EXHIBIT A

SCOPE OF SERVICES

The Consultant will study sewer capacity and alignment alternatives for the El Camino Real and San Antonio Change Areas.

The study would need to consider separation requirements, other private utilities conflicts, evaluation of right-of-way (ROW), realignment through private property or other public agencies, property easement and encroachment needs, bypass pumping during construction, and detour/traffic control. In addition, the study will review the cities of Los Altos and Mountain View sewer system models and the San Antonio Precise Plan.

TASK 1—PRELIMINARY INVESTIGATION

Subtask 1.01—Initial Meeting and Review Existing Information. Meet with City staff to review study requirements and existing information.

Subtask 1.02—Site Visits. Visit the project site and investigate existing site conditions to identify opportunities, constraints, and to verify the presence of existing utilities and other conditions.

Subtask 1.03—Utility/Agency Coordination Meetings. Meet with the City of Mountain View, the City of Los Altos, and any other agencies for their suggestions or restrictions.

Subtask 1.04—Coordination with San Antonio Precise Plan. Coordinate the study effort with the San Antonio Precise Plan.

Subtask 1.05—Review Record Drawings and Documents. Review record drawings pertinent to the study, including available right-of-way documents and improvement plans; the City's Standard Provisions and Details; and codes, ordinances, and policies pertaining to the proposed engineering project study. Provide a memorandum listing the documents available and reviewed along with any additional data required for the project.

Subtask 1.06—Workshop with City. Present findings from the preliminary investigation in a meeting with City staff and receive direction from staff for preparation of the final study.

Subtask 1.07—Project Schedule. Prepare a project schedule using Microsoft Project. Submit schedule in PDF format within five (5) days of award of contract. The schedule shall be updated and provided to the City periodically upon request. The schedule should reflect the City's overall goal of completing the study in approximately six (6) months from commencement to completion.

Deliverables:

- Meeting agendas and minutes for meetings with City staff, utilities/agencies, and the workshop with City staff. Provide project schedule and updates in Microsoft Project and PDF format.
- Provide a memorandum summarizing the results of the review of record drawings and documents (subtask 1.05).

TASK 2—STUDY

Upon agreement of the study requirements and agreement between the City and Consultant on the engineering study concept and scope, the consultant shall:

Subtask 2.01—Develop Alignment Alternatives. Prepare the proposed layouts of viable alternatives as directed by City staff. For the purpose of preparing this proposal, it is assumed that up to three (3) sewer main alignment/capacity alternatives will be evaluated in depth.

Subtask 2.02—Utility Coordination. Evaluate existing utility conflicts and relocations. Evaluate the effect of new development to sewer collection system. The evaluation of the effect of new development on the collection system will include evaluating the hydraulic impacts of development. West Yost will determine the Average Dry Weather Flow (ADWF) and the Peak Wet Weather Flow (PWWF) generated for new development, and will work with the City's modeling consultant to have this flow placed correctly in the hydraulic model for existing and future scenarios. Because the hydraulic grade line (HGL) in the City's collection system may be controlled by the HGL in the Los Altos trunk sewer, West Yost will work with the Los Altos hydraulic modeling consultant to make sure that the appropriate boundary conditions are utilized in the City's hydraulic model.

Subtask 2.03—Preliminary ROW Evaluation. Provide a preliminary ROW and/or easement evaluation.

Subtask 2.04—Environmental Coordination. 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. West Yost will provide technical project information such as proposed construction methods and construction impacts for the City to proceed with CEQA documentation. If requested, West Yost (through our subconsultant) can provide environmental documentation such as an Initial Study and Mitigated Negative Declaration, etc. If necessary, this would be negotiated and processed as a contract amendment.

Subtask 2.05—Preliminary Drawings. Prepare preliminary engineering drawings with design alternatives to present to City staff. Evaluate and prepare engineering drawings by incorporating the San Antonio Precise Plan. Preliminary drawings will use existing aerial photographs for drawing backgrounds. No surveying is included at this level.

Subtask 2.06—Alignment Evaluation. Evaluate the advantages and disadvantages of each of the various alternatives investigated. Investigate to see if any hydraulic or geotechnical study is required for the proposed project. Develop a matrix of cost estimates incorporating the various design components studied.

Subtask 2.07—Alignment Study. Prepare draft and final report summarizing the results of the alignment evaluation and presenting the recommended project. Identify recommended construction methods like bore and jack, tunneling, Cured-in-Place Piping (CIPP), pipe bursting, horizontal directional drilling, etc., as a part of the study. Identify general concept/phasing, bypasses, roadway closures, customer impacts, etc., that may be required for construction.

