

REPORT TO CITY COUNCIL

DATE: MAY 8, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: JESSICA FORTE, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

SUBJECT: APPROVE FIFTH AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES WITH MICHAEL BAKER INTERNATIONAL FOR ADDITIONAL ENGINEERING DESIGN SERVICES FOR THE KANAN CORRIDOR PROJECT STUDY REPORT/PROJECT DEVELOPMENT SUPPORT (PSR/PDS) PROJECT

This report seeks City Council approval of a fifth amendment to the agreement with Michael Baker International (MBI) for additional engineering design services and to extend the term of their agreement for the Project Study Report / Project Development Support (PSR/PDS) of the Kanan Road Corridor Project (Project). This amendment will provide engineering design services for Kanan Road Rehabilitation Improvements from Thousand Oaks Boulevard to East Canwood Street, and a Structures Crossing the US-101 Inventory and Assessment Report.

In September 2017, the City entered into an agreement with MBI, in the amount of \$334,500, to provide engineering design services for the Project, with the limits on Kanan Road, between Thousand Oaks Boulevard and Agoura Road. The scope of work for the project was to complete the Project Initiation Document (PID) phase, which included evaluating capacity enhancement alternatives at the interchange on and off-ramps, lane reconfigurations, as well as infrastructure modifications to ensure the safe transport of bicyclists and pedestrians is preserved. The PID will be the PRS-PDS.

A first amendment to the MBI agreement, in the amount of \$19,000, was approved in February 2018, to extend the Project limits from Agoura Road to Cornell Way and provide additional budget for extending the limits of the Project. In February 2020, the second amendment to the MBI agreement was approved to extend the term of their agreement to June 30, 2021, to allow for the inclusion of the final Kanan Agoura Intersection alignment, which was approved in August 2020. In May 2021, the third amendment to the MBI agreement was approved to extend the term of their agreement to June 30, 2023, to further extend the limits of the Project to the northerly limits of Kanan Road, allowing the study and coordination of signals and fire circulation for the entire corridor, develop additional build alternatives, and provide additional studies required by the Caltrans process. And, in April 2023, the fourth amendment to the MBI agreement was approved to extend the term of their agreement to June 30, 2024, and develop additional bicycle-focused alternative concepts.

Over the last six (6) years, MBI has generated five (5) distinct conceptual design alternatives for the PSR/PDS. Of these design concepts, three (3) build alternatives were developed into detailed Geometric Approval Drawings (GADs), which incorporated feedback received from the November 2021 City Council meetings. The GADs incorporated continuous bike lanes from Agoura Road to Thousand Oaks Boulevard, and minimal narrowing of the medians to keep existing street trees in place. And, in October 2022, the first submittal of GADS was submitted to Caltrans for review.

In February 2023, staff received additional feedback from the City Council, which emphasized “family friendly” bicycle and pedestrian improvements throughout the Corridor. Over the past year, MBI and staff worked to develop an alternative focused on “family friendly” bicycle and pedestrian improvements, particularly through the freeway interchange area. Presentation of this alternative, which minimizes conflict points between bicycles and vehicles, is scheduled for the May 22, 2024, City Council Meeting.

To allow the PID Phase to continue moving forward within the Caltrans Process, which ultimately results in programming of the Project, these new alternatives were developed in GAD format to allow for an early start on alternatives refinement in the next phase of the project, Project Approval and Environmental Document (PAED).

The PSR-PDS has been submitted to Caltrans, which includes the GADs, the Traffic Engineering Performance Assessment (TEPA) of the GADs, Storm Water Data Report (SWDR), and Preliminary Environmental Analysis Report (PEAR). Caltrans approval of the PSR-PDS is estimated to be completed by early this summer.

A brief summary of each of the GADs included in the PSR-PDS are described below:

- 1) GAD Alternative 1 (No Build) – No reconstruction or improvements;
- 2) GAD Alternative 2 – Multi-Modal Corridor Improvements, including widening of Kanan Road, widening bridge on both sides, maintains existing interchange configuration, and intersection modifications;
- 3) GAD Alternative 3 – Multi-Modal Corridor Improvements, including widening of Kanan Road, widening bridge on both sides, reconfigures interchange making Roadside Drive one-way, relocates entrance for SB 101 on-ramp to Roadside Drive, and intersection modifications; and
- 4) GAD Alternative 4 – Multi-Modal Corridor Improvements, including widening of Kanan Road, widening bridge on both sides, reconfigures interchange by eliminating left-turns from Roadside and Canwood onto Kanan, and intersection modifications.

It is worth noting that the bike friendly alternative is not included in the PSR-PDS, but inclusion of an alternative GAD during the PA/ED is not unusual. Caltrans will accept the new GAD during PA/ED, therefore the PSR-PDS was submitted in order to keep the PID process moving to initiate the project in the Caltrans review process.

In February 2024, the City entered into a Cooperative Agreement (COOP) with Caltrans to complete the next step in the project development process, the PA/ED. During this phase, each of the proposed alternatives from the PSR-PDS will be developed and refined, and as described above the alternatives developed with “family friendly” bicycle facilities will be included in the PA/ED. The PID and PA/ED phases may not overlap, so the PSR-PDS was required to be approved by Caltrans prior to starting the PA/ED phase.

