ALBERT A. WEBB ASSOCIATES

Corporate Headquarters
3788 McCray Street
Riverside, CA 92506
951.686.1070

Palm Desert Office
41-990 Cook St., Bldg. I - #801B
Palm Desert, CA 92211
951.686.1070

Murrieta Office
41391 Kalmia Street #320
Murrieta, CA 92562
951.686.1070

012348

January 23, 2017

Mr. Jason Simpson
Assistant City Manager
CITY OF LAKE ELSINORE
130 South Main Street
Lake Elsinore, CA 92530

RE: Proposal for Engineering Services for the Cultural Center Parking Lot Improvement, City of Lake Elsinore

Dear Jason,

Albert A. WEBB Associates is pleased to provide you with this proposal to prepare engineering design and technical specs for the Cultural Center parking lot for the City of Lake Elsinore. Exhibit "A" which includes our Project Understanding; Exhibit B - Scope of Services and Compensation Schedule Exhibit "C" is attached for your review and consideration.

If you find this proposal acceptable, please contact us to discuss a formal contract. We appreciate this opportunity to be of service to the City and look forward to bringing this project to fruition. If you have any questions regarding this proposal, please contact me at Phone (951) 686-1070.

Sincerely,

ALBERT A. WEBB ASSOCIATES

[redacted]

Dilesh R. Sheth, PE / TE
Vice President

CITY OF LAKE ELSINORE CULTURAL CENTER PARKING LOT IMPROVEMENTS

EXHIBIT "A" - PROJECT UNDERSTANDING

Our understanding of the needs of this project is as follows:

The City of Lake Elsinore is proposing to improve the vacant parcels located southeasterly of Main Street and Heald Avenue for the Cultural Center parking lot. The project site may also possibly be designated for future City Hall development. However, as indicated by the City, the site will be designed for parking lot purposes only, assuming no future building on site. The area proposed for development is shown in Figure 1 below.

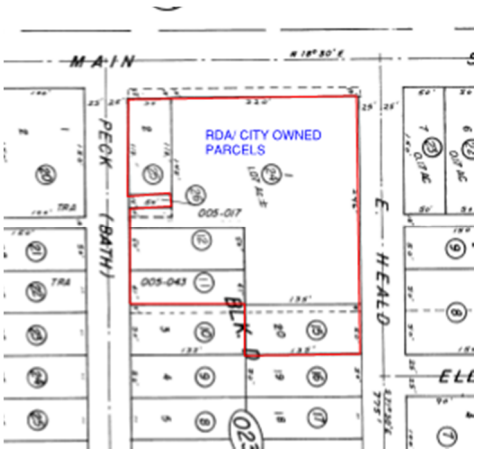


Figure 1: Cultural Center Parking Lot Improvement Site

The area to be developed is located between Heald Avenue and Peck Street, south of Main Street. Currently this site is vacant land, with power poles and an easement running across the lot and utilized as an unimproved overflow parking for meetings and events held in the Cultural Center. The layout, asphalt paved area and number of parking spaces for the proposed parking lot has not been identified, Webb team will coordinate with the City, prepare preliminary layout studies and associated construction costs for the design options, assist the City in selecting a conceptual design which will meet the demand for the parking spaces and may be beneficial for the other functions in the downtown area and fit within the allocated budget.

Previously, the project site had a building near Main Street utilized as shops; this building was demolished in 2011. A phase I Environmental Site Assessment (ESA) will be performed to provide information of current and past site use with regard to the presence of hazardous materials, generation of hazardous waste, and the presence of off-site contamination sources.

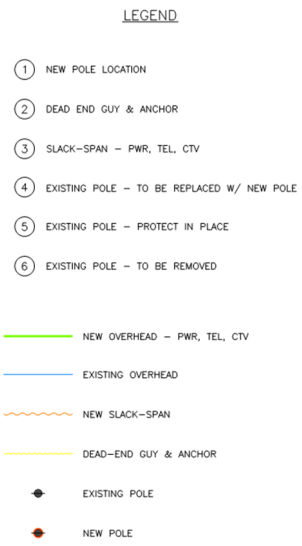
Based on our understanding of the project, preliminary research and experience with CEQA, we believe that the project is to be categorically exempt from CEQA. Webb will prepare a Notice of Exemption (NOE) for the City to review and file a NOE with the Riverside County Clerk.

