

REPORT TO CITY COUNCIL

DATE: OCTOBER 28, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: JESSICA FORTE, PUBLIC WORKS DIRECTOR/CITY ENGINEER

SUBJECT: REQUEST FOR APPROVAL OF AN AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR ADDITIONAL ENGINEERING DESIGN SERVICES FOR THE KANAN ROAD/AGOURA ROAD ULTIMATE INTERSECTION IMPROVEMENTS PROJECT

This item discusses the history of the design contract for the Kanan Road / Agoura Road Ultimate Intersection Improvement Project (Project), and provides a recommendation for a contract amendment to complete final design, Right-of-Way (ROW), and Environmental Documentation in line with the alignment approved by the City Council on August 26, 2020.

The City has an agreement for consultant services with Kimley-Horn and Associates, Inc. (KHA), for engineering design services for the Project. As part of this agreement, KHA will complete design improvements of the intersection, coordination of aesthetic elements from the Agoura Village Specific Plan (AVSP), and provide the Supplemental Environmental Impact Report (SEIR) to identify a signalized intersection as the preferred transportation alternative for the AVSP. The new signalized intersection design was planned as a “gateway” to the City.

The Project evolved throughout the various design stages, requiring additional services to provide detailed aesthetic design including renderings, concept drawings, display boards, mock-ups for a pedestrian bridge, “activation” of intersection corners, pilasters, AVSP logo, and an entry monument at Kanan Road and Cornell Way.

City Council (Council) further directed staff to engage with the public and project developers to collect feedback regarding the signalized intersection. As the Project approached the final design stage, Council expressed its concern with the removal of the two large heritage oaks on the northwest corner of the intersection. Additional services were required to conduct a feasibility study on realignment of the intersection and preparation of alternative design concepts compared to the 95% design plans.

Notices to proceed for these additional services were issued to keep the Project moving forward until an alignment alternative was approved by Council on August 26, 2020.

To bring the Project to final design with the new alternative alignment, additional design service funding is required to provide final construction plans. The additional services proposed for this final stage of the design process include advanced conceptual design plans, construction plans, specifications, construction cost estimate, SEIR and Right-of-Way documentation.

There are six (6) additional tasks associated with the First Amendment. Tasks one through five were authorized by Notices to Proceed over the past few years, and have been paid for through both Measure R and TIF funds. Task number 6 is also funded through Measure R and work will commence upon approval by the City Council.

Task 1: Aesthetic Plan Details at 65% Design Level, Pedestrian Bridge Overcrossing Study, AVSP Logo, and Initial Study for Environmental Document

This task developed aesthetic details to the hardscape and landscape elements of the Project, particularly for the proposed pilasters, monuments, and the northwest corner of the intersection. Included with the aesthetic details was development of an AVSP logo, for incorporation into the Project area design.

Additionally, KHA performed a study of a simplified pedestrian bridge over Kanan Road immediately south of the intersection, and design of an entry monument flanked by transplanted oak trees at the Kanan Road / Cornell Way Intersection.

During preparation of the Notice of Preparation, an Initial Study was found to be required and was included as part of this task.

Task 2: Aesthetic Plan Revisions, Additional Traffic Operations Analysis, VISSIM Modeling, and Photometric Analysis

This task developed aesthetic details of the proposed pilaster and tower monuments, expanding the Project area to include additional east and west ends to include these tower monuments, and additional design concepts of the northwest corner of the intersection. KHA provided revisions to landscaping plans, irrigation plans, and plant palette to incorporate the City's Arterial Streetscape Master Plan.

KHA performed additional traffic operations analysis using traffic counts from the summer period, different peak periods, 2040 forecasts based on developments and general growth. Included with the analysis, KHA developed VISSIM modeling for three scenarios, which included saving the native oaks on the north side of Agoura Road.

KHA also performed a photometric analysis for the lighting along Agoura Road to determine possible reduction of lighting levels.

Task 3: Aesthetic Plan Revisions

This task provided aesthetic revisions to proposed pilasters and tower monuments and additional renderings and concept drawings for the northwest corner of the intersection.

Task 4: Feasibility Study for Kanan Road/Agoura Road Intersection Realignment

This task provided a feasibility study and conceptual plan for the realignment of the intersection. The conceptual plan provided callouts to identify physical and environmental design constraints with a qualitative discussion of traffic operations at each alternative.

The following conceptual layouts were studied:

- Agoura Road realignment along the west side Lindero Creek and terminate at the intersection of Kanan Road and Cornell Way
- Agoura Road realignment along the west side Lindero Creek and terminate at Kanan Road approximately 500' north of the intersection of Kanan Road and Cornell Way
- Agoura Road realignment along the east side Lindero Creek and terminate at Kanan Road approximately 500' north of the intersection of Kanan Road and Cornell Way

Task 5: Alternative B Design and Traffic Analysis

This task included the study of variations of the Project configuration and a consideration to realign Agoura Road to meet at the existing intersection of Kanan Road and Cornell Way, to the South. These previously proposed alternative designs required oak tree relocation, level of service (LOS) degradation, significant right-of-way impacts, and cost.

This task developed an alternative that constructs the intersection improvements within the proposed right-of-way for the ultimate intersection design and conserves the native oak trees on the northwest corner of the intersection. This effort culminated in the approval of the final design alignment by the City Council on August 26, 2020.

