EXHIBIT A

Town of Erie
Downtown Infrastructure Improvements

Engineering Design
Scope of Services

Project Number ED-22-01

SCOPE OF SERVICES DATE: May 10, 2022

PROJECT LOCATION: Town of Erie, Colorado

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SECTION 1
PROJECT SPECIFIC INFORMATION

1. PROJECT BACKGROUND

The Town of Erie is a full-service community located in both Boulder and Weld Counties just west of I-25. Erie's incorporated area is 20 square miles, and the planning area spans 48 square miles extending from the north side of State Highway 52 south to State Highway 7, and between US 287 on the west and I-25 to the east. Erie is a growing community currently comprised of approximately 10,125 residential units and a 2020 population of more than 30,000, triple the population 15 years prior. The Erie Town Center Master Plan Market Analysis, completed in 2019, projected that Erie's population will grow to 64,000 by 2030. The Town has seen commercial growth in Historic Old Town Erie, the Erie Commons neighborhood, Vista Ridge master-planned community, Coal Creek Business Center, the new Erie Town Center district and the new Nine Mile Corner retail development.

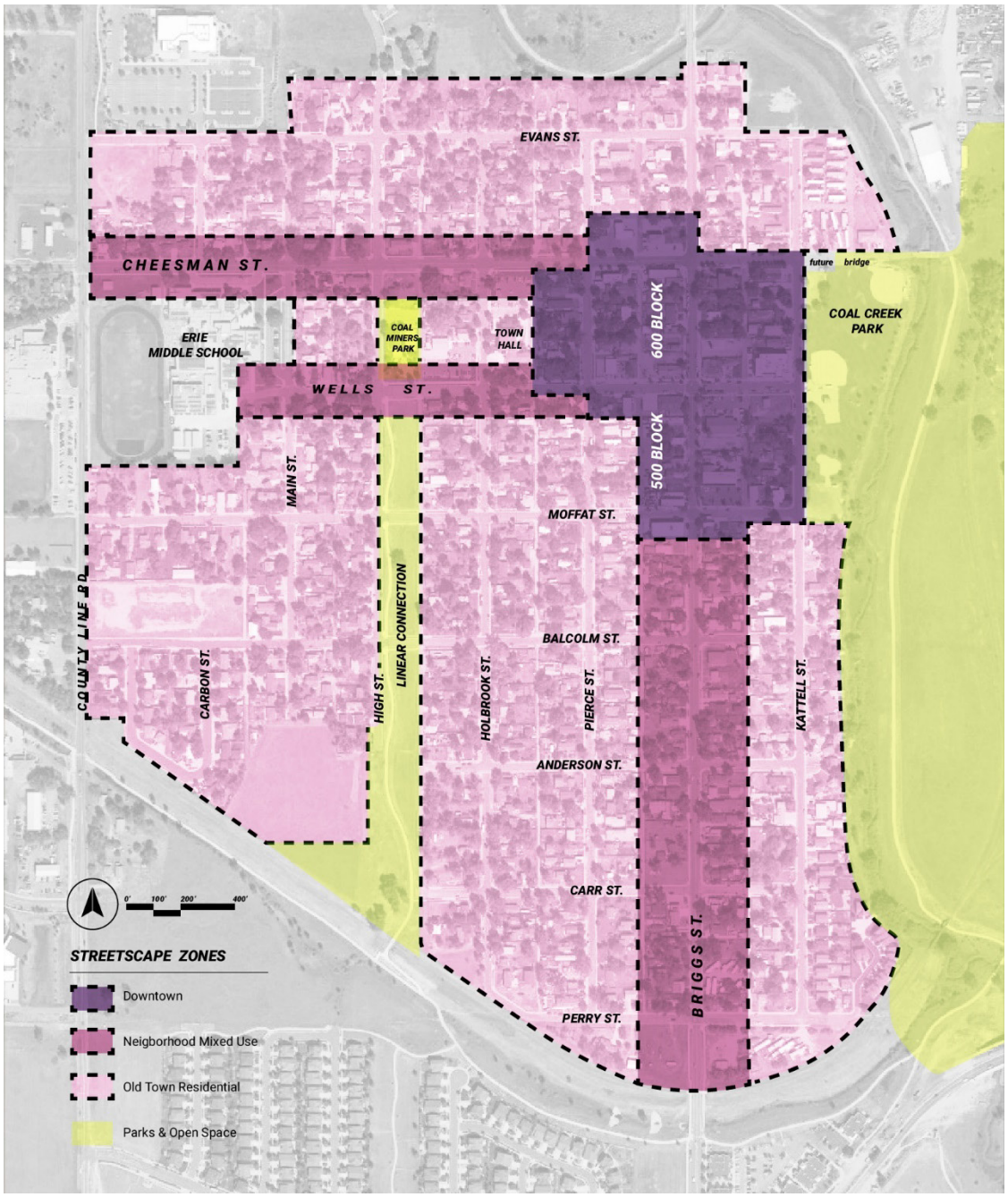
To learn more about the Town's demographic information and commercial development activity, please visit:

http://www.erieco.gov/235/About-Erie
http://www.erieco.gov/606/Economic-Development

