



EXHIBIT A

LANDSCAPE ARCHITECTURAL SERVICES FOR GRAND AVE PATHWAY RENOVATION

PROJECT UNDERSTANDING

This scope of work is based on a site meeting, with the goals and extent of work, and findings from Geotechnical memo from Pacific Crest Engineering dated April 3, 2025. The scope of this Project includes design for a new pedestrian pathway in compliance with ADA standards and codes and the recommendations by the Geotech. SSA Landscape Architects, Inc. (hereafter referred to as SSA) will prepare plans for the Project based on input and approval from the City of Capitola (hereafter referred to as the CLIENT). The extent of work is limited to Grand Avenue pathway between Oakland Avenue to Central Avenue.

Future phases of work will occur under a separate contract and have been included herein for CLIENT reference only. The outline for future phases of work will be revisited once the first phase has been completed. SSA will develop Construction Documents in compliance with the City of Capitola's design guidelines, regulations and requirements.

SCOPE OF WORK

PHASE ONE –CONCEPTUAL DESIGN

1. Attend a kick-off meeting with the CLIENT to review the program and goals.
2. Collect and review all available existing conditions and design information including City of Capitola design standards.
3. Initiate land surveyor to proceed with topographic survey
4. Prepare a base file in AutoCAD format
5. Prepare initial conceptual site plan to include the following program elements
 - a. Pathway location, configuration and material selections
 - b. Preliminary grades
 - c. Location of safety fence, previously designed and installed by community
6. Prepare initial probable construction Cost Estimate.
7. Present Conceptual Site Plan to CLIENT in one meeting.
8. Update Conceptual Site Plan based on CLIENT comments.
9. Update Cost Estimate based on CLIENT comments.

10. Publish Final Conceptual Site Plan to CLIENT.

11. Coordinate and liaise with CLIENT via phone conference and emails.

Conceptual Design Phase Deliverables:

1. Preliminary Conceptual Site Plan
2. Final Conceptual Site Plan
3. One (1) project kick-off meeting with CLIENT
4. One (1) presentation meeting with CLIENT

PHASE TWO –CONSTRUCTION DOCUMENTS

1. Prepare 95% Construction Documents: Based on approved plans from the Conceptual Design phase and conditions of approval, begin the preparation of Construction Documents. Note, sheets may be combined as feasible or added to as necessary.

Construction Document set is anticipated to include:

- a. Existing Conditions and Demolition Plan
 - b. Site Plan
 - c. Grading Plan (prepared by Civil Engineer)
 - d. Drainage and Utility Plan (Prepared by Civil Engineer)
 - e. Construction Details
 - f. Technical Specifications (book form)
2. Conduct in-house plan check prior to CLIENT submittal
 3. Conduct one page turn with CLIENT of the 95% set
 4. Incorporate all in-house and page turn comments to meet all applicable law, regulations, City standards and other applicable requirements into the 100% Construction Documents and Technical Specifications.
 5. Publish one electronic copy of the 100% Construction Document and Technical Specifications to the CLIENT for Building Department submittal.
 6. After review period by the CLIENT, incorporate plan check comments and feedback into Construction Documents. Excessive CLIENT comments or changes at this phase will be handled as an additional service.
 7. Publish one electronic copy to the CLIENT for Building Department resubmittal and approval.
 8. Allow three (3) coordination meetings with project team and CLIENT.
 9. Coordinate and liaise with the CLIENT via phone conferences and emails.

Construction Documents Phase Deliverables:

1. 95% Plan Set (1 pdf set)
2. 100% Plan Set (1 pdf set)
3. Three (3) coordination meetings with CLIENT

PHASE THREE –CONSTRUCTION ADMINISTRATION

1. Visit the site three (3) times for observation and verification of compliance with the plans at key milestones during construction. Site visits shall be coordinated with the CLIENT as identified during construction meetings. Should additional site visits be required, they will be provided as an additional service to the original agreement.
2. Provide plan clarification via the Request for Information (RFI) process through written response, up to (4) hours.
3. Review submittals and provide written approval, rejection, or correction directives.
4. Perform one pre-final acceptance walkthrough and prepare punchlist, if necessary.
5. Conduct final acceptance walkthrough and provide written report of conditions or any warranty work that may be necessary.

