

Exhibit A: Scope of Work and Schedule

Scope of Work

TASK 1: PROJECT MANAGEMENT

TASK 1.1 PROJECT MANAGEMENT AND ADMINISTRATION

Throughout the planning and design process, Alta's Project Manager will provide regular contact with TAMC's Project Manager and other staff. All design drawings, mapping and deliverables will be submitted and distributed in electronic format whenever possible. This task includes managing and updating the project schedule. Alta will prepare and submit monthly invoices with progress reports that provide task level descriptions of work completed and percent of tasks completed.

TASK 1.2 BI-WEEKLY COORDINATION MEETINGS

Throughout the project duration, Alta will facilitate bi-weekly team conference calls with key members of the Alta and the TAMC project team. Alta will prepare agendas and meeting notes for status meetings. These meetings will allow for close communication on upcoming tasks and review of deliverables.

TASK 1.3 QUALITY CONTROL

Alta will develop and share a detailed project schedule identifying all deliverables, staff review time, and other elements of the

project with TAMC. All subconsultant work products, budgets, and schedules will be managed directly by Alta. Alta will review and perform a quality control check on all subconsultant products before submission of work products to TAMC to maintain quality and consistency throughout the project. Lines of communication will flow from subconsultants through Alta to TAMC.

Task 1 Deliverables:

- Detailed project schedule
- Coordination call agendas and meeting minutes
- Monthly invoicing and progress reports

TASK 2: PROJECT AREA REVIEW AND KICK-OFF MEETING

TASK 2.1 DOCUMENT REVIEW

At the outset of the project, the Alta team will review previous and current planning effort documents provided by TAMC. These documents will include the current Active Transportation Plan, the 2011 Bicycle and Pedestrian Master Plan prepared by Alta and other relevant documents to the bicycle and pedestrian network. This review will be completed in advance of the kick off meeting.

TASK 2.2 KICK-OFF MEETING

Alta will attend a project kick-off meeting with TAMC project manager and other key staff to review the goals of the project, scope of work, deliverables, and immediate

tasks. At this meeting, Alta will also review and finalize the project schedule, as well as identify critical issues, and data needs. Invoicing procedures will be discussed and documented.

Task 2 Deliverables:

- Summary memo of key information from the document review (2-5 pages)
- Kick-off meeting, agenda, notes, and action items

TASK 3: DRAFT CONCEPTUAL DESIGNS FOR HIGH PRIORITY PROJECTS

Task 3.1 SELECT HIGH PRIORITY PROJECTS FOR CONCEPTUAL DESIGN

After TAMC and its partners prioritize the bicycle and pedestrian projects for each jurisdiction, Alta will work with TAMC and the project partners to select the high priority projects for conceptual design. The number of projects for conceptual design will be determined by the scopes of the priority projects and budget limitations, up to 15 total projects.

Task 3.2 DRAFT CONCEPTUAL DESIGN PLANS AND ILLUSTRATIVE SKETCHES

Once projects are selected, the Alta team will develop base maps that include aerial and ground level photography, agency and jurisdiction GIS information, and Alta’s own GIS information. Information to be mapped (depending on available data) may include existing land uses, open space, curb lines,

pavement markings, sidewalks, driveways, street trees, right-of-way, property boundaries, and utilities.

Alta will use the base maps to prepare concept designs that show the alignments and key dimensions and will develop typical sections to show the existing condition versus the concept design. These illustrative plans and sections will show scale improvements with notes about the features. The concept design will see that the three highest values of criteria from the 2016 planning process are achieved: safety, connectivity, and comfort. Active transportation amenities will also be considered for these projects, such as bike parking, wayfinding signage, and streetscape elements such as lighting, landscaping, and seating. For each priority project, Alta will provide a simple design sketch to illustrate the improvements on an existing site photo. These will be used for outreach by TAMC and others.

The draft concepts will be provided to TAMC staff for use in stakeholder and community meetings in order to solicit input to be provided to Alta for revisions in Task 4. In order to meet the proposed schedule, outreach will need to take place over one week, and the design review meeting in Task 4 will be scheduled for the following week.

Task 3 Deliverables:

- Base maps for high priority bicycle and pedestrian projects (up to 15)

- Draft conceptual designs (location map, illustrative plan, and typical section for each of the selected projects-up to 15)
- Draft design sketches (up to 15)

TASK 4: REVISED CONCEPTUAL DESIGNS FOR HIGH PRIORITY PROJECTS

Alta will meet with TAMC and other jurisdiction representatives after stakeholder and community input on the draft concepts has been summarized by TAMC to discuss feedback and comments and determine direction for revisions to finalize the concept plans.

Task 4.1 DESIGN REVIEW MEETING

Alta's Project Manager and design engineer will meet with TAMC staff and other jurisdiction representatives to discuss feedback from stakeholders and the community on the draft concepts for the high priority projects. Alta will provide an agenda, facilitate the discussion about each design concept, and see that consensus is reached on comments prior to ending the discussion. Meeting minutes will be provided with a record of decisions and actions.

Task 4.2 REVISED CONCEPT PLANS AND SKETCHES

Alta will revise the concept plans and typical sections based on feedback and decisions made in the review meeting and provide to TAMC for final review. Comments on the

final concept designs are expected to be minor and will be incorporated into the Fact Sheets (Task 6).

