

## EXHIBIT A

### SCOPE OF SERVICES

The Scope of Services includes preparing design and bid documents for the construction of the improvements recommended in the Wastewater Capacity and Alignment Study for the El Camino Real & San Antonio Change Areas, Project 14-48, dated August 2017 (Study).

The Study recommended the following improvements:

- **Alma Recorder Relocation**—which will relocate that existing Alma recorder approximately 650 feet north of the existing location. Relocating the Alma Recorder will reduce surcharging of the sewer collection system immediately upstream of the Alma Recorder caused by flows backing up from the City of Los Altos conveyance pipeline.
- **Showers Drive Pipeline**—which includes approximately 2,300 feet of sewer mains in Showers Drive and Pacchetti Way. The Showers Drive Pipeline will eliminate hydraulic deficiencies in the Sondgroth Way vicinity and leading to the Alma Recorder.

The scope of services also includes a task for providing miscellaneous modeling support services as requested by the City.

#### TASK 1—PROJECT MANAGEMENT

This task will include project management activities, including day-to-day administration, progress meetings and technical reviews.

**Subtask 1.1—Project Administration.** Monitor progress of individual tasks and coordinate completion of work products. Monitor task budgets and project schedule. Schedule changes, if required, will be provided.

**Subtask 1.2—Progress Meetings.** Coordinate bi-weekly conference calls during the design phase to review progress and schedule. Attend a project kick-off meeting and up to two progress meetings (during the design phase) with City staff to discuss and review progress and significant action items. Engineer will prepare and submit meeting agendas and minutes.

**Subtask 1.3—Technical Reviews.** Technical reviews will be conducted by the Principal-in-Charge and a senior staff member not directly involved in the project.

#### TASK 2—DESIGN SERVICES

Design Services will include preparing drawings, specifications and cost estimates. Progress submittals will be provided at the 60-, 90-, and 100-percent completion levels. Our schedule includes 3 weeks of review time for each submittal.

**Subtask 2.1—Utility Coordination.** Utility coordination letters will be mailed to all known utility companies within the project area for courtesy notification and to identify utility locations and receive utility comments. Drawings will also be mailed to the utility companies following the 60-percent design submittals. A field walk will be performed to verify that plotted utilities are as accurate as possible.

**Subtask 2.2—Potholing.** We have budgeted for two days of potholing services.

**Subtask 2.3—Topographic Surveying.** Our subconsultant, Mark Thomas Company (MTCO), will provide topographic surveying services. MTCO will prepare project control based on California State Plane Coordinate system NAD83 and vertically based on NAVD 88. MTCO will conduct a topographic survey within the right of way of San Antonio Avenue, San Antonio Circle, Showers Drive, Pachetti Way and the railroad as outlined, totaling approximately 4,000 linear feet. It is assumed that the topo will not extend onto residential property and accessing the rail tracks will not be required. The survey will include locating grade breaks, visible utilities, fences, trees larger than 4 inches diameter, edge of pavement, crowns, columns, rail road tracks, storm and sewer manholes, and control points. Our surveyor will research and locate the existing property line along the easterly side of San Antonio Drive.

**Subtask 2.4—Design Drawings.** Drawings will be prepared using AutoCAD Civil 3D. The design will be plotted at a scale of 1"=40' horizontal and 1" = 4' vertical plan and profiles and appropriately scaled details. Besides the 60-, 90-, and 100-percent submittals, West Yost will revise and resubmit the 35-percent drawing for the Alma Recorder pipeline including the survey data and property line location identified in Subtask 2.3. West Yost will prepare CADPH waivers, if required.

**Subtask 2.5—Electrical Design.** West Yost proposes to utilize the existing electrical meter, control panel, and SCADA. A low-power conduit/cable and control conduit will be provided between the existing electrical meter and control panel to the proposed flow meter location.

**Subtask 2.6—Traffic Handling Plans.** Provide traffic handling plans for a single stage of construction. Plans will consist of channelizers, delineators, barricades, and signs for a single stage of construction. The Contractor may still be required to develop and submit traffic control plans, as necessary to detail special traffic control issues.

**Subtask 2.7—Specifications.** Specifications will be prepared in Microsoft Word format. Engineer will prepare technical specifications, Section 01010, notice inviting bids, instructions to bidders, bid schedule and supplementary general conditions in CSI format. City will provide contract documents, general conditions and general requirements in Microsoft Word Format.

**Subtask 2.8—Cost Estimates.** Engineer will provide updated construction cost estimate at the 60-, 90-, and 100-percent design completion levels.

### **TASK 3—PERMITTING AND CEQA**

**Subtask 3.1—Encroachment Permits.** Coordinate with the City of Palo Alto and the City of Los Altos to determine general requirements and complete permit applications for City of Mountain View’s signature. It is anticipated that West Yost would attend up to two meetings with each agency.

