

May 22, 2024

John C. Merrill, PE, TE
Traffic Engineer
City of Carson
701 E. Carson Street
Carson, CA 90745

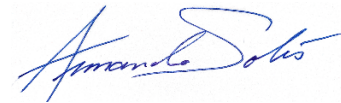
SUBJECT: Addendum #2: Traffic Signal Design Services – Project No. 1649

Dear Mr. Merrill,

ADVANTEC Consulting Engineers, Inc. (ADVANTEC) is pleased to present our letter proposal to provide professional engineering services for Addendum #1 of the Traffic Signal Design Services – Project No. 1649.

ADVANTEC appreciates the opportunity to submit this letter proposal and looks forward to working with the City. Our scope of services is detailed in Exhibit A. Our fee, Assigned personnel, schedule of hours, and Forms 10-H1 are detailed in Exhibit B. If you have questions, please feel free to contact me at the office (909) 860-6222, cell (714) 277-8901 or asolis@advantec-usa.com.

Sincerely,
ADVANTEC Consulting Engineers, Inc.



Armando Solis, PE
Project Manager

City of Carson

Approved By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES

Addendum #1: Traffic Signal Design Services

The scope of services is based on the request from City staff for ADVANTEC to provide professional engineering services to address post 100% submittal comments on the plans, estimates, and specifications, to provide grant compliance support, to provide coordination with SCE for two service point request, and to provide construction support during construction of the project scope.

The following scope of services provides project scope and fees.

SCOPE OF SERVICES

Project Management/Meetings

ADVANTEC will provide Project Management activities through all the tasks requested by the City to finalize the PS&E package, the grant compliance process, coordination with SCE, and the construction support effort.

If necessary, ADVANTEC will set up conference call(s) with City staff to discuss comments, questions, concerns, action items, and next steps. ADVANTEC will prepare and distribute meeting agendas, meeting minutes, and an action item matrix to the project team, as necessary.

Deliverables: Project management and coordination, and conference calls with the City, meeting agendas, meeting minutes, and action item matrices.

Access Ramps

ADVANTEC prepared design details for two out of scope raised medians at the intersection of 223rd Street and Main St that were requested by the City. An additional field visit was necessary for the preparation of this request. ADVANTEC also worked on additional plan reviews due to this work.

ADVANTEC will address comments provided by the City on the access ramps detail plans and on traffic signal plans. If necessary, ADVANTEC will coordinate with City staff a meeting to resolve questions or issues with city comments.

Deliverables: Respond to comments on access detail sheets and updated access ramps detail plans.

Signal Modifications

Per city's requests and additional needs, ADVANTEC modified traffic signal modification plans multiple times. The plans were also modified due to SCE's new standards on safety clearance of power lines. Length of traffic signal mast arms and height of traffic signal poles were modified per the new requirements.

ADVANTEC will address comments provided by the City on the traffic signal modification plans, estimates, and specifications. If necessary, ADVANTEC will coordinate with City staff a meeting to resolve questions or issues with city comments.

Deliverables: Respond to comments on traffic signal modification plans, estimates and specifications. Updated traffic signal modification plans, estimates, and specifications.

Construction Support

ADVANTEC will provide construction support services for the construction plans and specification interpretation and consultation during the bidding and construction phases of the project, including the following:

- ✓ Attend pre-construction meeting
- ✓ Review and respond to shop drawing submittal for conformity with the plans and specifications.
- ✓ Review and respond to Request for Information (RFI) or Change Request (CR) from the City or Contractor.
- ✓ Review design change request and prepare new design plans as needed.
- ✓ Maintain documentation of all changes (either clouded or clearly described) to approved plan set (e.g. delta revisions).
- ✓ Assist the City with preparation of Addenda regarding omissions or conflicts in the design.
- ✓ Assist City's Project Manager in review and making recommendations to contract change order; and prepare cost estimates for cost analysis based on the change order work.
- ✓ As-built drawings will be prepared based upon completion of the project and the Contractors red lined plans.