Deliverables:

- For subtask 2.06, provide a technical memorandum summarizing the results of the Alignment Evaluation (subtask 2.06) and the preliminary drawings (subtask 2.05). This information will also become part of the Alignment Study.
- The Consultant shall deliver five (5) hard copies and a PDF file of the draft study (subtask 2.07) for review by City staff.
- Following review and incorporation of staff comments into the draft study, the Consultant shall deliver five (5) final copies and a PDF file of the study.
- The final study shall be submitted in Microsoft Word and searchable PDF format.

TASK 3—ENGINEERING DRAWINGS

Upon agreement between the City and Consultant on the preferred design alternative, the Consultant shall:

Subtask 3.01—Development Drawings. Provide 35 percent development plans (full size) showing selected alignment, inverts, utility relocations, ROW, and easement requirements. Surveying will include project control and topographic survey including trees, fences, and surface utilities. Survey will not include record of survey or precise determination of property lines. Drawings will be in AutoCAD Civil 3D. Submitted with the drawings will be an updated 35 percent construction cost estimate and special specifications or product cut sheets, if appropriate.

Subtask 3.02—Presentation Exhibits. Prepare exhibits for presentation purposes.

Deliverables:

- Draft and final versions of the Development Plans (35 percent). The drawings and survey data will be provided in PDF and AutoCAD Civil 3D.
- Provide a construction cost estimate based on the 35 percent Development Plans.
- Draft and final versions of the electronic files of the color schematics for use in MS PowerPoint and City web page applications.

TASK 4—CLIENT MEETING SERVICES

Subtask 4.01—Client Meetings. Client meetings shall include up to three 2-hour meetings and six 1-hour meetings during Tasks 1 through 3.

Deliverables:

- Meeting agendas and minutes for meetings.

TASK 5—OPTIONAL TASKS

Subtask 5.01—Potholing (Optional). Following review of existing conditions, potholing may be required to augment available utility as-built information and verify potential conflicts with existing utilities. It is estimated, that up to two days of potholing can be performed at a cost of approximately $12,200. This optional task will not be performed unless directed in writing by the City. It is assumed that permit fees will be waived or paid by the City.

Hourly Rate Schedule

2014 Billing Rate Schedule

(Effective January 1, 2014 through December 31, 2014)*

POSITION	LABOR CHARGES (DOLLARS PER HR)
Principal/Vice President	229
Engineering Manager	218
Principal Engineer/Scientist	198
Senior Engineer/Scientist/GIS Analyst	177
Associate Engineer/Scientist	161
GIS Analyst	156
Engineer II/Scientist II	140
Engineer I/Scientist I	120
Construction Manager III	177
Construction Manager II	161
Construction Manager I	151
Resident Inspector III	133
Resident Inspector II	123
Resident Inspector I	109
Sr. Designer/Sr. CAD Operator	114
Designer/CAD Operator	102
Technical Specialist III	114
Technical Specialist II	99
Technical Specialist I	83
Engineering Aide	68
Administrative IV	104
Administrative III	94
Administrative II	78
Administrative I	62

- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost plus 15%.
- Direct Costs including general computers, system charges, telephone, fax, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 5% of West Yost labor charges.
- Mileage will be billed at the current Federal Rate.
- Subconsultants will be billed at actual cost plus 10%.
- Computers are billed at $25 per hour for specialty models and AutoCAD.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

Continued on following page

2014 Billing Rate Schedule (continued)

(Effective January 1, 2014 through December 31, 2014)*

SURVEYING AND EQUIPMENT CHARGES

POSITION	LABOR CHARGES (DOLLARS PER HR)
GPS, 3-Person	348
GPS, 2-Person	302
GPS, 1-Person	234
Survey Crew, 2-Person	255
Survey Crew, 1-Person	192

EQUIPMENT CHARGES

EQUIPMENT	BILLING RATE (DOLLARS PER DAY)	BILLING RATE (DOLLARS PER WEEK)
DO Meter	16	81
pH Meter	5	26
Automatic Sampler	128	698
Transducer/Data Logger	40	202
Hydrant Pressure Gage	11	49
Hydrant Pressure Recorder (HPR)	—	202
Hydrant Wrench	5	32
Pitot Diffuser	29	132
Well Sounder	29	132
Ultrasonic Flow Meter	—	264
Vehicle	87	437
Velocity Meter	11	64
Water Quality Multimeter	173	946
Thickness Gage	—	70