This project site has approximately 1.6 acres of land. The estimated paved area will be about eighty percent of the site. The proposed paved area will far exceed the 5,000 SF thresholds set forth for requiring a site specific WQMP. This project will be classified as a Priority Development Project. A Project-Specific WQMP will be required. The Project shall implement Low Impact Development (LID) BMPs to the maximum extent practicable (MEP) in order to reduce the discharge of pollutants to Lake Elsinore. An infiltration trench or a Bio-Retention Facility will likely be located on the low point of the site, on the northeasterly corner of Main Street and Heald Avenue. Infiltration testing and geotechnical review of the site will be conducted; the resulting infiltration rate will dictate the final LID BMPs selections.

Landscape and Irrigation of the site will be simple and consistent with the current Main Street landscape and planting theme. Perimeter walls along the property easterly boundary will be constructed to provide a barrier between the parking lot and the existing residential neighborhood.

The site electrical and lighting design will include but not be limited to the modification of existing on-site power pole, guy pole or wire as needed, coordination with SCE, parking lot lighting design and power supply pedestal and meters for lighting and irrigation control.

We have also reviewed the options for undergrounding the existing power pole and guy pole (estimated cost is in the range of $300,000 to $400,000); or realign the power pole to the project boundary (see exhibit below). The realignment of one existing PP with one guy pole in the middle of the site will result in ten new and replacement poles with ten new guy anchors. Both options are not desirable. The City has instructed us to forgo these options and protect PP in place.



The City of Lake Elsinore is seeking an all-inclusive engineering design and bid package for the proposed parking lot development. However, property acquisition services for APN 373-023-026, a small privately owned parcel within the site is not a part of this scope. This parcel will be excluded from the project site boundary.

EXHIBIT "B" - SCOPE OF WORK

Preliminary Parking Lot Layout

- Perform utility research for the three frontage streets (Main Street, Peck Street and Heald Avenue) and the project site
- Establish the temporary and long term parking demands and constraints of the project (including environmental, utility, future land use - City Hall, drainage and budgetary).
- Prepare minimum of two conceptual site layouts, showing driveway locations, grading, drainage, striping and WQMP designs with associated construction cost estimate.
- Review the design options with the City, obtain the comments and input
- Revise and finalize the preliminary design

Field Survey

- Research available data on the project site including the record centerlines, right of way and property boundaries, parcel maps, records of survey, etc.
- Conduct a half street cross section survey at 50' interval for the site frontage of Main Street, Heald Avenue and Peck Street from centerline to right of way, include elevations for street centerline, curb & gutter, sidewalk, manholes, catch basins and other surface and above ground utilities.
- Perform a field survey of the site, identify the locations and elevations of manholes, vaults, power poles, fire hydrants, fences, walls and trees for on-site and along the easterly boundary.
- Perform a grid survey of ground elevations for the project site to establish the existing ground surface for design and earthwork calculation purposes.
- Prepare base map for precise grading, drainage and WQMP design.
- A Preliminary Title Report and a Chain-of-Title report will be obtained from a title company and will be utilized to identify any existing easements and for the Phase I ESA study.

Phase I Environmental Site Assessment (GeoTek, Inc.)

- Obtain and review any records that will help identify recognized environmental conditions of the site
- Research available data on the geology, hydrology and hydrogeology of the site vicinity, evaluate the potential migration of contaminants onto or off of the site
- Perform a site reconnaissance for visual indications on the ground surface of hazardous materials and waste handling.
- Prepare a report presenting the findings, conclusions, and recommendations.

Environmental Review and Filing of NOE

- Review the site for General Plan compliance, environmental settings and constraints
- Prepare a Notice of Exemption according to CEQA Guidelines for City review

- File completed NOE with the Riverside County Clerk

Infiltration Tests and Geotechnical Site Report (GeoTek, Inc.)

