

October 21, 2024

Yu Tagai, PE  
Assistant City Engineer  
City of Lake Elsinore  
951-674-3124 (x246)

**Subject: HSIP Cycle 11 Application (08 – Lake Elsinore-2) Rectangular Rapid Flashing Beacon (RRFB) Crossings at 9 Locations - Project Plans, Specification, and Cost Estimates (PS&E)**

Dear Mr. Tagai:

Thank you for requesting KOA Corporation (KOA) to provide this fee proposal for PS&E preparation of Rectangular Rapid Flashing Beacon (RRFB) Crossings at nine (9) Locations as shown in **Attachment A**. The scope of work is provided below for your review, followed by a fee estimate. KOA has prepared the scope of design work and fee schedule based on communication with you. Let us know if you have any questions or comments regarding this letter proposal.

## PROJECT UNDERSTANDING

It is our understanding that the City desires design support to prepare PS&E for pedestrian safety improvements at the following nine locations. The improvements include upgrading the existing crosswalks by installing solar powered Rectangular Rapid Flashing Beacons (RRFB) and advanced yield line pavement markings and signs. The City has provided a list of projects and sketches illustrating the desired footprint of the rectangular rapid flashing locations with ladder type crosswalk features.

- Location 1 – Machado Street and Broadway Street
- Location 2 – Joy Street at Machado Elementary
- Location 3 – Heald Avenue at Mohr Street
- Location 4 – Heald Avenue at Lewis Street
- Location 5 – Sumner Avenue at Kellogg Street
- Location 6 – Sumner Avenue at Poe Street
- Location 7 – Mill Street at Avenue 9
- Location 8 – Ponte Russo at Ponte Verde
- Location 9 – Kalanchoe Road at Waxen Drive

We anticipate that the City will provide KOA with GIS aerial files, and any typical sections and details already developed for the safety improvements.

## SCOPE OF WORK

### TASK 1 – PROJECT MANAGEMENT

This task will include the following items:

- Host one virtual kick-off meeting with the City; prepare and circulate agenda, action items and meeting minutes for the kick-off meeting.
- Host up to 2 design submittal meetings with the City staff to resolve any project issues. Excludes preparation of agenda, meeting minutes, and action items.
- Prepare monthly invoices with their respective progress reports.
- Conduct internal meetings as needed to resolve any project issues

*Deliverables:*

- Host one (1) Kick-off meeting; prepare and circulate meeting minutes, agenda, and action items for one Kick-off meeting (electronic copies).
- Host up to two (2) design submittal meetings with the City staff to resolve any project issues. Preparation of meeting minutes, agendas and action items is excluded.
- Monthly invoices with progress reports (electronic copies).

## **TASK 2 – PRELIMINARY ENGINEERING**

This task will include the following items:

**Record Research & As-Built Review** - KOA will work with the City to obtain record drawings and documents relevant to the work site. Record drawings and documents can include, but are not limited to existing improvement plans, existing topographic maps, centerline ties, corner records, as-built plans, utility plans, etc. We will send our request for record drawings and documents through the City's Project Manager. The KOA team will review the project information provided by the City.

**Utility Research, Notification, & Mapping** - KOA will obtain from the City a list of utility companies known to own and operate facilities within 100 feet of the 9 improvement locations. KOA Team will email notices with our standard utility response form and a project site map to the list of utility companies provided by the City. Our requests will include record drawings of their facilities, prior rights information, and any planned upgrades expected in the near future. Utility responses will be logged, and information regarding existing facilities will be shown on our plans. In some cases, the utility owner may require a request presented on the City's letterhead. If needed, we will coordinate these situations with the City's Project Manager. KOA will provide the City Project Manager with a utility response list, maps, and/or data received when all utility companies have responded. KOA will compile facility maps received from the utility agencies and develop a utility base map that will be referenced in the project plans.

*Deliverables:*

- Utility Information Log (excel file) and any maps received from the Utility owners.
- Utility base map.