West Yost Associates **PROJECT: San Antonio Alignment**	EM $218 Boissevain	P $229 Goodwin	EM $218 McWilliams	SE/SS $177 Durbin	SE/SS $177 Wells	ESII $140 Pezzini	ADMIII $94	Labor Hours	Labor Fee	Drafting Hours	Drafting Fee $25	Routine ODC 5%	Sub. **MTCO**	Costs Sub. w/ markup 10%	Costs Other Direct	Costs Total Costs
Task 1 ***Preliminary Investigation***																
1.01 Initial Meeting and Review		2	4	4		4		14	$ 2,598			$ 130			$ 100	$ 2,828
1.02 Site Visits			8	8		8		24	$ 4,280			$ 214			$ 100	$ 4,594
1.03 Utility/Agency Coordination Meetings		4	8	20	8			40	$ 7,616			$ 381			$ 200	$ 8,197
1.04 Precise Plan Coordination		2	4	4				10	$ 2,038			$ 102				$ 2,140
1.05 Review Record Drawings and Documents		2	4	8		8		22	$ 3,866			$ 193				$ 4,059
1.06 Workshop with City	4	8	8	8				28	$ 5,864			$ 293			$ 100	$ 6,257
1.07 Project Schedule	1	1	1	3				6	$ 1,196			$ 60				$ 1,256
Subtotal, Task 1 (hours)	**5**	**19**	**37**	**55**	**8**	**20**	**0**	**144**		**0**						
Subtotal, Task 1 ($)	**$ 1,090**	**$ 4,351**	**$ 8,066**	**$ 9,735**	**$ 1,416**	**$ 2,800**			**$ 27,458**			**$ 1,373**			**$ 500**	**$ 29,331**
Task 2 ***Study***																
2.01 Develop Alignment Alternatives	2	4	8	20	8	48		90	$ 14,772	24	$ 600	$ 739			$ 300	$ 16,411
2.02 Utility Coordination			4	8		8		20	$ 3,408			$ 170				$ 3,578
2.03 Preliminary ROW Evaluation			4	8				12	$ 2,288			$ 114				$ 2,402
2.04 Environmental Coordination		2	4	16		24		46	$ 7,522			$ 376				$ 7,898
2.05 Preliminary Drawings	2	1	8	16		16		43	$ 7,481	12	$ 300	$ 374				$ 8,155
2.06 Alignment Evaluation	2	2	12	24	24		8	72	$ 12,758	4	$ 100	$ 638				$ 13,496
2.07 Aignment Study (Report)	4	6	16	24	4	16	8	78	$ 13,682			$ 684				$ 14,366
Subtotal, Task 2 (hours)	**10**	**15**	**56**	**116**	**36**	**112**	**16**	**361**		**40**						
Subtotal, Task 2 ($)	**$ 2,180**	**$ 3,435**	**$ 12,208**	**$ 20,532**	**$ 6,372**	**$ 15,680**	**$ 1,504**		**$ 61,911**		**$ 1,000**	**$ 3,096**			**$ 300**	**$ 66,307**
Task 3 ***Engineering Drawings***																
3.01 Design Drawings	1	2	16	40		48		107	$ 17,964	32	$ 800	$ 898	$ 20,000	$ 22,000	$ 500	$ 42,162
3.02 Presentation Exhibits	4	8	8	12		12		44	$ 8,252	12	$ 300	$ 413				$ 8,965
Subtotal, Task 3 (hours)	**5**	**10**	**24**	**52**	**0**	**60**	**0**	**151**		**44**						
Subtotal, Task 3 ($)	**$ 1,090**	**$ 2,290**	**$ 5,232**	**$ 9,204**		**$ 8,400**			**$ 26,216**		**$ 1,100**	**$ 1,311**	**$ 20,000**	**$ 22,000**	**$ 500**	**$ 51,127**
Task 4 ***Client Meeting Services***																
4.01 Client Meetings		6	21					27	$ 5,952			$ 298			$ 450	$ 6,700
Subtotal, Task 4 (hours)	**0**	**6**	**21**	**0**	**0**	**0**	**0**	**27**		**0**						
Subtotal, Task 4 ($)		**$ 1,374**	**$ 4,578**						**$ 5,952**			**$ 298**			**$ 450**	**$ 6,700**
TOTAL (hours)	**20**	**50**	**138**	**223**	**44**	**192**	**16**	**683**		**84**						
TOTAL ($)	**$ 4,360**	**$ 11,450**	**$ 30,084**	**$ 39,471**	**$ 7,788**	**$ 26,880**	**$ 1,504**		**$ 121,537**		**$ 2,100**	**$ 6,077**	**$ 20,000**	**$ 22,000**	**$ 1,750**	**$ 153,464**