

PORT OF STOCKTON PROJECT REPORT EQUIVALENT DOCUMENTS

SCOPE OF SERVICES

The Port of Stockton has requested scope of services for the preparation of a project report equivalent (PRE) document. The corresponding tasks are as follows:

- Task 1 – Project Management
- Task 2 - Washington Street Widening & Ventura Avenue Access

The PRE format will generally follow the template for the Fyffe Avenue Grade Separation Project Report. The PRE objective is to develop and confirm project scope, cost, and schedule to help the Port prioritize and pursue funding for key infrastructure.

Task 1 – Project Management

1.1a Contract Administration/Progress Reporting

HDR will perform project setup for this task as part of this scope of services. Project management includes the following services:

- Prepare Project Management Plan (PMP), and Health/Safety Plan
- Set up project accounting system
- Internal team coordination

HDR will report progress of the proposed services by preparing a monthly invoice and progress report. Total contract duration is assumed to be six (6) months. HDR will update the MS Project Schedule monthly to support team communication.

Deliverables: *Six (6) Monthly Status Reports/Invoices*
MS Project Schedule updates (6)

1.1b Agency Coordination and Internal Team Meetings

HDR will coordinate technical PRE design issues internally and with Port Staff, Anchor QEA, JMA Civil, and other affected stakeholders through meetings and correspondence. HDR will prepare agendas and facilitate up to six (6) meetings with the Port. Meetings will be held monthly via web conference or phone calls. For budgeting purposes, three consultant team members are assumed to attend each meeting. HDR's PM will discuss the agenda with the Port's PM in advance of each meeting.

Deliverables: *Meeting preparation, facilitations, and summaries/action items for up to six (6) meetings*

1.1c Quality Management Plan

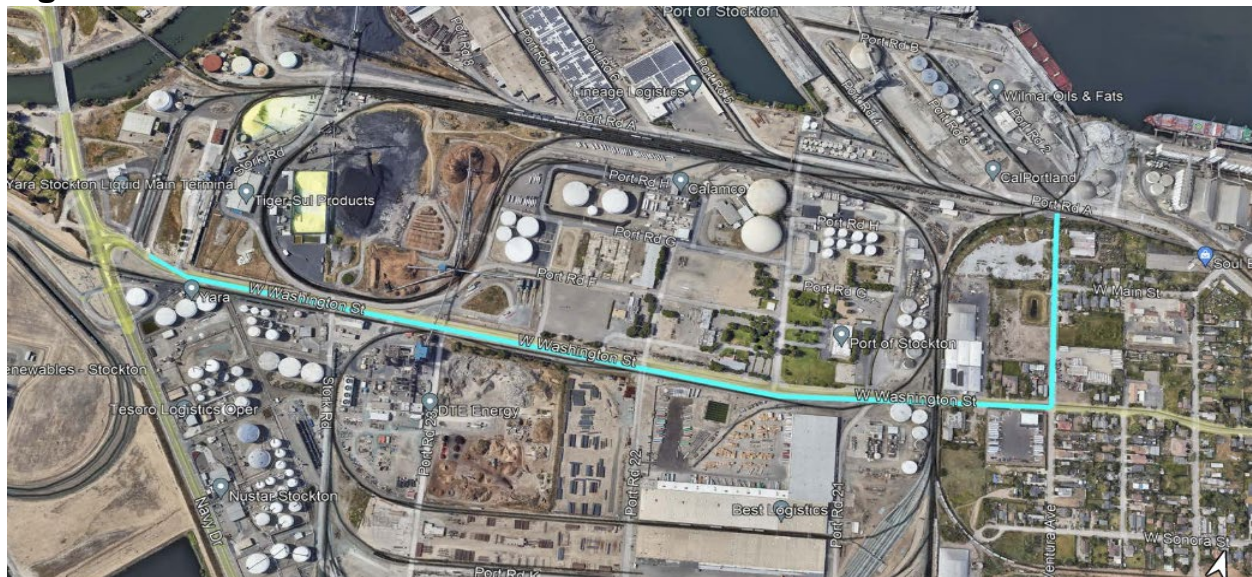
HDR Project Manager will prepare a Quality Management Plan. Independent reviews will be defined under the individual tasks for Quality Control (QC) / Independent Technical reviews

