REQUEST FOR QUALIFICATIONS (RFQ)
To Provide a Needs Assessment and Project Management Services
For The

CORPORATION YARD IMPROVEMENTS FOR TRANSIT ELECTRIFICATION PROJECT

Addendum No. 1

October 10, 2019

This constitutes Addendum No. 1 to the request for qualifications (RFQ) to provide a needs assessment and project management services for the Corporation Yard Improvements for Transit Electrification Project. The Consultant shall attach this signed Addendum to their submittal.

1. INCORPORATE the sign-in sheet from the mandatory pre-proposal meeting held on September 24, 2019 as a part of your submittal to the RFQ.

SECTION 4. TASKS AND SCOPE OF WORK

2. Delete item 8:

   Evaluation the circulation of the existing bus Wash station inside the Corporation Yard and how it will be impacted by the Corporation Yard Improvements for Transit Electrification Project.

Appendix

3. Add new item, “Appendix E: Fairfield and Suisun Transit (FAST) Fleet of Vehicles Inventory” to the Appendix Section. See attachment 1 of this addendum.

4. Add new item, “Appendix F: DRAFT Fleet Replacement Plan Chart”, to the Appendix Section. See attachment 2 of this addendum.

5. Add new item, “Appendix G: Design Engineering Scope of Work for the Corporation Yard Improvements for Transit Electrification Project”, to the Appendix Section. See attachment 3 of this addendum.

APPROVED:

Ryan N. Panganiban
Interim Assistant Director of Public Works/City Engineer
REQUEST FOR QUALIFICATIONS (RFQ)
Professional On-Call Engineering Services – For Capital Improvement program Projects

Addendum No. 1 (con’t) December 10, 2018

ACKNOWLEDGEMENT:

________________________________________
CONSULTANT

Attachments:
1. Appendix E: Fairfield and Suisun Transit (FAST) Fleet of Vehicles Inventory
2. Appendix F: DRAFT Fleet Replacement Plan Chart
3. Appendix G: Design Engineering Scope of Work for the Corporation Yard Improvements for Transit Electrification Project

END OF DOCUMENT
APPENDIX E: FAIRFIELD AND SUISUN TRANSIT (FAST) FLEET OF VEHICLES INVENTORY
<table>
<thead>
<tr>
<th>no</th>
<th>Model Year</th>
<th>Manufacturer ID</th>
<th>Model ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2002</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>2</td>
<td>2002</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>3</td>
<td>2002</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>4</td>
<td>2002</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>5</td>
<td>2002</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>6</td>
<td>2002</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>7</td>
<td>2002</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>8</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>9</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>10</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>11</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>12</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>13</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>14</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>15</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>16</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>17</td>
<td>2003</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>18</td>
<td>2003</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>19</td>
<td>2003</td>
<td>GILLIG</td>
<td>PHANTOM</td>
</tr>
<tr>
<td>20</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>21</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>22</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>23</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>24</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>25</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>26</td>
<td>2007</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>27</td>
<td>2009</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>28</td>
<td>2009</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>29</td>
<td>2009</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>30</td>
<td>2009</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>31</td>
<td>2011</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>32</td>
<td>2011</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>33</td>
<td>2011</td>
<td>GILLIG</td>
<td>LOW FLOOR</td>
</tr>
<tr>
<td>34</td>
<td>2013</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>35</td>
<td>2013</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>36</td>
<td>2013</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>37</td>
<td>2013</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>38</td>
<td>2013</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>39</td>
<td>2013</td>
<td>GILLIG</td>
<td>HYBRID</td>
</tr>
<tr>
<td>40</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>41</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>42</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>43</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>44</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>45</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>46</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>47</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>48</td>
<td>2018</td>
<td>MCI</td>
<td>D4500</td>
</tr>
<tr>
<td>no</td>
<td>Model Year</td>
<td>Manufacturer ID</td>
<td>Model ID</td>
</tr>
<tr>
<td>----</td>
<td>------------</td>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>1</td>
<td>2007</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>2</td>
<td>2007</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>3</td>
<td>2011</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>4</td>
<td>2011</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>5</td>
<td>2011</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>6</td>
<td>2014</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>7</td>
<td>2014</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>8</td>
<td>2016</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>9</td>
<td>2016</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>10</td>
<td>2016</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>11</td>
<td>2016</td>
<td>FORD</td>
<td>E-450</td>
</tr>
<tr>
<td>12</td>
<td>2016</td>
<td>FORD</td>
<td>E-450</td>
</tr>
</tbody>
</table>
APPENDIX F: DRAFT REPLACEMENT PLAN CHART
<table>
<thead>
<tr>
<th></th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline (Paratransit)</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Diesel (21 Intercity)</td>
<td>43</td>
<td>43</td>
<td>40</td>
<td>37</td>
<td>37</td>
<td>29</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>Diesel-Electric Hybrid (Local)</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Electric (Local)</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>14</td>
<td>17</td>
<td>17</td>
</tr>
</tbody>
</table>
APPENDIX G: DESIGN ENGINEERING SCOPE OF WORK FOR THE CORPORATION YARD IMPROVEMENTS FOR TRANSIT ELECTRIFICATION PROJECT
Scope of Services