As part of the COOP for the PA/ED, Caltrans will require the City to enter into an updated Freeway Maintenance Agreement (FMA) covering the entire City limits on the US-101 prior to completion of the PA/ED. The FMA will cover all existing five structures crossing US-101, which includes the Kanan Interchange. In preparation for the updated FMA, an inventory and assessment of the areas to be maintained and of anticipated costs is needed. A typical Caltrans FMA requires local agencies to:

- For Overcrossings (local road goes over freeway): maintain all features above the bridge deck surface, including striping, signage, lighting, sidewalk and barriers in Caltrans Right of Way;
- For Undercrossing (local road goes under freeway): maintain sidewalk and pavement in Caltrans Right of Way; and
- Maintain “Enhanced Landscaping” areas within Caltrans right of way.

MBI has provided similar assessments for other agencies required to update their FMA with Caltrans. And while the PID phase is being finalized, staff recommend assessment of the City’s freeway crossings prior to the start of the PA/ED phase to gain full understanding of the breadth of maintenance that may be required of the City under the updated FMA.

Additionally, the City’s Funding Agreement (FA) with Metro for the Project includes improvement of the road segment between East Canwood Street and Thousand Oaks Boulevard, which includes a failing roadway area over Medea Creek, as a separate phase of work to be designed and constructed ahead of the larger Project. The PSR-PDS alternatives propose to enhance capacity in this area and rebuild the pavement section for the current and future traffic conditions. A geotechnical study was also performed as part of the PID phase, which provided recommendations for improvements. The proposed work for this segment includes rebuilding of the failed pavement and underlying slope with a new thicker structural section, specifically designed for current traffic loading conditions, which would allow for the capacity enhancement being evaluated in the PSR-PDS.

To complete the crossing assessment and design of improvements of Kanan Road from Thousand Oaks Boulevard to East Canwood Street, the following additional services are required:

- Plans, Specifications, and Estimate;
- Right-of-Way Construction Easement;
- Bicycle Improvements from City’s Bike Master Plan;

- California Environmental Quality Act (CEQA) Determination; and
- Caltrans Crossing Inventory, Assessment, and Maintenance Cost Analysis.

Staff recommends a fifth amendment, in the amount of \$512,030, which covers the tasks detailed above, and to further extend the term of MBI's agreement to June 30, 2026.

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

FISCAL IMPACT

The Kanan Corridor Project is a multi-phase project fully funded by Measure R (funds have been fully appropriated and expended) and M. The scope of work of both the PAVED phase and design and rehabilitation of Kanan Road from Thousand Oaks Boulevard to East Canwood Street is included in the Los Angeles Metropolitan Transportation Authority Funding Agreement for the Project, and the funds are included in the City's adopted CIP Budget for FY 2023-24 and FY 2024-25 (Account number 019-4640-632000).

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve the Fifth Amendment to Agreement for Consultant Services with Michael Baker International; and
2. Authorize the Mayor to sign the Fifth Amendment on behalf of the City Council.

Attachment: Fifth Amendment to Agreement for Consultant Services for Design Services MBI

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

NAME OF CONSULTANT: Michael Baker International

RESPONSIBLE PRINCIPAL OF CONSULANT: Attn: Eric Spangler

CONSULTANT'S ADDRESS: 5 Hutton Centre Drive, Suite 500
Santa Ana, CA 92707

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

PREPARED BY: Charmaine Yambao

COMMENCEMENT DATE: May 8, 2024

TERMINATION DATE: June 30, 2026

CONSIDERATION: Amendment Amount:
\$512,030.00

Total Contract Price
Not to Exceed: \$1,229,928.00/yr

(1st Amendment of \$19,000.00
increased Original contact of
\$334,500.00 to \$353,500.00; 2nd
Amendment was zero \$ increase;
3rd Amendment of \$275,103.00
increased contract to
\$628,603.00; 4th Amendment of
\$89,295.00 increased contract to
\$717,898.00; 5th Amendment of
\$512,030.00 increased contract
to \$1,229,928.00.)

**FIFTH AMENDMENT TO AGREEMENT BETWEEN
CITY OF AGOURA HILLS AND MICHAEL BAKER INTERNATIONAL**

**Kanan Corridor Safety, Operations and Capacity Enhancement Project –
PSR/PDS**

THIS FIFTH AMENDMENT is made and entered into as of May 8, 2024, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and Michael Baker International, 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 September 27, 2017, the City and Consultant entered into that certain Agreement entitled "Agreement for Design Professional Consultant Services," in the amount of Three Hundred Thirty-Four Thousand Five Hundred Dollars and Zero Cents (\$334,500.00).

b. On March 16, 2018, the City and Consultant entered into the First Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services," to add scope of work to extend the southerly project limits from Agoura Road to Cornell Way, and increase the payment in the amount of Nineteen Thousand Dollars and Zero Cents (\$19,000.00).

c. On February 12, 2020, the City and Consultant entered into the Second Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services," to extend the term of the agreement to June 30, 2021.

d. On May 12, 2021, the City and Consultant entered into the Third Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services," to add scope of work to extend the Project limits from Thousand Oaks Boulevard to the northerly project limits, develop one additional design alternative, and conduct traffic and hazardous assessment studies, extend the term of the agreement to June 30, 2023, increase the payment in the amount of Two Hundred Seventy-Five Thousand One Hundred Three Dollars and Zero Cents (\$275,103.00).