Deliverables: Construction Support Services and preparation of as-built plans (up to 17 sheets).

Grant Compliance

ADVANTEC will provide federal grant compliance documentation services to the City to facilitate smooth and timely encumbrance of HSIP funds. Upon completion of the PS&E, ADVANTEC will prepare the PS&E Checklist, **Form 12-D**, as well as assisting the City to prepare the DBE contract goal calculation **Form 9-D**. Conforming with the E-76 process, ADVANTEC will assist the City to assemble the following documentation to submit to the State to encumber the construction funds:

- NEPA and CEQA environmental document approved by Caltrans
- Right-of-Way Certification document signed by the City
- Plans, Specs & Engineer's Estimate
- PS&E Checklist, form 12-D
- DBE contract goal calculation form 9-D

After the bid award and upon the completing construction of the project, ADVANTEC will prepare and process the following Caltrans forms:

- Bid Award Package: Upon the bid award of the project, ADVANTEC will assist the City to prepare and process the Bid Award Package with Caltrans Local Assistance. The Bid Award Package to Caltrans includes: 1) Cover Page/Construction Contract Administration Checklist, 2) Local Agency Bid Opening Checklist, 3) Updated Finance Letter, 4) Detail Estimate and Detail Estimate Summary, 5) DBE Certifications (from Contractors), 6) Contract Award Checklist, 7) RE's Checklist.
- Project Completion Package: After the construction of the project, ADVANTEC will assist the City to prepare and process the Project Completion Forms with Caltrans Local Assistance. This is an important task in the project to ensure reimbursement by Caltrans of the construction payments. The Final Completion Package to Caltrans includes but not limited to: 1) Cover Page/Expenditures Checklist, 2) Final Finance Letter, 3) Final Detail Estimate and Detail Estimate Summary, 4) Change Order Summary, 5) Final DBE Certifications (from Contractors), 6) Materials Certifications, 7) Final Inspection Form.

Deliverables: Grant compliance assistance.

EXHIBIT B

WORK HOUR SCHEDULE & 10H1 FORMS

Compensation for our personnel directly engaged in the work outlined above will be billed on a ***time and materials basis***. We propose a not to exceed ***budget amount of \$25,834.37*** for the work listed above. We will not exceed the budgeted amount without your written authorization.



ADVANTEC Consulting Engineers
Work Hour Schedule
City of Carson
Traffic Signal Design Services: Addendum #1 - Project No. 1649

Task/ Subtask	Project Manager	Senior Roadway Engineer	Project Engineer	Project Engineer	Associate Engineer	Assistant Engineer	Assistant Engineer	Total Hours
Description	Armando Solis	Chris Buscarino	Vivian Hang	Madeleine Ortiz	Kevin Acuna	Alphonse Oh	Daniel Underwood	
Project Mangement/Meetings	4							4
Access Ramps	1	7	17					25
Signal Modifications	4				16			20
Construction Support	5	3	8		10	18	16	60
Grant Compliance	3			20	10			33
Total Hours	17	10	25	20	36	18		126

Local Assistance Procedures Manual

EXHIBIT 10-H1

Cost Proposal

EXHIBIT 10-H1 COST PROPOSAL PAGE 1 OF 3

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

☒ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Consultant ADVANTEC Consulting Engineers, Inc.

Project No. 1649

Contract No. HSIP-5403(030)

Date 4/17/2024

DIRECT LABOR

SUMMARY

Classification/Title	Name	hours	Actual Hourly Rate	Total
Project Manager	Armando Solis	12.00	\$96.15	\$1,153.80
Senior Roadway Engineer	Chris Buscarino	7.00	\$125.00	\$875.00
Project Engineer	Vivian Hang	17.00	\$60.10	\$1,021.70
Associate Engineer	Kevin Acuna	26.00	\$46.73	\$1,214.98
Project Engineer	Madeleine Ortiz	20.00	\$59.71	\$1,194.20
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

LABOR COSTS

a) Subtotal Direct Labor Costs

\$5,459.68

b) Anticipated Salary Increases (see page 2 for calculation)

