Michael Baker INTERNATIONAL

We Make A Difference

January 19, 2024

Mr. Art Cervantes, PMP
Engineering Manager
City of Rialto
150 S. Palm Avenue
Rialto, CA 92376

Re: **Proposal for Engineering Services for Frisbie Middle School Safe Routes to School Project**

Dear Mr. Cervantes

Michael Baker International, Inc. (Michael Baker) takes immense pride in providing civil engineering services to our local municipalities. We are excited to provide this scope and fee to provide design services for the Frisbie Middle School Safe Routes to School Project. The proposed improvements will include design of sidewalks, ADA curb ramps, driveways and signing and striping.

PRIMARY CONTACT INFORMATION

Firm Name:
Michael Baker International

Address:
3536 Concours St #100
Ontario, CA 91764

Contact:
Marlena Perez, PE

Phone: (909) 974-4992
Cell: (909) 974-9937

Email:
Marlena.Perez@mbakerintl.com

The project design will be facilitated under the direction of Mr. Steven Latino, PE, TE. Mr. Latino brings over 19 years of both public and private experience in the Traffic and Transportation field and has experience directing projects similar in scope and magnitude. Ms. Marlena Perez will serve as the project manager, acting as the day-to-day point of contact for the City and ensuring the budget and schedule is met. Ms. Perez has extensive experience delivering sidewalk improvements projects and Safe Routes to School projects in Apple Valley, Indio and Indian Wells. Assisting Ms. Perez on this task will be a well-qualified team of engineers and technical professionals. The proposed project team has worked on numerous traffic and transportation projects throughout the Inland Empire and San Bernardino County. The work includes sidewalk construction, Americans with Disabilities (ADA) curb ramp construction, driveway modifications, signing and striping improvements and Rectangular Rapid Flashing Beacons (RRFBs) and Speed Feedback Sign installation. Most recently, this team has worked on a Complete Street Design Project for the City of Indio and a Safe Routes to School Project for the Town of Apple Valley. Both of which included introducing new sidewalks, curb and gutter, pavement investigations and rehabilitation, signing and striping updates, and driveway modifications.

Michael Baker will complete the tasks outlined herein for the total fee on the attached Task/Hour breakdown invoiced monthly on a time and materials basis. We appreciate the opportunity to propose on this project and look forward to working with the City of Rialto. Please contact me at (909)974-9937 or Marlena.perez@mbakerintl.com if you have any questions.

Sincerely,

Steven Latino, PE, TE
Department Manager
Associate Vice President

Marlena Perez, PE
Project Manager

PROJECT UNDERSTANDING

Michael Baker understands that the City is looking to construct new ADA curb ramps and sidewalk and install signing and striping improvements including RRFBs and a speed feedback sign in the areas surrounding Frisbie Middle School.

The scope of work includes the following items:

- Design of up to 70 new curb ramps
- Compliance review of 10 existing ramps
- Design of up to 58 reconstructed driveways
- Design of approximately 6000 LF of new and reconstructed sidewalk
- Signing and Striping for upgraded crosswalks and school signage

We have prepared the exhibit on the following page demonstrating our understanding of the project limits and scope of work.

