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March 2, 2023

Mr. Remon Habib, PE
City Engineer
CITY OF LAKE ELSINORE
130 South Main Street
Lake Elsinore, CA 92530

**RE: Proposal to Prepare Improvement Plans for the Intersection of
Riverside Drive (SR74) and Gunnerson Street/Strickland Avenue in
the City of Lake Elsinore**

Dear Remon:

Albert A. WEBB Associates is pleased to provide this proposal to prepare improvement plans for the intersection of SR74 and Gunnerson Street for the City of Lake Elsinore. Exhibit "A" contains our proposed scope of work. Exhibit "B" contains compensation for scope of work.

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,
Albert A. Webb Associates



Nick Lowe, MS / PE
Deputy Director, Traffic & Transportation

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

Exhibit “A” – Scope of Services

Task 1 – Traffic Signal Warrant Analysis

- WEBB will obtain traffic study(ies) from recent development projects in the City and determine if the intersection of Riverside Drive (SR74) and Gunnerson Street meets CA-MUTCD traffic signal warrants.
- WEBB will use traffic volumes from the study(ies) and incorporate them into the CA-MUTCD traffic signal warrant worksheets and charts to determine if any of the 9 signal warrants are met.
- WEBB will prepare a memo outlining the project, methodology, results, and recommendations for the signal warrant analysis. Note that meeting one or more traffic signal warrants does not, by itself, necessitate the installation of a traffic signal.

Task 2 – Field Survey and Base Map

Records Research

- Obtain record maps, ties, corner records, deeds and other documents pertaining to the establishment of the adjacent right-of-way along the Riverside Drive (SR74) and Gunnerson Street for the limits shown in red in Figure 1.
- Obtain and furnish four (4) Title Reports from a title company for Assessor Parcel Numbers 377-360-024, 375-021-015, 378-147-014, & 378-146-001, each corner property at the intersection of Riverside Drive (SR74) and Gunnerson Street.

Survey Control

- Field locate and survey street centerline monuments and benchmarks, and establish survey control for the project.
- Horizontal control datum and basis of bearings shall be based on the California State Plane
- Coordinate System, CCS 83, Zone 6.
- Local benchmarks shall be utilized for vertical control, with the benchmark stated on the drawings. The vertical datum shall be based on the North America Vertical Datum of 1988.

Field Topographic Survey

- Perform a field topographic survey of project limits shown in red in Figure 1 to obtain existing locations and elevations of existing edge of pavement, crown line, striping/pavement markings, traffic signs, utility appurtenances (water meters, valves, fire hydrants, blow-offs, air valves, overhead utility lines, etc.) and as directed by the engineer/design team.
- Provide a topographic survey of the affected project areas with one-foot contours.
- Prepare digital topographic surface (Civil 3D Surface) utilizing the topographic survey data and provide to design team for reference and use in design.
- Prepare digital CAD file (XP file) utilizing the 2D line work obtained from the filed survey for planimetric features and provide to design team for reference and use in design.

Alignment Survey/Base Map

- Utilizing the title reports obtained together with the record documents obtained and field survey data, prepare a base map delineating existing public right-of-way, property lines, easements, and survey monuments. Documents used to establish property/right-of-way lines will be noted.
- The base map will be provided to the design team for use in project design.
- Prepare digital CAD file (PB file) utilizing the 2D line work for street centerlines, right-of-way, property lines, and easements, and provide to design team for reference and use in design.

Title Reports (Allowance)

- An allowance has been included in the budget to obtain and furnish up to four (4) Title Reports from a title company on Assessor Parcel Numbers 377-360-024, 375-021-015, 378-147-014, &

378-146-001, each corner property at the intersection of Riverside Drive (SR74) and Gunnerson Street. Title reports will be used to verify legal ownership, legal description of the property, right-of-way or easement dedications not reflected on record maps, and other easements/encumbrances on the property that may impact the project.

