

PROJECT TEAM

ATTACHMENT 1

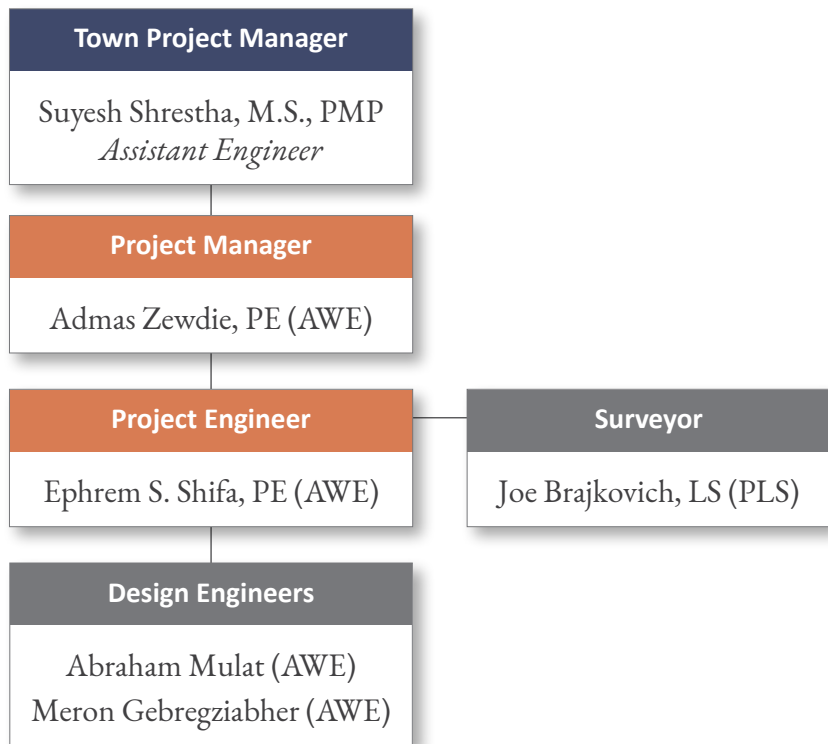


PROJECT TEAM

AWE ActiveWayz Engineering
 PLS PLS Surveys



Key



Candidate / Role	Years Exp.	Current Commitment	Availability to Project
Admas Zewdie, PE, MBA, QSD/QSP <i>Principal / Project Manager</i>	24	El Monte Avenue Sidewalk Gap Closure Project Plymouth Street/Huff Avenue Intersection Pedestrian Improvements Suisun City RRFB and Curb Ramp Improvement	50%
Ephrem S. Shifa <i>Project Engineer</i>	8	West Orange Avenue and Hillside Boulevard Pedestrian Crossing Enhancement Project, South San Francisco South Airport Boulevard and Belle Aire Road Pedestrian Access Improvements, South San Francisco	50%

