

EXHIBIT A: Scope of Work and Schedule

Scope of Work

The following Scope of Work is for the Design and Right of Way services for Phase 1 of the State Route (SR) 218 Canyon Del Rey Segment of the Fort Ord Regional Trail & Greenway (FORTAG).

Services will be provided by the GHD Team with the safety of TAMC, stakeholders, and communities in mind. Most meetings will be conducted virtually with some outdoor meetings in-person as applicable and following the most current COVID-19 conditions and restrictions. The GHD team will leverage systems and technology platforms, draw on a dispersed network of professionals and partners to continue to support TAMC and stakeholders, and enable Project delivery to progress unhindered. Should restrictions lift and in person meetings become a safe choice for all involved, scope of services may be modified, upon consultation and approval of TAMC. For budgeting purposes four (4) in person meetings with stakeholders and one (1) in person field walk is assumed.

Task 1: Project Management

Task 1.1 Project Management (GHD)

GHD will serve as overall Project Manager during the entire duration of the Project for the preparation of environmental approvals, Design Development, 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 1.2 NOT USED

This task number was not included in the RFP and therefore is left out of this scope for consistency with the RFP

Task 1.3 Progress Meetings (Team)

As noted above, most meetings are anticipated to be conducted virtually due to the current restrictions with in-person gatherings as a result of the COVID-19 Pandemic. Should restrictions lift, this scope can be modified to accommodate in person or hybrid meetings.

GHD 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. GHD will include twenty-four (24) virtual meetings with appropriate Subconsultants in attendance at up to ten (10) meetings, and eight (8) virtual meetings with Caltrans District 5 offices. In addition to these meetings, additional teleconferences and net-meetings will be conducted, as necessary.

GHD will host the virtual meetings using Microsoft Teams. Should a different platform be preferred, such as Zoom, GHD will work with TAMC to provide the meeting links. GHD will prepare agendas packages, meeting minutes highlighting decisions made and a list of action items.

Task 1.4 Review of Existing Documents and Environmental Impact Report (EIR) (GHD/Rincon/RGS)

The team will review the goals and objectives of the 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: documents contained on the TAMC FORTAG Project page (<https://www.tamcmonterey.org/measure-x/programs-Projects/fort-ord-regional-trail-greenway/>); and FORTAG proponents' website (www.fortag.org).

Consultant will also follow the FORTAG Master Agreement provided by TAMC to understand the importance of outreach and consensus building in achieving final design and alignment. The following review has already been completed by Consultant 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

The team will review environmental documents, preliminary design drawings, and other technical information relevant to the Project.

The GHD team has already reviewed many of these Project documents, therefore, this Task will be streamlined. This review will focus on the applicability of the existing documents to the Segment 1 Project.

Task 1.5 Field Review FORTAG Alignment (Team)

The GHD team will review the proposed FORTAG route alignment map and alternative segments and will provide high-level markups of suggested optimizations to be discussed during the field walk of 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. During this walk, GHD and its Subconsultant team will look for additional opportunities to adjust the alignment in an effort to avoid or minimize impacts to protected resources and enhance user experience.

Task 1.5.1 NOT USED

This task number was not included in the RFP and therefore is left out of this scope for consistency with the RFP

Task 1.5.2 Implement EIR Mitigation Measures (Rincon)

Rincon will utilize the PS&E/Ready to List (RTL) Review Tool developed by Caltrans to review the 35%, 65%, 95%, 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, Rincon will use Qualified SWPPP Developer/Practitioner (QSD/QSP) to 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.

Rincon will apply the PS&E/RTL Review Tool developed by Caltrans to review the 35%, 65%, 95%, and 100% design submittals to ensure all applicable measures from the EIR are included in the design documents. Specifically, Rincon will use construction-phase compliance monitoring and management to ensure Project design has addressed or plans to address all Project conditions required to issue building and grading permits, and that preconstruction conditions are included in construction planning documents. Examples of conditions that are critical at the design-stage include:

- AES-3: Amenity Design
- AES-4: Install Dark Sky-Compliant Lighting Prior to Operation
- Q-4: Install Dog Waste Facilities
- BIO-1(c): Prepare Habitat Mitigation and Monitoring Plan
- BIO-2(a): Implement Sensitive Natural Community Avoidance Measures,
- GEO-1: Conduct Design-level Geotechnical Investigation and Implement Recommendations
- HAZ-3(a): Conduct Soil Sampling and Implement Necessary Remediation
- HYD-1(c) Conduct Design-Level Drainage Analysis Prior to Construction, and Implement Identified Measures to Minimize Runoff During Construction.

This review will be closely coordinated with other tasks.

Task 1.6 - Agreements and Permits (GHD/Rincon)

The team will confer with State, Federal, local agencies, as appropriate, to determine the permits and permitting requirements required for the Project. The team 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
- Supplemental Agreement/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

The team will assist TAMC with the preparation of resource agency permits. It is anticipated that this will include, at a minimum, permitting for impacts to wetlands along SR 218, and for impacts to riparian habitat within the Frog Pond Wetland Preserve.

Below are the permits that may be required, along with key tasks Rincon will perform for each permit application and process:

- CDFW Section 1600 Lake and Streambed Alteration Agreement

Submit permit application package containing:

- Project description
- Maps and figures showing Project footprint
- Jurisdictional Delineation Report
- Biological Resources Assessment
- Impact analysis for impacts to waters of the state
- Habitat Mitigation and Monitoring Plan including a Habitat Restoration Plan
- Permit fees
- RWQCB Section 401 Water Quality Certification or Waste Discharge Requirement
- Submit permit application package containing the same supporting information included in LSAA application
- Potential LEDPA (Least Environmentally Damaging Practicable Alternative) analysis
 - Prepared under the new 2020 regulations, may present challenges
 - USACE Section 404 Nationwide Permit (pending jurisdictional determination)
 - Submit permit application package containing the same supporting information included in LSAA application, except assessing impacts to waters of the US.

Task 2: Land Surveying

Task 2.1 Review Available Survey Data (Whitson)

Whitson will obtain and review available data and identify any additional information necessary to complete the PS&E and right of way needs of the Project.

Task 2.2 Land Surveying (Whitson)

The following services will be provided.

Control and Aerial Mapping

- Research existing State Plane and benchmark control.
- Set local ground control and aerial control panels, as shown in the attached Aerial Mapping Exhibit.
- Obtain aerial mapping for the mapping area shown on the attached Survey Exhibit. Mapping will be at a scale of 1"=20' with a one-foot contour interval.

