REPORT TO CITY COUNCIL

DATE: **APRIL 13, 2011**

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: **GREG RAMIREZ, CITY MANAGER**

BY: **RAMIRO ADEVA, CITY ENGINEER**

SUBJECT: **APPROVE SECOND AMENDMENT TO AGREEMENT FOR AGOURA ROAD WIDENING PROJECT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR ADDITIONAL DESIGN SERVICES AT THE INTERSECTION OF AGOURA AND KANAN ROADS**

The City has a consulting services agreement with Kimley-Horn and Associates, Inc. to provide engineering design services for the ultimate alignment and build-out of Agoura Road, from the Western City Limits to Cornell Road. Complete design of alignment and improvements along Agoura Road is part of this agreement; however, the intersection of Agoura Road and Kanan Road was not included.

In order to move forward with the Agoura Road Widening Project's design and construction schedule, the phasing of interim improvements at the intersection of Agoura and Kanan Roads needed to be addressed. The interim condition will provide traffic signal improvements at the intersection and additional improvements along Kanan Road to southern City Limits.

The City Council has directed staff to include design of the interim traffic signal, at the intersection of Agoura and Kanan Roads, as part of the Agoura Road Widening Project. The scope of services will require additional field data and survey collection, geotechnical investigation and reports, traffic study of the intersection, and expanded study area for environmental analysis.

Based on Section 5 of the Agreement, additional work over ten percent (10%) of the contract amount must be approved by City Council. The Agreement amount is $536,020.00. The additional services for design of the traffic signal at the Agoura Road and Kanan Road intersection, and the associated street improvements along Kanan Road, are in the amount of $186,017.90, which is over 10% of the total contract amount.

This is the second amendment to the agreement with Kimley-Horn and Associates, Inc. for the Agoura Road Widening Project. Both design and construction of the Agoura Road Widening Project will be funded entirely through Measure R.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve the second amendment to the professional services agreement with Kimley-Horn and Associates, Inc.
2. Authorize the Mayor to sign the second amendment to agreement on behalf of the City Council.

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: Jean Fares, PE, Vice President
CONSULTANT'S ADDRESS:	5550 Topanga Canyon Blvd. Ste 250 Woodland Hills, CA 91367
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Charmaine Yambao
COMMENCEMENT DATE:	September 1, 2010
TERMINATION DATE:	June 30, 2012
CONSIDERATION:	Contract Price Not to Exceed: $186,017.90

SECOND AMENDMENT TO AGREEMENT

This FIRST AMENDMENT TO AGREEMENT ("Amendment") is made and entered into as of the 13th day of March, 2011, by and between the City of Agoura Hills, a municipal corporation ("City") and Kimley-Horn and Associates, Inc. ("Consultant") and with respect to the following recitals:

A. The Agreement is for engineering design services agreement for the ultimate alignment and build-out of Agoura Road, from Western City Limits to Cornell Road, and the rehabilitation of Canwood Street, from Reyes Adobe to approximately 650 feet east of Forest Cove Lane.

B. The Agreement is in the amount of $536,020.00 and any additional services exceeding 10% of the total contract price requires City Council approval.

C. Exhibit A of the Agreement set forth and provided description of detailed services and tasks for the Contractor to complete.

D. The scope of work set forth in said Exhibit A, included complete design of alignment and improvements along Agoura Road, but did not include the intersection of Agoura Road and Kanan Road.

E. In order for the City to move forward with the Agoura Road Widening Project's design and construction schedule, the phasing of interim improvements at the intersection of Agoura Road and Kanan Road for the future intersection development needed to be addressed.

F. The Second Amendment to the Agreement is in the amount of $186,017.90, which exceeds 10% of the total contract price and requires City Council approval.

G. The City and Consultant now wish to modify the Agreement to include additional services for complete design of the intersection of Agoura Road and Kanan Road with a traffic signal as an interim phase for the future intersection development, which will include improvements along Kanan Road to southern City Limits.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL BENEFITS, PROMISES, COVENANTS, AND CONDITIONS HEREINAFTER CONTAINED, THE PARTIES, DO AGREE HEREBY AS FOLLOWS:

SECTION 1. The Agreement is hereby amended to read as follows:

Additional Scope of Services is added to the Agreement as attached Exhibit A3.

SECTION 2. All other provisions of the Agreement remain unchanged.

SECTION 3. The Recitals are incorporated herein as though set forth in full.

IN WITNESS WHEREOF, the parties have executed this Second Amendment as of the date first written above.

CITY OF AGOURA HILLS

Harry Schwarz
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

APPROVED AS TO FORM:

Craig A. Steele,
City Attorney

Kimley-Horn and Associates, Inc.