Additional proposed ramp location at Virginia Street

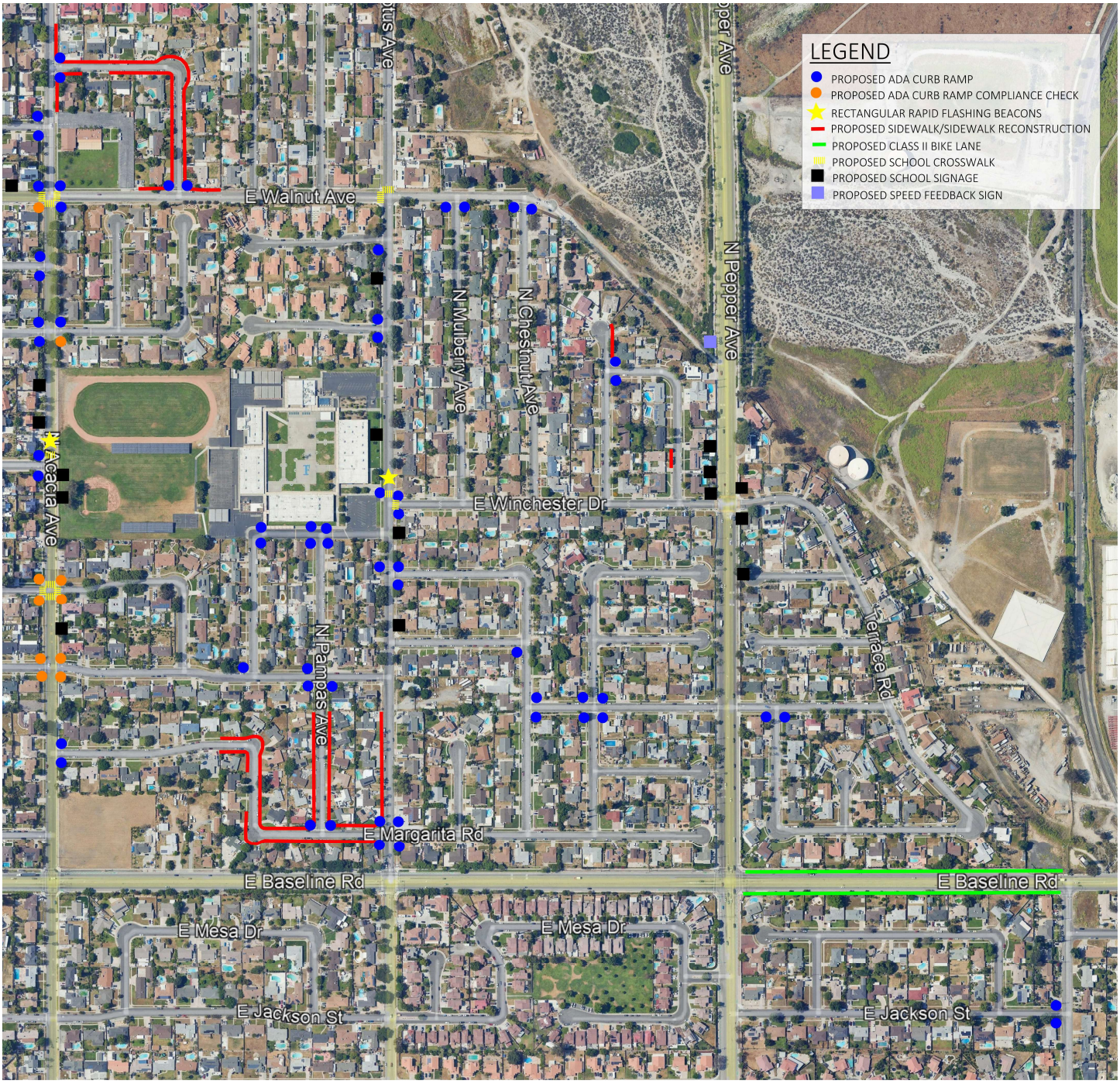
The scope includes design of 60 new ADA curb ramps (shown in blue) and 10 existing ADA curb ramps (shown in orange) to be constructed based on the exhibit provided by the City. Michael Baker is proposing to add one additional ramp location than what was provided from the City at the West side of Eucalyptus Avenue at Virginia Street. This is to ensure that there is a receiving ramp at the existing crosswalk location. The 10 existing ADA curb ramps discussed above appear visually compliant. Michael Baker will determine if the ramps are compliant at these 10 locations, to ensure only existing non-compliant curb returns will be reconstructed to meet ADA standards.

Up to 58 driveways within the project limits will need to be reconstructed to accommodate approximately 6000' of sidewalk construction and repairs to provide an ADA compliant path of travel. There appears to be extensive ponding and damage to the sidewalk and curb and gutter where sidewalk is proposed along Eucalyptus Avenue. We are proposing to reprofile the curb in this location only (approximately 500') to address the ponding issues as part of the design.

Ponding issues at Eucalyptus Avenue

Finally, signing and striping plans will be prepared for the updated school crosswalks, pavement markings, and signage throughout the surrounding areas around Frisbie Middle School. This includes the proposed Class II bike lanes on Baseline Road from Pepper Avenue to Meridian Avenue, which will provide continuity for the existing Class II bike lanes along Baseline Road. RRFBs and speed feedback signage will be included in three locations for traffic calming purposes.

Project Limits and Scope of Work



SCOPE OF WORK

Based on the RFP scope of work, Michael Baker has developed the following scope, which will act as the plan to deliver the project as well as the basis for determining schedule and fee. The deliverables and assumptions are shown the end of each section.