Utility Mapping

- Obtain system maps of public utilities from utility owners. Underground utilities will be plotted based on visible features and system maps (ASCE-38 Quality Level C).
- Perform a field check of visible utility structures.
- Perform a supplemental field survey to locate sewer and storm drain structures, including invert elevations.

Boundary Mapping

- Review record maps and lay out record boundary.
- Perform a limited field survey to recover monuments of record to corroborate the record boundary layout.
- Obtain and review Condition of Title Reports where work is proposed on private parcels. Based on review of the 35% Plans, title reports will be needed for the following parcels (unless TAMC agrees otherwise):
 - Frog Pond Wetland Preserve (APN 012-522-001)
 - Del Rey Park (APN 012-521-004)
 - Work Memorial Park (APN 012-551-006)
 - Safeway (APN 012-551-004)
 - The 30'-wide PG&E right of way along Plumas Avenue
 - Up to eight (8) residential parcels
- Develop a boundary base map showing record rights-of-way and easements within the subject parcels. Please note: This will not constitute a boundary survey.

Supplemental Surveying

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- Create a Project base map combining the aerial, ground survey, utility, and boundary mapping.
- Provide a CAD file in AutoCAD .DWG format, as well as a .CSV format point file, and a .PDF plot of the base map and GIS files. Memorandum detailing field assessments and surveys including pictures and maps. The topographic map will include locations of existing buildings, hardscape features, fences, and visible utilities. A digital color orthophoto with 0.1' pixel size will also be provided.
- A budget of four (4) days for supplemental field surveying during design, if needed, is included in this Scope of Work.

Surveying Clarifications

- Project will utilize published State Plane NAD 83 horizontal control and NAVD 1988 vertical control.
- The surveying required for the pedestrian undercrossing at SR 218 is already complete.
- Surveying associated with property acquisition and easements is addressed in the Right of Way survey Tasks.

Surveying Exclusions

The following work is specifically excluded from the Scope of Services:

- Underground utility location; utility potholing, this is a separate task found under Task 5.2.
- ALTA Surveying
- Filing of Corner Records or resetting missing property corners
- Preparation of record of survey or other recorded map
- Preparation of Plats and Legal Descriptions
- Any work not specifically included in the above Scope of Services

Task 3: Engineering Design PS&E

The GHD team 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) (Team)

The GHD team will prepare engineering design for the Project alignment. Designs will consider opportunities for innovative design and Project area constraints. The team will 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. This task includes final design services, including complete PS&E 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 GHD Team will write a complete set of technical specifications based on the latest Caltrans Standard Specifications. A complete set of special provisions that adhere to and include all federal requirements will be developed. The following plan sheets are anticipated, but not limited to:

- Title Sheet
- Key Map, Abbreviations and 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 (Team)

The GHD team 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. TAMC and all Stakeholder Jurisdictions will be provided with a set of draft 35% Project plans for review and comment. See also the Landscape and Aesthetics Plan Task, demonstrating additional design development of the trail and the aesthetic design of the Project as it relates to the technical aspects of the 35% plans.

Task 3.1.2 - 65% PS&E (Team)

The GHD team will prepare a 65% design that reflects the 35% plan set and stakeholder comments. The 65% PS&E package and response to comments on the previous submittal will be provided electronically Project for review and comment by all applicable stakeholders. 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 (Team)

The GHD team will prepare the 95% PS&E package that addresses all comments received on the 65% PS&E package and provides final needed details, specifications and quantities. Project

Task 3.1.4 - 100% PS&E (Team)

The GHD team will prepare a final PS&E package intended for TAMC to release to potential bidders. This submittal is also assumed to be electronic Project Final Plans will 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 - Geotechnical Design & Materials Report (GDMR) (MMJ)

McMillen Jacobs Associates (McMillen/MMJ) will perform the following geotechnical investigation for the TAMC's SR 218 Canyon Del Rey Segment of the FORTAG Project. The report will be prepared to meet Caltrans requirements for the GDMR.

Task 3.2.1.1 - Geotechnical Desktop Study

Geotechnical research and review of (1) geotechnical report for private and public work projects in the vicinity of the Project area from MMJ archives, and as made available by the TAMC. MMJ will also review published documents from the Association of Bay Area Governments, U.S. Geological Survey, US Soil Conservation Service, and the California Geological Survey; and (3) historic topographic maps and aerial images.

Deliverable: Findings provided in the reports.

Task 3.2.1.2 - Test Boring Locations, Underground Service Alert (USA), and Permits

- Plan locations for up to two (2) geotechnical test borings
- Field mark and notify Underground Service Alert (USA) of planned boring locations.
- Submit drilling permit applications to the Monterey County Health Department for drilling the borings
- Submit encroachment permit applications to City of Del Rey Oaks for drilling the borings outside of the Caltrans SR 218 right of way

Task 3.2.1.3 - Subsurface Investigation

Under this task MMJ will drill, sample, and log, subsurface conditions encountered in two borings to no deeper than 40 feet below ground surface. McMillen will prepare a continuous field log of the ground conditions encountered in the borings. Disturbed and “undisturbed” ground samples will be taken at 5-foot average intervals. Borings will be backfilled with cement grout per the drilling permit and capped with soil or cold asphalt patch. Drilled cuttings will be disposed.

Task 3.2.1.4 - Laboratory Testing

Complete geotechnical laboratory tests on ground samples obtained from subsurface investigations, such as moisture content, unit weight, Atterberg limits, grain-size distribution, unconfined compression, direct shear, R-value and corrosion. The actual number and type of tests will depend on sample type and quality.

Task 3.2.1.5 - Geotechnical Design and Materials Report

Prepare and submit as final a Geotechnical Design and Materials Report (data report) presenting all the geotechnical findings, including:

- Geotechnical research findings
- Description of the subsurface investigation, a boring location map
- Boring log legend
- Logs of borings
- Laboratory test results

This assumes all stakeholders will review the report concurrently and that only one round of comments on the draft GDMR will be required prior to finalizing and routing for signature.

