EXHIBIT A

SCOPE OF WORK

Task 1. Project Initiation

The DMJM Harris team will conduct preliminary site visits and perform all necessary start-up reconnaissance. Project initiation activities also include a kick-off meeting with the City of Albany and all key stakeholders, including UC Berkeley, Albany Unified School District, USDA and Albany Rollers and Strollers. At the kick-off meeting we will work to obtain consensus on our proposed scope of work, approach and methodologies for project completion. A site walk with the stakeholders will be conducted as part of the kick-off meeting.

Task 2. Data Collection

In Task 2 we will obtain all available studies and record information concerning the project and affected area. This will include, but not be limited to the following:

- City Base Maps and Preliminary Designs;
- Buchanan Street Connectivity and Safety Study – report and back up documentation and analysis;
- All traffic, bicycle and pedestrian counts available for the area;
- Preliminary work accomplished and data collected by Marin/San Pablo TETAP effort;
- ACCMA travel demand model (for cumulative forecasting);
- Plans for reconfiguring Buchanan/Marin merge;
- Plans for Civic Center retrofit;
- Safe Routes to School plans for Buchanan/Jackson;
- Ocean View Improvement Plans;
- Collision Statistics;
- Albany Bicycle Plan; and
- Alameda Countywide Bicycle Plan/Pedestrian Plan.

Task 3. Topographic Survey

Geomatics Transportation Services, Inc. (GTS) will perform all of the survey services for the DMJM Harris Team. This Task includes the completion of primary horizontal and vertical survey control, design surveys and base mapping, utility locations, primary bridge features, land street monumentation locations.

The Survey will be performed in accordance with:

- The Professional Land Surveyors Act Section 8700-8806 Business & Professions Code.
- City of Albany or Contra Costa survey standards, as appropriate.

This project will be developed in English units (US Survey Feet). The survey datum for horizontal control will be based on the County of Caltrans/NGS Horizontal and Vertical Geodetic Control points.

Topographic Mapping

GTS has a full understanding and extensive experience in successfully implementing the surveying and mapping requirements for this type of design project. GTS's responsibilities applicable to the design phase of the proposed Buchanan Street Bicycle/Pedestrian Plan consist of a series of subtasks that identify, or respond to, specific concerns associated with the project as outlines in the RFP.

- Aerial and field topographic mapping coordination as needed per the project scope (From the eastern project limit including the Talbot/Marin intersection to the Bay Trail on the

western project limit. Photogrammetric project limits shall be (1) on the east the intersection of Marin and Talbot; (2) on the west the WB I-580 off-ramp; (3) on the north the houses and buildings fronting Buchanan Street; and (4) on the south, 100 feet south of the southerly curb on Marin Avenue and Buchanan Street).

- Aerial photography, research, and coordination as needed to provide 40 scale mapping with 1 foot contours
- Processing, scanning topography, and imagery as needed
- Analytical aerotriangulation as needed
- Computer aided, digital mapping
- Horizontal and vertical control surveys
- Development of Existing Street right-of-way lines per existing recorded maps as well as the assessors maps
- Development of base map

Any data that has not been furnished by the City will be requested in writing or researched in the task(s) above. Additional data is expected to include City/County as-built or private improvement plans for existing roadway and drainage facilities, survey monumentation, and/or existing surveys and utility locations.

Primary Horizontal Control Surveys

GTS, Inc. will perform field surveying and mapping services to support the design effort for the Buchanan Street Bicycle/Pedestrian Plan. The following summarizes surveying and mapping tasks that will be performed:

Horizontal control will be established to the 3rd order or better for all project control monuments. The horizontal control will be coordinated with the City and may be extended from existing U.S. National Geodetic Survey (NGS) and/or Caltrans/City stations of 2nd order or higher, and correlated to the California State Plane Coordinate System using the North American Datum of 1983.

Primary Vertical Control Surveys

All vertical control will meet or exceed 3rd order specification and be extended from existing NGS and/or County/City benchmarks of 2nd order classification. Vertical control will be referenced to NGVD 1929 or NAVD 1988 as per the City's requirements. All project control points will be elevated by a differential vertical. Network utilizing precise digital levels and bar code rods.

Field Topographic Surveys

Field surveys will be performed using standard field survey methods to establish utility locations and roadway cross-sections, ground shots will be of sufficient density to produce reliable cross sections on 50 foot intervals, with sufficient width to cover 15 behind the existing face of curb. In addition, all trees with trunk sizes of 4-inch diameter or greater within the previously stated width will be captured. Sufficient natural ground shots will be taken to develop digital terrain models. Intersections will be profiled. Planimetric will be developed with digital aerial photographic techniques, and used to check and add detail to field survey data. All field topography will be incorporated into the aerial base mapping and a new DTM surface will be prepared by merging surfaces. Topographical base mapping, captured by standard field methods, will have a relative vertical accuracy of 0.05 feet or better. The base mapping compiled by photogrammetric methods will be to National Mapping Standards accuracies.