e. On April 26, 2023, the City and the Consultant entered into the Fourth Amendment to that certain Agreement entitled "Agreement for Design Professional Consultant Services," to add scope of work to develop additional bicycle-focused alternative concepts, extend the term of the agreement to June 30, 2024, and increase the payment in the amount of Eighty-Nine Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$89,295.00).

f. The parties now desire to add scope of work, extend the term of the agreement to June 30, 2026, increase the payment in the amount of Five Hundred Twelve

Thousand Thirty Dollars and Zero Cents (\$512,030.00), 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, 2026 unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 4 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 Fifth Amendment amount shall not exceed Five Hundred Twelve Thousand Thirty Dollars and Zero Cents (\$512,030.00), for additional engineering design services for a total Agreement amount of One Million Two Hundred Twenty-Nine Thousand Nine Hundred Twenty-Eight Dollars and Zero Cents (\$1,229,928.00)."

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 Fifth Amendment to Agreement to be executed the day and year first above writt

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

Michael Baker International
5 Hutton Centre Drive, Suite 500
Santa Ana, CA 92707
Eric Spangler
offc: 949-855-3657
fax: 949-472-8373

By: William M. Hoose

Print Name: William Hoose

Title: Vice President

By: Steven A. Yoshizumi

Print Name: Steven Yoshizumi

Title: Vice President

[Signatures of Two Corporate Officers Required]

ATTACHMENT A

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

See attached Scope and Fee Proposal dated April 15, 2024 (rev3) from Consultant to the City for Kanan Corridor – Pavement Rehab and Wall Repair PS&E from East Canwood Street to Thousand Oaks Blvd; Caltrans Crossing Inventory and Assessment

February 8, 2024
February 22, 2024 (rev1)
March 8, 2024 (rev2)
April 15, 2024 (rev3)

Ms. Charmaine Yambao

Project Manager
City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

**SUBJECT: SCOPE AND FEE PROPOSAL FOR:
KANAN CORRIDOR – PAVEMENT REHAB AND WALL REPAIR PS&E FROM EAST
CANWOOD STREET TO THOUSAND OAKS BLVD; CALTRANS CROSSING INVENTORY
AND ASSESSMENT**

Dear Ms. Yambao,

Michael Baker International, Inc. (Michael Baker) is pleased to submit this scope and fee proposal for design of pavement rehabilitation, sidewalk, block wall, and slope repair measures along Kanan Road between East Canwood Street to Thousand Oaks Boulevard in the City of Agoura Hills. The project length is approximately 1,940 linear feet.

Generally, the project will include:

- pavement rehabilitation and repair of both northbound and southbound lanes
- sidewalk reconstruction of the easterly sidewalk for approximately 375 linear feet from Hillrise Road to the north, upgrading the 3 ADA curb ramps at the Hillrise/Kanan intersection, and upgrading the 3 ADA curb ramps at the East Canwood Street/Kanan intersection.
- block wall replacement abutting three residential properties where the wall is leaning, a distance of approximately 175 linear feet.

Project Understanding and Scope of the Project

Consistent with the geotechnical report recommendations, the designed improvements will specifically include the following items.

Pavement Reconstruction and Rehabilitation:

- 375 linear feet of pavement replacement from the Hillrise Drive crosswalk to the north, in both directions of travel. The portion of the pavement removal and replacement that is sagging from settlement over Medea Creek will include two feet of sub-grade replacement (4' feet total from roadway surface). Existing utilities within the upper 4' of the roadbed will be protected in place.

- Two-inch pavement grind and overlay of the northbound and southbound lanes beyond the limits of the pavement removal and reconstruction, between East Canwood Street and Thousand Oaks Blvd.
- Localized pavement “digouts” within the project limits of pavement sections that need to be replaced to full depth construction. These areas will be identified through field visual observation.

Curbed Median Modifications:

- Four curbed and landscaped medians exist in the project limits. These medians will be modified to eliminate the brick mow-strip that exists and the City’s new standard for island noses will be implemented. Existing median landscaping and monument signs will be protected in place. The shape and dimensions of the curbed medians will remain unchanged. The irrigation controller for these curbed medians, located on Thousand Oaks Blvd, will be upgraded to the new City standard system.
- The profile of the sagging curbed median curb over Medea Creek will be re-constructed to a smooth profile, for up to 375 linear feet. Existing planting and trees will be protected in place, to the maximum extent practicable.

Curb & Gutter, Sidewalk, Stairway, and Block Wall Reconstruction

- 375 linear feet of sidewalk, curb and gutter removal and replacement from the Hillrise Drive crosswalk to the north along northbound Kanan Road. Street trees and street lights will be protected-in-place as much as possible. Hand-railing will be replaced along this segment, where it currently exists. In lieu of slope re-grading over Medea Creek on the east side of Kanan Road, a cut-off wall, approximately 3’ deep will be added to the back of the sidewalk along the top of slope at the handrailing location. This will minimize mature tree and vegetation removal.
- 175 linear feet of block wall replacement along northbound Kanan Road abutting three residential properties, located north of the Medea Creek stairway.
- Stairway reconstruction for upper portion of stairway from Kanan Road down to the first landing area.