Name and Role	Professional Qualifications & Experience
<p>Admas Zewdie, PE <i>Project Manager</i></p> <p>B.Sc., Civil Engineering, Addis Ababa University, 1996</p> <p>MBA, Haas School of Business, Berkeley, 2009</p> <p>California Professional Civil Engineer #C63469</p> <p>QSD/QSP: #25911</p>	<p>Admas offers outstanding planning, engineering and project management services focused on the delivery of active transportation projects. Admas served as a Bicycle and Pedestrian Advisory Commission (BPAC) member in his home city for more than 5 years. Admas has developed an integrated design and drafting methodology for sidewalks and curb ramps using Civil 3D tools that ensure accuracy of project plans and allow for quick completion of design updates. Admas’s recent projects include:</p> <ul style="list-style-type: none"> • McClellan Road Sidewalk and Protected Bikeway Project, Cupertino, CA • SR 9 / Massol Avenue Pedestrian Improvements, Los Gatos, CA • SR 185 / Joaquin Avenue Intersection Pedestrian Improvement Project, San Leandro, CA • 7th Street mid-block crossing at Lake Merritt, Oakland, CA • San Bruno Avenue / Cherry Avenue Intersection Pedestrian Improvements Project, San Bruno, CA • Bancroft Avenue / Haas Avenue Traffic Signal Improvements Project, San Leandro, CA • Los Gatos Annual Curb, Gutter, and Sidewalk Maintenance Project
<p>Ephrem Shifa, PE, LSIT, LEED GA <i>Project Engineer</i></p> <p>B.Sc., Civil and Environmental Engineering, University of California, Berkeley, 2010</p> <p>M.Sc., Civil/Structural Engineering, University of California, Berkeley, 2012</p> <p>California Professional Civil Engineer #C86412</p> <p>Land Surveyor-in-Training, LSIT #25911 (CA)</p> <p>LEED Green Associate #10976218</p>	<p>Ephrem’s project experience includes site investigations, civil designs, field surveying, structural design calculations, Civil 3D CAD drafting, producing drawing sets and specifications. Project responsibilities regularly include civil design, field reconnaissance, researching historic information using the Agency’s Archive & Records, condition assessments, reviewing detailed designs, providing engineering support during construction services, cost estimating, and coordinating with operations and maintenance regarding ongoing project activities. Ephrem’s recent projects include:</p> <ul style="list-style-type: none"> • Better Bikeways San Jose San Fernando Corridor Project, San Jose, CA • South Airport Boulevard - San Francisco Bay Trail Access Project, City of South San Francisco • San Francisco Curb Ramp Design, Construction, and Pavement Preservation at Various Locations, City & County of San Francisco

Name and Role	Professional Qualifications & Experience
<p>Abraham Mulat <i>Design Engineer</i> B.Sc. Civil Engineering, Addis Ababa University, 2015</p>	<p>Abraham’s experience includes preparation of design plans and quantities for transportation design projects. His responsibilities include collecting and accurately drafting utility as-builts, verifying existing conditions in the field, preparing plan sheets under the guidance of the project engineer, and performing quantity calculations. Abraham has performed similar tasks of the following recent projects:</p> <ul style="list-style-type: none"> • Hillside Boulevard / Franklin Road Intersection Project South San Francisco, CA • 7th Street at-Grade Crossing at Lake Merritt Oakland, CA
<p>Joe Brajkovich, LS <i>Surveyor</i> California Professional Land Surveyor #5254 (1983)</p>	<p>Mr. Brajkovich serves as both the supervisor for field surveying operations, and when needed as a Project Manager. His experience includes hydrographic surveys, topographic surveys, boundary surveys, deed interpretation, construction staking, GIS/LIS data capture, GPS control and processing and Expert Witness duties at court. As a Licensed Land Surveyor, he regularly works with right-of-way (ROW), right-of-way acquisition, and with Real Estate boundary determinations. Joe’s recent projects include:</p> <ul style="list-style-type: none"> • Embarcadero Bridge Replacement Project City of Oakland • Oakland Pedestrian Bridge City of Oakland • Diablo Valley Transit Center Concord, CA • Coliseum BART Transit Center Oakland, CA

ActiveWayz recently completed a pedestrian and bicycle project in Cupertino, with similar features, including sidewalk, pavement, right of way dedication, modification of private property improvements. City coordinated with private property owners, and included a list of private improvements.

SCOPE OF SERVICE

SCOPE OF SERVICES

1 PROJECT MANAGEMENT

- **Project Management and Coordination** – Communicate regularly with Town of Los Gatos project manager regarding project progress, challenges, and next action items; Coordinate activities of internal and subconsultant team members; Prepare monthly invoices and progress reports; Prepare and maintain project schedule.
- **Project Schedule** – Prepare a base line project schedule, and update project schedule as the project progresses.
- **Kick-Off Meeting** – Organize, attend, and lead project kick-off meeting; Prepare agenda and meeting minutes for each meeting.
- **Project Coordination Meeting** – Organize, attend, and lead bi-weekly coordination meetings; Prepare agenda and meeting minutes for the meetings.
- **Outreach Meetings** – Attend up to two (2) community outreach meetings and up to two (2) Town’s Complete Streets and Transportation Commission meetings.