General Services:
Provide infiltration rates via percolation testing and provide parking lot paving recommendations

- Perform a reconnaissance of the project site and subsurface exploration
- Excavate five exploratory borings; four of the borings will be drilled to 5 feet depth and used for percolation testing, the fifth boring will be drilled to a depth of 20 feet to check for the presence of a groundwater table and observe the earth materials
- Prepare a letter report with the results of the percolation testing, pavement design and geotechnical recommendations for the construction of the parking lot

LID BMP Design & WQMP

- Based on the infiltration test results, evaluate the feasibility of utilizing infiltration trenches
- If the infiltration rates are not suitable for infiltration trench, evaluate other LID BMP options such as bio-retention or permeable pavement
- Analyze the cost of construction and maintenance associated with the BMPs
- Provide the recommendation of the most cost effective viable BMPs to the City
- Provide calculations and details of the selected BMPs
- Prepare a Project Specific Water Quality Management Plan (WQMP).
- Provide coordination with the City for WQMP review, and funding for maintenance of the BMPs

Parking Lot Improvement Plans and Bid Package

- Obtain and review as-built street and storm drain plans from the City.
- Prepare Parking Lot Precise Grading Plans. The plans shall include but not be limited to:
    - Title Sheet
    - Parking Lot Precise Grading Plan
    - Horizontal Control and Striping Plan
    - Grading details, perimeter wall details & LID BMP Details
    - On-site Storm Drain Plan if needed
    - Erosion Control Plan

- Utilized the base map and approved preliminary site layout to prepare a precise grading plan
- Design the signing and striping for the parking lot in coordination with the pavement improvements.
- Prepare earthwork quantity and aim to balance the earthwork on site
- Prepare construction quantity and cost for the project
- Perform on-going quality assurance. Quality control (QA/QC) review of all plans, reports and construction documents. A signed QA/QC form that identifies the checkers will be provide for the City

- Provide coordination with sub-consultant for parking lot lighting locations and other utilities coordination as needed
- Obtain the boilerplates (front end contract documents) from the City, modify the documents to be project specific and prepare Special Provisions to the Standard Specifications
- Prepare technical specifications in accordance with parking lot, LID BMPs, Landscape, Erosion Control and Lighting Improvements.
- Prepare bid schedule

Landscape and Irrigation Plans

- Prepare conceptual landscape plans for the Lake Elsinore Cultural Center parking lot in accordance with the City of Lake Elsinore guidelines. Webb will develop landscape concept exhibits, at a specific scale, that best represents the design intent with a desired plant list for the project
- WEBB will conduct a site visit to investigate existing utility, adjacent area irrigation system layout and Main Street landscape planting theme
- Landscape Plans shall cover all proposed planter areas as shown on the latest approved site plan. WEBB will prepare the following documents to facilitate construction: Irrigation plans, Irrigation Schedule and Calculations, Planting Plans, Details and Specifications, and Opinion of Probable Construction Cost. Coordination and meetings with the City, plan check submittal, and processing are also included as part of this task for this submittal.
- Process plans through City of Lake Elsinore.

Parking Lot Lighting Design (RGI Utility Consultants)

General Services:

- Prepare for, attend, and respond to action items from Project Team meetings. It is anticipated that RGI's participation in Team Meetings will be held on an "As Needed" basis.
- Address items at the request of the City that are scope related but may not be specifically addressed in the Scope of Services.
- Coordinate with SCE for existing Guy Pole relocation (existing distribution pole will remain), lighting power supply source, electric pedestal for lighting meter and irrigation meter

Parking Lot Lighting Construction Document Design:

- Obtain electronic base files from Project Team members and prepare Lighting plan base maps.
- Prepare "red-line" layouts of new lighting standards and submit to Project Team for preliminary approvals.
- Once Project Team has approved lighting locations, prepare Parking Lot Lighting Design. County of Riverside Standard 1000, Residential Lighting foundation will be utilized for parking lot light. Coordination in regards to power source and capacity of the power source for the parking lot lighting.

- Submit plans to the City for plan check. Obtain comments from City and update plans. Submit plans to the City for final approvals.
- Once City has approved plans, provide mylars to the City for signature.
- Prepare for, attend and respond to action items resulting from one (1) "Pre-Trench" meeting between Contractor and respective inspectors.

Meetings & Coordination

- Provide coordination with the City in regards to the design for the preliminary site layout, especially in regards to drainage, WQMP, landscape and lighting design
- Provide coordination, attend meeting, participate in phone calls and prepare presentation as required.