Task 6: Final Design of the Project

This task will provide the final design services to provide final plans, specifications, construction cost estimates (PS&E), SEIR for the Project, and an "advanced conceptual design phase". The purpose of the conceptual design phase is to define critical elements in more detail, such as horizontal and vertical alignments, retaining walls, and footprint for landscape/hardscape areas, and activation options for each corner. This phase will identify intersection amenities and develop a palette for the landscape/hardscape that is consistent with the Agoura Village Specific Plan and feedback received on previous aesthetics design.

Additionally, legal descriptions and plats for those properties impacted by the Project shall be prepared for the City.

Based on Section 4.B. of the Agreement, additional work over ten percent (10%) of the contract amount must be approved by City Council. The original Agreement amount is \$299,986. The cost for Tasks 1-6 described above are in the amount of \$465,179. The total Agreement amount upon approval of the First Amendment would be \$765,165.

There is an executed Memorandum of Understanding (MOU) between the City and Los Angeles County Metropolitan Transportation Authority to fund the design of the Project through Measure R, this MOU includes sufficient funding for the total Agreement amount.

The amendment has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve First Amendment to the Agreement for Consultant Services with Kimley-Horn and Associates, Inc.; and
2. Authorize the Mayer to sign the amendment to the agreement on behalf of the City Council.

Attachment: Amendment to Kimley-Horn Kanan Road/Agoura Road Intersection Agreement

FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT: Kimley-Horn and Associates, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT: Attn: Sri Chakravarthy, P.E., T.E.

CONSULTANT'S ADDRESS: 660 S. Figueroa Street, Ste 2050
Los Angeles, CA 90017

CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager

PREPARED BY: Charmaine Yambao

COMMENCEMENT DATE: March 1, 2015

TERMINATION DATE: June 30, 2022

CONSIDERATION: Amendment Amount:
\$465,179.00

Total Contract Price
Not to Exceed: \$765,165.00/yr

**FIRST AMENDMENT TO AGREEMENT BETWEEN
CITY OF AGOURA HILLS AND KIMLEY-HORN AND ASSOCIATES, INC.**

Kanan Road/Agoura Road Ultimate Intersection Improvements Project

THIS FIRST AMENDMENT is made and entered into as of October 28, 2020, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Kimley-Horn and Associates, Inc., a Corporation (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On February 11, 2015, the City and Consultant entered into that certain Agreement entitled "Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc.", in the amount of Two Hundred Ninety-Nine Thousand Nine Hundred Eighty-Six Dollars and Zero Cents (\$299,986.00).

b. On March 22, 2017, the City and Consultant entered into the First Amendment to that certain Agreement entitled "Agreement for Agreement for Design Professional Consultant Services between the City of Agoura Hills and Kimley-Horn and Associates, Inc.," to add scope of work and extend the term of the agreement to June 30, 2022 increase the payment in the amount of Four Hundred Sixty-Five Thousand One Hundred Seventy-Nine Dollars and Zero Cents (\$465,179.00), and to increase the contingency in the amount of Forty-Six Thousand Five Hundred Seventeen Dollars and Ninety Cents (46,517.90).

c. The parties now desire to add scope of work, extend the term of the agreement to June 30, 2022, increase the payment in the amount of Four Hundred Sixty-Five Thousand One Hundred Seventy-Nine Dollars and Zero Cents (\$465,179.00), increase the contingency in the amount Forty-Six Thousand Five Hundred Seventeen Dollars and Ninety Cents (46,517.90), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2022 unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the

above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The FIRST Amendment amount shall not exceed Four Hundred Sixty-Five Thousand One Hundred Seventy-Nine Dollars and Zero Cents (\$465,179.00), for additional design services for a total Agreement amount of Seven Hundred Sixty-Five Thousand One Hundred Sixty-Five Dollars and Zero Cents (\$765,165.00)."

4. Exhibit A to the Agreement is hereby amended by adding thereto the items set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

5. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this FIRST Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Illece Buckley Weber,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
*Date Approved by City
Council* _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONSULTANT

Kimley-Horn and Associates, Inc.
660 S. Figueroa Street, Suite 2050
Los Angeles, CA 90017
Sri Chakravarthy, Vice President
213-261-4037

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

[Signatures of Two Corporate Officers Required]

ATTACHMENT A

ADDITIONAL SCOPE OF SERVICES FOR
FIRST AMENDMENT TO AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC
FOR
KANAN ROAD/AGOURA ROAD ULTIMATE INTERSECTION IMPROVEMENTS PROJECT

Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Consultant.

The Consultant's services shall include, but not be limited to the following:

Task 1: Aesthetic Plan Details at 65% Design Level, Pedestrian Bridge Overcrossing Study, AVSP Logo and Initial Study for Environmental Document

This task provides additional services to prepare detailed aesthetic plans, perspective details, video simulation, and other related services that were previously completed for the Kanan Road and Agoura Road Ultimate Intersection Improvements project. Based upon the City Council's direction on June 8th, 2016 and our subsequent conversations, we understand that revisions need to be made to the aesthetic plans to provide 65% design level information such as detailed dimensions, perspective, and 2-D renderings to many of the hardscape and landscape elements for this project. Additionally, this task shall provide additional information on pros and cons of a pedestrian overcrossing bridge over Kanan Road just south of the intersection. Scope of work for this task is as follows:

A. Project Meetings, Review and Administration – KHA will provide project administration and review of up to 45 hours. This task also includes preparing for and attending up to eight (8) additional meetings with City staff or other project team members.

