

## **SCOPE OF WORK**

### **Fort Ord Regional Trail & Greenway (FORTAG)**

#### **SR 218 Canyon Del Rey Segment**

#### **Design and Right-of-Way**

##### **Project Background**

The Fort Ord Regional Trail and Greenway (FORTAG) is a proposed 28-mile, 12-ft wide paved regional bicycle and pedestrian trail through parks and open spaces connecting the cities of Seaside, Marina, Del Rey Oaks, Monterey and unincorporated community residents to California State University Monterey Bay, the Fort Ord National Monument and the Monterey Bay Sanctuary Scenic Trail. FORTAG has several distinct segments with full independent utility, allowing the Transportation Agency to fund and construct the entire trail over time.

This Request for Proposals seeks qualified consultants to perform engineering design and right-of-way services for the first phase of the Del Rey Oaks/SR 218 Segment of the trail ("the Project" for purposes of this RFP). As described in the Final Environmental Impact Report, this Project will extend 1.5 miles along the south side of the SR218 (Canyon Del Rey Boulevard) corridor beginning at the intersection of SR 218 Canyon Del Rey / North Fremont Street in the City of Seaside, traveling east and connecting Work Park and Del Rey Park through the City of Del Rey Oaks. The trail continues east around Del Rey Park, constructs an undercrossing at SR 218 / Canyon Del Rey Blvd., travels under SR 218 / Canyon Del Rey Blvd. into the southwest corner of the Monterey Peninsula Regional Park District's Frog Pond Wetland Preserve on the north side of SR 218. From the north side of the new undercrossing, the trail will switch back up to the grade on the north side of SR 218 increasing in elevation by approximately 25', while conforming to ADA standards, and continue west to Carlton Drive. From the intersection of SR 218 and Carlton Drive, the trail will travel north on the west side of Carlton Drive at sidewalk grade to Plumas Avenue in the City of Seaside, turning west, and meandering through the PG&E easement along the south side of Plumas Avenue to Noche Buena Street, where the trail terminates at Del Rey Woods Elementary on the northwest corner of Plumas / Noche Buena Street.

FORTAG is a grassroots project that has achieved a number of planning and funding milestones. FORTAG is included in the Measure X expenditure plan, with \$20 million allocated to the project over time. This local funding commitment demonstrates broad support for FORTAG from individuals, community organizations and agencies.

FORTAG is supported by environmental and active transportation groups such as the Monterey Off-road Cycling Association, Citizens for Sustainable Marina & Seaside, and the Sierra Club; commerce and tourism groups including the Monterey Chamber of Commerce Economic Vitality Committee and the Monterey County Visitor's Bureau; regional government agencies such as the Fort Ord Reuse Authority; recreation interests such as California State Parks, the Monterey Peninsula Regional Parks District and the Audubon Society; and educational institutions such as California State University Monterey Bay and Monterey Peninsula Community College and many more.

### **Goals**

On March 25, 2020, the Transportation Agency for Monterey County certified the Final Environmental Impact Report and approved a Master Agreement for the entire FORTAG project. The cities of Marina, Seaside, Del Rey Oaks, and Monterey, the County of Monterey, and the Monterey Peninsula Regional Park District have also entered into that Master Agreement with TAMC as the lead agency for design and construction of FORTAG. The FORATG trail alignment runs through parks and open space that the community highly values. For this reason, the design process will be cooperative and interactive with stakeholders. Strong community outreach and participation will be a critical component to make the FORTAG project more competitive for state, federal and private matching grant funds, and to fulfill TAMC's commitment to Stakeholder Jurisdictions.

The goals of this scope of professional services are to perform land surveying, engineering design PS&E, right-of-way, utility relocation, community and stakeholder engagement, bidding support, and grant application support. The design, final alignment, and right-of-way will be reviewed and approved by Caltrans, Transportation Agency for Monterey County, the Cities of Seaside and Del Rey Oaks, and Monterey Peninsula Regional Parks District.