Deliverables: *Quality Management Plan*

Task 2 – Washington St Widening & Ventura Avenue Access

We understand that the project will involve widening West Washington Street between Navy Drive and Ventura and modifying Ventura to be the primary truck entrance to the Port's East Complex at Port Road A. The intent of the project is to ease traffic on West Washington and reroute truck traffic around the Boggs Track community and away from Washington Elementary School.

Figure 1



Assumptions:

- Project limits are shown in cyan in Figure 1
- West Washington St is assumed to be widened from 2 lanes to 4 lanes, including improved shoulders with roadside ditches on both sides of the roadway and no sidewalks. Washington St improvements are approximately 5200 LF.
- Ventura Ave is assumed to remain as two lanes with improved shoulders and no sidewalks. Ventura Ave improvements are approximately 1200 LF.
- Four lane Washington St is assumed to extend through the existing at grade rail crossing, requiring the crossing to be widened.
- Roadway structural section is assumed to match Fyffe Avenue from the Fyffe Grade Separation Project, which is conservative, given the unknown traffic numbers.
- Cost estimates will be developed in 2023 dollars and will not include escalation.
- Right of way acquisition areas necessary for the ultimate project will be generally identified and documented in the PRE but, no right of way acquisition will take place during this phase of the project.

- Port will prepare the grant applications. No new graphics and exhibits are needed. The HDR team can help with the graphics and exhibits for the application as an additional service not currently included in this scope of services.
- No outreach to stakeholders including UP/BNSF or Port tenants. The Port will be responsible for notifying Port tenants and will prepare the necessary public notices and advertisements.
- Deliverables will be prepared in AutoCAD.
- Environmental/Regulatory permits will not be secured.
- All submissions will be electronic only. No paper submittals.
- No permit applications or CEQA documentation will be prepared.
- No special-status species or habitat surveys, cultural resources analysis, wetland delineation, impact analysis, or monitoring will occur.

Task 2.1 – Task Management

2.1a Progress Reporting

HDR Task leads will provide updates to the Project Manager monthly for progress reporting purposes. Total contract duration is assumed to be six (6) months.

2.1b Agency Coordination Meetings

HDR Task leads will coordinate technical PRE design, environmental consideration issues, and railroad crossing coordination issues to be included in the PRE with Port Staff and Anchor QEA through meetings and correspondence. HDR will prepare agendas and facilitate up to five (5) agency meetings. Meetings will be held remotely by web conference. For budgeting purposes, two consultant team members are assumed to attend each meeting. HDR's PM will discuss the agenda with the Port's PM in advance of each meeting.

Deliverables: Meeting preparation, facilitations, and summaries/action items for up to five (5) meetings

2.1c Quality Control (QC) / Independent Technical Review (ITR)

HDR will provide the technical resources to provide deliverables to the Port. Independent reviews will be conducted by senior staff not directly involved with the design or preparation of the deliverables. This task includes providing quality control reviews for the following deliverables:

- Civil Concept Drawings
- Cost estimates
- Draft Project Report Equivalent
- Final Project Report Equivalent

Deliverables: QC Review Documents

Task 2.2 – Utility Coordination

HDR will research existing utilities affected by the project to include utility relocations in the project description and environmental assessments.

