



Kimley-Horn
and Associates, Inc.

September 3, 2004

Mr. Robert Yalda, PE
Director of Transportation and Intergovernmental Relations
City of Calabasas
26135 Mureau Road
Calabasas, California 91302-3172

Los Angeles Office
Suite 250
5550 Topanga Canyon Boulevard
Woodland Hills, CA
91367

Re: **Proposal to Design Street and Right-of-Way Improvements
Specific to the New Calabasas Civic Center**

Dear Robert:

Kimley-Horn and Associates, Inc. is pleased to submit this proposal to the City of Calabasas to provide planning and design services for the planned Civic Center complex. We understand your objectives for this assignment, we have a working relationship with the project architect, and we know the circulation patterns and issues throughout Calabasas. Our office is located within 10-minutes of your offices, and we truly enjoy working with your staff.

Kimley-Horn is a national consulting firm with over 1,500 employees in 53 offices nationwide, including our Woodland Hills office. We are a national firm with a clear understanding of our client's interest in working with local people that understand the local circulation issues. The primary services we provide from our Woodland Hills office is traffic and civil engineering, and transportation planning. We serve public and private sector clients, but have focused on serving only the City in and around the Calabasas area. We have successfully completed several transportation and engineering projects for the City over the past 5 years.

We have completed four very similar projects in the past year – for 3 new Long Beach Unified School sites, and for the White Memorial Medical Center reconstruction. We can provide you with detailed descriptions of these projects or copies of our deliverables upon request. We can also provide you with staff resumes and more detailed information about our company upon request.

PROJECT UNDERSTANDING

The City of Calabasas is soliciting proposals from qualified consultants to develop conceptual design recommendations for street and right-of-way improvements related to the City's new Civic Center. The new Calabasas Civic Center will be located on Park Sorrento at Park Center. The Civic Center is proposed to include a 26,000 square foot City Hall building, a 28,800 square foot Library and Assembly Hall, and an underground parking garage for 256 vehicles connecting to a new driveway access along Park Sorrento. The Civic Center project has a current and approved Traffic Study for review. The Civic Center project will require design consideration to help facilitate ingress and egress at the site, to facilitate the pass-by movements and to accommodate the needs of the existing uses.



SCOPE OF SERVICES

The following scope of work is based upon the City's RFP. We have augmented the task descriptions based upon our experience and our understanding of the City's objectives – to develop circulation recommendations and develop conceptual design plans.

Task 1: Project Initiation

Kimley-Horn will arrange and attend a project kickoff meeting with City staff – and possibly Civic Center design team representatives, to obtain data and discuss the project schedule. We will request information, such as site programming data, digital copies of the most current site plan, adjacent as-built roadway plans, any information regarding utility locations, and a copy of the approved traffic study. We will also discuss circulation ideas that have either already been considered or already found to unacceptable. Kimley-Horn would provide detailed meeting notes.

Task 2: Develop Off-Site Circulation Improvement Recommendations

We will use the traffic forecasts, intersection operations data in the approved traffic study and our knowledge of the area to develop our preliminary circulation improvement recommendations. We will define improvements for all areas of the existing right-of-way along Park Centre and Park Sorrento. Specific segments that we will review include:

- Park Center from Calabasas Road to Park Sorrento
- Park Centre/Park Sorrento intersection
- Park Sorrento from Parkway Calabasas to Park Centre

We will meet with City staff to review the preliminary recommendations, and make decisions regarding any modifications during the meeting, in order to proceed to Task 3.

Task 3: Prepare Conceptual Improvement Plans

Kimley-Horn will use the site plans and base information obtained in Task 1 from the project architect, and any existing "as-built" plans from the City to prepare conceptual circulation improvement plans. We will then develop conceptual improvement plans for the right-of-way along the street segments and intersections listed in Task 2. The conceptual plans will include:

- Configuration of a roundabout at the Park Centre/Park Sorrento intersection
- Recommended curb-to-curb widths
- Assessment of existing utilities and costs associated with their relocation
- Areas for passenger loading and unloading
- Sidewalks, streetlights, crosswalks and other pedestrian circulation features
- Roadway striping and signing features
- Defined lengths of left-turn and right-turn storage pockets for ingress to the site

The conceptual improvement plans will be prepared at a scale of 1 inch = 40 feet.



