

AGREEMENT FOR PROFESSIONAL SERVICES
Albert A. Webb Associates

Engineering Consulting Services

This Agreement for Professional Services (the "Agreement") is made and entered into as of April 23, 2019, by and between the City of Lake Elsinore, a municipal corporation ("City") and Albert A. Webb Associates, a ("Consultant").

RECITALS

A. The City has determined that it requires the following professional services: Traffic Engineering Services, Capital Improvement Program Engineering, Bond Release Services and other engineering services as requested by the City.

B. Consultant has submitted to City a proposal, dated March 29, 2019, 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 (Exhibit A), 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 of one (1) year, commencing on May 1, 2019 and ending on June 30, 2020. The City may, at its sole discretion, extend the term

of this Agreement on a 12-month basis not to exceed two (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.

Consultant hereby agrees and acknowledges that any and all work or services performed pursuant to this Agreement shall be based upon the issuance of a project task order by the City. Consultant acknowledges that it is not guaranteed any minimum or specific amount of work or services as all work or services shall be authorized through task order issued by the City.

3. Compensation. Compensation to be paid to Consultant shall be in accordance with the fees set forth in Consultants' Proposal (Exhibit A), which is attached hereto and incorporated herein by reference. In no event shall Consultant's compensation exceed **Five Hundred Forty-Six Thousand Six Hundred Thirty Four dollars (\$546,634)** 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. Reserved.

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. 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 acknowledges that any use of such materials in a manner beyond the intended purpose as set forth herein shall be at the sole risk of the City. City further agrees to defend, indemnify and hold harmless Consultant, its officers, officials, agents, employees and volunteers from any claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therein), arising out of the City's use of such materials in a manner beyond the intended purpose as set forth herein.

a. 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 subcontractors 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.

b. 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 Consultant. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent Consultant and shall not act as an agent or employee of the City.

10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractors 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.

Notwithstanding any other federal, state and local laws, codes, ordinances and regulations to the contrary, 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.

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. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.

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, subcontractors, 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 subcontractors 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. The City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insured with respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work or operations.

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: Albert A. Webb Associates
Attn: Dilesh Sheth, PE, TE
Corporate Headquarters
3788 McCray Street
Riverside, CA 92506

18. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

19. 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.

20. 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 subcontractors 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 subcontractors other than as otherwise is required by law.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractors, 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.

29. 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.

30. Execution. 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.

[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”

Albert A. Webb Associates

Grant Yates, City Manager

By: _____

Its: _____

ATTEST:

Deputy City Clerk

APPROVED AS TO FORM:

City Attorney

Attachments: Exhibit A – Consultant’s Proposal

EXHIBIT A
CONSULTANT'S PROPOSAL
(ATTACHED)



March 29, 2019

Corporate Headquarters

3788 McCray Street
Riverside, CA 92506
951.686.1070

Palm Desert Office

36-951 Cook Street #103
Palm Desert, CA 92211
760.568.5005

Murrieta Office

41391 Kalmia Street #320
Murrieta, CA 92562
951.686.1070

Mr. Remon Habib, P.E.
City Engineer
CITY OF LAKE ELSINORE
130 South Main Street
Lake Elsinore, CA 92530

RE: Proposal to Provide Traffic Engineering Service for Fiscal Year 2019-2020

Dear Remon:

Albert A. Webb Associates (WEBB) processed the task order for traffic engineering services for fiscal year 2018-2019 previously. WEBB is now submitting this proposal to provide traffic engineering services for May to June of fiscal year 2019-2020. In addition, due to the change in City staffing levels, WEBB has been and is currently providing engineering staff services multiple days per week. This change is included in the following scope and budget sheets.

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



www.webbassociates.com

Exhibit “A” – Scope of Work

Task A – Traffic & Engineering Services (Funding Source: General Fund)

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

1. Receive citizen inquiries 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 as needed. 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.
12. Provide qualified and experienced engineering staff to work at City Hall to assist staff with City, development, and other projects.
13. Conduct field reviews as needed to assess existing conditions.
14. Coordinate with City staff, residents, and other stakeholders as needed on projects.
15. Provide engineering design assistance using AutoCAD, excel, and other tools for in-house projects.
16. Attend regular staff meetings and keep City informed of project progress.
17. Prepare plans, specifications, and cost estimates for City projects.
18. Provide construction support assistance on projects.

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

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

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

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

WEBB will provide 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 – Engineering Services for Bond Releases (Development Accounts, Capital Improvement Project Line Items)

WEBB will provide 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 – Engineering Services for Grant Applications (General Fund)

WEBB will provide 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 – Traffic & Engineering Services (General Fund)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 52 Weeks	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	1	52	\$265	\$ 13,780.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	8	416	\$161	\$ 66,976.00
Son Le	Assistant Engineer		8	416	\$135	\$ 56,160.00
Carlos Norvani	Associate Engineer		16	832	\$186	\$ 154,752.00
Sung Chang	Associate Engineer		16	832	\$171	\$ 142,272.00
Intersection Counts, as needed				10	\$530	\$ 5,300.00

Task A – Traffic & Engineering Services (General Fund)

\$ 439,240.00

Task B – Traffic Engineering Services (Traffic Signal Operations)

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 52 Weeks	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	0.5	26	\$265	\$ 6,890.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	1.5	78	\$161	\$ 12,558.00
Son Le	Assistant Engineer		1.5	78	\$135	\$ 10,530.00
Edward Nylund	Construction Inspector		0.5	26	\$125	\$ 3,250.00

Task B – Traffic Engineering Services (Traffic Signal Operations) \$ 33,228.00

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

Name	Role and Responsibility	Professional Qualifications	Estimated Hours Per Week	Total Hours for 52 Weeks	Billout Rate/Hour	Total Amount
Dilesh Sheth	Contract Manager	Registered Civil and Traffic Engineer	0.5	26	\$265	\$ 6,890.00
Nicholas Lowe	Associate Engineer/City Traffic Engineer	Registered Civil Engineer	1	52	\$161	\$ 8,372.00
Son Le	Assistant Engineer		1	52	\$135	\$ 7,020.00
Ingrid Tjahyadi	Assistant Engineer/Plan Check		1	52	\$150	\$ 7,800.00

Task C – Traffic Engineering Services (Development Projects, Capital Improvement Projects, and Special Assignments) \$ 30,082.00

Task D – 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 52 Weeks	Billout Rate/Hour	Total Amount
Nicholas Lowe	Associate Engineer/Bond Releases	Registered Civil Engineer	3	156	\$161	\$ 25,116.00

Task D – Engineering Services for Bond Releases (Development Projects, Capital Improvement Projects, and Special Assignments) **\$ 25,116.00**

Task E – 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	\$265	\$ 1,060.00
Nicholas Lowe	Associate Engineer/Bond Releases	Registered Civil Engineer	16	\$161	\$ 2,576.00
Ingrid Tjahyadi	Assistant Engineer		80	\$150	\$ 12,000.00
Balraj More	Assistant Engineer		28	\$119	\$ 3,332.00

Task E – Engineering Services for Grant Applications (General Fund) **\$ 18,968.00**

Total of Task A + Task B + Task C + Task D + Task E = \$546,634.00