Scope of Work:

Michael Baker proposes to accomplish the above noted improvements by conducting the following tasks.

Task 1 – Project Management and Meetings

Michael Baker will manage and direct subconsultants, monitor and review the design for conformance with City standards, policies, and procedures. Michael Baker will perform Quality Control reviews before any deliverables are submitted to the City.

Michael Baker will host monthly PDT meetings in a virtual on-line format with the City, as requested by the City, not to exceed 12 monthly PDT meetings. One on-site meeting is included in this scope of work. It is assumed that the PS&E schedule will last 12 months, including Right of Way Acquisition.

Task 2 – Public Works Subcommittee Meetings and City Council Meeting

Michael Baker will attend up to two (2) Public Works Subcommittee meetings and one (1) City Council meetings to discuss the project and solicit feedback and input. Michael Baker will be available to present the scope of the project to PW Subcommittee or City Council using a powerpoint presentation, or PDF Exhibits.

Task 3 – Land Surveying Field Shots

Michael Baker will perform three days of land surveying field shot data collection within the project limits, particularly focusing on the area where the roadway is sagging over Medea Creek, and the ADA curb ramps. The field shots include joining local control benchmarks, and will clarify the limits of the profile correction needed for the roadway. Features that will be captured will include the curbed median, pavement on the east side of the road, curb, gutter, and sidewalk on the east side of the road, including the base of the masonry block wall within public R/W.

Task 4 – Utility Research & Coordination

Michael Baker will send out Utility Request letters to utility owners, on City letterhead. The City will pay any utility as-built or facility map fee. Once received, Michael Baker will plot the utility facilities in CAD, as part of the Utility Plans task (Task 6). Once the plans are prepared, they will be distributed to Utility Owners with any potential conflicts shown, to confirm any requirements by the Utility Owners.

Task 5 - Prepare 35% Plans / Scoping Exhibits

Michael Baker will prepare the 35% plans for the City's review, to get the City's approval of the scope of the project before improvements are designed to final PS&E level of detail. The 35% plans will be the draft plans that will show the scope of the project. Once approved by the City, these will serve as the Scoping Exhibits (or Geometric Approval Drawings) for the project. Once the City reviews the 35% plans, Michael Baker can then proceed to final design plans. The 35% plans will include a draft version of the following sheets:

- Title sheet
- Typical Sections
- Layout Plans
- Draft Top of Curb Profile Sheet
- Draft Masonry Block Wall sheet
- Draft Landscape Sheets

Task 6 - Prepare Construction Plans

Once the 35% concept plan is reviewed by the City, Michael Baker will prepare a complete plan set which will include:

- Title Sheet & General Notes (1 sheet)
- Typical Sections & Quantities Sheet (1 sheet)

- Layout Sheets (40-scale) (2 sheets)
 - Layout sheets will include hatches for pavement rehabilitation areas, hatches for sidewalk repair areas, construction note callouts, station and offset callouts of construction items, and other general construction requirements.
 - Layout sheets will also include one catch basin reconstruction on the east side of Kanan Road and temporary water pollution control labels for existing catch basins within or adjacent to construction areas.
 - In areas where existing sidewalk slabs are bulging or distressed from street tree roots, those sidewalk concrete slabs will be shown to be grinded down or replaced on the Layout sheets.
- Top of Curb Profiles (1 sheet)
 - One Top of Curb (TC) profile sheet showing the roadway profile correction of the right Top of Curb (TC) profile and the median TC profiles
- Masonry Block wall (2 sheets)
 - Approximately 175' feet of wall segment to be replaced will include a plan view and typical section with the wall height labelled in reference to the back of sidewalk elevation. This masonry wall will be a Caltrans Standard plan or Standard Plans for Public Works Construction Standard wall. No structural calculations will be performed. No custom aesthetic details will be prepared.
 - The second Masonry Block Wall sheet will include wall typical details, such as footing dimensions, embedment requirements, and slope bench details. Private property line "return" walls that intersect the masonry wall at the top of slope will be shown on the plan sheets, only for a distance to close the gap between the private slope wall/fence and the Kanan Road block wall. Private trees and shrubs will be called out to be protected in place to the maximum extent practicable. The specification will require the contractor to repair any damaged private facilities such as irrigation or other items located in the TCE/Right of Entry areas.
- Construction Details Sheets (5 sheets)
 - Two (2) construction detail sheets will show the stairway and handrailing reconstruction details. It is assumed that landscaping, street trees, irrigation, and City monument signs will be protected in place, to the maximum extent practicable.
 - Three (3) additional construction detail sheets at 1"= 10' (10 scale) will be prepared to show the three ADA curb ramp updates at the Hillrise/Kanan intersection, and the three ADA curb ramp upgrades at the East Canwood/Kanan intersection. The existing pedestrian push buttons are assumed to remain in their current location. No Traffic signal modification plan is included in this scope of work as part of the ADA curb ramp upgrades.
- Landscape and Irrigation (6 sheets)
 - Michael Baker will prepare 2 Landscape Sheets, 2 Irrigation Sheets, and 2 detail sheets that will cover the curbed median and roadside street trees. It is assumed that the shapes and dimension of the existing curbed medians will remain the same as existing. The existing brick mow strips will be removed and planted. The irrigation controller for these curbed medians, located on Thousand Oaks Blvd, will be upgraded to the new City standard system.