Deliverables:

- Meeting agenda and minutes
- Project schedule
- Monthly invoice and progress report

Assumptions:

- The project will be completed within the duration shown in the attached project schedule.
- Outreach meetings will be noticed, organized and led by Town staff.

2 TOPOGRAPHIC SURVEY

- **Field Topographic Survey** – Provide a design-level topographic survey extending 10 to 20-feet beyond the right of way to allow for conform design and at minimum 50-feet beyond work limits shown in the exhibit attached to the RFP. The survey shall include existing right-of-way, roadway, surface utilities, sewer and storm drain manholes and their inverts, trees, fence, driveway, sidewalk, etc. Site coordinates will be established with RTK GPS at each intersection. Site control will be established and noted in the CAD file for future use by the contractor.
- **Right of Way Mapping** – Based upon a combination of record data and any monuments collected during topographic surveying, calculate the record data location of the existing right of way for the mapping corridor. Additionally, calculate and show the location of each adjoining parcel lot line from record data (assessor’s parcel data, record mapping and apparent lines of occupation). Easements will be shown on the mapping product only to the extent shown on existing recorded maps.
- **Plat and Legal Description (OPTIONAL)** – Prepare Legal descriptions and Exhibit Plats for right of way acquisition. One summary sheet and calculations sheet, including the total area of the property, areas of acquisition, areas the acquisition overlaps any easements of record and the remainder area of the parcel will be prepared for each separate property owner where acquisition is proposed. One acquisition document may describe various takes including: CLIENT Right of Way, Utility Easements, Slope Easements, and Drainage Facility Easements. Since the number of acquisitions cannot be accurately determined at this time, we propose to include this work item as an optional task. The fee for preparing plat and legal description is \$1,000 per parcel.

<p>Deliverables:</p> <ul style="list-style-type: none"> • AutoCAD Civil 3D file with survey points and Digital Terrain Model • AutoCAD file with existing right of way information • Plats and Legal descriptions for acquisitions (OPTIONAL) 	<p>Assumptions:</p> <ul style="list-style-type: none"> • Topographic survey for the optional segment (Cherry Blossom Lane to Short Road) is not included. It is possible that the Town’s currently available topographic mapping may be sufficient for the traffic calming work. If supplemental surveys are needed, the survey scope can be amended once the limits of additional surveys are determined.
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3 DATA COLLECTION AND ALTERNATIVE ANALYSIS

- **Site Assessment** – Conduct a field visit to confirm existing conditions, obtain additional information, and take site pictures.
- **Project Background Information** – Obtain from Town and review background project information, such as prior studies, traffic analysis, traffic counts, collision data, community meeting minutes, etc. Request as-built maps from utility companies.
- **Base Map Preparation** – Using topographic survey, prepare a base map that depicts the existing information collected during the site visit and from utility companies. The base map will show approximate locations of existing utilities, signs, and pavement delineation.
- **Alternatives Analysis** – Prepare up to three feasible project alternatives for the proposed improvements. The alternatives shall be developed with careful evaluation of the needs of pedestrians, bicyclists, drivers, and adjacent residents. The concept plans shall clearly show the scope of improvements and the associated geometric parameters for the project. The plans shall show the proposed improvements and sufficient notes and references to communicate the design intent. The alternatives will take the following factors into consideration:
 - > cost
 - > implementation timeline
 - > on-street parking
 - > utility relocations
 - > tree impacts
 - > drainage (public and private)
 - > impacts to private property improvements
 - > pedestrian street crossings
 - > variations in right of way width
 - > enhancing safety and convenience for pedestrians and bicyclists
 - > street cross section (sidewalk type, bicycle accommodation, planting, parking, travel lanes, etc.)
 - > public acceptance

The alternatives will be presented on exhibits using aerial map background. Typical cross-sections at key locations will be included. At the conclusion of the alternative analysis, a written memo summarizing the alternatives and associated costs together with a recommendation will be provided in addition to the conceptual drawings to document the work effort.

