



April 8, 2022

Yu Tagai, PE
Associate Engineer
City of Lake Elsinore

Re: Engineering Services for the Lakeshore-Machado Sidewalk Improvement Project

Dear Mr. Tagai,

Chen Ryan Associates, Inc., dba CR Associates (CRA) is pleased to submit this letter proposal to City of Lake Elsinore (the "Client") to provide professional engineering services related to the Lakeshore-Machado Sidewalk Improvement Project in the City of Lake Elsinore (the "Proposed Project").

Project Understanding

The City is requesting civil engineering professional services to develop plans, specifications, estimates (PS&E) to install curb, gutter and sidewalk along Machado Street and Lakeshore Drive as shown on the City's FY21/22 Bicycle and Pedestrian Facilities Program grant application.

Scope of Services

Task 1 - Project Management

CRA will perform project management and administration services for the duration of the project (up to 4 months), to the extent budgeted. This work includes monitoring progress against budget and overall quality assurance (QA).

CRA will provide monthly invoices showing for each task: total budget, amount earned in current month, amount earned to date, and remaining budget (including percentages) for the duration of the project.

CRA will prepare contracts for required Subconsultant services. This task will also consist of: monitoring Subconsultant progress against budget and schedule and reviewing monthly Subconsultant invoices and associated back up.

CRA will also spend time each month coordinating with Client staff via email and telephone.

Task 2 - Topographic Field Survey and Data Collection

The CRA team will provide research and coordination, tie the survey to the City's survey control, set and survey supplemental control, and perform the field topographic survey of the project area. The topographic survey will be prepared by performing cross sections at 25' intervals (generally right-of-way line to the first travel lane stripe), and utilizing AutoCAD Civil 3D 2021, will generate an existing conditions base file with 1' existing ground contours.

Manhole and utility dips are not included in this scope work.

Right-of-Way mapping will be performed within the areas of work.

CRA will research and obtain readily available utility maps within the project area. Utility research will consist of sending letter requests to utility providers within the project area and performing one (1) site walk.

It is assumed that the Client will provide as-builts for roadway and public utilities within the project limits.

Based on the received utility maps and as-builts, CRA will plot the existing utilities into an AutoCAD base map.

Deliverables

- CAD of topographic survey
- CAD of existing utilities



Task 3 – 30%, 90%, and 100% Plans, Specifications, and Opinion of Probable Construction Costs (OPCC)
The design will be based on City Standards and the 2018 Standard Specifications for Public Works Construction “Greenbook”.

30% Design

Based on the design exhibits included in the grant funding application and the topographic survey performed under Task 2, CRA will prepare 30% Improvement Plan sheets at 1"=40' or 50' scale to depict the proposed horizontal improvements and preliminary typical cross sections.

As part of the 30% design CRA will prepare a preliminary OPCC. The preliminary OPCC will be based on quantity take-offs, current unit prices, and contingencies.

PS&E

Based on one (1) round of consolidated City comments associated with each review, CRA will proceed from 30% design to 90% then 100%. It is anticipated that the plan set will be comprised of the following sheets:

- Title Sheet – 1 Sheet
- General Notes, Details, Sections – 1 Sheet
- Improvement Plan (1"=40' or 50') – 2 Sheets
- Erosion Control Plan (1"=60') – 1 Sheet

Assumptions:

- Top of curb profiles will not be provided for new curb and gutter.
- Precise grading of driveways, sidewalks, and ada curb ramps will not be provided.
- Traffic signal modification will not be required.
- Storm water quality or hydrology/hydraulic analysis and reporting is not required.
- A SWPPP or water pollution control plan is not required.
- A geotechnical investigation is not required.
- Utility relocations will not be required.
- Parcel acquisition will not be required.

In conjunction with the 90% and 100% submittals, CRA will update the project OPCC.

In conjunction with the 90% and 100% submittals, CRA will prepare technical special provisions based on the template provided by the City and the 2018 “Greenbook” standard specifications.

Deliverables

- PDF of Plans with each submittal
- OPCC in PDF format
- Technical specifications in word doc / PDF format

Additional Services

Any services not specifically described in the above scope, as well as any changes in the scope the Client requests, will be considered Additional Services and will be performed at our hourly rates below. Prior to commencing the Additional Services, Consultant shall obtain prior written approval from the Client. Additional services we can provide include, but are not limited to, the following:

- Providing services not expressly included in this Scope
- Environmental services
- Geotechnical services
- Architectural or Structural design/engineering
- Improvements outside of the defined project limits
- Potholing
- Utility coordination

- Electrical service coordination
- Street lighting
- Traffic signal modification
- Utility relocation design (water, sewer, electrical, storm water, lighting, gas, etc.)
- Traffic Control, Staging or Detours
- Drainage Study Report or calculations
- Storm water quality
- SWPPP or WPCP
- Title reports
- Project management beyond the assumed project timeframe
- Bidding and Construction period support
- As-Built preparation
- Payment of any Agency fees
- Title Report
- Traffic operations analysis
- Precise grading

Project Schedule

CRA will perform the scope of services outlined within a mutually agreed upon schedule.

Compensation

CRA will perform the scope of services outlined above on a time and materials basis. Direct expenses will be invoiced at cost. Fees will be invoiced monthly, with payment due within 30 days of the date of the invoice.

Task 1.....\$3,410

Task 2.....\$14,480

Task 3.....\$21,610

Exp.....\$500

Total.....\$40,000

We appreciate the opportunity to submit this proposal. Sincerely,

Ross Duenas

Ross Duenas, PE
Project Manager