- Utility Plans (2 sheets @ 1"= 40')
 - Existing utilities within the project limits will be plotted based upon As-Built plans received from utility owners. Utility appurtenances that need to be adjusted to grade will be shown on these sheets. It is assumed that the Southern California Edison Street Lights & poles within the project limits can be protected in place and will not be relocated. Coordination with SCE will be conducted if any street lights need to be removed and re-set vertically in the same horizontal location. Lighting and Electrical Plans are not included in this scope of work.
 - The potholing results will be shown on these sheets.
- Traffic Control plans (4 sheets)
 - A two-stage construction is assumed, in an effort to keep one lane in each direction open at all times on Kanan Road.
- Signing and Striping Plans (40-scale) (2 sheets)
 - These will show the restoration of existing striping.
 - It is not anticipated that existing signage will change with the project, but existing signs will be shown. Certain roadside sign-posts may need to be re-set in the new sidewalk.
 - These sheets will also label restoration of traffic signal loop detectors, since existing loops will be impacted by grind and overlay operations. Separate traffic signal modification plans are not included in this scope of work.

The first complete PS&E submittal to the City will be the 90% PS&E submittal. City comments will be addressed and then a 100% submittal will be made to the City. Submittals will be made in PDF format, and in hard copy format if requested.

Task 7 – Prepare Cost Estimate

Once the 90% Plans are prepared, Michael Baker will calculate construction quantities and prepare a final cost estimate for construction with quantities, current construction unit costs, and pay items.

Task 8 – Prepare Specifications

Technical specifications will be prepared in Greenbook format. It is assumed that the City will provide front-end bid specifications to be included in the project specifications. The technical specifications will be prepared to restrict the Contractor to certain construction timelines, coordination with bus schedules, and require coordination with the utility owners within the project. The specifications will be included in the 90% and 100% submittals.

Task 9 – Geotechnical Review of PS&E

NMG Geotechnical, who prepared the geotechnical study for the project site including recommendations, will review the PS&E package and provide comments and recommendations on the package.

Task 10 – Prepare Right of Way Exhibits for three (3) Temporary Construction Easements (TCE’s) or Right of Entry Agreements

The segment of wall replacement abuts residential backyards, which will require temporary construction easements (TCEs) or Right of Entry Agreements from the three private property owners. Michael Baker will prepare plan view exhibits of each TCE/Right of Entry for Monument’s use in the appraisals and acquisitions. Preparation of legal descriptions and plats by a land surveyor is not included in this scope of work. Furnishing Title Reports is not included in this scope of work.

Task 11 – Right of Way Appraisals and Acquisitions (3 TCEs / Rights of Entry)

Monument, as a subconsultant to Michael Baker to appraise and acquire three (3) Temporary Construction Easements (TCEs) or Right of Entry Agreements as stated above on behalf of the City. Monument will coordinate directly with the property owners and with the City. Monument will not make any formal offers to the property owners until the appraisals and terms of agreement are approved by the City. Please see Monument’s detailed scope of work attached.

In addition to Monument’s coordination with the property owners on behalf of the City, the Michael Baker project manager or project engineer will attend up to 1 meeting at the site with each property owner to explain the design and construction process.

Task 12 – Categorical Exemption (CE) CEQA Determination

Michael Baker will assist the City with processing a Categorical Exemption for the proposed project. Based on a preliminary review of the environmental setting and proposed improvements, this task assumes the project will qualify for a Categorical Exemption under California Environmental Quality Act (CEQA) Guidelines Section 15301, Existing Facilities. This exemption covers projects that include the repair, maintenance, or minor alteration of public facilities, provided the improvements involve a negligible or no expansion of existing or former use.

Michael Baker will prepare a Notice of Exemption (NOE) for the proposed project, consistent with the CEQA Guidelines. The NOE will be supported by a brief writeup that will include a description of the proposed improvements and justification for the use of a Categorical Exemption for the project. Michael Baker will also attach up to three (3) exhibits to the NOE. This task specifically excludes the preparation of any technical analyses/studies or an Initial Study.

Michael Baker will file the NOE with the County Clerk and State Clearinghouse on behalf of the City. This task excludes the payment of any required NOE filing fees.

Task 13 - Design Support During Bidding

Michael Baker will provide as-needed design support during bidding. This will include answering bidder Requests for Information (RFIs), questions, and coordinating with the City's inspector for the project.

Task 14 - Design Support During Construction and Prepare As-Built Plans

Michael Baker will provide as-needed design support during construction. This will include answering contractor Requests for Information (RFIs), questions, and coordinating with the City's inspector for the project. Michael Baker will prepare delta revisions on the plans as needed. This service will be provided on a time and materials basis, and NMG will be available for geotechnical consultation.

Michael Baker will prepare as-built plans after construction is complete using the delta revisions prepared during construction and also any construction "as-built" redlines received from the Inspector or Contractor.

