



February 8, 2018

City of Desert Hot Springs
57090 29 Palms Highway
Yucca Valley, CA 92284

Subject: Proposal for Desert View Avenue Bicycle and Pedestrian Safety Improvement Project

Dear Mr. Goldenberg:

KOA Corporation appreciates the opportunity to submit a proposal to provide Professional Engineering Services for this project to the City of Desert Hot Springs. The KOA team is well-qualified, fully prepared, and eager to provide the City of Desert Hot Springs with the required services to complete the Desert View Avenue Bicycle and Pedestrian Safety Improvement Project.

KOA has helped design and plan hundreds of miles of trails, pedestrian facilities, safe routes to schools, complete streets, and bikeways locally in southern California. The KOA team has extensive experience coordinating projects through Caltrans local districts. The impetus for many of these projects is to improve public health and to increase safety and accessibility. Outreach, community presentations, education, and contact with stakeholders have been key aspects to nearly all of these projects.

KOA has worked extensively with public agencies and policy makers throughout the region to effectively communicate complex issues to key stakeholders and the community, enabling them to actively participate in policy, planning, and design processes, in order for them to make informed decisions. We are strong in the transportation arena, working with federal, state, and local agency partners; community members; and stakeholders to develop a consensus and a base of support for proposed transportation plans.

I will serve as the Project Manager responsible for the services listed in the scope. With 11 years of experience, I am a "hands on" project manager. I bring a solid understanding of design and regulatory issues for roadway improvement projects, as well as, design of roadways, intersections, traffic signals, ADA ramps, and completion of PS&E for Capital Improvement projects. I will be the primary contact person for the duration of the contract and can be reached at (909) 890-9693 or by e-mail at mguan@koacorp.com. I believe that my well-rounded project experience will make this project a successful one for the City of Desert Hot Springs.

In addition, RMD Surveying has been included on the KOA team to provide survey services. Our proposed team has successfully collaborated on numerous engineering design projects together.

I am authorized to bind the firm to any contracts and agreements. This proposal shall remain valid for a period of 90 calendar days. KOA Corporation looks forward to working with the City of Desert Hot Springs on this project.

Sincerely,

KOA Corporation

A handwritten signature in blue ink, appearing to read 'Ming Guan', written over a horizontal line.

Ming Guan, PE, TE
Project Manager/Vice President

BACKGROUND

The City of Desert Hot Springs wishes to improve pedestrian and bicycle facilities by constructing the missing sidewalk gap along Desert View Avenue between Palm Drive and Verbena Drive. The proposed improvements include sidewalks, ADA ramps, ADA driveways, and crosswalk installations. The proposed improvements will provide pedestrian/bicycle-friendly and complete street atmosphere.

The City will retain the services of a professional engineering firm to develop the construction Plans, Specifications, and Estimate (PS&E). In addition to the technical engineering work, the engineering firm will provide for overall project management; provide engineering consultation services during the construction bidding phase; and maintain accounting on all invoices as required for the grant funding programs.

KEY ISSUES

In order to develop a sound project approach, it is important to understand the project objective and correctly identify project challenges that will be encountered during project development. The KOA project team has visited the project site, and studied and researched the project area. Some key issues have been made evident with site photos as shown within the following:



Provide designs/alternatives that can widen the road and minimize impacts to the existing driveways



Relocate and adjust existing utilities



Verify right of way constraints and provide designs to minimize impacts



Verify existing drainage patterns to ensure that proposed design will follow the existing patterns

SCOPE OF WORK

Task 1 - Project Management and Administration

The KOA team will meet with the City to establish the design parameters for this project. Under the project management task, KOA will be responsible for maintaining contact with the City's Project Manager to keep him/her



informed of the developments on the project. It is anticipated that monthly PDT meetings will be held until the final completion of the project.