Deliverables: Base sheet with field topo will be used for Street Plan preparations and will be included as part of the 60% project submittal to the city.

Task 3 - Utility Research and Coordination

- WEBB will conduct existing utility research for all utilities within the project limits to identify, locate, and accurately layout all underground improvements. WEBB will identify all utilities that could potentially conflict with the planned project and determine special requirements for facilities including protection, relocation, and adjust to grade as needed. WEBB will coordinate with the utility companies to schedule the adjustment of the utilities prior to the start of construction.
- WEBB will determine which utility is to receive notification, address the utility notification letters, and provide the city with a copy of the letters. The city will print the letters on City letterhead and provide them to WEBB. WEBB will email letters to respective utility agencies. WEBB will prepare letters comprised of first utility notice letter (Preliminary Project Notice) with response form, second utility notice letter (Prepare to Relocate) with response form, and third utility notice letter (Notice to Relocate). WEBB will call the utility companies, as necessary, until a written response form is received from each potentially conflicting utility.
- WEBB will coordinate with SCE for the source and location of power for the traffic signal. The city will provide WEBB with the address for the meter cabinet when the location is known. WEBB will prepare paperwork necessary with the utility agency for electrical power. The city will provide WEBB with signed forms for submittal. WEBB will prepare CAD files to SCE format per their requirement.

Deliverables: Utility information will be used for Street Plan preparations and will be included as part of the 60% project submittal to the city.

Task 4 – Utility Potholing

- WEBB will prepare a potholing exhibit to pothole for up to ten (10) locations at the intersection of Riverside Drive and Gunnerson Street.
- Potholes shall be slot trench or cross trench style up to 6' deep, 6' long, and 6" wide to find potential utilities in the vicinity of proposed pole locations. This method of potholing is meant to uncover shallow dry utilities that are usually not constructed per an engineered plan. Larger and deeper utilities, such as sewer and storm drains, are more accurately constructed per plan and are generally within the pavement. Therefore, deeper potholing of those utilities is not recommended at this time.
- WEBB's subconsultant will pothole each location, take photos, take measurements, and prepare a potholing report summarizing the findings.
- WEBB will stake/mark with paint preliminary pole locations provided by the design team for pothole locations, to be performed by utility locating contractor.
- After potholing is complete, field survey crews will obtain horizontal location and elevation of pothole underground utility marking data (marked by pothole contractor) and used for reference in determining utility elevations. (Budget does not include stand-by time)
- Provide exhibit and/or points in CAD depicting pothole number, location, elevation, and horizontal coordinates as applicable.
- WEBB will adjust the street and signal plans as needed per the results of the potholing.

Task 5 – Plans, Specifications, and Engineer’s Estimate (PS&E)

WEBB will prepare street improvement plans, signing & striping plans, traffic signal plans, and necessary construction details to facilitate the construction of new traffic signal at Riverside Drive and Gunnerson Street.

It is currently unknown if Caltrans will require curb ramps, sidewalk, bike lanes, and other widening improvements. Webb will meet with Caltrans in a pre-screening meeting to discuss the project and determine what their exact street improvement and traffic requirements will be.

Street Improvement Plans

Street Improvement Plans may include the following:

- Title Sheet
- General Notes Sheet
- Typical Section Sheet
- Construction Details
- Plan and Profile
- Utility Relocation and Adjustment Plan

Existing surface improvements, driveway approaches, sewer manhole, water valve and gas valve lids, electrical vaults, air vac, and other details that could be affected by the new construction will be shown in a half tone or dashed background format to distinguish them from the new improvements proposed for the project. New improvements may include: sidewalks, ADA ramps, AC pavement, concrete pavement, guardrail, all facility or structure adjustments to be performed by the contractor (including water valves, gas valves, sewer manholes, telephone manholes, electrical manholes, etc.), all relocations, all reconstructions or modifications shall be shown in full tone or highlighted with appropriate construction note, detail reference or standard plan reference identified. Also, curb ramps within the project limits shall comply with the latest ADA standards as needed. Construction notes should be arranged such that the first notes are 'protect in place' followed with 'removal' notes and ending with the actual work. Notes of like work should be grouped together.