**Field Review & Site Evaluation** –Upon receipt of the GIS files, topographic survey and any available as-built records from the City, we will visit the project site up to two (2) times to verify and document existing conditions. We will investigate and verify existing roadway geometry, utility manholes/valves, signing and striping, traffic signals, power poles, cabinets, fire hydrants, etc. We will document our field review with field notes and photos.

*Deliverables:*

- Field notes & pictures.

**Base Map Preparation** – KOA will prepare a base map using the GIS aerial images/topo files provided by the City and use it a reference on the final design plans.

*Deliverables:*

- Base Map (to be referenced on the plan sheets)

### TASK 3 – FINAL DESIGN

This task will include the following items:

- Plans Preparation (total of 10 plan sheets)
  - Title Sheet - (1)
  - Plan Sheets (Scale: 1" = 20') – (9)
    - This sheet will include construction notes, RRFB, Signing & Striping Notes, RRFB details and other relevant construction details.
- Technical Specifications Preparation
  - KOA will prepare the technical specifications using the City boilerplate, Standard Specifications for Public Works Construction (SSPWC) and Caltrans Standard Specifications.
- Cost Estimates
  - Cost Estimates will be prepared based on available sources such as recent City bid projects, bid prices from other local projects and Caltrans published data (if applicable).

*Deliverables:*

- One electronic submittal of Plans, Specifications, & Estimates at each phase - 60%, and 100%.

### TASK 4 – CONSTRUCTION SUPPORT (OPTIONAL SERVICE)

This task will include the following items:

- Bid & Construction Support
  - Review of shop drawings, submittals, and change orders.
  - Responses to Requests for Information (RFIs).
  - Minor design changes during construction.
- Record Drawings/As-Built Plans
  - Upon completion of construction, KOA will prepare record drawings based on redlines provided by the Contractor and/or the Client's Construction Manager. As-builts will be submitted on mylars as requested by the Client.

*Deliverables:*

- RFI responses.
- Applicable design revisions.
- Record drawings/As-built plans.

**Note:** Budget is limited to what is shown in the fee schedule. An amendment will be prepared if construction support goes beyond the allocated budget shown in the fee schedule.

### SCOPE OF WORK ASSUMPTIONS & EXCLUSIONS

Our proposal was developed on the following understanding of the project.

- All submittals will be made electronically.
- The City will provide aerial GIS files with R/W lines. No survey will be conducted.
- The design of intersection safety lighting is excluded.
- ADA assessment of existing curb ramps and curb ramp design is excluded from our scope of work.

- Additional signage and striping which includes upgrading school zone signage in the vicinity or any “reduced speed school zone ahead” signage is excluded.
- RRFB systems will be solar powered and wireless. Therefore, underground conduit, wiring diagrams, and coordination with Southern California Edison (SCE) will not be required.
- Utility potholing is excluded from the scope of work.
- Utility relocation coordination with the Utility owners is excluded. The City will be solely responsible for coordinating utility relocation with the utility owners.
- Any unforeseen scope of work items not described above will be considered as additional work and will be discussed with the City.
- Any significant changes on the scope will be treated as additional work and a new scope of work and fee will be negotiated with the City.
- Field verification of proposed improvements is excluded from our scope of work.

## SCHEDULE


We anticipate a 6-month duration (November 14, 2024, through April 25, 2025) to complete the above-mentioned scope of work items. This is on the basis that the City will adhere to the said review milestones..

- Notice To Proceed – November 15, 2024
- Receive GIS Files, As-Builts, Topographic Files from the City – December 20, 2024
- 60% submittal – Plans, Specifications, & Estimate – February 14, 2025
- Review comments (one round only) from the City – March 14, 2025
- 100% submittal Plans, Specifications, & Estimate – April 25, 2025

## FEE ESTIMATE

KOA Corporation will perform the above specified scope of work at a Lump Sum fee of **\$75,489**. The optional service can be performed at a Lump Sum fee of **\$4,500**. Note that the budget for the optional service is limited to what is shown in the fee schedule. Any effort made beyond the allocated budget will require an amendment. The combined total of the base services and optional tasks is **\$79,989**. The proposal is valid for 30 days and any individual tasks that are not authorized within 30 days of the date of this proposal are also subject to fee adjustments.