### **Schedule**

The Consultant shall develop a schedule with work with the following deadlines:

Begin Design October 2020

Right-of Way Certification June 2021

Construction Award May 2022

### **Stakeholder Jurisdictions**

This is a multijurisdictional project. The following “Stakeholder Jurisdictions” will be closely involved in the development of the Project’s design and are included in the design approval:

- Caltrans
- City of Seaside
- City of Del Rey Oaks
- Monterey Peninsula Regional Park District

### **Scope of Work**

The scope of work for this Project is organized into five main parts intended to accomplish the Project goals:

- Public Outreach and Grant Support
- Land Surveying
- Engineering Design (PS&E)
- Right-of-way and Utility Relocations
- Bid Support and Design Services during Construction

The consultant may propose a reorganization or consolidation of these tasks. However, all required and optional tasks must be included in the proposal.

### **Task 1: Project Management**

**Task 1.1 Project Management** - Consultant will serve as overall Project Manager during the entire duration of the Project for the preparation of environmental approvals, and Plans, Specifications and Estimates (PS&E), Bid Phase Support, Construction Support and a post construction traffic study for the Project. The general project management responsibilities include:

- Prepare and update master project schedule
- Coordinate project status meetings
- Provide coordination with other agencies
- Manage subconsultants
- Oversee all the project components listed in this Work Plan

- Effectively manage budget and schedule
- Ensure Quality Assurance and Quality Control Measures are completed
- Prepare invoices at the end of each month of previous month's work

**Task 1.3 Progress Meetings** - Consultant will provide meeting coordination and oversight. At the outset of this Project, an initiation meeting will be scheduled to establish the project team; review the scope of work and the project schedule; and establish roles and lines of communications. Consultant will include twenty-four (24) meetings at TAMC offices (appropriate subconsultants in attendance at up to ten (10) meetings - *and where possible by teleconference to save cost*) and eight (8) meetings in Caltrans District 5 offices in San Luis Obispo. In addition to the face-to-face meetings, teleconferences and net-meetings will be conducted, as necessary. Consultant shall prepare agendas and meeting minutes highlighting decisions made and action items.

**Task 1.4 Review of Existing Documents and Environmental Impact Report** - Consultant will review the goals and objectives of the Fort Ord Regional Trail & Greenway project, as described in TAMC's Measure X Projects and Policies (<http://www.tamcmonterey.org/measure-x/>). Other sources include, but are not limited to: TAMC FORTAG project page (<https://www.tamcmonterey.org/measure-x/programs-projects/fort-ord-regional-trail-greenway/>); FORTAG proponents' website ([www.fortag.org](http://www.fortag.org)). Consultant will also review the FORTAG Master Agreement provided by TAMC to understand the importance of outreach and consensus building in achieving final design and alignment.

The following environmental review has been completed for this Project:

- TAMC approved the Final Environmental Impact Report on March 25, 2020 (Cooperative Agreement No. 05-0348) The report and appendices are available on the TAMC FORTAG project page (<https://www.tamcmonterey.org/measure-x/programs-projects/fort-ord-regional-trail-greenway/>).
- CALTRANS approved the Categorical Exclusion on April 8, 2020 (Cooperative Agreement No. 05-0348).
- TAMC completed the Project Initiation Document on March 1, 2019.

**Task 1.5 Field Review FORTAG alignment** - The consultant shall review the proposed FORTAG route alignment map and alternative segments and shall be prepared to go out into the field to walk the FORTAG Segment alignment. TAMC staff will facilitate the walk of the proposed Project route. Caltrans, City representatives, and Monterey Regional Parks District staff will participate.

**Task 1.5.2 Implement EIR Mitigation Measures** - Design Submittal Review and Response to Comments will utilize the Plans, Specifications and Estimate (PS&E)/Ready to List (RTL) Review Tool developed by Caltrans to review the 30%, 60%, 90%, and 100% design submittals to ensure all applicable measures from the EIR are included in the design documents. These measures include, but are not limited to, preconstruction surveys for sensitive species, nesting bird protection, environmental sensitive area fencing and protection of retained trees from construction disturbance. In addition, Subconsultant's Qualified SWPPP Developer/Practitioner (QSD/QSP) will ensure design documents, such as Water Pollution Control Plans and the Storm Water Data Report, are consistent with the SWPPP. This will include reviews of all relevant design components, such as Erosion and Sediment Control BMPs.