Downtown Erie is the heart of the family-friendly, small-town community residents adore. Founded in 1874, Erie has a rich history of coal mining and agricultural production.

2. PROJECT AREA

The Downtown District is geographically bound by Moffat Street to the South, Kattell Street to the East, Holbrook Street to the West and Cheesman Street to the North. The Downtown District is not an asymmetrical square and has various inclusions and exclusions within the boundaries described. See the photo of the map below for an exact outline of the Downtown District (highlighted in dark purple).



3. PROJECT DESCRIPTION

The aging infrastructure found in Downtown presents significant cost barriers and other hurdles to commercial development. The Town recognized this burden and hired RockSol Consulting Group to conduct an extensive audit of the Downtown infrastructure (*Old Town Erie Infrastructure Improvements Recommendations*). Within the report, Rocksol provided several options ("good", "better", "best") for Downtown infrastructure improvements that would improve the overall conditions and reduce blight in the area. Due to limited funds, the Town conducted a month-long community engagement process in July of 2021 to solicit feedback from residents. The feedback prioritized the nine different projects and

identified which of the three options ("good", "better", "best") were most preferred by the respondents. These projects are listed below from most strongly supported to least supported (overall, and within each category) by community participants. The Town encourages groups to utilize this project information as a guide but welcomes groups to explore other creative concepts or improvements that are appropriate for Downtown Erie's size, location, and benefits.

1. Alleyway Improvements

a. Work with Xcel Energy (electric and gas), Comcast/CenturyLink, and any other providers to residential and commercial property owners to bury overhead cables (electric and communication) of the East and West alleyways parallel to the 500 and 600 block of Briggs Street. Explore options to upgrade broadband network to fiber with current (and proposed new) internet providers, in coordination with any required trenching, digging work, and boring which may be required.

b. Design and manage the execution of paving the alleyways to the East and West parallel to the 500 and 600 block of Briggs Street, utilization of existing breezeways connecting the West alleyway of the 500 Briggs Street block to enhance placemaking (*Old Town Activation Concepts*, July 2021 - see for pictures and additional information), investigate and design cost effective options to increase parking supply and storage options for trash, recycling, and composting containers in alleyways on private property. The paving of the alleyways may require consideration for designing drainage infrastructure and design for water quality treatment for the increased impervious area.

2. Beautifying Downtown

a. Streetscaping "better" option (as defined in the *Old Town Erie Infrastructure Improvements Recommendations, Section 7.1*); Project includes upgrades and improvements to walkways, permanent triple-bin receptacles (landfill, recycling and compost) tree lawn treatment, tree grates, pedestrian crossing improvements, parallel parking improvements, street lighting, trees, landscaping at intersections & crossings for the 500 & 600 block of Briggs and two blocks east of Briggs on Cheesman Street and Wells Street. Where possible, Green Infrastructure options, which naturally absorb and filter runoff storm water, shall be considered.

b. Tree Planting with "topsoil" option (as defined in the *Old Town Erie Infrastructure Improvements Recommendations, Section 7.5*); planting 100 trees that vary in species, provide appropriate spacing to accommodate pedestrian and vehicular circulation, and utilize the appropriate soil and maintenance techniques to ensure the longevity of the life of the tree in the Old Town Erie (at locations identified, and agreed upon, by Town representatives) using CU structural soil and topsoil at appropriate locations, and incorporate the planting beds and ongoing irrigation management into the overall streetscape project.

