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SCOPE OF SERVICES
CLEMENT AVENUE/TILDEN PROJECT
FEBRUARY 9, 2023

PROJECT BACKGROUND

Kittelson & Associates, Inc. (Kittelson) has been under contract with the City of Alameda to provide transportation services, including an alternative analysis and a conceptual roundabout design at Clement Avenue Extension/ Tilden Way Project ("Clement/Tilden Project").

The Clement/Tilden project represents an opportunity to connect the Cross Alameda Trail to the Miller-Sweeney Bridge, improving nonmotorized transportation connections between Alameda and Oakland. The project also presents an opportunity to improve complete the City's truck routes by providing a direct connection between Tilden Way and Clement Avenue.

Through the analysis of existing and future conditions, Kittelson and the City determined that roundabout is the most appropriate design alternative for this location. It was approved by the City of Alameda's Transportation Commission on January 26th, 2023.

PROJECT UNDERSTANDING

The project would construct a single-lane roundabout at the Tilden Way & Blanding Avenue/Fernside Boulevard intersection ("Tilden/Blanding" intersection). The project would reduce the number of through lanes along Tilden Way/Fruitvale Avenue to one in each direction in the vicinity of the project. It would provide a one-way westbound extension of Clement Avenue to Tilden Avenue for vehicles, bicycles, and pedestrians. It would convert the intersection of Broadway and Clement Avenue into an all-way stop with a new westbound Clement Avenue approach leg. It would prohibit northbound through and left movements from Pearl Street into Fernside Boulevard. The project would provide a two-way separated bike lane on the north side of Tilden Way between the Miller-Sweeney Bridge and Broadway that would connect the bridge to the existing bicycle lanes on Broadway and the proposed Cross Alameda Trail extension along Clement Avenue at Broadway. The project would include the preservation of existing trees to the extent possible and provision of new stormwater gardens and public space.

SPECIFIC SCOPE OF WORK

SUMMARY OF WORK

Survey, engineering design, and traffic engineering up through construction for this project based on the scope of services described herein.

Task 1.0 Project Management and Project Coordination

Task 2.0 Field Investigations, Report, and Studies

Task 3.0 Public Involvement/Engagement

Task 4.0 Preliminary Design (30%)

Task 5.0 Final Plans, Specifications, and Cost Estimates (PS&E)

Task 6.0 Construction Support

Task 7.0 Citywide Roundabout Support

The duration of this project is assumed to be from March 2023 through February 2024 for the completion of design, right-of-way, and bidding tasks. Construction will begin in 2024.

CONSULTANT RESPONSIBILITIES

TASK 1.0 PROJECT MANAGEMENT AND PROJECT COORDINATION

Task 1.1 Project Management

Consultant shall:

Prepare and maintain a contract and task decision log documenting all proposed changes to the project (i.e., change orders and notices to proceed) as well as the proposed schedules and deliverables.

- Complete subconsultant management tasks as required for completion of the project.
- Prepare monthly invoices and progress reports, invoices shall provide a breakdown of time spent on the items associated with each funding source. Consultant assumes a 12-month timeframe for the project to be designed and advertised for construction. Construction is anticipated to be completed in 16 months.
- Create a project-specific quality management plan. Quality control activities will be completed for each deliverable.
- Consultant shall prepare a project schedule at the on-set of design. Monthly updates shall be provided at each PMT meeting.

Task 1.2 Project Meetings and Coordination

The proposed approach to project coordination during design is to hold project meetings with key project team members and representatives from the City (Project Management Team "PMT"). The Consultant Project Manager shall direct all meetings and provide direction to the rest of the team as the project progresses. These meetings shall have a specific agenda with a predefined objective and outcome to address and resolve project issues as they are encountered.

- Monthly Virtual PMT meetings via Teams (1 hour each). Up to 3 consultant personnel are expected to be at each meeting. It is assumed that up to twelve (12) meetings will be held throughout the design phase of the project.
- Project Kick-off Meeting with City Staff. This meeting will include the City Project Manager (PM), and City Traffic Engineering Staff to introduce the subject project area, project tasks, and schedule. Consultant to provide agenda prior to meeting and minutes following the meeting.
- Up to three (3) Redline Review Meetings with the City PM to be held as necessary following the receipt of the 30%, 60%, and 90% plan review comments.