<p>Deliverables:</p> <ul style="list-style-type: none"> • Site photos • Base map in AutoCAD containing topographic mapping, and existing utilities and right-of-way • Exhibits of proposed alternatives (3) • Exhibit of preferred alternative (1) • Alternatives Analysis Memo 	<p>Assumptions:</p> <ul style="list-style-type: none"> • Town will provide as-builts for Town-owned utilities. • Town will be responsible for coordination with adjacent property owners.
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4 COMMUNITY OUTREACH

- Exhibits for the proposed alternatives will be prepared under Task 3 above. Under this task, consultant will minor adjustments to format the exhibits for public presentations.
- The consultant project manager will attend up to three (3) additional meetings with private property owners or other project stakeholders at the request of the Town's project manager.

Deliverables:

- Exhibits using material prepared under other tasks
- Attendance at coordination meetings (3)

Assumptions:

- Preparation of graphic renderings are not included.

5 UTILITY COORDINATION

- Identify potential utility conflicts, and if possible, identify design modifications to avoid utility conflicts.
- Where conflicts are unavoidable, identify utility relocation needs and coordinate with utility companies to complete relocations.
- For each utility conflict, prepare conflict maps identifying the location of the conflicts, and coordinate with utility purveyors to prepare conflict resolution plans.
- Review the conflict maps and confirm that they will resolve the conflict.
- Prepare Notice to Owner (NTO) to utility companies to begin physical relocation of utilities. Town staff will perform field inspection to ensure that the relocation work is performed in conformance with the approved conflict resolution plans.
- Assist the Town in preparation of a pothole exhibit. The Town will hire a pothole contractor to identify utility locations and depths along the proposed storm drain alignment. Survey pothole locations and add information to design drawings.

Deliverables:

- Exhibits using material prepared under other tasks
- Attendance at coordination meetings (3)

Assumptions:

- Preparation of graphic renderings are not included.

6 FINAL DESIGN

Prepare Plans, Specifications and Estimate in conformance with the 2010 Caltrans Standard Plans and Specifications, supplemented by Town specific flatwork, signing, striping, and tree planting details.

6.1 65% PS&E

- **Plans** – Plans will be prepared on 24"x36" size pages on the Town's title block. All major design issues and solutions will be represented in the plans. The plans will show the existing conditions, the proposed improvements, and associated details, standards, and notes. The following types of plans are expected to be included in the plan set:

- > Title Sheet (1 sheet)
- > Notes, Legend, and Abbreviations (1 sheet)
- > Existing Conditions Plan (1"=20' scale, 3 sheets)
- > Demolition Plan (1"=20' scale, 3 sheets)
- > Improvement Plans (1"=20' scale, 3 sheets)
- > Signing and Striping Plans (1"=20' scale, 3 sheets)
- > Construction Details (6 sheets)
- > Standard Details (2 sheets)
- > Best Management Practices (1 sheet)
- > Total (23 sheets)

- **Technical Specifications** – Prepare draft technical specifications using the Town of Los Gatos specification format and content. Supplement technical specifications as needed with Caltrans standards for project work not already covered by the Town’s standard specifications. Prepare bid tabulation and detailed measurement and payment section. The bid tabulation and the units of measurement shall be consistent with the cost estimate.
- **Estimate** – Prepare estimate of probable cost based on items and quantities of work shown on the plans. Unit prices will be based on the magnitude of the quantities and recently awarded local projects and engineer’s judgment.