**Task 1.6 Agreements and Permits** - Consultant shall confer with State, Federal, local agencies, as appropriate, to determine the permits and permitting requirements required for the Project.. Consultant will assist in the preparation of all permits, including but not limited to the following permits and agreements:

- Caltrans Cooperative Agreement - Track as an item in the schedule and review for consistency with the project improvements and deliverables.
- Revised Freeway Agreement - Prepare revised maps/exhibits
- Maintenance Agreement - Prepare maps/exhibits showing areas of maintenance responsibility, review draft maintenance agreement provided by State and provide input to City.
- State Encroachment Permit for Construction - Prepare application for TAMC signature
- County Encroachment Permit for Construction - Prepare application for TAMC signature
- City of Del Rey Oaks Encroachment Permit - Prepare application for TAMC signature
- City of Seaside Encroachment Permit - Prepare application for TAMC signature
- Monterey Regional Parks District Encroachment Permit - Prepare application for TAMC signature
- California Fish & Wildlife Permit
- Regional Water Quality Control Board Permit

## **Task 2: Land Surveying**

**Task 2.1 Review Available Survey Data** - The consultant shall obtain and review available data and identify any additional information necessary to complete the PS&E

and right-of-way needs of the Project. The consultant shall provide additional topographical survey information including at minimum: topographic base maps, utility information, right-of-way information delineating parcels, topographical survey map data. The consultant shall provide written and graphic materials that describe the Project. The following information should be included in this assessment and surveys task:

- Property needs for accommodating the trail by jurisdiction
- Survey needed to design undercrossing, retaining walls, and minor structures
- Improvements at intersections and within PG&E easement
- Constraints analysis
- Rerouting of utilities
- Survey of existing property ownership and status of ownership and status of ownership including fee title, easements, conditions of developments, etc.

Task 2.1 Deliverables: Memorandum detailing the field assessments and surveys, including pictures and maps. Native JPG image files, GIS and AutoCAD files, Word files, Base Plans, and PDF files will be submitted to TAMC.

### **Task 3: Engineering Design PS&E**

Consultant will perform all work in accordance with Federal and State of California laws, regulations, and standards; Federal Highway Administration (FHWA) standards; and Caltrans standards.

#### **Task 3.1 Plans, Specifications and Cost Estimate (PS&E)**

The consultant shall prepare engineering design for the project alignment. Designs will consider opportunities for innovative design and project area constraints. The Consultant shall refer to the project description and FORTAG Alignment Plans for specific project improvements to be designed. FORTAG Alignment Plans CAD files will be used as the base for this work and will be made available to consultant. The consultant shall provide final design services, including complete PS&E (plans, specifications, and estimate) deliverables at the 35%, 65%, 95%, and 100% design phase.

The construction documents included in this task include

- Plan Preparation
- Construction General Permit (CGP) documentation including a Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) filing documents.

- Project Specifications and Special Provisions, including Federal requirements
- Quantity Calculation
- Engineer's Opinion of Probable Cost

The Consultant shall write a complete set of technical specifications based on the latest Caltrans Standard Specifications. The Consultant will develop a complete set of special provisions that adhere to and include all federal requirements. The following plan sheets are anticipated, but not limited to:

Title Sheet  
Key Map, Abbreviations & General Notes  
Horizontal and Vertical Control  
Typical Cross Sections  
Layout Plans and Profiles  
Construction Details  
Retaining Walls  
Undercrossing Structure  
Grading, Erosion Control, and Habitat Protection  
Drainage Plan, Profiles, Details (Including Minor Structures)  
Storm Water Design Plans and Details  
Utilities and Utility Relocations  
Signing and Pavement Delineation  
Quantities  
Traffic Signal Modification (SR 218 / North Fremont Street)  
Street Lighting, Trail Lighting, Tunnel Lighting, and Irrigation Control  
Stage Construction  
Temporary Traffic Control, including bicycles and pedestrians  
Landscaping, Habitat Restoration, and Irrigation Plans

**Task 3.1.1 35% PS&E:** The Consultant will prepare a 35% design that incorporates the approved plan and profile trail alignment on the topographic base plan with horizontal and vertical control, locations of walls and structures, existing utilities, right-of-way and property lines, and other significant features. Consultant will provide TAMC and all Stakeholder Jurisdictions with a set of draft 35% project plans for review and comment.

**Task 3.1.2 - 65% PS&E:** The Consultant will prepare a 65% design that reflects the 35% plan set and stakeholder comments. Consultant will provide TAMC and all

Stakeholder Jurisdictions with a set of draft 65% project plans and specifications for review and comment. The 65% PS&E will address issues such as materials specification, testing requirements, bid item list, and bid item measurement and payment.