Signing and Striping Plans

Signing and Striping plans to be designed at 1"=40' scale. All signs and striping to be per latest version of CA-MUTCD and Caltrans standard plans unless otherwise noted. General call outs for the type of striping to be used as well as graphical placement of the striping with specific and critical radii will be shown.

Signing & striping plans will show existing street striping, street legends, crosswalks, sign legends, and all other ancillary street markings and signing that may exist or be required to complete the street improvements. The signing notes, painted striping notes, painted marking, and pavement marking notes are to be grouped together.

Traffic Signal Plans

The city will review a recent Traffic Impact Analysis that analyzed the intersection to determine if the project will trigger a signal warrant at the intersection. A traffic signal warrant is expected to be a part of that Traffic Impact Analysis and no additional analysis is expected in this scope. The signal warrant will be used to coordinate with Caltrans about the need for a signal.

The final design will include but is not limited to new signal controller and cabinet, video and radar detection, emergency vehicle pre-emption, battery back-up, ultimate sizing of traffic signal poles and arms, pedestrian push buttons, adequate storage for turn lanes, and any other improvements to signalize the intersection. Traffic signal design shall be ADA compliant which includes but is not limited to access ramps if required, pedestrian push buttons (PPB), landings adjacent to the PPB, etc. Traffic signal plan to be designed at 1"=20' scale.

WEBB will measure the height of the existing overhead utility lines and pothole for a traffic signal and safety lighting clearance of utilities. The plans shall clearly show the horizontal location of overhead and underground utilities that are near the proposed improvements.

Traffic Control Plans

WEBB will not prepare traffic control plans for construction as part of this scope. It is expected that the contractor will handle the preparation and implementation of traffic control plans as a Caltrans double-permit.

Project Specifications, Bid Documents, Cost Estimate, Construction Assistance

WEBB will prepare the project specifications per Caltrans requirements. It is assumed that the Caltrans Standard Specifications will be used for the project with minor adjustments as needed and as required by Caltrans.

The City will provide WEBB with its boilerplate bid documents in Microsoft Word format. The Specifications shall be signed by a WEBB civil engineer registered in the state of California when they are complete and ready for bid for construction of the improvements.

WEBB will provide a construction quantity and cost estimate with each submittal of plans. The unit costs shall be based upon the most current cost information for recent similar projects in the area compiled by WEBB and approved by the City.

The estimated items of work with quantities shall include, but not be limited to itemizing all removals, clearing, and grubbing, relocations, PCC sidewalk, AC pavement, curb ramps, guardrail, utility relocations, signing & striping, signs, and traffic signal, among others. The estimated items of work with quantities shall be arranged in chronological order of construction and shall contain all the information needed to prepare the Engineer's Estimate of Costs.

WEBB will provide assistance during construction bidding as well as provide construction assistance services including review of equipment submittals and responding to RFIs.

Deliverables: 60% plans, 90% plans, cost estimate, and specifications, 100% plans, cost estimate, and specifications

Task 6 – Caltrans submittal and Coordination

Design Standard Decision Document

- WEBB will prepare a Design Standard Decision Document (DSDD) for traffic signal and power poles to be located within 20' of the edge of the travel lane, slope grade, shoulder width, and any other non-standard items in the design.
- Revise the DSDD per Caltrans review comments
- Update exhibits as needed for DSDD
- Provide coordination, attend meetings and participate in phone calls as required to obtain the final approval of the DSDD

Caltrans Encroachment Permit

- Prepare a letter for the client to authorize Webb Associates to process the Caltrans Encroachment Permit.
- Fill out and submit the Encroachment Permit, Plans, Specifications, and Cost Estimate per Caltrans requirements.
- Meet with Caltrans to review and resolve comments (2 meetings).
- Process Caltrans Encroachment permit.

