Scope of Work for a

Transportation Impact Analysis

for the proposed

Proposed Expansion of the East Bay Innovation Academy

in

The City of Oakland

June 9, 2017

Scope of Work

The following is the proposed scope of work for traffic engineering consulting services for the proposed expansion of the East Bay Innovation Academy which is currently operating at the site of the previous Marshall Elementary School. This project would involve an increase in the population at the existing K-8 charter school from approximately 450 students to 850 students. The school is located at 3400 Malcolm Avenue (at Hellman Street) in the City of Oakland.

Task #1 - Preparation of the Draft Trip Generation, Project Trip Distribution Estimates, and the Preliminary Scope of Work for the TIA – Abrams Associates would develop preliminary trip generation estimates for the project and also finalize the assumptions for the distribution of project traffic. Once we have your approval for these calculations they would be forwarded to District staff with our proposed list of study intersections along with the data supporting the assumptions and also graphics showing the potential increase in traffic at intersections in the area. With this information the District would have what they need to formally approve the underlying assumptions before we proceed with preparation of the draft report. Please note the proposal for the remainder of the traffic analysis included below provides our best estimate of what will be needed, but we won't know for sure until the District formally signs off on the trip generation assumptions and the proposed scope of work.

Task #1 Estimated Budget - $1,500

Task #2 - Transportation Impact Analysis – Abrams Associates will provide a transportation impact analysis for the proposed project and will assist in the preparation of the environmental documentation in the area of transportation. Once the various analyses are completed a detailed report would be prepared and submitted to you in an

administrative draft form for internal review.

The report will follow all applicable requirements and procedures set forth by CEQA, Alameda County, Caltrans, and the City of Oakland. The following is a list of the specific tasks that are proposed:

1) The report will clearly define all assumptions for trip generation, trip distribution, timing of transportation improvements and street network changes. This task would include detailed analysis of the proposed project access points during AM and PM peak hours.

2) Based on our preliminary estimates of the project trip generation and distribution approximately four key intersections will need to be included in this analysis. This would also include a review of internal intersections and any other minor driveways or unsignalized intersections that might be impacted by the project.

   Below is a preliminary list of study intersections that were developed based on our initial estimates of the project's trip distribution. Please note we will conduct a field visit to each study intersection to observe intersection lane configurations, vehicle storage lengths, existing traffic control, speed limits, lane utilization, adjacent land uses, and any other necessary features.

   The preliminary list of study intersections is as follows:

   1. Foothill Boulevard at Talbot Avenue/Stanley Avenue
   2. Foothill Boulevard at 106th Avenue
   3. 106th Avenue at Peralta Oaks Drive /I-580 On-Ramp
   4. Malcolm Avenue at the EBIA Entrance/Hellman Street

3) The study will include evaluation of the operations at each of the study intersections and segments for four different scenarios:

   1. Existing Conditions
   2. Existing Plus Project Conditions
   3. Cumulative Conditions (Based on the Countywide Traffic Model)
   4. Cumulative Plus Project Conditions

4) The physical characteristics of the area and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses. All planned or programmed roadway changes will be documented.

5) The traffic study will include detailed calculations of the project trip generation, traffic distribution and assignment for the project.

6) The analysis will include a review of transit access and potential impacts to bus service in the area.

7) The analysis will include a review of access and internal circulation, the need for traffic signals, parking requirements, and bicycle/pedestrian safety.

8) Appropriate mitigation measures will be presented for any significant impacts identified. In addition, a list of any other potential transportation improvement measures will be prepared to further improve traffic operations and access to the area wherever possible.

9) Summary figures will be prepared illustrating the existing roadway network, project study intersections and all traffic volumes used in the analysis. All appropriate field data, traffic calculations and reference tables will be provided in the report appendices as required.

10) An administrative draft of the traffic impact study would be submitted for internal review. The draft report would be finalized following the response to all comments that are received from the District staff and their consultants.

Task #2 Estimated Budget - $11,000

Project Schedule and Budget - Abrams Associates can begin work on this project immediately, and would work with you to meet the proposed schedule for the project. The budget for this work will be based on the actual hours and costs involved, using the billing rates for Abrams Associates staff shown on the attached fee schedule. Based on this preliminary scope we would request a budget not to exceed $12,500. This budget includes $1,500 for preparation of the trip generation/trip distribution forecasts, the scoping memorandum, and finalizing the scope of work. It also includes $11,000 for data collection and preparation of the transportation impact analysis itself as well as additional coordination with your team and the District.

It should be noted that it is possible this project could require additional time beyond what has been assumed for the purposes of this proposal, which only includes a 10% contingency. If the project ends up receiving substantial additional requests for analysis, requires response to an unusually large amount of comments, or attendance/presentations at meetings is required then a contract extension may be required if there is not sufficient budget remaining at that point. However, unless an extension is formally authorized the total amount of this agreement ($12,500) would not be exceeded without your consent and approval.

ABRAMS ASSOCIATES

By Stephen Abrams

Its President

Date 6/9/2017

EAST BAY INNOVATION ACADEMY

By Laura Jones

Its Co-Founder + Board Treasurer

Date 6/12/17

FEE SCHEDULE

Effective July 1, 2016

This fee schedule indicates the billing rates for Abrams staff services for project related expenses. All invoices are due and payable within 30 days of the date of invoice.

Billing Rates

Category	Hourly Billing Rate
Principal	$230.00
Senior Traffic Engineer	$170.00
Traffic Engineer	$155.00
Transportation Planner	$135.00
Graphics/Drafting	$88.00
Technical/Clerical	$54.00

The above hourly rates include all salary, fringe benefits, overhead and profit.

Project Expenses

Project expenses include out-of-pocket, project-related costs such as transportation, subsistence, reproduction, postage, telephone, computer charges and subcontractor services. Project expenses will be billed at cost plus 10% service and handling charges.

Effective Dates

These billing rates supersede all prior billing rates. Billing rates will be subject to revision July 1, 2017.

Service Charges

Invoices outstanding over 30 days will be assessed a 2% service charge for each 30 days beyond the initial payment period.

Abrams Associates Traffic Engineering
Employer ID # 94-3388442