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March 8, 2023  
Revised March 22, 2023

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

**RE: Proposal to Prepare Transportation Impact Fee (TIF) Study for the  
City of Lake Elsinore**

Dear Remon:

Albert A. WEBB Associates is pleased to provide this proposal to prepare Transportation Impact Fee (TIF) study for the City of Lake Elsinore. Exhibit "A" contains our proposed scope of work. Exhibit "B" contains compensation for scope of work. Exhibit "C" contains a preliminary schedule for the preparation of the study.

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 "C" – Preliminary Schedule

## EXHIBIT “A”: SCOPE OF SERVICES

### 1. Meetings and Coordination (T&M)

WEBB will conduct Project Team meetings centered on key project milestones (assumes 5 meetings, including the Project Kick-Off), including the following items:

- Inviting and including all necessary participants,
- Preparing and distributing the meeting agenda and minutes, and
- Summarizing actions to be taken before the next meeting.

### 2. Collect Inventory

We will inventory the existing General Plan roadway network using the latest aerial photos from Nearmap and Google Earth. We will perform field reviews (2) if needed to confirm status of projects under construction or recently completed. We will collect inventory of the following items:

- Roadway segment number of lanes
- Intersection number of lanes
- Intersection control (stop sign, traffic signal)
- Sidewalk and Trails
- Bike lanes (including type)
- Median (including type)
- Streetlights
- Transit routes and facilities

We will review WRCOG’s TUMF Nexus study and list the improvements identified in the study. The City will provide a list of planned and funded projects in the City’s Capital Improvement Program (CIP). The City will provide a list of private development project which are planning to construct improvements in the near future.

We will prepare a city-wide map of roadway facilities showing locations that are being proposed to be included in the TIF program. We will submit it to the City and meet with staff to determine if there are any facilities or improvements that should be added or removed from the program.

We will use the latest aerial photos from Nearmap and Google Earth to determine the vacant land. We will perform field reviews (2) if needed to confirm projects’ status. We will review the City’s General Plan Land Use map to determine proposed land use of vacant land parcels. The City will provide a list of approved projects which are not constructed. We will create a list of approved and future land uses by type, area, and quantity.

### 3. Proposed Improvements

We will review City’s General Plan and General Plan EIR and create a list of roadway classifications, ultimate number of lanes, medians, sidewalks, trails, bike lanes, and traffic control. We will develop lists of existing infrastructure, facilities included in TUMF, and facilities included in the City’s CIP, and proposed projects by private developers. We will create a list of improvements to be included in the City’s Traffic Impact Fee Program.

Based on the list of improvements, we will develop a preliminary engineer's cost estimate for the proposed improvements, including hard construction costs and soft costs like planning, environmental, engineering, and construction support services. We will use current WRCOG's TUMF unit costs where reasonable and soft cost assumptions to determine the cost estimate. If latest TUMF unit costs are not reasonable, we will prepare separate cost estimates for each type of facility based on recent project bid results. We will coordinate with the City on the cost estimate to ensure there are no significant surprises in the future.

#### **4. Establish Trip Generation and Fair Share Proportions**

Using the latest Institute of Engineers (ITE) *Trip Generation Manual*, approved development studies, and any relevant regional studies, WEBB will calculate expected weekday daily traffic volumes for future, planned, and approved projects in the City, per their expected land use(s).

We will determine the fair share contribution basis for proposed improvements cost for each project by their total daily traffic volumes. Fair share contributions will be calculated based on project size and the total improvement cost estimate described above. Project contributions will be summarized in a table showing the amount per square foot, per dwelling unit, or other standard measurement unit.

#### **5. Nexus Study**

WEBB will prepare and provide a Study Report that provides the nexus between improvement costs, fee recommendations, and new development within the City. The report will include the following:

- Methodology for developing the cost estimate, traffic volumes, and fee recommendations,
- Proposed traffic and transportation improvements and their estimated cost,
- Existing fee programs within the study area, which may apply to new developments,
- Daily traffic volume calculations for planned and proposed projects,
- Fair share contribution calculations, and
- Recommended improvement fees.