Task 1.0 Deliverables:

- *Contract/Task Decision Log*
- *Monthly Progress Reports (PDF format)*
- *Quality Management Plan (PDF format)*
- *Monthly Invoices with Progress Report Summary Spreadsheet (PDF format)*
- *Project Schedule (Project & PDF formats) and Monthly Updates*
- *Meeting Agendas and Minutes (Word & PDF formats)*

TASK 2.0 FIELD INVESTIGATIONS, REPORTS, AND STUDIES

Task 2.1 Topographic & Boundary Survey

Consultant shall complete a topographic survey in English units and will be based on California Coordinate System Zone III US Survey Feet. The horizontal datum will be 1983 (Epoch 2007). The vertical datum will be North American Vertical Datum (NAVD) 1988.

- Establish Horizontal and Vertical site control with RTK GPS and their values included on a Survey Control and Right of Way Plan Site control will be densified with conventional surveying methods, and elevations will be established with a digital level to ensure precise elevations.
- Features to be shown include trees three inches or more in diameter (DBH), utilities, utility poles, overhead wires, fences, area lights, culverts, driveways (including width and length), walks, crown line of streets, edge of pavement, ditches, traffic and other permanent signs, and structures as accessible.
- Underground features such as utility line sizes, rim elevations, invert elevations, fuel tanks, wells, septic tanks, and drain fields shall be shown as indicated by surface

features and other information including as-built drawings and utility company data. Consultant assumes City shall vacuum clean all structures prior to survey field work.

- Existing striping shall be located where needed to design the project striping.
- All significant features within 25 feet of the existing ROW (or up to the face of building, whichever is closer) shall be tied.
- Photos of existing site conditions shall also be taken.
- Retrace all existing ROW within the project limits. Consultant shall search all survey records on file to reestablish existing centerlines of each ROW.
- Research deeds and Record Surveys, including but not limited to all property surveys, county road surveys, original county road resolutions, section corner surveys, and Donation Land Claim (DLC) surveys.
- Keep all copies of the research data collected, including but not limited to surveys, title reports, deeds, assessors' maps, county road maps, government corner surveys, and horizontal and vertical control data sheets Consultant's Project file. Consultant shall provide all project-related data and records to the City at the end of the project.
- Show adjacent property lines and final ROW on the Project Base Map using Consultant's ROW retracement and proposed design.

The project limits shall include:

- Tilden Way, including the city-owned right of way on either side of the roadway from the County border at the Miller-Sweeney Bridge extending approximately 300 feet southwest of Broadway
- The Broadway/Tilden Way intersection and influence area, extending north to Clement Avenue.
- Clement Avenue, starting 200 feet west of Broadway continuing through the proposed extension from Tilden Way
- Fernside Bouelvard, starting 200 feet east of Versailles Avenue to Tilden Way, including the intersection with Pearl Street
- Blanding Avenue, starting 200 feet northwest of Broadway continuing through the intersection

The field topographic data shall be incorporated into an English topographic survey base map and digital terrain model utilizing AutoCAD Civil3D.

Task 2.2 Utility Coordination

Consultant shall:

- Designate a Utility Coordinator who will be the primary contact with utility owners and will oversee the research, conflict identification, and resolution processes performed by the project engineers in coordination with the City's designated utility project manager.
- Prepare meeting notes to document discussions with utility owners. The Utility Coordinator will attend up to six (6) meetings with the utility companies.