Client: City of Fairfield
Consultant: Bennett Engineering Services Inc
Project: Corporation Yard Upgrade for Transit Fleet Electrification
Date: April 18, 2018

Consultant’s services shall be limited to those expressly set forth below, and Consultant shall have no other obligations or responsibilities for the Project or to the Client except as agreed to in writing or as provided in this Agreement. All of Consultant’s services in any way related to the Project or Client shall be subject to the terms of this Agreement.

This project will add three (3) electric bus charging stations to the City of Fairfield (City) Corporation Yard. The project will also complete the preliminary site design and environmental clearance for the proposed improvements.

TASK 1. Project Management

Subtask 1.1. Develop Project Development Team and Workplan
Bennett Engineering Services (BEN|EN), in coordination with City Project Manager, will develop the Project Development Team (PDT) with representatives from sub-consultants and appropriate City staff. We will identify the critical path elements to keep project delivery on schedule. BEN|EN shall notify the City immediately if there are problems that adversely impact the project schedule.

DELIVERABLES:
  • Project schedule in MS Project

Subtask 1.2. Project Meetings and Coordination
BEN|EN will setup and facilitate a project kick-off meeting, PDT progress meetings, field review meetings, and other project meetings and coordination as required to obtain the necessary project information. BEN|EN will prepare all meeting agendas, meeting minutes and distribute to the PDT. Assume a total of 10 project meetings.

DELIVERABLES:
  • Meeting notices, agendas, minutes, and sign-in-sheets.

Subtask 1.3. Monthly Invoices and Status Reports
BEN|EN will prepare and submit monthly invoices and status reports to the City. The status reports will include project tasks completed, deliverables submitted and budget expenditures for that months invoice. In addition, monthly invoices shall be accompanied by a budget summary indicating task breakdown for budget, percent complete, spend to date, and remaining budget. Invoices will include employee rates, expenses per task, and a copy of any sub-consultant invoices. Assume a total of 12 monthly invoices & reports.

DELIVERABLES:
  • Monthly Invoices and Status Reports

Subtask 1.4. Quality Control
BEN|EN will provide technical resources necessary to ensure that deliverables are complete, and that they meet the City’s requirements. Reviews will be conducted by experienced senior staff and documented using a review form indicating the reviewer name, date of review, and the resolution of any comments.

DELIVERABLES:
Exhibit A: Scope of Services
City of Fairfield - Corporation Yard Upgrade for Transit Fleet Electrification

**TASK 2. Topographic Survey**

**Subtask 2.1. Topographic Survey**

UNICO will perform topographic field surveys within the project limits covering each of the eleven (11) properties. UNICO will survey to each perimeter property line or to adjacent fences. A detailed, design level topographic survey of the site will be performed utilizing conventional (non-aerial) field surveying methods. UNICO will locate buildings, sidewalks, parking areas, striping, pavement, driveways, concrete, fences, walls, trees, visible utilities, curbs, drainage, and all visible features within the project limits. Measurements to all relevant storm drain and sewer structures will be performed to include size, flow direction and invert elevations. Appropriate labeling, 1’ contours and digital surface will be provided in an AutoCAD based drawing. UNICO will set durable control points to be preserved for utilization of surveys and for future construction control. UNICO will base its survey on City approved datum or NAD83 horizontal and NAVD88 vertical datums.