B. Aesthetic Plan Revisions – KHA and its subconsultant, LNDG, have previously completed several iterations of addressing comments on the aesthetic plan and 35% construction drawings that were not included in the original scope. These tasks included:

- Upgrade trellis features and sign monument on northeast and northwest corners (the additional effort includes 35% aesthetic plans/3D renderings, and construction documents)
- Coordinate and address City comments and produce additional renderings and elevations related to the pedestrian overcrossing on Kanan Road
- Coordinate and address additional rounds of City comments and produce additional renderings and elevations related to the Kanan/Cornell Gateway monument for 35% and 65% submittals
- Address three rounds of additional comments which included revisions to the concept exhibits (pre-35% submittal), which included comments in preparation for Council meeting

The following tasks include the additional effort that needs to be completed based upon the recent City Council's direction:

- Modify site plan and photoshop exhibits to readjust pilaster locations,
- Add lighting to the Kanan/Cornell entry (not including electrical engineering)
- Add signage to tower pilaster “Agoura Village”
- Provide a 2-D perspective rendering to communicate tower pilasters with signage
- Provide up to two (2) exhibits that would provide an understanding of the materials and texture for review by City staff and City Council
- Prepare 95% and final street improvement plan for the Kanan/Cornell Entry
- Prepare 95% and final stage construction plans (up to 2 sheets) to be included as part of the bid package

C. Pedestrian Bridge Overcrossing – KHA’s subconsultant, LNDG, will study a simplified pedestrian bridge crossing over Kanan Road and provide a plan view and elevation. KHA will review similar intersections in the project vicinity and research pedestrian counts and any pedestrian/bicycle crossing related concerns at these other intersections. We will document these findings for City staff’s review.

D. Logo – KHA will review the design guidelines from the Agoura Village Specific Plan, the final aesthetic plans, and the City’s General Plan and prepare a project design logo for this study area that could be incorporated into the design.

E. Initial Study – The comments we have received from City staff on the Notice of Preparation (NOP) requested an Initial Study to be completed. KHA’s subconsultant, Rincon, will prepare an Initial Study for City’s review.

Task 2: Aesthetic Plan Revisions, Additional Traffic Operations Analysis, VISSIM Modeling and Photometric Analysis

This task provides additional services request to prepare detailed aesthetic plans, additional meetings, traffic modeling and simulation, and other related services that were previously completed for the Kanan Road and Agoura Road Ultimate Intersection Improvements project. Based upon the City Council’s direction on July 12th, 2017 and our subsequent conversations, we understand that additional analysis and traffic modeling needs to be completed. Scope of work for this task is as follows:

- A. Project Meetings, Review and Administration* – KHA will provide project administration and review of up to 30 hours. This task also includes preparing for and attending up to five (5) additional meetings with City staff or other project team members including the August 23, 2017 City Council meeting.
- B. Aesthetic Plan Revisions* – KHA and its subconsultant, LNDG, have previously completed several iterations of addressing comments on the aesthetic plans. These tasks included:
- Expand the Construction Documents to include the far east and west ends to include tower monuments. Create base plans and provide construction drawings.

- Provide revisions to preliminary documents and renderings per City's request.
- Provide revisions to working drawing, irrigations, planting, pilasters, and plant palette to be draught tolerant native to match the City arterials streetscape plan.
- Additional meetings with City staff, separate City Council members, goal setting workshop, and a City Council meeting.
- Provided pilaster mock up, stone veneer, lettering, and display board.
- Prepared a rendering/concept for the northwest corner of the intersection.
- Prepared for and attended an additional City Council meeting on August 23, 2017.
- Provided photographs, locations, and dimensions of similar pilasters/towers.
- Provided a field assessment of the existing oaks along Agoura Road for transplant.
- Researched oak tree transplant successes and drafted an arborist response letter to the Rosie Dagots 1992 transplant report.
- Remove pilasters and towers from 95% plans.

C. *Traffic Operations Analysis, VISSIM Modeling, and Photometric Analysis* – KHA utilized the summer traffic counts collected by the City in July 2017 to complete a traffic operations analysis of the Kanan/Agoura intersection as well as the Kanan US 101 interchange ramps. The analysis included:

- Reviewed the traffic count data collected for different peak periods.
- Developed 2040 traffic forecasts for the intersection based upon the development projects and general growth in the area.
- Develop and calibrate Synchro models for existing as well as future traffic conditions for three scenarios:
 - Ultimate Improvements Lane Configuration
 - Save Oaks Lane Configuration
 - Diagonal Pedestrian Crossing
- Using the calibrated Synchro models, developed and calibrated VISSIM microsimulation model for the three scenarios. Extracted videos of each scenario for review and presentation to the City Council.
- Documented and presented the results of the Synchro LOS analysis.
- Prepare a photometric analysis for the lighting along Agoura Road from Kanan to Cornell to determine if the lighting levels can be reduced.

Task 3: Aesthetic plan revisions

This Task provides additional design services relating to aesthetic plan revisions, including any revisions to proposed monuments and pilasters, renderings/concept drawings for northwest corner of the intersection and additional meetings relating to review and/or acceptance, for final project drawings.