Task 1: Project Management

Marlena Perez will act as the primary point of contact for the City. Her role will be to ensure fluid communication between the City and the design team. Marlena will be responsible for managing the schedule, design and budget. Marlena will always be available for questions or concerns from the City, either by email or by phone.

Task 1.1 Project Meetings

Meetings will be arranged at the following times;

- Project Kick Off Meeting; used a finalization of scoping, identification of any project concerns and allow the City and Michael Baker to meet and work out any design considerations. This will allow for our team to understand any special requirements the City may request as part of this project
- Design Check-In Meeting(s); to provide updates on project progress and resolve any comments (assumes 4)
- Final Closeout Meeting; to discuss any outstanding items and ensure all submittal have been formally accepted by the City.

Michael Baker will prepare the meeting agendas and minutes for each of these meetings.

Assumptions: Up to 8 Virtual Project Meetings

Deliverables: Virtual Project Meetings, Meeting Agendas, Meeting Minutes

Task 1.2 Coordination and Management

This task includes ongoing management of the project including coordination with the City and subconsultants updates to the project schedule and administrative tasks. Michael Baker will send monthly project invoices which include progress reports on the project to the City's Project Manager.

Assumptions: This task assumes a six-month project delivery schedule. If there are extensive delays which extend the project duration and require additional ongoing project management and coordination, an additional fee will be discussed with the City. All project meetings will be held virtually.

Deliverables: Monthly Invoices, Project Schedule

Task 2: Records Research and Field Investigation

Task 2.1 Records Research and Field Investigation

Michael Baker will complete the necessary research to gather and review available information such as preliminary reports, tract maps, right of way maps, and record drawings. Our team will conduct a field visit to photo document all locations.

Deliverables: Document Research and Field Verification

Task 3: Utility Research and Coordination

Task 3.1 Utility Research and Coordination

Early coordination with the utility owners within the project limits is critical to expedited project delivery. Michael Baker will prepare Utility Request letters (on City letterhead), requesting utility owners to send their facility maps and as-built plans. We will coordinate with each utility owner until all responses are received. Michael Baker will maintain a current utility contact matrix including copies of notices sent, copies of responses received, plans received and any relevant correspondence.

Once all plans have been received, Michael Baker will plot the utilities on the plans and probable conflicts will be noted and discussed with the City.

Deliverables: Utility Correspondence Matrix, Utility Request Letters, Utility Mapping

Task 4: Topographical Survey and Right of Way Record Map

Task 4.1 Topographical Survey

Michael Baker will perform a field survey of the project site to facilitate engineering design. The survey will be used to identify the locations and elevations of existing features and site elevations. The results of this survey will be compiled as CADD files to be used by the design team. This CADD base will be at 40 scale with a 1-foot contour interval. The scope for this task includes the 70 curb ramps, and additional 6500 linear feet of sidewalk areas shown on the exhibit above.

The site survey will include obtaining locations, elevations, and descriptions of:

- Spot elevations on hardscape features
- Curb and gutters, sidewalks, and driveways
- Existing survey monuments
- Fences and walls
- Street and pavement areas including the roadway surface and cross gutters
- Power poles, streetlights, traffic signals and major signs, overhead power lines within the right of way
- Above ground utilities including valves, pull-boxes, meters, and vaults.
- All major surface features that define the shape of the terrain, such as tops and toes of slopes, grade breaks and natural ground.
- Trees over 6” in diameter

Assumptions: Topographic survey will only include 70 curb ramps and 6500linear feet of proposed sidewalk areas.

Deliverables: Topographic Survey

Task 4.2 Right of Way Record Map

In order to include and plot the record position of the project boundary in approximate orientation with a specific coordinate system, compiled aerial topographic base data or other overlay features, Michael Baker will perform the following tasks:

- Research of the available public records via on-line services to obtain maps and other items that affect the boundary location of the property.
- Prepare a preliminary record data map to be used by the field survey crew to search for a sampling of boundary monuments.
- Perform a field survey of said monuments in order to establish orientation of the record survey data in relation to the coordinate system used in the topographic mapping.

- Plot the record boundary lines on the aerial base map, with the understanding of the City that said record boundary is NOT the result of a comprehensive boundary survey and analysis, and that it's orientation may disagree substantially from the position determined by a full boundary survey and analysis. However, this record map will be sufficiently accurate to serve as the basis for the designs.