- Keep records of correspondence with utility companies, including email and phone conversations.
- Request utility maps from utility owners to supplement base mapping. Upon receipt of additional maps, Consultant will incorporate new information on utility CAD base maps and update baes file correspondence to the current project limits.
- Positively identify utilities via potholing at up to twenty (20) locations through procuring a utility locating service provider. The potholing report shall be provided back to the design team for incorporation into the design.
- Prepare and maintain a spreadsheet to document and track the status of utilities within the project ROW.
- Coordinate with all affected utility owner to establish protection, relocation schedules, and specifications prior to project construction.
- Prepare and send the following formal written correspondence to each affected utility owner as applicable:
    - Utility verification request
    - Notice to owner of potential conflict and request for determination of liability.
    - Request to pothole
    - Notice to owner of relocation
- Prepare up to seven (7) final utility agreements for issuance to utility owners and including the utility certification project milestone. The list includes the following:
    - Alameda Municipal Power
    - AT&T
    - Comcast
    - EBMUD
    - Kinder Morgan
    - PG&E
    - Verizon
- Coordinate with the City for any adjustments required to be included in the final design plans.

Task 2.3 Geotechnical Investigation

The geotechnical and pavement testing and design will be performed to provide recommendations for construction and rehabilitation/replacement of the roadway structural section within the project limits and infiltration tests for potential storm water facilities. The geotechnical and pavement project elements are limited to pavement preservation and pavement widening with the following scope:

- Obtain and review available information regarding the existing road section within the project area, if available.
- Conduct a visual distress survey of the existing pavement, including logging the extent and severity of moderate to severe distresses. Mark coring locations in the field.

- Obtain one-call utility locates for explorations and obtain permits through the City.
- Provide traffic control during field explorations through a subcontractor.
- Conduct Falling Weight Deflectometer (FWD) tests at 100-foot intervals in the outside wheel path of the travel lanes of existing AC pavement on Tilden, Fernside, and Blanding. FWD tests in adjacent lanes will be offset by approximately 50 feet where possible within existing traffic conditions and without turning off signal lights.
- Complete diamond core and solid-stem auger pavement borings within the road surface to depths of approximately 5.0 feet below ground surface for use in pavement widening and rehabilitation design.
    - Up to twelve (12) locations are estimated with six explorations on Tilden, two explorations on Fernside, two explorations on Blanding, and two explorations on Broadway.
    - When appropriate, cores will be located at locations of pavement cracks.
    - Explorations will be obtained in areas where standard traffic control measures are appropriate. Traffic control will not be used to flag-control the signalized intersections.
- Conduct the following laboratory tests using soil samples obtained from the explorations:
    - Up to eighteen moisture content tests in general conformance with American Society for Testing and Materials (ASTM) D 2216
    - Up to two atterberg limit tests in general conformance with ASTM D 4318
    - Up to four tests for material passing the U.S. No. 200 sieve in general conformance to ASTM D 1140
- Estimate the traffic loading by calculating equivalent single-axel loads based on 48-hour traffic classification counts provided by the project team.
- Evaluate rehabilitation and widening options based on FWD testing, subgrade conditions, soil borings, laboratory results, and traffic data.
- Provide pavement recommendations for rehabilitation and widening.
- Conduct up to four (4) borings to evaluate subsurface conditions and complete infiltration testing of the underlying soils.
    - The borings will be drilled initially to a depth of 3 feet for infiltration testing and then advanced to a depth of about 13 feet to confirm the presence of groundwater below the proposed stormwater facility. The borings will be made by a trailer-mounted drill rig, using auger drilling techniques. Disturbed split-spoon samples will be obtained from the borings at about 2.5-foot intervals of depth. The standard penetration test will be conducted while the disturbed split-spoon samples are being taken.

- Infiltration testing will be conducted at a depth of 3-feet in each of the borings, in general conformance with the requirements of the current Caltrans standards.
- Standard classification tests, such as natural water content and material passing a U.S. No 200 sieve, will be conducted on the infiltration soil samples.

- Traffic control will be subcontracted for the duration of drilling, FWD testing, and infiltration testing, which may occur over four days. Traffic control will be limited to lane closures and will not include full traffic control at signals.
- Provide a draft geotechnical report summarizing the results of our investigation and recommendations.
- Finalize the draft report after incorporating review comments from the City and the design team.

Assumptions:

- Environmental permitting will not be required for the field work.
- The drill cuttings are not contaminated and may be disposed of off-site by our drilling subcontractor; the City will be notified of the final disposal site. If the drill cuttings appear to be contaminated, the City will be informed immediately, and Central Geotech will take necessary action upon authorization.
- Flagging and traffic control for drilling will be subcontracted.
- Permit fees will be provided by the City.