Task 3.2.2 - Preliminary Foundation Report (MMJ)

Analyze the data presented in Task 5 and prepare a draft preliminary foundation report for review and comment. The report will provide the results of engineering analysis in the form of applicable geotechnical recommendations addressing the following as they apply to the Project:

- General description of the Project

- Geologic and seismic Setting of the Project area
- Description of Groundwater conditions in test borings
- Engineering properties (i.e., composition and consistency) of ground sampled in test borings
- Geologic hazard such as landslide, liquefaction, fault rupture, ground shaking
- Current IBC/CBC seismic Soil Class
- Recommendations for road, new utility installation and retaining walls, including anticipated excavatability and ground behavior
- Safe temporary slopes
- Preliminary Cal-OSHA soil classification
- Clearance from existing utilities and protection of existing utilities
- Shoring guidelines including preliminary shoring pressure and surcharge pressure diagrams and vibration impacts
- Construction design groundwater level and construction dewatering
- 1. Pipe foundation, bedding, embedment and excavation backfill materials and compaction requirements
- 2. Suitability of native ground as excavation backfill
- 3. Backfill at existing utility crossings and the use of CLSM as pipe embedment and excavation backfill;
- 4. Flexible and rigid pipeline external loading
- 5. E'c for flexible pipe design
- Anticipated differential pipeline settlement and excavation backfill settlement
- Ground improvement
- Subgrade preparation and grading
- Lateral earth pressures
- Pavement design
- Mitigation for potential geologic hazards

Prepare and submit a final preliminary foundation report incorporating comments received during the design meeting.

Deliverable: Draft and final preliminary foundation reports.

Task 3.2.3 - Structure Type Selection (MMJ)

McMillen will prepare a tunnel/trenchless evaluation report addressing the feasible construction approaches that were considered for the crossing. Those approaches will be filtered through their respective advantages/disadvantage and risk profile to arrive at the recommended approach to complete the crossing. A memorandum discussing the structure type and construction approach selected for the crossing to be will be prepared and attached to MMJ's overarching report for the entire Project.

Task 3.2.4 - Drainage Report (Whitson)

Whitson will develop a Drainage Report per Caltrans and Monterey County requirements for the proposed work within the SR 218 right of way and adjacent to the Frog Pond and Canyon del Rey Creek; and a Stormwater Control Plan (SWCP) per City of Del Rey Oaks and City of Seaside requirements for work

subject to the cities' MS4 permits. The Drainage Report and SWCP are anticipated to address:

- Potential flooding through the proposed pedestrian undercrossing under SR 218 (Caltrans and Monterey County Drainage Report)
- Implementation of "Low Impact Design" strategies such as impervious area disconnection (Tier 1)
- On-site treatment of the 85th percentile 24-hour storm event, including run-on (Tier 2)
- On-site retention of the 95th percentile 24-hour storm event (Tier 3)
- On-site detention of the 2- through 10-year storm events (Tier 4)
- Work with the Project's Civil Engineer to develop the stormwater control approach for the Project. We anticipate the Project will utilize bioretention ponds and high-flow rate tree box biofilters to meet the Project's stormwater mitigation requirements
- Perform sizing calculations for the proposed Stormwater Control Measures (SCMs) and prepare a Storm Water Control Plan (SWCP) and supporting calculations and exhibits
- Provide typical details for the proposed SCMs, for the Civil Engineer's use
- Prepare an Operation and Maintenance Plan (OMP) for SCMs within the cities' MS4 permit area

Drainage Report Clarifications

- GHD will prepare all plans and details as part of a separate task (Task 5). Whitson will furnish typical details for the proposed SCMs.
- Whitson will calculate the SCM areas (square footage). GHD will be responsible for laying out the SCMs on the plans.
- Sufficient area will be made available for the proposed SCMs.

Task 3.2.5 - SWPPP (Whitson)

Whitson will prepare the Stormwater Pollution Prevention Plan (SWPPP) and 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 limits of the Environmentally Sensitive Habitat Area will be verified to ensure that the ESHA is not disturbed. Central Coast Regional Water Quality Control Board Post-Construction Storm-water 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

Whitson will prepare the initial site specific 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.

Whitson 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 will meet Caltrans requirements. Formal SWPPP amendments are excluded from this scope of work.. Whitson will upload the initial SWPPP and NOI to the SMARTS database.

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:

1. The Water Pollution Control Drawings prepared by the Project Civil Engineer as part of the Civil drawing package will be included in the SWPPP.
2. Revise the SWPPP based on plan check comments received. It is assumed that the submittal will be on CD, and that only one round of plan check and owner comments will be provided and addressed.
3. Assist the Owner's Legally Responsible Person (LRP) in uploading (to the SWRCB website) and certifying the Project Registration Documents (PRDs). PRDs include the SWPPP with signed Owner's certification; the NOI; the Project's Risk Level Determination; a Site Map; and the Annual Fee (to be paid by Owner).
4. A total of three submittals are anticipated in our budgeted fee: one electronic copy on CD for plan check; one electronic copy on CD for upload to the SWRCB website; and one CD and one original signed SWPPP binder as the job copy.

SWPPP Clarifications

GHD will prepare the Water Pollution Control Drawings and Special Provisions under the PS&E tasks.

Task 3.2.6 - Caltrans Environmental Certification and Commitments Record (Rincon)

Rincon will 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.

Rincon will conduct a review of the EIR at each Design submittal (35%, 65%, 95% and 100%, or as appropriate) to ensure the Project remains consistent with the Project description, impacts and findings in the environmental document. This review will be closely coordinated with Task 1.5.2. Rincon assumes the Project will remain consistent with the Project analyzed in the 2020 EIR and that no additional CEQA documentation or substantially modified mitigation measures will be required.

Task 3.2.7 - Environmental Commitments Record (Rincon)

Rincon will 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. Rincon will 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 completed under Task 3.2.8. The ECR will also identify appropriate staff responsible for ensuring that each mitigation measure is implemented.

Task 3.2.8 - Environmental Certification (Rincon)

Rincon will 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.

Prior to consideration of the final design, Rincon will prepare the Environmental Certification in accordance with Caltrans standards. 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. This is intended to ensure that all environmental commitments are part of the construction contract and will be binding on the contractor, and to avoid the costly and timeconsuming Construction Change Order (CCO) process that would be required to add additional environmental commitments after the construction contract is finalized.

Task 3.2.9 - Trail Lighting Design Analysis (GHD)

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. GHD will submit analysis to TAMC and Stakeholder Jurisdictions for review and approval.