Task 4 Deliverables:

- Design review meeting agenda and meeting notes
- Revised conceptual designs (up to 15)
- Revised design sketches (up to 15)

TASK 5: COST ESTIMATES FOR HIGH PRIORITY PROJECTS

Following completion of the final concept plans in Task 4, Harris & Associates will develop preliminary construction cost estimates for the concept design projects.

Task 5.1 REVIEW RECENT BIDS FROM TAMC

Alta and Harris & Associates will review recent bids from TAMC and other recent projects completed in the region to develop unit costs for the bicycle and pedestrian elements, as well as soft costs and contingencies.

Task 5.2 COST ESTIMATES

Harris & Associates will prepare preliminary cost estimates that identify unit costs and quantities to estimate the construction cost, including a contingency, and preliminary engineering, right of way and construction engineering project delivery costs to be included in total project costs for each of the concept designs. These engineer estimates will comply with the

application requirements for ATP funding. For each project, a list of cost assumptions will be provided.

Task 5 Deliverables:

- Excel format high priority project cost estimates (one revision)

TASK 6. FACT SHEETS FOR HIGH PRIORITY PROJECTS

Alta will incorporate the final concept designs and project information into fact sheets to be incorporated into the Active Transportation Plan, used for outreach, and also provide the native files for use in ATP grant applications.

Task 6.1 DRAFT LAYOUT FOR APPROVAL

Alta will prepare a mock up to show the proposed format and style for the fact sheets and review with TAMC. Once the layout is approved, Alta will format fact sheets for each of the selected high priority projects (up to 15).

Task 6.2 FACT SHEETS

Alta will prepare graphical fact sheets to describe each project conceptual design. The fact sheets will include a location map, illustrative plan and section, design sketch and project details.

Task 6 Deliverables:

- Draft layout in PDF format
- Fact sheets in PDF format (including native files)

TASK 7. GIS MAPPING ASSISTANCE FOR ACTIVE TRANSPORTATION PLAN

Alta will prepare GIS maps for the Active Transportation Plan based on data provided by TAMC and previous data from the 2011 Plan. At a minimum, Alta will prepare existing and proposed facility maps, uphill bikeways, and end of trip facilities for incorporated Cities and unincorporated Monterey County. Additional maps may be developed by Alta based on available budget.

Task 7.1 NETWORK MAPS, FACILITIES MAPS, AND OTHER ATP GIS NEEDS

Alta will assist TAMC in preparing GIS maps for the 2016 Active Transportation Plan for the incorporated cities and County regions (16 areas). This mapping will include existing and proposed bicycle and pedestrian facilities, uphill bicycle routes and end of trip bicycle facilities, and other mapping needs within the available budget.

Task 7.2 PACKAGE THE DATA FOR TAMC

All data will be produced as standard GIS shapefiles and all data layers will be provided to TAMC in a geodatabase, along with symbol sets and MXD files, so that maps can be updated and revised as needed in the future.

Task 7 Deliverables:

- PDF maps
- File geodatabase, any custom Symbol Sets developed for the project, layer files used

to develop maps, project file(s) (MXD), and metadata for developed feature classes

TASK 8. COST ESTIMATE ASSISTANCE FOR ACTIVE TRANSPORTATION PLAN

The Alta team will update the 2011 Plan unit costs for the bicycle and pedestrian facilities and features included in the 2016 Master Plan recommendations. New facility types will also be estimated using relevant bids on similar projects.

Task 8.1 PROVIDE PER UNIT COSTS FOR ATP

Using the proposed project database in Excel listing detailed information on each proposed improvement or segment length, corridor condition, and other information provided by TAMC, the Alta team will develop project cost estimates. Harris & Associates will prepare planning-level costs to show land cost (if any), site preparation, planning, design and engineering costs, construction costs, and environmental documentation/mitigation costs (if any). Unit costs for design, construction, and environmental clearance of facilities will be discussed with TAMC staff to see that the costs match recent bids. This task assumes that the complete list will be provided prior to commencing cost estimates and one round of revisions.

Task 8 Deliverables:

- Project unit costs (draft and final)

Project Schedule

Monterey County Active Transportation Plan Engineering & GIS Assistance
Alta Planning + Design

Task	AUG	SEPTEMBER					OCTOBER				NOVEMBER					DEC
	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9	WK10	WK11	WK12	WK13	WK14	WK15	
1. PROJECT MANAGEMENT																
Administration, Bi-weekly Coordination Calls, and QA/QC			X		X		X		X		X		X		X	
2. PROJECT AREA REVIEW & KICK-OFF MEETING																
Document Review and Kick-Off Meeting	X															
3. DRAFT CONCEPTUAL DESIGNS FOR HIGH PRIORITY PROJECTS																
Identify High Priority Projects for Concept Designs and Draft Concept Plans																
4. REVISED CONCEPTUAL DESIGNS FOR HIGH PRIORITY PROJECTS																
Review Meeting and Revised Plans and Sketches																
5. COST ESTIMATES FOR HIGH PRIORITY PROJECTS																
Review Recent Bids provided by TAMC and Develop Cost Estimates																
6. FACT SHEETS FOR HIGH PRIORITY PROJECTS																
Draft Layout for Approval and Fact Sheets																
7. GIS MAPPING ASSISTANCE FOR ATP																
Network Maps and other GIS Mapping Needs, and Package Data for TAMC																
8. COST ESTIMATE ASSISTANCE FOR IMPLEMENTATION OF ATP																
8.1 Provide Per Unit Costs for ATP																

LEGEND

- Task Progress
- X Meeting / Workshop
- Deliverable
- Client Review