Task 2.4 Drainage Analysis

In accordance with the most recent versions of Caltrans Highway Design Manual and the Project Planning and Design Guide the consultant shall:

- Perform a hydrologic and hydraulic design analysis using an approved computer modeling software to evaluate stormwater runoff patterns and quantify design flow rates and volumes.
- Evaluate the drainage design needs of the project and select an appropriate approach. It is anticipated that the Rational Method or TR-55 will be sufficient to determine peak flows for sizing most drainage components, but XPSWMM will be used to as necessary for more complex storage and routing analysis.
- Identify the required design criteria to calculate peak flows for drainage structure design and any needed water quality design flows and volumes.
- Determine the need to incorporate stormwater treatment requirements and provide appropriate recommendations.
- Additional guidance, as appropriate, may also be obtained in the Alameda County Flood Control & Water Conservation District Hydrology and Hydraulics Manual.
- Provide drainage analysis for existing and proposed conditions and document the results in a Draft and Final Drainage Report.

Task 2.5 Tree Survey

- Prepare a tree survey and report which will include a matrix of existing trees, species, size, and notes regarding tree health and condition. Special recommendations and construction details to preserve the health of this valuable resource will be described and illustrated.

Task 2.5 Survey for roundabout rodeo

- In coordination with task 3.4, consultant will obtain survey information to lay out the roundabout to scale for a public engagement and education activity.

Task 2.0 Deliverables

- *Topographic and Boundary Base Map (AutoCAD format)*
- *Utility Meeting Agendas & Minutes (Word & PDF formats)*
- *Potholing Report (PDF format)*
- *Utility Tracking Lot (Excel format)*
- *Utility Verification Request (PDF format)*
- *Notice to Owner of Potential Conflict (PDF format)*
- *Notice to Owner of Relocation (PDF format)*
- *Draft & Final Geotechnical Report (PDF format)*
- *Draft & Final Drainage Report (PDF format)*

TASK 3.0 PUBLIC INVOLVEMENT/ENGAGEMENT

This task includes engaging members of the public to hear and incorporate their input during the design process.

Task 3.1 Focused Stakeholder Engagement

Kittelson will prepare materials for and lead the content presentation at up to four public meetings and up to eight focused stakeholder meetings.

- Public meeting(s) will be identified to occur during the Task 4 (30% preliminary design) work.
- The other public meetings will be identified and scheduled as needed.

In addition to the public meetings, Kittelson will develop a presentation of the same content from each meeting on the City's project website. The engagement materials for the project website will parallel the information presented at the public meetings in content and detail.

Task 3.2 Commission and Council Hearings

Kittelson will support the City at one Transportation Commission meeting and one City Council meeting. Kittelson will prepare a presentation for the Transportation Commission meeting explaining the project process and outcomes and will present or assist the presentation. City staff can use or revise that presentation for the project's City Council hearing. Kittelson will attend the City Council meeting and be

available for questions. Kittelson will include up to two (2) staff members at each hearing. Each hearing is assumed to last up to four (4) hours.

Task 3.3 3D Visualizations

Kittelson will develop a three-dimensional (3D) model of existing conditions and the preferred alternative to demonstrate the design concept. Engineering CAD files will be used to generate the 3D model to provide accurate representation of the corridor. The model will contain realistic textures, neighboring buildings and features, street collateral (lights, signs, etc.), above-ground utilities, accurate lighting and environmental conditions, and multimodal activity. From the 3D model we will be able to provide 3D still images and an animation (fly-thru video moving through the corridor to demonstrate the existing conditions and the preferred alternative concept).