The following utilities and public agencies are believed to be located within the project area and are potentially impacted by the project:

- Overhead Electric distribution and transmission (PG&E)
- Overhead Electric distribution and telecommunication (Port)
- Underground Telecommunications & fiber optic carriers (AT&T)
- Underground Water (California Water Service)
- Underground Sewer (City of Stockton)
- Underground Petroleum (Kinder Morgan)
- Underground Gas (PG&E)

The following is a brief description of the subsequent steps in HDR’s utility research process:

Preliminary Utility Coordination – Immediately upon the receipt of the Notice to Proceed, HDR will send out Utility Location Request Letters to the utility companies, Port and public agencies. The Utility Request Letter will provide a description of the proposed project scope, its limits and a vicinity map. The Letter will formally request utility location mapping showing the location of existing utility facilities. HDR will also provide utility companies and/or public agencies contacted with “Site Map” exhibits of the project which the utility company or agency may markup with their facility information if they will not release copies of their own utility location mapping.

The documentation received from the Port agencies and utility companies will be reviewed and incorporated into a spreadsheet for tracking purposes and a “GIS existing utility” drawing. The “GIS existing utility” drawing will provide AutoCAD layering that identifies the company the utility information was provided by. Data will be provided within the attached project mapping limits exhibit.

Preliminary Utility Relocation Assessment- For the environmental assessment, HDR will use the information provided to determine if utilities will need to be relocated. HDR will coordinate with Anchor QEA and will document the finding in the PRE.

Deliverables: *One copy of each Utility Letter A.*
 One copy of base maps and as-built documentation received
 One copy of Utility Contact Summary Sheet.
 Digital CAD files in an AutoCAD/MicroStation compatible format. These files will
 contain the GIS utility mapping contained in this task.

Task 2.3 - Preliminary Engineering

2.3a Existing Conditions Analysis

HDR staff will visit the site to walk and observe the project footprint. The HDR team will observe surface features including topography, surface utilities, pavement condition, and potential design issues. A photo catalog of the project limits will be developed for future reference and inclusion as supporting documentation for the PRE.

Additionally, the team will request, and review roadway as-built information received from the Port to better understand the existing conditions including the roadway structural, existing horizontal and vertical geometry, and potential design implications. We will use this information to identify right-of-way limits and potential impacts based on the proposed improvements.

2.3b Traffic Operations

This task will evaluate the existing and future traffic operations at the Washington Street and Ventura Avenue intersection and Ventura at Port Road A/Harbor Street. Existing traffic counts will be conducted on Port Road A/Harbor Street while the turning movement counts for Washington Street and Ventura Avenue will utilize the counts from Fehr & Peers Truck Access Alternatives memorandum. The Port Road A/Harbor Street counts will be used for the future analysis of the proposed intersection of Port Road A/Harbor Street and Ventura Avenue. The existing traffic counts will be grown using input from the Port of Stockton on what is expected for future conditions. Traffic operation deficiencies will be investigated, and alternatives will be developed to address those deficiencies. Intersection layouts, including number of lanes, will be produced and alternative intersection designs, including roundabouts, will be investigated to improve traffic operations.

Deliverables: *Traffic Memo*

2.3c Roadway Concept Plans

10% Milestone – Concept Plans

This task will develop conceptual plans for the proposed project. It is assumed that no topographic survey is included for this PRE. The use of aerial images will be used as a background with the proposed project footprint overlaid on top. The concept plans will include a title sheet, key map, roadway typical sections, & horizontal geometrics. The 10% Concept plan set will include the following sheets:

PLAN	NO. SHEETS
Title Sheet	1
Key Map	1
Roadway Typical Sections	1

Layout Sheets (Washington Street) 1"=40'	4
Layout Sheets (Ventura Avenue) 1"=40'	2
TOTAL	9

Deliverables: *10% Concept Plans*

2.3d Preliminary Cost Estimate

HDR will prepare a preliminary engineer's opinion of probable construction cost for the 10% concept plans to support the need and purpose statement in the environmental document. Due to funding limitations, the cost estimate will be conservative, to account for potential risks associated with poor soils, unit price increases, and changes to the project in the final design phase.