**FEE PROPOSAL**  
**CITY OF LAKE ELSINORE**  
**RRFB DESIGN AT 9 LOCATIONS**

 A LOCHNER COMPANY  DELIVERABLES	KOA						KOA TOTAL
	Principal II	Project Manager II	Engineer Associate II	Project Services Coordinator II	Total Hours	Other Direct Costs	
Hourly Rates (Fully Burdened)	\$378.00	\$263.00	\$168.00	\$126.00			
<b>BASE SERVICES</b>							
<b>TASK 1: PROJECT MANAGEMENT</b>							
Kick-off Meeting	1	2			3		\$904.00
Design Submittal Meetings (up to 2)	2	4			6		\$1,808.00
General Project Management	4	14		8	26		\$6,202.00
<b>SUBTOTAL TASK 1</b>	<b>7</b>	<b>20</b>		<b>8</b>	<b>35</b>		<b>\$8,914.00</b>
<b>TASK 2: PRELIMINARY ENGINEERING</b>							
Records Research			4		4		\$672.00
Utility Research, Notifications, and Mapping		4	24		28	\$100.00	\$5,184.00
Field Review & Site Evaluation		16	16	16	48	\$225.00	\$9,137.00
Base Map Preparation (Based on GIS files provided by the City)		8	32	16	56		\$9,496.00
<b>SUBTOTAL TASK 2</b>		<b>28</b>	<b>76</b>	<b>32</b>	<b>136</b>	<b>\$325.00</b>	<b>\$24,489.00</b>
<b>TASK 3: FINAL DESIGN</b>							
<b>60% Submittal</b>							
Design Plans (Up to a total of 10 Sheets - 1 Title Sheet & 9 Plan Sheets)	4	8	95		107		\$19,576.00
Specifications	3	16			19		\$5,342.00
Cost Estimates	2	4	8		14		\$3,152.00
<b>100% Submittal</b>							
Design Plans (Up to a total of 10 Sheets - 1 Title Sheet & 9 Plan Sheets)	2	4	40		46		\$8,528.00
Specifications	2	12			14		\$3,912.00
Cost Estimates	1	2	4		7		\$1,576.00
<b>SUBTOTAL TASK 3</b>	<b>14</b>	<b>46</b>	<b>147</b>		<b>207</b>		<b>\$42,086.00</b>
<b>GRAND TOTAL - BASE SERVICES (TASK 1+2+3)</b>	<b>21</b>	<b>94</b>	<b>223</b>	<b>40</b>	<b>378</b>	<b>\$325.00</b>	<b>\$75,489.00</b>

<b>TASK 4: CONSTRUCTION SUPPORT (OPTIONAL TASK)</b>							
<i>Note: Budget is limited to what is shown in this fee schedule.</i>							
Bid & Construction Support		12			12		\$3,156.00
Record Drawings/As-Built			8		8		\$1,344.00
<b>GRAND TOTAL - OPTIONAL SERVICE (TASK 4)</b>		<b>12</b>	<b>8</b>		<b>20</b>		<b>\$4,500.00</b>

Revised 10/21/2024

## AUTHORIZATION

A professional service agreement shall be prepared and executed prior to work.

