

**EXHIBIT A - PRELIMINARY SCOPE OF WORK
DESIGN ENGINEERING SERVICES FOR THE WASHINGTON AREA COMPLETE STREETS
PROJECT
SJCDPW-RFP-26-07**

Project Background

The residential neighborhood surrounding Washington Street, Del Mar Avenue, Horner Avenue, and Walker Lane is a community that faces many mobility issues in southeast Stockton, CA. Sidewalk infrastructure is currently limited throughout the project area, creating barriers to safe pedestrian travel. Washington Street provides two travel lanes, one in each direction, with on-street parking and no pedestrian facilities. Similar deficiencies exist along Del Mar Avenue, Horner Avenue, and Walker Lane, where pedestrians must often travel on the roadway or on uneven dirt shoulders.

The lack of sidewalks within the community is currently a barrier to walking to community schools and parks, including Franklin High School, Elmwood Elementary School, Henry Elementary School, and East Side Community Park. Pedestrians are forced to travel on the roadway or on uneven dirt shoulders, and there is no provision for those with disabilities to travel comfortably without being directly in the roadway. The project will improve pedestrian accessibility, connectivity, and safety throughout the neighborhood by providing continuous sidewalk facilities and ADA-compliant pedestrian infrastructure along key residential corridors.

Preliminary Scope of Work

This project will include the construction of new sidewalks and buffered bike lanes, as well as enhanced intersections throughout the project area. Improvements will be constructed along Washington Street, Del Mar Avenue, Horner Avenue, and Walker Lane.

A breakdown of the preliminary project scope is as follows:

Washington Street Improvements (Anteros Avenue to Walker Lane)

- New curb, gutter and sidewalk on the north and south sides of the street.
- Reconfigured striping to add buffered bike lanes and parking lanes in each direction.
- Add ladder-style pedestrian crosswalk markings at Hinkley Ave, Olive Ave, Adelbert Ave, Gertrude Ave, Sinclair Ave, Coolidge Ave, Carroll Ave, Dawes Ave, Wagner Ave, Del Mar Ave, Anthony Ave, and Thelma Ave intersections.
- Add pedestrian crosswalk striping at the Anteros Ave, Oro Ave, Adrienne Ave, Walker Ave, May Ave, and Walker Ave intersections.
- Add ADA curb ramps at all intersection corners.
- Add corner curb extensions (bulb-outs) with ADA curb ramps at each corner of the Oro Ave, Gertrude Ave, Wagner Ave, Adrienne Ave, and Walker Ave intersections.
- Add a traffic circle at the Carroll Ave intersection.
- Storm drain pipe and inlet installation, as necessary to complete the storm drainage network

Del Mar Avenue Improvements (Horner Avenue to Washington Street)

- New curb, gutter, and sidewalk along the east and west sides of the street.
- Add ADA-compliant curb ramps at intersections, as necessary.
- Add pedestrian crosswalk striping at the Marsh St and Hobart Ave intersections.

Horner Avenue Improvements (Del Mar Avenue to Walker Lane)

- New curb, gutter, and sidewalk along the north side of the street.
- Add ADA-compliant curb ramps at intersections, as necessary.

Walker Lane Improvements (Horner Avenue to Washington Street)

- New curb, gutter, and sidewalk along the east and west sides of the street.
- ADA-compliant curb ramps at intersections, as necessary.
- Add pedestrian crosswalk striping at the Marsh St and Hobart Ave intersections.

TASK 1.0 PROJECT APPROVAL & ENVIRONMENTAL DOCUMENTATION ASSISTANCE

SJCDPW will complete the Environmental Documentation with in-house resources; the Consultant shall provide technical assistance, as needed, to review the prepared documentation and finalize the Project scope of work. This phase is anticipated to be completed by January 2027 .

Deliverables:

- Finalized Project scope w/ exhibits
- Documentation review comments (if requested by SJCDPW)

TASK 2.0 PROJECT MANAGEMENT & REVIEW MEETINGS**TASK 2.1 – COORDINATION/MEETINGS/PROJECT ADMINISTRATION**

Project Management: Project Manager will be responsible for directing the consultant project team during the development and execution of the project, as well as communicating with the County staff and documenting the progress and decisions made during the entire project. This involves all aspects of project management, including financial management, invoicing, scheduling, quality control, and turning in deliverables as requested. Progress reports will be issued with invoices to the County detailing major items worked on during the billing period and percentage completion for each task, with substantiation backup.

Project Kick-Off Meeting: A Project “Kick-off” Meeting will be held following the Notice to Proceed. This meeting includes representatives from the County, Consultant, sub-consultants, and other involved agencies. The primary meeting objectives will be to present the project, its goals, review the project scope and action item list, explain the project schedule, identify key project issues, and facilitate a general exchange of views and ideas regarding the completion of the project.