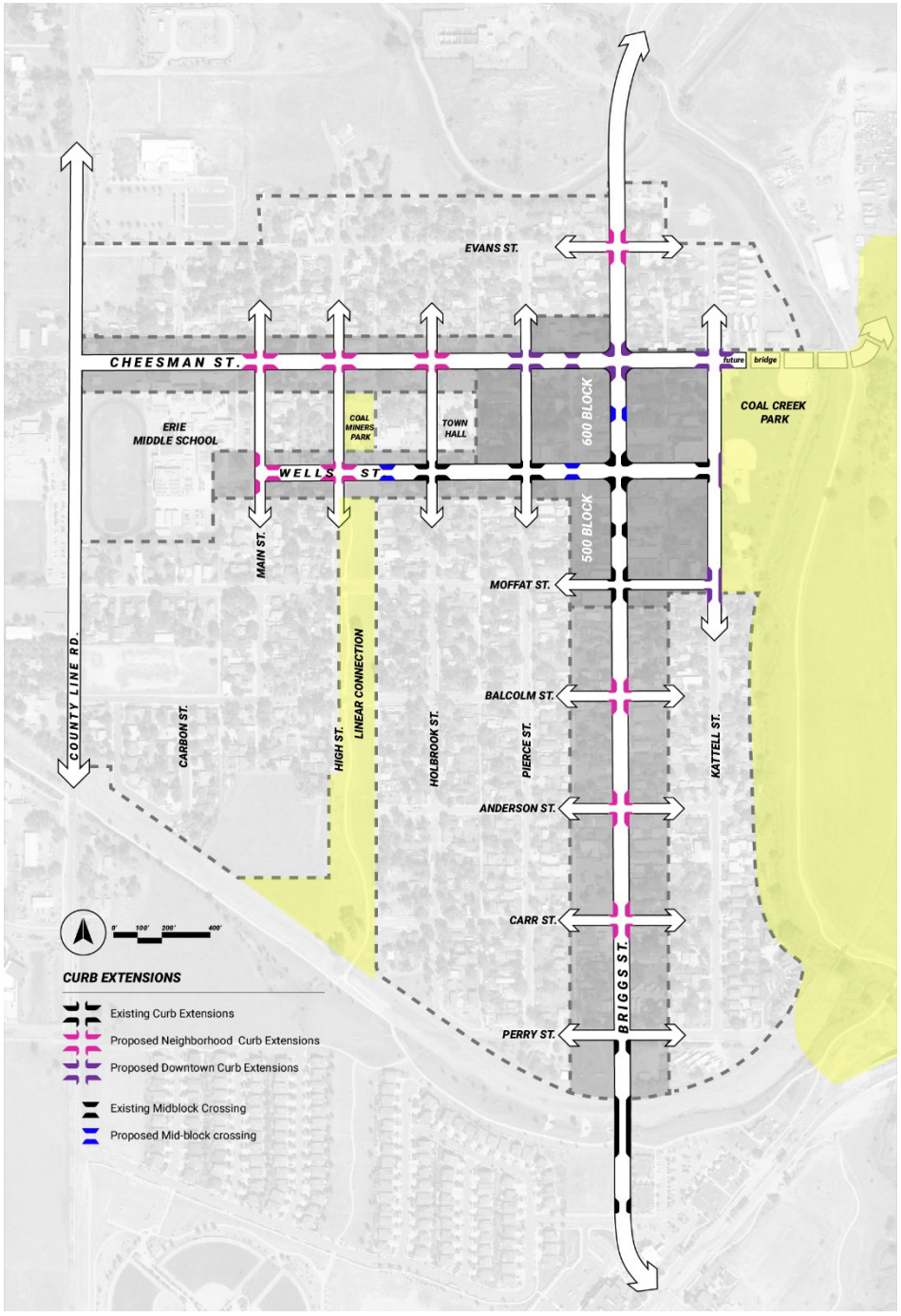
3. Improving Safety and Accessibility

a. Explore locations, and opportunities, to increase available parking supply with additional new surface parking lot(s) in Downtown, as defined in *Old Town Erie Infrastructure Improvements Recommendations, section 8*, adhering to the recommendations for best

practices in the *Downtown Parking and Circulation Report* and the *2016 Downtown Redevelopment Framework Plan*.

b. Upgrading 34 pedestrian ramps to meet Americans with Disabilities Act requirements (as defined in *Old Town Erie Infrastructure Improvements Recommendations, section 4*).

c. Design Type 1 and Type 2 Extended curbs, or "bump outs" at intersections identified in the map below (as described in *Old Town Erie Infrastructure Improvements Recommendations, section 7.2*) to increase pedestrian safety by creating buffered pedestrian refuge, slow traffic speeds and enhance the aesthetic character of the street. Design upgrades include approximately 34 curb ramps that are compliant with Public Right-of-way Accessibility Guidelines (PROWAG). Colorado Department of Transportation (CDOT) M Standard Plan M-608-1 will be utilized as the project detail for guiding the design.
    i. Locations include:
        1. Five intersections along Evans Street at Carbon Street, Main Street, High Street, Holbrook Street, and Pierce Street.
        2. Three intersections along Wells Street at Main Street, High Street, and Holbrook Street.
        3. Two intersections along Anderson Street at Holbrook Street and Pierce Street.