Sincerely,  
KOA | A Lochner Company

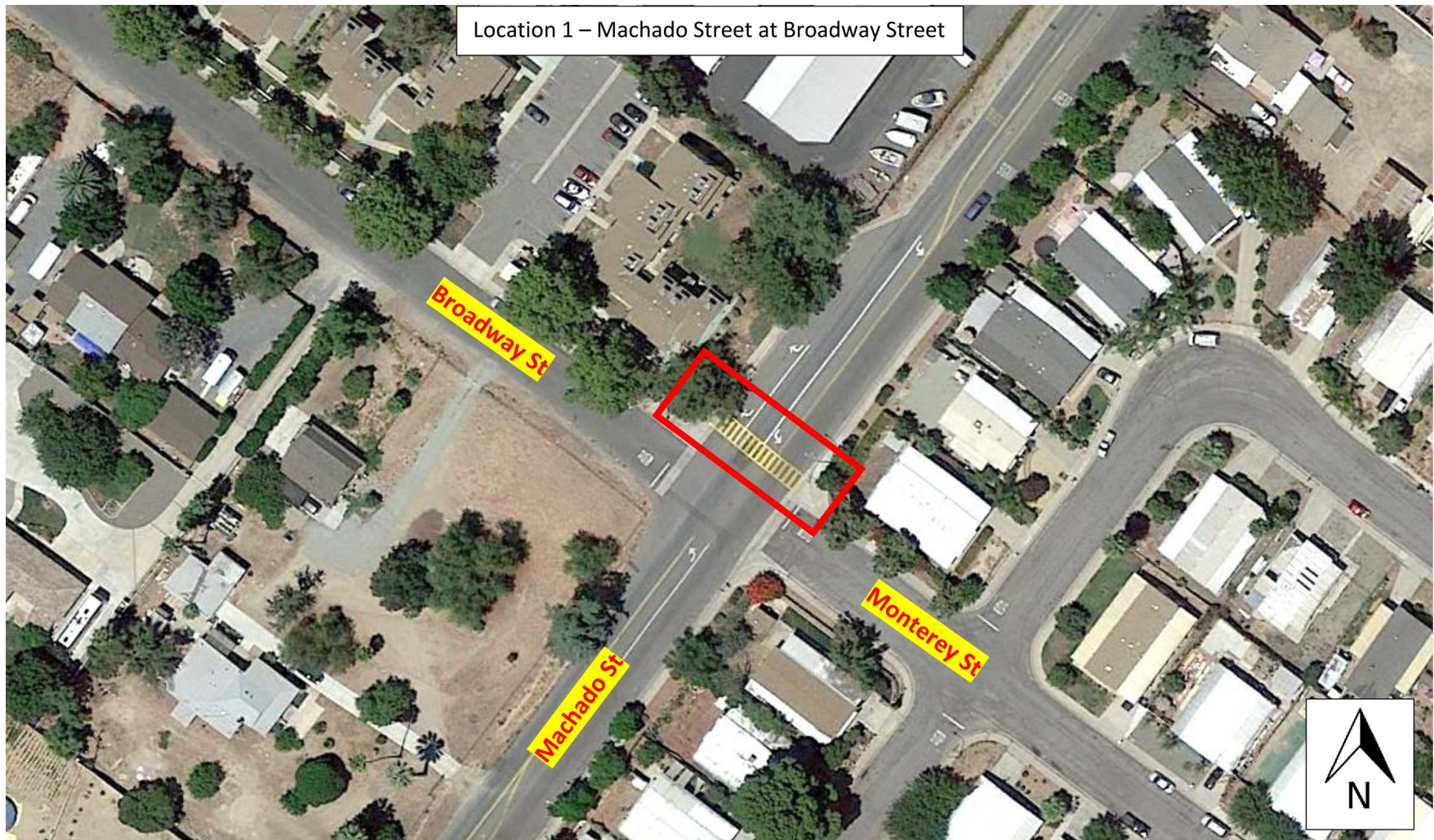


Giuseppe Canzonieri, PE  
Principal | Director of Engineering

ATTACHMENT – A  
(Exhibits for 9 Locations)