PS&E Assumptions:

- It is assumed that roadway cross section dimensions will not change from the existing condition. In other words the roadway will not be widened, nor the curbed median be narrowed, or turn pockets extended with this project.
- Traffic Signal Modification Plans are not included in this scope of work.
- Neither drainage plans nor a drainage report are included in this scope of work. One catch basin will be reconstructed at it's current size and show on the Street Layout sheet. Modifications to Medea Creek are not proposed, therefore a permit from LA County Flood Control will not be required.
- No water quality (NPDES) permits or environmental permitting is included in this scope of work.
- If a TCE/Right of Entry cannot be obtained in a cooperative "friendly" manner, condemnation proceedings are not included in this scope of work.
- Masonry block wall and retaining walls will be designed using Caltrans Standard Plans or Standard Plans for Public Works Construction (SPPWC). No structural calculations nor custom wall designs will be prepared.
- We have assumed that the PS&E phase of the project will last up to 12 months.

Task 15 - Caltrans Crossing Inventory and Assessment

Caltrans has requested that the City update their City-wide Maintenance Agreement with Caltrans for the 101 freeway, and is requiring this as part of the PA/ED completion of the Kanan Corridor Project. Michael Baker will assist the City in assessing the impacts of assuming maintenance responsibility of the local roadway crossings of US-101. Caltrans typical maintenance agreement requires the local agencies to:

- For Overcrossings (local road goes over freeway): maintain all features above the bridge deck

- surface, including striping, signage, lighting, sidewalk and barriers in Caltrans Right of Way.
- For Undercrossings (local road goes under freeway): maintain sidewalk and pavement in Caltrans Right of Way.
- Maintain “Enhanced Landscaping” areas within Caltrans right of way.

Michael Baker will assist the City in preparing an inventory of areas to be maintained and an assessment of maintenance costs that would result from the City signing the new Maintenance Agreement with Caltrans.

Interchanges and crossings of US-101 within City limits include:

- Liberty Canyon Road
- Palo Comado Canyon Road / Chesebro Road
- Kanan Road
- Reyes Adobe Road
- Pedestrian overcrossing between Kanan and Chesebro interchanges

Michael Baker will review the existing maintenance agreement and quantify areas within Caltrans R/W already maintained by the City. Exhibits will be prepared showing areas currently maintained by the City, and new potential maintenance areas.

Michael Baker will obtain and review As-Built plans of new areas to be maintained and estimate approximate maintenance costs of said facilities. It’s important to note that Michael Baker does not have a database of “Annual Maintenance Costs” of roadways, bridges, landscaping, and other roadway facilities, therefore it is assumed City can provide typical maintenance costs to Michael Baker, or Michael Baker can use typical maintenance cost data from sources such as County of Ventura, County of Los Angeles, or other published information from public agency websites.

Michael Baker will prepare a report that summarizes the findings of the above analysis, including exhibits of existing and new maintenance areas, tabular presentation of estimated maintenance costs, and sources of maintenance cost data. This can be a decision-making tool for the City to use in their review of the Maintenance Agreement with Caltrans. The report will be about 5 to 7 pages of text and cost tables, with exhibits and data attached as Appendices. Michael Baker will submit a draft report to the City, address City comments, and then issue a final report to the City.

Task 16 – Implement Bike Lane Improvements from City’s Bike Master Plan

The City is considering striping bike lanes within the right shoulders with this project. If the City wishes to include implementing bike lanes into this project, Michael Baker will scope this improvement with the City by preparing different striping / design options for the City’s review and consideration. Once approved, the bike lane design will be incorporated into the PS&E.

This assumes that no hard features would be introduced between the vehicle lanes bike lanes that would block surface drainage flow.

Task 17: Utility Potholing:

If required, up to 5 potholes will be completed by C-Below, a potholing vendor, at \$2,000 per pothole, which will include traffic control, 2-sack slurry and HMA. Potholes will be performed in areas of potential conflict, such as locations of roadway profile correction and areas of 2-feet of subgrade replacement below the pavement structural section. Permit fees are assumed to be waived or paid by the City.

Fee Proposal:

Please review the attached fee proposal that corresponds to this scope of work and let me know if it acceptable. Should you have any questions and/or require additional information, please feel free to contact me directly at (949)855-3657 or at eric.spangler@mbakerintl.com.

Respectfully submitted,

MICHAEL BAKER INTERNATIONAL



Eric Spangler, PE, TE

Transportation Department Manager / Associate Vice President

Hourly Rate Schedule Summary
Kanan Road Rehab & Repair
January 2024 - December 2024

Office Personnel	
Principal	\$305.00
Project Director	\$295.00
Senior Project Manager	\$275.00
Project Manager	\$255.00
Environmental Manager	\$245.00
Technical Manager	\$240.00
Structural Engineer	\$230.00
Assistant Project Manager / Principal Planner	\$205.00
Senior Engineer	\$195.00
Senior Planner	\$190.00
Senior Traffic Engineer	\$185.00
ROW Engineering Manager / Electrical Engineer	\$180.00
Project Engineer	\$175.00
Landscape Architect	\$175.00
Senior Designer/Traffic Engineer	\$170.00
Senior Environmental Analyst	\$165.00
Design Engineer / Senior GIS Analyst	\$160.00
Project Planner / Civil Engineer II	\$155.00
GIS Analyst / Landscape Specialist	\$155.00
R/W Engineer	\$150.00
Civil Engineer I	\$145.00
CADD Technician	\$140.00
Project Coordinator	\$130.00
Civil Associate	\$125.00
Graphic Artist	\$120.00
Assistant Engineer/Assistant Planner	\$115.00
Environmental Analyst/Environmental Planner	\$110.00
Assistant Planner	\$110.00
Permit Processor	\$105.00
Engineering Aid/Planning Aide	\$98.00
Administrative Assistant	\$85.00
Survey Personnel	
2-Person Survey Crew	\$290.00
Survey Principal	\$240.00
1-Person Survey Crew	\$180.00
Licensed Surveyor	\$170.00
Field Supervisor	\$187.00
Survey Party Chief	\$160.00
Survey Chainman	\$135.00

