

Scope of Work – Amendment 3

Presented below is the Scope of Work for Amendment 3 to the professional services contract between the City of Alameda and CDM Smith for the Clement Avenue Safety Improvement Project. This amendment is needed to extend the contract period of service through the construction phase of the project and to provide funding for additional planning services and engineering support during construction.

Supplemental planning and design is needed to address environmental conditions that were not clearly recognized and understood during initial design scoping. Highly sensitive cultural resources, the existing railroad and associated hazardous materials, drainage problems and coordination with multiple ongoing redevelopment projects has required a greater than anticipated level of project planning work.

Engineering and environmental compliance support services are also needed through the construction phase to support the City in responding to contractor questions, verifying compliance with the contract documents, evaluating and processing construction change orders and developing a final set of as-built record drawings. CDM Smith with its subconsultant, Pacific Legacy, will also provide archaeological expertise and services in compliance with state required protection measures for sensitive cultural resources.

Task 1 – Project Management and Coordination

Project management activities will be extended through the completion of the construction phase, which is currently estimated for the end of 2023. This task will include coordination of design and construction engineering activities; clear lines of communication; and timely and accurate invoices with progress reports. Changes in conditions that may result in impacts to the project budget or schedule will be reported immediately upon identification so that corrective actions may be made in a timely manner. Ongoing quality assurance will continue with pre-defined QA/QC activities, milestones and schedules for completion that include technical specialist reviews and independent quality control checks.

The CDM Smith Project Manager will serve as the primary point of contact through completion of the construction phase. Responsibilities include identifying and providing the necessary staffing and other resources to complete the work, and for coordination with City staff to obtain required information and communicate problems or unanticipated conditions. Project management also includes tracking project budget and completion status, monthly progress reports, project invoice preparation, filing and general project administration.

This task includes preparation for, attendance at, and facilitation of project related meetings to provide status updates, share information and coordinate project design and construction activities. Technical coordination meetings will be held with City staff, the design team, the Construction Manager (CM), the construction contractor, and other attendees as deemed appropriate. For each meeting, CDM Smith will prepare an agenda, appropriate presentation materials, invitation notices, sign-in sheets, and meeting notes. The following meetings are included:

- Up to eighteen Technical Coordination meetings with City staff and others as needed to provide updates on progress and discuss project design and construction issues.
- Up to three property owner's meetings to provide information on construction activities, receive and discuss comments and questions and coordinated access issues.

- Up to ten utility coordination meetings to discuss project related conflicts with existing utility infrastructure and coordinate utility relocations.
- One pre-construction conference with the City, the CM, the Construction Contractor, appropriate subcontractors, and utility companies. CDM Smith will present information on key project features and locations, special environmental issues, and support discussion of communication protocols, administrative procedures, project team members and roles, project schedule, work constraints, submittal process, requests for information (RFI) process, contract change order (CCO) process, safety responsibilities, meeting schedules, progress payment process, materials testing requirements, closeout documentation, permit requirements, and coordination with local utilities. It is assumed that the City or CM will lead this meeting.
- Up to six construction progress meetings and other construction meetings as requested by the City. At a minimum, the meetings will review the project status, submittal status, RFI status, CCO status, and the Contractor's three-week look-ahead schedule.
- Up to two site visits per month, for a total of up to 18, during the construction phase to evaluate constructed improvements for consistency with the design and answer design related questions from the Contractor and others as needed.

Assumption(s):

- The contract term will be extended by 18 months from the current expiration date of June 30, 2022 through the end of 2023, providing 3 additional months for completion of final design, 12 months for construction contractor procurement, construction, and final project documentation and approximately 3 months additional time for contingencies.

Deliverables

- Monthly invoices with progress reports.
- Agendas and meeting notes will be prepared for the meetings identified above. Draft agendas will be distributed one week prior to the meeting and meeting notes will be distributed within one week of the meeting.
- Presentations, sign-in sheets, design details and other materials will be provided as appropriate for the specific meeting.

Tasks 2 through 5

No changes are needed to these tasks.

Task 6 – Final Plans, Specifications, and Cost Estimates (PS&E)

Supplemental design activities are needed to address complex environmental conditions within the project area that were not clearly recognized and understood during the initial planning. Special design modifications and additional coordination with Caltrans and Native American Tribes are needed to avoid impacts to highly sensitive cultural resources present in the project area. Additional planning, field investigations and design is also needed to properly execute the removal, salvage and disposal of the existing railroad tracks beneath the project corridor and provide for the associated roadway and

sidewalk reconstruction. Additional design coordination is also needed with multiple ongoing redevelopment projects (Alameda Marina, Pennzoil, Boatworks).