Construction Administration Phase Deliverables:

1. Three (3) site visits
2. Limited Construction Administration support via RFI and Submittal review
3. One (1) Pre-acceptance walkthrough & punch list
4. One (1) Final acceptance walkthrough & written report if required

PHASE FOUR – ADD ALTERNATES

1. Attend Neighborhood Meeting to assist the CLIENT in outreach efforts. Presentation materials to be prepared by CLIENT.
2. Attend Planning Commission Meetings to assist the CLIENT. Presentation materials to be prepared by CLIENT.

ADDITIONAL SERVICES

SSA may provide additional services, as requested in advance by CLIENT. Additional services will be negotiated separately based on the billing rates contained in the attached Exhibit B "SSA Rate Schedule". Additional services may include, but are not limited to:

1. Providing cost estimating or value engineering.
2. Revisions or re-submittals beyond those included above.
3. Submitting drawings for or any fees associated with permitting other than what is described within this Scope of Work.
4. Evaluation reports for work by others such as, but not limited to, Geotechnical Engineer.
5. Providing cost estimating services or value engineering.
6. 3d modeling or illustrative renderings.
7. SWPP, erosion control or stormwater management plans.
8. Design of any features to be located on neighboring private properties.

- 9. Attendance at any meetings not listed above.
- 10. Additive or deductive alternates beyond what is provided for in the Scope of Work.
- 11. Planting, irrigation, or any other service not described within this Scope of Work.

FEE PROPOSAL

The fees for the above Scope of Work phases are as follows:

Phase One: Conceptual Design	\$ 12,290.00
Phase Two: Construction Documents	\$ 28,475.00
Phase Three: Construction Administration	\$ 3,114.00
Reimbursable Expenses	\$ 550.00
Total Proposed Fees	\$ 12,840.00

Phase Four: Add Alternates	\$2,932.00
Community Outreach	

These services are proposed to be provided on a LUMP SUM basis. Fees will be billed monthly based on the actual percentage of completion in each phase

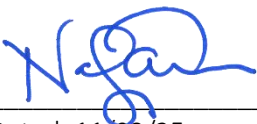
SERVICES TO BE PROVIDED BY THE CLIENT

- 1. Coordination with and approval by Coastal Commission
- 2. Slope stabilization
- 3. All Project related drawings, and reports, including, but not limited to, those requested in this Scope of Work
- 4. CLIENT review, comment and directives as requested by SSA
- 5. Procurement of any subconsultant that may be identified as necessary during the Project
- 6. Submittals and fees
- 7. Permits and fees

REIMBURSABLE EXPENSES

Included in the FEE PROPOSAL is an allowance for expenses such as mileage, plotting, printing and reproduction, shipping, and postage. Billings for reimbursable expenses will be submitted on or around the 25th of each month based on the actual cost for the previous month, per the attached “SSA Rate Schedule”.

