Potrero Avenue between South 53rd Street and San Pablo Avenue. Project work includes preparation of 95% and final plans for the design, generally consisting of one travel lane, a bike lane, cross-directional parking, and two travel lanes. Nate prepared the final construction documents that will be used for construction of the improvements.

San Leandro Repaving PS&E* San Leandro, CA
Fehr & Peers is providing transportation engineering support on bicycle and pedestrian access improvements as part of the 2019 Annual Street Overlay & Rehab project being designed by NCE. Work will focus on new Rectangular Rapid Flashing Beacons (RRFBs), a Pedestrian Hybrid Beacon (PHB), and Class IV separated bikeways on Bancroft Avenue; RRFBs and road diet on Grand Avenue; RRFBs on Manor Boulevard; and RRFBs, pedestrian push button relocations, and Class IV separated bikeways on Hesperian Boulevard. Nate led the design team to develop 100% PS&E package.

Ashbury Bikeway PS&E* El Cerrito, CA
Fehr & Peers is preparing a cross-section for the proposed restriping of Ashbury Avenue between Fairmount Avenue and the city limit. Project work includes preparation of 95% and final plans for the design, generally consisting of one travel lane, a buffered bike lane, and parking in each direction. Nate prepared the final construction documents that will be used for construction of the improvements.

East Bay Greenway PS&E* Oakland, CA
The City of Oakland, Department of Transportation (OakDOT) has been awarded an Affordable Housing and Sustainable Communities (AHSC) grant to improve safety for bicyclists and pedestrians by designing and constructing over half a mile of the East Bay Greenway multi-use path, from Seminary Avenue to 69th Avenue. Project work includes data & utility collection, 35%, 65%, and 95% PS&E for signal and lighting, as well as review of construction submittals. Nate provided design and oversight for the final PS&E package.

Apple Campus 2, Highway Design & Caltrans Permitting
Cupertino, CA - Working with a team of engineers and designers with this previous employer, Nate led the Caltrans design and permitting effort and completed plans, specifications (SSP and NSSP), and cost estimates for signal, roadway/layout, and signing and striping improvements associated with the Apple Campus. Nate also helped to design a new ramp metering system and modifications to existing Traffic Operation Systems (TOS) equipment at the Lawrence Expressway and I-280 on-ramp. This project was the first to be designed by a consultant through the Caltrans oversight process and funded by private sources. In total, Nate worked on four separate on/off ramps/intersection improvements along I-280 during a three-year period.

Stanford University Medical Center Welch Road Palo Alto, CA
In providing a major underground utilities plan that supported a new hospital, Sandis was challenged to incorporate safety measures for pedestrians walking from medical clinics to the hospital center across the road. Services include the preparation of utility plans and traffic control documents. Signalization components of the project include: fully actuated, multiple phase, vehicle and accessible pedestrian signals, video detection for both bicycle and vehicles, delineation and signing, emergency vehicle preemption, surveillance system, signal timing and coordination plans, ethernet connectivity, conduit system and related equipment for fiber optic cable interconnection/communication system.

JACOB EDWARDS, PE

PROJECT ENGINEER

6 Years of Experience
6 Years at Sandis

BS, Civil Engineering
California State Sacramento

Professional Engineer
Civil Engineer CA #90097

About

Jacob Edwards has over six years of engineering experience and specializes in traffic and roadway design projects. As an excellent communicator, he is timely and efficient in his delivery of traffic engineering services which include the construction needs of clients, contractors, and other stakeholders. Jacob's skill in identifying obstacles early and his familiarity with local and state traffic control requirements allow Sandis to address challenges promptly. In addition, Jacob consistently adds value and quality to any project with his ability to prepare traffic engineering plans that best suit all required modes of transportation and pedestrian needs. Jacob's exceptional team-building skills will guide design priorities, plan preparation, and quality control.

Relevant Experience

Churchill Avenue Bike & Pedestrian Improvements Palo Alto, CA
Design Engineer. Sandis is providing engineering and surveying services for multi-modal improvements along Churchill Avenue. The project requires extensive coordination with stakeholders including the local community, PALY High School, Palo Alto Bicycle Coalition, Caltrans, and Stanford University. A series of multi-modal improvements including a two-way cycle traffic, enhanced class II bicycle lanes, and traffic calming measures are being proposed. Significant sidewalk and ADA improvements are being made to improve pedestrian safety. As Design Engineer, Jacob's responsibilities include Caltrans Compliance, Signal Plan, Plan Set revisions, and Caltrans Encroachment permit package.

El Cerrito Elm Street El Cerrito, CA
Design Engineer. Sandis provided engineering and surveying services for Elm street improvements in El Cerrito. Project improvements included signage and striping revision, traffic signal upgrades, construction of curb ramps and a driveway at the Elm, Key, and Hill Street Intersection, and striping revisions proposed on Key Boulevard at the cutting intersection. As Design Engineer, Jacob's responsibilities included City coordination, Signal Plan, Striping Plan, and Signal Phasing Design.

14th Avenue Streetscape Improvements Oakland, CA
Project Engineer. Sandis provided engineering services for the design build of an urban streetscape, spanning 18 blocks. The four lane streetscape improvements consisted of: traffic signalization (at four intersections); roadway restriping; reworking of sidewalks including new bulbouts and street trees; improvements to bring ADA ramps up to code; adjustment/realignment of bus stop locations; minimal widening and roadway realignment at one intersection (14th Avenue and Foothill Boulevard); minor storm drain improvements; and potential conversion of existing medians to planted medians.

Additional Relevant Experience

Sanborn Park ADA and Trail Improvements
Saratoga, CA

Transbay Transit Center San Francisco, CA

Persian Drive Sidewalk Addition

Sunnyvale, CA

Hadley Pedestrian/ Bicyclist Diversion
Mountain View, CA

Palo Alto Bike Boulevards Palo Alto, CA

BRUCE STORRS, PLS

SENIOR PROJECT MANAGER, SURVEYING

35 Years of Experience
1 Year at Sandis

Professional Land Surveyor
California #6914

B.S., Surveying Engineering
California State University, Fresno

About

Bruce Storrs has been in the surveying industry for over 35 years. Throughout his career, Bruce has garnered a broad range of expertise in land surveying that includes but is not limited to: traditional land surveying, subdivisions and the Subdivision Map Act, ALTA surveys, boundary and topographic surveys, construction staking, Public Land Survey System (PLSS), geodesy, geodetic surveying, legal description writing and photogrammetry.

Recently, Bruce concluded a successful 15 year career at the City and County of San Francisco as the City and County Surveyor. Before his position as the City and County Surveyor Bruce owned and operated Storrs Land Surveying in Oakland California where he provided surveying services to the greater Northern California area.

Relevant Experience

Better Market Street Topographic Mapping Project* San Francisco, CA
County Surveyor. To rehabilitate the Market Street corridor from the Embarcadero to Gough Street, a boundary and topographic map was created utilizing terrestrial Lidar and ground-based surveying control. The topographic features were extracted from the Lidar data that comprised more than 3 billion points.

Boundary, Topographic and Construction Staking for the San Francisco Southeast Treatment (Sewer) Plant* San Francisco, CA
County Surveyor. Beginning in 2018, the SFPUC sought to modernize the processing and disposition of sewage within the city. This required boundary surveying, topographic surveying, and construction staking. This project was more than $1 billion.

City and County of San Francisco High Precision Network (CCSF HPN) and Record of Survey* San Francisco, CA
County Surveyor. Utilizing conventional precision levelling procedures and GPS occupations, 20 primary survey monuments were placed and measured horizontally and vertically so as to provide a horizontal and vertical reference system for all San Francisco infrastructure, public safety, and seismic monitoring.

San Mateo-San Francisco County Line Retracement Survey and Record of Survey* San Francisco, CA
County Surveyor. To support development along the southern boundary of San Francisco County (northern boundary of San Mateo County), the common line was re-established through utilization of historic records and found original monuments.

** Indicates experience completed prior to Sandis*

CHRIS CINTEAN, PLS

PROJECT MANAGER, SURVEYING

18 Years of Experience
5 Years with Sandis

Professional Land Surveyor
California #8941

Associates of Art
San Joaquin Delta College & SJEVC

About

Chris Cintean has 18 years of experience in land surveying and has worked with both the public and private sectors. Chris' expertise is enhanced by his wealth of experience in the preparation of boundary and topographic surveys. His background includes an extensive knowledge and expertise in boundary identification/ validation; post data collection processes; preparation of calculations; preservation of project field control; maintaining documentation i.e. reports, project plans, specifications, and as-builts; and managing project budget and change orders.

Relevant Experience

MacArthur BART Transit Village Oakland, CA
Project Manager, Surveying. Working with multiple transit agencies, Sandis provided surveying, civil and traffic engineering services for the creation of a $330 million, 7.76 acre transit-oriented mixed-use development which functions as an integrated multi-modal link for the community. Sandis also provided street improvements and traffic-calming measures on a major Oakland thoroughfare, Macarthur Boulevard. The project increases comfort and safety for bicyclists and pedestrians using Oakland's MacArthur BART Station. Surveying services included the preparation of a boundary and topographic survey, ALTA survey, and plats & legal descriptions as required. Chris coordinated surveying services.

Stevens Creek Boulevard Santa Clara, CA
Project Manager, Surveying. Sandis provided roadway/ROW surveying, preliminary engineering, surveying and final design services for a series of roadway improvements along the Stevens Creek Blvd corridor in Santa Clara. The improvements were located between the intersection of Stern Ave and the I-280 off-ramps and included the following: signal modifications at two intersections to improve pedestrian/bicycle safety and bring equipment up to current standards, installation of a new signal, and geometric/striping improvements that provided dedicated bicycle and pedestrian facilities within the project extents. Sandis worked with the City of Santa Clara as the lead agency as well as the City of San Jose and Caltrans to reach a consensus on the appropriate design measures for the project.

Jackson Oaks Access Road Improvements Morgan Hill, CA
Project Manager, Surveying. Sandis is providing engineering and surveying services to the City of Morgan Hill for the Jackson Oaks Access Road Improvements project. The project includes the conversion of approximately three miles of dirt paths into gravel roads. The gravel roads will serve as access for City forces to service the existing sanitary sewer lines located behind the existing houses in the area.

El Toro Roadway Improvements Morgan Hill, CA
Project Manager, Surveying. Sandis is providing surveying services for the City of Morgan Hill's El Toro Roadway Improvements project. Sandis is providing a topographic survey. As Project Manager, Chris is overseeing the topographic survey and base map, and providing project coordination.

Additional Relevant Experience

20th Avenue/El Camino Real Southbound Right Turn San Mateo, CA

28th Avenue Bicycle Boulevard San Mateo, CA

City of Palo Alto Street Resurfacing Program Palo Alto, CA

623 15th Street & 1414 MLK Jr. Way Oakland, CA

Signage & Striping for Bancroft Ave., High Street and 73rd Ave Oakland, CA

MICHAEL KUYKENDALL, PE, QSD/P, LEED AP

QUALITY ASSURANCE/ QUALITY CONTROL

About

Michael has 19 years of experience as a civil engineer local to the San Francisco Bay Area. He has served as an integral team member on pubic works and infrastructure improvement projects throughout the Bay Area. Michael's ability to draw on a multitude of reference frames allows him to be an effective overseer of projects, informing our Sandis design teams with insights and considerations outside of their unique specialties. He also works closely with clients, community stakeholders, and regulatory agencies to ensure that Sandis' design drawings are accurately designed and documented to meet state, local, and federal regulations. His consulting and coordination expertise with clients and agencies allows for proper communication of expectations and timely delivery for projects from start to finish.

Relevant Experience

Stanford University Medical Center Welch Road Palo Alto, CA
Quality Assurance/ Control. In providing a major underground utilities plan that supported a new hospital, Sandis was challenged to incorporate safety measures for pedestrians walking from medical clinics to the hospital center across the road. In addition to the widening of 2,900 l.f. of roadway, the $30 million project included pedestrian improvements including the signalization of two new intersections and signal modifications at two others; new planted median islands; mapping and easement adjustments and sidewalk improvements/realignment that offer better sightlines for pedestrians.