By: _____
Name:
Title:

By: _____
Name:
Title:

[*Signatures of Two Corporate Officers Required]

Exhibit A3

SCOPE OF SERVICES

The Scope of Services described below is based on the Consultant's letter proposal, dated March 31, 2011.

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

Consultant shall prepare a Plans, Specifications and Estimate (PS&E) package for the intersection of Agoura Road and Kanan Road with a traffic signal as an interim phase for the future intersection development. The design will expand upon the most recent preliminary intersection design, prepared on October 8, 2010 as a part of Consultant's on call contract with the City. The project improvement limits will be expanded as follows:

- Agoura Road - approximately 600 linear feet (lf) east and 1,000 lf west of Kanan Road intersection covering previous roundabout design limits.
- Kanan Road North – approximately 500 lf north of Agoura Road intersection for median modification and striping transition per our preliminary design.
- Kanan Road South – approximately 1,600 lf south of Agoura Road intersection requiring additional field survey to City limits.

Task 1 –Survey and Base Mapping

Iacobellis & Associates, Inc. (I&A) will provide additional topographic surveys for the added segments of Kanan Road. Previous survey prepared by AECOM for the roundabout design appears to contain sufficient topographic data and cross-sections for Agoura Road/ Kanan Road intersection and 1,200 lf south on Kanan Road from the intersection. The survey will include additional 400 lf of cross-sections at 50' intervals along Kanan Road to reach the City limit, approximately 1,600 lf south of the Agoura Road intersection. Additional limits and assumptions are as follows:

- Aerial photogrammetry for the extended portion to southern City limits on Kanan Road is assumed to be provided by AECOM.
- Street cross-sections to include bottom of slope along eastern edge and top of slope along western edge of Kanan Road.

I&A will review and verify street centerline and right-of-way data shown on AECOM's survey. Survey will also attempt to recover centerline monumentation on both Agoura Road and Kanan Road to establish a design centerline. Right-of-way data will be derived from record information and found monumentation.

Task 1.1 –Data Collection - KHA will conduct field visits to review the survey information and to observe existing site conditions. Field review includes documenting features such as signing and striping, curb/gutter, sidewalk, and the presence of above-and visible below-ground utilities.

KHA will also obtain and review readily available as-built information for existing street and utility improvements from the City of Agoura Hills, Los Angeles County and local franchise utilities.

Task 1.2 –Property Take Legal and Exhibits – I&A will prepare metes and bounds description and exhibits for up to four (4) properties for the portion of private properties affected by the realignment of Agoura Road. Exhibits for properties with the APN's 2061-031-010, 2061-033-016 and 2061-004-026 are currently anticipated.

Task 1.3 –Traffic Study – KHA will analyze intersection operations at the intersection of Kanan Road and Agoura Road based upon the City of Agoura Hills methodology for traffic analysis reports. This will include utilizing TRAFFIX software using the Intersection Capacity Utilization analysis methodology. The analysis will identify the volume-to-capacity ratios (for signalized intersections) and corresponding level-of-service (LOS). Weekday peak-hour (AM and PM peak hour of the adjacent street traffic) intersection operations will be calculated for up to four scenarios that could include the following scenarios:

- Existing (2011) without improvements
- Existing (2011) with improvements
- Future year without improvements
- Future year with improvements

The "Future Year without improvements" and "Future Year with improvements" scenarios will be performed for the project build-out year assuming background traffic growth factor as approved by City staff. The future year scenarios will also include traffic generated from other planned and approved development projects in the vicinity that are expected to be completed by the opening year of the project. KHA will obtain a list of pending and approved development projects in the vicinity expected to be constructed and occupied by that year from the City.

Task 2 –Geotechnical Investigation and Report

Kleinfelder will provide additional geotechnical services. The geotechnical study consists of excavating three shallow hand-auger and/or hollow-stem-auger borings (5 to 10 feet) to evaluate near surface soils and one day of geologic mapping of bedrock materials exposed in the existing slope for stability analysis of a proposed cut-slope.

Task 2.1 Field Exploration

Utility Clearance

Kleinfelder will mark the locations of our proposed field explorations prior to the commencement of any subsurface field work, and notify Underground Service Alert of our intent to dig in accordance with State law. It is requested that all available information identifying the type and location of utility lines and other man-made objects in the general area of our boring locations be provided to us at least one week prior to marking our field explorations. Kleinfelder will retain a private utility locating service to perform a geophysical survey to aid in identifying underground utilities in the area immediately surrounding the proposed field exploration locations. Though performing a geophysical survey does not guarantee that

the locations are clear of underground utilities, it decreases the risk associated with drilling in the subsurface.