Task 4: Feasibility Study for Kanan Road/Agoura Road Intersection Realignment

The Agoura Hills City Council recently directed Staff to perform a feasibility analysis for a new alternative design of the Kanan Road and Agoura Road intersection. Previously proposed alternative designs included variations of the ultimate design configuration which included an additional westbound receiving lane, northbound right-turn lane, and a median on the east leg. These previously proposed alternative designs required oak tree relocation, level of service (LOS) degradation, and non-standard lane offsets. The City Council recommended staff to evaluate the feasibility of realigning Agoura Road as an alternative to the Kanan Road and Agoura Road ultimate intersection design. This study will design and evaluate three (3) Agoura Road realignments concepts as identified by the City. The Agoura Road realignment concepts would include the following potential design features:

- Realign Agoura Road from approximately 1,000' west of Kanan Road along Lindero Creek to terminate at Kanan Road south of the existing Kanan Road and Agoura Road intersection
- Widen Cornell Road from Kanan Road to Agoura Road
- Decommission existing traffic signal at Kanan Road and Agoura Road intersection
- Restrict east and west movements at existing Kanan Road and Agoura Road intersection
- Install roundabout or traffic signal at the future intersection of Agoura Road/Kanan Road/Cornell Way
- Create pedestrian and bike only promenade on Agoura Road from Cornell Road to approximately 1,000' west of Kanan Road

Scope of work for this task is as follows:

A. Project Management and Meetings

Kimley-Horn will provide project management for each task detailed in this scope of services for the task duration, which is assumed to be four (4) months. This task consists of providing project administration and attending up to three (3) project progress meetings and up to three (3) meetings with City Council or Planning Commission.

B. Site Visit & Data Review

Kimley-Horn will perform a field review of the site to observe and document general physical constraints. Physical constraints include oak trees, creeks, visible utilities, and areas with significant grades. We will perform a driveway inventory to verify existing access points of the

businesses located in the northwest and northeast corners of the Kanan Road and Agoura Road intersection.

Kimley-Horn will obtain readily available existing information for the project from City staff including existing as-built plans, aerial photographs and mapping, right of way and utility plans, existing traffic counts, environmental and other information pertinent to this proposed project.

C. Conceptual Plans and Feasibility Memo

Kimley-Horn will develop conceptual exhibits for up to three (3) alternatives on an aerial background based on the field review and available information described in task 2. The conceptual exhibits will include lane configuration, striping, curbs, medians, sidewalks, and existing ROW. This task will develop the following conceptual layouts:

1. Agoura Road realignment along the west side Lindero Creek and terminate at the intersection of Kanan Road and Cornell Way
2. Agoura Road realignment along the west side Lindero Creek and terminate at Kanan Road approximately 500' north of the intersection of Kanan Road and Cornell Way
3. Agoura Road realignment along the east side Lindero Creek and terminate at Kanan Road approximately 500' north of the intersection of Kanan Road and Cornell Way

The conceptual plans will be annotated with callouts to identify potential physical and environmental design constraints. The conceptual plans will also identify potential impacts to pedestrian/bicycle connectivity, adjacent intersection/driveway operations, and existing and proposed business access. The conceptual plans will identify potential driveway relocations and/or improvements to maintain access to existing businesses. We have assumed up to two (2) rounds of revisions based on one set of consolidated comments per review.

Kimley-Horn will document the benefits, features, potential constraints, and potential impacts of each alternative in a feasibility memorandum. Potential right-of-way impacts, utility impacts, environmental impacts, constructability, and cost will be discussed in the memo. A qualitative discussion of traffic operations for each of the alternative will also be included. Kimley-Horn will submit an electronic copy of the memo for your review. We have assumed up to two (2) rounds of revisions based on one set of consolidated comments per review.

Task 5: Alternative B Design and Traffic Analysis

Previously proposed alternative designs included variations of the ultimate intersection design configuration and the realignment of Agoura Road to the existing intersection of Kanan Road and Cornell Way. These previously proposed alternative designs required oak tree relocation, level of service (LOS) degradation, significant right-of-way impacts and cost. The City Council recommended staff develop an alternative that constructs the intersection improvements within the proposed right-of-way for the ultimate intersection design and does not impact the oak trees in the northwest corner. Scope of work for this task is as follows:

A. Traffic Analysis for Alternative B

Kimley-Horn performed additional traffic engineering services during the development of Alternative B and provided support for the following deliverables:

- Conceptual exhibit for Alternative B intersection design
- Construction cost estimate for Alternative A (Complete shift of proposed 95% design south to save oak tree on north side) and Alternative B
- Attended two (2) councilmember meetings to present Alternative A and Alternative B

Kimley-Horn will perform the following additional traffic engineering services and provide support to City Staff in preparation of the City of Agoura Hills' Goal Setting Workshop:

- Calculate the number of PM peak hour vehicle trips that must be removed from the Kanan Road and Agoura Road intersection to achieve LOS C under Alternative B conditions
- Analyze the following features for Alternative B
- Fine-tune Alternative B design with the following features and update conceptual exhibit if feature has a safety or operational benefit:
 - Converting southbound right turn hatch area bypass lane, channelized lane, or merge lane
 - Shorten eastbound right turn pocket length to save mature oak tree on southwest corner
 - Transition westbound bike lane away from Agoura Road
- Qualitative discussion of traffic operations at Roadside Drive/U.S. 101 SB Ramps/Kanan Road intersection with the removal of the westbound left movement

Task 6: Final Design of the Project

This task provides design services to provide final plans, specifications, construction cost estimates (PS&E), SEIR for the Project. Scope of work for this task is as follows:

A. PROJECT MANAGEMENT

A.1: Kick-Off Meeting

Kimley-Horn will arrange and participate in one (1) kick-off meeting to establish a Project Management Team consisting of subconsultants and City staff. KHA will prepare meeting agenda and meeting materials. The purpose of this meeting is to review the project scope, schedule, clarify challenges and opportunities, and review and verify mutual understanding of contract administration items. KHA will prepare meeting notes that will document the discussion and action items.