El Cerrito Elm Street El Cerrito, CA
Quality Assurance/ Control. Sandis provided engineering and surveying services for Elm street improvements in El Cerrito. Project improvements included signage and striping revision, traffic signal upgrades, construction of curb ramps and a driveway at the Elm, Key, and Hill Street Intersection, and striping revisions proposed on Key Boulevard at the cutting intersection.

Persian Drive Sidewalk Addition Sunnyvale, CA
Principal-in-Charge. Sandis provided engineering and surveying services for The City of Sunnyvale's Persian Drive sidewalk addition. Working with the City of Sunnyvale, Sandis designed a sidewalk along Persian Drive from Borregas to Morse Avenue in Sunnyvale. The new sidewalk improves pedestrian connectivity to the Edwina Benner housing project constructed by MidPen housing. The sidewalk is six feet in width and incorporates stormwater management components.

MacArthur BART Transit Village Oakland, CA
Principal-in-Charge. Working with multiple transit agencies, Sandis provided surveying, civil and traffic engineering services for the creation of a $330 million, 7.76 acre transit-oriented mixed-use development. The project increases comfort and safety for bicyclists and pedestrians using Oakland's MacArthur BART Station.

19 Years of Experience
19 Years at Sandis

BS, Civil Engineering
California State University, Chico

Professional Engineer
Civil Engineer CA #70870

Qualified SWPPP Practitioner/ Developer
QSD/P #1069

LEEP AP
USGBC

Additional Relevant Experience

Blake Wilbur Drive Extension Palo Alto, CA

14th Avenue Streetscpae Improvements Oakland, CA

20th Avenue/El Camino Real Southbound Right Turn San Mateo, CA

City of Palo Alto Street Resurfacing Program Palo Alto, CA

MacArthur Davenport & International Boulevard Oakland, CA

RON SANZO, PE, TE, PTOE

PRINCIPAL-IN-CHARGE

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
DECEMBER 28, 2011
EXPIRATION DATE
MARCH 31, 2024
CURRENT DATE / TIME
OCTOBER 18, 2022
1:19:52 PM

LICENSING DETAILS FOR: 79305

NAME: SANZO, RONALD EDMUND III
LICENSE TYPE: CIVIL ENGINEER
LICENSE STATUS: CLEAR

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
DECEMBER 18, 2013
EXPIRATION DATE
MARCH 31, 2024
CURRENT DATE / TIME
OCTOBER 18, 2022
1:21:12 PM

LICENSING DETAILS FOR: 2693

NAME: SANZO, RONALD EDMUND III
LICENSE TYPE: TRAFFIC ENGINEERS
LICENSE STATUS: CLEAR

NATE LEVINE, PE
PROEJCT MANAGER

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
NOVEMBER 21, 2018
EXPIRATION DATE
MARCH 31, 2023
CURRENT DATE / TIME
OCTOBER 18, 2022
1:22:0 PM

LICENSING DETAILS FOR: 89636

NAME: LEVINE, NATHAN
LICENSE TYPE: CIVIL ENGINEER
LICENSE STATUS: CLEAR

JACOB EDWARDS, PE
PROJECT ENGINEER

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
MARCH 29, 2019
EXPIRATION DATE
JUNE 30, 2023
CURRENT DATE / TIME
OCTOBER 18, 2022
1:22:39 PM

LICENSING DETAILS FOR: 90097

NAME: EDWARDS, JACOB MICHAEL
LICENSE TYPE: CIVIL ENGINEER
LICENSE STATUS: CLEAR

BRUCE STORRS, PLS

SENIOR PROJECT MANAGER, SURVEYING

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
APRIL 23, 1993
EXPIRATION DATE
SEPTEMBER 30, 2023
CURRENT DATE / TIME
OCTOBER 18, 2022
1:17:46 PM

LICENSING DETAILS FOR: 6914

NAME: STORRS, BRUCE
LICENSE TYPE: LAND SURVEYOR
LICENSE STATUS: CLEAR

CHRIS CINTEAN, PLS

PROJECT MANAGER, SURVEYING

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
MAY 31, 2012
EXPIRATION DATE
SEPTEMBER 30, 2024
CURRENT DATE / TIME
OCTOBER 18, 2022
1:15:27 PM

LICENSING DETAILS FOR: 8941

NAME: CINTEAN, CHRISTIAN
LICENSE TYPE: LAND SURVEYOR
LICENSE STATUS: CLEAR

MIKE KUYKENDALL, PE, QSD/P, LEED AP

QUALITY ASSURANCE/ QUALITY CONTROL

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
JANUARY 26, 2007
EXPIRATION DATE
JUNE 30, 2023
CURRENT DATE / TIME
OCTOBER 18, 2022
3:2:10 PM

LICENSING DETAILS FOR: 70870

NAME: KUYKENDALL, MICHAEL ANDREW
LICENSE TYPE: CIVIL ENGINEER
LICENSE STATUS: CLEAR

RYAN McCLAIN, PE, TE

PRINCIPAL-IN-CHARGE

About

Ryan has worked in the transportation planning and engineering field since 2001, and has worked in Central Contra Costa County for that entire time. Focusing on multi-modal transportation design and analysis, Ryan provides alternatives development and assessment and transportation engineering design for complete streets projects ranging in size from single intersections to complex multi-jurisdictional corridors and master plans. Ryan works closely with agency staff, stakeholders, and the community to develop engineering solutions that work for all users. Ryan leads Fehr & Peers' company wide Complete Streets Design group is on the executive committee of the international ITE Complete Streets Council. He frequently teaches courses on complete streets design, including recent classes for Caltrans and lectures at UC Berkeley for the pedestrian/bicycle graduate class. Ryan will provide project oversight and technical expertise, and will be responsible for overall quality control of Fehr & Peers' deliverables.

Relevant Experience

Alameda County Safe Routes to School (SR2S) Alameda, CA

Fehr & Peers developed a Safe Routes to School plan for each of the 35 schools within unincorporated Alameda County. Fehr & Peers engaged school staff, principals, and parents at each school site with a walking audit and brainstorming session to identify potential improvements to the walking and bicycling environment including traffic calming elements, crosswalk enhancements, vehicle circulation modifications, and bikeway and sidewalk gap closures. We presented the issues and solutions on 35 school fact sheets, providing a clear and concise tool for communicating the County's plans to all stakeholders. The project also included extensive educational programs for students and parents and identification of funding options for long-term improvements. Ryan served as project manager.

Martinez School District Circulation Martinez, CA

Fehr & Peers observed on-site and off-site vehicle and pedestrian circulation at John Muir and John Swett Elementary Schools in the Martinez Unified School District. After meeting with District and School personnel, Fehr & Peers developed near- and long-term recommendations to improve safety and circulation. Ryan managed this project.

Active Transportation Plan Design Albany, CA

Ryan served as project manager to deliver plans, specifications, and cost estimates for implementation of 15 of the City of Albany's bicycle projects identified in their Active Transportation Plan. The projects included bike lanes, sharrows, bicycle boulevards, traffic calming devices, and wayfinding signage throughout the City, connecting important routes between El Cerrito and Berkeley. Ryan worked with City staff, the City's Traffic and Safety Commission, and the Albany Strollers and Rollers to develop plans that met the needs of the community. Community outreach was critical for the success of the project.

20 Years of Experience

15 Years at Fehr & Peers

Professional Engineer

Civil Engineer CA #67002

Traffic Engineer

CA #2714

B.S. Civil Engineering

California Polytechnic State University, San Luis Obispo

Awards

- Telegraph Avenue Complete Street Design and Implementation: America's Best New Bikeway of 2016 (ranked #6), People for Bikes. http://peopleforbikes.org/blog/americas-best-new-bike-lanes-of-2016/
- Van Wagoner Award, ITE Western District, Best paper published by a member in the ITE Journal, 2020 https://westernite.org/annual-meetings/awards/vanwagoner-award/

Expertise

- Transportation Design
- Conceptual Design and Cost Estimation
- Pedestrian and Bicycle Facility Design
- Traffic Engineering
- Temporary Traffic Control
- Traffic Impact Analysis

RYAN McCLAIN, PE, TE

PRINCIPAL-IN-CHARGE

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
JUNE 25, 2004
EXPIRATION DATE
SEPTEMBER 30, 2024
CURRENT DATE / TIME
OCTOBER 18, 2022
1:12:54 PM

LICENSING DETAILS FOR: 67002

NAME: MCCLAIN, RYAN JAMES
LICENSE TYPE: CIVIL ENGINEER
LICENSE STATUS: CLEAR

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

ISSUANCE DATE
DECEMBER 19, 2014
EXPIRATION DATE
MARCH 31, 2023
CURRENT DATE / TIME
OCTOBER 18, 2022
1:13:51 PM

LICENSING DETAILS FOR: 2714

NAME: MCCLAIN, RYAN JAMES
LICENSE TYPE: TRAFFIC ENGINEERS
LICENSE STATUS: CLEAR

ASHLEE TAKUSHI

PROJECT MANAGER

About

Ashlee is drawn to transportation engineering because of the potential to improve communities by understanding their local goals and needs, while offering innovative ideas that have been successfully implemented in other regions by similar community types. Since joining Fehr & Peers, Ashlee has worked on a variety of projects, gaining experience and interest in transportation impact analyses, pedestrian planning and design, and citywide safety planning. Working on a handful of Systemic Safety Analysis Reports, Local Road Safety Plans, Vision Zero Plans, and Active Transportation Plans throughout the North Bay, East Bay, and the Central Valley has allowed Ashlee to approach each project with the local context in mind, and tailor each plans needs to both the agency and community's needs. Ashlee is well-engaged in roadway safety work, serving as a leader in the company's Safety Discipline Group, and serving as a board member of the ITE San Francisco Bay Area Chapter. She is committed to working closely with local agencies to develop community driven solutions that improves safety for all users.

Relevant Experience

Contra Costa County Safety Action & Vision Zero Plans Contra Costa County, CA
Ashlee is serving as the project manager in the development of Contra Costa County's Safety Action and Vision Zero Plans. The Safety Action Plan focused on preparing a collision landscape analysis and a high-injury network based on the most recent (2014-2018) collision data. The team presented the analysis to a stakeholder advisory group and solicited feedback, as well as created a community outreach webmap to understand where the community felt unsafe walking, biking, or driving. The Vision Zero Action Plan supplemented the engineering-focused recommendations from the Safety Action Plan to include road users and post-crash care. Strategies were identified along with the responsible party/parties to lead the actions of reducing KSI collision.

Concord Local Road Safety Plan Concord, CA
Ashlee assisted with Fehr & Peers' effort in developing Concord's Local Road Safety Plan (LRSP), which identifies priority safety improvement projects based on high-risk roadway features that are correlated with particularly severe collision types. Development of the LRSP will incorporate input from a multi-disciplinary stakeholder group organized by Fehr & Peers. Strategies will include roadway design projects, education programs, and enforcement efforts, based on safety efficacy research and equity best practices. These strategies were also dynamically adapted in the wake of tragic crashes that occurred.

Pleasant Hill Road Complete Streets – Traffic Analysis Pleasant Hill, CA
Ashlee assisted with the existing conditions and roadway lighting analysis for the Pleasant Hill Road Complete Streets project. The analysis focused on improving conditions for pedestrians and bicyclists along the corridor. Ashlee used Synchro to analyze the existing conditions LOS and AGi to assess existing lighting levels and made recommendations for locations where street lighting can be improved.

5 Years of Experience
4 Years at Fehr & Peers

B.S. Civil Engineering
California Polytechnic State University, San Luis Obispo

Engineer in Training
CA #165048

Institute of Transportation Engineers (ITE) Member
#1079180

Additional Relevant Experience

Shadelands Multi-Modal Improvement Plan Walnut Creek, CA
Fehr & Peers is preparing a multi-modal improvement plan for the Shadelands Business Park. Ashlee assisted in creating the existing conditions report that includes analysis of the roadways, pedestrian networks, bicycle networks, transit services, parking, wayfinding signage, street lighting, and connections to parks and key off-site destinations. The next phase of the project is a recommendations report where Ashlee will be providing conceptual designs, analysis, and alternatives evaluation to make Shadelands a safer multi-modal-friendly community.