Monumentation

No new boundary or centerline monuments are necessary as we review this scope of work therefore they are excluded. No Record of Survey is called for as we interpret the scope of work. GTS will leave durable survey control points utilized for topo data collection and aerial target locations. These control points will be shown on the topo base map including their coordinates,

elevations, as well as a datum statement. These control points should be available for any future construction staking and layout.

Survey Report

Upon completion of the project, all information obtained by GTS will be submitted to the City including original field notebooks, digital field and computations files, control diagram, control data, and aerial photography.

Aerial Photography

GTS will have the project area flown and photographed, per National Mapping Standards, with equipment which is appropriate for the production of engineering design drawings at a scale of 1"=40' with one half foot contour intervals, plan, spot elevations and breaklines. All features discernible in the aerial photography will be shown.

Digital Mapping

GTS will create a continuous, digital topography map with a scale of 1"=40 feet and with the corridor dimensions stated above.

GTS will capture, at a minimum, the following digital, planimetric and topographic information:

- Street improvements (curb, gutter, sidewalk), water valves, FH, catch basins/DI's, pull boxes, utility vaults, striping, etc. Sanitary and storm drain manholes will not be dipped and sketched.
- Visible utility features in alignment area
- Trees, roadways, sidewalks, driveways, buildings, and other such structures/improvements
- Survey control points
- Foot contours
- Spot elevations

A digital terrain model and mapping will be updated based on field surveys and provided to TY Lin on CD-Rom in AutoCAD/Land Development Desktop 2005 format.

Deliverables:

- Topographic Mapping
- Digital Terrain Model
- Survey Report
- Field Notes

Task 4. Prepare Traffic Report

A traffic analysis will be undertaken to evaluate the affects of various project alternatives on existing and future roadway conditions throughout the study area. The proposed limits of the traffic analysis study area include all of Marin Avenue and Buchanan Street from the I-580 Westbound off-ramp to the west and the intersection of Marin and Talbot on the east. The following eight intersections will be evaluated in detail as part of the traffic report:

- San Pablo Avenue/Marin Avenue;
- Marin Avenue/Buchanan Street;
- Buchanan Street/Jackson Street;
- Buchanan Street/Taylor Street/USDA Entrance;
- Buchanan Street/Pierce Street;
- Buchanan Street/Eastshore Highway;
- Buchanan Street/I-580 EB Ramps; and
- Buchanan Street/I-580 WB Ramps.

All intersections will be evaluated using the methodology of the Transportation Research Board's Highway Capacity Manual 2000. Intersections will be evaluated for the weekday AM and PM peak hours of travel, as these periods describe the worst case conditions for the study area. Intersections and roadway segments will be reviewed using the Synchro 9.0 analysis software, which evaluates all of the intersections as a system, rather than as isolated entities. This ensures that the effects of queue spillbacks and delays caused by congested intersections on up and downstream intersections are captured by the analysis.

Conditions will be assessed at the eight study intersections for the following four scenarios:

- Existing;
- Existing plus Project;
- Cumulative; and
- Cumulative plus Project.

All cumulative forecasts will be conducted using the latest traffic and land use forecasts from the Alameda County Congestion Management Agency's (ACCMA) travel demand model.

A number of specialized analyses will also be conducted to fully evaluate the potential effects of the proposed project, and develop beneficial alternatives. We will coordinate with the TETAP Marin/San Pablo consultant to evaluate potential lane modifications at that intersection which will yield sufficient space for Class II bike lanes. In addition, we will use the data collection and the county model to assess the issue of increasing traffic demands on either Pierce or Taylor. By installing a traffic signal at one of these intersections, we will be making it the most attractive option for entering and exiting the neighborhood to the north of Buchanan Street, particularly for difficult to make peak hour left turn movements. This increase in attractiveness will yield an increase in traffic volume, which will likely be a negative for residents along the street in question. Our job will be to make the most accurate prediction of what this induced growth in traffic will be, and what its affects on the downstream neighborhood streets will be. Perhaps it will be necessary to install traffic calming devices or other improvements to help serve the increased traffic levels and help make the selected option more palatable to the community.