SSA Landscape Architects, Inc.
Natalie Tan
Landscape Architect PLA #5995


Dated: 11/03/25

Detailed Breakdown of Landscape Architectural Services									
for									
Grand Ave Pathway Renovation									
for									
City of Capitola									
Proposal No. P250044.00									
Date: 11/03/25									
BASIC SERVICES	Principal	Associate Principal	Project Manager	Senior Landscape Architect	Job Captain/Landscape Architect II	Landscape Architect I	Landscape Designer III/AutoCAD Tech	Landscape Designer I/AutoCAD Tech	Administrative Assistant
Phase One: Conceptual Design									
Attend kick-off meeting with CLIENT		1		1					
Collect and review site documentation and conditions				2					
Prepare base file in AutoCAD		1		1					
Prepare initial Conceptual Site Plan		1		8				8	
Prepare initial Cost Estimate		2		2					
Present Conceptual Site Plan to CLIENT		1		1					
Revised and update Conceptual Site plan based on comments from CLIENT				2				6	
Update Cost Estimate				1					
Publish Final Conceptual Site plan to CLIENT				1				3	
Coordinate and liaise with CLIENT via phone and email		1		4					
Phase One SSA Subtotal	0	7	0	23	0	0	0	17	0
Sub Consultants							Multiplier 1.10		
Alpha Land Surveyors						4200			
Phase One Total									
Phase Two: Construction Documents									
Prepare 95% Construction Documents				12			24		
Prepare 95% Technical Specifications		2		6					
Conduct in-house plan check of 95% CD set		6							
Conduct page turn with CLIENT		3		3					
Incorporate comments from in-house plan check and page turn into 100% set				4			8		
Publish electronic 100% CD set for CLIENT submittal				1			3		
Incorporate plan check comments into CD set, limited to one round of comments.				8			12		
Publish electronic revised 100% CD set for CLIENT re-submittal				1			3		
Allow for three (3) coordination meetings with CLIENT		3		6					
Coordinate and liaise with CLIENT via phone and email		1		4					
Phase Two SSA Subtotal	0	15	0	45	0	0	50	0	0
Sub Consultants							Multiplier 1.10		
RI Engineering						9800			
Phase Two Total									
Phase Three: Construction Administration									
Site visits				6					
RFI responses				4					
Submittal review(s)				2					
Pre-final acceptance walkthrough and punch list				3					
Final acceptance walkthrough and written report of conditions				3					
Phase Three SSA Subtotal	0	0	0	18	0	0	0	0	0
Phase Three Total									
Phase Four: Add Alternates									
Attend neighborhood meetings to assist CLIENT in outreach efforts		2		6					
Attend Planning Commission meetings to assist CLIENT		2		6					
Phase Four SSA Subtotal	0	4	0	12	0	0	0	0	0
Phase Four Total									
Project Totals for In-house Staff									
Hours:	0	26	0	98	0	0	50	17	0

\$7,670

\$4,620

\$12,290

\$17,695

\$10,780

\$28,475

\$3,114

\$3,114

\$2,932

\$2,932

BASIC SERVICES	Principal	Associate Principal	Project Manager	Senior Landscape Architect	Job Captain/Landscape Architect II	Landscape Architect I	Landscape Designer III/AutoCAD Tech	Landscape Designer II/AutoCAD Tech	Administrative Assistant				
Rate:	\$223	\$214	\$192	\$173	\$148	\$139	\$134	\$129	\$104				
Extension:	\$0	\$5,564	\$0	\$16,954	\$0	\$0	\$6,700	\$2,193	\$0				
Subtotal Project Fees for Services									31411	\$46,811			
Reimbursable Expenses													
Estimated Reimbursable Expenses													
Mileage and plotting	\$500												
	\$500										Multiplier	1.10	\$550
Total Project Compensation											\$47,361		

The above breakdown represents our best estimate at this time and may change subject to future developments during the project. It is possible that some of the estimated manpower requirements for specific task items may increase, while others may not require the entire anticipated effort. This provides us a greater degree of confidence in the overall project estimate, rather than in any given task.

**EXHIBIT B****STANDARD BILLING RATE SCHEDULE**

Effective through December 31, 2025

PROFESSIONAL SERVICES

Principal Landscape Architect	\$223.00/Hour
Associate Principal	\$214.00/Hour
Senior Project Manager	\$208.00/Hour
Project Manager II	\$206.00/Hour
Project Manager I	\$192.00/Hour
Senior Landscape Architect	\$173.00/hour
Job Captain/Landscape Architect II	\$148.00/Hour
Landscape Architect I	\$139.00/Hour
Landscape Designer III	\$138.00/Hour
Landscape Designer II/AutoCAD Technician	\$134.00/Hour
Landscape Designer I	\$129.00/Hour
Staff Clerical/Administrative	\$104.00/Hour

REIMBURSABLE EXPENSES**Subconsultants**

Direct Billing x 1.10

In-House Office Services: As listed below x 1.10**Plotting:**

Color Bond	\$4.65/sf
Black & White Bond	\$2.95/sf
Vellum	\$4.55/sf
Mylar	\$10.50/sf

Transparencies:

Color	\$3.25/each
Black and White	\$2.25/each

Color Laser Prints:

8.5 x 11	\$.65/each
11 x 17	\$.95/each

Blueprints:

24 x 36	\$2.00/each
30 x 42	\$2.50/each

Black & White Laser Prints:

8.5 x 11	\$.10/each
11 x 17	\$.15/each

CD Media:

CDR	\$6.00/each
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Outside Reimbursable Expenses:Reproduction, photography, shipping and postage,
miscellaneous expenses

Direct Cost x 1.10

Travel:

Mileage Round Trip from SSA office

Current IRS Rate

Other travel expenses

Direct Cost x 1.10