#### **6. Presentation of Material (T&M)**

WEBB will present the TIF findings to the City and stakeholders, and others as directed.

## 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 **\$155,730.00** as shown below. Charges for services will be billed monthly in accordance with the attached fee schedule.

Item	Description	Dilesh Sheth	Nicholas Lowe	Myung Choo	Kawai Mang	Sara Sadeghi	Deborah Saulina	Total Hours	Subtotal - Labor	Total/task <sup>1</sup>
	<b>Billout Rate</b>	\$ 273	\$ 252	\$ 252	\$ 176	\$ 176	\$ 123			
	<b>Task 1 - Meetings and Coordination</b>	<b>5</b>	<b>20</b>		<b>10</b>		<b>10</b>	<b>45</b>	<b>\$ 9,395</b>	<b>\$ 9,400</b>
	1.1 Project Meetings (5)		10		10			20	\$ 4,280	\$ 4,280
	1.2 Scheduling and Project Management	5	10				10	25	\$ 5,115	\$ 5,120
	<b>Task 2 - Collect Inventory</b>		<b>20</b>		<b>92</b>	<b>92</b>	<b>104</b>	<b>308</b>	<b>\$ 50,216</b>	<b>\$ 50,220</b>
	2.1 Facility Inventory		16		60		40	116	\$ 19,512	\$ 19,510
	2.2 Vacant Land Inventory		4			60	40	104	\$ 16,488	\$ 16,490
	2.3 Prepare Maps and Tables				32	32	24	88	\$ 14,216	\$ 14,220
	<b>Task 3 - Proposed Improvements</b>	<b>12</b>	<b>32</b>	<b>24</b>	<b>64</b>	<b>64</b>		<b>196</b>	<b>\$ 39,916</b>	<b>\$ 39,920</b>
	3.1 List of Improvements	8	24	8	40	40		120	\$ 24,328	\$ 24,330
	3.2 Cost Estimates	4	8	16	24	24		76	\$ 15,588	\$ 15,590
	<b>Task 4 - Trip Generation and Fair Share</b>	<b>4</b>	<b>16</b>	<b>32</b>	<b>60</b>	<b>20</b>		<b>132</b>	<b>\$ 27,268</b>	<b>\$ 27,270</b>
	4.1 Trip Generation of Vacant Parcels		8	8	40			56	\$ 11,072	\$ 11,070
	4.2 Fair Share Calculations	4	8	24	20	20		76	\$ 16,196	\$ 16,200
	<b>Task 5 - Nexus Study</b>	<b>4</b>	<b>16</b>	<b>16</b>	<b>40</b>	<b>40</b>	<b>8</b>	<b>124</b>	<b>\$ 24,220</b>	<b>\$ 24,220</b>
	5.1 Preparation of Study	4	16	16	40	40	8	124	\$ 24,220	\$ 24,220
	<b>Task 6 - Presentation of Material</b>	<b>6</b>	<b>6</b>		<b>6</b>		<b>4</b>	<b>22</b>	<b>\$ 4,698</b>	<b>\$ 4,700</b>
	6.1 Public Meetings	6	6		6		4	22	\$ 4,698	\$ 4,700
	<b>Total</b>	<b>31</b>	<b>110</b>	<b>72</b>	<b>272</b>	<b>216</b>	<b>126</b>	<b>827</b>	<b>\$155,713</b>	<b>\$155,730</b>

1. Rounded to the nearest \$10.

## **EXHIBIT “C”: PRELIMINARY SCHEDULE**

Webb’s preliminary schedule to conduct the study is below. It is understood that there may be potential upcoming changes in the City’s General Plan land use and/or circulation element which can alter the schedule significantly, but Webb will work with the City to continue progress on the study throughout.

- Project Kickoff Meeting – May 1, 2023
- Inventory Collection – June 16
- Proposed Improvements – July 14
- Cost Estimate – August 4
- Trip Generation – August 18
- Fee Calculations – September 8
- Nexus Study (Draft) – October 6
- City Review – October 27
- Nexus Study (Final) – November 17
- Public Meetings and Project Closeout – February 2024