Deliverables: Approved Caltrans DSDD document, approved Caltrans encroachment permit

Task 7 – Project Management, Meetings and Schedule

WEBB will schedule and attend meetings in the planning phase as follows:

- a. Kick-off meeting
- b. Project Development Team (PDT) Meetings – monthly or as needed
- c. City Council Meeting, if required
- d. Other meetings as necessary such as, but not limited to agencies, property owners, field reviews, utilities, and such.

WEBB will schedule, chair, and prepare meeting agendas and minutes for all meetings. WEBB will develop the schedule utilizing Microsoft Project. The schedule shall be provided to the City in digital form. An updated schedule is to be distributed during the PDT Meetings. The project schedule will be divided into tasks and subtasks in full detail including, but not limited to utility relocation (if needed), City function timeline, critical path, and other outside sources such as agencies or utilities.

Task 8 – HSIP Cycle 12 Application

- WEBB will prepare an HSIP Cycle 12 application for the signalization of the intersection. Due to the HSIP requirements for new traffic signals, it is assumed that the intersection will meet traffic signal warrants by the time the application is prepared.
- WEBB will collect collision data for the most recent 5 years for the intersection from the CHP SWITRS database. WEBB will sort through the data to isolate qualifying collisions at the intersection.
- WEBB will prepare the HSIP Cycle 12 application along with all necessary exhibits, writeups, and tables. It is assumed that the HSIP Cycle 12 application will not be substantially different from previous HSIP Cycles.
- WEBB will submit the draft application to the City for review and comment at least 1 week prior to the submittal date.
- WEBB's goal is to submit the completed application to Caltrans one day prior to the deadline.

Exclusions: This scope and budget does not include traffic counts, traffic studies, geotechnical work, hydrology work, landscape design, environmental studies and documentation, or other items not stated in the above scope of work.

Exhibit “B” – Compensation for Scope of Services

Services described in our Scope of Work (Exhibit “A”) shall be provided on an hourly basis not to exceed **\$136,601.00**. Charges for services will be billed monthly in accordance with the attached fee schedule.