Construction Phase Support Services

- Respond to RFIs, prepare Bid Addendums as needed during bidding process
- Attend Pre-construction meeting and construction meeting as needed
- Respond to RFIs regarding the design drawings and technical provisions
- Review design change request and assist the City in issuing Contract Change Orders as needed

A total of twenty (20) hours of Construction Phase Support Services is included in this task.

Potholing

If sub-surface utility elevations at certain locations become critical to the design and construction, potholing at these locations will be performed. A total of four (4) potholes are included in this task.

Project Schedule and Deliverable

- Week 1 - Notice to Proceed
- Week 4 – Submit Preliminary Site Designs to the City
- Week 6 – Finalize the Layout
- Week 10 – Submit 60% Improvement plans, Phase 1 ESA Report, Final NOE, Infiltration Report to the City
- Week 13 – City provide review comments
- Week 17- Submit 95% PS&E package to the City to finalize the bid package
- Week 20 – Complete 100% PS&E signed plans and bid package, end of design phase.

EXHIBIT “C” - COMPENSATION FOR ENGINEERING SERVICES

Engineering services for the proposed project as outlined in Exhibits “A” and "B" will be provided on a lump sum will not exceed basis for the following amounts:

Preliminary Park Lot Layout	$5,031
Field Survey and Base Map	$9,294
Phase I Environmental Site Assessment	$3,086
Environmental Review and Filing of NOE	$1,894
Infiltration Tests and Geotechnical Site Review	$5,432
LID BMP Design & WQMP	$5,112
Parking Lot Improvements Plans & Bid Package	$13,998
Landscape and Irrigation Plans	$6,464
Parking Lot Lighting and Electrical Plans	$8,427
Construction Support Services (20 Hours)	$3,832
Potholing Existing Utilities (4)	$5,196
Meetings and Coordination	$4,790
Total Fee	**$72,556**

Excluded Items:

Property Acquisition Service

Project Budget
CITY OF LAKE ELSINORE
Engineering Services for Cultural Center Parking Lot