EVANS ST.
CHEESMAN ST.
future
bridge
COAL CREEK PARK
ERIE MIDDLE SCHOOL
COAL MINERS PARK
TOWN HALL
600 BLOCK
WELLS ST
500 BLOCK
MAIN ST.
MOFFAT ST.
COUNTY LINE RD.
CARBON ST.
HIGH ST.
LINEAR CONNECTION
HOLBROOK ST.
BALCOLM ST.
PIERCE ST.
KATTELL ST.
ANDERSON ST.
CARR ST.
BRIGGS ST.
PERRY ST.
0' 100' 200' 400'
CURB EXTENSIONS
Existing Curb Extensions
Proposed Neighborhood Curb Extensions
Proposed Downtown Curb Extensions
Existing Midblock Crossing
Proposed Mid-block crossing

4. PROJECT COSTS

The improvements are funded entirely through the Town of Erie, more specifically from the Old Town Erie Urban Renewal Authority (URA) Plan Area. Available funding for construction is approximately $2,900,000.

This amount includes right-of-way land costs and Town of Erie cost responsibilities for utility improvements.

RockSol's costs for this agreement does not include preliminary and final engineering design services, right-of-way acquisition services, or construction management services for all the initially identified projects. RockSol will develop project costs early in the process to help the Downtown Infrastructure Improvement Stakeholder Group determine which projects will best utilize funds and have the highest Return on Investment for the Town. **5. WORK DURATION**

The time for the work described in this scope of services is approximately 11 months to complete preliminary design of the improvements. The consultant shall provide a schedule to the Town of Erie at the beginning of the project and an updated project schedule at key milestones.

All design and construction work shall be completed by 10/31/2024. The Consultant shall endeavor to work closely with the Town of Erie to meet this completion date.

6. CONSULTANT RESPONSIBILITY AND DUTIES

The consultant is responsible for preliminary design of the improvements, including cost estimates to prioritize available funding. The consultant is responsible for advertisement of the preliminary design to contractors for final design and construction, in coordination with the Town of Erie.

Additional services for final design (if needed), owner's representative services for final design by others, right-of-way acquisition services, and construction management services are not included. These services may be added by a change to the scope of services.

7. WORK PRODUCT

The Consultant work products are:

A. Reports
   - Geotechnical and Pavement Design Technical Memorandum
   - Drainage Report

B. Preliminary 30% Plans (approximately 60 sheets)

C. Preliminary 30% Cost Estimate

D. Preliminary 30% Specifications

E. Advertisement/Bid Package of the Preliminary 30% Design

F. Legal descriptions and exhibits for permanent and temporary easements (152 each)

G. Utility letter agreements

H. Initial schedule and milestone schedule updates

I. Meeting summaries

J. Board of Trustees presentation

K. Monthly progress reports

Requirements are further described in the sections that follow. All work required to complete this Scope of Work requires the use of English Units.

One hard copy and an electronic PDF of each work product shall be submitted to the Town of Erie.

8. WORK PRODUCT COMPLETION

All submittals must be accepted by the Town of Erie.

SECTION 2
PROJECT MANAGEMENT AND COORDINATION

1. PROJECT MANAGEMENT

The Town of Erie project management will be performed by Lucas Workman.

Lucas Workman — Phone: 303.926.2767
Economic Development Manager — Email: lworkman@erieco.gov
Town of Erie
645 Holbrook Street
PO Box 750
Erie, CO 80516

The Consultant project management will be performed by Matt Wessell.

Matt Wessell — Phone (office main): 303.962.9300
Senior Transportation Manager — Phone (direct): 303.962.9338
RockSol Consulting Group, Inc. — Phone (cell): 303.895.7431
12076 Grant Street — Email: wessell@rocksol.com
Thornton, CO 80241

2. PROJECT COORDINATION

Coordination will be required with the following:

A. Town of Erie
B. Town of Erie Urban Renewal Authority (TOEURA)
C. Downtown Erie Business Association (DEBA)
D. Utilities
E. Local Developers
F. Local Businesses
G. Other agencies, as needed in coordination with Town of Erie

The consultant should anticipate that a design that affects another agency has to be accepted by that agency prior to its acceptance by the Town of Erie. Submittals to affected agencies will be coordinated with the Town of Erie.