SUSIE HUFSTADER

OUTREACH COORDINATOR

About

Susie is a senior transportation planner in Fehr & Peers' Oakland office, where she focuses on bicycle and pedestrian planning, stakeholder engagement, and community partnerships. She has two years of professional planning experience and four years of experience as Advocacy Manager at Bike East Bay prior to joining Fehr & Peers. Passionate about active transportation and complete streets design, Susie approaches her work with an eye towards making bicycling and walking safe and accessible. She is committed to supporting communities navigate design decisions and advance complex projects to improve safety and equitable mobility.

Relevant Experience

Contra Costa Countywide Pedestrian Needs Assessment Contra Costa County, CA
Susie was the project planner for the Contra Costa Countywide Pedestrian Needs Assessment, part of the Contra Costa Transportation Authority's Vision Zero and Systemic Safety Approach. The Pedestrian Needs Assessment catalogues and evaluates pedestrian infrastructure in Contra Costa to better understand pedestrian facility gaps and the estimated level of investment needed to improve pedestrian facilities in countywide pedestrian priority areas. Susie supported the development of a data-driven approach to inventory pedestrian infrastructure, identified "Priority Project Types" based on collision trends and a review of recent local plans, and developed order-of magnitude cost estimates at the project- and countywide-level.

San Leandro Crosstown Corridors Study San Leandro, CA
Susie is the project manager for the San Leandro Crosstown Corridors Study, a two-corridor complete streets study that will result in pedestrian and bicycle concept designs for the City to take forward for future funding. As part of the plan process, Susie conducted a systemic safety analysis of pedestrian and bicycle collision history, developed bikeway design alternatives, and led the implementation of a multi-location "tactical urbanism" outreach event to gather feedback on the conceptual streetscape design.

Grand Street Rehabilitation PS&E Alameda, CA
Fehr & Peers provided transportation engineering support to improve bicycle and pedestrian access along Grand Street, between Shoreline Drive and San Antonio Ave, in the City of Alameda as part of the pavement rehabilitation project being designed by a civil engineering partner. Susie performed an evaluation of a separated bikeway alternative that included safety, parking, and ridership analysis. She also supported the conceptual streetscape design.

UC Berkeley Oxford Street Analysis Berkeley, CA
Fehr & Peers supported the urban design process for Oxford Street adjacent to UC Berkeley with a high-level multi-modal assessment of comfort, safety, and operations on the corridor. Susie served as Project Manager.

7 Years of Experience
2 Years at Fehr & Peers

B.A. German Studies and History
Colby College

M.A. History
University of Chicago

Certifications
League of American Bicyclists — League Cycling Instructor certification

Expertise

- Bicycle and Pedestrian Planning
- Complete Streets Planning
- Systemic Safety
- Stakeholder Engagement
- Community Outreach

Additional elevant Experience

Alameda CTC Countywide Bikeway Network Alameda, CA
Fehr & Peers provided planning support for the Alameda CTC to develop a Countywide Bikeway Network to advance recommendations in the 2020 Countywide Transportation Plan (CTP) and 2019 Countywide Active Transportation Plan (CATP). The Countywide Bikeway Network included GIS analysis, map graphics, and network evaluation with a full network adopted in 2022. Fehr & Peers is currently developing and implementation strategy and design guide for the network. Susie is managing this project.

TERENCE ZHAO

VISUAL COMMUNICATIONS

About

Terence Zhao is a transportation planner in Fehr & Peers' Walnut Creek office. Terence focuses his work on the intersection of transportation planning, mapping, and visual communications. He works hard to turn complicated concepts and data sets into compelling visuals that everyone can understand. He is also well-engaged in roadway safety work in a variety of settings all around the country, ranging from small towns to entire counties, and is experienced in performing a variety of work like collision analyses, creating high-injury networks, and finding novel ways of better visualizing collision locations and patterns. Terence will assist the team in creating high-quality, easy to read graphics that showcase potential design plans for Corliss Drive.

Relevant Experience

CCTA Countywide Bike and Pedestrian Plan Implementation Contra Costa County, CA
Terence is managing Fehr & Peers' current efforts working with CCTA to develop a Vision Zero and Systemic Safety Approach for Contra Costa County. As part of this effort, Terence is developing countywide high-injury networks for bicycles, pedestrians, and motor vehicles using a decade's worth of collision data and analyzing collision typologies for Contra Costa County to better understand and visualize countywide collision trends. These findings were then used to create guidance and frameworks for local jurisdictions throughout Contra Costa to advance roadway safety county-wide.

Contra Costa County Active Transportation Plan Contra Costa County, CAFehr & Peers developed an Active Transportation Plan for Contra Costa County. The project has the goal of promoting walking and bicycling, along with other forms of active travel, while making roadways more accessible to communities. Building off the County's recently complete Vision Zero effort, which included a high-injury network and collision hotspot analysis, the ATP identifies projects and policies for improving safety, mode shift, and transportation choice across the unincorporated county. A critical part of the project is identifying future active transportation infrastructure needs, and prioritizing projects throughout the County that meet community need and demand. The prioritization framework for the project identifies a clear set of needs and priorities based on equity, safety, connectivity to regional transportation facilities, and the potential for mode shift. Terence served as the data analysis and visualization lead for the project.

Durham Intermediate School Access and Circulation Study Durham, CA
Durham Unified School District is in the process of developing plans to update and improve the Durham Intermediate School site, which is shared with the local elementary and high schools. Fehr & Peers reviewed the proposed site plan alternatives and made recommendations to improve the efficiency of on- and off-site circulation for buses, vehicles, pedestrians, and bicycles that maximizes throughput as well as safety for all users.

3 Years of Experience
3 Years at Fehr & Peers

M.A. Sociology
Stanford University

B.A. with Honors, Urban Studies
Stanford University

Publications
626: The Rise of an Asian American Suburb and the Future of Housing and Place in America, honors thesis, 2019, available at: https://purl.stanford.edu/rz632jx3679.

Expertise

- Geographic Information Systems (GIS)
- Graphic Design
- Visual Communications
- Data Visualization
- Social science research
- Stata

WILL BURNS

PRINCIPAL PROJECT MANAGER

19 Years of Experience
5 Years at David J. Powers

B.A. Environmental Studies and Global Studies
University of California, Santa Barbara

Professional Organizations
Association of Environmental Professionals

American Planning Association

American Institute of Certified Planners

About

Will Burns is a Vice President and Principal Project Manager for the company and has 19 years of experience in the environmental field preparing documents for both private and public sector projects. His project experience includes roadway widening and modification, bridge replacements, multi-use pathway, and pedestrian/bicycle safety projects. Mr. Burns is an expert in managing the environmental process to meet the requirements of Caltrans and local, State, and federal permitting agencies. As a Principal Project Manager, Mr. Burns:

- Provides management and oversight in preparation of environmental documents by others, ensuring defensibility and consistency. Mr. Burns ensures that all documents reflect the best available technical expertise.
- Advises public and private sector clients on CEQA and NEPA processes and procedures.
- Manages preparation of environmental documents required under California and Federal laws including Environmental Impact Reports (EIRs), Initial Study/Negative Declarations (IS/ND), and Environmental Assessments (EA).

Relevant Experience

South SF Grand Boulevard Improvements NEPA/CEQA
Mr. Burns was the Project Manager for preparation of Caltrans technical memos for air quality, biological resources, and visual impacts resulting from multi-modal improvements to El Camino Real in the City of South San Francisco. The project was processed with Caltrans Local Assistance and also required preparation of NEPA and CEQA CEs.

Santa Rosa U.S. Highway 101 BPOC IS/CE
Mr. Burns was Principal/Project Manager for the preparation of a CEQA IS and NEPA CE with Caltrans and the City of Santa Rosa for a bike and pedestrian bridge over U.S. 101. Technical reports/memos required by Caltrans include noise, air quality, biological, cultural, visual impact, community impact, traffic, hazardous materials, and hydraulics.

Richmond-San Rafael Bridge Access Improvements Marin County, CA
Mr. Burns was Principal/Project Manager for the preparation of technical reports/memos and CEQA Categorical Exemptions for three projects in Marin County approaching the Richmond-San Rafael Bridge for TAM. The projects involved freeway on- and off-ramp modifications, merging lane improvements, intersection improvements, and Class 1/Class 4 bike/ped improvements. Technical analyses consistent with Caltrans SER requirements were prepared for the projects with a focus on biological and cultural resources.

CONNOR TUTINO

ASSOCIATE PROJECT MANAGER, ENVIRONMENTAL

About

Connor Tutino is an Associate Project Manager for the company with three years of experience preparing environmental review documents. He collaborates with other members of the staff to prepare documents in compliance with CEQA and NEPA. His educational background, strong work ethic, and experience in biological research and habitat restoration make him an asset to DJP&A.
As an Associate Project Manager, Mr. Tutino:

- Drafts various environmental documents including Environmental Impact Reports, Initial Studies, and Categorical Exemptions, in conformance with the requirements of CEQA.
- Provides detailed analysis of potential environmental impacts, identifies mitigation measures, and develops alternative solutions.
- Assists in project management, including coordination and budget and schedule oversight.

Relevant Experience

Churchill Avenue/El Camino Real Intersection Improvements CE Palo Alto, CA
Mr. Tutino assisted in the preparation of a CEQA CE for the City of Palo Alto. The project included several bicycle and pedestrian improvements within the existing right-of-way along Churchill Avenue. In addition to assisting prepare the Notice of Exemption, Mr. Tutino assisted in the preparation of a Background & Assumptions Memo for the project detailing why the project qualified for a Class I Existing Facilities CE.

Meekland Avenue Corridor Improvements CEQA/NEPA CE Alameda County, CA
Mr. Tutino is currently assisting in the preparation of the Caltrans technical memos for this project. A NEPA and CEQA CE will be prepared for both Caltrans and the County of Alameda, respectively. The project proposes to enhance multimodal connectivity along the Meekland Avenue corridor, including the replacement of the San Lorenzo Creek Bridge.

Arroyo Road Bridge Replacement CEQA/NEPA, Alameda County, CA
Mr. Tutino is currently assisting in the preparation of Caltrans technical memos to support a NEPA CE and a CEQA IS/MND for this project. The project proposes to replace the existing Dry Creek bridge along Arroyo Road and provide a new Class I bike path.

4 Years of Experience
3 Years at David J. Powers

B.S Environmental Science
California State University, East Bay

Professional Organizations
Association of Environmental Professionals

Publications
"California Red-Legged Frog Response to Pond Restoration." Western Wildlife. Vol. 6, 2019, pp. 45-49.

LOGAN MEDEIROS, PE, GE

ASSOCIATE ENGINEER/ PROJECT MANAGER, GEOTECHNICAL

About

Mr. Medeiros has over 17 years of geotechnical engineering experience and provided project management, subsurface investigation, engineering design, and construction observation services for numerous projects throughout the greater San Francisco Bay Area and nationally. He has evaluated sites with complex subsurface conditions, such as soft soils, liquefiable soils, and unstable slopes. He has worked on projects for educational facilities, commercial developers, affordable and market-rate residential developers, government agencies, and litigation support.

Mr. Medeiros has developed design recommendations for slope stabilization, ground improvement systems, deep excavations, deep and shallow foundations, and temporary shoring and retaining walls. His integrated expertise provides insights that help clients make informed decisions early in a project lifecycle. Mr. Medeiros will be the Project Manager and the primary contact for geotechnical scope of this project. He will direct the efforts of the team to ensure consistency with client expectations and contract obligations. He will actively manage the geotechnical investigation and preparation of design recommendations.

Relevant Experience

Sherwin Williams Mixed-Use Development Emeryville, CA
8.55-acre development with four 5-and 7-story buildings, internal streets, and a public park at a former manufacturing facility

Pathline Park Office Development, Peery Park Sunnyvale, CA
42-acre campus with 13 buildings and four parking structures

MacArthur BART Transit Village Oakland, CA
New Street and Infrastructure Improvements

Alameda Marina Redevelopment Alameda, CA
44-acre marina/former industrial site. Redevelopment includes rehabilitation of ~4,000 feet of waterfront slopes and seawalls and construction of three residential developments and new maritime facilities.