ALBERT A WEBB ASSOCIATES

	Task Description	Personnel Hours											
		Principal II	Senior III	Associate II	Associate I	One-Man Survey Party	Director of Survey	Survey Technician II	Project Coordinator	Total Hours	Labor	Subconsultants and Reimbursable	Total Budget*
	Preliminary Parking Lot Layout												
1	Utility Research & Project Constrains		2	3					6	11	$ 1,381	$ 110	$ 1,491
2	Prepare 2 Prelim. Layouts		6	8						14	$ 2,440		$ 2,440
3	Finalize the Conceptural Site Design	2		4						6	$ 1,100		$ 1,100
	Preliminary Parking Lot Layout Subtotal	**2**	**8**	**15**	**-**	**-**	**-**	**-**	**6**	**31**	**$ 4,921**	**$ 110**	**$ 5,031**
	Field Survey and Base Map												
1	Research Existing Plans, Centerline Control and Utilities						1	4	2	7	$ 872		$ 872
2	Field Survey and Topo and Street Cross Sections					24		2	1	27	$ 4,166	$ 240	$ 4,406
3	Base Map		2	6			2	8		18	$ 2,730		$ 2,730
4	Preliminary Title Report and Chain-of-Title Report								1	1	$ 86	$ 1,200	$ 1,286
	Field Survey Subtotal	**-**	**2**	**6**	**-**	**24**	**3**	**14**	**4**	**53**	**$ 7,854**	**$ 1,440**	**$ 9,294**
	Phase I Environmental Site Assessment												
1	Prepare Phase I Environmental Site Assessment		1						1	2	$ 286	$ 2,800	$ 3,086
	Phase I Environmental Site Assessment	**-**	**1**	**-**	**-**	**-**	**-**	**-**	**1**	**2**	**$ 286**	**$ 2,800**	**$ 3,086**
	Environmental Review and NOE												
1	Environmental Review, Prepare and File NOE		3		6				4	13	$ 1,814	$ 80	$ 1,894
	Environmental Review and NOE Subtotal	**-**	**3**	**-**	**6**	**-**	**-**	**-**	**4**	**13**	**$ 1,814**	**$ 80**	**$ 1,894**
	Infiltration Tests and Geotechnical Site Review												
1	Infiltration Tests and Geotechnical Site Review		2						2	4	$ 572	$ 4,860	$ 5,432
	Infiltration Tests and Geotechnical Site Review	**-**	**2**	**-**	**-**	**-**	**-**	**-**	**2**	**4**	**$ 572**	**$ 4,860**	**$ 5,432**
	LID BMP Design and WQMP												
1	LID BMP Selection, Calculation and Prepare WQMP	1	20	4					2	27	$ 5,032	$ 80	$ 5,112
	LID BMP Design and WQMP Subtotal	**1**	**20**	**4**	**-**	**-**	**-**	**-**	**2**	**27**	**$ 5,032**	**$ 80**	**$ 5,112**
	Parking Lot Improvement Plans and Bid Package												
1	Prepare Precise Grading Plan	2	4	20						26	$ 4,380	$ 120	$ 4,500
2	Prepare Striping Plan				6					6	$ 870		$ 870
3	Prepare Grading and LID BMP Details		2	10						12	$ 1,950		$ 1,950
4	Prepare Quantity Estimate		2	4					2	8	$ 1,192		$ 1,192
5	Prepare Erosion Control Plan			6						6	$ 930		$ 930
6	QA/QC	4	2						2	8	$ 1,532		$ 1,532
7	Prepare Bid Package	4	8						4	16	$ 2,904	$ 120	$ 3,024
	Improvement Plans & Bid Package Subtotal	**10**	**18**	**40**	**6**	**-**	**-**	**-**	**8**	**82**	**$ 13,758**	**$ 240**	**$ 13,998**
	Landscape and Irrigation Plans												
1	Conceptual Landscape Plans and Plant List		1	8					2	11	$ 1,612	$ 80	$ 1,692
2	Final Landscape & Irrigation Plans, Cost Estimate, Specifications	2		6	22				2	32	$ 4,772	$ -	$ 4,772
	Landscape and Irrigation Plans Subtotal	**2**	**1**	**14**	**22**	**-**	**-**	**-**	**4**	**43**	**$ 6,384**	**$ 80**	**$ 6,464**
	Parking Lot Lighting Plans												
1	Prepare Parking Lot Lighting Plans and Specifications		1	1					2	4	$ 527	$ 5,800	$ 6,327
2	Coordination with SCE									-	$ -	$ 2,100	$ 2,100
	Landscape and Irrigation Plans Subtotal	**-**	**1**	**1**	**-**	**-**	**-**	**-**	**2**	**4**	**$ 527**	**$ 7,900**	**$ 8,427**
	Construction Support Services												
1	Prepare bid Addendums, Response to RFIs, Attend meetings as Needed (20 Hr)	4	10	4					2	20	$ 3,752	$ 80	$ 3,832
	Construction Support Services Subtotal	**4**	**10**	**4**	**-**	**-**	**-**	**-**	**2**	**20**	**$ 3,752**	**$ 80**	**$ 3,832**
	Potholing of Existing Utilities												
1	Potholing of Existing Utilities (4)			2					1	3	$ 396	$ 4,800	$ 5,196
	Potholing of Existing Utilities Subtotal	**-**	**-**	**2**	**-**	**-**	**-**	**-**	**1**	**3**	**$ 396**	**$ 4,800**	**$ 5,196**
	Meeting & Coordination												
1	Coordination with the City, Utility Purveyors and Sub-consultants	2	6						3	11	$ 1,938		$ 1,938
2	Attend Meetings and Presentations (3 meetings)	4	8						2	14	$ 2,732	$ 120	$ 2,852
	Meeting and Coordination Subtotal	**6**	**14**	**-**	**-**	**-**	**-**	**-**	**5**	**25**	**$ 4,670**	**$ 120**	**$ 4,790**
	TOTAL	**25**	**80**	**86**	**34**	**24**	**3**	**14**	**41**	**307**	**$ 49,966**	**$ 22,590**	**$ 72,556**

* The amounts indicated for each individual project task are estimated budget amounts and accordingly the actual amount may be more or less than shown. However, the total budget will not be exceeded without written authorization from the City.