3. SUPPORTING DOCUMENTS

Familiarization with supporting documents is required. These documents include:

- 2016 Downtown Redevelopment Framework Plan
- Old Town Erie Infrastructure Improvements Recommendations by RockSol
- Coal Creek Redevelopment Plan (work is already contracted and underway)
- Downtown Parking and Circulation Report
- Downtown Placemaking Report
- Downtown Infrastructure Community Engagement Website
- Sustainability Master Plan

SECTION 3
EXISTING FEATURES

Note: This Section lists known features in the area. It should not be considered as complete, and should include, as appropriate, information from Section 2 Project Management and Coordination. The Consultant should be alert to the existence of other possible conflicts.

1. STRUCTURES

None known as of 4/15/2022

2. UTILITIES

Contact Utility Notification Center of Colorado (U.N.C.C.) at 1-800-922-1987 or 811. Known utility owners within the project area include Town of Erie, Xcel Energy, CenturyLink (Lumen), Unite Fiber and Comcast. Allo Fiber has also proposed to construct a new Town-wide high-speed fiber network.

3. IRRIGATION DITCHES

None known as of 4/15/2022

4. RAILROADS

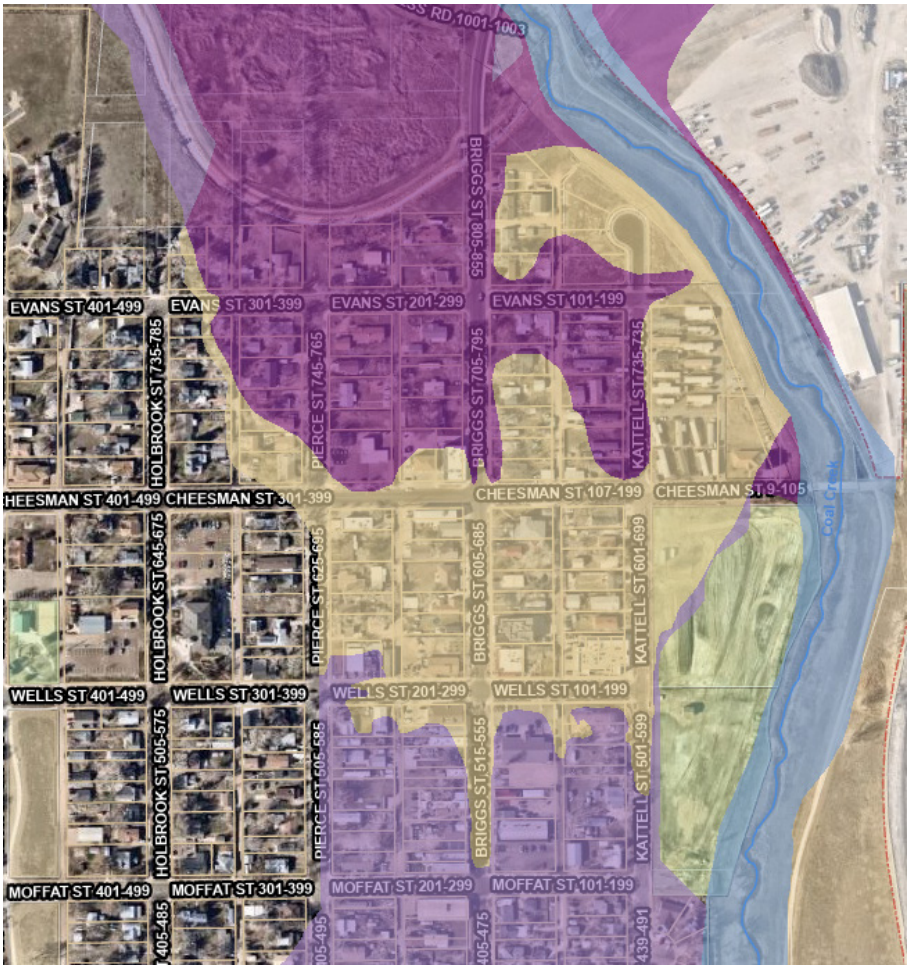
None known as of 4/15/2022 within the project area. RTD owns right-of-way to the south and east of the project area.

5. PERMANENT WATER QUALITY CONTROL MEASURES

None known as of 4/15/2022. Coordinate with the Town of Erie for local requirements.

6. FLOODPLAINS

In the FIRM map below, the darker purple area is in the 100-year frequency. the light brown is the area protected by the levee and the light purple is the 500-year frequency.