Applicable Professional Licensure

BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGISTS

LICENSING DETAILS FOR: 2957

NAME: MEDEIROS, LOGAN DUTY
LICENSE TYPE: GEOTECHNICAL ENGINEER
LICENSE STATUS: CLEAR
ADDRESS
270 GRAND AVENUE
OAKLAND CA 94610
ALAMEDA COUNTY

ISSUANCE DATE
DECEMBER 28, 2011
EXPIRATION DATE
DECEMBER 31, 2023
CURRENT DATE / TIME
OCTOBER 10, 2022
4:49:14 PM

LICENSE RELATIONSHIPS

NAME: MEDEIROS, LOGAN DUTY
LICENSE/REGISTRATION TYPE: CIVIL ENGINEER
LICENSE NUMBER: 71574 **PRIMARY STATUS:** CLEAR

ADDRESS :
270 GRAND AVENUE
OAKLAND CA 94610
ALAMEDA COUNTY
MAP

17 Years of Experience
11 Years at Rockridge Geotechnical

Professional Engineer
Civil Engineer CA #C71574

Geotechnical Engineer
CA #GE2957

M.S. GeoEngineering
University of California, Berkeley

B.S. Civil Engineering
California Polytechnic State University, San Luis Obispo

Affiliations
Earthquake Engineering Research Institute (EERI), 2008 to present

Chi Epsilon – National Civil Engineering Honor Society, 2002 to present

Expertise

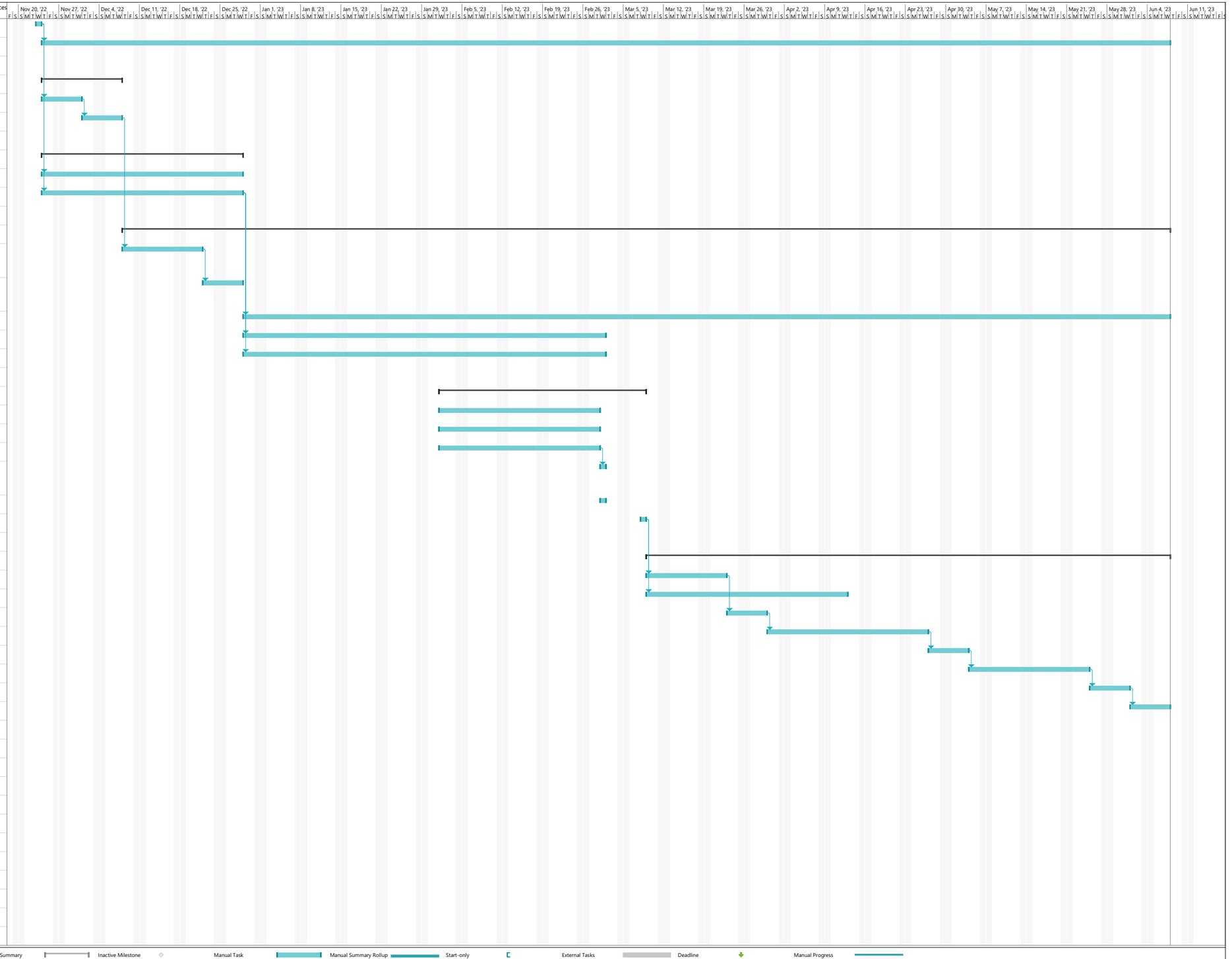
- Geologic hazard evaluations
- Site response analyses for liquefiable sites
- Deep foundation design
- Ground improvement for mitigation of weak, highly compressible, and liquefiable soils
- Slope stability evaluations
- Deep excavation support
- Geotechnical services during construction

TASK SUMMARY

TASK	SANDIS										FEHR & PEERS							DJP&A			Rockridge					Task Hours
	Director Engineering/PIC (Sandis) *Ron Sanzo*	Engineering Project Manager (Sandis) *Nate Levine*	Project Engineer (Sandis) *Jacob Edwards*	Design Engineer (Sandis) *Brendan Pang*	Survey Project Manager (Sandis) *Chris Cintean*	Field Surveyors (Sandis) *Field Staff*	Utility Locator (Sandis) *Field Staff*	Project Surveyor (Sandis) *Yuen Zhou*	Survey Technician (Sandis) *Casidy Ivie*	Allowance	Project Manager *Ashlee Takushi*	Principal (PIC) *Ryan McClain*	Outreach Coordinator *Susian Hustafer*	Technical Analyst Staff	Visual Comm *Terence Zhao*	Admin	Allowance	Environmental Lead/ Principal PM *Will Burns*	Associate Project Manager *Conor Tutino*	Graphic Artist *Office Staff*	Associate Engineer (Rockridge) *Logan Madeiros*	Senior Engineer (Rockridge) *Darcie Haffiali*	Field Engineer (Rockridge) *Field Staff*	Geotechnical Laboratory	Graphics (Rockridge) *Office*	
1. Project Management (All Phases)	4	28	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	16	0	0	0	58
1.1 Project Coordination, Communication, Kick Off	2	20	2																		8	16				48
1.2 Project Work Plan (and QA/QC Plans)	2	8																								10
PHASE I																										
2. Research and Data Review	0	4	8	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22
Data Request Documentation (Sent and Received)		2	4					6																		12
Summary of data requested and Gathered		2	4					4																		10
3. Site Investigation and Surveys	0	6	8	16	14	40	24	20	40	0	6	2	0	16	1	3	0	0	0	0	4	12	28	0	6	246
3.1 Maps, reports, survey, etc		2	2		14	40	24	20	40		6	2	0	16	1	3					4	12	28	1150	6	220
3.2 Damaged/Substandard Facilities Table		3	4	8																						15
3.3 Notification Letters		1	2	8																						11
OPTIONAL TASK: Potholing		2				8			4	7500																14
OPTIONAL TASK: Pavement Coring										3500																0
OPTIONAL TASK: Additional Traffic Analysis											6	4	0	30	2	5	1850									47
4. Stakeholder Outreach	0	34	0	0	0	0	0	0	0	0	27	20	104	0	40	25	0	0	0	0	0	0	0	0	0	250
4.1 Communications Plan		2									2	3	8	0	0	2										17
4.2 Postcards											2	2	8	0	16	4	1500									32
4.3 Website											5	3	24	0	0	4	500									36
4.4 Community Meetings		20									8	5	40	0	16	9	1500									98
4.5 Town Council		12									8	5	12	0	0	3	500									40
4.6 Outreach Summary											2	2	12	0	8	3										27
5. Basis of Design Memorandum	0	12	6	0	0	0	0	0	0	0	22	11	0	0	14	5	0	2	6	0	0	0	0	0	0	78
5.1 Three Conceptual Alternatives		4	2								10	5	0	0	12	3		2	6							44
5.2 Draft Administrative Basis of Design Memorandum		4	2								6	4	0	0	1	1										18
5.4 Conference Call with Town Staff, Community Workshops, Council + Final Memo Documentation		4	2								6	2	0	0	1	1										16
6. Plans, Specifications and Estimates (PS&E)	0	72	108	150	0	0	0	0	0	0	1	4	0	2	0	1	0	16	26	4	7	0	0	0	0	391
6.1 Conceptual (30%) Design		20	20	30							1	4	0	2	0	1										78
6.2 CEQA Clearance (Depending on design)		8																16	26	4						54
6.3 60% Design for Corliss Drive		20	48	60																	4					132
6.3 90% Design for Corliss Drive		12	20	40																	2					74
6.4 Final Bid Documents (Ready for Bidding)		12	20	20																	1					53
7. Property Owner and Utility Coordination (Optional Task)	0	16	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36
Additional Coordination		16	20																							36
8. Permitting Support (Alternat - As Needed)	0	16	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36
Additional Coordination		16	20																							36
PHASE II																										
9. Bid Phase Support	2	14	10	12	0	0	0	0	0	0	1	4	0	2	0	1	0	0	0	0	0	0	0	0	0	46
9.1 Addenda	1	4	8	12							1	4	0	2	0	1										33
9.2 Contractor Questions		4																								4
9.3 Attend Pre-Bid Meetings		4																								4
9.4 Conform Bid Documents	1	2	2																							5
10. Construction Support	2	38	24	4	0	0	0	0	0	0	1	4	0	2	0	1	0	0	0	0	0	0	0	0	0	76
10. Precon Meeting		2									1	4	0	2	0	1										10
10.2 Construction Meetings and Site Inspections		12																								12
10.3 RFI and Material Submittal Review		8	12																							20
10.4 Punch List and Warranty Inspection		8	8																							16
10.5 Town Support of Contractor Claims	2	4																								6
10.6 Record Drawings		4	4	4																						12
Staff Hours	8	240	206	182	14	40	24	30	40	0	58	45	104	22	55	36	0	18	32	4	19	28	28	0	6	
Total																										**1,167**
Total With Optional Tasks																										**1,300**

SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	Predeces
1		NTP	1 day	Wed 11/23/22	Wed 11/23/22	
2		**1. Project Management**	140 days	Thu 11/24/22	Wed 6/7/23	1
3						
4		**2. Research and Data Review**	**10 days**	**Thu 11/24/22**	**Wed 12/7/22**	
5		Data Collection	5 days	Thu 11/24/22	Wed 11/30/22	1
6		Data Review / Compilation	5 days	Thu 12/1/22	Wed 12/7/22	5
7						
8		**3. Site Investigation and Surveys**	**25 days**	**Thu 11/24/22**	**Wed 12/28/22**	
9		Prepare Surveys	25 days	Thu 11/24/22	Wed 12/28/22	1
10		Prepare Letters, Studies and Reports	25 days	Thu 11/24/22	Wed 12/28/22	1
11						
12		**4. Stakeholder Outreach**	**130 days**	**Thu 12/8/22**	**Wed 6/7/23**	
13		Prepare draft communications plan & supporting documents	10 days	Thu 12/8/22	Wed 12/21/22	6
14		Prepare final communications plan & supporting documents	5 days	Thu 12/22/22	Wed 12/28/22	13
15		Establish and Maintain Website	115 days	Thu 12/29/22	Wed 6/7/23	10
16		Facilitate Stakeholder Meetings	45 days	Thu 12/29/22	Wed 3/1/23	10
17		Attend Council Meetings	45 days	Thu 12/29/22	Wed 3/1/23	10
18						
19		**5. Basis of Design Memorandum**	**26 days**	**Wed 2/1/23**	**Wed 3/8/23**	
20		Prepare Concepts	20 days	Wed 2/1/23	Tue 2/28/23	
21		Prepare draft Basis of Design	20 days	Wed 2/1/23	Tue 2/28/23	
22		Prepare base and ROW maps	20 days	Wed 2/1/23	Tue 2/28/23	
23		Meet with Town to review draft documents	1 day	Wed 3/1/23	Wed 3/1/23	22
24		Present to public/stakeholder worksho	1 day	Wed 3/1/23	Wed 3/1/23	
25		Present to Town Council	1 day	Wed 3/8/23	Wed 3/8/23	
26						
27		**6. Plans, Specifications, and Estimates**	**65 days**	**Thu 3/9/23**	**Wed 6/7/23**	
28		30% Design	10 days	Thu 3/9/23	Wed 3/22/23	25
29		CEQA Clearance Documents	25 days	Thu 3/9/23	Wed 4/12/23	25
30		City Review Period	5 days	Thu 3/23/23	Wed 3/29/23	28
31		60% Design	20 days	Thu 3/30/23	Wed 4/26/23	30
32		City Review Period	5 days	Thu 4/27/23	Wed 5/3/23	31
33		90% Design	15 days	Thu 5/4/23	Wed 5/24/23	32
34		City Review Period	5 days	Thu 5/25/23	Wed 5/31/23	33
35		Final Bid Docs	5 days	Thu 6/1/23	Wed 6/7/23	34
36						
37		**9. Bid Phase Support**	**0 days**	**Tue 10/18/22**	**Tue 10/18/22**	
38		Attend pre-bid meetings				
39		Respond to bid RFIs				
40						
41		**10. Construction Support**	**0 days**	**Tue 10/18/22**	**Tue 10/18/22**	
42		Attend pre-con meeting				
43		Respond to contractor RFIs				
44		Review material submittals				
45		Attend punch walk				
46		Provide punch list				
47		Prepare Record Docs				