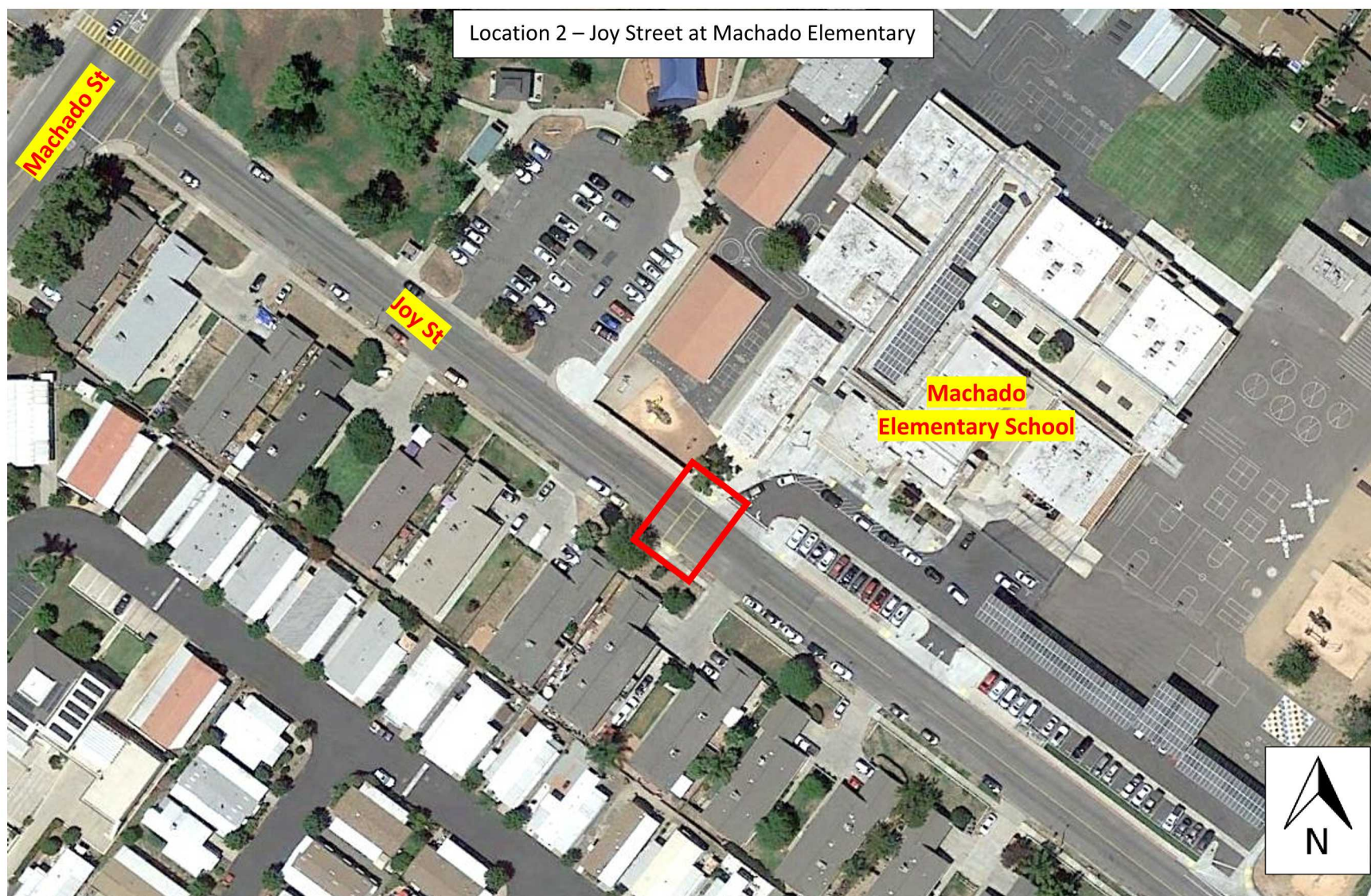


HSIP Cycle 11 Application (08-Lake Elsinore-2) – Project Plans



Upgrade Existing Crosswalk by Installing Rectangular Rapid Flashing Beacon (RRFB) Signs  
& Advanced Yield Line Pavement Markings and Signs

HSIP Cycle 11 Application (08-Lake Elsinore-2) – Project Plans



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