

September 24, 2024

Mr. Remon Habib, PE  
City Engineer  
City of Lake Elsinore  
130 South Main Street  
Lake Elsinore, CA 92530

**RE:** Proposal to Provide On-Call Traffic Engineering Services for Three Years 2024-2027

Dear Remon:

Albert A. Webb Associates (WEBB) previously handled the task orders for on-call traffic engineering services for the fiscal years 2021-2022, 2022-2023, and 2023-2024. The City of Lake Elsinore has requested that WEBB prepare a proposal for a new three-year agreement with an annual budget of up to \$150,000, covering services from July 2024 through June 2027.

Exhibit "A" contains our proposed scope of services. Exhibit "B" contains a summary of our fee proposal for services described in Exhibit "A". We appreciate the opportunity to be of service and look forward to hearing from you. In the meantime, if you have any questions or require additional information, please call me at (951) 248-4289.

Sincerely,



**Nick Lowe**  
Deputy Director, Traffic & Transportation

Attachments: Exhibit "A" – Scope of Services  
Exhibit "B" – Personnel and Compensation for Scope of Services

## **Exhibit “A” – Scope of Work**

### **Task A – On-call Traffic Engineering Services**

WEBB will provide on-call consultant traffic engineering scope of services as follows:

1. Receive citizens’ requests regarding traffic issues.
2. Process service requests including field reviews, research, analysis, and correspondence with requestors.
3. Respond to public requests for information regarding projects and attend community outreach meetings as required.
4. Field review traffic circulation around schools. Perform analysis and provide recommendations.
5. Analyze intersections and roadway segments as needed for multi-way stop warrants, traffic signal warrants, and traffic calming. Coordinate with a traffic count subconsultant for count data.
6. Prepare agenda items regarding traffic safety for the Public Safety Advisory Commission (PSAC) meetings. Attend PSAC meetings as needed.
7. Attend staff meetings and provide updates to the City Manager and City Engineer as needed.
8. Present reports and provide recommendations to Planning Commission and City Council as needed.
9. Provide coordination with the County of Riverside, RCTC, WRCOG, Caltrans, adjacent Cities, and law enforcement agencies.
10. Develop traffic standards for signal equipment and signing & striping to promote consistency and uniformity citywide.
11. Review/design traffic control plans for special events.
12. Oversee traffic operation (signal operation and maintenance, signing & striping, and markings).
13. Coordinate with the County of Riverside signal maintenance staff and on-call signal operations staff to address any signal or timing issues.
14. Review all long corridors for possible signal coordination and missing interconnect.
15. Review traffic impact studies and assist in the preparation of conditions of approval for development projects.
16. Prepare and/or review fair share obligations for the development projects.
17. Attend Planning Commissions and City Council Meetings for Development Projects as needed.
18. Review traffic control plans for work within the City right of way and provide assistance with the Encroachment Permit process.

19. Review traffic signal and signing & striping plans to ensure conformance with city, state, federal, and other applicable standards and requirements.
20. Work with Riverside County and on-call signal maintenance technicians for traffic signal and traffic signal system timing plans.
21. Prepare traffic signal design, signal timing sheets, coordination of signal timing, and traffic signal operation troubleshooting.
22. Provide construction support services on City Projects as needed.
23. Coordinate with Caltrans and the County of Riverside for Central Avenue interchange coordination and improvements.
24. Research neighborhood traffic calming measures for potential implementation.
25. Create and maintain an equipment inventory log for all existing traffic signals.

#### **Task B – On-call Engineering Services for Grant Applications**

WEBB will provide on-call consultant engineering scope of services as follows:

1. Research grant opportunities available to the city. Apply for HSIP and other grants when available.
2. Research possible grants for other systemic improvements for pedestrian heads, APS push buttons, signal improvements, and other safety improvements.
3. Assist in preparing Caltrans forms and other necessary documentation for grant receipt requirements.

### **Exhibit “B” – Compensation**

Services described in our Scope of Services (Exhibit “A”) shall be provided on a time and material basis as shown below:

#### **Task A – On-call Traffic Engineering Services**

<b>Name</b>	<b>Role and Responsibility</b>	<b>Professional Qualifications</b>	<b>Total Hours for 12 Months (52 Weeks)</b>	<b>Billout Rate/Hour</b>	<b>Total Amount</b>
Nicholas Lowe	Senior Engineer/City Traffic Engineer	Registered Civil Engineer	364	\$279	\$ 101,556.00
Intersection/Roadway Counts			15	\$530	\$ 7,950.00

**Task A – On-call Traffic Engineering Services: \$ 109,506.00**

#### **Task B – On-call Engineering Services for Grant Applications (2 Applications)**

<b>Name</b>	<b>Role and Responsibility</b>	<b>Professional Qualifications</b>	<b>Estimated Total Hours for 2 Applications</b>	<b>Billout Rate/Hour</b>	<b>Total Amount</b>
Nicholas Lowe	Senior Engineer/City Traffic Engineer	Registered Civil Engineer	28	\$279	\$ 7,812.00
Ingrid Tjahyadi	Associate Engineer		80	\$208	\$ 16,640.00
Sara Sadeghi	Transportation Planner	Professional Transportation Planner	80	\$208	\$ 16,640.00

**Task B – On-call Engineering Services for Grant Applications: \$ 41,092.00**

**Total of Task A and Task B = \$150,598.00**