Project: Project schedule
Date: Wed 10/19/22

Task, Split, Milestone, Summary, Project Summary, Inactive Task, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, External Tasks, External Milestone, Deadline, Progress, Manual Progress

Page 1

NON-COLLUSION STATEMENT

NON-COLLUSION STATEMENT

The Consultant declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Consultant has not directly or indirectly induced or solicited any other Consultant to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Consultant or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Consultant has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Consultant or any other Consultant, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Consultant, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Consultant has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

CERTIFICATION OF INSURANCE REQUIREMENTS

CERTIFICATION OF INSURANCE REQUIREMENTS

October 13, 2022

Town of Moraga
Public Works, Engineering
Attn: Bret Swain
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556
925.888.7025

RE: Town of Moraga RFP/Q Engineering Design Services for Corliss Drive Safe Routes to School Project

Dear Bret Swain,

Sandis understands and can comply with the Town's insurance requirements and form types. Sandis understands the Town's contract form, indemnification, conflicts of interest provisions, and insurance are understood and can meet the insurance limits and requirements. The individual authorized to negotiate the final contract must sign the letter. Associate Prinicpal Ron Sanzo, PE, TE, PTOE is legally authorized to negotiate the final contract.

Thank you,

Ron Sanzo, PE, TE, PTOE
Director-of-Engineer, Associate Principal
925.786.9348 I rsanzo@sandis.net

ATTACHMENT D

Sandis' Revised Scope of Services

ATTACHMENT D
Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

SCOPE OF SERVICES

The scope of services described herein include the engineering, design, and related services for the Corliss Drive Safe Routes to School Project. The Scope of Services was revised as part of the contract negotiations during Consultant selection. The Consultant will be required to submit all electronic files generated during the course of the Project to the Town, including but not limited to design files (AutoCAD format), GIS shapefiles, and all design calculations and models prepared for the Project (Word and/or Excel format).

The Scope of work shall include the following activities:

1. Project Management
The intent of this task is for the Consultant to manage this Scope of Services such that the work is completed within the fee and schedule limitations of the contract while ensuring all services and deliverables indicated by the Consultant meet Town and Project requirements. The work scope and costs associated with each phase shall be clearly separated into the associated phase.
The Consultant shall perform all necessary project management activities for the Design of the Project, including, but not limited to, the following:

1. Manage Integration - identify, define, combine, unify, and coordinate the processes and activities internal to the project and those external that affect the project. Processes and activities that require Town input, support, or ownership will be identified by the consultant team and coordinated with the Town.

2. Manage Scope – ensure that the project includes all known work necessary to ensure successful development and completion of the project.

3. Manage Schedule – ensure timely completion of milestones and the project as a whole.

4. Budget and Costs – plan, estimate, budget, and control costs so that the project can be completed within the contracted budget.

5. Manage Quality – implement activities, procedures, practices, and policies to ensure control and assurance of the quality of products and deliverables meets or exceeds client's expectations, industry standards, and contractual obligations.

6. Manage Resources – efficiently and cost-effectively utilize human resources and equipment to optimal effect to meet or exceed other management objectives and project needs.

ATTACHMENT E
Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

7. Manage Communications (internal and external) – ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information.

8. Manage Risk - conduct risk management planning, identification, analysis, response planning, and controlling risk, or potential for exposure risk to the Owner and the Public on the Project.

9. Manage Procurement - purchase or acquire products, services, or results needed to complete the Project. Processes in this area include Procurement Planning, Solicitation Planning, Solicitation, Source Selection, Contract Administration, and Contract Closeout. We assume no procurements will be required to complete this project.

10. Manage Stakeholder Engagement - identify with Town support/input/direction all key persons or organizations significantly impacted by the project, analyze stakeholder expectations and impact on the project, and develop appropriate management strategies to effectively engage stakeholders in project decisions and execution.

The Consultant will maintain effective communications among the Town and Consultant team members, obtain Stakeholder input on work in progress, and provide a forum for consensus building and decision-making.

The Consultant shall assist the Town with coordination and communication with appropriate regulatory or other agencies, as necessary, to execute this Scope of Services. This task includes support in drafting correspondence to external agencies related to the Consultant's Project activities.

The Consultant shall meet with the Town on a periodic basis (initial kick-off meeting and once a month at a minimum) according to a Project Communications Plan (Communication Plan) and shall provide Scope, Schedule, and Budget baselines to be tracked and updated continuously throughout both phases of the project. For each meeting and workshop, the Consultant will prepare the meeting agenda and meeting minutes and submit them for review by the Town. The Consultant will lead the meetings.

The Consultant shall hold a kick-off meeting with the Town at the start of the project. The purpose of the kick-off meeting is to introduce key Town and Consultant team members, acquaint all participants with the purpose and expectations of the Project, describe team members' roles and responsibilities, describe Project procedures, and summarize the scope and schedule.

The Consultant shall organize and lead meetings with the Town to go over and resolve all the Town's comments and edits to the Project Work Plan and Scope of Work. The Consultant and

the Town shall meet periodically to discuss the status of the scope, schedule, and budget for the Project at least once a month.

Additionally, the Consultant shall hold, organize, and lead workshops with the Town to discuss PS&E development and comments at periodic phases, including Preparation of Basis of Design, Public Outreach events, CEQA, 30%, 60 %, 90% design, Bid advertisement, bidding, and construction phases. The Consultant shall be responsible for gathering and documenting all comments, incorporating them into the PS&E where appropriate, and documenting where they were incorporated or justification for not including them in a table.

Project Work Plan

The Consultant shall prepare a Project Work Plan outlining activities necessary to meet the expectations of the Town to complete the project. Project management processes shall consider all of the following activities: Initiation, Planning, Executing, Monitoring, Controlling, and Close-out. The Project Work Plan shall include Project objectives, a discussion of the Consultant's approach to work, a copy of the final Scope of Work, requirements, constraints, a detailed Project Schedule (showing major tasks and deliverables), a breakdown of the Consultant's costs for the major tasks, a list of the Consultant's team members and their roles and responsibilities, communication protocols (internal and external), document control procedures, and other administrative procedures. The Project Work Plan shall include a Project Quality Assurance and Quality Control (QA/QC) Plan documenting the Consultant's procedures to ensure the Consultant's services and deliverables meet the Town's requirements and accepted practices and standards of the Consultant's profession. The Town reserves the right to request and review the Consultant's Project documentation demonstrating its adherence with their own quality assurance procedures. The Consultant shall identify the primary contact for the Town in the Work Plan. The Town will review and provide comments and request edits to the Project Work Plan, including details of the work required for the project. The Consultant will issue an updated Project Work Plan, including finalized task scope details, for the Town's review and approval, prior to the beginning of each task scope.

The Consultant will lead the Town's public outreach activities as related to coordination, preparation, and participation, including preparing presentation materials, attendance at meetings, preparation of newsletters, graphics, updates to the Project website, developing responses to questions, and performing other tasks as directed by the Town.

The Consultant will prepare a baseline project schedule with milestones and update it regularly, at a minimum monthly, and achieve completion of the project on schedule. The Project Schedule shall show planned meetings and activities to be performed, including critical paths, milestones, and activities to be performed by or dependent upon by others (externally) that will affect the schedule. The Consultant shall coordinate with external agencies and the Town to determine the timeline for those activities to be performed by others. These external activities might include agency review for various agencies' approvals, Town review, Town Council

approval, or processes. Project schedule shall track progress on all tasks at the subtask level. The schedule shall not incorporate labor hours or costs. Updates to the project schedule shall include an indication of the progress for each task, anticipated work during the next month, and potential changes to the project schedule or Scope.

Task 1 – Deliverables:
1. Attend a kick-off meeting.
2. Regularly Coordinate and Communicate with Town, including regular weekly meetings, as needed.
3. Prepare Project Schedule (Baseline, 3-week look-ahead and Monthly Updates).
4. Prepare a Project Work Plan, including a QA/QC Plan (Draft, Final Draft, and Final), which describes all the Consultant's project management activities outlined above, the methods of implementation and product delivery, and mitigation measures to meet project objectives.
5. Prepare meeting agendas, minutes, and presentations.
6. Coordinate and communicate with external agencies as necessary.

2. Research and Data Review
The Consultant shall gather and review any available information, reports, data, as-builts, and record drawings including, but not limited to, the Town's General Plan, Livable Moraga Plans, Zoning, Plat Maps, Easement/Right of Way descriptions, and any previous applicable studies, reports, and related information. The Consultant shall request and gather available project related information from various available sources, including, but not limited to, the Town, Contra Costa County, East Bay Municipal Utilities District (EBMUD), Central Contra Costa Sanitation District (CCCSD), Pacific Gas and Electric Company (PG&E), Contra Costa County, and any other appropriate utilities or sources of information.

The intent of this task is to prepare research, gather, collect and review relevant data to inform stakeholders, support the Basis of Design Memorandum, support the preparation of PS&Es, and support the coordination between the Town, property owners, and utility companies regarding the future projects and potential need for relocations.

The Consultant shall gather available maps, record drawings, geotechnical reports and other available data from utility companies, Contra Costa County, or the Town of Moraga. Data may be available through the Town for roads or public facilities constructed within the Town of Moraga limits and after 1974, when the Town was established. Data for projects constructed outside the Town limits or prior to 1974 may be available through Contra Costa County. The intent, to the degree possible, is to accurately identify utility depths and locations, utility pole locations and construction offsets, other possible utility conflicts for further investigation, the structural section of pavements, the need for additional right-of-way and easements, existing soils conditions underlying the pavement, existing driveway cuts and entryways to adjacent parcels, and any other conditions or facilities that may impact the project design or construction.

The Consultant shall screen data gathered for conflicting facilities that may require relocation prior to or as part of the project. Project areas where conflicts exist that require additional time for relocation shall be considered in the recommendation of a preferred design alternative. Coordinate with the respective utility companies or owners where planned utility projects may occur within the project boundaries.