Roadway Encroachment Permit

Prior to performing the field explorations, Kleinfelder will submit a plan showing locations of the proposed borings along with completed application package to the City of Agoura Hills in order to obtain an encroachment permit. In order to obtain the necessary subsurface geotechnical data, we anticipate that temporary lane closures and shoulder closures may be required for our field exploration. We will submit temporary traffic control plans for City staff review that will identify the type of traffic control required for the field exploration. We have assumed that the City will provide "no fee" permits.

Borings

Borings will be drilled using hand-auger and hollow-stem-auger techniques. The purpose of the borings is to obtain samples of the subsurface soils for laboratory testing (in-situ moisture and density, consolidation, strength, etc.), soil classification, and engineering evaluation. A Kleinfelder engineer or geologist, working under the supervision of a Registered Geotechnical Engineer, will log the subsurface materials encountered within the explorations in general accordance with American Society for Testing Materials (ASTM) guidelines. Bulk samples, disturbed, and relatively undisturbed samples of the soils will be collected using Standard Penetration Test (SPT) and California-type samplers at approximate 5-foot intervals. The number of blows necessary to drive both a Standard Penetration Test (SPT) sampler and a modified-California sampler will be recorded.

The borings will be backfilled with soil cuttings. Upon completion of work, the holes through existing pavements will be patched with either rapid set concrete or cold patch asphalt, as appropriate.

Bedrock and Existing Rock Slope Evaluation

To characterize the rock mass where the cut slope is planned, a Kleinfelder- geologist (under direct supervision of a California-registered geologist) will map the rock slope and, select and collect rock samples from the rock outcrop for rock-strength testing The rock mass conditions and rock discontinuities will be evaluated and used in slope stability analyses, including limit equilibrium methods as applicable to slope conditions and kinematic methods to analyze potential basal slip surfaces, wedge failures, and toppling failures that may impact slope stability and road safety. A rockfall analysis of the final cut slope will also be conducted to estimate the size, energy, and travel distance of rocks that may become loosened by long-term weathering processes in the rock cut slope. Measures for mitigation will be part of the recommendations for slope stabilization and potential rockfalls.

Task 2.2 Geotechnical Laboratory Testing

Laboratory tests will be performed on selected samples to evaluate the physical and engineering characteristics of the subsurface soils. The laboratory tests to be performed for this project may include the following:

- In-situ moisture and dry density;
- Grain-size distribution;
- Atterberg limits;

- Expansion Index;
- R-value;
- Direct shear;
- Unconfined Compression
- Consolidation; and
- Corrosivity.

The selected type and frequency of laboratory testing will depend on the nature of the soils encountered.

Task 2.3 Geotechnical Engineering Analysis and Preparation of Reports

The results of subsurface explorations and laboratory tests will be evaluated, and engineering analyses will be performed to provide geotechnical recommendations for the design and construction of proposed retaining walls, cut-slope, and pavements. If Kleinfelder performs this work as part of the ongoing Agoura Road Project the results will be included in that report. If this work is performed as a separate project, a separate geotechnical report will be prepared. Kleinfelder will provide an electronic copy (PDF file) of a draft of the report for review and comment. Upon receipt of any review comments, we will review the comments and incorporate them as appropriate into our final report. We will provide four (4) hard copies and an electronic copy of the final geotechnical report. We assume one round of review comments prior to completion of our final report.

The report will include data obtained during field exploration, laboratory testing, as well as conclusions and recommendations pertaining to the following:

- Discussion of geotechnical setting including regional geology, subsurface soil and groundwater conditions.
- Geologic and seismic hazards including the potential for liquefaction, ground rupture due to surface faulting and seismically induced settlement.
- Cut slope stability for the existing west facing cut slope along the eastern side of Kanan Road. Kleinfelder understands that a retaining wall, if needed, will consist of a conventional cantilever retaining wall, limited to 6 feet high at the base of the slope, supported on shallow spread foundations.
- Slope stability analyses of the proposed cut-slope and recommendations to mitigate potential slope instability, as appropriate.
- Recommendations for design and construction of cantilever retaining walls, including shallow foundations, and lateral earth pressures.
- Recommendations for design and construction of asphalt concrete pavements.
- Earthwork recommendations and construction considerations.

- Recommendations for site preparation, earthwork, temporary slope inclinations, fill placement, and compaction specifications.
- Discussion of expansion potential of the subgrade soils and recommended mitigation measures, if necessary.
- Preliminary evaluation of the corrosion potential of the on-site soils.

