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June 13, 2018

Mr. Brad Fagrell
City Engineer
CITY OF LAKE ELSINORE
130 South Main Street
Lake Elsinore, CA 92530

RE: Proposal to Provide On Call Traffic Engineering Service for Fiscal Year 2018-19

Dear Brad:

Albert A. Webb Associates (WEBB) processed the task order for on-call traffic engineering services for fiscal year 2017-2018 previously. WEBB is now submitting this proposal to provide on-call traffic engineering services for July to June of fiscal year 2018-2019.

Exhibit "A" contains our proposed scope of work. Exhibit "B" contains a summary of our fee proposal for services described in Exhibit "A". 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) 686-1070.

Sincerely,
Albert A. Webb Associates

A handwritten signature in blue ink that reads "Dilesh R. Sheth".

Dilesh R. Sheth, P.E./T.E.
Vice President

Attachments: Exhibit "A" – Scope of Work
Exhibit "B" – Personnel and Compensation



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Exhibit “A” – Scope of Work

Task A – On-call Traffic Engineering Services (Funding Source: General Fund)

WEBB will provide on-call consultant traffic engineering scope of services as follows:

1. Receive citizen’s request regarding traffic issues.
2. Process service requests including field reviews, research, analysis, and correspondence with requestors.
3. Respond to public requests for information regarding projects and attend community outreach meetings as required.
4. Field review traffic circulation around schools. Perform analysis and provide recommendations.
5. Prepare agenda items regarding traffic safety for the Public Safety Advisory Commission (PSAC) meetings. Attend PSAC meetings as needed.
6. As a City Traffic Engineer, advise the City regarding traffic related matters.
7. Attend staff meetings and provide updates to the City Manager and City Engineer as needed.
8. Present reports and provide recommendations to Planning Commission and City Council as needed.
9. Provide coordination with the County of Riverside, RCTC, WRCOG, Caltrans, adjacent Cities, and law enforcement agencies.
10. Develop traffic standards for signal equipment and signing & striping to promote consistency and uniformity citywide.
11. Review/design traffic control plans for special events.

Task B – On-call Traffic Engineering Services (Funding Source: Traffic Signal Operations Line Item)

WEBB will provide on-call consultant traffic engineering scope of services as follows:

12. Oversee traffic operation (signal operation and maintenance, signing & striping and markings).
13. Coordinate with County of Riverside signal maintenance staff and Hartzog & Crabill staff to address any signal or timing issues.
14. Review all long corridors for possible signal coordination and missing interconnect.

Task C – On-call Traffic Engineering Services (Funding Source: Development Accounts, Capital Improvement Project Line Items)

WEBB will provide on-call consultant traffic engineering scope of services as follows:

1. Review traffic impact studies and assist in preparation of conditions of approval for development projects.
2. Prepare and/or review fair share obligation for the development projects.
3. Attend Planning Commissions and City Council Meetings for Development Projects as needed.
4. Review traffic control plans for work within the City right of way and provide assistance with the Encroachment Permit process.
5. Review traffic signal and signing & striping plans to ensure conformance with city, state, federal, and other applicable standards and requirements.
6. Work with Riverside County and Hartzog & Crabill signal maintenance technicians for traffic signal and traffic signal system timing plans.
7. Oversee City's long range Transportation Model. Maintain or coordinate with consultant to maintain and update the Transportation Model as needed.
8. Prepare traffic signal design, signal timing sheets, coordination of signal timing, and traffic signal operation troubleshooting.
9. Provide construction support services on City Projects as needed.
10. Coordinate with Caltrans and County of Riverside for Railroad Canyon interchange coordination and improvements.
11. Coordinate with Caltrans and County of Riverside for Central Avenue interchange coordination and improvements.
12. Review TIF program and prioritize the improvements and corridors to focus on.
13. Develop Master Signal Communication Plan.
14. Inventory and develop Master Bike Trails, Lanes and Walking Paths Plan with City Parks and Recreation department.
15. Research neighborhood traffic calming measures and Implement Neighborhood Traffic Management Program citywide, and on website.
16. Prioritize DIF infrastructure based on immediate traffic needs.
17. Create and maintain equipment inventory log for all existing traffic signals.

Task D – On-call Engineering Services for Bond Releases (Development Accounts, Capital Improvement Project Line Items)

WEBB will provide on-call consultant engineering scope of services as follows:

1. Review project as-built plans and coordinate with city inspectors to determine project status of development projects.
2. Review bond documentation and plans to process bond releases.
3. Prepare bond release memos for completed or nearly-complete projects as needed.

Task E – On-call Engineering Services for Grant Applications (General Fund)

WEBB will provide on-call consultant engineering scope of services as follows:

1. Research grant opportunities available to the City. Apply for HSIP and other grants when available.
2. Research possible grants for other systemic improvements for pedestrian heads, APS push buttons, signal improvements, and other safety improvements.
3. Assist in preparing Caltrans forms and other necessary documentation for grant receipt requirements.

Exhibit “B” – Personnel and Compensation

Services described in our Scope of Work (Exhibit “A”) shall be provided on a time and material basis as shown below:

Task A – On-call Traffic Engineering Services (General Fund)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 12 Months (52 Weeks)	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	1	52	\$258	\$ 13,416.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	9	468	\$156	\$ 73,008.00
Intersection Counts				10	\$530	\$ 5,300.00

Task A – On-call Traffic Engineering Services (General Fund) \$ 91,724.00

Task B – On-call Traffic Engineering Services (Traffic Signal Operations)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 12 Months (52 Weeks)	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	0.5	26	\$258	\$ 6,708.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	1.5	78	\$156	\$ 12,168.00
Edward Nylund	Construction Inspector		0.5	26	\$125	\$ 3,250.00

Task B – On-call Traffic Engineering Services (Traffic Signal Operations) \$ 22,126.00

Task C – On-call Traffic Engineering Services (Development Projects, Capital Improvement Projects, and Special Assignments)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 12 Months (52 Weeks)	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	0.5	26	\$258	\$ 6,708.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	1	104	\$156	\$ 8,112.00
Ingrid Tjahyadi	Assistant Engineer/Plan Check		1	52	\$145	\$ 7,540.00

Task C – On-call Traffic Engineering Services (Development Projects, Capital Improvement Projects, and Special Assignments) \$ 22,360.00

Task D – On-call Engineering Services for Bond Releases (Development Projects, Capital Improvement Projects, and Special Assignments)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 12 Months (52 Weeks)	Billout Rate/Hour	Total Amount
Nicholas Lowe	Associate Engineer/Bond Releases	Registered Civil Engineer	3	156	\$156	\$ 24,336.00

Task D – On-call Engineering Services for Bond Releases (Development Projects, Capital Improvement Projects, and Special Assignments) \$ 24,336.00

Task E – On-call Engineering Services for Grant Applications (General Fund)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Application	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	4	\$258	\$ 1,032.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	16	\$156	\$ 2,496.00
Ingrid Tjahyadi	Assistant Engineer		80	\$145	\$ 11,600.00
Balraj More	Assistant Engineer		28	\$115	\$ 3,220.00

Task E – On-call Engineering Services for Grant Applications (2 Applications) (General Fund)
\$ 36,696.00

Total of Task A + Task B + Task C + Task D + Task E = \$197,242.00