<p>Deliverables:</p> <ul style="list-style-type: none"> • 65% Plans (PDF) • 65% Technical Specifications (MS Word, PDF) • 65% Cost Estimate (MS Excel, PDF) 	<p>Assumptions:</p> <ul style="list-style-type: none"> • Town will prepare front-end specifications. • Town will provide sheet border, and CAD drafting standards if available. • Town will be responsible for environmental clearance, right of way certification, and E-76 authorization coordination. • Landscaping and irrigation design is not included in the scope of work. • The optional segment (Cherry Blossom Lane to Short Road) is not included.
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6.2 100% PS&E

- **Comment Review** – Review Town’s comments on the 65% submittal and provide responses in a matrix format. Identify comments that consultant disagrees with, need further clarification on, or may result in change in scope for discussion with the Town’s project manager.
- **Update Plans, Specifications, and Estimate of Probable Cost** – Prepare 100% construction documents by refining the 65% design documents based on comments received after the Town’s review of the 65% construction documents. The 100% plans, technical specifications, and estimate of probable cost shall be submitted together.

<p>Deliverables:</p> <ul style="list-style-type: none"> • Comment Response Matrix • 100% Plans (PDF) • 100% Technical Specifications (MS Word, PDF) • 100% Cost Estimate (MS Excel, PDF) 	<p>Assumptions:</p> <ul style="list-style-type: none"> • Town will provide a compiled set of comments after resolving inconsistencies between various reviewers.
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6.3 Final PS&E

- **Bid Set** – Address miscellaneous Town comments on the 100% submittal and prepare a bid-ready set of plans, technical specifications, and cost estimate.

<p>Deliverables:</p> <ul style="list-style-type: none"> • Comment Response Matrix • Final Plans (PDF) • Final Technical Specifications (MS Word, PDF) • Final Cost Estimate (MS Excel, PDF) 	<p>Assumptions:</p> <ul style="list-style-type: none"> • Town will provide a compiled set of comments after resolving inconsistencies between various reviewers. • It is assumed that if Town decides to split the project in two, the same plan set will be used and non-applicable work items will be crossed out from the plans. This scope does not include preparing stand-alone plan sets for two separate bid packages.
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7 BID SUPPORT

- Support the Town through the bid process and construction contract award.
- Respond to questions or requests for clarifications during the bid phase.
- Attend a pre-bid meeting.
- Assist the Town establish the lowest responsible bidder.
- Provide value engineering services as needed if bids are above the construction budget.