**ASSUMPTIONS:**
- Boundary surveys are not required.

**DELIVERABLES:**
- Civil 3D AutoCAD base file
- Point Files

**TASK 3. Preliminary Engineering**

**Subtask 3.1. Basis for Design Technical Memorandum**

BEN|EN will prepare the Basis for Design Technical Memorandum for City review. The memo will identify the Project requirements, key constraints and the applied design decisions consistent with the following:

- City of Fairfield Standard Specifications and Details
- City of Fairfield General Plan
- Heart of Fairfield Plan
- California Building Code
- U.S. Department of Transportation requirements for federal funds

**DELIVERABLES:**
- Draft and Final Basis for Design Technical Memorandum

**Subtask 3.2. Stormwater Drainage Technical Memorandum**

BEN|EN will prepare a draft and final stormwater drainage technical memorandum conforming to the Fairfield-Suisun Urban Runoff Management Program. Because the project is proposing to add more than 5,000 SF of impervious surface related to an auto service facility we will include Low Impact Development (LID) treatment for the stormwater runoff in our designs.

**DELIVERABLES:**
- Draft and Final Stormwater Drainage Technical Memorandum in pdf and one (1) hard copy
- New and Redevelopment Post Construction Stormwater Requirements Application in pdf and one (1) hard copy

**Subtask 3.3. Geotechnical Engineering**

Geocon will evaluate existing pavement and subgrade soil conditions by performing pavement coring and shallow exploratory borings within existing and proposed pavement areas at the Fairfield Corporation Yard. Geocon will provide geotechnical conclusions and recommendations for new pavement sections and pavement rehabilitation.
Geocon will perform a site visit to observe existing pavement conditions and to pre-mark proposed core and boring locations. We will notify subscribing utility companies via Underground Service Alert (USA) a minimum of two working days (as required by law) prior to performing exploratory excavations at the site.

Geocon will perform up to five (5) pavement cores within existing pavement areas to determine existing structural section. In the unpaved areas we will perform up to three (3) additional hand-auger borings in new pavement areas (currently unpaved areas).

Geocon will prepare a summary report with conclusions and recommendations. The report will include (but not be limited to) the following:

- Map showing core and boring locations
- Existing subgrade conditions (R-value)
- Pavement condition description
- Pavement section material thicknesses at the core locations
- Pavement repair/rehabilitation recommendations
- New pavement structural design recommendations for rigid (PCC) and flexible (HMA) pavements.

**DELIVERABLES:**

- Draft and Final Geotechnical Report in pdf and one (1) hard copy

**Subtask 3.4. Schematic Design Drawings**

BEN|EN will work with City staff to further define the proposed improvements to the Corporation Yard and develop schematic drawings for up to two (2) options to obtain City approval.

**DELIVERABLES:**

- Schematic Design Drawings for City approval - pdf and six (6) 24”x36” plans

**TASK 4. Utility Coordination**

**Subtask 4.1. Utility Verification and Coordination with Owners**

BEN|EN will send out Utility Letters “A” to appropriate utility providers and add utility information to the base mapping. We will pothole any critical utilities to determine potential conflicts. Assume three (3) potholes.

Once the utility information is compiled, we will prepare a summary of utility impacts and proposed resolutions. We will coordinated with the respective utility companies in accordance with the City’s utility coordination procedures.

**DELIVERABLES:**

- Summary of impacts and resolutions

**Subtask 4.2. Utility Impact Resolution**

Once the existing utility information is compiled, we will prepare a summary of utility impacts and proposed resolutions. Subsequent Utility “B” and “C” letters with project plans will be sent to the respective utility companies in accordance with Caltrans Local Assistance Utility Coordination Procedures. Verification maps, conflict maps, relocation maps, and Report of Investigation (ROI) will be included as part of this task.

**DELIVERABLES:**

- Verification Maps, Conflict Maps, Relocation Maps, Report of Investigation for City files

**Subtask 4.3. Utility Adjustment/Relocation Coordination**

For existing utilities that need to be adjusted or relocated, we will coordinate with utility companies for final utility relocation plans and construction schedule for the relocations prior to or during project construction.

**ASSUMPTIONS:**

- City has existing Utility Agreements with utility companies to cover relocations
Subtask 4.4. PG&E Coordination

BEN|EN and IEC will coordinate with PG&E on the new service location for the proposed charging stations. We will support the City’s PG&E Interconnect Application and provide electrical drawings for interconnection process. IEC will complete technical portions of the interconnection application. Assume one (1) onsite meeting with PG&E and one (1) PG&E conference call.