\$0.00

c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]** \$5,459.68

INDIRECT COSTS

d) Fringe Benefits (Rate: 66.12%)

e) Total Fringe Benefits [(c) x (d)] \$3,609.94

f) Overhead & G&A (Rate: 92.64%)

g) Overhead [(c) x (f)] \$5,057.85

h) General and Administrative (Rate: 0.00%)

i) Gen & Admin [(c) x (h)] \$0.00

j) **Total Indirect Costs [(e) + (g) + (i)]** \$8,667.79

FIXED FEE

k) **TOTAL FIXED PROFIT [(c) + (j)] x fixed fee 10.00%** \$1,412.75

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)

Description	Quantity	Unit	Unit Cost	Total
Mail/Delivery	300	miles	\$0.670	\$201.00
Printing	500	page	\$1.00	\$500.00
Plan Sheets	20	sheet	\$25.000	\$500.00
				\$0.00
				\$0.00

l) **TOTAL OTHER DIRECT COSTS** \$1,201.00

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

Subconsultant 1:	\$0.00
Subconsultant 2:	\$0.00
Subconsultant 3:	\$0.00
Subconsultant 4:	\$0.00

m) **TOTAL SUBCONSULTANTS' COSTS** \$0.00

n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l) + (m)]** \$1,201.00

TOTAL COST [(c) + (j) + (k) + (n)] \$16,741.21

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.

2. The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.

3. Anticipated salary increases calculation (page 2) must accompany.

Local Assistance Procedures Manual

EXHIBIT 10-H1

Cost Proposal

EXHIBIT 10-H1 COST PROPOSAL PAGE 1 OF 3

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

☒ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Subconsultant

Consultant ADVANTEC Consulting Engineers, Inc.

Project No. 1649

Contract No. HSIP-5403(030)

Date 4/17/2024

DIRECT LABOR

SUMMARY

Classification/Title	Name	hours	Actual Hourly Rate	Total
Project Manager	Armando Solis	5.00	\$96.15	\$480.75
Senior Roadway Engineer	Chris Buscarino	3.00	\$125.00	\$375.00
Project Engineer (Roadway)	Vivian Hang	8.00	\$60.10	\$480.80
Associate Engineer	Kevin Acuna	10.00	\$46.73	\$467.30
Assistant Engineer	Alphonse Oh	18.00	\$36.06	\$649.08
Assistant Engineer	Daniel Underwood	16.00	\$36.06	\$576.96
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

LABOR COSTS

a) Subtotal Direct Labor Costs

\$3,029.89

b) Anticipated Salary Increases (see page 2 for calculation)

\$0.00

c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]** \$3,029.89

INDIRECT COSTS

d) Fringe Benefits

(Rate: 66.12%)

e) Total Fringe Benefits [(c) x (d)]

\$2,003.36

f) Overhead & G&A

(Rate: 92.64%)

g) Overhead [(c) x (f)]

\$2,806.89

h) General and Administrative

(Rate: 0.00%)

i) Gen & Admin [(c) x (h)]

\$0.00

j) **Total Indirect Costs [(e) + (g) + (i)]** \$4,810.25

FIXED FEE

k) **TOTAL FIXED PROFIT [(c) + (j) x fixed fee**

10.00%

\$784.01

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)

Description	Quantity	Unit	Unit Cost	Total
Construction Site Visit	700	miles	\$0.670	\$469.00
		page	\$1.00	\$0.00
		sheet	\$25.000	\$0.00
				\$0.00
				\$0.00

l) **TOTAL OTHER DIRECT COSTS** \$469.00

m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)

Subconsultant 1:

\$0.00

Subconsultant 2:

\$0.00

Subconsultant 3:

\$0.00

Subconsultant 4:

\$0.00

m) **TOTAL SUBCONSULTANTS' COSTS** \$0.00

n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l) + (m)]** \$469.00

TOTAL COST [(c) + (j) + (k) + (n)] \$9,093.16

NOTES:

- Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.