EXHIBIT A

Project Description and Scope of Services

Construction Project Coordinator / Project Management Services

1. Project Overview

Marin City Community Services District (MCCSD or District) seeks professional coordination and project management support for planned capital improvements at the Manzanita Recreation Center and Marguerita C. Johnson Senior Center, located on the District campus at 630–640 Drake Avenue, Marin City, California. The District has engaged 450 Architects to assess existing conditions and develop rough-order-of-magnitude (ROM) cost information. The assessment and ROM are planning references; they do not, by themselves, establish a final approved construction scope or budget.

The project may be supported by State grant funds and other District-authorized funding. The District will determine project priorities, phasing, funding availability, and approvals. The selected consultant will support—not replace—the District's decision-making and the professional responsibilities of the architect, engineers, inspectors, and contractors.

2. Consultant Services

- **Project initiation and planning:** Review available assessments, ROM estimates, funding documents, agreements, schedules, and existing records; meet with District representatives to confirm priorities, decision points, responsibilities, and a practical work plan.
- **Scope, budget, and schedule coordination:** Prepare and maintain a consolidated project schedule, milestone log, budget tracker, risk/issues log, and action-item register. Identify anticipated schedule or cost impacts and present options for District consideration.
- **Architect and consultant coordination:** Coordinate with 450 Architects and other design professionals; track deliverables, decisions, permitting needs, and open questions. Do not perform design or certify technical work unless separately qualified and authorized.
- **Procurement and contracting support:** Help prepare bid/procurement schedules and supporting documents, coordinate responses and meetings, and maintain procurement records consistent with applicable law, District policies, and funding conditions. Final procurement decisions remain with MCCSD.
- **Construction-phase coordination:** When construction is authorized, coordinate project meetings, site access and communications, progress reporting, submittal and RFI tracking, inspection scheduling, and issue escalation. The construction contractor remains responsible for means, methods, and site safety.
- **Change and cost control:** Document proposed changes, potential change orders, cost impacts, schedule effects, and recommendations for District review. Do not approve

expenditures, changes, or contract amendments without written District authorization.

- **Grant documentation and reporting support:** Maintain a grant-compliance calendar and organized records of milestones, eligible-cost support, invoices, reimbursements, procurement documentation, and reporting materials. Confirm applicable grant terms with the District before relying on deadlines or eligibility assumptions.
- **Communications and reporting:** Provide regular written status reports to the General Manager, including schedule, budget, progress, decisions needed, risks, and upcoming actions. Attend Board or committee meetings when requested and prepare clear supporting summaries.
- **Closeout support:** Coordinate punch-list tracking, warranties, as-built and closeout records, final invoices, acceptance documentation, and applicable grant closeout materials.

3. Deliverables and Reporting

- Initial project work plan and responsibility matrix;
- Current master schedule and milestone tracker;
- Project budget, expenditure, and change logs;
- Meeting notes, decisions, and action-item log;
- Monthly written status report, with additional updates for material issues;
- Organized project records and closeout package, as applicable.

4. District Oversight and Limits of Authority

The consultant will report to the MCCSD General Manager or designee. The MCCSD Board and authorized District officials retain approval authority under applicable law and District policies. The consultant may make recommendations and coordinate work but may not independently bind the District, direct unapproved construction changes, commit funds, or modify contracts. The District will define any delegated authority in writing.

5. Anticipated Term and Phasing

The anticipated initial term is one (1) year, with an option to extend subject to District approval, available funding, and the executed agreement. Services may be phased or adjusted through authorized written scope and fee amendments. No specific construction start date or completion date is guaranteed by this exhibit.

6. Background Documents

Prospective consultants should review the documents identified in RFP Exhibit B, including the 450 Architects October 30, 2026 Conditions Assessment / Technical Memorandum and associated ROM materials, to the extent provided by MCCSD. Additional information, clarifications, or revisions may be issued to all proposers by written addendum.

This exhibit supplements the RFP. If there is a conflict, the executed Professional Services Agreement and its incorporated documents will govern after award, subject to applicable law.