Task 2 – Deliverables:
1. Copies of all data requests submitted
2. A summary spreadsheet showing the data gathered and source of data
3. Copies of Data Gathered

3. Site Investigation and Surveys
The Consultant shall perform all necessary field investigations to assess the existing conditions at the Project site and gather the following information to support the design and permitting processes:

- Topographic / elevation data;
- Geometric data;
- Existing utility structures / appurtenances;
- Significant structures / elements; and
- Other significant features, such as trees, utility pole anchors/wires, mailboxes, stairs and walkways, curb and gutter, and retaining walls and other relevant features that may need to be relocated or removed to support the proposed project

The intent of this task is to conduct any field investigations or surveys necessary to support the Basis of Design Report, the preparation of PS&Es for construction, and the coordination with the Town or utility company relocations. This task includes the following scope:

a. Conduct field investigations and site assessments to determine existing conditions and information necessary for design, including geotechnical investigations, road geometries, topographic conditions, special features, existing terrain, existing utilities, and any other existing features or elements. Perform visual inspections and document any additional changes and/or deficiencies of the current condition of the project area. In addition, visual inspection of the curb and gutter, sidewalk, striping and markings, signage, signalizations, and landscaping shall be noted and shall be addressed with the fronting property owner.

b. The Consultant shall conduct a traffic study at Corliss Drive and Wakefield Drive that includes 24-hour bi-directional tube counts, including speed, to be collected at two locations on Corliss Drive, and intersection during the morning (8:00 AM – 10:00 AM) and afternoon (1:30 PM – 2:30 PM) turning movement counts on a Tuesday or Thursday. The Consultant shall conduct observations of pick-up and drop-off activity, how different modes (vehicles, pedestrians, and bicyclists) interact, and any queues that occur during the morning and afternoon. The Consultant shall also collect peak hour turning movement counts at Corliss Drive and Arroyo Drive and Corliss Drive and Woodside Drive. Prepare a Synchro analysis at Arroyo Drive and

Woodside Drive for existing conditions and with project if lane configuration changes are proposed. The Consultant shall prepare a brief memorandum for Town staff review.
The Consultant shall provide one round of revisions based on Town comments, with Town staff providing the Consultant with consolidated, non-conflicting comments. The Consultant shall provide Town staff with the Final Memorandum.

c. The Consultant shall collect survey data of the Project street segments including:, curb and gutter, sidewalk, monuments, utility appurtenances, street trees, signals, signs, light poles, and any other adjacent facilities or features to obtain topographic survey data, including accurately locating street facility and utility features. The Consultant shall establish a Project Control Monumentation for the survey and future construction surveys. Project Control Monuments shall be established in stable locations to remain throughout and after construction. Surveys shall conform to the California Department of Transportation Surveys Manual, and the Federal Geographic Data Committee Geospatial Positioning Accuracy Standards, where applicable. Local survey accuracy shall be no worse than 0.07 ft. Land surveys shall use NAD83 horizontal and NAVD88 vertical datum. Surveys shall clearly identify and delineate existing surface topography, buildings, facilities, structures, pavement, survey monuments, utilities, significant trees, and other features that are visible from the surface. Surveys of utilities may require accessing through manholes to measure inverts and verify pipe sizes and locations.

d. The Consultant shall survey right-of-way boundaries adjacent to the project areas to define and delineate the existing limits within or immediately adjacent to the proposed project boundaries and construction areas within the Town-owned right-of-way.

e. The Consultant shall survey all Monumentation within the construction limits or to be used to control monumentation for construction. Monumentation to be documented on the construction plans. Monumentation to be disturbed by construction shall be re-established upon completion of construction and clearly identified in construction plans and specifications.
f. The Consultant shall locate and survey utilities within the project areas. Field mark utilities to identify potential conflicts. Determine the accurate location and depth of the various utilities mains and laterals that could constitute a conflict during construction. In locations where potential utilities conflicts are identified from field markings, maps, and other information gathered by the Consultant from the owners, utility companies, electromagnetic detection, ground penetrating radar, and other utilities locating techniques shall be utilized to accurately determine the depth and location of conflicts. If discrepancies exist between utilities maps and field marking, collaborate with the utility to resolve the discrepancies.

g. The Consultant shall investigate the existing conditions of pavement to evaluate performance and structural section using available record plans, geotechnical reports, and data from the Town and Contra Costa County related to the road section being reconstructed. The Consultant shall perform up to five (5) shallow borings using hand auger equipment and collect shallow soil samples for visual classification and laboratory testing, and measure the depth of the elements

of the pavement structural section (AC, AB, ASB if applicable). In the laboratory, selected samples from the hand auger borings shall be tested to determine fines content, plasticity, gradation, and R-value, as appropriate.

h. Using the visual inspection, field measurements, field survey data collected, the Consultant shall prepare topographic maps of the various project street segments to the extent necessary to support the project needs. The Consultant shall Identify and include all facilities, structures, trees, utilities, public and private right-of-way boundaries, and easements in the topographic survey map.

i. Using visual inspection, field measurements, survey and utility data collected, the Consultant shall re-evaluate and identify any facilities or features that potentially conflict with the future construction and may need to be relocated or addressed in some manner to abate the conflicts, including but not limited to public and private utilities, rights-of-way (including easements), sidewalks, curb & gutter, tree canopy or roots, fences, mailboxes, telephone poles, etc. Recommend solutions to address the conflicts.

j. Identify and evaluate any other parameters necessary for a robust design that protects existing facilities or infrastructure, including but not limited to public and private utilities, sidewalks, curb & gutter, trees, fences, etc.

k. Identify and document damaged or substandard public and private facilities (such as walls, fences, curb ramps, sidewalks, driveways, curb, and gutters). Notification of the damaged or substandard facilities shall be sent to the fronting property owners for repair. The Consultant shall work with the Town to notify the fronting property owner.

l. Based on the results of our investigation and our engineering analyses, provide information about the soil and groundwater conditions at the site and our conclusions and recommendations regarding:
· Site grading and excavation, including criteria for fill quality and compaction,
· Flexible and rigid pavement design,
· Subgrade preparation for exterior concrete flatwork, and
· Construction considerations.
The results of the geotechnical investigation will be presented in a written report.

Task 3 – Deliverables:
1. Maps, reports, and details showing the utilities' locations and depths, existing conditions, topography, existing features and physical characteristics, survey monuments, property boundaries, Engineering recommendations, and any other details necessary to support the development of the basis of design memorandum and accurate and precise PS&Es. The Traffic study includes a quantitative and qualitative analysis at Corliss Drive and Wakefield Drive, Corliss Drive and Arroyo Drive, and Corliss Drive and Woodside Drive and discusses potential redistribution of traffic if lane configuration changes are proposed.

2. Documentation in the form of a table shall be provided of all damaged or substandard public and private facilities. Pictures shall be included of these facilities.

3. Consultant to prepare notification letters on Town Letterhead to the fronting property owner of all damaged or substandard public facilities. Letters shall be signed by the Town; addresses will also be provided. Consultant to mail the letters.

4. Stakeholder Outreach
The intent of this task is to:

a) Collaborate with the Town to identify key stakeholders.

b) Develop a stakeholder/public outreach plan.

c) Develop concept alternatives and elements to elicit and differentiate stakeholder/public feedback, including exhibits, alternatives descriptions, lists or
tables comparing the Pros and Cons of different alternatives, and preliminary planning level cost ranges (incl. Do Nothing Alternative).

d) Develop hand-outs, webpages, documents, figures, and exhibits for
public/stakeholder presentations.

e) Advertise and hold public/stakeholder meetings. Collaborate with the Town on acceptable venues and methods of advertisement. (Town will bear any publishing cost for newspaper advertisement if Town agrees to new paper ads).

f) Collaborate with the community and local stakeholders to receive public/stakeholder input and inform the public/stakeholders regarding the project and proposed alternatives (incl. Do Nothing Alternative).

g) Utilize public/stakeholder feedback to inform the selection of recommendations in
the basis of design memorandum.

The Consultant shall prepare a communications plan that describes the activities necessary to communicate with the public and key stakeholders to receive feedback and inform them of the planned activities and schedule. The communications plan will be a memo summarizing the approach, outreach schedule, and stakeholder list for each phase of outreach.
The communications plan will be organized around three outreach phases:

1. Listening on issues and opportunities
2. Presenting and weighing alternatives
3. Confirming the preferred concept

ATTACHMENT E
Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

The Consultant will prepare a draft and final communications plan based on one round of consolidated comments.

The Consultant shall establish, maintain and regularly update a webpage to inform stakeholders about the status of the project and various design considerations and receive comments regarding the project. The Consultant shall utilize online survey linked to the website to receive feedback about various proposed design elements, alternatives, and other design issues for which stakeholder feedback may help inform design decisions. The website will be hosted on Social Pinpoint and will undergo a full update three times for each project phase, with one round of comments on draft content for each phase. The Consultant will provide minor maintenance to the website throughout the project. Active hyperlinks to the website will be provided to the Town for advertisement on the Town's website and at local news outlets.

The Consultant shall aid the Town by preparing three PowerPoint presentations to inform the public about the project, designed to be presented at the stakeholder, community, and Town Council meetings.

The Consultant shall prepare and distribute two postcards to residents, businesses, school staff, Moraga-Orinda Fire Department, Moraga Police Department, Moraga Street Maintenance Department, Moraga Clerk's Office, Moraga Public Works, and others that may be affected by the project work at the alternatives and preferred concept stages of the design process. The information included in correspondence will pertain to the project Scope of work, tentative schedules, and impacts to access, parking and traffic. In addition, residents with any substandard improvements (sidewalk, curb and gutter) or landscaping (overgrown or root intrusion) that will affect construction shall be notified to perform correction prior to pavement project construction commencing.
The Consultant shall facilitate a total of four community meetings. A focused stakeholder working group will meet three times, and one meeting will be a more broadly advertised public/community workshop at the alternatives phase. (Assume 4 distinct and separate stakeholder/public groups for which to hold workshops/meetings for feedback.)

Additionally, the Consultant shall attend four Council meetings, one at each phase of outreach. Additional meetings may be added as optional tasks.

Task 4 – Deliverables:
1. Draft and final Communications Plan in response to one round of consolidated comments
2. Draft and final postcards for distribution in outreach phases 2 and 3.
3. Establish, maintain and provide three updates to a webpage and surveys to receive stakeholder comments.
4. Materials, facilitation, and notes from twelve (12) stakeholder meetings. Task 4.4 includes preparation of three draft and final PowerPoint presentations in response to one round of consolidated comments.

5. Attend four Town Council meetings. Attend two Town Council meetings to present project elements, concepts, and alternatives and receive feedback during the first two phases of outreach. Attend one Town Council meetings to present the preferred concept design package and receive feedback. Attend a Town Council meeting at either 30% or 60% design phase to present the design plans representing the project proposed to be constructed. PowerPoint presentations from Task 4.4 will be modified in length and level of detail for Town Council.
6. Tabulate comments and responses to be included in the Task 5 Basis of Design.

5. Basis of Design Memorandum
Consultant shall prepare a comprehensive Basis of Design Memorandum including a discussion of research and data gathered, surveys and site investigations, initial stakeholder and public comments and feedback, findings, a comparison of options and alternatives, tables and exhibits, preliminary cost estimates, and recommendations. In preparing the memorandum, the Consultant shall meet with the Town to discuss the various options and (3) three alternatives to be considered in the memorandum. The needs of each street and the various approaches to address those needs shall be identified in the report, along with preliminary estimates of the cost of improvements. All three conceptual alternatives will use a CAD basefile, with markups completed in Adobe Illustrator.

Additionally, other ancillary costs shall be considered in the memorandum and included, such as mandatory ADA improvements, drainage, stormwater treatment, right-of-way acquisition, utility relocation, etc. Any need for Temporary Construction Easements shall be stated, and recommendations included in each memorandum. A total estimated construction cost shall be provided for prioritization and final selection within budgetary limits.

The Basis of Design Memoranda shall include the existing conditions base map showing the existing utilities, mailboxes, driveway curb cuts, fences, manholes, utility boxes, trees, existing curb & gutter, existing edge of pavement, property/right-of-way boundaries, easements, and other minor structures/facilities and site conditions to be used for preparing the design drawings. The Consultant shall communicate with the various utility and facility owners to acquire data, including maps, necessary for preparing the base map. Existing utilities or facilities conflicts shall be shown on the base map for use in coordinating relocation activities with the owners/utilities. Potential utility conflicts and relocation shall be considered in the Memoranda.

A draft memorandum will be prepared for Town staff review. One round of consolidated comments will be written up in a matrix and incorporated into the draft memorandum, and a final memo will be provided to Town staff. The Consultant shall hold a virtual conference call with the Town staff to go over and resolve all the Town's consolidated comments and edits to the draft Memorandum.

The final memorandum will be updated for presentation at public/stakeholder outreach (as noted in Task 4) and to the Town Council. The Consultant shall prepare a PowerPoint presentation and present the options and the three alternatives to the public and stakeholders as noted in Task 4 to receive feedback and discuss comments and proposed edits to the alternatives, if

appropriate. Discuss feedback with Town staff and incorporate one round of modifications if appropriate before presenting the recommended Basis of Design Memorandum to Town Council for approval.