**Task 3.1.3 - 95% PS&E:** The Consultant will prepare a 95% design that reflects the 65% plan set and the stakeholder jurisdiction comments. Consultant will provide TAMC and all Stakeholder Jurisdictions with a set of draft 35% project plans for review and comment.

**Task 3.1.4 - 100% PS&E:** The Consultant will prepare a 100% design that reflects the 95% plan set and the comments from TAMC and Stakeholder Jurisdictions based on that plan set. Consultant will provide TAMC and Stakeholder Jurisdictions with a set of revised project specifications. Final Plans shall be signed and sealed by a California Registered Professional Engineer.

### **Task 3.2: Analysis and Reports**

This task includes preparation of technical reports to support the Project design.

**Task 3.2.1 1Geotechnical Design & Materials Report** - Consultant shall perform the geotechnical investigation based on Caltrans guidelines for preparation of Geotechnical Design and Materials Reports. Consultant shall collect geotechnical data from as-built Log of Test Borings (LOTB) and drilling borings as needed. At a minimum, new borings will be required along SR 218 east of Carlton Drive for the proposed undercrossing.

- **Research and Data Collection:** Consultant shall review available geologic and soil reports and boring logs.
- **Permits / USA Clearances:** Consultant shall prepare a Caltrans encroachment permit for borings within State right-of-way, map of borings, and temporary traffic control plan. Consultant shall field locate borings and coordinate USA utility clearance.
- **Field Exploration:** Consultant shall conduct borings and provide an evaluation of subsurface conditions for the proposed roadway and structures in the design. Consultant shall classify and continuously log subsurface soil conditions encountered in each test boring at the time of drilling and obtain "relatively



undisturbed" and bulk samples of substrata from test borings. The borings will be drilled and capped in accordance with the permit requirements.

- **Laboratory Testing:** Perform laboratory tests on representative soil samples such as moisture density, unconfined compression, sieve/gradation analyses, R-value tests, corrosion tests and Plasticity Index test.
- **Soils Analysis/Evaluation:** Perform engineering analyses and develop design recommendations for the embankments, structures, and pavement design. Slope stability analyses will be required to provide justification for the proposed 'steeper' slopes and design recommendations for retaining walls.
- **Prepare Draft Geotechnical Design and Materials Report:** Prepare preliminary recommendations for pipe culverts, embankments, native soil acceptability as backfill, retaining wall, slope recommendations, structures, and pavement design. The report will be prepared in accordance with Caltrans guidelines. Also specified in the report will be information on groundwater conditions, corrosion evaluations, etc.
- **Prepare Final Geotechnical Design and Materials Report:** Prepare detail report including design recommendations for embankment foundation, retaining walls, proposed slopes, and pavement sections.
- **Design Review Consultation through final design.** Consultant shall assist TAMC during design review process and attend meetings.

**Task 3.2.2 Preliminary Foundation Report** - Consultant shall prepare a Structure Geotechnical Report / Preliminary Foundation Report for the proposed SR 218 undercrossing structure. The potential geotechnical / geologic impacts and mitigations including but not limited to slope stability, geology, seismic impacts, erosion, and groundwater conditions for the proposed project.

#### **Task 3.2.3 Structure Type Selection**

The Consultant shall prepare a structures type selection report and submit it to Caltrans Division of structures for review and approval.

#### **Task 3.2.4 Drainage Report**

The Consultant shall review the available data and prepare design calculations to assess the capacity of the existing drainage systems in the vicinity of the Project. The Drainage Report will include drainage mapping, an evaluation of the existing conditions, identification of unusual / special conditions, hydraulic analysis and design calculations of proposed systems and probable overflow into proposed tunnel. The Drainage report will be submitted to Caltrans District 5 for review and approval.

**Task 3.2.5 Stormwater Pollution Prevention Plan** - The consultant shall prepare a Storm Water Control Plan (SWCP) and all associated documentation, civil design calculations, and plans for the Project in accordance with applicable design requirements. Applicable design standards may include site planning/source control, water quality treatment, retention, and peak flow control and hydromodification. The consultant shall verify the limits of the Environmentally Sensitive Habitat Area and ensure that the ESHA is not disturbed. Central Coast Regional Water Quality Control Board Post-Construction Stormwater Management Requirements for Development Projects in the Central Coast at:

[http://www.waterboards.ca.gov/centralcoast/water\\_issues/programs/stormwater/docs/lid/hydromod\\_lid\\_docs/2013\\_0032\\_attach1\\_post\\_construction\\_requirements.pdf](http://www.waterboards.ca.gov/centralcoast/water_issues/programs/stormwater/docs/lid/hydromod_lid_docs/2013_0032_attach1_post_construction_requirements.pdf)

The consultant will prepare the initial site specific Stormwater Pollution Prevention Plan (SWPPP) in compliance with the Construction General Permit DWQ (CGP), as well as the new requirements for the Phase II Municipal General Permit (pending approval of the Draft Resolution R3-2013-0032). SWPPP preparation will include conducting applicable research, review, and calculations, and developing applicable appendices and attachments. This work program will be directed by a QSD and will include submittal of an electronic copy of the SWPPP.

Consultant will complete the risk level evaluation to provide documentation of the risk level assessment; and it is assumed that this project qualifies as a Risk Level II or I as specified in the current DWQ Construction General Permit. Preparation of the SWPPP document shall meet Caltrans requirements. Formal SWPPP amendments will be completed as a separate task on a time and materials basis, if required, consultant will upload the initial SWPPP and Notice of Intent (NOI) to the SMARTS database. However, subsequent SMARTS uploads and other SWPPP related documents and services, such as SWPPP amendments and Annual Reports, will be the responsibility of the Contractor and Resident Engineer.

Development of the SWPPP document and its components will meet the current DWQ Construction General Permit guidelines. The construction contractor will be responsible for SWPPP implementation.

**Task 3.2.6 Caltrans Environmental Certification and Commitments Record -**

Consultant shall conduct a review of the EIR at each design submittal to ensure the Project remains consistent with the project description, impacts, findings, and mitigation measures in the environmental document. TAMC assumes the Project will remain consistent with the EIR and no additional CEQA documentation will be required.

**Task 3.2.7 Environmental Commitments Record -** Consultant shall prepare an Environmental Commitments Record (ECR) in accordance with Caltrans standards. The ECR will contain all the relevant information needed to track progress of environmental commitments and identify actions needed to ensure environmental commitments are completed. The ECR will act as a source document for preparing the Environmental Certification discussed below. The ECR will also identify appropriate staff responsible for ensuring that each mitigation measure is done.

**Task 3.2.8 Environmental Certification -** Consultant shall prepare the Environmental Certification in accordance with Caltrans standards. Before final design is considered complete and the project can be certified as Ready to List, an Environmental Certification must be completed. The Environmental Certification will serve as documentation that the environmental document is appropriate for the Project and remains valid; all actions in the PS&E are covered in the environmental document or subsequent permits and approvals/agreements; all environmental commitments belonging in the PS&E have been included.

**3.2.9 Trail Lighting Design Analysis**

A lighting design analysis for the Project will be performed with isolux diagrams to optimize safety lighting where the trail crosses streets and intersections, tunnel lighting, tunnel approach lighting, and security lighting. The lighting analysis will also evaluate minimizing light intrusion into habitat areas within the Frog Pond Preserve. Consultant shall submit analysis to TAMC and Stakeholder Jurisdictions for review and approval.

**Task 3.2.10 Traffic Analysis - SR 218 / North Fremont Street Intersection**

The Consultant shall collect intersection turning movement counts for AM, midday, and PM peak weekday periods. The Consultant shall revisit and revise the existing Synchro models based on the 35% design intersection geometry. Specific Measures of Effectiveness (MOEs) including vehicle queuing, intersection delay and stops, queue

jump operation, and impacts to level of service will be determined. The traffic analysis will be submitted to Caltrans District 5 Traffic Operations for review and approval.

**Task 3.2.11 Landscape and Aesthetics Plan** - Consultant shall prepare a landscape and aesthetics plan with three concepts. Consultant shall present the concepts to TAMC and Stakeholder Jurisdictions for discussion and approval of the final landscape and aesthetic concept to be incorporated into the Project plans. The plan should include the following elements for each of the three concepts:

- Landscape design with plant palettes, wall and structure treatments, hardscape palette, irrigation availability, and interpretative opportunities
- Preliminary cost estimates for various elements
- Illustrative sections and sketches
- Stakeholder Jurisdiction input summary
- Determination of approvals and agreements required by Caltrans
- Final Landscape Master Plan Exhibits