**Subtask 3.2—CEQA Documentation Assistance.** Coordinate with City Staff to determine if a categorical exemption is appropriate for the selected project. It is assumed that City staff will be responsible for processing CEQA documentation.

### **TASK 4—GEOTECHNICAL INVESTIGATION**

The geotechnical investigation will cover both the Alma Recorder Relocation and the Showers Drive pipeline. The site work will include 3 boreholes at depths between 15 and 20 feet. The bore holes will be backfilled with grout and patched with asphalt/concrete. Traffic control during drilling will be provided as well as encroachment permits from City of Mt. View and the City of Palo Alto. A summary report will present the results of the laboratory testing, borehole locations, and conclusions regarding the feasibility of the project. The geotechnical work includes preparation of a traffic control plan and all bore holes will be repaired per City Standard Detail A-20.

### **TASK 5—MODELING SUPPORT**

This task includes miscellaneous modeling support services as requested by the City. We have budgeted approximately 24 hours for this task.

### **TASK 6—BID PERIOD SERVICES**

Bid period services includes the following subtasks:

**Subtask 6.1 – Addenda.** West Yost will prepare one addendum, if necessary, for distribution by the City.

**Subtask 6.2 – Pre-bid Conference, Inquiries, Evaluation.** West Yost will respond to questions during the bidding period, attend the Pre-bid Conference and assist City with bid evaluation.

### **OPTIONAL TASK:**

### **TASK 7—CONSTRUCTION PERIOD SERVICES (OPTIONAL TASK)**

West Yost will provide the following services during construction:

**Subtask 7.1 – Project Meetings.** This subtask includes attendance at the pre-construction meeting and up to three (3) progress meetings during construction as requested by the City

to discuss construction progress, problems or issues, to provide construction observations, advice and assistance, or to answer any questions which may arise concerning design intent and other matters affecting completion of the Project.

**Subtask 7.2 – Review of Submittals and RFIs.** This subtask includes reviewing submittals and requests for information (RFIs). Budget assumes up to 25 original submittals and 10 re-submittals at approximately 2.5 hours per submittal. Review and respond to contractor’s RFI and clarifications during construction. Budget assumes 4 RFIs at approximately 4 hours per RFI.

**Subtask 7.3 – Construction Staking.** Provide construction staking and cut sheets along the project alignment.

**Subtask 7.4 – Change Order Assistance.** This task includes assisting in the review of contractor change order requests and assisting in any redesign efforts leading up to change order. Budget assumes 16 hours of West Yost staff time. Additional time, if required, will be addressed in an amendment to the contract.

**Subtask 7.5 – Record Drawings.** Prepare record drawings based on contractor markups that have been reviewed and approved by the inspector.

## **DELIVERABLES**

Project deliverables include the following:

- Meeting agendas, meeting minutes, project schedule updates.
- A revised 35-percent design drawing for the Alma Recorder Relocation showing the location of the property line along San Antonio Drive.
- Submitting three sets of draft plans (11x17) and specifications at 60-, 90-, and 100-percent completion levels.
- Final plans will include three (3) full size plots (22x34).
- PDF files of all deliverables. Two sets of PDF files will be provided, one formatted for half size, and one formatted for full size plots.
- Response to comments.
- Cost estimate at 60-,90-, and 100-percent completion levels.
- Encroachment Permit applications.
- CADPH waivers, if required.

## **EXCEPTIONS**

The following services are not included in the Scope of Services. These services can be provided if desired.

- Contaminated soils or groundwater testing and/or preparing specifications and bid items to address contaminated soils or groundwater handling.

