

15) **Professional Services Agreement with Wilson-Mikami Corporation for On-Call Engineering Services**

Approve and authorize the City Manager to execute an agreement with Wilson Mikami Corporation in an amount not to exceed \$100,000 annually for On-Call Engineering Services in such final form as approved by the City Attorney.



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Remon Habib, City Engineer

**Date:** October 22, 2024

**Subject:** Professional Services Agreement with Wilson-Mikami Corporation for On-Call Engineering Services

### **Recommendation**

Approve and authorize the City Manager to execute an agreement with Wilson Mikami Corporation in an amount not to exceed \$100,000 annually for On-Call Engineering Services in such final form as approved by the City Attorney.

### **Background**

Currently, the City does not have dedicated staff or civil design engineers, but it utilizes contract engineering services for CIP projects. With the continued increase in CIP projects and miscellaneous design tasks, additional engineering support services are needed. In the last year, Wilson Mikami Corporation (Wilson Mikami) has supported the City with the Engineering Standards Update, Lakeshore Drive Sidewalk Project, and other support tasks. Wilson Mikami also has extensive experience as a prime consultant for land development projects.

### **Discussion**

Wilson Mikami will provide engineering services such as general civil engineering design, general engineering consulting, drainage consulting and design, property assessment and uses, land surveying and property search, and support with plan checking related to Capital Projects or Land Development. Wilson Mikami will provide the much-needed support for general engineering services.

### **Fiscal Impact**

The cost of services is estimated at \$100,000 per annum. A combination of Fiscal Year 2024-2025 CIP project budgets, developer deposits, and Gas Tax funds will support the engineering services provided.

**Attachments**

Attachment 1 - Professional Services Agreement with Wilson Mikami  
Exhibit A - Scope & Fee



## **AGREEMENT FOR PROFESSIONAL SERVICES**

***Wilson Mikami Corporation***

***On Call Engineering Services***

This Agreement for Professional Services (the "Agreement") is made and entered into as of October 22, 2024, by and between the City of Lake Elsinore, a municipal corporation ("City") and Wilson Mikami Corporation, a corporation ("Consultant").

### **RECITALS**

A. The City has determined that it requires the following professional services:

General civil engineering consulting and design, capital improvement program engineering support

B. Consultant has submitted to City a proposal, dated October 14, 2024, attached hereto as Exhibit A ("Consultant's Proposal") and incorporated herein, to provide professional services to City pursuant to the terms of this Agreement.

C. Consultant possesses the skill, experience, ability, background, certification and knowledge to perform the services described in this Agreement on the terms and conditions described herein.

D. City desires to retain Consultant to perform the services as provided herein and Consultant desires to provide such professional services as set forth in this Agreement.

### **AGREEMENT**

1. Scope of Services. Consultant shall perform the services described in Consultant's Proposal (Exhibit A). Consultant shall provide such services at the time, place, and in the manner specified in Consultant's Proposal, subject to the direction of the City through its staff that it may provide from time to time.

2. Time of Performance.

a. Time of Essence. Time is of the essence in the performance of this Agreement. The time for completion of the professional services to be performed by Consultant is an essential condition of this Agreement. Consultant shall prosecute regularly and diligently the professional services contemplated pursuant to this Agreement according to the agreed upon performance schedule in Consultant's Proposal (Exhibit A).

b. Performance Schedule. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the Consultant's Proposal (Exhibit A). When requested by Consultant, extensions to the time period(s) specified may be approved in writing by the City Manager.

c. Term. Unless earlier terminated as provided elsewhere in this Agreement, this Agreement shall continue in full force and effect for a period commencing on October 22, 2024 and ending June 30, 2025. The City may, at its sole discretion, extend the term of this Agreement on a 12-month basis not to exceed 2 additional twelve (12) month renewal terms by giving written notice thereof to Consultant not less than thirty (30) days before the end of the contract term, such notice to be exercised by the City Manager.

3. Compensation. Compensation to be paid to Consultant shall be in accordance with the fees set forth in Consultant's Proposal (Exhibit A), which is attached hereto and incorporated herein by reference. In no event shall Consultant's annual compensation exceed ONE HUNDRED THOUSAND (\$100,000) without additional written authorization from the City. Notwithstanding any provision of Consultant's Proposal to the contrary, out of pocket expenses set forth in Exhibit A shall be reimbursed at cost without an inflator or administrative charge. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.