Based on comments received, the Basis of Design Memoranda shall be modified, as appropriate, and the final Basis of Design Memoranda prepared. Discuss any feedback received during outreach with the public, stakeholders, and Town Council with Town staff, and incorporate modifications appropriately before proceeding to preparation of the PS&Es. This will comprise the Basis of Design Memorandum on which the preparation of PS&Es will follow with subsequent feedback from the Town.

Task 5 – Deliverables:
1. Up to three (3) conceptual alternative exhibits, details, cost estimates, project descriptions, and other support for public outreach
2. Draft Administrative Basis of Design Memorandum.
3. Draft Utilities, facilities, and existing conditions base map (as identified in Task 3)
4. Draft maps, descriptions, and exhibits for any Right of Way Acquisition proposed, Temporary Construction Easement (TCE), or Lot Line Adjustment, as needed.
5. Online webinar or meeting with Town staff to discuss Memorandum, Maps, and comments. One round of consolidated Town Staff comments will be incorporated.
6. Utilities, facilities, and existing conditions base map, from task 3.
7. Presentation to Public/Stakeholder Workshops, Receive and Document Feedback (as identified in Task 4)
8. Presentation of recommended Basis of Design to Town Council for comment and approval.
9. Final Basis of Design Memorandum.

6. Plans, Specifications and Estimates (PS&E)
The Consultant shall prepare Plans, Specifications and Engineer's Estimates (PS&Es) and deliver for each of the Project phases for the Town's review: draft construction contract document, including PS&Es, submittals at the 30%, 60%, and 90% stages. The PS&Es shall include all information relevant to bidding and construction gathered from the Research and Data Review and the Site Investigation and Surveys activities.

The intent of this task is to prepare PS&E's for bidding and construction of sufficient detail and scale, and including all design elements necessary to construct the project to meet the full life expectancy of a newly rehabilitated street and fully comply with regulatory requirements, including but not limited to pavement section reclamation/restoration, curb & gutter repairs, and street drainage improvements, required ADA improvements and stormwater treatment, raising iron, monumentation restoration, striping and marking restoration, and any other improvements necessitated by design. The PS&Es shall be coordinated with and show the relocation of utilities and other conflicts, as identified by the recommended project.

The Consultant shall identify and initiate correspondence with owners/ utilities/ jurisdictions/ agencies with potential infrastructural conflicts, rights, or authorities affecting the project, such

as utilities like CCCSD, PG&E, and EBMUD. The Consultant shall include any utility maps into the project base map showing existing conditions and facilities.

The Consultant shall prepare draft PS&Es and submit for review and receive comments from the Town and other utilities, agencies, or jurisdictions having authority or rights that may impact the design, cost, or schedule. All comments received shall be compiled into a tabular list that includes the comments, stage of design development, agency and person commenting, and resolution to comment incorporated into plans or justification for not addressing in plan revisions.

Additionally, the Consultant shall provide final construction contract documents, including PS&Es, for bidding and conformed construction contract documents following bidding for construction. All contract plans, specifications, and estimates will be submitted in the formats specified by the Town and incorporate Town standards.

a. Conceptual (30%) Design

The Consultant shall prepare 30% Design Draft Plans and Engineers' Estimates (P&Es). The 30% P&Es shall, at a minimum, include plans, profiles, some preliminary detail drawings, outline/TOC of specifications, preliminary specifications, and a preliminary engineer's estimate of probable cost.

The Consultant shall identify and initiate correspondence with the owners/utilities/jurisdictions/agencies with potential infrastructural conflicts, rights, or authorities affecting the project early on to coordinate the development of the PS&Es with any owners/utilities for relocation of conflicting utility/infrastructure and any jurisdictions/agencies for permitting requirements.

The Consultant shall submit 30% Plans to impacted owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and owners/utilities/jurisdictions/agencies, if needed by the recommended project. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address all comments into the PS&E, where appropriate, prior to proceeding to the next stage of PS&E development. The Consultant shall hold a workshop or virtual meeting with Town staff to discuss the draft 30% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions. The Consultant shall resolve any comments from town staff and incorporate into the administrative draft 30% design for presentation to and discussion with stakeholders, as needed.

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Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

The Consultant shall hold a workshop with the public and stakeholders to discuss the administrative draft 30% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The Consultant shall then present and discuss the administrative draft 30% design with the Town Council, the tabulated comments, and any potential conflicts, issues, or revisions that may have come out of the stakeholder process. The Consultant shall receive and tabulate any comments from Town Council and incorporate into the revised 30% design as appropriate. It is assumed that Town Staff shall coordinate/schedule this presentation.

The 30% design set shall be clearly marked as "Draft 30% Design" or "Administrative Draft 30% Design", as appropriate, on each sheet in the footers or text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 30% design set. All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. All drawing elements, including lines, fonts, and scales, shall be sized appropriately to be clearly visible and properly utilized on half-sized drawing sheets.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town. Provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town and 8-½" x 11" sheet size for specifications and estimates ready for printing by the Town. Electronic copies shall be submitted in Portable Document Format (PDF). Specifications, draft bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all AutoCAD (CAD) drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

The Consultant shall assist staff in preparing a presentation of the 30% design and incorporating comments from the prior workshop and council meeting. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

Task 6a – Deliverables:
1. Draft for Administrative Review 30% design package for the Corliss Drive Safe Routes to School Project
2. Workshop with Town Staff to discuss draft 30% design package and receive Town comments.
4. Present at a Public Workshop and Receive Feedback (Assume up to four (4) separate stakeholder/public workshops/meetings to present the conceptual design plans), if not completed as part of Task 4.
5. Present to Town Council and Receive Feedback
6. Tabulation of comments, any permitting requirements, and responses.

7. Revised 30% design package for the Moraga Rd. Complete Streets Project incorporating comments as appropriate

b. CEQA Clearance (Depending upon design)
Prepare appropriate CEQA Clearance documents depending upon design recommendations. It is anticipated that many designs may be exempt under CEQA, but other possible recommendations might require a negative declaration or mitigated negative declaration. This is to be considered in the analysis of the design alternatives in preparing the recommended alternative.

Task 6b – Deliverables:
1. Administrative Draft CEQA Clearance Documents (NOE, IS/MND, EIR depending upon design)
2. Tabulated Public comments and responses as appropriate
3. Presentation to Town Council for Adoption, as appropriate
4. Final CEQA Clearance Documents

c. 60% Design for Corliss Drive
The Consultant shall prepare the 60% draft PS&Es (60% design). At a minimum, the 60% design shall include plans, profiles, and details developed to a state of near completeness pending review and any minor modifications derived from subsequent design activities. Additionally, the 60% design shall include at least some preliminary specifications, draft front-end contract and bidding documents, and a refined Engineer's estimate of probable cost. Comments from the 30% design review shall have been addressed and incorporated in the 60% design, as appropriate.

Upon addressing the comments received on the 30% design, the Consultant will advance the Project design to the 60% design phase, which is a point where all major design, bidding, and construction issues are resolved, and solutions are represented in the plan documents. The plans, profiles, and details shall be nearly completed pending Town and Agencies review comments and any minor modifications derived from subsequent design activities. The Engineer's estimate shall be updated to reflect the refinements from the 30% design to the 60% design submittal. A draft of the technical specifications shall be included in the submittal. The Consultant will update the technical details to conform with Town standards.

The Consultant shall correspond with any owners/utilities/jurisdictions/agencies with potential utility/infrastructural conflicts, rights, or authorities affecting the project and identified during previous development stages, if needed by the recommended project. The Consultant shall submit 60% design to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and said owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with

owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address comments in the 60% PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development.

The Consultant shall hold a workshop or virtual meeting with the Town staff to discuss the draft 60% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The 60% design set shall be clearly marked as "Draft 60% Design" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 60% Design set. All design files shall be in CAD, and technical specifications shall be in Town or Caltrans format. Copies of the plans, specifications, and preliminary Engineer's estimates shall be submitted to the Town for review.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town. Provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town and 8-½" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town. Electronic copies shall be submitted in PDF. Draft specifications, bid schedule, and other front-end documents shall also be submitted in MS Word format for ease of reviewing, redlining, and commenting. Additionally, all CAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

The Consultant shall assist staff in preparing a presentation of the 60% design and incorporating comments from the prior workshop and council meeting. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

Task 6c – Deliverables:
1. 60% design plans, specifications, and engineers estimate (PS&Es) for Corliss Drive Safe Routes to School Project
2. Workshop with Town staff to discuss draft 60% design PS&Es and Town Comments
3. Tabulation of comments and response; revise 60% PS&Es as appropriate
4. Presentation for Town Council

d. 90% Design for Corliss Drive
The Consultant shall prepare the 90% PS&Es (90% design). The 90% design shall comprise a complete set ready for bidding, except any final revisions derived from the final Town and Owners/Utilities/Agencies/Jurisdictions review, and include plans, specifications, front-end

bidding and contract documents, notice to bidders, and Engineer's estimate of probable cost. This represents the final substantive and content edit of the documents. Upon addressing the comments received on the 60% design and CEQA, the Consultant will advance the Project design to the 90% design phase, which is a point where all major design, bidding, and construction issues are resolved, and solutions are represented in the plan documents.

The Consultant shall request an approved template of the front-end documents from the Town. Front-end documents shall have been incorporated prior to 90% design review. The front-end documents shall be provided in MS Word format for use by the Consultant. The Consultant shall adjust headers and footers to match the convention used and titles and modify the Scope and other elements of the documents to conform with the specific nature and requirements of this project. Except for page numerations and file pathways, the Consultant shall not modify any portion of the content of the General Conditions or Agreement without approval from the Town Public Works Director or Town Attorney. No portion of the special conditions and technical specifications shall supersede the provisions of the general conditions or agreement without the approval of the Town Attorney. If the Consultant wishes to recommend provisions in the technical specifications or special condition which supersede the general conditions, they shall notify the Town and clearly, mark said provisions for review by the Town Attorney. The Consultant shall suggest improvements if they feel appropriate to improve the construction or warranty of the project.

The front-end documents will include, but not be limited to, contract documents for bidding, such as:

> Signature sheet, Notice Inviting Bids, Instructions, and Information for Bidders, Bid Form/Schedule, Subcontractor List, Bidder's Non-collusion Affidavit, Site Walk Certificate, Bidder's Questionnaire, Town's Liability, and Insurance Requirements, Bidder's Insurance Acknowledgement, Bidder's Workers Compensation Certificate, Bidder's DIR Compliance Affidavit, Bid Bond forms, Contract/Agreement, Payment Bond forms, Performance Bond forms, Town's General Conditions, Supplemental Conditions, Release of Claims Agreement, Guaranty, Substitution Request Form, Technical Specification/Special Provisions, Engineer's Estimate, Plans and any applicable drawings or documents for a complete bidding package

The Consultant shall update the technical specifications and details to conform with Town standards. Work with the Town and other agencies, such as Moraga School District, PG&E, CCCSD, and EBMUD, to resolve any conflicts between the comments of different reviewers.

The Consultant shall correspond with any owners/utilities/jurisdictions/agencies with potential utility/infrastructural conflicts, rights, or authorities affecting the project and identified during previous development stages. The Consultant shall submit 90% design to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate

by the Town and said owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address comments, provisions, or permit requirements into the PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development. The Consultant shall hold a Workshop with the Town staff to discuss the draft 90% design, any comments received, any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The 90% design set shall be clearly marked as "Draft 90% Design" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 90% Design set. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the plans, specifications, and Engineer's estimates shall be submitted to the Town for final review and comment. Along with a stamp block for the Engineer in Responsible Charge to stamp and sign the Plans and Specifications covers, a signature block for the Public Works Director to sign and date the plans and specifications as approved to bid shall be included.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town.