Assumptions: The budget for this scope of work is based upon an assumption that adequate and accessible boundary monumentation exists in the immediate project vicinity to control this record data survey.

Any cost associated with the preparation and processing of a Record of Survey Map, if one becomes necessary as a legal requirement, will be covered by City.

Deliverables: Right of Way Record Map

Task 5: Plans, Specifications, and Estimate

Task 5.1 Preliminary Design 30% Plans and Estimate

Michael Baker will develop 30% plans showing locations for the proposed improvements. The 30% Plans will include all necessary information such as proposed layouts, dimensions, right of way lines, and utility appurtenances. Michael Baker will also develop an itemized cost estimate to give the City an idea of project cost and ensure the designs are within the available budget.

The anticipated drawings for this project are included in the table below. The designs will be based on current best-practice and will include all necessary information such as proposed layouts, and dimensions. Drawings will be 24" x 36" sheets with standard City title block, signature block, approvals and permits block prepared in AutoCAD, and comply with City CADD standards. Typical sections will be shown on the street improvement plans. All designs will be in accordance with the latest City Standards, Ordinances and Regulations, MUTCD, Caltrans Standard Plans and Specifications, and Standard Plans and Specifications for Public Works Construction (the "Greenbook") as applicable.

Drawing Name	Scale	No. of Sheets
Title Sheet	Varies	1
Construction Details	Varies	25
Street Improvement Plan (Double Stacked, Includes 1 Curb Profile for approximately 500')	1"=20'	4
Signing and Striping Plan	1"=20'	4

Michael Baker will develop an itemized cost estimate to give the City an idea of project cost and ensure the designs are within the available budget. The cost estimate will be prepared in excel format and backup quantities can be provided to the City if requested.

Assumptions: Street lighting plans, demolition/removal plans, traffic control plans, traffic signal plans, utility plans and erosion control plans will not be included in our provided drawings. Removals and existing utilities will be shown on Street Improvement Plan and Construction Detail sheets.

Design of retaining wall is excluded from this scope. If retaining walls are required to minimize impacts to private properties, Michael Baker will discuss an additional scope and fee with the City.

Geotechnical investigations and environmental clearance and documentation are not included in this scope of work.

Deliverables: 30% Plans and Engineers Estimate

Task 5.2 65% Plans and Estimate

Once the preliminary 30% design plans and estimate have been approved by the City, Michael Baker will prepare the 65% design package. The 65% design package will address any comments received from the City on the 30% design package. A comments matrix will be prepared to document any comments received and Michael Baker will address all comments or will provide responses and reasoning as to why comments were not addressed. This comment matrix will remain over the lifetime of the project.

Deliverables: 65% Plans and Engineers Estimate, Comment Response Matrix

Task 5.3 95% Plans, Specifications, and Estimate

Michael Baker will prepare 95% construction drawings and engineer's estimate which will incorporate the City's 65% plan submittal comments. The comments matrix will be updated to document any additional comments received and Michael Baker will address all comments or will provide responses and reasoning as to why comments were not addressed. Michael Baker will also prepare project specifications, which will include the project bid list to match the project cost estimate items and quantities. The project specifications based on either City Boilerplate Specifications or the Standards for Public Works Construction "Greenbook" or a combination of both as determined by the City.

Deliverables: 95% Plans, Specifications, Engineers Estimate, Comment Response Matrix

Task 5.4 100% Plans, Specifications, and Estimate

Any final comments received from the City on the 95% PS&E package will be incorporated in the 100% package.

The 95% specifications will be finalized based on any City comments or final amendments to the designs. Once the contract documents and engineer's construction cost estimate are complete, Michael Baker will schedule a final project design meeting with the City staff to present the completed contract documents for final review and acceptance.

Deliverables: 100% Plans, Specifications, Engineers Estimate, Comment Response Matrix

Task 6: Bid and Construction Support (Optional Task)

6.1 Bid and Construction Support

Michael Baker will work closely with the City to respond to all bid inquiries and questions relating to the plans and specifications during the bid period. Should addenda be required, our team will assist the City with their preparation. Our staff will be available during construction to review and respond to Contractor's Requests for Information (RFI's), review any change orders, and provide clarification of design intent when necessary.