EVANS ST 401-499
EVANS ST 301-399
EVANS ST 201-299
EVANS ST 101-199
HOLBROOK ST 735-785
PIERCE ST 745-765
BRIGGS ST 705-795
KATTELL ST 735-735
BRIGGS ST 806-866
CHEESMAN ST 401-499
CHEESMAN ST 301-399
CHEESMAN ST 107-199
CHEESMAN ST 9-105
HOLBROOK ST 645-675
PIERCE ST 625-695
BRIGGS ST 605-685
KATTELL ST 601-699
WELLS ST 401-499
WELLS ST 301-399
WELLS ST 201-299
WELLS ST 101-199
HOLBROOK ST 505-575
BRIGGS ST 515-555
KATTELL ST 501-599
MOFFAT ST 401-499
MOFFAT ST 301-399
MOFFAT ST 201-299
MOFFAT ST 101-199

SECTION 4
GENERAL INFORMATION

1. PERSONNEL QUALIFICATIONS

The Consultant Project Manager must be approved by the Town of Erie, and the Town of Erie Urban Renewal Authority, including changes to the project manager. Certain tasks must be done by Licensed Professional Engineers (PE) or Professional Land Surveyors (PLS) who are registered with the Colorado State Board of Registration for Professional Engineers and Land Surveyors.

All tasks assigned to the Consultant must be conducted by a person on the Consultant team that is qualified and has specific expertise in that task. The qualified person is a professional with the necessary education, certifications (including registrations and licenses), skills, experience, qualities, or attributes to complete a particular task. Design of any special project features must be directed, completed, and overseen by a professional engineer with significant experience in design of those special project features.

Consultant and subconsultant qualifications are as shown in the Consultant's RFP proposal response dated March 4, 2022. Subconsultants expected to perform work on the project include King Surveyors, PK Electrical, and Wenk Associates.

2. COMPUTER/SOFTWARE INFORMATION

The consultant shall utilize industry standard software. The primary software for the project is shown below.

A. Earthwork: AutoCAD Civil 3D
B. Drafting/CADD: AutoCAD Civil 3D
C. Survey: AutoCAD Civil 3D
D. Estimating: Microsoft Excel
E. Specifications: Microsoft Word
F. Scheduling: Primavera P6 (output to Microsoft Project upon request)

3. PROJECT DESIGN DATA AND STANDARDS

The Consultant shall use local, state, and federal reference material that may be applicable to this project and shall be used as design standards and guidance. The consultant is responsible for obtaining and ensuring compliance with the most recent version of the applicable references including standards and specifications, manuals, and software, or as directed by the Town of Erie. Conflicts in criteria shall be resolved by the Town of Erie.

SECTION 5
SCOPE OF SERVICES

Contractor Duties

During the term of this Agreement, Contractor shall perform the following duties, as directed by the Town.

2. Project Management and Coordination

a. Town coordination and progress meetings – Facilitate communication with the Town of Erie staff to ensure project meets town standards. This includes project management coordination phone calls and correspondence, monthly progress meetings, and up to 10 in-person meetings with the Town of Erie.
b. Project schedule – Develop a detailed schedule for the design process and updates at key milestones. Prioritize completing high-impact improvements earlier.
c. Property owner meetings – Coordinate with directly impacted property owners to facilitate design and project completion. Up to two meetings each with 30 property owners are anticipated.
d. Present improvement recommendations to Town staff and Town officials.
e. Quality – Ensure quality assurance/quality control (QA/QC) is implemented as part of the project work products and commit to adhering to QA/QC process throughout the project.

3. Survey

a. Topographic Survey
    i. Provide topographic survey for the three project elements of 1) Alleyway improvements, 2) Beautifying downtown, and 3) Improving safety and accessibility. Generally, this will include:
        1. Survey of the 500 and 600 block alleys directly east and west of Briggs Street between Moffat Street and Cheeseman Street.
        2. Survey of the 500 and 600 block sidewalks along both sides of Briggs Street between the curb and building face.
        3. Survey of ten intersections for 34 proposed curb ramps, including:
            a. Five intersections long Evans Street at Carbon Street, Main Street, High Street, Holbrook Street, and Pierce Street.
            b. Three intersections along Wells Street at Main Street, High Street, and Holbrook Street.
            c. Two intersections along Anderson Street at Holbrook Street and Pierce Street.
        4. Survey of 14 intersections for proposed extended curbs, including:
            a. Six intersections along Cheeseman Street at Main Street, High Street, Holbrook Street, Pierce Street, Briggs Street, and Kattell Street.
            b. Four intersections along Briggs Street at Evans Street, Balcolm Street, Anderson Street, and Carr Street.
            c. Three intersections along Wells Street at Main Street, High Street, and Kattell Street.

d. One intersection at Moffat Street and Kattell Street.

ii. Develop land survey control diagram and project control diagram.
iii. Survey utility field markings and test hole locations.
iv. Stake proposed right-of-way (temporary and permanent easements). Three mobilizations are included.