Task 5. Prepare Tree Impact Report

As part of the environmental evaluation, LSA will prepare an arborist report addressing trees within the project area. This work will consist of background research, a field survey, and preparation of both a tree map and a tree survey report discussing the on-site observations. The following subtasks will be performed as part of this task:

- Background Research. LSA's certified arborist will review established tree ordinances and/or survey requirements for the City of Albany, and consult with the City arborist regarding path alignment and construction.
- Field Survey. During the field survey the arborist will:
    - Identify each tree to species;
    - Position each tree on the project base map (Tree Map) by either using a sub-meter accurate global positioning service (GPS [Trimble GeoXT]) device, or by utilizing tree position available from any previous surveys;
    - Measure the trunk diameter of each tree at a point 4.5 feet above the natural grade (DBH);
    - Temporarily attach numbered tree tags to each tree to be surveyed (number on tag corresponds with tree number on tree table and tree map);

- Total the trunk diameter of any individual tree with multiple trunks;
- The health and structural condition of each tree will be evaluated as being either:

  Excellent – Extraordinary specimen trees with large diameter (greater than 40 inches), with good health and structure that have potential for longevity on site.

  Good - Trees with good health and structure that have potential for longevity on site.

  Fair - Trees with somewhat declining health and/or structural defects that can be abated with treatment. The tree will require more intense management and monitoring, and may nave a shorter life span than those in the 'good' category.

  Poor - Trees in poor health or with significant structural defects that can not be mitigated. Trees in this category are expected to continue to decline, regardless of treatment. The species or individual tree may have characteristics that are undesirable for landscapes, and generally are unsuited for use areas.
- Record tree information in the tree table.

A tree will be considered a subject tree when its diameter at four and one half feet above the natural grade is equal to or greater than four inches unless the City requires a different minimum size.

- Tree Survey Report. LSA's certified arborist will prepare a brief letter report with a tree table and associated figure(s) showing the approximate location of each tree or group of trees. This letter report will provide a summary of our findings and will discuss potential impacts that may occur to subject trees as a result of project development.

Task 6. Prepare Alternative Concept Plans

Two alternative concept plans will be prepared. The plans will be prepared in a 24 by 36 inch format and shall incorporate the photogrammetric and tree survey information. The plans will show, but not be limited to, the following information:

- Existing and proposed right of way lines;
- Curbs, gutters, lane lines, striping;
- Trees;
- Surveyed information and utilities;
- Proposed bike path;
- Cross sections at key locations; and
- Traffic signals, existing and proposed (Taylor and Pierce).

Alternatives will be developed which reflect the intention and purpose of the recommendations of the Buchanan Street Connectivity and Safety Study. Potential signal installations at Taylor and Pierce will be depicted along with recommendations for bike connectivity to the existing class I facility to the west. Should alternative concepts be developed or indicated by the traffic analysis, they will be sketched and presented.

Task 7. Stakeholder Meeting

The Draft Traffic Report, Tree Report and Alternative Concept Plans will be presented by DMJM Harris at a stakeholder meeting. All documents will have been submitted and reviewed by City staff prior to presentation at the meeting. Based on stakeholder input the material and concepts will be revised and finalized.

Task 8. Prepare 35% Plans

Thirty-five percent design plans will be prepared for the preferred alternative selected as part of the design, analysis and stakeholder consensus process described above. The plans will show the bikeway layout, including – alignment, width, right of way (existing and proposed), signing and striping, traffic signal equipment, shoulders, typical cross sections, landscape areas, barriers, fences, tree removal, above ground utilities and flashing beacons.

All design will be conducted in accordance with City standards, the Manual of Uniform Traffic Control Devices (MUTCD) and the Caltrans Highway Design Manual (particularly Chapter 1000). Any non-standard design features are identified during the preliminary design phase and any utility relocations or conflicts will be identified and confirmed.

Task 9. Prepare Project Study Report

A Project Study Report will be prepared which assembles and incorporates all of the work prepared in Tasks 1 through 8. The report will clearly document the data collected, analysis conducted, stakeholder process, design considerations, alternatives considered and final recommendations. An Administrative Draft Project Study Report will be prepared and submitted to City staff for review and comment. Based on comments received, a Draft Project Study Report will be prepared and submitted to all stakeholders for review and comment. This document will then be finalized as a result of stakeholder input and public presentations.

Task 10. Prepare Environmental Documentation

Task 10.1 Environmental Document Initiation

LSA, our team's environmental consultant, will conduct a preliminary site visit and attend the design kick-off meeting with City staff, the design team, and designated stakeholders early on in the process. Upon completion of the Draft 35% Technical Drawings for the proposed project, LSA will initiate the environmental review for the proposed alignment. LSA will discuss the alignment with City staff, confirm expectations regarding the tasks to be completed, and gather information and data specific to the project site. LSA will work closely with the City and designated stakeholders. The project description will describe the components of the proposed project as well as the environmental setting for the project area.

