



May 2, 2023

Yu Tagai  
Senior Civil Engineer  
130 South Main Street  
Lake Elsinore, CA 92530

**RE: Lake Elsinore – Utility Underground Project Proposal to provide Dry Utility Coordination / Electrical Engineering**

Dear Mr. Tagai,

Monument is pleased to present the City of Lake Elsinore with this proposal to provide dry utility coordination and electrical engineering design in connection with the City's Undergrounding Project. This includes collecting as-builts from 8 utility owners within the project limits, and preparation of 20 individual electrical plans. Our firm looks forward to serving the City and is committed to providing the professional services required to complete the project.

**PROJECT UNDERSTANDING:**

The City of Lake Elsinore is preparing to underground all aerial utility facilities within the alleys behind City Hall. Most of the buildings and homes within the project have overhead service drops (both electrical and communication) that will be required to be fed from underground. A couple of streetlights will also need to be underground fed as well as new electrical plans for each building being impacted.

**SCOPE OF WORK:**

**Dry Utility Coordination**

- Identify utility owners within the project limits
- Prepare introductory request for as-builts notices
- Obtain as-builts from 8 utility companies
- Act as primary point of contact with the utility owners identified on the utility plans.
- Coordinate and plan meetings amongst the City, electrical engineer and utility companies as needed to discuss the project design, conflicts, relocation alternative and a plan to resolve the conflict (estimate 20 meetings)
- Review and verify with City engineer which facilities are considered in conflict
- Coordinate with City engineer for the preparation of the conflict matrix and conflict exhibits needed for each utility company whose facilities are in conflict
- Prepare and send relocation claim letter to utility owners (estimate 5 letters)
- Obtain relocation plans from utility owners
- Draft and issue Notice To Owner to relocate (estimate 5 notices)

**Proposed Electrical Design for 20 Individual Services**

- Assess existing site condition
- Prepare load calculations based on material list
- Prepare load schedule based NEC code
- Provide a single line diagram
- Prepare all electrical sets for permit and construction
- Design according to NEC code
- Design new service panel cut sheet and EUSERC
- Coordinate through Building and Safety approvals

**Optional - Construction Support**

- Support GC / City with construction activities as needed
- Assist with RFI's requested by City and awarded bidder

**PROPOSED FEE:**

Monument proposes to perform the requested utility consulting services described herein on an hourly basis (time and materials) for a not-to-exceed fee of **\$88,000** (without optional Construction Support) which will be billed monthly.

Scope Description			Fee
Dry Utility Coordination			\$22,000
Proposed Electrical Design for 20 Individual Services			\$66,000
<b>Total</b>			<b>\$88,000</b>
*Optional – Construction Support			\$15,500

Monument appreciates the opportunity to be of service to the City of Lake Elsinore. We are committed to delivering the best service possible. Please don't hesitate to contact me at (714) 348-1569 or [cbibolet@monumentrow.com](mailto:cbibolet@monumentrow.com) with any questions.

Sincerely,



Curtis Bibolet, SR/WA, R/W-AMC  
Utility Manager