Project Development Team Meetings: A coordination and status phone meeting will be held on a monthly basis to review project status, design, and budget to obtain required County input, make decisions, and discuss issues that have the potential of affecting the project design, budget, or schedule. Consultant will prepare all meeting agendas and minutes in consultation with SJCDPW’s Project Manager.

Project Schedule: The schedule will be prepared in Microsoft Project (or similar software) and will identify the beginning dates and duration of each task. If necessary, the schedule will be updated on a yearly basis. The Project Design phase is anticipated to begin January 2027 , with Construction anticipated to begin Summer 2028.

Deliverables:

- Meeting agendas and minutes
- Project Schedule
- Invoices with Progress Reports

TASK 2.2 COORDINATION WITH OTHER AGENCIES

Consultant will be responsible for the identification of and coordination with required regulatory agencies. Coordination with utilities shall be carried out to reach an agreement on removal/relocation/adjustment of utilities within the project limits.

Deliverable:

- Utility Letters (draft and send to utility owners)
- Secondary Utility Letters (as necessary for unresponsive agencies)

TASK 2.3 PUBLIC OUTREACH

The Consultant shall assist with communicating to community residents/property owners within the project right-of-way. A list of affected property owners shall be prepared, and one public meeting will be held. The Consultant shall be prepared to attend the meeting; this will be an in-person meeting on a weekday evening. The Consultant shall coordinate with SJCDPW to secure a meeting location, present the project scope to the public, provide exhibits to assist with communicating with the public, and respond to community questions and concerns. The Consultant must keep a careful record of community concerns and issues.

Deliverables:

- List of affected property owners
- Exhibits for public meeting and mailings
- Public Meeting presentation
- Record of community concerns/issues

TASK 3.0 PROJECT SURVEYING, MAPPING AND CONTROL

TASK 3.1 –SURVEYING

Consultant will perform topographic surveying and roadway cross sections as required to provide digital topography and base mapping necessary for the project plans. Field survey procedures will meet the accuracy standards as specified by Caltrans Orders of Survey Accuracy Standards for Supplemental Project Control in the Caltrans Survey Manual.

The survey will, at a minimum, address the following:

- A control survey will be performed to locate all existing survey monuments (pins, nails, benchmarks, etc.) within the project area. Survey and transfer the benchmark control to site from published NGS (National Geodetic Survey) control points. NAD (North American Datum) of 1983 and NAVD (North American Vertical Datum) of 1988 will be used unless otherwise specified.

- Monuments will be shown on the plans. Existing monuments will be protected in place or relocated if currently on a facility to be removed. Survey Control will also provide, at minimum, two (2) on-site control points (horizontal and vertical) for the Project, and tie the vertical control to local datum.
- Perform a detailed topographic survey of all roadways within project limits.
- Provide an electronic drawing (AutoCAD-2024) and PDF of the completed topographic survey
- Adjacent property information, such as assessor's parcel number and street address, shall be shown for the properties that may be affected by project improvements.
- The Consultant shall include language in the PS&E package dictating preservation of all monumentation affected by the work performed, in accordance with Section 8771 of the Professional Land Surveyors Act.

The consultant will also provide a document search and mapping of right-of-way limits that can be used to determine the need for and preparation of temporary construction easements.

TASK 3.2 RIGHT-OF-WAY SURVEY

It is assumed that much of the project is in San Joaquin right-of-way.

The Consultant shall identify preliminary right-of-way needs, utility, temporary construction, or other pertinent easements. The Consultant will be required to identify and evaluate the right-of-way issues and impacts to the affected driveways, encroachments, easements, etc. The Consultant shall determine the requirements for any permanent easements and temporary construction easements. If right-of-way acquisition (either permanent or temporary) will be necessary for the project, the Consultant shall provide the necessary plats and legal descriptions for the easement areas. Rights for the easements will be obtained by SJCDPW staff.

SJCDPW will obtain all necessary right of entry permits from affected property owners necessary to complete the preliminary engineering studies, geotechnical studies, field surveying, topographical data collection, and environmental studies for the Project.

Deliverables:

- AUTOCAD Base Drawing with easement requirements (Prepared by Consultant)
- Exhibits for permanent or temporary easements (if necessary)
Up to 6 legal descriptions and plats for easement (temporary or permanent) areas to be acquired (if necessary). Plats and legal descriptions shall be signed and stamped by a licensed Land Surveyor.

TASK 4.0 PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATE (PS&E)

Task 4.1 PREPARATION OF 35% PS&E

The purpose of this task is to perform the preliminary design of the recommended project and propose any design alternatives, obtain design approval, and produce the construction drawings, boilerplate special provisions, and construction estimate required for the construction documents. The plans, specifications, and estimates will be prepared to State Standards and in accordance with the SJCDPW policies, procedures, manuals, and standards.