**Task 3.3 Quality Assurance/Quality Control (QA/QC) Review** - Consultant will assign a QA/QC officer that is independent of the design team to ensure and provide the Quality Assurance/Quality Control Review of internally generated documents and checklists. This will also include independent review of all subconsultant generated reports and documents including but limited to:

Geotechnical Reports  
Environmental Documents  
Plats and Legal Descriptions  
Structural

**Task 3.4 Cost Estimates** -The Consultant shall prepare an itemized estimate of probable construction cost including right-of-way acquisition (if necessary), temporary construction easements, permanent easements (if necessary), utility relocations, construction, environmental mitigations, permits, inspection, testing and construction management with each submittal. Cost estimates should include an escalation factor to account for potential year of construction. The consultant shall document assumptions as part of the cost estimates.

**Task 3.4 Deliverables:** Excel and Word files of cost estimates

**Task 3.5 Project Report** – The consultant shall prepare a Project Report per Caltrans requirements.

#### **Task 4: RIGHT OF WAY**

Right-of-Way includes coordination with utility owners for the protection, removal, or relocation of utilities and acquisition of easements along the south side of Plumas Drive; the acquisition of right-of-way interests and easements (if necessary); and post-construction work such as right-of-way monumentation/recordation, relinquishments/vacations, and excess land transactions. The Right-of-Way component budget identifies the cost of the capital costs of right-of-way acquisition and the cost of the staff work in support of any acquisition. Under the supervision of TAMC, the consultant will make all necessary arrangements with utility owners for the timely accommodation, protection, relocation, or removal of any existing utility facilities that conflict with construction of the Project or that violate Caltrans' encroachment policy.

##### **1. RW Documents**

The consultant will provide TAMC and Caltrans a copy of conflict maps, relocation plans, proposed notices to owner, reports of investigation, and utility agreements for Caltrans' concurrence prior to issuing the notices to owner and executing the utility agreement. All utility conflicts will be fully addressed prior to Right-of-Way Certification and all arrangements for the protection, relocation, or removal of all conflicting facilities will be completed prior to construction contract award and included in the project plans, specifications, and estimate.

##### **2. RW Engineering**

The consultant will provide a land surveyor licensed in the State of California to be responsible for surveying and right-of-way engineering. All survey and right-of-way engineering documents will bear the professional seal, certificate number, registration classification, expiration date of certificate, and signature of the responsible surveyor.

##### **3. RW Resolutions of Necessity - Although substantial acquisition of property is not anticipated, if deemed necessary by TAMC, Consultant shall prepare Resolutions of Necessity for TAMC and local agency adoption. If necessary, the consultant will prepare materials for TAMC to conduct and document Condemnation Evaluation and Condemnation Panel Review meetings as required in accordance with Caltrans policy and guidance.**

4. RW Acquisition

If TAMC acquires any property to be incorporated into the trail right-of-way outside of State right-of-way, the TAMC will acquire in its own name. If Caltrans acquires any right-of-way, Caltrans will first acquire it in TAMC's name. Title to the State Highway System right-of-way will ultimately be vested in the State. Caltrans' acceptance of title will occur after the Right-of-Way Closeout activities are complete.

5. RW Certification

The consultant will utilize a properly licensed consultant for all right-of-way activities, under the review and supervision of TAMC. A qualified right-of-way agent will administer all right-of-way consultant contracts. The consultant will prepare right-of-way certification. TAMC will submit a draft Right-of-Way Certification to Caltrans six weeks prior to the scheduled Right-of-Way Certification milestone date for review. TAMC will submit a final Right-of-Way Certification to Caltrans for approval prior to the advertising the construction contract.

### **Task 5: Utility Coordination**

Consultant shall coordinate with utilities, including sending letters to area utilities, and performing field reconnaissance for all locations where the Project trail crosses a street or highway. Consultant shall review record plans received from utilities and analyze utility data captured during topographic surveys to identify potential conflicts with the proposed improvements. Consultant will work with TAMC and utility companies to determine the best strategy for dealing with utility conflicts. The Consultant shall include the utility information on the plans.

#### **Task 5.1 PS&E Utility Conflict Maps**

The consultant will prepare Utility Conflict Maps identifying the accommodation, protection, relocation, or removal of any existing utility facilities that conflict with construction of the project or that violate Caltrans' encroachment policy. The consultant will provide Caltrans a copy of Utility Conflict Maps for concurrence prior to issuing the Notices to Owner and executing the utility agreement. All utility conflicts will be addressed in the Project plans, specifications, and estimate.