ASSUMPTIONS:

- The City will prepare and file the PG&E new service application

TASK 5. Environmental Documentation

The proposed project is partially funded with Federal Transit Administration (FTA) funds and must comply with NEPA. We anticipate that the proposed project would be a Categorical Exclusion (CE) for CEQA and the processing of a categorical exclusion through FTA for NEPA.

Subtask 5.1. Section 106 Cultural Resources Assessment

ESA’s cultural resources team will prepare a cultural resources assessment that will provide the basis for CEQA documentation and consultation with the State Historical Preservation Officer (SHPO) pursuant to Section 106 of the National Historic Preservation Act. ESA will undertake the following tasks:

- Records Search and Archival Research. ESA will complete an archival records search of the project area to identify areas of known cultural sensitivity including recorded sites for both architectural and archaeological resources. The task would include a review of records at the Northwest Information Center, Sonoma State University, as well as a review of historic maps and aerial imagery.

- Native American Communication. ESA will assist with contacting the Native American Heritage Commission to request information on any known sacred sites within the project area, and request a list of contacts for Native American tribes who may have an interest in the proposed project. ESA can initiate contact with the tribes and individuals, but formal consultation pursuant to PRC Section 21080 (AB 52) will be conducted between the City and interested tribes and individuals.

- Field Survey. ESA will complete a field survey of the project area. This scope assumes that all survey areas for the project will be accessible and require less than one day of fieldwork. This scope also assumes that a subsurface survey to identify buried archaeological resources will not be necessary. If deemed necessary based on the background research and surface survey results, this task would be completed under a separate scope and budget.

- Cultural Resources Technical Report. ESA will prepare a draft and final cultural resources Phase I Cultural Resources Survey Report documenting the methods and findings of the pre-field research, communication with Native Americans, maps of field studies, and results of the field survey. The potential for archaeological sensitivity will be highlighted in the report. The report will also provide any additional recommendations regarding cultural resources depending on the results of the study.

DELIVERABLES:

- Phase I Cultural Resources Survey Report

Subtask 5.2. Phase I Environmental Site Assessment Scope of Work

ESA will perform a Phase 1 Environmental Site Assessment (Phase 1) in general accordance with the American Society for Testing and Materials (ASTM) Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM E1527-13) and the U.S. Environmental Protection Agency (US EPA) Final Rule regarding Standards and Practices for All Appropriate Inquiries as published in the Federal Register on November 1, 2005 (70 FR 66070) and codified at 40 CFR Part 312 (AAI Rule). The US EPA has stated that the newly revised ASTM E1527-13 is consistent with the AAI rule (78 FR 79319, December 30, 2013). Specifically, this final rule amends the AAI Rule at 40 CFR Part 312 to reference ASTM E1527-13 and makes clear that persons conducting all appropriate inquiries may use the procedures
included in this standard to comply with the AAI Rule. In addition, ESA will conduct the Phase I in accordance with the scope, assumptions, and limitations contained in this proposal.

The scope of services proposed has been developed to provide a preliminary screening of the property. If the proposed Phase I reveals evidence of additional areas of concern, ESA will discuss these with the City and outline an additional scope of services. The scope of work is summarized below.

- **Regulatory Agency and Other Records Review.** ESA will review reasonably ascertainable records that will help identify RECs, HRECs, and CRECs in connection with the site. Records to be reviewed include: federal and state regulatory agency lists of hazardous waste generators, leaking underground storage tanks (USTs), landfills, military reservations, contaminated surface waters, and Superfund sites. These lists will be reviewed to assess whether there were prior investigations or events and conditions, or institutional or engineering controls on the property and in the immediate vicinity, relating to spills, discharges, or other activities resulting in contamination or presence of hazardous materials.

  ESA will enhance and supplement the standard environmental record sources with local and/or additional state or tribal records when, in our judgment, such additional records are readily ascertainable, sufficiently useful, accurate, and complete in light of the record review objective, and are generally obtained, pursuant to local good commercial or customary practice, in Phase I assessments in the type of commercial real estate transaction involved. Sources of such records may include the local department of health/environmental division, fire department, planning department, building permit/inspection department, local regional pollution control agency, local/regional water control agency, and local electric utility company.