4. Method of Payment. Consultant shall promptly submit billings to the City describing the services and related work performed during the preceding month to the extent that such services and related work were performed. Consultant's bills shall be segregated by project task, if applicable, such that the City receives a separate accounting for work done on each individual task for which Consultant provides services. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than forty-five (45) days after receipt of the monthly invoice by City staff.

5. Background Checks. At any time during the term of this Agreement, the City reserves the right to make an independent investigation into the background of Consultant's personnel who perform work required by this Agreement, including but not limited to their references, character, address history, past employment, education, social security number validation, and criminal or police records, for the purpose of confirming that such personnel are lawfully employed, qualified to provide the subject service or pose a risk to the safety of persons or property in and around the vicinity of where the services will be rendered or City Hall. If the City makes a reasonable determination that any of Consultant's prospective or then current personnel is deemed objectionable, then the City may notify Consultant of the same. Consultant shall not use that personnel to perform work required by this Agreement, and if necessary, shall replace him or her with a suitable worker.

6. Suspension or Termination.

a. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of such notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City, pursuant to Section entitled "Method of Payment" herein.

7. Plans, Studies, Documents.

a. Ownership of Documents. All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notepad internal documents, shall become the property of the City upon payment to Consultant for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request. City shall have sole determination of the public's rights to documents under the Public Records Act, and any third-party requests of Consultant shall be immediately referred to City, without any other actions by Consultant.

b. Licensing of Intellectual Property. This Agreement creates a nonexclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require that all subcontractors agree in writing that City is granted a nonexclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

c. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall such materials be disclosed to any person or entity not connected with the performance of the services under this Agreement. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs relating to project for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

8. Consultant's Books and Records.

a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.

b. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above-named officers, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

9. Independent Contractor.

a. Consultant is and shall at all times remain as to the City a wholly independent contractor pursuant to California Labor Code Section 3353. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatsoever against City, or bind City in any manner.

b. Notwithstanding any other federal, state and local laws, codes, ordinances and regulations to the contrary and except for the fees paid to Consultant as provided in the Agreement, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

11. Interests of Consultant. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered

by this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal agreement monitoring; and

b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Consultant. City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

13. Compliance with Laws.

a. Consultant shall comply with all local, state and federal laws and regulations applicable to the services required hereunder, including any rule, regulation or bylaw governing the conduct or performance of Consultant and/or its employees, officers, or board members.

b. Consultant represents that it has obtained and will maintain at all times during the term of this Agreement all professional and/or business licenses, certifications and/or permits necessary for performing the services described in this Agreement, including a City business license.

14. Licenses. Consultant represents and warrants to City that it has the licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Consultant to practice its profession. Consultant shall maintain a City of Lake Elsinore business license.

15. Indemnity. Consultant shall indemnify, defend, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of



law arises from the sole negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

16. Insurance Requirements.

a. Insurance. Consultant, at Consultant's own cost and expense, shall procure and maintain, for the duration of the contract, unless modified by the City's Risk Manager, the following insurance policies.

i. Workers' Compensation Coverage. Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California. In addition, Consultant shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising from work performed by Consultant for City. In the event that Consultant is exempt from Worker's Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California, Consultant shall submit to the City a Certificate of Exemption from Workers Compensation Insurance in a form approved by the City Attorney.

ii. General Liability Coverage. Consultant shall maintain commercial general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Required commercial general liability coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or Insurance Services Office form number GL 0002 (ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. No endorsement may be attached limiting the coverage.

iii. Automobile Liability Coverage. Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence. Automobile liability coverage must be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1 ("any auto"). No endorsement may be attached limiting the coverage.

iv. Professional Liability Coverage. Consultant shall maintain professional errors and omissions liability insurance appropriate for Consultant's profession for protection against claims alleging negligent acts, errors or omissions which may arise from Consultant's services under this Agreement, whether such services are provided by the Consultant or by its employees, subcontractors, or sub consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single limit per occurrence basis.

b. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing a Best's rating of no less than A:VII and shall be endorsed with the following specific language:

i. Notwithstanding any inconsistent statement in any required insurance policies or any subsequent endorsements attached thereto, the protection offered by all policies, except for Workers' Compensation, shall bear an endorsement whereby it is provided that, the City and its officers, employees, servants, volunteers and agents and independent contractors, including without limitation, the City Manager and City Attorney, are named as additional insureds. Additional insureds shall be entitled to the full benefit of all insurance policies in the same manner and to the same extent as any other insureds and there shall be no limitation to the benefits conferred upon them other than policy limits to coverages.

ii. This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

iv. The insurer waives all rights of subrogation against the City, its elected or appointed officers, officials, employees or agents.

v. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.

vi. The insurance provided by this Policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.

c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

d. Certificates of Insurance. Consultant shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

17. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City:                      City of Lake Elsinore  
   Attn: City Manager  
   130 South Main Street  
   Lake Elsinore, CA 92530

With a copy to:                City of Lake Elsinore  
   Attn: City Clerk  
   130 South Main Street  
   Lake Elsinore, CA 92530

If to Consultant:              Wilson Mikami Corporation  
   Attn: Scott Wilson  
   9 Corporate Park, Suite 100  
   Irvine, CA 92606

18. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Consultant and the subcontractors listed in Exhibit B. Consultant shall be fully responsible to City for all acts or omissions of any subcontractors. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement except as provided in Exhibit B without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of those subcontractors. Nothing in this Agreement shall create any contractual relationship between City and any subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.

19. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.

20. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

21. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and share the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

22. Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

23. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Consultant agrees to fully comply with all applicable federal and state labor laws (including, without limitation, if applicable, the Prevailing Wage Laws). It is agreed by the parties that, in connection with the Work or Services provided pursuant to this Agreement, Consultant shall bear all risks of payment or non-payment of prevailing wages under California law, and Consultant hereby agrees to defend, indemnify, and hold the City, and its officials, officers, employees, agents, and volunteers, free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. The foregoing indemnity shall survive termination of this Agreement.

25. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

26. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Riverside.

27. Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to

make this Agreement and to bind each respective party. The City Manager is authorized to enter into an amendment or otherwise take action on behalf of the City to make the following modifications to the Agreement: (a) a name change; (b) grant extensions of time; (c) non-monetary changes in the scope of services; and/or (d) suspend or terminate the Agreement.

28. Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

29. Entire Agreement; Incorporation; Conflict. This Agreement contains the entire understanding between the parties relating to the obligations described herein. All prior or contemporaneous understandings, agreements, representations and statements, oral or written, are superseded in total by this Agreement and shall be of no further force or effect. Consultant's Proposal is incorporated only for the description of the scope of services and/or the schedule of performance and no other terms and conditions from such proposal shall apply to this Agreement unless specifically agreed to in writing. In the event of conflict, this Agreement shall take precedence over those contained in the Consultant's Proposal.

30. Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

[Signatures on next page]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

"CITY"

CITY OF LAKE ELSINORE, a municipal corporation

"CONSULTANT"

Wilson Mikami Corporation, a corporation

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
By: Scott Wilson, PE  
Its: Principal

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Assistant City Manager

Attachments: Exhibit A – Consultant's Proposal  
Exhibit B – List of Subcontractors

EXHIBIT A  
CONSULTANT'S PROPOSAL  
[ATTACHED]

EXHIBIT B  
LIST OF SUBCONTRACTORS  
[ATTACHED]





**WILSON•MIKAMI•CORPORATION**  
**CONSULTING ENGINEERS**

9 CORPORATE PARK, SUITE 100•IRVINE•CA•92606

October 14, 2024

P.N. P11132.00

**Remon Habib, PE**

City Engineer  
City of Lake Elsinore  
130 South Main Street  
Lake Elsinore, California 9253

Regards,

**SUBJECT: Proposal for On-Call Civil Engineering and Land Surveying Services - City of Lake Elsinore, CA.**

Dear Mr. Habib:

Wilson Mikami Corporation, Inc. (WMC) sincerely appreciates the opportunity to present a proposal to City of Lake Elsinore for on-call civil engineering and land surveying services.

This proposal includes the services that Wilson Mikami Corporation anticipates are required to accomplish the project goals. The proposal is based on a scope of work discussed with your office. The attached proposal includes the following information:

- Project Understanding
- Scope of Services
- Project Fee Summary
- List of Assumptions & Exclusions

Once again, thank you for considering Wilson Mikami Corporation for this project. We anticipate that you will send us your standard contract documents for review and execution if we are selected for this project. I can be reached at (949) 679-0092 to answer any questions you may have regarding this project proposal.