4. Right of way

a. Develop ownership mapping of adjacent properties for alleys and curb ramps areas defined in Topographic Survey section 2.a.i.1 and 2.a.i.3. Obtaining title work on each property is not included.
b. Determine necessary right of way acquisition area that will be needed to complete the proposed design of the project.
c. Develop legal descriptions and exhibits for each acquisition or easement area. Up to 152 legal descriptions and exhibits are included.

5. Utility Coordination and Engineering

a. Utility coordination and engineering work applies to the three project elements of 1) Alleyway improvements, 2) Beautifying downtown, and 3) Improving safety and accessibility.
b. Contact 811 – Coordinate with 811 to obtain a list of utility owners in the area and the electronic utility maps for the project location.
c. Locates/Field Markings - Field markings of the utilities at the project locations will be completed by private companies for alleys and curb extensions. These markings will be surveyed.
d. Test holes at up to ten locations will be completed by vendors for alleyway improvements. These findings will be measured and surveyed.
e. Develop Existing Utility Plans.
f. Develop a Utility Engineering technical memorandum that describes and documents the utility investigation performed. The utility process is expected to yield Quality Level B, C and D utility data, and possibly Quality Level A, per CI/ASCE 38-2 and C.R.S. 9-1.5.
g. Develop preliminary Proposed Utility Plans. These plans are expected to show utility company design status at the project preliminary design level for Xcel Energy, CenturyLink, Comcast, and Town or Erie, conflicts requiring relocation, and proposed utility company easements on private property.
h. Coordinate with utility companies to facilitate proposed design and relocations. Up to ten utility meetings are anticipated.
i. Develop utility conflict matrix identifying conflict locations, proposed action, and cost responsibility.
j. Research options to upgrade broadband network to fiber, compile findings and costs, and present recommendations to Town staff.

6. Geotechnical Engineering and Pavement Design

a. Perform up to four test pits, 3 feet deep, one within each alley block, to determine subsurface conditions to support alley pavement design. Provide a concrete pavement and asphalt pavement design for review.
b. Develop technical memorandum to document geotechnical engineering and pavement design process.

7. Preliminary Design (30%)

a. Alleyway Improvements
    i. Utility coordination and engineering. See Section 4 above.
    ii. Alley design
        1. Develop proposed horizontal and vertical alignments, typical sections, and layout to tie to existing features.
        2. Determine proposed grading limits and slopes.
        3. Review existing drainage patterns and determine required elevations and slopes to provide positive surface flows. Develop any recommended storm sewer additions to be considered where positive surface flows cannot be achieved.
        4. Develop breezeway designs at two locations connecting the west alley of the 500 Briggs Street block to Briggs Street.
        5. Determine phasing and traffic control requirements and timeframes for property owner impacts.
        6. Determine if additional public parking can be added through the Briggs St 500 and 600 block alleyways on private property) and develop parking design if feasible.
        7. Develop plans and details that describe the alley design.
        8. Produce preliminary quantities.

b. Beautifying Downtown
    i. Streetscaping
        1. Develop walkway and amenity zone improvements.
        2. Develop tree lawn and tree grate improvements.
        3. Consider pedestrian crossing and parallel parking improvements.
        4. Consider irrigation options.
        5. Determine lighting opportunities.
        6. Incorporate Green Infrastructure options where appropriate.
        7. Utility coordination and engineering. See Section 4 above.
        8. Develop landscape plans and details that describe the streetscape design.
        9. Produce preliminary quantities.
    ii. Tree planting
        1. Review Old Town Tree Assessment, circa 2020, for changed conditions.
        2. Determine optimal locations within Old Town Erie to implement 100 additional trees and select appropriate trees from Town's recommended species.
        3. Develop sustainable plan for tree planting using CU structural soil, topsoil, or other treatments if needed.
        4. Design the irrigation network to water the newly planted trees within the areas that are controlled and managed by the Town such as the 500 and 600 block of Briggs Street and/or the Linear Park located at Wells and High St.
        5. Utility coordination and engineering. See Section 4 above.
        6. Produce planting schedule, tabulation, and locations.

c. Improving Safety and Accessibility
    i. Parking supply

1. Explore locations, and opportunities, to increase available parking supply with additional new surface parking lot(s) in Downtown.
2. Follow best practices and guidelines for parking lot design.
3. Develop parking lot design for selected location. Parking lot design shall include:
    a. Surface layout and grading
    b. Pavement markings
    c. Accessible parking spaces
    d. Landscape design
4. Consider lighting and technology. These elements are not included in parking lot design at this time.

ii. Curb ramps.