- **Physical Setting Review.** The physical setting review is required by the Standard Practice to include a current United States Geological Survey (USGS) 7.5 Minute Topographic Map. The review may also include discretionary physical setting sources, e.g. for geologic and hydrogeologic information. This information may provide insight to the significance of offsite sources of contamination in relation to the site. Where discretionary hydrogeologic information is available and reviewed, where possible we will estimate the regional direction of groundwater flow and discuss how this might affect the potential for identified offsite sources of contamination to impact the site.

- **Historical Land Use Review.** ESA will research historical information sources to develop a history of general types of previous uses of the site and surrounding area (e.g., office, retail, residential, industrial, and manufacturing). Obvious uses of the site will be identified from the present back to the site’s first developed use, or back to 1940, whichever is earlier. The review will include as many standard historical sources as are necessary and both reasonably ascertainable and likely to be useful. For the purpose of this review, “developed use” includes agricultural use and placement of fill dirt. The review will include documentation of gaps in the history of use. Uses of the area surrounding the site will be identified only to the extent that this information is revealed in the course of researching the site itself, as per the Standard Practice.

- **Site Reconnaissance.** ESA will perform a walking reconnaissance of the site and associated structures to observe the property and its current use with the unaided eye, and thereby obtain information indicating the likelihood of identifying evidence of RECs in connection of the site. The site reconnaissance will inspect the site for evidence of materials or equipment suggesting hazardous materials or waste, discolored soil or water due to chemical spills, stressed vegetation due to chemical spills, underground storage tanks, pits, ponds, septic systems, and lagoons. Locations with visibly obvious oil staining will be photographed. The site property and structures located on the site will be observed to the extent not obstructed by bodies of water, adjacent buildings, or other obstacles. The periphery of the site will be viewed from all adjacent public thoroughfares. If roads or paths with no apparent outlet are observed on the site, the use of the road or path will be identified to assess whether it was likely used as an avenue for disposal of hazardous substances or petroleum products. Accessible common areas of the interior of the
structures on the site (e.g., structures inside of the enclosure with oil storage tanks) will be observed. Uses and conditions will be noted and will be the subject of questions asked as part of interviews of owners, operators, and occupants as discussed later in this proposal.

- **Vicinity Survey.** ESA will perform a reconnaissance of immediately adjoining properties to observe the properties’ current use and past use(s) to the extent that past uses are discernible. This survey will be performed to note facilities that have an obvious potential to affect the environmental conditions at the site. These properties will be observed from the fence line of the subject property without physical access of the adjoining properties.

- **Interviews.** The ASTM 1527 standard recommends interviewing past and present owners and occupants, with the objective of obtaining information indicating RECs in connection with the site. The “Key Site Manager” could be either the current site owner or the individual responsible for site operations. Interview questions may be asked in person, by telephone, or in writing.

- **Report of Findings.** ESA will provide one electronic draft report for your review and comment, followed by one final electronic report that will include an evaluation of the information obtained from the assessment. The report will include findings, opinions, conclusions, and significant data gaps, if any, that could affect the identification of RECs at the site. If the Phase 1 assessment identifies any such gaps in the records, they will be disclosed and discussed, including by identifying sources consulted to address them and comment upon their significance with regard to the ability to identify conditions indicative of releases and threatened releases of hazardous substances on, at, in, or to the site. The proposed Phase 1 will include illustrations and pertinent regulatory agency documentation regarding the site.

**ASSUMPTIONS**

- The City will provide or arrange right-of-entry and unrestricted access to the site.
- The site visit can be completed in one day.
- The budget includes reviewing historical aerial photographs and topographic maps from one standard source, which is assumed to contain adequate coverage of the site and surrounding areas to assess historical usage of the site for a period of time as far back in the history of the site as it can be shown that the site contained structures or from the time the property was first used for residential, agricultural, commercial, industrial, or governmental purposes, as mandated by the Standard Practice. If insufficient coverage of the site is available, with Client approval a secondary source will be consulted on a time-and-materials basis.
- One electronic copy of the draft and final report of findings will be provided.
- The physical review of regulatory agency files is not part of this scope of services. If regulatory agency file reviews for additional sites are recommended, the Client will be contacted for authorization of additional fees.
- A review of a 50-year Chain-of-Title Report (which is optional per the Standard Practice) does not appear warranted in the current context and is not part of this scope of services.
- The Phase I does not include an assessment for asbestos-containing building materials, radon, lead-based paints, lead in drinking water, molds and mildews, indoor air quality, industrial hygiene, health and safety, and other Standard Practice non-scope considerations because they do not appear warranted in the current context. If buildings are to be removed as a part of the project, a scope and fee can be provided.
- This scope does not include a Hazardous Building Materials Survey. If buildings are to be removed as a part of the project, a scope and fee can be provided.
• Only information received prior to issuance of the report can be included in the evaluation. ESA does not guarantee the accuracy of information supplied by its sources, but reserves the right to rely on this information in formulating a professional opinion on the potential for subsurface contamination at the site.