These plans will include a conceptual layout of the Project improvements and typical construction details. Consultant will prepare Plans, Specifications and Engineer's Estimate (PS&E) and will include the following minimum items listed below:

- Title/Cover Sheet (SJCDPW format)
- Roadway Plans

- Typical Sections
- Striping Plans
- Typical Construction Details
- Engineer's Estimates in Microsoft Excel

A meeting will be held after the county review 35% submittal to discuss the County's review (redlines and comments) of the draft PS&E. Consultant will provide the following deliverables for PS&E:

Deliverables:

@ 35% stage = 1 Set of Design Plans [Electronic version in PDF format]
Boilerplate Specifications
Engineer's Estimate Working
Days Schedule

Task 4.2 PREPARATIONS OF 65% PS&E

The purpose of this task is to perform the detailed design of the recommended project alternative, obtain design approval, and produce the construction drawings, special provisions, and construction estimate required for the construction documents. The plans, specifications, and estimates will be prepared to State Standards and in accordance with the SJCDPW policies, procedures, manuals, and standards.

These plans will include all details necessary to construct the project and conform to necessary existing elevations and profiles. Consultant will prepare Plans, Specifications and Engineer's Estimate (PS&E) and will include the following minimum items listed below:

- Title/Cover Sheet (SJCDPW format)
- Roadway Plans and Profiles
- Typical Sections
- Striping Plans
- Detour or Traffic Staging Plan (if required)
- Construction Details
- Summary of Quantities Sheet
- Design and design support calculations
- Quantity support calculations
- Engineer's Estimates in Microsoft Excel
- Cross Sections

A meeting will be held after the county review 65% submittal to discuss the County's review (redlines and comments) of the draft PS&E. Consultant will provide the following deliverables for PS&E:

Deliverables:

@ 65% stage = 1 Set of Design Plans [Electronic version in PDF format]
Technical Specifications
Engineer's Estimate Working
Days Schedule

Project technical specifications, including special provisions based on Caltrans Standard Special Provisions (SSP) and County-provided specifications format, will be developed in Microsoft Word. The County will prepare their boilerplate specifications, which will include Section 7, "Legal Relations and Responsibility to the Public", to combine with the consultant-prepared project-specific technical specifications for the 65%, 95%, and 100% (final) submittal.

Task 4.3 PREPARATIONS OF 95% PS&E

The draft PS&E package, consisting of plans, specifications, and estimates, along with design, QA/QC check, and quantity calculations, will be submitted to the County for their review. This submittal will also include any design exceptions proposed for the project.

Deliverables:

@ 95% stage = 1 Set of Design Plans [Electronic version in PDF format]
 Technical Specifications
 Engineer's Estimate
 Revised Working Days Schedule
 Response/Review Matrix to the redlines of the 65% plan submittal

Prior to 95% design submittal, Consultant will perform an internal quality and constructability review of the entire PS&E package. This review includes checking all pay items for consistency with the bid list, plans, quantities, and special provisions. A meeting will be held after the County reviews (redlines and comments) the 95% submittal to discuss plans.

Task 4.4 PREPARATIONS OF 100% (FINAL) PS&E

Upon receiving review comments from the County and other agencies, each comment will be reviewed, discussed, and addressed in writing. Appropriate modifications will then be made to the plans, specifications, and estimates, which will be submitted to the County to form a complete package that is ready to advertise for construction.

Deliverables:

@100% stage = 1 Set of Design Plans [Electronic PDF; stamped & signed] Final
 Engineer's Estimate
 Design and design check calculations
 Cross Sections
 Quantity and quantity check calculations Project
 Working Days Schedule
 Response/Review Matrix to the redlines of the 95% plan submittal Electronic files will be a version of the applicable software as specified below.

- AutoCAD format electronic files - plans and drawings
- Microsoft Word format electronic files - specifications
- Microsoft Excel format electronic files - Engineer's Estimate, structural design calculations, quantity check calculations.
- Microsoft Project working schedule

TASK 5.0 CONTRACT BIDDING ASSISTANCE

Consultant will provide technical assistance to the County through bidding process. Services include providing clarification or answers to questions received from prospective bidders, attendance at Pre-Bid meeting and assist in preparing addendums, if necessary. This assistance could include necessary design revisions if SJCDPW deems it necessary. SJCDPW will be responsible for receiving all inquiries received during the bidding period, forwarding them to the Consultant and relaying all consultant responses to bidder's questions.

TASK 6.0 SERVICES DURING CONSTRUCTION**Task 6.1 RESPONSE TO QUESTIONS DURING CONSTRUCTION**

The consultant will be available to answer contractor questions during construction that require input of the design engineer. This effort assumes the County Resident Engineer (RE) can review all submittals and the majority of change requests (Cos) and requests for information (RFIs), with only minimal assistance from the consultant. The consultant will prepare change order documents for design revisions requiring additional drawing details.

Task 6.2 PREPARE AS-BUILT PLANS

After completion of construction, the consultant will take mark-ups from the County RE (also provided by the Contractor) and prepare As-built drawings.

Deliverable:

- One (1) electronic set of As-Built Plans (pdf format)