Review Responses, Technical Consultation, Meetings, and Plan Review

Kleinfelder anticipates providing up to 12 hours of a Senior Engineer's time, combined for both the geotechnical and the ISA portions of this project, for responding to review comments, design consultation, and meetings during the course of this project. Kleinfelder anticipates this will involve teleconferences and meetings with the design team members. The purpose of these meetings will be to discuss the subsurface conditions encountered with respect to the proposed projects, design issues that impact recommendations, and to present conclusions and recommendations related to the geotechnical design of each project. As part of this task, Kleinfelder can provide plan review services.

Task 3 – Environmental Analysis

Task 3.1 Project Initiation

Galvin Preservation Associates, Inc. (GPA) will work closely with KHA and the City to define a project description and delineate a project study area that will meet the needs of technical analyses and IS/MND. GPA will perform a review of available information of the existing site.

GPA will conduct a site visit to visually assess and photograph existing conditions, and to delineate an environmental study limits. GPA will then work with KHA and the City to produce an environmental study limits (ESL) map that will encompass both the temporary construction area and permanent project footprint. GPA will also work with KHA and the City to define a project schedule.

Deliverables: Project Description, ESL Map

Task 3.2 Technical Analysis

GPA will utilize sub-consultant team members to conduct the technical analysis for the project. All technical studies will be conducted by qualified professionals, and shall contain a sufficient level of analysis as to make subsequent determinations pursuant to CEQA, as well as other laws and regulations applicable to the project. GPA will manage the preparation of all technical analysis, and shall submit drafts of all technical reports to KHA and the City for review and approval prior to finalizing these reports. Based on the project description and proposed footprint, the following technical analyses are anticipated:

Air Quality - BonTerra Consulting will analyze the proposed project's air quality impacts, addressing the issues described in the CEQA Guidelines Appendix G (as revised on December 30, 2009) and in accordance with significance criteria and methodologies established by the South Coast Air Quality Management District (SCAQMD). BonTerra Consulting will visit the project site to identify sensitive air quality receptors and existing pollutant emissions sources in the vicinity. BonTerra Consulting will estimate the regional emissions of criteria pollutants and the potential for pollutant impact to local sensitive receptors for the construction phase of the project for comparison with CEQA thresholds based on project description data obtained through contacts with GPA and KHA. BonTerra Consulting will estimate the operational (long-term) changes in regional criteria pollutant emissions and the potential for carbon monoxide impact to local receptors at congested intersections. The analysis will include qualitative discussions of toxic air pollutant impacts from diesel particulate emissions from vehicle

operations and consistency of the project with the applicable air quality management plans. If potential significant impacts are identified, mitigation measures will be recommended.

a. Greenhouse Gas (GHG) Emissions - BonTerra Consulting will address the potential effects of proposed project GHG emissions in accordance with the guidance provided in the December 30, 2009 revisions to the CEQA Guidelines. Existing and projected GHG emissions will be estimated based on vehicle miles traveled (VMT) and average speed data provided by the project traffic engineer. As there are no currently applicable quantitative significance criteria for GHG emissions for transportation projects, significance will be evaluated by considering the net change in estimated emissions and various criteria that have been considered or adopted by State and regional agencies for non-transportation projects. Significance will also be assessed by considering whether implementation of the project would conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of GHGs.

b. Air Quality-GHG Emissions Report - BonTerra Consulting will provide the results of the air quality and GHG analyses described above in a technical report. The report will include descriptions of existing air quality and applicable regulations and policies, as well as the results of the analyses described above. BonTerra Consulting will revise the report once following review by the project team and once following review by the City of Agoura Hills.

c. Response to Comments - BonTerra Consulting will respond to comments following public review and will revise the technical report if required by the responses to comments. A total of six hours technical time is included in the scope of work for this task. Additional work will be billed on a time and materials basis.

d. Meetings - BonTerra Consulting will attend two 2-hour project team meetings and one 2-hour meeting with City staff. Attendance at additional meetings and hearings will be billed on a time and materials basis.

Biological Resources - GPA will conduct biological studies for the project. GPA will assist in delineating the project ESL to ensure that the appropriate biological study area is included. Once this ESL has been identified, GPA will query the California Natural Diversity Data Base (CNDDB) and request a US Fish and Wildlife Service species list to help determine the potential for special-status resources to occur in the project area.

A GPA biologist will conduct a survey project area to map the vegetation communities and compile an inventory of botanical and wildlife resources in the project area. Using this information, GPA will prepare a biological resources report identifying existing resources, potential project impacts, jurisdictional requirements, and any required avoidance, minimization, and mitigation measures.

