

ATTACHMENT A

Scope of Services

CONTRACTOR, for the COUNTY'S benefit, shall provide the following services:

The COUNTY currently administers, operates and maintains 32 COUNTY Service Areas (CSAs) that provide road maintenance, street lighting, storm drainage, landscape and irrigation maintenance of parks and open space, sewer and water services to various communities.

CONTRACTOR shall attend meetings with COUNTY staff, Operators, neighborhood working groups, Board of Supervisors meetings, and other public agencies governing the operations of the CSA. CONTRACTOR shall prepare presentation material, provide representation, and address any public comments.

CONTRACTOR shall provide expertise and consultation services to assist the COUNTY in the operation and maintenance of the CSAs, including reviewing the financials, preparing budgets, reviewing delinquencies, and implementing delinquency tracking process.

CONTRACTOR shall prepare improvement plans, specifications and estimate of probable cost for the repairs, improvements to the CSA infrastructure, as directed by the COUNTY.

CONTRACTOR shall assist the COUNTY with the modifications of the water system permits with Department of Water Resources Division of Drinking Water, for any improvements or repairs that may impact the existing permits, as directed by the COUNTY.

CONTRACTOR shall assist the COUNTY with the modification of the waste discharge permit with Regional Water Quality Control Board, for any improvements or repairs that may impact the existing permits, as directed by the COUNTY.

CONTRACTOR shall assist the COUNTY with advertising, bidding, contract administration and perform construction inspections. The COUNTY will have the primary inspection responsibilities.

CONTRACTOR shall assist with the preparation of the request for Qualifications/Request for Proposals for vendor services for the operations and maintenance services needed for the CSAs, as directed by the COUNTY. The CONTRACTOR shall assist the COUNTY with advertising, bidding, evaluating, interviewing, and providing a recommendation. The CONTRACTOR shall assist the

COUNTY in the preparation of the vendor services contract, and provide recommendations for service and performance metrics.

COUNTY shall provide and make available to the CONTRACTOR budgets for CSAs, Waste Discharge permits, operations manuals, Sanitary Sewer Management Plans, Consumer Confidence Reports, assessment rolls, copies of prior reports, studies, Engineers Reports, Pavement Analysis, meter readings, copies of as-built plans, copies of existing contracts for operations, and maintenance.

COUNTY shall provide electronic files of template of the COUNTY's project specifications.

COUNTY shall be responsible to pay for all agencies (DWR, RQWCB, LAFCo) application, processing, and permitting fees associated with work indicated above.

END OF ATTACHMENT A