Task 3.2.10 - Traffic Analysis - SR 218/North Fremont Street Intersection (GHD)

GHD will begin this task by analyzing all of the existing traffic count data available, including Streetlight Data that GHD assumed Caltrans District 5 staff will make available to the Team. Upon review of this analysis, GHD will

determine if there is sufficient data to perform traffic analysis that will meet Caltrans Requirements. If deemed necessary, GHD will collect intersection turning movement counts for AM, midday, and PM peak weekday periods. This information will be compared with existing data and GHD's will work closely with Caltrans staff to appropriately access and escalate the volumes to non-COVID volumes. GHD will revisit and revise the existing Synchro models based on GHD's modified 35% design intersection geometry. Up to two alternatives will be analyzed under this task. 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. It is assumed two rounds of comments will be addressed before finalizing the report.

Task 3.2.11 - Landscape and Aesthetics Plan (GHD)

GHD will prepare a landscape and aesthetics plan with three concepts. GHD will 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 and Supplemental Agreement. The plan will 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
- Concept design for entry nodes, rest areas, and wayfinding
- Preliminary cost estimates for various elements
- 3D and 2D Illustrative sections and sketches
- Stakeholder Jurisdiction input summary
- Determination of approvals and agreements required by Caltrans
- Final Landscape Master Plan Exhibits to become the foundation on which to prepare PS&E plans

Task 3.3 - Quality Assurance/Quality Control (QA/QC) Review (GHD)

GHD senior design and construction managers will integrate into the design process to review design concept feasibility, constructability and value engineering opportunities (collectively "Constructability Review"). Constructability review will focus on reduction of construction costs, including ease of installation/construction, site accessibility, minimizing construction impacts to the public and environment, and improved safety.

QA/QC officers will serve for the duration of the Project and will be independent of the design team to ensure and provide the Quality Assurance/Quality Control Review of internally generated reports, bid documents and other services furnished by GHD Team. This will also include independent review of all sub-GHD generated reports and documents including but limited too:

- Geotechnical Reports
- Environmental Documents
- Plats and Legal Descriptions
- Structural Calculations and Documents

Task 3.4 - Cost Estimates (GHD/Interwest)

GHD will 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 will include an escalation factor to account for potential year of construction. GHD will document assumptions as part of the cost estimates.

The cost estimates will be completed in a Caltrans format and include a detailed breakdown of unit costs, quantities other Project construction costs will be provided for TAMC's use. Unit costs will be developed using information attained from bid results of recent Projects in the area, the Caltrans Cost Data database and will be supplemented with RS Means cost data.

Task 3.5 - Project Report

GHD will prepare a Project Report per Caltrans requirements.

Task 4: Right of Way

Right of Way (ROW) 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 ROW interests and easements (if necessary); and post- construction work such as ROW monumentation/recordation, relinquishments/vacations, and excess land transactions. The Right of way component budget identifies the cost of the capital costs of ROW acquisition and the cost of the staff work in support of any acquisition. Under the supervision of TAMC, GHD 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.

Task 4.1 - ROW Documents (Whitson)

This task is covered in detail in the tasks below, particularly the utility coordination task and general narration has been removed from this task for clarity.

~~Whitson 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.~~

Task 4.2 - ROW Engineering (Whitson)

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

Prepare Preliminary Appraisal Maps in Caltrans format for proposed rights of way and easements to be acquired for the Project, if necessary, based on the 30% Plans:

- Right of way over the Frog Pond Wetland Preserve (APN 012-522-001), owned by MPRPD

- Right of way over Del Rey Park (APN 012-521-004) and Work Memorial Park (APN 012-551-006), owned by City of Del Rey Oaks
- Right of way over portions of Plumas Avenue (Seaside), Carlton Drive and Angelus Way (Del Rey Oaks), SR 218 (Caltrans), and the 30' wide PG&E ROW abutting Plumas Avenue
- Right of way or easement over the Safeway parcel (APN 012-551-004)
- Right of way or easement over up to eight (8) residential parcels, if needed
- Additional temporary construction easements over said parcels
- During the final design phase, prepare Acquisition Maps, Plats, and Legal Descriptions for the proposed rights of way and easements to be acquired. All plats and legal descriptions will be prepared in accordance with Caltrans standards.

ROW Engineering Clarifications

- Obtaining Condition of Title Reports is addressed in previous tasks.
- The type and proposed limits of rights of way and easements will be determined by the project Civil Engineer. Whitson Engineers will prepare the maps and legal descriptions based on the layouts provided by the civil engineer.
- The setting of new property monuments or preparation of a Record of Survey map is not included in this Scope of Work. If required, this work will be addressed as an Additional Service.

Task 4.3 - ROW Acquisition, If Necessary (Interwest)

The Project has been designed in a manner to minimize or avoid the need to acquire property, including easement rights. However, if the Project requires any property to be incorporated into the trail ROW outside of State ROW, the property will be acquired the name of the Underlying Jurisdiction. If Caltrans acquires any ROW, the property will first be acquired in the Underlying Jurisdiction's name. Title to the State Highway System ROW will ultimately be vested in the State.

Caltrans' acceptance of title will occur after the Right of way Closeout activities are complete.

Task 4.3.1 ROW Cost Estimates and Data Sheets

The Interwest Project Manager will prepare any required ROW cost estimates and data sheets. In addition, as recommended by the FHWA, Interwest will utilize a California Real Estate Broker to oversee and review the preparation of the cost estimates; Interwest Corporate Real Estate Broker will complete a quality control/quality assurance review and sign off the final documents. In general, the purpose of these cost Projections is to analyze and determine the capital cost requirements for a proposed Project alternative. Interwest's ROW cost estimating process is as follows:

- Review and understand the FORTAG Master Agreement provisions relating to obligations of Underlying Jurisdictions
- Complete ROW Cost Estimate
- Review proposed ROW design, applicable environmental document, and general Project impacts
- Quantify ROW requirements for each parcel area
- Setup a customized cost spreadsheet with specific parcel detail
- Complete a site inspection on the Project area and document impacts to each parcel, limiting conditions, impacts to utilities and any hazardous waste concerns
- Document any potential displacements and determine costs