Task 10.2 Environmental Evaluation

An Initial Study will be prepared in accordance with CEQA and the CEQA Guidelines and will utilize the City's Checklist Form (based on Appendix G of the CEQA Guidelines). The document will include a detailed project description based on the site plans and other project materials provided by the City and DMJM Harris, and summarized responses to each of the checklist questions. Based on preliminary review of possible project impacts, we anticipate that biological resources (with respect to mature trees) and traffic and transportation will require more detailed investigation and discussion. It is assumed that DMJM Harris will provide the necessary data and background information for LSA to prepare the responses to the transportation and circulation section.

Task 10.3 Preparation of CEQA Initial Study/Mitigated Negative Declaration

After completion of the environmental analysis by LSA, if it is determined that an IS/MND will be sufficient to address the environmental impacts of the proposed project, LSA will prepare an Administrative Draft IS/MND for review by the City. After receiving one set of consolidated and non-contradictory comments from the City, LSA will prepare a Screencheck Draft IS/MND for final review. LSA will then submit the Public Review Draft IS/MND to the City. In addition, LSA will prepare the Notice of Completion (NOC) and Notice of Intent (NOI) to adopt the MND.

After public review, LSA will work with the City to respond to substantive comments received on the IS/MND. LSA will draft a Mitigation Monitoring and Reporting Program (MMRP) and a Notice

of Determination (NOD) for the City's use. Six (6) copies of all final environmental documents will be submitted to the City.

Task 10.4 Preparation of NEPA Environmental Assessment/Finding of No Significance

The scope of work discussed below for the NEPA component of the environmental review is for preparation of an Environmental Assessment (EA) to support a Finding of No Significance (FONSI). LSA will work closely with the City and the USDA to identify the appropriate level of NEPA documentation for the proposed project, which will cross a portion of USDA property and possibly require reconfiguration of the USDA driveway. If a Categorical Exclusion is identified by the USDA for the proposed project, LSA will work with the USDA to prepare responses to the USDA Environmental Worksheet in support of the Categorical Exclusion. The cost of this approach, should the USDA identify a Categorical Exclusion, will be approximately 80 percent less than the scope of work detailed below for preparation of an EA/FONSI. This task is included as an alternate task in the budget spreadsheet.

LSA will prepare a Draft EA to support a FONSI. The EA will include: a) a statement of purpose and need for the proposal; b) a discussion of the proposed action and alternatives; c) an analysis of probable environmental effects of the proposed action and alternatives; and d) a list of agencies and persons consulted. These EA components are described below.

- Statement of Purpose and Need for the Proposal. LSA will prepare a brief discussion of the purpose and need for the proposed action. This discussion will include a list of objectives of the proposed project.
- Proposed Action and Alternatives. The proposed project will be described, including all the specific components of the action. This section of the EA will also discuss mitigation measures that have been incorporated into the project in order to avoid significant impacts. These mitigation measures will be adapted from the CEQA IS/MND. In addition, alternatives to the proposed project will be described, as required by Section 102(2)(E) of NEPA. A range of alternatives will be discussed that could reasonably achieve the need that the proposed project is intended to address.
- Probable Environmental Impacts of the Proposed Action and Alternatives. LSA will prepare a summarized discussion of the probable environmental impacts of both the proposed project and its alternatives. The discussion will include an assessment of the direct, indirect, and cumulative effects of the proposed project and its alternatives. The probable impacts of the proposed project and its alternative will be identified through the environmental analysis conducted as part of the CEQA review for the project, and adherence to USDA guidelines for preparation of Environmental Assessments.
- Agencies and Persons Consulted. LSA will list all the agencies and persons consulted during preparation of the EA. This list will be appended to the EA.

After completion of the EA, LSA will prepare a FONSI to attach to the EA. The FONSI will include an explanation of why the proposed action will not have a significant effect on the human environment and does not require preparation of an EIS. LSA will prepare an Administrative Draft EA/FONSI for review by the USDA and the City. Six copies of the Administrative Draft EA/FONSI will be submitted to USDA and the City for review.

LSA will amend the Administrative Draft EA/FONSI based on a set of comments from USDA and the City. LSA will provide six copies of the Final EA/FONSI to USDA and the City for distribution to other agencies, as appropriate. LSA will prepare additional copies on request.

Task 11. Public Presentations

DMJM Harris will prepare powerpoint presentations which will be given at up to three public meetings throughout the course of the project. We have assumed that these will be spaced out at logical intervals throughout the project (draft, final, etc).

Task 12. Final Deliverables

After all deliverables have been revised and finalized, they will be submitted to the City of Albany in their final form. This will include the following:

- One Set of 35% Plans on Mylar (4 mil);
- CD containing all electronic autocad files; and
- Six Sets of the Project Study Report and Environmental Document.