A.2: Project Administration and Management

Kimley-Horn will provide day-to-day project management, including progress reports, tracking of project schedule, invoicing, and overall administration of the project. KHA will attend up to five (5) project meetings as directed by the City to include your staff and other participants. KHA will communicate regularly with City staff on the progress of the design. KHA will prepare a detailed

project schedule that will include expected meetings, activities (by work task, whether performed by Kimley-Horn's team or others), duration, submittal dates, and critical path items. The Project Schedule will include key elements, such as conceptual design and environmental analysis, to approval of final plans, specifications and estimate. Kimley-Horn will provide monthly invoices to the City.

Deliverables:

- Project Schedule
- Progress Reports via agreed format
- Meeting Notes and Agendas
- Monthly Invoices

B. CONCEPTUAL DESIGN PHASE SERVICES

B.1: Advanced Conceptual Design Plans

Kimley-Horn will prepare an advanced conceptual design for Staff and City Council approval prior to the beginning the PS&E phase of the project. The purpose of this phase is to define in more detail the design of critical elements such as the horizontal and vertical alignment, retaining walls, drainage improvements, and the footprint for landscape/hardscape areas in each corner. This phase will also identify intersection amenities and design a palette for the landscape/hardscape that is consistent with the Agoura Village Specific Plan and feedback received on previous aesthetics design. KHA have assumed up to 3 rounds of revisions with each round based on a set of consolidate comments from the City.

KHA will prepare the following sheets in support of this phase of the project:

B.1.1: Street Improvement Plans - This plan will be prepared at a 1"=40' scale and will show proposed road improvements including parkway, sidewalk, curb extensions, new ADA pedestrian ramps, drainage improvements, walls, and striping.

B.1.2: Landscape and Hardscape Plans - Prepare an aesthetic plan and design concepts for the monument/gateway entrance near Cornell Way and activation of the northeast, northKHAst, and southKHAst corners of Kanan/Agoura intersection as KHAst as a landscape/hardscape palette for the project. KHA will provide the overall concept in rendering format and plan layout at 1"=40' scale. Prepare a rendering of the driver perspective approaching the intersection on eastbound Agoura Road. KHA will prepare and present a landscape/hardscape palette using the City's Agoura Village Specific Plan as guidance as KHAst as local knowledge and feedback from the Council, Staff, and the public in previous design phases.

B.1.3: Quality Control/Quality Assurance (QC/QA) - Perform on-going quality assurance/quality control (QA/QC) review of plans prepared under this task. Quality control will be conducted by senior management involved with the project.

B.2: Communication/Meetings - Include up to five (5) meetings or presentations to City Staff, subcommittees and/or City Council. This task includes preparation of meeting materials and meeting minutes.

Deliverables:

- Street Improvement Plan Layout

Landscape/Hardscape Plan Layout
Rendering of monument/gateway entrance
Rendering of northeast, northKHAst, and southKHAst corners
Rendering of driver's perspective approaching the intersection on eastbound Agoura Road
Meeting Materials and Minutes
Landscape/Hardscape Storyboard

C. DESIGN PHASE SERVICES

C.1: Plans, Specifications and Opinion of Probable Cost (PS&E)

Upon approval of the conceptual design plans, KHA will provide 95% and Final design submittals as described below.

C.1.1: 95% PS&E - For the 95% design submittal, KHA assume that both the street improvement plan and landscape/hardscape plans, including the monument/gateway and activation corner concepts, will be approved by the City and any permits and utility coordination required for construction of project will be identified. These plans will use the survey completed for prior design phases. The following sheets will be updated or added during this phase based upon the summary of comments received from City staff on the Advanced Conceptual Design:

- **Title Sheet:** KHA will prepare one sheet consisting of a project title, sheet index, legend, abbreviations, basis of bearing note, benchmark data, development team data, site area, vicinity map, location map, legal description, and approval blocks.
- **General Notes Sheet:** KHA will prepare one sheet consisting of client contacts, geotechnical report reference, earthwork quantities, utility company contacts, approval blocks, general notes and list of standard details used.
- **Typical Sections:** KHA will prepare two sheets consisting of typical sections and typical pavement sections for the project.
- **Demolition/Utility Plans:** This plan will be prepared at a 1"=20' scale (assume 2 sheets) and will indicate site features and utilities proposed to be removed, relocated or protected in place within the project boundaries. The utilities shown will be obtained from previous design efforts. This plan will also indicate areas of asphalt, curb, and sidewalk removal.
- **Street Plans:** This plan will be prepared at a 1"=20' scale (assume 6 sheets plan and profile) and will show existing and proposed grades for the road improvements and will also show parkway, sidewalk, curb extensions, new ADA pedestrian ramps, drainage improvements, driveway modifications, walls, preliminary grading, crosswalks, and cross gutters.
- **Construction Details:** KHA will indicate details such as accessible curb ramps for each corner, slough walls, and other miscellaneous construction details which will provide clarification during construction (assume 5 sheets).