- Complete a market assessment, gather data on land values, real estate inflation rates, condemnation rates and possible damages
- Compute costs by applying values to estimate parameters and other line items, including damages and property improvements, etc.
- Pay attention to inflation, uncertainty and risk
- Input data into a cost spreadsheet and include applicable assumptions impacting value determination.
- Determine proper escalation rates based on the proposed Project schedule
- Complete Caltrans ROW Data Sheets
- Gather utility information, railroad impacts and cost estimates from applicable stakeholders
- Input data into ROW data sheets. All statistical data will include accessible supporting documentation
- Input any railroad and utility information as applicable to the Project
- Provide stakeholders with the draft ROW data sheets for review and comment
- Make any necessary revisions, as directed by Caltrans and the agency
- Prepare a cost memorandum outlining the Project assumptions and process utilized to develop the costs
- Participate in Conference Calls and Meetings
- Prepare meeting minutes, as applicable, and distribute them to stakeholders

Task 4.3.2 Title Services

- **Preliminary Title Reports:** Preliminary Title Reports (PTR) with supporting documents for all parcels will be issued. Title reports produced for each parcel will, at a minimum, establish legal owners and all valid liens, encumbrances and easements of record.
- **PTR Review:** Interwest's qualified staff reviews the PTRs to inspect each report for accuracy of the stated ownership, Assessor Parcel Numbers, and other pertinent information. Additionally, as applicable, the listed liens, encumbrances and/or mortgages, etc., are analyzed to determine if consents/subordinations are required.

Task 4.3.3 Primary Appraisal

- **Distribute Appraisal Assignments:** Facilitate the distribution of appraisal assignments, including appraisal review reports and ensure clarification of scope of the Project.
- **Coordinate Meetings:** Hold meetings with the selected appraiser and review appraiser to review and discuss the Project scope, requirements for the appraisal reports and reviews, as well as the type of reports required and the required written notice of inspection to the owner.
- **NOI to Appraise:** Prepare the NOI to Appraise letter for each property, advising the property owners of the proposed Project, introducing the appraiser and providing contact information to answer questions and concerns.
- **Conduct Appraisal Inspection:** An appraisal inspection will be conducted to become familiar with the physical and functional characteristics of the impacted parcels, as well as to distinguish the influence of the immediate physical environment.
- **Determine Highest and Best Use:** Just compensation for the full and partial acquisitions will be as set for thin the California Code of Civil Procedure, Part 3, Title 7, Chapter 9, Sections 1263.320 through 1263.430, as appropriate for eminent domain purposes.
- **Obtain Appraisals:** Obtain appraisals and summary of value statements for each acquisition prepared in accordance with the Uniform Appraisal Standards for Federal

Land Acquisitions, other applicable federal laws, California laws, and Uniform Standards of Professional Appraisal Practices (USPAP). Record information into the database and properly disperse appraisal reports.

- **Appraisal Reports:** The format and level of documentation for an appraisal report depends on the complexity of the appraisal problem. Complex property assignments are to be reported in a self-contained, narrative format. A summary report, in conformance with USPAP Standards Rule 2-2(b), is permitted in cases, which, by virtue of their low value or simplicity, do not require the in-depth analysis and presentation necessary in a narrative appraisal report.
- **Just Compensation:** Upon completion of the appraisal, the appraiser will complete a Summary of Just Compensation report to establish the highest and best use valuation.

Task 4.3.4 Appraisal Review

Review appraisers are required to address a number of specific items pertaining to the appraisal report under review including: the completeness of the report; adequacy and relevance of the data; propriety of the adjustments; form an opinion as to the appropriateness of the appraisal methods and techniques used to complete the appraisal; and form an opinion as to whether or not the analyses, opinions and conclusions are appropriate and reasonable or develop reasons for any disagreements. In addition to USPAP, eminent domain Projects with federal and state funding require compliance with various additional regulations and guidelines. All appraisal review assignments will comply with Standard Rule 3 of USPAP. The scope of work for an appraisal review will include the following steps:

- **Identify the Appraiser:** Identify the appraiser(s) that conducted the appraisal.
- **Research the Property:** Become familiar with the subject property, and review legal descriptions and plat maps, title reports, environmental reports, and related documents, as applicable.
- **Research the Area:** Become familiar with the subject neighborhood and the comparable properties used in the various analyses.
- **Review the Math:** Check all mathematical calculations made by the appraiser(s);
- **Review the Narrative:** Cross-reference narrative descriptions within the report with photographs, maps, and other exhibits (when included in the work under review).
- **Review the Approach:** Review the weighting assigned to the approaches to value used in the appraisal.
- **Check for Compliance:** Determine if accepted appraisal principles, techniques, and standards were followed in arriving at the property value in accordance with USPAP, California law, Caltrans, FHWA and FTA regulations, as applicable.
- **Check for Oversight:** Ensure that the appraiser did not overlook any feature that would materially affect the property value.
- **Determine the Report's Completeness:** Develop an opinion as to the completeness of the material under review, given the review appraiser's scope of work.
- **Form an Opinion:** Given the review appraiser's scope of work, develop an opinion as to the following:
 - 1) The adequacy and relevance of the data and the propriety of any adjustments to the data
 - 2) The appropriateness of the appraisal methods and techniques used and reasons for any disagreement
 - 3) The appropriateness and reasonability of the analyses, opinions, and conclusions and reasons for any disagreement

- 4) Whether the appraisal can be used to establish fair market value for the subject parcel
- **Make a Recommendation:** Determine whether the primary appraiser's estimate of fair market value should be used as just compensation for the proposed acquisition.

Task 4.3.5 Acquisition: Settlements and Closings

- **Review Plans:** Review Project plans to become familiar with the Project and its impacts on various properties, including commitments by Underlying Jurisdiction to dedicate rights and/or accept improvements.
- **Verify Conformance:** Verify that any legal descriptions, plat maps, ROW plans, surveys, and appraisals correspond and are accurate.
- **Offer Letter:** If necessary, prepare and present the written offer letter to the property owner, along with the appraisal summary of value, purchase agreement, deeds, escrow instructions, brochure, and agent's business card upon the initiation of negotiations, after review and approval by agency's representative. Submit all legal documents for agency's legal counsel to review when language is added, deleted, or revised.
- **Acquisition and Negotiation:** If necessary, conduct negotiations for the acquisition of each parcel in accordance with all federal and state policies and procedures, including making the initial purchase offer in person when the owner resides in the Project area, if possible. Offers to out-of-area owners will be sent via certified mail with a return receipt.
- **Administrative Settlement Recommendations:** Provide agency with a written recommendation and support documentation for all counter offers and proposed settlement terms for review and approval.
- **Open and Monitor Escrows:** Coordinate with the selected title company and open escrows on all purchases. Interwest monitors escrows, reviews all escrow documents, requests funds, ensures that agency receives title insurance policies in the amount of the purchase cost of the land/improvements, and clears title to all properties acquired.
- **Agency and Owner Liaison:** Provide liaison duties between agency and property owners.
- **Contact Documentation:** Thoroughly document contact with property owners and/or their representatives, indicating attendees, time and place of meetings. Documentation includes thorough diaries and copies of all correspondence and emails. Diaries are updated immediately after each contact, if possible, and are housed in a permanent acquisition file.
- **Parcel Files:** Establish and maintain an accurate and complete working file for each parcel in a professional and standard format. Additionally, all pertinent Project files are maintained in electronic formats and provided to agency at completion of the Project.
- **Meetings:** Attend any required or additional meetings, as deemed necessary by agency to communicate progress and discuss Project issues.
- **Close-Out Acquisition File:** Complete a final quality assurance/quality control review on the file for close-out, provide final status reports to agency and GHD will deliver final files to agency upon completion of the Project. Additionally, agency will receive a flash drive with all pertinent Project data stored in systematically organized Project folders.