<p>Deliverables:</p> <ul style="list-style-type: none"> • Responses to RFIs 	<p>Assumptions:</p> <ul style="list-style-type: none"> • The project will be constructed in a single construction package.
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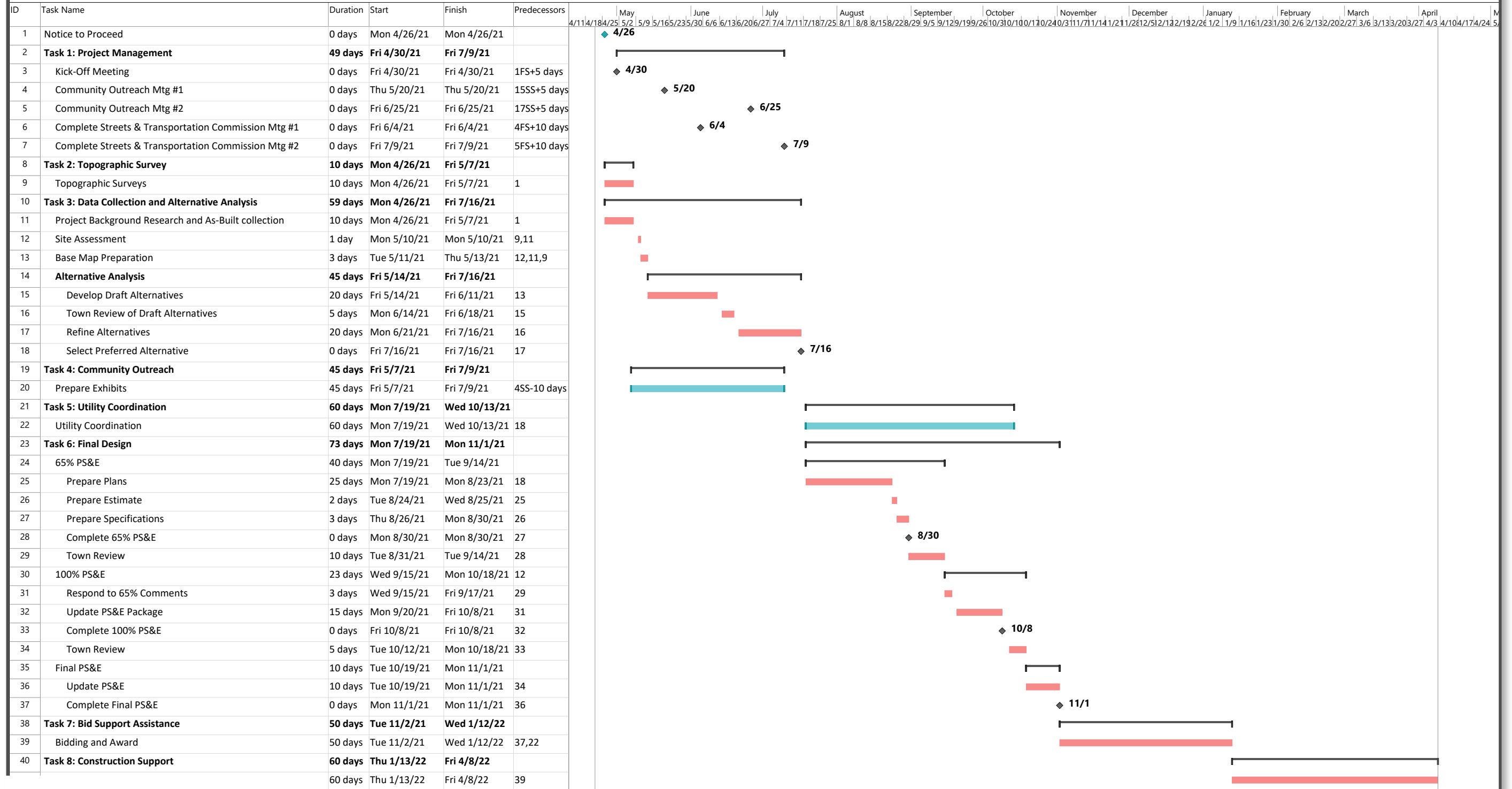
8 CONSTRUCTION ADMINISTRATION

- Provide construction support services. Tasks may include attending pre-construction and other field meetings, reviewing submittals, responding to requests for information, providing field check services, preparing design modifications if necessary due to unforeseen conditions, prepare as-built documents, and project closeout.
- Consultant shall conduct site visits during construction at appropriate stages. Consultant shall provide submittal list, respond to requests for information (RFI), review shop drawings, and prepare change orders, and provide written recommendations to the Town. Consultant shall participate in the final walk-through and assist with preparing the punch list of deficiencies.

<p>Deliverables:</p> <ul style="list-style-type: none"> • Responses to RFIs • Reviewed shop drawings • Change order plans • As-built plans 	<p>Assumptions:</p> <ul style="list-style-type: none"> • This task will be performed on a time-and-material basis.
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SCHEDULE

**Town of Los Gatos
Project Schedule for
SHANNON ROAD PEDESTRIAN AND BIKEWAY IMPROVEMENTS PROJECT**



Project: P2020-040 Schedule
Date: Tue 3/16/21

Task		Summary		Inactive Milestone		Summary		Start-only		External Milestone		Critical Split	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline		Progress	
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Critical		Manual Progress	