- 1) *Management of project team including sub-consultant*
- 2) *Development and Agreement on Design Standards*
- 3) *Conduct PDT Meetings including preparing Agenda and Meeting Minutes*
- 4) *Submitting of Monthly Progress Reports and Invoices including Updating Schedules*
- 5) *Quality Control of Submittals*

Task 2 - Data Review, Field Surveying and Base Mapping

KOA, with RMD Surveying, shall provide surveying services for the project and shall perform the following subtasks:

- 1) *Obtain and Review Existing Documents and Reports*
Research of City records including records of survey, corner records, parcel maps, tract maps, right-of-way maps, field notes, etc. These records will show locations of existing centerline and right-of-way monuments necessary to show existing street centerline and right-of-way alignments.
- 2) *Conduct Field Surveys for Control and Mapping*
Project Controls will be established for aerial mapping. Field surveys will be conducted for mapping elevations against National Mapping Accuracy Standards. This will entail sending field crews to the project area and surveying topographic information to develop one-foot contour base maps of the project area. AutoCAD plans will be prepared for the purpose of engineering design. Our estimate for the base map is based on surveying an area encompassing the existing right of way corridor along all of the streets included in the project.
- 3) *Field Review Verification*
The survey information will be field verified, as necessary, and the plans will be updated accordingly. Underground and overhead utility information will also be verified. All improvement information obtained from records will also be verified in the field in conjunction with this review.
- 4) *Preparation of Base Map*
The survey topography will be submitted in ASCII format on CD-RW and a hard copy plot provided, using AutoCAD software. All drawings will be prepared at 1"= 40' scale.

Task 3 - Utility Research and Coordination

KOA will provide preliminary notification/request letter and relocation/removal notices to all utility companies that have facilities within the limits of the project. The City shall provide KOA with the required format for the utility notice in Microsoft Word format. Said notices will inform the utility company of their need to relocate their facilities prior to construction or to adjust their facilities to grade after completion of the pavement construction. If requested by the City, potholing services will be performed under a supplement agreement.

- 1) *Contact and Obtain Utility Information*
- 2) *Prepare notices and follow up requests with plans to utility companies*

Task 4 - First Review: Preliminary Design Plans

Preliminary design plans will focus on issues that require general agreement on some of the items noted above. These will be resolved during the preliminary phase of the project. It is assumed that vertical profile of the existing roads will not be modified. They include:



- Street Improvement Plans
- ADA compliancy
- Signing & Striping Plans
- Preliminary cost estimate

Specific subtasks for this task will include:

- 1) *Prepare Preliminary Conceptual Design Plans for First Review (35%)*
- 2) *Prepare Preliminary Construction Cost Estimates*

Task 5 - Prepare Interim and Final Plans, Specifications and Estimate

KOA will prepare and assemble a set of drawings for this project in a bid package format for City review. These plans will be prepared in 75%, 100% and Final Stages. The plan will be assembled after individual tasks are completed as defined in the tasks above. These plans include vicinity map, sidewalk detail, etc. Specific sub-tasks include:

- 1) *Specifications and Special Provisions and Engineers Estimate*
- 2) *2nd Review 75% Submittal*
- 3) *3rd Review 100% Submittal*
- 4) *Final Review and Submittal*

All approved plans will be provided to the City on compact disk in AutoCAD 2007 or higher format, as well as on "D" size Mylar. Specifications documents, including technical specifications, will be provided on digital medium disks in Microsoft Word for Windows format. The Engineers Estimate will be provided in Excel for Windows format.

Task 6 - Engineering Support during Bidding, Award & Construction Phase

KOA will assist the City of Desert Hot Springs in advertising for bids, and providing plans and specifications. Tasks may include answering questions from prospective bidders, providing responses to requests for information (RFI's), preparing addenda to the PS&E during the advertisement period, and providing consultation and interpretation of construction documents. KOA will attend the project pre-construction meeting. During construction, we will be available to answer requests for information, requests for clarification, and address interpretation needing comment. We will issue clarifications or addenda if necessary. We will be available to review and comment on project submittals. KOA will work closely with the City's appointed construction inspector. Subtasks include:

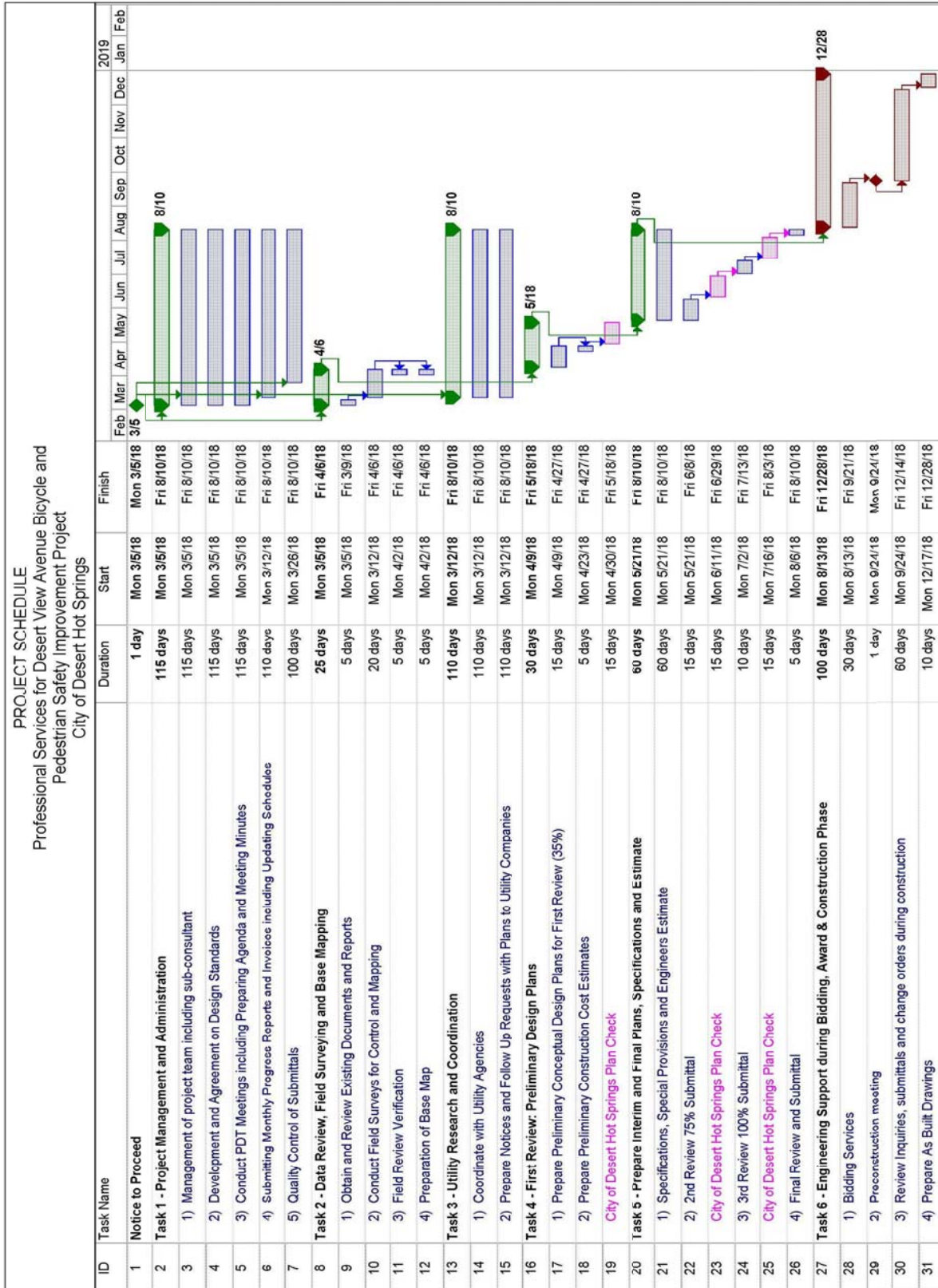
- 1) *Bidding Services*
- 2) *Preconstruction meeting*
- 3) *Review Inquiries, submittals and change orders during construction*
- 4) *Prepare As Built Drawings*

PRINTING AND REPRODUCTION

KOA Corporation will provide the necessary copies of our plans and specifications during the course of plan preparation. At the conclusion of the project, we would furnish original Mylar plan sheets meeting the requirements of the City and "camera ready" specifications, plus word processing and CAD drawing files.