Note: Hourly rates shown will increase 3% annually effective one year from contract NTP, and annually thereafter. Vehicle mileage will be charged as an additional cost at the IRS approved rate. Printing & Reproduction costs will be charged at the cost rate with no mark-up.

February 8, 2024

Mr. Eric Spangler, PE, TE
 Transportation Manager
 Michael Baker International
 801 S. Grand Avenue, Suite 250
 Los Angeles, CA 90017

Sent via email to Eric.Spangler@mbakerintl.com

**RE: Proposal to Provide Right-of-Way Acquisition Services
 Kanan Road Corridor Improvement Project**

Dear Mr. Spangler,

Monument is pleased to present Michael Baker with this proposal to provide right-of-way appraisal and acquisition services in connection with the Kanan Road Corridor Improvement Project. We look forward to serving Michael Baker and the City of Agoura Hills (City) and are committed to providing the professional services required to complete this project.

Monument specializes in providing professional real estate and right-of-way services to our public agency clients. Our team of real estate professionals specialize in project management, right-of-way, and utility services for large and small public infrastructure projects, including numerous transportation, utility, pipeline, and flood control projects. Our staff has intimate knowledge of public sector requirements and possesses the sensitivity to work effectively with a broad range of stakeholders and operates in conformance with all state and federal laws including the Uniform Relocation Assistance and Real Property Acquisition Policies Act, 49 CFR Part 24.

PROJECT UNDERSTANDING

The City is planning to construct improvements to Kanan Road, which also includes reconstruction of an existing block wall along the south side of Kanan Road. The block wall is leaning and unstable. The project will require the acquisition of temporary construction easements from the 3 following properties to provide the contractor sufficient workspace to reconstruct the wall.

No.	APN	Owner Name	Anticipated Acquisition	Comments
1	2048-005-045	Tristan Terry-Burciaga	Temporary Construction Easement	Residential property. Proposed TCE may impact landscape improvements.
2	2048-005-044	Jeffrey Bruehl & Hope Paulson	Temporary Construction Easement	Residential property. Proposed TCE may impact landscape improvements.
3	2048-005-043	Christopher Trbovich	Temporary Construction Easement	Residential property. Proposed TCE may impact landscape improvements.

The right-of-way acquisition program will comply with applicable state laws and regulations. The project does not involve federal funds, and therefore, neither Caltrans Local Assistance Procedures Manual nor the Uniform Act are applicable.

MONUMENT STAFF

Monument designates Kim Bibolet, a Senior Project Manager, to lead the acquisition of the 3 temporary construction easements. She will be supported by Mr. Joey Mendoza, a Principal of the firm. Below is a brief resume for Mrs. Bibolet for your reference.

Kim has built an impressive resume by managing countless capital improvement projects, involving large and small, complex, and time-critical, design-bid-build and design-build projects throughout Southern California. Kim has touched every aspect of the profession from property negotiations, escrow coordination, title investigation and clearance, cost estimating, contract law, residential and business relocation, condemnation coordination, right-of-way certification, property management, property demolition, and utility oversight. This experience is the foundation of her demonstrated success in managing multi-disciplinary, complex infrastructure projects involving overlapping funding sources, Caltrans and FHWA oversight and political sensitivities. Kim has extensive knowledge in local, state, and federal laws, regulations, and procedures as well as an extensive background in quality control and assurance and maintaining federal, state, local, agency and Caltrans compliance.

SCOPE OF WORK

Monument proposes to perform the following scope of work, which includes fee appraisals, property acquisition, and project management:

A. Project Management:

Monument's Project Manager and key staff will be responsible for the technical and administrative functions required to provide right-of-way services on the Project. The management team will plan, organize, supervise, coordinate, and administer the various elements of the right-of-way scope of work.

- Monument will arrange a kickoff meeting with Michael Baker and the City to identify acquisition issues, and/or to discuss project status, procedural issues, budget, and schedules.
- Participate in in-person Project coordination meetings (up to 12) with the City and Michael Baker to communicate project updates, coordinate right-of-way issues and make recommendations to the City on policy development, risk mitigation and general project consultation.
- Prepare and deliver written progress status reports for acquisition cases.
- Create, monitor, and update project schedules utilizing MS Project software.
- Schedule regular internal meetings with all Monument staff to ensure that project deliverables and services stay on schedule and within budget.
- Finalize all work product, provided services, and prepare and deliver presentations to City staff and key stakeholders, as appropriate.
- Assist the City with any file audits.