**TOWN OF LOS GATOS
SHANNON ROAD PEDESTRIAN AND BIKEWAY IMPROVEMENTS (CIP No. 813-0218)**

Tasks	ActiveWayz Engineering					Subtotal Fee	Direct Expenses	Total Fee	PLS Surveys	Grand Total
	Project Manager	Project Engineer	Design Engineer	Engineering Technician	Total				Total Fee	
	Hours									
	\$198	\$168	\$124	\$60						
1. Project Management	54	—	—	—	54	\$10,692	—	\$10,692	—	\$10,692
<i>Project Management & Coordination</i>	16	—	—	—	16	\$3,168	—	\$3,168	—	\$3,168
<i>Project Schedule</i>	4	—	—	—	4	\$792	—	\$792	—	\$792
<i>Kick-Off Meeting</i>	2	—	—	—	2	\$396	—	\$396	—	\$396
<i>Project Coordination Meeting</i>	16	—	—	—	16	\$3,168	—	\$3,168	—	\$3,168
<i>Ourteach Meetings (4)</i>	16	—	—	—	16	\$3,168	—	\$3,168	—	\$3,168
2. Topographic Survey	—	—	—	—	—	—	—	—	\$18,500	\$18,500
<i>Field Topographic Survey & R/W Mapping</i>	—	—	—	—	—	—	—	—	\$18,500	\$18,500
3. Data Collection and Alternative Analysis	32	—	52	66	150	\$16,744	—	\$16,744	—	\$16,744
<i>Site Assessment</i>	4	—	4	—	8	\$1,288	—	\$1,288	—	\$1,288
<i>Project Background Information</i>	—	—	8	8	16	\$1,472	—	\$1,472	—	\$1,472
<i>Base Map Preparation</i>	2	—	8	8	18	\$1,868	—	\$1,868	—	\$1,868
<i>Alternatives Analysis</i>	26	—	32	50	108	\$12,116	—	\$12,116	—	\$12,116
4. Community Outreach	16	—	16	40	72	\$7,552	—	\$7,552	—	\$7,552
<i>Prepare Exhibits</i>	8	—	16	40	64	\$5,968	—	\$5,968	—	\$5,968
<i>Attend Meetings (up to 4 additional)</i>	8	—	—	—	8	\$1,584	—	\$1,584	—	\$1,584
5. Utility Coordination	16	—	24	—	40	\$6,144	—	\$6,144	—	\$6,144
<i>Utility Coordination</i>	16	—	24	—	40	\$6,144	—	\$6,144	—	\$6,144
6. Final Design	81	111	86	189	467	\$56,689	—	\$56,689	—	\$56,689
<i>65% PS&E</i>	60	82	64	140	346	\$41,992	—	\$41,992	—	\$41,992
<i>100% PS&E</i>	15	21	16	35	87	\$10,498	—	\$10,498	—	\$10,498
<i>Final PS&E</i>	6	8	6	14	35	\$4,199	—	\$4,199	—	\$4,199
7. Bid Support	4	4	—	—	8	\$1,464	—	\$1,464	—	\$1,464
<i>Pre-bid meeting</i>	2	—	—	—	2	\$396	—	\$396	—	\$396
<i>Bid Support</i>	2	4	—	—	—	\$1,068	—	\$1,068	—	\$1,068
8. Construction Administration	9	8	—	12	29	\$3,846	—	\$3,846	—	\$3,846
<i>Meetings</i>	3	—	—	—	3	\$594	—	\$594	—	\$594
<i>Shop Drawing Reviews</i>	2	4	—	—	6	\$1,068	—	\$1,068	—	\$1,068
<i>RFIs</i>	2	4	—	—	6	\$1,068	—	\$1,068	—	\$1,068
<i>As-builts</i>	2	—	—	12	—	\$1,116	—	\$1,116	—	\$1,116
9. Supplementary Services	—	—	—	—	—	—	\$5,000	\$5,000	—	\$5,000
<i>Supplementary Services</i>	—	—	—	—	—	—	\$5,000	\$5,000	—	\$5,000
Total	212	123	178	307	820	\$103,131	\$5,000	\$108,131	\$18,500	\$126,631

