



June 4, 2024

Remon Habib, P.E.  
City Engineer  
City of Lake Elsinore  
130 S Main Street  
Lake Elsinore, CA 92530

**Subject: Proposal to Provide On-Call Traffic Engineering Services**

**P24-2498-OC**

Dear Ramon:

This proposal reflects my conversation with Yu Tagai related to on-call services for the City of Lake Elsinore. Currently, we have a contract with the city to peer review traffic studies that are submitted to the city. However, additional services may be needed to assist the city in other matters, such as responding to resident requests or assisting with specific grant pursuit requests (like HSIP grant pursuits). As such, please accept this proposal to provide as-needed traffic support for these potential services.

Our proposed scope of work is summarized below but all tasks coming from this on-call will be individually scoped and budgeted based on the unique aspects of the effort.

## SCOPE OF WORK

### TASK 1 – ON-CALL TRAFFIC ENGINEERING SERVICES

As part of this task, Fehr & Peers will provide the following services:

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. Attend staff meetings and provide updates to the City Manager and City Engineer as needed.
7. Present reports and provide recommendations to Planning Commission and City Council as needed.
8. Provide coordination with the County of Riverside, RCTC, WRCOG, Caltrans, adjacent Cities, and law enforcement agencies.
9. Develop traffic standards for signal equipment and signing & striping to promote consistency and uniformity citywide.
10. Review/design traffic control plans for special events.
11. Oversee traffic operation (signal operation and maintenance, signing & striping, and markings).
12. Coordinate with the County of Riverside signal maintenance staff and on-call signal operations staff to address any signal or timing issues.
13. Review all long corridors for possible signal coordination and missing interconnect.
14. Review traffic impact studies and assist in the preparation of conditions of approval for development projects.
15. Prepare and/or review fair share obligations for the development projects.
16. Attend Planning Commissions and City Council Meetings for Development Projects.
17. Review traffic control plans for work within the City right of way and assist with the Encroachment Permit process.
18. Review traffic signal and signing & striping plans to ensure conformance with city, state, federal, and other applicable standards and requirements.
19. Work with Riverside County and on-call signal maintenance technicians for traffic signal and traffic signal system timing plans.
20. Prepare traffic signal design, signal timing sheets, coordination of signal timing, and traffic signal operation troubleshooting.
21. Provide construction support services on City Projects as needed.
22. Research neighborhood traffic calming measures for potential implementation.
23. Create and maintain an equipment inventory log for all existing traffic signals.

## TASK 2 – ON-CALL ENGINEERING SERVICES FOR GRANT APPLICATIONS

As part of this task, Fehr & Peers will provide the following services:



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.

## FEHR & PEERS' RATES

All rates used in this on-call agreement are identified below and will remain in effect for up-to three years:

- Principal - \$250 - \$400 per hour
- Sr. Associate - \$210 - \$320 per hour
- Associate - \$185 - \$285 per hour
- Sr. Engineer/Planner - \$160 - \$250 per hour
- Engineer/Planner - \$135 - \$200 per hour
- Project Coordinator - \$130 - \$190 per hour
- Counts - \$250 per peak hour per intersection
- Mileage at IRS standard rate
- Other ODCs (printing, telephones, etc.) billed at 5% of the labor charges

## FEE ESTIMATE

Given the on-call nature of this proposal, estimating the needed time to assist the city for specific tasks is difficult to accomplish at this stage. However, we have anticipated spending the following staffing resources on an annual basis:

- Task 1 – On-Call Traffic Engineering Services. We anticipate eight hours of staff support per week to assist with these tasks at an average billing rate of \$275 per hour. This would yield an estimated cost of approximately \$9,300 per month or \$112,000 per year.
- Task 2 – Grant Support. These services are highly dependent on the grant pursuit type and the complexity of the improvement location. However, for budgeting purposes, we anticipate assisting with one HSIP grant a year which typically requires between \$20,000 and \$30,000 to assist the city in preparing.

Based on the information above, we would request an annual on-call authorization to assist the city with these key tasks for a not-to-exceed amount of \$132,000 per year.

Remon Habib, P.E.  
City of Lake Elsinore  
Page 4 of 4



We look forward to our continued work with the City of Lake Elsinore. If you have any questions, please call me directly at 949-308-6312.

Sincerely,  
FEHR & PEERS

A handwritten signature in black ink, appearing to read 'Jason D. Pack'.

Jason D. Pack, P.E.  
Principal