Task 4: Develop On-Site (Internal) Circulation Improvements Recommendations

Kimley-Horn will complete a detailed review of the proposed site plan and parking plan layout. We will provide a written assessment of our review, and prepare a planning-level drawing that indicates where we recommend site plan modifications. We will then work closely with City staff and the project architect to develop recommendations regarding the location of site access driveways, the number of driveways, potential turn restrictions and connectivity with the internal circulation system.

Deliverables

The deliverables for this assignment will include:

- Kickoff meeting notes
- Preliminary off-site conceptual improvement plans
- Task 2 meeting with City staff
- Final off-site conceptual improvement plans
- On-site circulation improvement technical memorandum
- On-Site planning-level drawing illustrating the recommended improvements

ADDITIONAL SERVICES

Items not covered in the preceding scope of work would be additional services. Kimley-Horn will complete additional service upon written authorization from you pending mutual agreement between yourself and Kimley-Horn regarding scope, cost and schedule. Additional services could include final design plans, parking analysis, intersection or roadway LOS analysis, topographic surveys, development of cost estimates, collection of traffic or parking data, analysis of alternative project site plans/descriptions, phased development, completion of traffic signal warrants, traffic signal design, meetings other than those identified in the scope of services, public meeting presentations, site layout and design, lighting design, air quality impact analysis and other efforts not in the scope of services.

SCHEDULE

We will endeavor to meet your schedule, and anticipate defining a specific schedule during the kickoff meeting. We are confident that we can complete this assignment within 3 weeks of receiving all site plans, as-built plans and other data from the City. This 3-week schedule also assumes that City staff are available for the Task 2 meeting to make decisions on the preliminary off-site recommendations.



FEE AND BILLING

Kimley-Horn would complete the efforts described in the scope of work for a lump sum fee of \$14,000. This fee includes all staff labor and expenses. A more detailed breakdown of the budget by task is summarized in the following table. Kimley-Horn reserves the right to reallocate budgets between tasks as necessary, without exceeding to total fee for lump sum tasks.

Task Number	Labor Fee	Expenses	Total Budget
1	\$ 800	\$ 50	\$ 850
2	\$ 3,100	\$ 200	\$ 3,300
3	\$ 6,400	\$ 400	\$ 6,800
4	\$ 2,800	\$ 250	\$ 3,050
Totals	\$ 13,100	\$ 900	\$ 14,000

CLOSURE

We have reviewed and can accept the City's Professional Services Agreement. We are prepared to initiate work on this assignment upon receipt of a signed contract or written notice to proceed referencing this scope of services and fee.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Bill Dvorak, AICP
Vice President



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and Associates, Inc.

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HOURLY RATE SCHEDULE

Effective January 1, 2004

OFFICE

PRINCIPAL	\$175.00 - \$210.00
SENIOR PROFESSIONAL	\$145.00 - \$180.00
PROFESSIONAL	\$100.00 - \$140.00
DESIGNER/TECHNICIAN/CADD OPERATOR	\$70.00 - \$110.00
SUPPORT STAFF	\$50.00 - \$75.00

FIELD

TWO-PERSON SURVEY PARTY	\$140.00 - \$175.00
THREE-PERSON SURVEY PARTY	\$195.00 - \$230.00

EXPENSES

SUBCONSULTANT MARK-UP	15%
COMPUTERS	\$25.00
(Includes computer time used for technical analysis and CADD)	
OFFICE EXPENSES	6.85%
(Covers direct expenses, such as in-house duplicating and blueprinting, local mileage, telephone calls, electronic messaging, postage, and work processing)	
DIRECT EXPENSE MARK-UP	15%

Note: Billing Rates are reviewed periodically and are adjusted as necessary.