Archaeology/Paleontology - ArchaeoPaleo Resource Management, Inc. (APRMI) will prepare all required archaeological and paleontologic assessments in support of the project. The reports will include, but not be limited to, a regional overview of prehistoric and paleontologic sensitivity; identification and

discussion of the thresholds of significance for evaluating cultural resources; archaeological Area of Potential Effect (APE) sensitive literature and record searches; a summary of the mitigation strategies for the programmatic assessment of the infrastructure improvements. All documents will be in accordance with CEQA, NEPA, Section 106, 1995 Society of Vertebrate Paleontology (SVP), and other pertinent federal, state, and local regulations and guidelines.

The following tasks will be completed as part of the archaeological/paleontologic assessment:

a. A complete prehistoric and historic archaeological research assessment and record search will be conducted at the South Central Coastal Information Center (SCCIC). Located on the campus of California State University, Fullerton, the SCCIC is the State of California's official cultural resource records repository for Los Angeles, Orange, and Ventura counties. Additional research will be conducted pertinent to the project need.

b. APRMI will conduct full field reconnaissance for the length of the project to assess the APE sensitivity. A complete description of background research and field investigation results will be provided in a Phase I Archaeological Survey/Class III Inventory Report. ArchaeoPaleo Resource Management, Inc. will develop mitigation measures to address any potential impacts to cultural, historic, and prehistoric resources. In addition, initial Native American contact will be conducted during the report preparation process in accordance with SB18.

c. APRMI will perform a full paleontologic record and literature search, including an archival review of fossil localities within the APE, conducted at the official paleontologic data repository located at the Los Angeles County Natural History Museum. Geologic maps will be reviewed to determine the rock units underlying the APE. The results of these reviews will be used to develop a baseline Paleontologic Resource Inventory of the APE by rock unit and to determine the potential for fossil remains.

d. A field assessment of the APE will be conducted to determine the potential for encountering fossil materials. The resource inventory, impact assessment, and mitigation measures will be in compliance with SVP standard measures and any other applicable environmental guideline regarding Paleontologic resources.

e. A final paleontologic resource inventory and impact assessment technical report will be written in support of the project within the final cultural document.

Historical Resources (GPA) - GPA will conduct a preliminary screening to identify whether any historical properties are present within the project area. At project initiation, GPA will meet with the project team to identify an appropriate APE for historical resources, and will conduct necessary research to identify any properties that are 45 years of age or older within this area. If any such properties exist, GPA will conduct a preliminary site visit and complete a records search of historic resources at the appropriate Information Center and review existing information on historic properties within the area of potential effects, including any data concerning possible historic properties not yet identified.

Using this information, GPA will determine whether any of these properties are of historical significance, based on specific criteria used for determining historical significance for the purposes of CEQA (PRC §5024.1, Title 14 CCR, Section 4850 et seq.). Results of these studies will be summarized and documented in a technical memorandum to the project file. Due to the relatively recent development of the project area, the presence of historical resources is not anticipated; if historical properties are identified within the project area additional studies may be required and this scope of work may need to be revised.

Hazardous Materials - Hazardous Waste Initial Site Assessment - In addition to the scope presented above, we understand that a Hazardous Waste Initial Site Assessment (ISA) for the proposed Kanan Road improvement will be required. The purpose of an ISA is to review potential hazardous material/waste impacts associated with the proposed project. Kleinfelder will prepare an ISA consistent with the State of California Department of Transportation, *Caltrans Preparation Guidelines for Initial Site Assessments.* Information developed during the ISA can be used to evaluate human health risk during construction, long-term risk to human health and the environment following construction, and possible legal or logistical implications associated with contaminated sites along the alignment. Specific tasks for the ISA include the following:

a. Conduct an agency records search for hazardous waste sites located within the project study area and classified as a hazardous waste site under State law.

b. Conduct a visual survey of the project area via available public access to identify obvious areas of hazardous waste contamination.

c. If hazardous waste sites are identified within the project study area (via governmental records and/or the visual survey), Kleinfelder will evaluate the potential impact to the project and identify subsequent procedures to assess the extent of contamination and remediation requirements.

d. Potential hazardous waste sites located within the project area will be evaluated using information available from local and/or State agencies. Historic land use information for the project study area will be requested from the County of Los Angeles to evaluate whether previous uses may have resulted in hazardous waste contamination.

e. The results of the ISA for Kanan Road will be included and supplement the current draft report prepared for Agoura Road. The Draft ISA Report will be submitted for KHA's review. As appropriate, Kleinfelder will revise the ISA based on comments provided by KHA and submit a final ISA for approval by the City. We are assuming one round of revisions following review comments.