Specific additional planning and design work includes:

- An Extended Phase 1 archaeological field investigation.
- Development of an Environmentally Sensitive Area (ESA) boundary and Action Plan to protect highly sensitive cultural resources.
- Railroad track field investigations to support the removal and reconstruction design and to define requirements for materials disposal and salvage.
- Coordination with ongoing development projects to provide design information for project improvements to be implemented by the developers as part of their Conditions of Approval.
- Detailed designs of location specific ADA and stormwater management improvements.

Assumption(s):

- The additional design features will be included in the final 100 percent design package to be advertised for construction bids.

Deliverables

- Design plans and specifications detailing the requirements for:
 - Implementation of the ESA Action Plan for sensitive cultural resources,
 - Railroad removal and roadway reconstruction,
 - Improvements to be constructed by others as part of the redevelopment projects along the corridor,
 - Site specific sidewalk and stormwater management improvements for ADA compliance and reducing flooding problems.

Task 7

No change.

Task 8 – Engineering Services During Construction

CDM Smith will provide construction engineering support for the project including as-needed on-site support to the City for clarifying design issues, verifying compliance with the contract documents, addressing requests for information (RFIs), reviewing contractor submittals, and evaluating and processing construction change orders. CDM Smith will support the City's independent CM with engineering related services during construction to facilitate their management of the project's construction.

Field Visits

CDM Smith will conduct monthly, or as requested, site visits to answer design related questions and support the City's on-site representative in observing the Contractor's work for conformance with the Contract Documents. The City's CM will have primary responsibility in observing constructed facilities prior to burial,

observing tests required to be performed by the Contractor or referenced in the contract documents and accepting work completed by the Contractor.

CDM Smith will coordinate with City and CM staff to combine the field visits with construction progress meetings and other construction meetings to review the project status, submittal questions, RFI's, CCO's, and the Contractor's construction schedule.

Each site visit will be documented with photographs and written notes to illustrate and describe items that were inspected and/or discussed and to document decisions made or direction provided to the Contractor. The Consultant shall also maintain a copy of redlined drawing markups to document and deviations from the design that were observed.

Environmentally Sensitive Area (ESA) Action Plan

CDM Smith and its Consulting Archaeologist subconsultant Pacific Legacy will provide archaeological expertise and services for the implementation of the state approved ESA Action Plan for the protection of sensitive on-site cultural resources. The following activities will be conducted as specified in the ESA Action Plan:

- The Consulting Archaeologist will attend the related meetings to ensure the environmental commitments of the ESA Action plan are addressed.
- The ESA will be discussed during a pre-construction coordination meeting/training session. A training session will be held with presentations by the Consulting Archaeologist and Native American monitor(s).
- Prior to beginning ground disturbing activities, the Construction Contractor will establish the ESA boundaries by placing temporary marking on the roadway pavement and sidewalk concrete surfaces and/or signage. The installation of temporary ESA marking and/or signage will take place under the direction of the City's Resident Engineer and Consulting Archaeologist
- The City's Consulting Archaeologist and City's Resident Engineer will be responsible for inspection of temporary ESA marking and/or signage on at least a weekly basis during active construction periods. The Native American Monitor will be invited to the weekly inspection.
- If the vertical ESA is breached, the City's Consulting Archaeologist will notify the City's Resident Engineer, City's Construction Contractor, Caltrans Project Archaeologist, and consulting Native American tribal representatives as appropriate to determine how unanticipated effects will be addressed and how further ESA breaches will be prevented. If the Consulting Archaeologist is not present, the area will be secured and operations within 100 ft. of the ESA boundary will cease.
- If the vertical ESA is damaged, the City's Resident Engineer, City's Construction Contractor, Caltrans Project Archaeologist, City's Consulting Archaeologist, and consulting Native American tribal representatives as appropriate will determine what efforts are necessary to assess and remedy the damage and who will carry out the remedy.
- In the event of a discovery of materials associated with the known sensitive area or an unanticipated discovery, the City's Consulting Archaeologist will conduct an inspection and provide

recommendations and guidance for the appropriate next steps and process for managing the discovery.

- The City's Construction Contractor will be notified when temporary ESA marking and/or signage is no longer required as determined by the City's Resident Engineer in consultation with the City's Consulting Archaeologist and Caltrans Project Archaeologist. The City's Construction Contractor will ensure that temporary ESA marking and/or signage is removed.