- **Retaining Wall Plans:** This plan will be prepared at a 1"=10' scale (assume 1 sheet plan and profile) and will show the limits of the retaining wall, gutter drains, top of footing elevation, and top of wall elevation.
- **Erosion Control Plans:** This plan will be prepared at a 1"=20' scale (assume 2 sheets) and will be based upon the Drainage Plans indicating proposed KHA at KHA's Best Management Practices (BMP's) to mitigate erosion from the project site to the storm drain systems. These plans will show the City standard erosion control notes and locate suggested temporary construction entrance, staging areas, and other BMPs.
- **Stormwater and Drainage Details:** This plan will be prepared at 1"=20' scale (assume 1 sheet) and will show modification details or profiles of the existing storm drain system. It is assumed that upgrades to the County's main lines will not be required.
- **Signing/Striping Plan:** KHA will prepare signing and striping plans at a scale of 1"=40' (assume 1 sheet) for the improvements. The design plans will be prepared in accordance with California Manual of Uniform Traffic Control Devices (M.U.T.C.D.) standards.
- **Traffic Signal Plan:** KHA will prepare a traffic signal modification plan at a scale of 1"=20' (assume 1 sheet) for the improvements. The modification plan will be prepared in accordance with California Manual of Uniform Traffic Control Devices (M.U.T.C.D.) standards.
- **Hardscape Layout Plan and Construction Details:** This plan will be prepared at a 1"=20' scale (assume 8 sheets) for the improvements within the project limits. KHA will provide a hardscape layout plan and coordinate with the City for the site amenities.
- **Irrigation Plan:** This plan will be prepared at a 1"=20' scale (assume 2 sheets) for the improvements within the project limits incorporating recycled water as part of the Landscape plan set.
- **Landscape Plans:** KHA will provide a Landscape Plan set at a 1"=20' (assume 4 sheets) outlining the monument/gateway entrance, activation corner design and other amenities identified in the Advanced Conceptual Design Phase KHA will provide a construction plan and Planting plan.

C.1.2: 100% (Final) PS&E - For the 100% (final) design submittal KHA will respond to a consolidated set of comments from the City on the 95% PS&E Documents and update the plan sheets accordingly.

KHA will prepare Specifications at 95% and final submittal stages. Specifications will be prepared in the format of project-specific modifications, as appropriate by construction item, to the Specifications of the City of Agoura Hills and the Standard Specifications for Public Works Construction (Greenbook) with numbering format starting at 700 series and the Caltrans Standard Specifications. Specifications will include the City provided front end documents (Notice Inviting Bids, Instructions to Bidders, Proposal with Bid Schedule and General Provisions).

KHA will provide an engineer's opinion of probable construction cost in Excel format for 95%, and final submittal stages of the design. KHA will coordinate with the City and base this opinion on actual bid prices for recent projects that involved similar construction, when applicable. Opinion of Probable Cost shall also be provided in Excel format.

C.2: Drainage Memorandum

KHA will utilize the drainage report that was completed for Agoura Road Widening and provide updated on-site hydrology calculations to determine modification or upgrades to the existing connections to storm drain structures and to size the catch basin inlets within the project limits. These updated calculations will be presented to the City for review in a memo format. KHA will address one round of comments and have assumed up to 6 hours to address comments.

C.3: QC/QA

KHA will perform on-going quality assurance/quality control (QA/QC) review of documents prepared under this task. Quality control will be conducted by senior management involved with the project along with an independent reviewer not associated with the project.

Deliverables:

- 95% Plans, Specifications and Estimate – Three (3) hard copy sets
- Final Plans, Specifications and Estimate – Three (3) hard copy sets
- Signed and Sealed PS&E Package and a thumb drive copy of Plans in CAD
- Drainage Memorandum
- Meeting Materials and Minutes

D. ENVIRONMENTAL ANALYSIS/SUPPLEMENTAL EIR DOCUMENTATION PHASE

This Scope assumes the following:

- Baseline conditions, Project Description, and approach will not change once the City issues Authorization to Proceed.
- The following studies prepared by others will be provided to Kimley-Horn for inclusion in the SEIR:
 - Kanan Road and Agoura Road Roundabout Mitigated Negative Declaration and Technical Studies (February 18, 2014).
 - Biological Resources Assessment and Impact Analysis - Kanan Road/Agoura Road Roundabout Project (Envicom, March 2013)
 - Oak Tree Report Prepared for the Kanan Road/Agoura Road Roundabout Project (L. Newman Design Group, Inc., March 2013)
 - Memorandums from the City's Landscape and Oak Tree Consultant (April 2013 and January 2014)
 - General Biological Resource Assessment Results for the 38.50 Acre Agoura Hills Road Widening Project (Galvin Preservation and Associates, June 2012)
 - Supplemental Biological Resources Evaluation Agoura Road Widening Project (Galvin Preservation and Associates, March 2012)
 - Second Supplemental Biological Resources Evaluation Agoura Road Widening Project (Galvin Preservation and Associates, September 2012)

- Least Bell's Vireo Focused Survey Report for the Agoura Road Widening Project (Rincon Consultants, Inc. July 2012)
 - Jurisdictional Delineation Report for the Agoura Road Widening Project (Bonterra Consulting, September 2012)
 - Rare Plant Survey for the Agoura Road Widening Project (Envicom, June 2013)
 - Focused Rare Plant Survey for the Agoura Road Widening Project (Rincon Consultants, Inc. August 2014)
 - Tree Study (for current Project)
 - Cultural Resources Investigation for the Proposed Kanan Road Agoura Road Roundabout Project (McKenna et al,
 - The various Cultural Resources studies identified in FEIR Section 4.6.
- For each technical study/deliverable, Kimley-Horn will:
 - Respond to one reconciled set of City comments- additional City review cycles are excluded,
 - Provide a “redline copy” that reflects the proposed edits and responds to the City’s comments, and
 - Provide a “check copy” for City approval prior to finalizing/reproduction.
 - Preparation of an Initial Study would not be required given the City has already determined a SEIR will be prepared.
 - The City will prepare, distribute, and file all CEQA notices.
 - City comments will not raise new substantive issues requiring re-analysis.