Noise – KHA will assess potential noise impacts associated with changes in vehicular traffic noise resulting from implementation of the proposed expansion of the project limit. The following tasks will be performed:

a. Short-term sound level measurements (up to 1-hour) will be conducted at up to 2 locations at the Agoura Village Specific Plan area to quantify the existing noise levels during the peak traffic noise hour. Simultaneous traffic counts will be performed during the measurement periods to calibrate the noise model.

b. Noise impacts to the proposed development from the Agoura Road and Kanan Road intersection and segments of Kanan Road will be analyzed and incorporated into the noise technical report.

Deliverables: Technical Reports

Task 3.3 Preparation of Administrative Draft IS

Following completion of the appropriate technical analysis, GPA shall reference the results of these studies, as well as other background research, to prepare an Administrative Draft IS, consistent with

CEQA Guidelines Appendix G (as revised December 30, 2009). The document shall be prepared in a format approved by the City, and shall include all of the required sections for an IS. GPA will then submit the Administrative Draft IS to KHA and the City for review and will coordinate, as needed, for review and approval of the document.

Deliverables: Administrative Draft IS/MND

Task 3.4 Preparation of Draft IS/MND

Once the Administrative Draft IS has been approved by the City, GPA will finalize the revisions and prepare the Draft IS and Draft MND for public circulation. GPA will also prepare the Notice of Completion (NOC), Notice of Intent to Adopt a Negative Declaration (NOI), and coordinate with KHA and the City for any final reviews and approval to circulate the document.

GPA will produce copies of the Draft IS/MND and distribute the document to the appropriate agencies and public for review and comment. GPA will also file the NOC with the State Clearinghouse and the NOI with the Los Angeles County Clerk. GPA will deliver hard copies of the document to area libraries, and will maintain a file of any comments received during the circulation period, for use in preparing the final document. It is assumed that the City will be responsible for any additional local postings.

Deliverables: Draft IS/MND, NOC, and NOI

Task 3.5 Preparation of Final MND

Following circulation of the Draft IS/MND, GPA will coordinate with KHA and the City to prepare responses to any public comments received and incorporate the responses and any required revisions into the document. GPA will then prepare a Final MND and submit it to KHA and the City for review. GPA will coordinate as needed to make further revisions and obtain approval to finalize the document. GPA will also prepare the Notice of Determination (NOD), to be filed with the Los Angeles County Clerk upon approval of the project.

GPA will coordinate as needed for the adoption of the Final MND by the City, and will prepare any necessary documentation needed to support this adoption, including staff reports, resolutions, and other documentation. Within 5 days of project approval, GPA will file the NOD with the Los Angeles County Clerk.

Deliverables: Final MND and NOD

Task 3.6 Mitigation Monitoring and Reporting Plan (MMRP)

Concurrent to preparation of the Final MND, GPA will prepare an MMRP for the purposes of tracking compliance with identified avoidance, minimization, and mitigation measures. The MMRP will include a description of required measures, timing of implementation, and responsible parties. The MMRP may be included as a section of the Final MND or as a stand-along document. GPA will submit the draft MMRP to KHA and the City for review, and will coordinate as needed to make further revisions and obtain approval to finalize the document.

Deliverables: MMRP

Task 3.7 Project Management and Meetings

Throughout the environmental process, GPA will maintain a line of communication with KHA and the City, and will conduct regular status checks to ensure all tasks are on schedule and within budget. The GPA Project Manager will prepare a monthly progress report for each task order that includes the progress of each task, new and ongoing issues, proposed resolutions, and estimated impact on the schedule. The Project Manager will attend up to 10 meetings throughout the environmental process, including field meetings, and public meetings. GPA will also maintain both electronic and hard copies of the complete environmental record for each project, and will provide KHA and the City with a copy of all documentation.

Deliverables: Environmental record

Task 4 – Oak Tree Report

L. Newman Design group, Inc. will develop a final oak tree report and map for the additional segments of Agoura Road and Kanan Road. L. Newman Group will conduct an inventory of the protected oak trees within 50 feet of the right of way or limit of grading on both sides of Kanan Road and Agoura Road. It is estimated that there may be 20 or more oak trees within the new road segments. These trees will be a part of the final tree report and map.