Task 3.4 Roundabout Rodeo

Kittelson will conduct a truck rodeo for freight and emergency response drivers to test-drive the roundabout. The City will secure a large site to conduct the rodeo. The consultant team will:

- Use a survey team to layout the roundabout to scale at the test site using temporary paint or chalk. Mark with either paint or chalk points the locations of the design curb lines, truck aprons, and approaches.
- Manage the tests by providing oversight of the schedules, provide guidance to test vehicles, and provide overall project management of the tests.
- Be responsible for instructing vehicle operators regarding desired test movements during each field test. This effort may include Consultant staff riding along with the operators during the test, if needed to thoroughly complete the task.
- Observe test vehicle movements and document needs for roundabout design revisions or modifications.
- Prepare a follow-up document summarizing the observations from the roundabout field tests, and comparing the test results to the predicted turning movements modeled by AutoTurn software. The document will include a short memorandum with supporting figures. The document must contain any recommendations and updates to the AutoTurn models, and suggestions for improvement to roundabout design vehicles and accommodation vehicles.
- Prepare a compiled video approximately 5 to 10 minutes in length highlighting the vehicles tested.

The City will:

- Supply traffic cones, sandbags, and labor to place items on roundabout. The
- Provide barricades used to direct and manage freight vehicles at the testing sites.
- Pay for any costs to rent a facility or parking lot for the roundabout testing
- Provide scissor lifts or boom trucks needed to provide aerial view and filming of roundabout testing.
- Provide toilet facilities (i.e., port-a-potties)

- Provide portable shelter for testing observers (e.g., pop-up canopy) if needed.
- Provide the labor to remove traffic cones, sandbags, barricades, and canopies after the roundabout test is complete.

Task 3.2 Roundabout Education

- Develop educational materials for the City

Task 3.0 Deliverables

- *Preparation, attendance, and presentation at up to four public meetings and up to eight targeted stakeholder meetings.*
- *Development of supporting online engagement materials to present the information from the public meetings in a digestible online format.*
- *Attendance and support in developing materials for one Transportation Commission meeting and one City Council hearing.*
- *3D Visualizations*
- *Roundabout Rodeo public engagement event with scaled roundabout design*

TASK 4.0 PRELIMINARY DESIGN (30%)

Task 4.1 Preliminary Roadway Design

Consultant shall prepare a preliminary roadway design utilizing the following design standards, City of Alameda Design Standards, Caltrans Highway Design Manual (HDM), Caltrans Standard Plans, and the California Manual on Uniform Traffic Control Devices (CA-MUTCD). On 22”x34” plan sheets the preliminary design package shall include the following:

- *Title Sheet*
- *Sheet Index and General Notes*
- *Abbreviations and Legend*
- *Key Map*
- *Survey Control, Monumentation, & Centerline Alignments*
- *Existing Conditions*
- *Plan and Profile*
- *Typical Sections*
- *Utility Plan*
- *Landscape and Urban Design for Public Open Space Areas*

Task 4.2 Preliminary Cost Estimate

Consultant shall prepare a preliminary construction cost estimate based on the preliminary design plans. Items of work in this task include: demolition, roadway concrete and asphalt concrete pavement, curb and gutter, sidewalk, driveways, and drainage structures. Unit costs will be obtained from the Caltrans Cost Data Book, recent bid information, and in conjunction with City staff. Allowances will be included for any items not completely defined and measurable for construction costs.

Task 4.0 Deliverables

- *Preliminary Construction Plans (PDF format)*
- *Preliminary Construction Cost Estimate (PDF format)*

TASK 5.0 FINAL PLANS, SPECIFICATIONS, AND COST ESTIMATES (PS&E)

This task involves the continued development of the City approved 30% design plans through 60% to a final Bid Ready construction bid document package.

Task 5.1 Final Design (60%, 90%, 100%, and Bid Ready)

Before beginning any final construction plans, the project team shall meet with City staff to confirm the preferred design for the project and refine design elements identified during the preliminary design and to focus on the parameters of the design. We anticipate the following construction sheets being required to solicit permits and advertise for construction bids:

Sheet Series Title	Number of Sheets
Cover, Legend, Index	3
Key Map	1
Survey Control, Monumentation, & Centerline Alignment	2
Right-of-Way Plan & Existing Conditions	2
Typical Sections	10
Demolition Plan	8
Horizontal Control Plans	8
Construction Plan & Profiles	8
Intersection Details	5
Curb and Bicycle Ramp Details	8
Driveway Details	3
Water Quality and Green Stormwater Infrastructure Plans	8
Construction Staging and Pedestrian Routing	32
Signing & Striping	8
Landscape and Urban Design	10
Temporary Water Pollution Control during Construction	6
Utility Plan	8
Details	26
Total	156

Consultant shall prepare construction drawings on 22”x34” sheets for the described improvements.