Item	Description	Nicholas Lowe	Myung Choo	Eugene Abrego	Nazar Ayoub	Son Le	Joy Saliman	Doborah Saulina	Michael Johnson	Andres Lopez	Jordan Moretti	Perry Chief/2-Person Survey Crew	Jon Ros	Any Charon	Total Hours	Subtotal - Labor	Sub-consultant budget	Expenses	Total/task ¹
	Billout Rate	\$ 252	\$ 252	\$ 231	\$ 155	\$ 176	\$ 155	\$ 123	\$ 252	\$ 203	\$ 139	\$ 276	\$ 214	\$ 104					
Task 1 - Signal Warrant Analysis		3				19		2							24	\$ 4,346	\$ -	\$ -	\$ 4,346
1.1 Review Existing Studies		1				3		1							5	\$ 903	\$ -	\$ -	\$ 903
1.2 Warrant Analysis and Memo		2				16		1							19	\$ 3,443	\$ -	\$ -	\$ 3,443
Task 2 - Field Survey and Base Map		1						2	7	6	3	16	21	5	61	\$ 13,327	\$ -	\$ 301	\$ 13,628
1.1 Field Topo		1						2	7	6	3	16	21	5	61	\$ 13,327	\$ -	\$ 301	\$ 13,628
1.2 Research and Base Map									7	4			21	5	37	\$ 7,590	\$ -	\$ -	\$ 7,590
Task 3 - Utility Research and Coordination							8	40							48	\$ 6,160	\$ -	\$ -	\$ 6,160
2.1 Utility Research and notification Letters								24							24	\$ 2,952	\$ -	\$ -	\$ 2,952
2.2 Utility Coordination and Utility Mapping								16							16	\$ 1,968	\$ -	\$ -	\$ 1,968
2.3 SCE CAD Format							8								8	\$ 1,240	\$ -	\$ -	\$ 1,240
Task 4 - Utility Potholing		1				4	2	2		3	4	8			24	\$ 4,885	\$17,250	\$ -	\$ 22,135
3.1 Potholing Exhibit		1				2	2	1							3	\$ 604	\$ -	\$ -	\$ 604
3.2 Potholing						2	2	1							5	\$ 785	\$17,250	\$ -	\$ 18,035
3.3 Survey Pothole Locations								1		3	4	8			16	\$ 3,496	\$ -	\$ -	\$ 3,496
Task 5 - Plans, Specifications, and Engineer's Estimate (PS&E)		12	32	8	40	138	76	13							319	\$ 56,803	\$ -	\$ -	\$ 56,803
4.1 Street Improvement Plans			20	8	40		60								128	\$ 22,388	\$ -	\$ -	\$ 22,388
4.2 Signing & Striping Plans			2			32		1							35	\$ 6,259	\$ -	\$ -	\$ 6,259
4.3 Traffic Signal Plans		8	4			88		2							102	\$ 18,758	\$ -	\$ -	\$ 18,758
4.4 Specifications Bid Documents, & Construction Assistance		4	4			12	12	8							40	\$ 6,972	\$ -	\$ -	\$ 6,972
4.5 Cost Estimate			2			6	4	2							14	\$ 2,426	\$ -	\$ -	\$ 2,426
Task 6 - Caltrans Submittal and Coordination		24				50		21							95	\$ 17,431	\$ -	\$ -	\$ 17,431
5.1 Prepare DSDD		16				48		8							72	\$ 13,464	\$ -	\$ -	\$ 13,464
5.2 Application and Submittal Packets		2				2		3							7	\$ 1,225	\$ -	\$ -	\$ 1,225
5.3 Process		2						6							8	\$ 1,242	\$ -	\$ -	\$ 1,242
5.4 Caltrans Meetings and Coordination		4						4							8	\$ 1,500	\$ -	\$ -	\$ 1,500
Task 7 - Project Management, Meetings and Schedule		14		4				6							24	\$ 5,190	\$ -	\$ -	\$ 5,190
6.1 Project Management		8						4							12	\$ 2,508	\$ -	\$ -	\$ 2,508
6.2 Kick-off Meeting and PDT Monthly Meetings		4		4											8	\$ 1,932	\$ -	\$ -	\$ 1,932
6.3 Project Schedule		2						2							4	\$ 750	\$ -	\$ -	\$ 750
Task 8 - HSIP Cycle 12 Application		6				45		12							63	\$ 10,908	\$ -	\$ -	\$ 10,908
7.1 Gather and Process Collision Data						1		4							5	\$ 668	\$ -	\$ -	\$ 668
7.2 Exhibits and Tables		2				12		4							18	\$ 3,108	\$ -	\$ -	\$ 3,108
7.3 HSIP Application		4				32		4							40	\$ 7,132	\$ -	\$ -	\$ 7,132
Total		60	33	12	40	256	86	98	7	9	7	24	21	5	658	\$119,050	\$17,250	\$ 301	\$136,601

1. Rounded to the nearest \$1.

Charges for printing services, photocopying, mileage, telephone tolls, postage, outside services, subsistence, electronic distance measuring equipment and for coordination, or other services not specifically listed in Exhibits "A" or "B", will be provided on a time and material basis, in addition to the contract amounts shown above, in accordance with our current Schedule of Fees. **Plan review and/or project filing fees are not included in this contract and shall be paid by the client directly to the appropriate governmental agency.**

All invoices shall be due and payable upon receipt. If invoices remain unpaid after 30 days, the consultant shall cease work on the project, and interest of 1.5% per month on unpaid balances shall be charged.