

ATTACHMENT A SCOPE OF WORK

TASK A - Kickoff Meeting

The consultant shall conduct a kick-off meeting with all 8 agencies (7 cities and 1 county) participating in the Pavement Management Program (PMP) being implemented by the Transportation Agency for Monterey County (TAMC). In addition to the kick-off meeting, other meetings may be held throughout the course of the project as needed. The consultant will provide a progress schedule with milestone activities.

The 8 participating agencies include:

- **Carmel by the Sea**
- **Del Rey Oaks**
- **Greenfield**
- **King City**
- **Marina**
- **Pacific Grove**
- **Sand City**
- **County of Monterey**

Deliverables:

Progress Schedule, Meeting Minutes

TASK B - Pavement Condition Surveys

The consultant shall conduct field surveys on all paved streets and roads within the city and county networks for all 8 agencies (7 cities and 1 county). This will include the paved roads within the County of Monterey road system, and within the cities of **Carmel by the Sea, Del Rey Oaks, Greenfield, King City, Marina, Pacific Grove, Sand City, and the County of Monterey** totaling approximately 1307 centerline miles.

PARTICIPATING AGENCIES	CENTERLINE MILES
Carmel by the Sea	27
Del Rey Oaks	10
Greenfield	23
King City	28
Marina	78
Pacific Grove	56
Sand City	5
Monterey County	1080
Total Miles	1307

Condition surveys shall be performed to identify pavement distress in accordance with the latest MTC Pavement Distress Identification Manuals (AC 4th Edition, PCC 3rd Edition, March 2016). The survey information to be collected and/or verified shall at a minimum include: Street geometric (length, width, section area), functional class, surface type, surface condition, surface distress, and pavement condition index (PCI). Eight pavement distresses of flexible pavement to be inspected will include but are not limited to: alligator cracking, block cracking, distortions, longitudinal and transverse cracking, patching and utility cuts, rutting and depressions, weathering, and raveling. Rigid pavements will include seven distresses: corner break, divided (shattered) slab, faulting, linear cracking, patching and utility cuts, scaling/map cracking/crazing, and spalling.

Upon completion of field surveys, consultant shall verify and update all agency's database. The consultant shall confirm with MTC that the roadway data is compatible with the StreetSaver database before it is uploaded into the database.

Deliverables:

Inventory and condition information for each paved road and street with breakdown by agency. The consultant shall provide a list of all costs associated with this deliverable, including a breakdown of such costs for each of the 8 agencies (7 cities and 1 county).

TASK C - Update Maintenance and Rehabilitation Strategies

The consultant shall review maintenance and rehabilitation strategies with each of the 8 agencies (7 cities and 1 county). This shall include the recommendation and selection of appropriate treatments such as slurry seals, chip seals, overlays, reconstructions, and the determination of treatment unit costs.

Deliverables:

Maintenance and rehabilitation decision trees for each agency. The consultant shall provide a list of all costs associated with this deliverable, including a breakdown of such costs by each of the 8 agencies (7 cities and 1 county).

TASK D – Budget Analysis and Funding Scenarios

The consultant shall an initial prepare budget needs and funding scenario reports for each of the 8 agencies (7 cities and 1 county).

Deliverables:

A minimum of five initial budget scenarios shall be prepared for each agency. The consultant shall provide a list of all costs associated with this deliverable, with a breakdown of such costs by agency. This shall include the following scenarios:

- Budget Needs Assessment
- Utilize Existing Budget
- Maintain Current Pavement Condition Index (PCI)
- Improve Network PCI (by 5 pts)
- Improve Network to Regional Target PCI

TASK E – Training

The consultant shall provide one full day (8 hours) of hands on computer training for representatives each of 7 agencies (6 cities and 1 county), ***excluding the City of Del Rey Oaks***. The training will be hosted at the TAMC facility. Each agency will provide their own laptop computers and internet access (Wi-Fi) will be provided by TAMC. The training shall include all aspects of the StreetSaver Program, including data entry and editing, performing PCI calculations and budget analysis, generating reports, and use of the GIS toolbox.

Deliverables:

On-site training and training manuals. The consultant should provide a list of all costs associated with this deliverable, including a breakdown of such costs for each of 7 agencies (6 cities and 1 county), ***excluding the City of Del Rey Oaks***.

TASK F - Final Reports /Council Presentations

Task F-1 shall be provided for each agency. Task F-2 shall be provided for each agency, excluding the City of Del Rey Oaks, which elected not to include Task F-2 in their scope of work.

TASK F-1 Final Reports: Upon completion of the project, the consultant shall prepare a final project report for all 8 agencies (7 cities and 1 county). The consultant shall also prepare a PowerPoint presentation for each final report, after the final reports are completed. The PowerPoint presentation shall be tailored specifically for each City Council/County Board/Management Staff. The presentation shall provide a summary of the pavement network and shall include budgets and planning recommendations. The participating agencies and TAMC will review and provide input on the final PowerPoint presentations.

The consultant shall provide a list of all costs associated with this deliverable, with a breakdown of such costs by agency.

TASK F-2 Council Presentations: The consultant shall provide a City Council/County Board presentation of the final report for each of 7 agencies (6 cities and 1 county), ***excluding the City of Del Rey Oaks***. The presentation for each agency will be scheduled to occur at a mutually agreed date for a regular monthly meeting of the agency council/board. The consultant presentation will include the full details of the final report and PowerPoint presentation included in Task F-1. It shall be presented in a manner that clearly conveys the key aspects and recommendations of the final report.

The consultant shall provide a list of all costs associated with this deliverable, with a breakdown of such costs for each 7 agencies (6 cities and 1 county), ***excluding the City of Del Rey Oaks***.

Deliverables:

A total of five copies of each agency report shall be provided by the consultant and distributed as follows: 4 copies to the agency, 1 copy to TAMC. In addition, a digital copy of the reports and presentations shall be provided to each 7 agencies (6 cities and 1 county), ***excluding the City of Del Rey Oaks*** and to TAMC.

TASK G- Breakdown of Costs by Agency

The consultant provided TAMC with a cost proposal showing a breakdown of costs for each agency for all the above listed tasks (Tasks A-F) included in this joint procurement of PMP services. After reviewing the cost information, a total of 8 agencies elected to proceed in the joint procurement. Each of the 8 agencies has executed an agreement authorizing TAMC to procure the elected PMP services on their behalf.

The final consultant scope of work has been revised to include only those 8 agencies that have executed authorizing agreements with TAMC, and includes all the above listed Tasks A-F for each agency with the following exceptions:

- *City of Del Rey Oaks has elected to be excluded from Task E, Training and Task F-2 Council Presentations*
- *City of Del Rey Oaks has elected to be excluded from Task F-2 Council Presentations*

The costs provided for each agency shall be considered as fixed prices and no increases were allowed for any reduction in the final scope of services based the number of participating agencies.