SWPPP Amendments

CDM Smith will provide a Qualified SWPPP Developer (QSD) to prepare Stormwater Pollution Prevention Plan (SWPPP) amendments to document modifications to the construction site stormwater runoff controls that are determined to be necessary by the designated Qualified SWPPP Practitioner (QSP), or other qualified individual. SWPPP amendments will be provided to the Contractor for insertion into the onsite SWPPP and submitted to the City for upload to the Stormwater Multi Application and Report Tracking System (SMARTS). It is assumed that the City's designated Legally Responsible Person (LRP), will manage compliance related submittals for the NPDES General Construction Permit including submitting the NOI and NOT.

Requests for Information (RFIs)

CDM Smith will provide clarification and interpretation of drawings and specifications, as requested by the City or CM, in response to requests for information (RFIs) from the Contractor. The Consultant will review RFIs and work with the Contractor, the City and others as needed, to develop appropriate written clarifications. Design clarifications shall be coordinated with the City's on-site representative and other staff to address questions raised by the Contractor, vendors, City staff, regulators, and others. RFIs shall be submitted to the CM who will then determine whether Consultant support is required to develop a response.

Construction Change Orders

As requested by the City, CDM Smith will assist in evaluating changed conditions, construction contract requirements, and preparing documentation and revised design information to support construction change orders to be incorporated into the contract.

CDM Smith will prepare or review CCO documentation as requested by the City. Anticipated assignments may include: assistance in preparing requests to the Contractor for proposals for extra or changed work; evaluating contract documents to determine if a CCO is appropriate; preparation of cost estimates and review of Contractor cost estimates. Preparation of small drawings, sketches or specifications for extra or changed work items may be prepared under this task.

Submittals

CDM Smith will provide the CM with submittal reviews as requested by the City. Submittals will be screened to determine their completeness before reviewing them (or forwarding them to the designer for review). Submittals determined to be incomplete will be returned to the Contractor for correction. On an as-needed basis, submittals will be reviewed and written responses provided with comments, and recommendations as to review status (e.g., no exceptions noted, amend and resubmit, etc.). Submittal review will determine if the items will, after proper installation and incorporation in the work, conform to the requirements of the construction Contract Documents and be compatible with the design concept of the completed project as a functioning whole. Submittal review and approval will not extend to means, methods, techniques, sequences or procedures of construction (except where a particular means, method, technique, sequence or procedure of construction is specifically and expressly called for by the construction Contract Documents) or to safety

precautions or programs incident thereto. Substitutions of equipment, materials, or methods; and minor design changes proposed by the Contractor shall also be reviewed under this task.

Compile and Submit Final Project Documents

CDM Smith will provide the City with a set of project record documents. At a minimum, these will include field reports and photographs, meeting notes and other correspondence, and documentation of submittals, RFIs, and CCOs that were reviewed or prepared.

Develop Record Drawings

CDM Smith will review the Contractor's working record drawing markups for general completeness and advise the Contractor of additions or clarifications that are needed. Based on the Contractor's redline markups, and other markups provided by the City or CM, CDM Smith will draft a complete set of record drawings for the completed project. CDM Smith will submit one set of record drawings in electronic PDF format identifying changes to the design made during construction.

Assumption(s):

- The City's independent CM will have primary responsibility for the management of the construction work and the selected Construction Contractor. The CM will serve as the liaison between the Construction Contractor and CDM Smith and will work with the City to determine when engineering support services are required by CDM Smith.
- The Construction Contractor will submit RFIs, submittals and other requests to the CM, who will then forward information to the City and CDM Smith as appropriate.

Deliverables

- One ESA Action Plan training presentation at the pre-construction conference or other meeting to the City, CM, Construction Contractor and others as deemed appropriate.
- Up to 18 bimonthly field visits, inspections and guidance related to the required implementation of the ESA Action Plan or management of discoveries of cultural resources during construction.
- Written responses for up to twenty RFIs and ongoing coordination and communications as needed to resolve the issue.
- Evaluation of up to ten submittals from the Construction Contractor and written responses to indicate approval, rejection or the need for additional information.
- Evaluation of up to five CCOs with preparation and review of cost estimates, small drawings, sketches or specifications for extra or changed work items. Additional design for significant project changes due to unforeseen conditions are not included.
- Development of up to five SWPPP amendments to support compliance with the stormwater construction permit.
- Final project documentation package including field reports and photographs, meeting notes and other correspondence, and documentation of submittals, RFIs, and CCOs.
- One set of project Record Drawings in PDF format.