The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town. Electronic copies of the 90% PS&Es shall be submitted in PDF, ready for printing. Draft specifications, bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all CAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

Task 6d – Deliverables:
1. A complete design package of bid documents ready for final administrative review: Design Drawings, Technical Specifications, Engineers Estimate, Bid Advertisement, and Front-end Contract Documents for Corliss Drive Safe Routes to School Project
2. Workshop with Town staff to discuss draft 90% design PS&Es and Town Comments
3. Tabulation of comments and response
4. Revise 90% PS&Es as appropriate to provide the Final Bid package ready for final review and bid advertisement.

e. Final Bid Documents (Ready for Bidding)

ATTACHMENT E
Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

The Consultant shall prepare and deliver the completed design Bid Set contract documents (Bid Documents), inclusive of Final PS&Es and front-end documents, after receiving comments from the Town and agencies review of the 90% design submittal.

The Consultant shall incorporate comments from administrative (90%) design review in Contract Documents, inclusive of PS&Es, where appropriate. The 90% engineer's estimate shall have been updated to reflect the refinements from the 90% design review into the Bid Documents (100% Design). At this point, all substantive content and edits have been addressed.

The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved Bid Set, and where appropriate other California-licensed professionals shall also stamp and sign the individual plan sheets under their charge along with the Engineering Responsible-Charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director.

The 100% design shall be clearly marked as "Bid Set" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the Bid Documents. Include semi-transparent watermark across sheets behind linework and text as deemed appropriate by Town Project Manager (PM). Clearly mark dates in footers and text boxes to match the new date of issuance of Bid Documents. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the full bid set shall be submitted to the Town for final review and comment.

Deliver to the Town the 100% design for the Corliss Drive Safe Routes to School Project, including, but not limited to, the final plan set, specifications, advertisement, bid form/schedule, other project-specific front-end documents, and Engineer's estimate.

Additionally, Consultant shall deliver to the Town 100% with "For Bid" markings package ready for advertisement for each of the projects, which will include, but not be limited to, project specific documents for bidding, such as:

> Front-end Documents (Stamp/Signature cover sheet, Notice Inviting Bids, Instructions, and Information for Bidders, Bid Form/Schedule, Subcontractor List, Bidder's Non-collusion Affidavit, Site Walk Certificate, Bidder's Questionnaire, Town's Liability and Insurance Requirements, Bidder's Insurance Acknowledgement, Bidder's Workers Compensation Certificate, Bidder's DIR Compliance Affidavit, Bid Bond forms, Contract/Agreement, Payment Bond forms, Performance Bond forms, Town's General Conditions, Supplemental Conditions, Release of Claims Agreement, Guaranty, Substitution Request Form), Technical Specification/Special Provisions, Engineer's Estimate, Plans and any applicable drawings or documents for a complete bidding package

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Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

The Consultant shall deliver electronically the Bid Documents (100% Design) to the Town for concurrent production review for any remaining typos or minor revisions, such as formatting, at least five (5) business days prior to publication. The Consultant shall perform its own concurrent production review, receive and incorporate, as appropriate, any production review comments from the Town, perform a final print check of the proofs and verify that all documents are ready for publication. The Consultant shall review and revise any remaining typos or minor revisions for the final advertisement prior to the Town's publication and deliver the Final Bid Documents (Bid Set) to the Town.

The Final Bid Documents shall be delivered at least two (2) business days prior to publication to the Town for publication of each phase of the project ready for advertisement. The production reviewed and completed Notice Inviting Bids shall be delivered at least four (4) business days prior to advertisement to be delivered by the Town to the Newspapers, Journals, or other advertising agents. Along with hard copies maintained at the town offices for review, the Town utilizes electronic bidding services, such as E-Bid and Contractor Exchanges. Final Bid Set deliverables shall be published and submitted as bound hard copies (3 sets) and an electronic copy in (PDF) ready for printing by the Town or prospective bidders. The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11" x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates and tables ready for printing by the Town. Additionally, all CAD drawings shall be submitted to the Town as ETRANSMIT files, including all external references, images, line weights, and other associated files. MS Word documents for bid documents, inclusive of specifications and front-end contract documents, shall be delivered to the Town.

The Consultant shall prepare and submit to owners/utilities, permitting, and other agencies, as required, any Design contract documents, inclusive of plans and specifications, in a number and format appropriate to said agencies' requirements.

Task 6e – Deliverables:
1. 100% Bid Documents (Final Plans, Specifications, and Contract Front-end) in electronic format for production review, incorporating comments from final administrative (90%) review.
2. Notice Inviting Bids to be signed by Town Engineer (Provided at least five (5) days prior to advertisement)
3. Meet with Town staff to discuss any remaining typos or minor revisions necessary for production/advertisement
4. Tabulation of comments and responses; revise Bid Documents as appropriate
5. A completed package of Bid Set of documents for the Corliss Drive Safe Routes to School Project final print checked and ready for bid advertisement: Design Drawings, Technical Specifications, Engineers Estimate, Bid Schedule with Engineers quantities estimates, signed Notice Inviting Bids, and other front-end Contract Documents

7. Property Owner and Utility Coordination

ATTACHMENT E
Sandi's Revised Scope of Services
Corliss Drive Safe Routes To School Project

The consultant may incorporate much of the work of Task 7 in parallel and coordinated within the work completed under or as of Tasks 2, 3, and 4.

The intent of this task is to coordinate with the owners and utility companies to have utilities and infrastructure that conflict with construction to be relocated and incorporate changes into the PS&Es for construction.

The Consultant shall prepare a communications plan that describes the activities necessary to communicate with owners/utility companies with infrastructure/utility conflicts to receive feedback and inform them of the planned activities and schedule. In developing the Basis of Design Memorandum and the PS&Es, the Consultant shall coordinate with the various utility companies to obtain utility maps and coordinate any locating services to verify utility conflicts with the Projects. This information shall be utilized to determine the streets' conflicts for construction and the need for relocation as appropriate and incorporate said information into the Basis of Design Memorandum.

Also, Consultant shall coordinate through the Town with any abutting property owners regarding existing structures or facilities that infringe into the proposed project area.

The Consultant shall communicate during design on the Town's behalf with the owners/utility companies regarding the adjustment or relocation prior to the bidding of structures or facilities necessary to facilitate the construction of the projects. The Consultant shall collaborate with owners/utility companies to identify infrastructure/utilities to be relocated and coordinate the design accordingly to reflect the conditions after relocation that will likely be encountered during construction. Communication with owners/utility companies is to be included in the communications plan. The Consultant will be required to perform and lead all coordination with utility companies, residents, businesses, and permitting agencies. Additionally, the Consultant shall attend Council meetings as requested by the Town (with a minimum of one).

The Consultant shall aid the Town in preparing presentations to inform the public about the project. The Consultant shall prepare and distribute all correspondence with residents and businesses that may be affected by the project work at various stages of the design process. Information included in correspondence will pertain to project Scope, tentative schedules, and impacts to access, parking and traffic. In addition, residents with any substandard improvements (sidewalk, curb and gutter) or landscaping (overgrown or root intrusion) that will affect construction shall be notified to perform correction prior to pavement project construction commencing.

Task 7 – Deliverables:
1. Communications Plan
2. Organize, lead and or attend meetings with utility companies and owners

3. Attend at least one meeting with Town Council to present

8. Permitting Support

While the Town does not anticipate permits are required, the intent of this task is to address any permit requirements that may arise out of the design prepared by the Consultant. It is anticipated that this type of project should generally be exempt under CEQA, depending upon the design. The Consultant shall fully understand and assist the Town with any permitting or CEQA issues arising out of the Consultant's design beyond a notice of exemption filing. The need for permitting support beyond a notice of exemption is not anticipated. The Consultant shall assist the Town in preparing a notice of exemption for filing. For any additional services beyond a Notice of Exemption, the cost for the consultant to lead this task shall be determined, if such needed occurs, and negotiated with the Town at the time such additional services determined to be needed.

Task 8 – Deliverables:
1. As required by permitting agencies

ATTACHMENT E

Sandis' Revised Cost Proposal

ATTACHMENT E
Sandi's Revised Cost Proposal
Design Engineering Services
Corliss Drive Safe Routes To School Project

TASK	SANDIS										FEHR & PEERS							DJP&A			Rockridge					Task Hours	Total Task Fee
	Director Engineering/PIC (Sandis) **Ron Sanzo**	Engineering Project Manager (Sandis) **Nate Levine**	Project Engineer (Sandis) **Jacob Edwards**	Design Engineer (Sandis) **Brendan Pang**	Survey Project Manager (Sandis) **Chris Cintean**	Field Surveyors (Sandis) **Field Staff**	Utility Locator (Sandis) **Field Staff**	Project Surveyor (Sandis) **Yuen Zhou**	Survey Technician (Sandis) **Casidy Ivie**	Allowance	Project Manager **Ashlee Takushi**	Principal (PIC) **Ryan McClain**	Outreach Coordinator **Susie Hustafer**	Technical Analyst **Staff**	Visual Comm **Terence Zhao**	Admin	Allowance	Environmental Lead/ Principal PM **Will Burns**	Associate Project Manager **Conor Tuttino**	Graphic Artist **Office Staff**	Associate Engineer (Rockridge) **Logan Medeiros**	Senior Engineer (Rockridge) **Darcie Maffioli**	Field Engineer (Rockridge) **Field Staff**	Geotechnical **Laboratory**	Graphics (Rockridge) **Office**		
	$285	$195	$170	$125	$195	$325	$175	$175	$125	$1	$180	$305	$180	$170	$180	$160	$1	$295	$180	$120	$170	$145	$135	$1	$110		
1. Project Management (All Phases)	4	28	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	42	$8,200
1.1 Project Coordination, Communication, Kick Off	2	20	2																		4	4				32	$6,070
1.2 Project Work Plan (and QA/QC Plans)	2	8																								10	$2,130
PHASE I																											
2. Research and Data Review	0	4	8	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22	$3,890
Data Request Documentation (Sent and Received)		2	4					6																		12	$2,120
Summary of data requested and Gathered		2	4					4																		10	$1,770
3. Site Investigation and Surveys	0	6	8	16	14	40	24	20	40	0	8	4	0	35	2	5	1500	0	0	0	4	12	28	0	6	1772	$52,240
3.1 Maps, reports, survey, etc		2	2		14	40	24	20	40		8	4	0	35	2	5	1500				4	12	28	1150	6	1746	$48,440
3.2 Damaged/Substandard Facilities Table		3	4	8																						15	$2,265
3.3 Notification Letters		1	2	8																						11	$1,535
4. Stakeholder Outreach	3	50	0	0	0	0	0	0	0	0	15	10	84	0	36	14	0	0	0	0	0	0	0	0	0	212	$41,795
4.1 Communications Plan		4									2	1	8	0	0	1										16	$3,045
4.2 Postcards											2	1	8	0	16	2	500									29	$5,805
4.3 Website											5	1	24	0	0	4	500									34	$6,665
4.4 Community Meetings	1	30									2	4	32	0	12	4	500									85	$16,775
4.5 Town Council	2	16									2	1	4	0	0	1	100									26	$5,335
4.6 Outreach Summary											2	2	8	0	8	2										22	$4,170
5. Basis of Design Memorandum	0	12	6	0	0	0	0	0	0	0	22	11	0	0	14	5	0	2	6	0	0	0	0	0	0	78	$15,665
5.1 Three Conceptual Alternatives		4	2								10	5	0	0	12	3		2	6							44	$8,755
5.2 Draft Administrative Basis of Design Memorandum		4	2								6	4	0	0	1	1										18	$3,760
5.4 Conference Call with Town Staff, Community Workshops, Council + Final Memo Documentation		4	2								6	2	0	0	1	1										16	$3,150
6. Plans, Specifications and Estimates (PS&E)	9	68	88	146	0	0	0	0	0	0	1	4	0	2	0	1	0	16	26	4	7	0	0	0	0	372	$62,005
6.1 Conceptual (30%) Design	2	20	12	30							1	4	0	2	0	1										72	$12,160
6.2 CEQA Clearance (Depending on design)	2	4																16	26	4						52	$11,230
6.3 60% Design for Corliss Drive	2	20	40	60																	4					126	$19,450
6.3 90% Design for Corliss Drive	2	12	20	40																	2					76	$11,650
6.4 Final Bid Documents (Ready for Bidding)	1	12	16	16																	1					46	$7,515
Staff Hours	16	168	112	162	14	40	24	30	40	0	46	29	84	37	52	25	1500	18	32	4	15	16	28	0	6		
Total																										**2,498**	**$183,795**