D.1: Project Description

Building on the CEQA Project information obtained at the Project Kick-Off Meeting, Kimley-Horn will prepare a Draft Project Description for City review and approval. The Project Description will detail the Project’s location, environmental setting, background and history, characteristics, discretionary actions, goals/objectives, construction schedule/phasing, agreements, and required permits and approvals. Kimley-Horn will prepare exhibits to depict the regional and site vicinity and key Project components to support the environmental analysis.

Deliverables: Draft Project Description, Final Project Description

D.2: Technical Studies

Kimley-Horn will prepare the technical studies listed below. Additional studies/analyses may be identified during Project scoping. This Scope assumes the following project data will be available to support the analyses:

- Site Plan and Grading Plan (PDF format)
- Detailed construction phasing and grading/excavation/paving quantities

D.2.1: Air Quality/Greenhouse Gas Emissions Assessment - Kimley-Horn will conduct an Air Quality and Greenhouse Gas Emissions Assessment. Fugitive dust and equipment exhaust emissions from construction activities will be quantitatively evaluated using the latest version of the Roadway Construction Emissions Model (RCEM). As the Project involves intersection improvements and would not add roadway capacity, the analysis will briefly discuss that the proposed Project would improve intersection operations and not negatively impact air quality and would not generate operational emissions. The analysis will be prepared in accordance with CEQA criteria, standards, and provisions and will respond to the applicable State CEQA Guidelines Appendix G thresholds. The air quality emissions assessment will be conducted in accordance with the South Coast Air Quality Management District's (SCAQMD's) recommended methodologies set forth in the CEQA Air Quality Handbook.

D.2.2: Biological Resources - Kimley-Horn in conjunction with our subconsultant ELMT Consulting (ELMT) will provide these biological resources-related tasks. KHA will use the previously prepared biological resources studies to establish baseline conditions. Because the previously prepared technical studies are over five years, they will be verified through a field reconnaissance and a query of the California Natural Diversity Database (CNDDDB), California Native Plant Society (CNPS) Electronic Inventory of Rare and Endangered Vascular Plants of California, and the United States Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC) project planning tool and Environmental Conservation Online System (ECOS), for special-status biological resources known to occur on and within the Project site's vicinity. This information will be used to evaluate potential impacts to biological resources pursuant to the State CEQA Guidelines, and suggest avoidance, minimization and mitigation measures, as KHA as permit requirements, if needed, to reach a non-significance level of impact.

The Staff Recommended Alternative Design exhibit depicts existing and proposed oak trees. Impacts to these trees will be verified through review of prior studies and in consultation with the City's oak tree consultant. The analysis will include recommendations for compliance with the City's Oak Tree Ordinance.

D.2.3: Noise Assessment - Kimley-Horn will conduct a Noise Assessment. Kimley-Horn will review applicable noise and land use compatibility criteria for the Project area. Noise standards regulating noise impacts will be discussed for land uses adjacent to the proposed intersection improvements. The construction noise impacts will be evaluated in terms of maximum levels (Lmax) and hourly equivalent continuous noise levels (Leq) and the frequency of occurrence. As the Project involves intersection improvements and would not increase capacity, the analysis will qualitatively describe that the roadway improvements would not increase traffic noise levels during operations. This scope excludes on-site noise measurements.

Deliverables: Draft and Final EIR Section Analyses and Modeling

D.3: Scoping Meeting

A Public Scoping Meeting will be scheduled during the NOP public review period to orient the community on CEQA's intent and review processes, and the environmental issues to be addressed in the SEIR. The Public Scoping Meeting will also enable the community to understand the Project and comment on environmental concerns. Kimley-Horn will provide graphics to supplement the discussion, as appropriate. Comment forms will be provided for the

meeting. Written and oral comments received during the meeting will become a part of the Project record.

D.4: Draft SEIR

D.4.1: Administrative Draft SEIR - Kimley-Horn will prepare the Draft SEIR, which will contain only the information necessary to make the previous EIR adequate for the Project, as revised. The SEIR will consist of the following sections:

1. Executive Summary
2. Introduction and Purpose
3. Project Description
4. Basis for Cumulative Analysis: This Task assumes City will provide a Cumulative Projects List.
5. Environmental Analysis: Kimley-Horn will conduct an analysis to evaluate the project's potentially significant effects on the environment. The environmental analysis will be based upon the previous EIR, ISMND, readily available data, the Technical Studies identified above, and results from additional research. The significance criteria/thresholds used to evaluate each issue will be identified and patterned after State CEQA Guidelines Appendix G. The environmental analysis will consider all Project phases, including planning, acquisition, development, and operation. The analysis will consider the whole action involved with the proposed Project: on- and off-site, Project- and cumulative-level, direct and indirect, and short-term construction and long-term operational. Explanations will be provided for all thresholds including "No Impact" responses, which will be supported by cited information sources. For each significant adverse impact, the environmental analysis will also identify feasible mitigation measures, which could avoid or reduce the impact. Preliminarily, the Project's key environmental considerations are:
 - Aesthetics
 - Air Quality
 - Biological Resources
 - Cultural Resources
 - Greenhouse Gas Emissions*
 - Noise
 - Transportation
 - Tribal Cultural Resources**Not analyzed in the previous EIR.
6. Other CEQA Considerations
7. Alternatives to the Proposed Action: Kimley-Horn will provide an analysis of a "reasonable range" of alternatives, comparing each alternative's impacts in each environmental issue to the Project. Preliminarily, the range of Alternatives will consist of the No Project/No Development Alternative and two other Alternatives to be developed through the environmental analysis process in consultation with the City. For each alternative, Kimley-Horn will qualitatively analyze the environmental issues outlined in Item 4.3.1.5 above.
8. Effects Found Not to be Significant