Deliverable: Final Oak Tree Report

Task 5 – 50% PS&E Documents

KHA will utilize Preliminary Design plans we prepared for the Agoura Road and Kanan Road intersection on October 8, 2010 and prepare final design plans. KHA will provide the following services during the 50% PS&E phase for the project:

5.1 - 50% PS&E Documents: The following sheets will be updated or added during this phase:

- **Title and Note Sheets*:*** We will update this sheet to reflect the added scope areas and update associated information including earthwork quantities.
- **Typical Sections:** We will prepare one sheet consisting of typical sections for the intersection and Kanan Road.
- **Utility Plans (2 sheets):** This plan will be prepared at a 1"=40' scale (assume 2 sheets) and will indicate site features and utilities proposed to be removed or protected in place within the added project boundaries. The utilities shown will be obtained from the Data Collection & Field Reconnaissance task previously described
- **Street Plans (4 sheets):** We will prepare Street Improvement Plans at a 1" = 40' scale based on the preliminary intersection plans we prepared and submitted to the City (assume 4 sheets). The plans will be extended to the City limit if approved by the City.
- **Storm Water and Drainage Details (1 sheet):** 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. BMP device details will also be shown. It is assumed that

upgrades to the County's main lines will not be required.

- **Erosion Control Plan (2 sheets) :** This plan will be prepared at a 1"=40' scale (assume 2 sheets) and will be based upon the Drainage Plans indicating proposed wet weather 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.
- **Traffic Control Plan:** Traffic Control Plan is not anticipated until 90% PS&E phase.
- **Traffic Signal Modification Plan:** This plan will be prepared using the field review data, as-builts received from the City, and the proposed street improvements plan. We will address the comments received on our preliminary plans for the intersection. One (1) sheet will be prepared for the intersection of Newhall Avenue at Pine Street at a scale of 1" = 20'.Caltrans symbology will be used, and the plans will conform to City requirements.
- **Signing/Striping Plan (2 sheets):** We will update our Signing/Striping Plan per comments received on our preliminary plans for the intersection. The plans will be extended to the City limit if approved by the City.
- **Horizontal Control Plan (2 sheets):** This plan will be prepared at a 1"=40' scale (assume 2 sheets) and will indicate horizontal control information for the proposed alignment and improvements within the project limits.
- **Construction Details (1 sheet)***:* This sheet will indicate details such as accessible ramps, typical paving sections, and other miscellaneous construction details which will provide clarification during construction.
- **Planting Plan (2 sheets):** We will provide detailed planting plans at a 1"=40' scale (assume 2 sheets) for the improvement limits.
- **Irrigation Plan (2 sheets):** We will provide irrigation plans at a 1"=40' scale (assume 2 sheets) for the improvement limits.
- **Planting and Irrigation Details (1 sheet):** We will provide supporting details and notes (assume 1 sheet) for the landscape and irrigation work to be performed within the project limits.

5.2 Quality Control/Quality Assurance – 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 other senior individual(s) within the team, not associated with the project.

5.3 Retaining Wall Design – KHA will prepare structural calculations and design for the proposed slough wall at the base of slopes along Kanan Road. We will provide a typical section and matrix of our design. Elevation profiles are assumed to be not required.

5.4 Hydrology and Hydraulics – KHA will revise the necessary calculations based on any modifications to the design, as noted by the comments provided by the City.

Deliverable: 5 sets of 50% PS&E Plans

Task 6.0 – 90% PS&E Documents

KHA will respond to a consolidated set of comments on the 50% PS&E Documents provided by the City. KHA will provide the following services during the 90% PS&E phase for the project:

6.1 - 90% PS&E Documents: The following sheets will be updated or added during this phase:

- **Title and Note Sheets*:*** We will update the Title and Note Sheet as directed by the City per the comments provided on Task 5.
- **Typical Sections:** We will update the typical sections for the project as directed by the City per the comments provided on Task 5.
- **Utility Plans:** We will update the Demolition/Existing Utility Plan as directed by the City per the comments provided on Task 5.
- **Street Plans:** We will update the Street Improvement Plans as directed by the City per the comments provided on Task 5.
- **Storm Water and Drainage Details:** We will update the plan as directed by the City per the comments provided on Task 5.
- **Erosion Control Plan:** We will update the Erosion Control Plans as directed by the City per the comments provided on Task 5.
- **Traffic Control Plan:** We will prepare traffic control plans at a 1"=40' scale (assume 3 sheets) for the intersection and Kanan Road. The plans will be designed using the 2010 California M.U.T.C.D. as a reference.
- **Traffic Signal Modification Plan:** We will update the Traffic Signal Modification Plan as directed by the City per the comments provided on Task 5.
- **Signing/Striping Plan:** We will update the Signing/Striping Plans as directed by the City per the comments provided on Task 5.
- **Horizontal Control Plan:** We will update the Horizontal Control Plan as directed by the City per the comments provided on Task 5.
- **Construction Details*:*** We will update the Construction Details as directed by the City per the comments provided on Task 5.
- **Planting Plan:** We will update the Planting Plan as directed by the City per the comments provided on Task 5.
- **Irrigation Plan:** We will update the Irrigation Plan as directed by the City per the comments provided on Task 5.
- **Planting and Irrigation Details:** We will update the Planting and Irrigation Details and notes as directed by the City per the comments provided on Task 5.
- **Storm Water Pollution Prevention Plan (SWPPP)** – We will incorporate the Agoura Road and Kanan Road intersection and limits along Kanan Road into the SWPPP task in the original contract.