West Yost Associates	P/V/P \$269 Goodwin	AE/AS/AG I \$179 Karbowski	ESG I \$145 Greif	SE/SS/SG II \$212 Wells	SE/SS/SG II \$212 Whatley	CAD II \$136 Barber	ADM III \$112	Labor			Sub. Surv	Sub. Pot	Sub. Geot	Sub. Elect	Costs			
								Hours	Fee	Technology & Admin 6%					Sub. w/ markup 10%	Other Direct	Total Costs	
<b>PROJECT: Alma Recorder &amp; Showers Drive Design</b>																		
<b>Task 1</b>	<b>PROJECT MANAGEMENT</b>																	
1.01 Project Administration	12	12						24	\$ 5,376	\$ 323							\$ 5,699	
1.02 Progress Meetings	12	15						27	\$ 5,913	\$ 355						\$ 200	\$ 6,468	
1.03 QA/QC Review					16			16	\$ 3,392	\$ 204							\$ 3,596	
<b>Subtotal, Task 1 (hours)</b>	<b>24</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>67</b>										
<b>Subtotal, Task 1 (\$)</b>	<b>\$ 6,456</b>	<b>\$ 4,833</b>			<b>\$ 3,392</b>				<b>\$ 14,681</b>	<b>\$ 881</b>						<b>\$ 200</b>	<b>\$ 15,762</b>	
<b>Task 2</b>	<b>DESIGN SERVICES</b>																	
2.01 Utility Coordination		16	16				4	36	\$ 5,632	\$ 338							\$ 100	\$ 6,070
2.02 Potholing		4	16					20	\$ 3,036	\$ 182		\$ 18,000				\$ 19,800	\$ 100	\$ 23,118
2.03 Topographic Surveying		2						2	\$ 358	\$ 21	\$ 20,920					\$ 23,012		\$ 23,391
2.04 Design Drawings	24	80	100			40		244	\$ 40,716	\$ 2,443						\$ 200	\$ 43,359	
2.05 Electrical Design	1	2						3	\$ 627	\$ 38								\$ 665
2.06 Traffic Handling Plans	2	8	8					18	\$ 3,130	\$ 188	\$ 24,000			\$ 2,500	\$ 29,150		\$ 32,468	
2.07 Specifications	24	60					40	124	\$ 21,676	\$ 1,301							\$ 22,977	
2.08 Cost Estimates	4	8						12	\$ 2,508	\$ 150							\$ 2,658	
<b>Subtotal, Task 2 (hours)</b>	<b>55</b>	<b>180</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>44</b>	<b>459</b>										
<b>Subtotal, Task 2 (\$)</b>	<b>\$ 14,795</b>	<b>\$ 32,220</b>	<b>\$ 20,300</b>			<b>\$ 5,440</b>	<b>\$ 4,928</b>		<b>\$ 77,683</b>	<b>\$ 4,661</b>	<b>\$ 44,920</b>	<b>\$ 18,000</b>		<b>\$ 2,500</b>	<b>\$ 71,962</b>	<b>\$ 400</b>	<b>\$ 154,706</b>	
<b>Task 3</b>	<b>PERMITTING AND CEQA</b>																	
3.01 Encroachment Permit	4	24					2	30	\$ 5,596	\$ 336							\$ 100	\$ 6,032
3.02 CEQA Documentation Assistance	2	8						10	\$ 1,970	\$ 118								\$ 2,088
<b>Subtotal, Task 3 (hours)</b>	<b>6</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>40</b>										
<b>Subtotal, Task 3 (\$)</b>	<b>\$ 1,614</b>	<b>\$ 5,728</b>					<b>\$ 224</b>		<b>\$ 7,566</b>	<b>\$ 454</b>						<b>\$ 100</b>	<b>\$ 8,120</b>	
<b>Task 4</b>	<b>GEOTECHNICAL INVESTIGATION</b>																	
4.01 Geotechnical Investigation	2	4						6	\$ 1,254	\$ 75			\$ 21,400			\$ 23,540		\$ 24,869
<b>Subtotal, Task 4 (hours)</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>										
<b>Subtotal, Task 4 (\$)</b>	<b>\$ 538</b>	<b>\$ 716</b>							<b>\$ 1,254</b>	<b>\$ 75</b>			<b>\$ 21,400</b>		<b>\$ 23,540</b>		<b>\$ 24,869</b>	
<b>Task 5</b>	<b>MODELING SUPPORT</b>																	
5.01 Modeling Support				24				24	\$ 5,088	\$ 305								\$ 5,393
<b>Subtotal, Task 5 (hours)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>										
<b>Subtotal, Task 5 (\$)</b>				<b>\$ 5,088</b>					<b>\$ 5,088</b>	<b>\$ 305</b>							<b>\$ 5,393</b>	
<b>Task 6</b>	<b>BID PERIOD SERVICES</b>																	
6.01 Addenda	8	12	4				2	26	\$ 5,104	\$ 306								\$ 5,410
6.02 Pre-bid Conf., Inquiries, Evaluation	6	12						18	\$ 3,762	\$ 226							\$ 100	\$ 4,088
<b>Subtotal, Task 6 (hours)</b>	<b>14</b>	<b>24</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>44</b>										
<b>Subtotal, Task 6 (\$)</b>	<b>\$ 3,766</b>	<b>\$ 4,296</b>	<b>\$ 580</b>				<b>\$ 224</b>		<b>\$ 8,866</b>	<b>\$ 532</b>						<b>\$ 100</b>	<b>\$ 9,498</b>	
<b>TOTAL (hours)</b>	<b>101</b>	<b>267</b>	<b>144</b>	<b>24</b>	<b>16</b>	<b>40</b>	<b>48</b>	<b>640</b>										
<b>TOTAL (\$)</b>	<b>\$ 27,169</b>	<b>\$ 47,793</b>	<b>\$ 20,880</b>	<b>\$ 5,088</b>	<b>\$ 3,392</b>	<b>\$ 5,440</b>	<b>\$ 5,376</b>		<b>\$ 115,138</b>	<b>\$ 6,908</b>	<b>\$ 44,920</b>	<b>\$ 18,000</b>	<b>\$ 21,400</b>	<b>\$ 2,500</b>	<b>\$ 95,502</b>	<b>\$ 800</b>	<b>\$ 218,348</b>	