PROJECT SCHEDULE





FEE PROPOSAL

KOA Corporation will perform the work specified in the scope above based on the lump sum fee below.

| Tasks | Fee |
|---|------------------|
| Task 1 - Project Management and Administration | \$ 6,700 |
| Task 2 - Data Review, Field Surveying and Base Mapping | \$ 11,920 |
| Task 3 - Utility Research and Coordination | \$ 2,100 |
| Task 4 - First Review: Preliminary Design Plans | \$ 8,730 |
| Task 5 - Prepare Interim and Final Plans, Specifications and Estimate | \$ 20,250 |
| Task 6 - Engineering Support during Bidding, Award & Construction Phase | \$ 4,840 |
| Reimbursables (Mileage, Printing, and Mylars) | \$ 1,000 |
| Total: | \$ 55,540 |

The budget is based upon the work scope and level of effort presented above and includes the cost of all related technical and administrative services. The work scope is considered complete upon submittal of a final document by KOA. Any additional services requested after study submittal will be considered as extra work and those fees will be negotiated prior to start of work and secured in writing.

Services rendered for out-of-scope work will be billed based on a negotiated fee schedule. Out-of-scope work generally includes items not specifically detailed in the work scope above, and specifically includes the following exclusions:

- Our approach assumes a consensus to the need for this project. We have not allocated any resources to achieving a consensus regarding the need for improvements.
- Our fee would exclude any costs paid to the City, utility companies, or any other agency (private or public) for plan checking, construction inspection, utility records, as-built records, or aerial maps.
- KOA Corporation will not normally visit the site during construction unless this service is specifically included in our cost proposal. Typically, these services are not required. Any appropriate service not specifically included within our cost proposal can be negotiated as extra work, on a cost-plus-expense basis.
- Any legal documents relating to traffic signal maintenance easements, private roadways, or other right-of-way improvements are the work product of a general Civil Engineer. These activities are excluded from the proposed Scope of Services; however, we would identify the necessary area for easement needs on the design plans.
- Requests by the cities or any other entity for items not covered in work program tasks described in this proposal. This includes any significant changes to the project scope that would require significant revisions to completed portions of the plans and other documents.
- Any traffic studies, traffic counts, parking studies, traffic signal warrant and accident analyses.
- Geotechnical investigation and/or preparation of geotechnical report.
- Preparation of street lighting and/or traffic control plans.
- Preparation of temporary construction easement or permanent maintenance easement documents.
- Pot-holing is excluded from our design fee.
- Presentations at public meetings.



SCHEDULE OF FEES

| KOA Corporation HOURLY RATES | |
|---------------------------------|------------|
| Professional Services | 2018 Rates |
| President | \$ 308.94 |
| Principal Engineer I | \$ 281.35 |
| Principal Engineer II | \$ 242.39 |
| Senior Engineer I | \$ 225.08 |
| Senior Engineer II | \$ 182.88 |
| Senior Designer I | \$ 213.72 |
| Senior Designer II | \$ 177.47 |
| Senior Planner I | \$ 213.72 |
| Senior Planner II | \$ 177.47 |
| Associate Engineer I | \$ 143.38 |
| Associate Engineer II | \$ 114.70 |
| Associate Planner I | \$ 142.84 |
| Associate Planner II | \$ 114.70 |
| Associate Designer I | \$ 114.70 |
| Associate Designer II | \$ 92.52 |
| Assistant Engineer I | \$ 114.70 |
| Assistant Engineer II | \$ 92.52 |
| Assistant Planner I | \$ 103.34 |
| Assistant Planner II | \$ 81.70 |
| Senior Construction Manager | \$ 165.00 |
| Construction Manager | \$ 140.00 |
| Senior Construction Observer | \$ 130.00 |
| Construction Observer | \$ 125.00 |
| Assistant Designer I | \$ 91.98 |
| Assistant Designer II | \$ 70.34 |
| Administrative Assistant I | \$ 86.03 |
| Administrative Assistant II | \$ 62.76 |
| Intern | \$ 56.27 |

REIMBURSABLE EXPENSES

Project reimbursable expenses are billed at cost. Project expenses include: Non-commuter automobile mileage (\$0.54 per mile), parking, postage and special courier expenses, reproductions, and any other direct project expenses as requested by the client.

INSURANCE

KOA Corporation is fully able to meet the insurance requirements of projects of this type. The firm has coverage in the following areas: Professional Liability (\$1 million per claim, \$2 million aggregate), Automobile Liability (\$2 million) and General Liability (\$5 million). Our Worker's Compensation coverage meets the insurance requirements of California State law.