Michael Baker will update the construction plans to "Record Drawings" based on the as-built drawings submitted by the Contractor upon completion of the construction of the project.

Assumptions: One on-site meeting to answer questions during construction.

Deliverables: Bidding Support, Construction Support, Record Drawings

Task 7: Right of Way Acquisition (Optional Task)

In the event right of way acquisition is required for the project, Michael Baker has teamed with Epic to lead the right of way acquisition services. The below tasks include obtaining temporary construction easements, permanent easements, or partial fee acquisitions.

Epic will obtain a PTR (if required) for each of the affected parcels and perform a desk review of title reports, legal descriptions, and plat maps to verify ownership and identify any encumbrances.

A Michael Baker Licensed Surveyor will prepare metes and bounds legal descriptions and exhibit plats for each of the anticipated partial right of way acquisitions. Existing property lines will be calculated from record information sufficient to support the Waiver Valuations. It is assumed that recording services will be the responsibility of the City.

Epic will work with an appraiser to provide an option of the fair market value for the proposed acquisition and provide an appraisal report. The appraiser will perform a visual inspection to identify property attributes and analyze market conditions relevant to the property to establish the amount of just compensation. Whenever possible, the Waiver Valuation process will be used in lieu of an appraisal summary report to calculate the value of the specific properties to establish the Amount of Just Compensation.

Cost Savings Option: The Waiver Valuation is allowable if the value of the property being acquired is estimated at $10,000 or less, and the valuation problem is uncomplicated. A waiver valuation would reduce the schedule and cost of this task, however there is the risk of needing to complete an appraisal report and review if a property owner is resistant to negotiations. This can be used for a "simple acquisition".

Epic will prepare an offer package and negotiate with the property owners for the purchase of property rights in good faith and settle the acquisition of rights via voluntary means. Once signatures from the property owners and the client on acquisition agreement(s) have been obtained, Epic will open escrow and oversee the escrow process to obtain signature on all necessary documentation such as grant deeds and temporary construction easement deeds to convey titles and transfer funds. At the close of this process, Epic will transmit closed acquisition documents to the City.

Cost Savings Option: If only TCEs are required, Epic can work with the City directly to process an in-house escrow to reduce the escrow closing fees. This can be used for a "simple acquisition".

Assumptions: This task does not include full acquisitions or relocations. Eminent domain support is not included in this task. The project is funded by non-federal funding.