Sincerely,  
Wilson Mikami Corporation, Inc.

Scott M. Wilson, P.E.  
Principal

Enclosures

**PROJECT UNDERSTANDING**  
**CITY OF LAKE ELSINORE ON-CALL CIVIL ENGINEERING AND LAND**  
**SURVEYING SERVICES**

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It is understood that the City of Lake Elsinore desires to execute a 2-year contract for on-call professional civil engineering and land surveying services for a wide variety of City projects and services consisting of:

- General Civil Engineering Consulting
- Drainage Consulting and Design
- Subsurface Investigations
- Property Assessment and Uses
- Land Surveying and Property Search
- Plan Checking Support

**EXHIBIT 'A'**  
**SCOPE OF SERVICES**  
**CITY OF LAKE ELSINORE ON-CALL CIVIL ENGINEERING AND LAND**  
**SURVEYING SERVICES**

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Wilson Mikami Corporation (WMC) agrees to provide professional services to the Client as described below:

**200 ON-CALL CIVIL ENGINEERING AND LAND SURVEYING SERVICES**

**General Engineering Consulting**

Provide miscellaneous engineering services to support the operations of the Department of Public Works and Engineering, including but not limited to, preparation of miscellaneous engineering studies to support capital improvement projects, preparation of project applications and programs, and assist in operation processes and procedures. When directed, review and prepare written technical reports and attend meetings and present information.

**Drainage Consulting and Design**

Provide engineering and project management services to support the City in maintaining and operating stormwater collection system, stormwater drainage system, water quality devices, pump stations, and flood mitigation efforts to meet the municipal code and State and Federal rules and regulations. Provide services and work required to complete assessments, studies, recommendations, designs, plans, specifications, and estimates, and construction management for City stormwater and drainage projects.

Provide engineering and project management services to support the City's water quality and compliance commitments that are regulated through the City's Municipal Separate Stormwater Sewer System (MS4) permit regulated by the California State Water Board; provide all services and work required to complete assessments, studies, recommendations, designs, plans, specifications and estimates for City projects.

Proposed services may include, but are not limited to the following items:

- Prepare plans, specifications, and estimates (PS&E) for budgeted Capital Improvement Projects related to storm drain improvements along with miscellaneous site improvements.
- Provide design, construction administration, and observation services, as well as public outreach for City projects.
- Provide special reports regarding such matters as capital improvements, construction materials, and maintenance.
- Process the plans and specifications through other agencies for review and approval in connection with special funding programs and permit requirements.
- Review existing documents relevant to the drainage areas and investigate field conditions.
- Verify the hydrology and hydraulic analysis from the applicable master planned facilities. Perform additional hydrology and hydraulic analysis if necessary, according to the City standards.
- Develop preliminary feasible alternatives to project designs
- Provide research and coordination with agencies associated with the proposed improvements.

**EXHIBIT 'A'**  
**SCOPE OF SERVICES**  
**CITY OF LAKE ELSINORE ON-CALL CIVIL ENGINEERING AND LAND**  
**SURVEYING SERVICES**

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**Subsurface Investigations**

Coordinate and subcontract, if necessary, professional geotechnical engineering services as needed for City projects. Potential services include, but are not limited to, geohazards investigation, geotechnical/seismic investigation, soils testing (e.g. corrosivity, acidity, compression, percolation, boron), recommendation for foundation design, site preparation and other design requirements relevant to the site conditions, geotechnical construction observation and testing during construction and/or renovation for various facility sites. Such services may also include reviewing background information, conducting field exploration studies, laboratory testing and analysis, coordination with engineers, and attendance of various project meetings. All work performed shall comply with applicable codes and regulations.

**Property Assessment and Uses**

Provide Property Assessment and Uses services consisting of researching property information in coordination with a title company. Prepare summary reports for use by the City

**Land Surveying and Property Search**

Provide Professional Land Surveying and Mapping Services consisting of field survey of property boundaries, topographic surveys and construction staking if necessary.

**Plan Checking Support**

Provide services to review development plans/permit applications and associated studies including, but not limited to, building permit site plans and subdivision improvements. The type of improvements to be checked include, but are not limited to, street improvements, site improvements, drainage, grading, erosion and sediment control and joint utility plans.