1. Design upgrades to approximately 34 curb ramps that are compliant with Public Right-of-way Accessibility Guidelines (PROWAG). Colorado Department of Transportation (CDOT) M Standard Plan M-608-1 will be utilized as the project detail for guiding the design.
2. Locations include:
    a. Five intersections along Evans Street at Carbon Street, Main Street, High Street, Holbrook Street, and Pierce Street.
    b. Three intersections along Wells Street at Main Street, High Street, and Holbrook Street.
    c. Two intersections along Anderson Street at Holbrook Street and Pierce Street.
3. Methods for obtaining compliance may require the following:
    a. The cross slope of each pedestrian street crossing on side streets with stop condition (marked or unmarked) will be determined from survey information or field inspection. If cross slope is greater than 2%, the pedestrian access route (PAR or walk route) will be designed to provide a minimum 4-feet wide route across side streets between opposing ramps. In areas where parallel concrete drainage cross pans will affect the crosswalk, the existing drainage cross pan may be replaced with a wider cross pan per Town of Erie standards, reducing the cross slope to 2% cross slope for at least ½ of cross pan that is in PAR. Cross walk cross slope adjustments will typically require additional side street pavement removal to transition the existing roadway to the new crosswalk grade. Flowline grades will be designed to maintain flow along the curb and gutter and drainage cross pans.
    b. Directional ramps (two ramps at each corner) are required unless it is demonstrated it is not feasible to construct them and an apex ramp is the only viable solution.
    c. Sidewalk/ramp width – Existing sidewalks may vary in width. All new ramps will be designed to be a minimum of 4-feet wide. Transitions to the existing sidewalk width shall be outside of the improved ramp.
    d. Sidewalk obstructions – Obstructions such as fences, retaining walls, and utilities may exist, limiting sidewalk width or the

ability to construct compliant curb ramps. These areas will be evaluated to determine viable options to the maximum extent feasible, including possible right of way impacts.

4. Utility coordination and engineering. See Section 4 above.
5. Produce preliminary quantities.

iii. Extended curbs.

1. Design Type 1 (Downtown Zone) and Type 2 (Mixed Use and Residential Zone) extended curbs to increase pedestrian safety, reduce traffic speeds, and enhance aesthetic street character.
2. Locations include:
    a. Six intersections along Cheeseman Street at Main Street, High Street, Holbrook Street, Pierce Street, Briggs Street, and Kattell Street.
    b. Four intersections along Briggs Street at Evans Street, Balcolm Street, Anderson Street, and Carr Street.
    c. Three intersections along Wells Street at Main Street, High Street, and Kattell Street.
    d. One intersection at Moffat Street and Kattell Street.
3. Develop proposed horizontal and vertical alignments, typical sections, and layout to tie to existing features.
4. Determine curb return profiles.
5. Determine proposed grades and slopes.
6. Review existing drainage patterns and determine required elevations and slopes to provide positive surface flows. Storm sewer modifications may be required.
7. Develop landscape design.
8. Determine phasing and traffic control requirements and timeframes.
9. Utility coordination and engineering. See Section 4 above.
10. Develop plans and details that describe the extended curb design.
11. Produce preliminary quantities.

d. Develop cost estimates for all preliminary design elements.
e. Develop specifications for necessary preliminary design elements.
f. Prepare for and lead the preliminary design review meeting. Develop meeting summary.
g. Revise the preliminary design based on the review meeting and produce a post-preliminary design plan, specification, and estimate package.

8. Advertisement Documents and Bid Assistance

a. Assist the Town to determine a project delivery method to simplify, streamline, and maximize available funding for constructed improvements.
b. Develop a bid package for advertisement for final design and/or construction.
c. Support advertisement process with responses to questions and design intent.
d. Assist the Town with contractor selection and bid analysis.

ADDITIONAL SECTIONS FOR FUTURE SCOPE OF SERVICES

Additional sections are reserved for future scope of services, if needed.

- **Final design (100% design), including final utility coordination and engineering**
- **Owner's representative services for final design**
- **Right of way acquisition services**
- **Construction management services**