Deliverables: *Cost estimates in summary table format*

2.3e Funding Strategy Memo

Working with the Port, HDR will conduct a review of available funding to support the proposed improvements. HDR will summarize potential funding and financing options identifying sources that may include federal, state, regional, and local levels. The memo will summarize the top primary options and characterize the amount of prospective funding, qualifying uses of funds, strategic timing, and project competitiveness for funding. The strategy memo will summarize the specific steps required to secure funding from each of the funding options and include a strategic timeline for pursuing each funding source.

Deliverables: *Funding Strategy Memo*

2.3f Right of Way Needs Map

HDR will develop a map of right of way needs based on the proposed roadway geometry for both Washington Street and Ventura Avenue. We will reference the preliminary traffic information, in conjunction with Port of Stockton and San Joaquin County Standards to select the appropriate roadway classification and corresponding right of way widths. The right of way map will identify right of way acquisition needs, temporary construction easements, high level right of way risks, costs, and estimated schedule for acquisition.

Deliverables: *Right of Way Needs Map*
Right of Way Acquisition Cost Estimate
Write up summary in PRE

Task 2.4 – Environmental Coordination

HDR will coordinate with our subconsultant Anchor QEA and the design team during the alternative development process to define a preliminary study limits (PSL) boundary for the collection of data. HDR will support Anchor QEA with engineering design information in the development of the project report equivalent. It is assumed that the environmental memorandum will include pre-project impervious surface area, pervious surface area, total disturbed area, BMP information, project risk level assessment, construction methodology and techniques, development of the project description, utility information, excavation, and grading descriptions.

Deliverables: *Engineering information to support the environmental memorandum*

Task 2.5 – Project Report Equivalent

2.5a Draft Project Report Equivalent

The draft project report equivalent (PRE) document will not follow Caltrans' format. The PRE will include:

- Project vicinity map
- Project description, background, purpose and need statement
- Traffic, right of way, and utilities
- Environmental issues and considerations including permits required
- BNSF & CPUC implications
- Engineers' opinion of probable construction cost
- Funding Sources
- Construction schedule
- Risks and mitigation approach
- Conceptual Roadway Plans (Appendix)
- Regulatory Compliance Memorandum (Appendix)
- Right of Way Needs, costs, & acquisition schedules

Working with the Port, HDR will develop a high-level proposed schedule that includes potential funding timelines, design development, environmental documentation, and possible permitting expectations.

The HDR team will prepare the draft PRE and submit to the Port for review and comment. It is assumed that the Port will circulate the draft PRE to appropriate staff for review and comment and return written comments to HDR within four weeks. Comments will be incorporated into the final PRE. No resubmittal of the draft PRE is assumed.

2.5b Final Project Report Equivalent

The HDR team will provide written responses to comments received and revise the draft PRE as necessary. HDR will submit the final PRE to the Port for review. The final PRE will be revised based on the comments received from the Port. No additional revisions are assumed.

If requested, HDR will present a summary of the PRE to the Port Commission at a regularly scheduled meeting via Webex or similar remote meeting.

Deliverables *Final PRE (electronic submittal)*

Task 2.6 – Environmental Assessment Memorandum

Anchor QEA staff will coordinate with HDR on potential design alternatives, including reviewing preliminary plans or alternatives descriptions and providing real-time feedback on regulatory implications of the alternatives under consideration.

Anchor will prepare a memorandum (as an attachment to and be used in preparing the PRE), that details the following:

- Anticipated California Environmental Quality Act (CEQA) documentation requirements
- Anticipated federal and state permit/approval requirements
- Key regulatory review or environmental issues
- Anticipated mitigation requirements
- Anticipated monitoring requirements
- Agency points of contact
- Estimated timeframes for completing the CEQA process and obtaining regulatory permits/approvals
- Anticipated fees (consultant, permit application/issuance, and mitigation) for the project