Provide engineering services that include, but are not limited to, peer review of plans, specifications, and estimates prepared for capital improvement projects.

**EXHIBIT 'B'**  
**FEE SCHEDULE**  
**CITY OF LAKE ELSINORE ON-CALL CIVIL ENGINEERING AND LAND**  
**SURVEYING SERVICES**

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<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>
<b>200</b>	<b>ON-CALL CIVIL ENGINEERING AND LAND SURVEYING SERVICES (T&amp;M NTE)</b>	<b>\$ 100,000 per year</b>

The estimated budget is a maximum for the work proposed based on the direction and information provided by your office. Work performed will be billed monthly on a fixed fee/time-and-materials basis as noted above.

\*Reimbursable costs, such as printing, all reproduction blueprinting shall be billed directly to Client's account at the specified reproduction company. Reimbursables such as travel and lodging (as applicable), and photocopying will be billed, at cost, against the Reimbursable Line Item above.

All extra work shall be performed on a time-and-materials basis per the Standard Fee Schedule

T&M NTE = Time and Materials, Not to Exceed

**EXHIBIT 'C'**  
**ASSUMPTIONS AND EXCLUSIONS**  
**CITY OF LAKE ELSINORE ON-CALL CIVIL ENGINEERING AND LAND**  
**SURVEYING SERVICES**

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**ASSUMPTIONS:**

This proposal was based on the following assumptions related to the proposed project:

- Record information including maps and plans for utilities and facilities associated with proposed projects are available to WMC for use in preparing the project design or analysis requested.

**EXCLUSIONS:**

Items not specifically identified in the scope of service sections of this proposal are to be excluded from this work effort and would be considered additional services. Such services would include, but are not limited to, the following:

- Revisions to work completed or underway due to a change in information or instruction provided to Wilson Mikami Corporation by the Client for Client's consultant (s).

# Wilson Mikami Corporation

## FEE SCHEDULE

July 1, 2024 to June 30, 2025

Compensation for work performed on a time and materials basis will be computed as follows:

### **CIVIL ENGINEERING SERVICES and MAPPING**

### **Hourly Rate**

Principal	\$ 300.00
Senior Project Manager	\$ 235.00
Project Manager	\$ 230.00
Sr. Project Designer, Sr. Project Engineer, Assistant Project Manager	\$ 220.00
Project Engineer, Project Designer	\$ 210.00
Sr. Designer, Sr. Design Engineer	\$ 195.00
Design Engineer, Designer	\$ 175.00
Assistant Engineer, Research/Processing Coordinator, Sr. CADD Technician	\$ 155.00
CADD Technician	\$ 145.00
Jr. Engineer	\$ 115.00
Jr. CADD Technician	\$ 110.00
Engineering Aide, Office Work	\$ 110.00

### **LICENSED LAND SURVEYOR and MAPPING SERVICES (Overtime to be billed at 1.35% regular rate and Double Time to be billed at 1.65% regular rate)**

Licensed Land Surveyor, Sr. Project Manager	\$ 250.00
Sr. Project Surveyor/Chief of Parties	\$ 240.00
Project Surveyor	\$ 210.00
Survey Analyst	\$ 185.00
Survey Aide	\$ 165.00

### **FIELD SURVEY (Overtime to be billed at 1.45% regular rate and Double Time to be billed at 1.75% regular rate)**

One Person Crew	\$ 243.00
Two Person Crew	\$ 392.00
Three Person Crew	\$ 504.00
One Person Crew – Prevailing Wage	\$ 269.00
Two Person Crew - Prevailing Wage	\$ 420.00
Three Person Crew - Prevailing Wage	\$ 538.00

Note: There will be a 4-hour minimum for Field Crew time.

Night work will be billed at overtime rates unless previously agreed upon.

### **MISCELLANEOUS FEES**

The following services are billed at our cost plus 15%:

- Subcontract services. Plan check fees or filing fees advanced by us. Transportation, meals and lodging for overnight travel and incidental travel expenses. Commercial delivery services including Federal Express, Express Mail, and Messenger Services. Plotting and blueprint services and printing (The client is encouraged to arrange for printing, other than prints or plots on our printing machine and plotters, to be contracted directly with an outside blueprint company acceptable to us).

### **MILEAGE**

Current rate established by the IRS