- Prepare and organize all construction drawings as shown in the table above. Identify which City standard drawings and Caltrans standard drawings are needed. The construction plans format shall be in accordance with City standards. Details shall show pay limits for the bid items.
- Design plans shall show the existing locations of manholes, catch basins, water valves, culverts, utility poles, utility lines (alignment, size, invert elevation, and depth), existing easements, utility lines and sizes, property corners, and approximate property lines.
- Update the plan sheets as required following each milestone review as required.
- Prepare typical roadway sections to include the pavement structural sections as identified in the Pavement Design Report. Mill and overlay areas will be designed to match existing roadway grades and slopes to maintain drainage.
- Demolition plans showing the removal of all required materials.
- Prepare horizontal control plans to identify station/offset requirements and all proposed geometric data for the roundabout.
- Finalize street and stormwater plan and profile sheets.
    - The drainage design shall include conveyance routing, sizing and inlet type selection for modifications to existing drainage systems and for new facilities in accordance with City drainage standards. It is assumed that no off-site drainage facilities are affected and no off-site drainage design for increased conveyance capacity or stormwater treatment will be performed. These plans will include existing and proposed stormwater facilities shown in plan and profile views, cross-sections, and details.
- Prepare and finalize the intersection detail plan sheets.
- Prepare and finalize the pedestrian and bicycle ramp plan sheets showing station/offsets, elevation, and ramp grades complying with the requirements of the United States Access Board’s Public Rights-of-Way Accessibility Guidelines (PROWAG) and accepted construction tolerances.
- Prepare and finalize the driveway plan sheets showing station/offsets, elevation, associated drainage elements, and sidewalk/ramp grades complying with the United States Access Board’s PROWAG and accepted construction tolerances.
- Prepare and finalize the water quality and green infrastructure improvement plan sheets.
    - As a roadway reconstruction project that does not add one or more new lanes, this project is excluded from the numerically sized treatment requirements of Provision C.3 of the Municipal Regional Stormwater Permit (MRP). Although numerically sized treatment facilities will not be required, Site Design and Source Control Measures are required to be implemented to the maximum extent

practicable. Additionally, TMDL programs are in place and may require incorporation of additional BMPs to control sediment and trash discharges. Green stormwater infrastructure such as bioretention cells, vegetated swales, pervious pavement, etc. can be effective in controlling these types of pollutants and will be considered in the design. Existing water quality controls such as trash screen inlet inserts will be protected in place in inlets that are not modified by the project and new trash inserts will be specified for all new or modified inlets. The geotechnical investigation results will be used to support the design of any infiltration facilities, or other improvements anticipated to be constructed below the elevation of the water table.

- Prepare and finalize the construction stage and pedestrian routing plan sheets.
    - Prepare construction staging area plans to depict the potential phasing of construction while safely routing pedestrians through the construction activities. Maintenance of traffic will conform to the requirements of the California Manual on Uniform Traffic Control Devices (CA MUTCD).
- Prepare and finalize the temporary water pollution control during construction plan sheets.
    - These plan sheets will begin identification of temporary construction site best management practices (BMPs) and compile the required information to support the development of the project Stormwater Pollution Prevention Plan (SWPPP) and water pollution control drawings in accordance with the California Construction General Permit. Consultant shall update temporary construction site BMPs and quantities as required. It is assumed that the Construction Contractor will be responsible for the finalization of the document by adding contact information, identifying the Qualified SWPPP Practitioner (QSP), and signing the final version. The Construction Contractor will be responsible for implementation of the SWPPP.
- Prepare and finalize the landscape and urban design plan sheets.
    - These plans will include hardscape elements, plant palette, legend, notes, tree locations, and defined planting areas. These plans will identify hardscape elements of medians, pedestrian crossing refuges and sidewalks at curb bulb-outs including recommendations for types, colors, finishes and materials. It is assumed that the final detailed irrigation design will be completed by a licensed landscaping contractor.
- Prepare and finalize the signing and striping plan sheets for the project area per the current California Manual on Uniform Traffic Control Devices (CAMUTCD) and City standards.