9. Organizations and Persons Consulted

D.4.2: SEIR Graphics - Kimley-Horn will prepare approximately 10 exhibits to enhance the written text and clarify the proposed project environmental impacts. Our in-house graphic design team will create black and white or full-color exhibits, as KHAII as covers and dividers for the SEIR and Technical Appendices. This Task assumes the City will provide high-resolution base maps and plans.

D.4.3: Draft SEIR Completion - Kimley-Horn will respond to one reconciled set of City comments on the Administrative Draft SEIR. Kimley-Horn will prepare a check copy of the Draft SEIR and submit to the City (along with a redline copy of the Administrative Draft SEIR) for approval prior to public release. This Task assumes that the Project Description will not change, and the comments will not raise new substantive issues requiring re-analysis.

Deliverables: Administrative Draft SEIR, Check Copy Draft SEIR, Draft SEIR, SCH Summary Form for Electronic Document Submittal, 40 flash drives (15 to SCH + 5 to City + 20 Distribution List)

D.5: Final SEIR - Kimley-Horn will initiate preparation of the Final SEIR during the public review period.

D.5.1: Administrative Final SEIR - Kimley-Horn will prepare the Final SEIR, which will consist of the following sections:

1. Introduction
2. List of Commenting Persons, Organizations, and Public Agencies
3. Comment Letters
4. Responses to Comments: Kimley-Horn will respond to written comments received during the public review period and additional comments raised during public hearings concerning significant environmental issues. It is noted that the extent of public/agency comments that will result from the public review process is presently unknown. Kimley-Horn has budgeted conservatively, assuming a maximum of 20 hours for completion of the Administrative Responses to Comments. Should the level of comments and responses exceed the assumed effort, services will be provided on a time and materials (T&M) basis.
5. Errata to the Draft SEIR, if required.
6. Mitigation Monitoring and Reporting Program (MMRP): Kimley-Horn will prepare a MMRP to be defined through coordinating with the City to identify appropriate monitoring steps/procedures, to provide a basis for monitoring such measures during and upon project implementation. The MMRP Checklist will serve as the foundation of the proposed project's MMRP. The Checklist indicates the mitigation measure number, mitigation measure, monitoring milestone, method of verification (documentation, field checks, etc.), and a verification section for the initials of the verifying individual, date of verification, and pertinent remarks.

D.5.2: Final SEIR Completion -Kimley-Horn will respond to one reconciled set of City comments on the Administrative Final SEIR. Kimley-Horn will prepare a check copy of the Final SEIR and submit to the City (along with a redline copy of the Administrative Final SEIR) for approval prior to finalizing.

Deliverables: Administrative Final SEIR, Check Copy Final SEIR, Final SEIR

D.6: Project Management and Meetings/Hearings

D.6.1: Project Management - Ms. Rita Garcia will be responsible for Project Management, including overall Team management and coordination, and ongoing consultation with the City. Ms. Garcia will undertake Project consultation and coordination and review the SEIR for CEQA compliance. Ms. Garcia will coordinate with all technical staff, consultants, and support staff, toward completion of the SEIR.

D.6.2: Meetings and Hearings - Ms. Garcia and one additional staff will attend the meetings/hearings and conference calls and represent the Team, as appropriate. This Task assumes a maximum of 30 hours for meetings/calls, including preparation, attendance, and follow-up, as appropriate. Should the City determine that additional time beyond the assumed is required, services will be provided on a T&M basis.

Assumed Meetings/Hearings: 1 Project Kick-Off Meeting, 1 Scoping Meeting, 4 Progress Conference Calls, 2 Public Hearings

D.6 Deliverables: Agenda (per meeting, as appropriate), Minutes and Action Items (per meeting, as appropriate)

E. RIGHT-OF-WAY DOCUMENTATION AND COORDINATION SERVICES

E.1: Legal Descriptions and Plats

Kimley-Horn will prepare up to two (2) Legal Descriptions, Plats in accordance with City of Agoura Hills guidelines for those properties anticipated to be affected by acquiring additional Right-of-Way. KHA will prepare temporary construction easements for up to two (2) additional properties. It is assumed that the City of Agoura Hills will conduct all coordination with the property owners for their review and consent of the documents. It is also assumed that all right-of-way acquisition and appraisals will be completed by the City.

E.2: Modifications

As part of preparation of Final Plans, modifications relating to right-of-way issues will be included and plans modified. KHA have assumed up to two rounds of ROW and plan modification with up to 50 hours for these efforts.

Deliverables:

- Right-of-Way Plats and Legals will be submitted to the City with the Final PS&E submittal, and upon approval will be recorded
- Temporary Construction Easements
- Modified final plans