B. Fee Appraisal

- The appraisal will be prepared by individuals licensed with the State of California, Office of Real Estate Appraisers, as a Certified General Real Estate Appraiser. Our appraisers both retain the requisite qualifications and experience necessary to competently complete appraisals in a competent and professional manner, in accordance with applicable laws and policies.
- Prepare the Notice of Decision to Appraiser letter for each property, advising the property owner of the proposed project, introducing the appraiser, enclosing an Acquisition Brochure describing the City's acquisition process, and contract information to answer questions and concerns.

- The appraisal report will comply with laws that are applicable to the specific appraisal assignment and the Uniform Standards of Professional Appraisal Practice (USPAP).
- Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.
- Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the Scope of Work should address:
 - The extent of the inspection and description of the neighborhood and proposed project area,
 - The extent of the subject property inspection, including interior and exterior areas,
 - The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).
- In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.
- Present and analyze relevant market information.
- In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired, or by the likelihood that the property would be acquired for the project.
- Report the appraiser's analysis, opinions, and conclusions in the appraisal report.

C. **Acquisition and Negotiation**

Monument will provide right-of-way delivery services required for the City to purchase temporary construction easements required to construct the Project.

Monument will provide the following services under the direction of the City staff:

- Provide the Acquisition and Negotiations Services to acquire the property interests required for the Project in a timely, efficient manner and at a reasonable cost. Work shall be performed in accordance with the City's Policies and Procedures and applicable state, and local regulations.
- Coordinate and manage the acquisition process with the City, legal counsel, design team, property owners, and tenants along with the title company, appraisers, and other consultants to insure effective cross-discipline communications.
- Review right-of-way plans, appraisal reports, title reports, appraisal maps and legal descriptions and all other pertinent documents.
- Prepare acquisition offer packages consisting of the City's written purchase offer, appraisal summary statement, acquisition brochure, acquisition agreement, conveying instruments (Grant Deed, Permanent and/or Temporary Easements, etc.), Certificate of Acceptance, recommendation of Amount of Just Compensation, plat maps and legal descriptions, and Title VI Information.
- Monument's acquisition agent will meet personally with each property owner to present the City's purchase offer, explain the project design requirement, and inform him or her of the City's right-of-way acquisition process.
- Negotiate personally in good faith with each property owner, his/her agent or representative and discuss appraisal and valuation of the property interests, gather information from the property for consideration and address any questions or concerns that may arise during the acquisition process.
- Establish and maintain an acquisition file for each property owner or property interest acquired and maintain a file checklist pursuant to the City's specifications.
- Promptly transmit executed documents (acquisition agreements, executed deeds, rental agreements, statements of information, offset statements, and the like) to the City for acceptance and processing. A report summarizing the pertinent information relative to the transaction will be included.

- Prepare and submit a Letter of Recommendation to the City for any proposed administrative settlements with property owners. The letter will include a chronology of the negotiation efforts, provide supporting evidence and documentation and an explanation of the benefits and rationale behind the recommendation.
- **Escrow Coordination** - Coordinate opening of escrows with direction from the project manager, assist the escrow company in obtaining additional documentation as necessary to provide clear title to the City, supervise and review the closing of escrows, and review closing statements for completeness and accuracy. We will serve as liaison between the title company, escrow holder, and the City. Upon closing of escrow, tax cancelation letters will be prepared for the City signature, as necessary, for fee interest acquisitions.
- Recommend condemnation action when negotiations have reached an impasse. The required justification will be submitted in writing to the City. Our primary goal will be to reach an acceptance of the offer with each property owner. We will work with the City in recommending solutions to achieve acceptance of the offer.
- **Eminent Domain Support** – If requested, coordinate with the City’s condemnation counsel, as required, to support the condemnation activities until the Resolution of Necessity is adopted and possession is granted by the courts. Litigation support after the hearing for the Resolution of Necessity, such as depositions, mediation appearances and expert testimony, can be provided on a time-and-materials basis.
- Perform any other normal procedures and processes to implement the acquisition assignment and provide any other supporting information and/or correspondence required by the City.
- Provide bilingual acquisition agents, if necessary.
- Prepare all applicable forms, secure property owner’s approval and signature and submit the forms to the City for review and acceptance.
- Upon completion of the acquisition process for each property or property interest, or at project completion, Monument will provide the City with the original acquisition file as well as electronic copy of files for future audit purposes.

PROPOSED FEE

Monument proposes to perform the requested right-of-way appraisal and acquisition services described herein on an hourly basis (time and materials) for a fee not-to-exceed **\$26,875**.

Task	Quantity	Est. Hours/Unit	Total
A. Project Management		18 hours	\$3,500
B. Fee Appraisal	3	\$4,500	\$13,500
C. Property Negotiations	3	25 hours per case	\$9,375
Other Direct Costs (mileage)			\$500
Total Cost			\$26,875

We appreciate the opportunity to submit our proposal for your consideration. Please call me if you have any questions or would like additional information. I am an authorized representative of Monument and have the authority to sign all necessary agreements. I can be reached on my cell phone at (949) 378-0687 or by email at jmendoza@monumentrow.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joey Mendoza', with a long horizontal flourish extending to the right.

Joey Mendoza
Vice President