Task 5.2 Construction Specifications

At the 60% design stage the Consultant shall identify specifications and special provisions necessary for construction of the project. Consultant shall assemble data and prepare drafts of (1) necessary modifications to the Caltrans Standard Special Provisions, (2) necessary technical specifications not included in Caltrans or City standard specifications, and (3) incorporate the standard "boilerplate" upfront language to be provided by the City.

At the 90% design stage the Consultant will update the specifications and special provisions necessary for construction of the project. Technical specifications will be refined and will be consistent with City and Caltrans standards or as approved by the City for project review and discussions.

Task 5.3 Construction Estimates

Consultant shall update the Engineer's Construction Cost Estimate at each submittal stage of the project using the design plans as a basis for the quantity estimates. Unit costs will be updated from recent bid information and in conjunction with City staff. Allowances will be included for any items not completely defined and measurable for construction cost.

Task 5.4 Permit Coordination

Consultant shall compile the required information and complete compliance documentation for the NPDES Municipal Regional Permit (MRP) and the General Construction Permit (CGP) Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) submitted through Stormwater Multiple Application and Report Tracking System (SMARTS).

Task 5.0 Deliverables:

- *60%, 90%, 100%, and Bid Ready Construction Plans (one electronic copy in PDF form per submittal)*
- *Construction Specification Outline (60% Submittal)*
- *Construction Specifications (90%, 100%, and Bid Ready) (one electronic copy in PDF format submittal)*
- *Construction Estimates (90%, 100%, and Bid Ready) (one electronic copy in PDF format per submittal)*
- *Construction Bid Tabs in Excel format.*
- *MRP compliant water quality controls incorporated in final PS&E.*
- *Draft SWPPP and NOI for submission to SMARTS*

TASK 6.0 CONSTRUCTION SUPPORT

Task 6.1 Bidding Support

Consultant shall assist the County as directed during the bidding process, limited to the total person-hours itemized in the fee proposal which shall not be exceeded unless modified by contract amendment. Scope includes, but is not limited to:

- Respond to bidder's questions to clarify intentions of design documents.
- Prepare text of any addenda determined to be necessary by the County.

- Prepare plan modification details for use in addenda.

Task 6.0 Deliverables:

- *Bid Addendum documentation and plan revisions (PDF format)*

TASK 7.0 CITYWIDE ROUNDABOUT SUPPORT

This task will provide the city with additional support for other city projects, including for example:

- Peer review
- Project concept development
  - Traffic operations analysis
  - Prepare roundabout concept sketches in support of project development
  - Grant writing support
  - Project coordination support

REIMBURSABLE EXPENSES:

The reimbursable budget estimate is based on our experience with this project type and the governing agencies. It is an estimate only. Additional budget may be necessary to complete the project.

Customary reimbursable expenses mean the actual expense incurred in direct connection with the project. Vehicle mileage is reimbursed at the current Internal Revenue Service (IRS) rate for project related travel.

The following project related expenses are reimbursed at cost:

- External Reproduction Services
- Travel Expenses, other than private vehicle mileage
- Express Postage
- Other Direct Expenses (Title Reports, survey filing fees; project specific supplies, etc.)

ASSUMPTIONS

The Consultant has made the following additional assumptions related to this project.

1. All permits and application fees shall be paid by the City, or as a reimbursable expense at cost.
2. Major access management improvements (i.e. parking lot recirculation plans, frontage road designs, etc.) are not included at this time.

CITY'S RESPONSIBILITIES

The City will:

1. Coordinate the relationship with other jurisdictions involved in the project, with adjacent property owners and with the general public.

2. Assist in utilities coordination and facilitate the timely receipt of utility data from the private utility companies.
3. Provide traffic counts for use with the pavement design.
4. Maintain the public involvement mailing list, obtain public meeting facilities, refreshments, and project press releases.