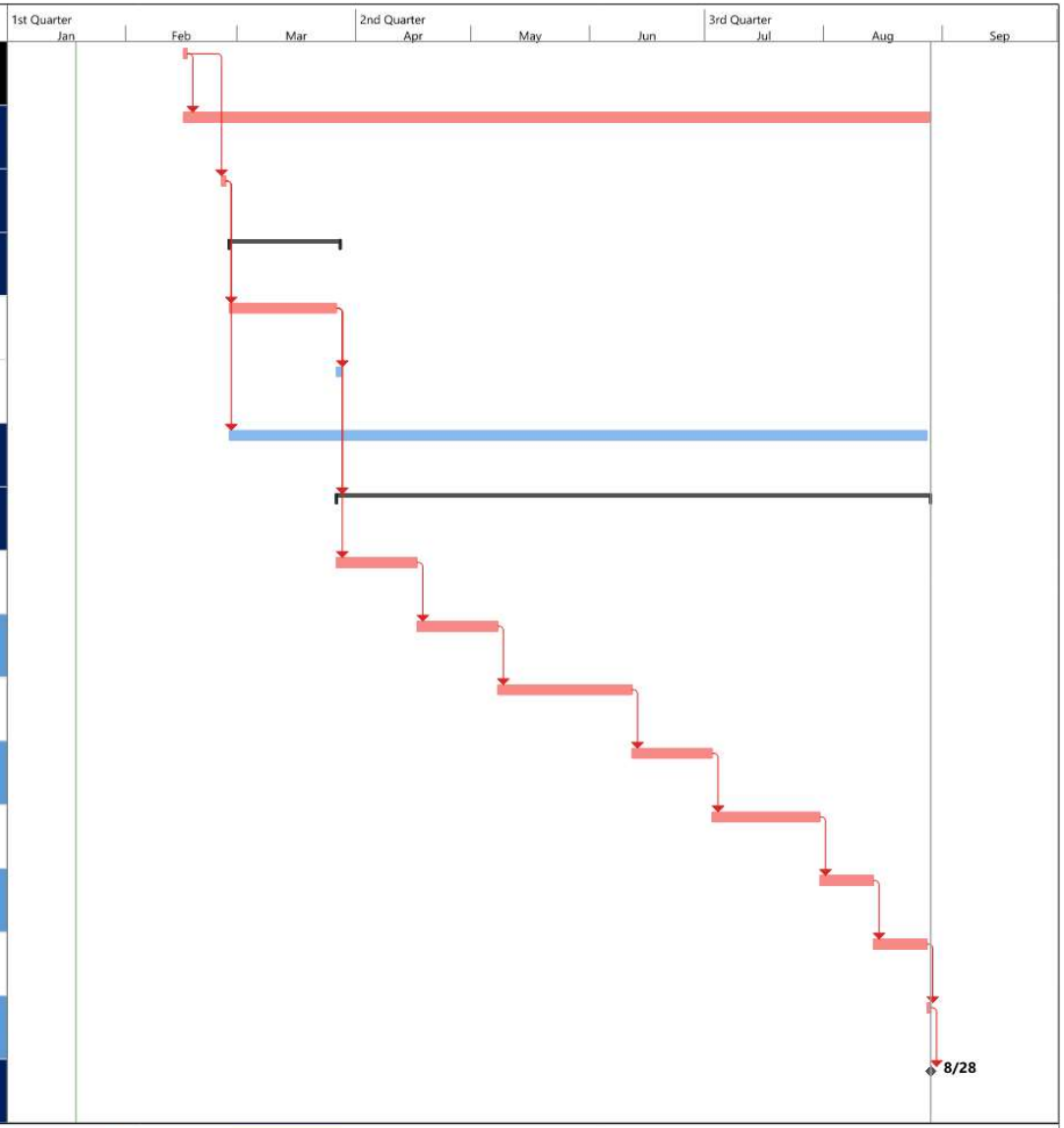
Deliverables: PTRs (if required), legal and plat for each parcel, appraisal report, right of way negotiation, escrow coordination and documentation for each parcel

FEE

Michael Baker International, Inc.		Senior Principal	Senior Project Manager	QA/QC Task Leader	Project Engineer	Designer	Survey Task Leader	Licensed Surveyor	2-Person Survey Crew	1-Person Survey Crew	Survey Analyst	Michael Baker Hours	Fee By Task	Epic Land Solutions Fee	Total Fee By Task
Task No.	Task Description	$320.00	$220.00	$210.00	$160.00	$130.00	$235.00	$210.00	$330.00	$180.00	$135.00				
1	**Project Management**	**12**	**80**	**0**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**100**	**$22,720.00**		**$22,720.00**
1.1	Project Meetings	4	16		8							28	$6,080.00		
1.2	Coordination and Management	8	64									72	$16,640.00		
2	**Records Research and Field Investigations**	**0**	**0**	**0**	**16**	**16**	**0**	**0**	**0**	**0**	**0**	**32**	**$4,640.00**		**$4,640.00**
2.1	Records Research and Field Investigations				16	16						32	$4,640.00		
3	**Utility Research and Coordination**	**0**	**4**	**0**	**8**	**48**	**0**	**0**	**0**	**0**	**0**	**60**	**$8,400.00**		**$8,400.00**
3.0	Utility Research and Coordination		4		8	48						60	$8,400.00		
4	**Topographical Survey and Right of Way Record Map**	**0**	**2**	**0**	**6**	**0**	**8**	**96**	**76**	**126**	**60**	**374**	**$79,300.00**		**$79,300.00**
4.1	Topographical Survey		1		4			80	60	118		263	$58,700.00		
4.2	Right of Way Record Map		1		2		8	16	16	8	60	111	$20,600.00		
5	**Final Design Plans**	**8**	**24**	**88**	**684**	**422**	**0**	**0**	**0**	**0**	**0**	**1,226**	**$190,620.00**		**$190,620.00**
5.1	Preliminary Design 30% Plans and Estimate	2	4	16	59	46						127	$20,300.00		
5.2	65% Plans and Estimate	2	8	24	343	192						569	$87,280.00		
5.3	95% Plans, Specifications, and Estimate	2	8	24	206	135						375	$57,950.00		
5.4	100% Plans, Specifications, and Estimate	2	4	24	76	49						155	$25,090.00		
	SUBTOTAL HOURS AND FEE:	**20**	**110**	**88**	**722**	**486**	**8**	**96**	**76**	**126**	**60**	**1792**	**$305,680.00**		**$305,680.00**
	OTHER DIRECT COSTS (Printing, Travel, etc.):												**$6,100.00**		**$6,100.00**
	TOTAL HOURS AND FEE:	**$6,400.00**	**$24,200.00**	**$18,480.00**	**$115,520.00**	**$63,180.00**	**$1,880.00**	**$20,160.00**	**$25,080.00**	**$22,680.00**	**$8,100.00**		**$311,780.00**		**$311,780.00**
Optional Tasks															
6	**Bid and Construction Support**	**4**	**24**	**0**	**16**	**16**	**0**	**0**	**0**	**0**	**0**	**60**	**$11,200.00**		
6.1	Bid and Construction Support	4	24		16	16						60	$11,200.00		
7	**Right of Way Acquisition Per Unit**	**0**	**6**	**0**	**0**	**0**	**2**	**0**	**0**	**4**	**8**	**20**	**$3,590.00**	**$7,640.00**	
7.1	Right of Way Acquisition Per Temporary Construction Easement		6				2			4	8	20	$3,590.00	$6,800.00	
	OTHER DIRECT COSTS (Printing, Travel, etc.):												**$150.00**		
	OTHER DIRECT COSTS (Additional PTR If Required):												**$1,000.00**		
	OTHER DIRECT COSTS (Waiver Valuation)												**$2,000.00**		
	Total Cost Per Acquisition:														**$13,540.00**
7	**Right of Way Acquisition Per Unit**	**0**	**6**	**0**	**0**	**0**	**2**	**0**	**0**	**4**	**8**	**20**	**$3,590.00**	**$7,640.00**	
7.1	Right of Way Acquisition Per Easement or Partial Acquisition (Standard)		6				2			4	8	20	$3,590.00	$7,165.00	
	OTHER DIRECT COSTS (Printing, Travel, etc.):												**$150.00**		
	OTHER DIRECT COSTS (Additional PTR If Required):												**$1,000.00**		
	OTHER DIRECT COSTS (Appraisal Report)												**$3,750.00**		
	Total Cost Per Acquisition:														**$15,655.00**

PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish
1	**PS&E Notice to Proceed**	**1 day**	**Fri 2/16/24**	**Fri 2/16/24**
2	**Project Management, Meetings, and Coordination**	**139 days**	**Fri 2/16/24**	**Wed 8/28/24**
3	**Project Kick Off Meeting**	**1 day**	**Mon 2/26/24**	**Mon 2/26/24**
4	**Investigations and Research**	**21 days**	**Wed 2/28/24**	**Wed 3/27/24**
5	Topographical Survey and Right of Way Record Map	20 days	Wed 2/28/24	Tue 3/26/24
6	Field Assessment	1 day	Wed 3/27/24	Wed 3/27/24
7	**Utility Research and Coordination**	**130 days**	**Wed 2/28/24**	**Tue 8/27/24**
8	**Final Design PS&E**	**111 days**	**Wed 3/27/24**	**Wed 8/28/24**
9	Prepare 30% Plans and Estimate	15 days	Wed 3/27/24	Tue 4/16/24
10	**City Review of 30% Submittal**	**15 days**	**Wed 4/17/24**	**Tue 5/7/24**
11	Prepare 65% Plans and Estimate	25 days	Wed 5/8/24	Tue 6/11/24
12	**City Review of 65% Submittal**	**15 days**	**Wed 6/12/24**	**Tue 7/2/24**
13	Prepare 95% Plans, Specifications and Estimate	20 days	Wed 7/3/24	Tue 7/30/24
14	**City Review of 95% Submittal**	**10 days**	**Wed 7/31/24**	**Tue 8/13/24**
15	Prepare 100% PS&E Package	10 days	Wed 8/14/24	Tue 8/27/24
16	**City Review/Approval of 100% PS&E Package**	**1 day**	**Wed 8/28/24**	**Wed 8/28/24**
17	**Construction Advertising, Construction and Project Close Out**	**0 days**	**Wed 8/28/24**	**Wed 8/28/24**



Frisbie MS SRTS Project
Date: Fri 1/19/24

Task — Summary — Critical — Progress
Milestone — Project Summary — Critical Split — Manual Progress