DELRIVERABLES:

• Phase I Environmental Site Assessment

Subtask 5.3. Categorical Exclusion Documentation

FTA will likely process any NEPA documentation concerning the project through a Categorical Exclusion, as provided for in its regulations. Doing so will rely on documentation provided in the aforementioned IS/MND. ESA will prepare supporting documentation, to include the following:

1) Cover letter materials for City’s signature;
2) Adopted Final IS/MND;
3) Maps, figures, and other details specific to FTA’s action;
4) A summary of public outreach conducted to date; and
5) A summary table of impacts and findings.

ASSUMPTIONS:

• City will prepare the CEQA CE

DELRIVERABLES:

• FTA NEPA supporting documentation

TASK 6. Final Design

Subtask 6.1. 95% Plans, Specifications, and Estimates (PS&E)

The BEN|EN Team will prepare and submit Plans, Technical Specifications, and Estimate to the City for review and comment. The BEN|EN Team will include a complete set of construction drawings including but not limited to the following:

• Title Sheet
• Layouts
• Striping Plan
• Grading Plan
• Construction Details
• Landscape Plan
• Electrical Plan
  o Overall Single Line Diagram
  o Panelboard Schedule Diagram
  o Switchgear Elevation Drawing
  o Electrical Service Equipment Layout with Dimensions
  o Electrical Facility Layout Drawing
  o Electrical Typical Details Drawings
  o Electrical Grounding Drawing
  o Bill of Materials for Major Equipment
  o Structural Foundations for Electrical Equipment
  o Structural & Anchoring Details
• Utilities Plan

Preparation of the PS&E will be in accordance with the City’s Improvement and Construction Standards, Standard Specifications and Standard Plans. PS&E submittals will be reviewed by City staff.
Comments received from the City will be tabulated; responses will be addressed and incorporated on the project plans as necessary. Original red-line comments will be returned with subsequent PS&E submittals.

**ASSUMPTIONS**

- The following is not included this scope of work:
  - Engineering studies, analysis or evaluations including:
    - Arc Flash Hazard
    - Overcurrent Coordination Analysis
    - Lighting Photometric Study
    - Options Analysis

**DELIVERABLES:**

- **Two (2) sets of the Plans (11”x17”), Specifications, and Estimates at the 90% level, electronic submittal via email with the PS&E in pdf format.**

**Subtask 6.2. Final Plans, Specifications, and Estimates (PS&E)**

The BEN|EN Team will incorporate comments from the 95% submittal and will prepare and submit Final Plans, Technical Specifications, and Estimates to the City for review and comment.

**DELIVERABLES:**

- **Two (2) sets of the Plans (11”x17”), one (1) set of the Plans on Mylar (24”x36”), Specifications, and Estimates at the Final level including City comments from prior submittal. Electronic submittal via email shall include the following:**
  - Final Plans - AutoCAD 2014 format
  - Special Provisions – MS Word
  - Itemized Cost Estimate – MS Excel

**TASK 7. Bidding & Construction Support**

**Subtask 7.1. Bidding and Construction Support**

BEN|EN will provide senior staff to address questions, review submittals, attend meetings and make project site reviews during the bidding and construction phase. Assume two (2) meetings and two (2) site visits.

**Subtask 7.2. Prepare As-Built Drawings**

The BEN|EN Team will prepare “As-Built” drawings in AutoCAD based on contractor’s notes and red lines.

**DELIVERABLES:**

- **One (1) set of As-Built plans on Mylar (24”x36”), stamped and signed by a CA registered PE. CD containing As-Built Plans and Specifications in dwg and pdf format.**