6.2 Quality Control/Quality Assurance – 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 other senior individual(s) within the team, not associated with the project.

6.3 Retaining Wall Design – KHA will update the calculations and design for the slough walls as

directed by the City per the comments provided on Task 5.

6.4 Hydrology and Hydraulics – KHA will make minor adjustments to the calculations based on City comments. Changes or modifications to the design requiring major revisions to hydrology or hydraulic calculations at this phase are not anticipated.

6.5 Final Technical Specifications - The 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, the Standard Specifications for Public Works Construction (Greenbook-2009) and the Caltrans Standard Specifications.

6.6 Opinion of Construction Cost - KHA will provide an engineer's opinion of probable construction cost for this phase of the design. We will coordinate with the City and base this opinion on actual bid prices for recent projects that involved similar construction, when applicable.

Deliverables: 5 sets of 90% PS&E Plans, technical specifications, and engineer's estimate of construction cost.

Task 7.0 – 100% PS&E Documents

KHA will respond to a consolidated set of minor comments on the 90% PS&E Documents provided by the City for the final100% PS&E documents.

Deliverables: 1 set final of Mylar plans, technical specifications, and engineer's estimate of construction cost.

Task 8.0 – Project Meetings and Coordination

8.1 Project Meetings – Meetings will be per the original contract.

8.2 Project Management and Coordination – KHA will provide project management and coordination with City staff, sub-consultants, Los Angeles County, Las Virgenes Municipal Water District, and other utility agencies for the Agoura Road and Kanan Road intersection and limits along Kanan Road.

8.2 Project Schedule – KHA will provide schedule/status updates per the original contract and follow the updated project schedule provided to the City on March 28, 2011.

8.4 Project Submittals – KHA will coordinate and provide submittal packages per the original contract.

Assumptions

KHA has made the following assumptions in preparing the above scope & fee:

- All right-of-way acquisition and appraisals will be completed by the City. KHA will only provide limits of the proposed encroachment, legal descriptions and exhibits to adjoining properties for right-of-way acquisition based on the roadway alignment.
- The City will negotiate temporary construction, slope, or drainage easements with property owners based on the limits shown on design plans. The City will also prepare required easement documents.
- A retaining wall along the hillside is not desired and the City prefers the installation of a slough wall at the toe of the cut slope.

Environmental Assumptions:

- An IS/MND will be the appropriate level of documentation. If the project description changes, or if currently unknown circumstances arise, in a manner that would result in greater environmental impacts, the environmental scope may need to be revised.
- All pertinent information, including project design information and existing background and technical information, will be provided to KHA as needed to complete the technical analysis and IS/MND.
- Any rights of entry required to conduct field surveys will be provided to allow for the identified environmental schedule and accommodate any necessary seasonal constraints (bird surveys, etc.).
- The proposed project is not included in the currently approved Southern California Association of Governments Regional Transportation Plan or Regional Transportation Improvement Program.
- No dispersion modeling will be required for the air quality analysis.
- There are no NEPA, Caltrans, or Clean Air Act Transportation Conformity requirements for the project.
- Section 7 consultation is not included in this scope of work. If federally listed species are identified during biological surveys and Section 7 consultation is required, revision to the scope and fee will be required.

Geotechnical Assumptions:

- All fieldwork can be performed during daylight hours. Fieldwork on weekends or holidays is not required.
- Soil borings will be backfilled with soil cuttings removed during drilling and excess soil may be spread in existing planter, landscape, and/or unimproved areas adjacent to our planned borings.

- Drumming and off-site disposal of soil cuttings from the borings will not be required.
- The scope of work included does not include any services in connection with the discovery of potential contamination during our drilling and sampling operations. In the event that such material is suspected, we will notify the City immediately for direction before proceeding on any out-of-scope services.
- We have assumed that the soil conditions along both Kanan Road are relatively uniform and therefore the number of proposed borings is adequate to provide sufficient information to develop conclusions and recommendations for design and construction of the subject project.
- A visual survey of the project study will be performed via public right-of-ways for the ISA.
- Traffic control will not be required to perform our ISA field study.
- We will obtain required City of Agoura Hills roadway encroachment permits. A "no fee" encroachment permit will be provided by the City.