Task 4.4 ROW Resolutions of Necessity (Interwest)

Although substantial acquisition of property is not anticipated, if deemed necessary by TAMC, will Interwest will prepare Resolutions of Necessity for TAMC and local agency adoption.

If necessary, Interwest 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.

Pre-Eminent Domain Activities (Condemnation Support)

If a condemnation action is warranted, Interwest will support the agency or its legal representative through the process. During this time, unless otherwise directed by TAMC and GHD, Interwest will continue to negotiate with the owners/tenants to reach a reasonable conclusion in order to prevent actual litigation.

If condemnation of some real property interest is necessary, Interwest will coordinate with TAMC as well as Caltrans and the FHWA to prepare applicable certifications, as required by Chapter 13, Section 13.10 of the Caltrans Local Assistance Procedures Manual, and ensure that all schedules of ROW Certifications are met before a Project proceeds to construction. Condemnation support services include the following tasks:

- Providing agency's legal counsel with a complete and documented case file
- Obtaining litigation guarantees
- Verifying title information and furnishing information to agency's legal counsel
- Preparing the appropriate notice for the Resolution of Necessity hearing
- Attending Resolution of Necessity hearings
- Continuing negotiations with owners as authorized by TAMC representatives
- Providing case recommendations under acceptable administrative settlement provisions
- Serving summons and complaints as may be requested by TAMC's legal counsel
- Providing expert testimony

Task 4.5 ROW Certification (Interwest)

Interwest will utilize a properly licensed agents for all ROW activities, under the review and supervision of TAMC. A qualified ROW Agent will administer all ROW contracts. Interwest will prepare ROW 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.

Interwest will coordinate with TAMC and Caltrans to prepare the ROW Certification, as required by Chapter 13, Section 13.10 of the Caltrans Local Assistance Procedures Manual. Our process includes the following:

- **Coordination:** Coordinate with Caltrans Local Assistance or Local Programs to ensure that Project requirements are underway. This includes ensuring that TAMC has completed all necessary documents to begin the certification process, (e.g., the E-76 application for Construction/ROW).
- **Assembly:** Assemble the ROW Certification (1, 2, 3, or 3W) binder with all appropriate documentation to be provided by TAMC, including documentation showing possession of the necessary ROW, utility notices and agreements, relocation plans and costs, and necessary environmental clearance support.

- **Drafting:** Draft the ROW Certification form segmenting the different Project land rights acquired along with any Relocation Assistance Program documentation, as applicable, supporting the proper handling of displacees, if applicable.
- **Delivery:** Package and deliver a hard copy of the certification directly to Caltrans District Office and provide an electronic copy to TAMC.
- **Revisions:** Interwest will coordinate revisions between Caltrans and TAMC, as necessary, and work with the client to ensure that all schedules of ROW certifications are met before the Project proceeds to construction.

Task 5: Utility Coordination

The GHD team will 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. GHD will review record plans received from utilities and analyze utility data captured during topographic surveys to identify potential conflicts with the proposed improvements. GHD will work with TAMC and utility companies to determine the best strategy for dealing with utility conflicts. GHD will include the utility information on the plans.

Task 5.0 - Utility Coordination (Whitson)

This task was moved from 4.1.

Whitson will provide TAMC and Caltrans a copy of all the required utility documents as noted below for each utility purveyor 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.

Whitson will prepare the following:

- Prepare and issue Utility Verification Letter to Owner, requesting utility owners' maps and other available as-built information.
- Assist the Project Civil Engineer in identifying actual conflicts and policy conflicts, for developing Utility Conflict Plans. Note: The Project Civil Engineer will prepare the Utility Conflict Plans.
- Request utility relocation costs from utility owners, and provide the utility relocation information needed for the Right of Way Data Sheet (prepared by others).
- Prepare and issue Relocation Claim Letter to Owner, requesting utility owners to develop Owners' Relocation Plans and furnish evidence of their occupancy rights (Owners' Claim of Liability).
- Prepare a Report of Investigation, Draft Utility Agreement, and Notice to Owner for each utility. Coordinate approvals with TAMC and Caltrans.
- Prepare and issue a Utility Clearance Memo listing all conflicts, locations, and Notices to Owner, liability, and estimated completion dates. The Memo will be included in the Right of Way Certification (prepared by others).
- Provide coordination between TAMC, Caltrans, and utility owners.

Task 5.1 - PS&E Utility Conflict Maps (GHD)

GHD 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. GHD 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.

This task assumes GHD will not need to provide longitudinal encroachments for existing utilities. If this is required, a separate Task Order will be needed.

Task 5.2 - PS&E Utility Relocation Cost (GHD/Whitson/Exaro)

Under this task 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 will be determined. All work will be in accordance with federal and California laws and regulations, and Caltrans policies, procedures, standards, practices, and applicable agreements including Freeway Master Contracts.

Request utility relocation costs from utility owners, and provide the utility relocation information needed for the Right of Way Data Sheet. Determine responsibility for utility relocation costs...

Underground Utility Potholing (Exaro)

Underground utility potholing (up to 25 Potholes Total) will be performed once the previous ve been substantially completed to accurately identify pothole locations. This task includes providing of utility clearance for the purpose of the utility design and coordination. Through the method of vacuum excavation potholing, Exaro will provide positive depth and location of high importance utilities. These efforts will help in the clearance of any utility conflicts and provide a more complete design/utility plan.