### **Task 5.2 PS&E Utility Relocation Cost**

The consultant will determine the cost to positively identify and locate, accommodate, protect, relocate, or remove any utility facilities whether inside or outside the State Highway System right-of-way in accordance with federal and California laws and regulations, and Caltrans policies, procedures, standards, practices, and applicable agreements including Freeway Master Contracts.

### **Task 6: Community Outreach**

The Project trail alignment lies within the limits of four local jurisdictions running through parks and residential streets. The parks in each jurisdiction are enjoyed by a wide range of users. During the environmental process, those users expressed deep interest in participating in the design process. For this reason, the community outreach effort will focus on gaining consensus on the final trail design with each jurisdiction.

**Task 6.1 Community and Stakeholder Meetings and Design Workshops** - The consultant will develop an outreach plan to facilitate meaningful participation of Stakeholder Jurisdictions, and the community in the design process. This task includes small group meetings and design workshops focusing on the function and appearance of the trail setting through parks, easements, and on residential streets with focus on SR 218 Canyon Del Rey undercrossing and the Frog Pond switchback. Consultant shall prepare all meeting materials and facilitate outreach. Consultant will prepare visual simulations to support design solutions. TAMC anticipates three rounds of meetings are anticipated as part of this task. The following stakeholders and community workshops are anticipated to be involved in the environmental review process:

- TAMC Board and Committees (estimated 1-2 meetings at each of these): The consultant shall make presentations to the TAMC Board and the TAMC Bicycle and Pedestrian Committee to review and receive comments.
- Stakeholder Jurisdictions (estimated 3 meetings at each of these): The consultant shall organize meetings and make presentations to and receive comments from the Cities of Del Rey Oaks, Seaside, and the Monterey Peninsula Regional Parks District.
- Staff Level and Agency Partners Meetings (estimated 3-4 meetings with this group): Caltrans and Stakeholder Jurisdictions staff, Monterey Peninsula

Regional Park District. The consultant shall also participate in one-on-one meetings to follow-up with staff on design issues.

- Community Workshops (estimated 1-2 meetings in each of these locations): organize and sponsor workshops in Del Rey Oaks and Seaside areas to review plan concepts with the public. Workshops are envisioned for each location at the beginning of the process to enable interested citizens and agencies to present ideas and concerns and after consultant recommendations are released to enable public and agency review.

For all meetings and workshops, the consultant shall be responsible for preparing all materials and presenting information to those attending, and to TAMC staff, in web compatible formats. TAMC staff will be responsible for scheduling the time, date, and location of each workshop, providing public notice, mailing agenda materials to TAMC contact lists, posting materials on the TAMC's web site, and providing a representative to each meeting. The consultant should list a cost per meeting in their proposal cost estimate to account for additional stakeholder follow-up meetings that may be necessary aside from those listed here.

**Task 6.2 - Grant Support** - Consultant will provide TAMC with grant writing and technical analysis assistance for future grant applications. Technical analyses may be cost/benefit analysis or other technical analyses as required by different grant programs.

**Task 6 Deliverables:** Community and stakeholder outreach plan; Meeting agendas and materials; Presentation graphics and simulations; Meeting minutes. Total estimated number of meetings: 20

### **Task 7: Design Services during Construction**

It is assumed that a contract will be bid and awarded for construction of the Project after successful completion of work by Consultant. The Consultant shall provide Design Services during Construction (DSDC) as described in the following tasks through Project award and construction:

#### **Design Support During Advertisement Period (Bid Support)**



The Consultant shall provide design support during Project construction bid advertisement by answering contractor inquiries and preparing addendums as requested by the TAMC.

#### Design Services During Construction

The Consultant shall provide design support during Project construction by answering contractor inquiries and preparing any design modifications for construction contract change orders and related to CGP deliverables and SWPPP revisions for submittal to the SWRCB at various phases of construction.

#### Construction Staking

The consultant shall provide construction survey staking. This may include attendance at construction coordination meetings as needed.

#### Record Drawings

Based on redline markups of the construction contract drawings provided by the contractor and resident engineer, the Consultant shall prepare record drawings using AutoCAD that reflect the actual improvements constructed in the field and submit them to Caltrans, TAMC, and each Stakeholder Jurisdiction.