Task 6: Community Outreach

The Public Participation Program uses a multi-faceted approach, in order to engage a broad representation of the community's population and interests. The Program will communicate using imagery and graphic tools to facilitate understanding of planning concepts and policies. Successful implementation will require interactive and constructive relationships among TAMC staff, the Project Team, Caltrans, the Cities of Del Rey Oaks, and Seaside; and The Monterey Peninsula Parks District, decision-makers, and the community as a whole.

Task 6.1 - Community and Stakeholder Meetings and Design Workshops (RGS/GHD)

RGS will develop a comprehensive outreach program for approval by the TAMC Project Manager. The following tasks and tools are anticipated:

Agency Outreach

RGS and GHD Team will participate in all meetings of the Project team for the duration of the Project. In addition, the team will conduct interviews and meetings will representatives of local agencies, community members, and others too:

- Identify issues of concern
- Identify key stakeholders for each agency
- Review all outreach methods available through member agencies (newsletters, eBlasts, websites, and social media)
- Develop, maintain and expand broad stakeholder database throughout the life of the Project

- Establish a consistent protocol for the dissemination of information for the duration of the Project

Focus Groups (8)

Working with representatives from the Project Team, 10-12 individuals will be identified and recruited to participate in online focus groups representing each stakeholder group. These should include but are not limited to:

- Bike/Pedestrian enthusiasts
- Business/employer interests
- Environmental advocates (such as KFOR and/or Landwatch)
- Senior/youth advocates.
- Multi-cultural representatives
- Education representatives
- Public transportation advocates

These sessions are intended to vet key issues and concerns prior to each round of workshops.

eNewsletters (6)

RGS will create, write, and distribute a series of six eNewsletters for distribution to all stakeholders, TAMC, and news media. eNewsletters will also be made available as links to post on social media, on the Project website and on Underlying Jurisdiction websites.

Community Presentations (15)

Rotary, Kiwanis, local Chambers of Commerce and other community groups are still meeting - even during the pandemic. Consultant will work with the Project team to identify key groups and make arrangements to attend their virtual meetings and/or establish a meeting for them. . Fifteen (15) of these meetings will be held throughout the Project process, allocating 3-5 to each community group.

Workshops (6)

Online Workshops

Because of the unique nature of each community, RGS will hold three (3) rounds of workshops with two (2) different dates/times allowing the Project Team to focus on each unique community. These presentations will be customized accordingly without the normal expenses associated with public meetings.

- Opportunities for both spoken and written comments. Not all attendees are comfortable with public speaking even at a virtual event. Options for verbal and written comments submitted by mail or email will be provided.
- Outreach to non-English-speaking community members. Options include posting bilingual notices and ensuring that Spanish language translation and materials available at workshops
- Posting of all meetings for future viewing
- Posting of virtual meetings to capture comments from the public

Workshop Promotion Strategies

Public workshops will be programmed to make them attractive and effective events, primarily by being meaningful and memorable for the participants. Each workshop will include Pre-meeting advertisement that is clear on the intent, topics, and format of the event. This is intended to lessen the chance of people attending to bring up non-topical issues or having unmet expectations. News releases will be distributed to local television, print, and radio outlets. Workshops will also be promoted via social media, the Project website and via agency websites and social media channels.

Project Website

RGS will create and host a Project-specific website, which could link directly to the TAMC and Underlying Jurisdiction websites. The site would include:

- Project Information/Overview
- Meeting Calendar
- Document Library
- Virtual Workshops
- Online Surveys
- Comment/Contact Information

Social Media

Social media platforms including Facebook, Twitter, NextDoor, and Instagram will be used to enable community members to participate, collaborate, and inform decision making as convenient, without the need to physically attend meetings.

- Facebook/Twitter/Instagram/NextDoor: All participants including will push information via their Facebook pages to remind followers of public events and to announce when new materials have been posted to the Project website's homepage. RGS will provide art and links to ensure consistency in this process.
- eBlasts: All agencies are encouraged to utilize existing eNews/email channels to reach out to their constituents to promote meetings, workshops, availability of the Project website and interactive tool and virtual workshop(s). RGS will also develop, maintain, and manage content for regular eBlasts to interested parties and the public.

Collateral Development

Bilingual collateral materials will be developed to provide brief information about the process and promote upcoming workshops, meetings, and engagement opportunities. These materials will be used at various community presentations, workshops, and local engagement opportunities and include:

- Project Fact Sheet
- Virtual Presentations
- Video(s) for use on Social Media/You Tube

Visualization Development

GHD will provide SketchUp style renderings for up to three alternative options at the Frog Pond Area to assist in determining the final design. It is assumed that one round of comments on the draft renderings will be provided by TAMC prior to finalizing the renderings.

GHD will generate real-world context visual models to illustrate the preferred trail alignment utilizing the visualization capabilities of Autodesk Infraworks to produce visual models with included geographic information system (GIS), Photogrammetry-LiDAR, topographic survey, and preliminary design layouts. GHD will create an existing conditions model with available imagery and geospatial data. The model will be detailed with real-world context site features for added realism. GHD will generate the proposed site improvements in Civil 3D, and mesh the proposed alternatives into the existing conditions model to illustrate how each will seamlessly integrate into the project's environment. The following visualizations will be produced:

- Full project corridor “drive through” video, from a trail user eye perspective view, in one direction.
- Full aerial fly-by site video.
- 18 still images to capture key locations along the preferred alignment: scenic vistas from the trail, points of interest, typical trail user view of natural environment, etc

GHD assumes this task will include one round of review, and will provide refinements to the visualizations based on one set of consolidated, internally-consistent comments; refinements will be provided to fine-tune the visualizations, but will not entail significant changes once visualizations are produced.

Task 6.2 - Grant Support (GHD)

GHD 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.

GHD will also help TAMC perform a grant eligibility assessment after the alignment has been optimized for traditional and nontraditional grant funding sources.

Task 6.3 - Human Centered Design - Optional (GHD)

In an effort to increase virtual engagement from community and stakeholders, GHD can offer the following global resources to influence strategic communications:

- Communications (adding Psychology): Integrate findings from behavioral science and psychology to make communications more effective in prompting action (not just changes in beliefs or attitudes). By carefully designing communications with this in mind, we can increase the actual impact of those communications.
- Facilitation (adding Human Centered Design): Use human centered design principles (aka, design thinking) to both engage and excite stakeholders in the design process and generate creative ideas. GHD Digital has practitioners who are fluent in these approaches, including online facilitation with digital tools to support these methods. This can be done for meetings with the public as well as public officials and client staff.

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 GHD. GHD will provide Design Services during Construction (DSDC) as described in the following tasks through Project award and construction:

Task 7.1 - Design Support during Advertisement Period (Bid Support) (GHD/MMJ)

The GHD team will provide design support during Project construction bid advertisement by answering contractor inquiries and preparing addendums as requested by TAMC. We will review written questions received by TAMC's Project Manager during the bidding process. GHD, as requested by TAMC, will prepare Addenda or Letters of Clarification, using TAMC format, for TAMC review and approval. GHD will provide an approved electronic copy of the Addenda/Clarification document to TAMC's Project Manager. The team will assist the TAMC with review of bids received for the Project. GHD will virtually attend the bid opening. It is assumed this task will take no more than 48 person hours.

Task 7.2 - Design Services during Construction (GHD/MMJ/Whitson)

The team will provide design support during Project construction by answering contractor inquiries and preparing any design modifications for construction CCO and related to CGP deliverables and SWPPP revisions for submittal to the SWRCB at various phases of construction.

Task 7.2.1 - Pre-Construction Meeting

Applicable members of the team will attend and participate in one (1) pre-construction meeting with the TAMC and the construction contractor. TAMC will conduct the pre-construction meeting and provide the facility and all meeting logistics. GHD will assist the TAMC in preparing an agenda for the pre-construction meeting. GHD is not responsible for safety of TAMC or construction contractor staff.

Task 7.2.2 - General Site Visits

GHD will attend a maximum of eight (8) site visits during construction, as requested by TAMC, to review specific construction issues. Teaming partners will attend no more than two (2) of the eight (8) site visits to review items as required by the technical specifications and as requested by TAMC.

At each site meeting, GHD will observe construction progress and completed work quality. TAMC will prepare the agenda and conduct the site visits. GHD will provide a written summary of observed site conditions or issues addressed in the field, as requested by TAMC.

GHD will provide TAMC a brief written report of field observations. GHD is not responsible for testing of excavation and compaction requirements. GHD will review information provided by Contractor to observe contractor compliance is consistent with the construction contract documents as a part of contractor submittals. GHD is not responsible for safety of TAMC or construction contractor staff.

Task 7.2.3 - Review Contractor Submittals

GHD will review contractor submittals as requested by TAMC, including but not limited to; contractor's schedule, traffic handling plans, equipment and material submittals, shop drawings, and product data required by the contract documents, and will provide recommendations to TAMC for approval or rejection of specified items based on the Contract Documents. TAMC will be responsible for review of materials submitted to the TAMC's Material Lab.

GHD will develop and maintain a log of submittals received during construction to track submittal status to facilitate TAMC's prompt response to the contractor.

GHD will review each submittal and provide a written recommendation to TAMC within ten (10) Business days of receipt of submittal from TAMC, except with advanced notice of extension as approved by TAMC.

Task 7.2.4 - Review Requests for Information (RFI)

GHD will review contractor Requests for Information (RFI) as requested by TAMC and provide written recommendations to TAMC's Project Manager. GHD will develop and maintain a RFI log. GHD will submit a copy of the final RFI Log at the completion of the construction of the Project.

Task 7.2.5 - Review Change Order

GHD will review change order proposals as requested by TAMC, make an independent estimate of the work value, and provide written recommendations to the TAMC regarding acceptance of the proposal, within five (5) working days of receipt of the change order proposal from TAMC. GHD will prepare or modify the drawings and documents to accompany the TAMC-prepared change order, as determined necessary by TAMC, within five (5) working days of notice from TAMC, except with advanced written notice of extension as approved by TAMC.

Task 7.2.6 - Weekly Construction Meetings

GHD will attend a one (1) hour by-weekly construction meetings for the duration of the construction period. The construction meetings will be organized and scheduled by TAMC and held at the Project construction office at the Project site.

Task 7.2.7 - Final Walk Through

GHD will attend one (1) final Project walk-through, with TAMC, upon notification from TAMC that the work is completed and ready for final inspection. Within three (3) Business days of completing the Project walk-through, GHD will notify TAMC in writing if there are additional items of work to be added to the punch list prepared by TAMC inspector.

Task 7.3 - Construction Staking (Whitson)

GHD will provide construction survey staking. This may include attendance at construction coordination meetings as needed. Based upon our experience with construction staking for similar Projects, and following Chapter 12 - Construction Surveys of the Caltrans Surveys Manual, we anticipate the following construction staking:

- Clearing limits and sawcut lines
- Utility relocations
- Storm drainage facilities
- Rough grading
- Pedestrian Undercrossing
- Retaining walls
- Finish grading and curb stakes
- Minor structures
- Bioretention pond verification
- Curb ramp verification

This task includes the management of staking requests, attendance of the pre-construction meeting, the calculation of the requested points and preparation of cut sheets and staking plots for use by the contractor and resident engineer.

Construction Staking Clarifications:

- Since final plans and construction sequencing is unknown at this time, it is not possible to develop firm budgets for construction staking, and as such, the budget given for this task should be considered a planning allowance only.
- The budget for this task is based on 30 staking days.
- This budget includes a small allowance (10%) for re-staking of lost points. Additional re-staking, if required, will be performed as Additional Services.
- If staking must be performed in small increments (requiring additional mobilizations) or at night, this may require an increase in budget.

Construction Staking Exclusions:

- The following work is specifically excluded from the Scope of Services:
- As-built surveying, except as noted
- Setting of monumentation
- Record of Survey maps or other monumentation maps
- Any work not specifically included in the above task.

Task 7.4 - Record Drawings (GHD/MMJ)

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

GHD will retain records and documentation as directed by the TAMC. At the completion of the services, GHD will compile the Project documentation, review files for duplicate information and prepare files for permanent storage consistent with TAMC's requirements. Project documents include, but are not limited to, Project management documents, administrative documents, correspondence, technical reports, and drawings.

GHD will prepare one final set of Record Drawings of the Project based on the as-built markups provided by the Contractor. The electronic engineer's stamp will be removed from the final electronic file. GHD will incorporate Contractor-provided red-line markups of construction changes into one Final set of Record Drawings (As-Builts) and submit to the TAMC.