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June 27, 2023

Mr. Gabriel Martin, Ph.D.
City Manager
City of Coachella
53990 Enterprise Way
Coachella, CA 92236
Sent Via Email

Subject: Proposal for Engineering and Landscaping Services associated with the Proposed Roundabout at Avenue 53 & Calle Empale, Coachella CA

Dear Dr. Martin:

As requested at our meeting on May 18 to discuss the Avenue 53 Tot Lot improvements, Heptagon Seven Consulting is pleased to submit our proposal for engineering and landscape architecture services associated with a proposal to install a roundabout at the intersection of Avenue 53 and Calle Empale in an attempt to reduce speeds in the area of the tot lot. From the meeting, we understand that this work will be contracted under the City's On Call agreement.

The following is our proposed scope of services and associated fees:

SCOPE OF WORK:

TASK 1: PROJECT MANAGEMENT

Consultant will manage project management duties for the duration of the project to assure a cost-efficient, quality process. Our staff will effectively coordinate and communicate the project with City Staff and necessary agency partners from inception to final approval. Project Management activities will begin at the project initiation and will not end until construction activities have concluded. Consultant utilizes a hands-on approach to our business and thus our principal will be actively involved for the duration of the project. Under the task, Consultant will provide regular coordination with the City on the progress of the project and review all deliverables prior to submittal to the City for review.

TASK 2: TOPOGRAPHIC BASE MAP

Consultant will provide a field topographic survey to collect existing features within proposed construction areas. The collected feature shall include but are not limited to surrounding street curb and gutter, building footprint, existing utility manholes, valves and above ground structures, irrigation valves, top of curb, flow line of valley gutters, walls, all above ground features / structures and other hardscape features. The Consultant will deliver a topographic base file, land base file depicting center, section and right of way lines. Following the gathering and processing of the field topographic data, Consultant will prepare a base map containing information such as parcel lines and underlying easements, if readily available through recorded maps.

TASK 3: UTILITY RESEARCH AND COORDINATION

Consultant will review existing utility data available from the City from Record Plan drawings and through requested utility plat information for the park site.

Utility Outreach. Immediately following processing of a Task Order, Consultant will prepare Utility Information Request letters to be sent to various utility companies, along with the base plans,

requesting the utility facility maps (“Atlas Maps” and Record drawings) within the project limits. Following receipt of all utility plats, Consultant will field verify, to the extent possible, the accuracy of the existing utility base information.

Utility Base File. Based on the City and utility company provided information, Consultant will prepare a utility base file noting the approximate location of each utility facility on and adjacent to the building sites.

Utility Service Coordination. Following the concurrence on the final project scope of work by the City, Consultant will initiate design coordination activities with those utilities who prepare their own design plans (Imperial Irrigation District (IID), Gas Company, Frontier Communications and Spectrum) for new the underground services. The initiation of the agency designed facilities will be necessary to assist in determining overall project costs as well as to obtain design information on a timely basis for construction activities. Consultant will coordinate with all utility relocation/undergrounding up through the completion of contract documents and plans.

TASK 4: CONCEPT INTERSECTION PLAN

Consultant will prepare a Concept Plan for the proposed Avenue 53 at Calle Empale roundabout improvements. The plan will clearly depict the existing site conditions, property lines, easements, and required street improvements to accommodate the proposed roundabout. The Concept Plan will identify all potential conflicts, identify all utility conflicts and required improvements necessary to facilitate the proposed intersection improvements. A preliminary Opinion of Estimated Construction Costs will be prepared with the concept. Consultant will provide up to two revisions of the Concept Plan.

TASK 5: RENDERINGS

Consultant shall prepare 3D architectural renderings depicting the proposed roundabout improvements. Consultant will prepare up to three (3) rendered views for the project. In addition, Consultant will provide two revisions to the renderings for the City’s use on the approval of the project. Consultant will use an existing site picture for the background of the rendering.

TASK 6: IMPROVEMENT PLANS

Based on the City approved Concept Plan, Consultant will prepare precise grading plan for the proposed site improvements, which will include but not be limited to one removed and replaced restroom, one new restroom facility and one new concession stand facility, and sidewalk / ADA and parking lot improvements to accommodate the proposed buildings. The plan will also contain a private utility sheet depicting the private sewer and water connections from the buildings to the water and sewer main facilities. The plan set will consist of a title sheet, removals, grading, miscellaneous details, horizontal control plan, private utility plan and striping plan (as needed). All plans will be prepared utilizing AutoCAD software and at an appropriate scale in conformance with City Standards. Plans will be submitted for City Review via an electronic submittal (PDF file) on 24x36 plan sheets.

TASK 7: LANDSCAPE PLANS

Consultant will prepare final landscape showing new plant material, irrigation, construction details and general construction specifications for incorporation into the final bid set. The landscape plans will only include improvements around the proposed restroom and concession stand buildings at the soccer fields.

Irrigation Plans: includes diagrammatic layout at 1” = 20’ of landscape irrigation piping, valves, control equipment, sprinkler heads, and related equipment for the irrigation of planted areas, specifically calling

out pipe and equipment sizing and types, brand and model. This will also include necessary details for the installation of the system, and coordination with all consultants for conflicts.

Final Landscape Plans: prepare a final landscape plan, which will include plans at a scale of 1" = 20' indicating the location and arrangement of all plant materials.

TASK 8: COST ESTIMATE

Consultant will prepare an Engineers Estimate of Probable Construction Costs for the proposed improvements based upon the approved preliminary design plans utilizing the current edition of the Caltrans Contract Cost Data Book and recent bid information from area bids for unit costs. The construction cost estimate will be updated at each plan submittal stage including the concept plan.

TASK 9: SPECIFICATIONS

Using the City provided "Boilerplate" bid package and project specifications, Consultant shall prepare the technical specifications for each item of work in the Project not sufficiently covered by the Standard Specifications (Greenbook). The Consultant shall also prepare the bid schedule, update any utility relocation requirements for the project, review and modify the traffic control and staging for the project and determine the liquidated damages and working days for the proposed construction work.

TASK 10: BIDDING ASSISTANCE

Consultant will assist the City with the bidding and award process for this project. These services will be performed on a Time and Material (T&M) basis.

Activities associated with this task include but are not limited to:

- Bid Support. All key team members will be available to attend a pre-bid meeting.
- Respond to Inquiries. Consultant will respond to bidder inquiries by phone or email.
- Prepare Addenda. Consultant will prepare addenda as requested by the City.
- Review/Recommended Award. Consultant will assist in recommendation for award.

For this task, Consultant assumes 6 total hours, to be billed Time and Materials at a rate of \$200 / hour.

TASK 11: POST DESIGN SERVICES

Consultant will assist project staff with construction support services. Upon request from City staff the following will be provided:

- RFI documentation and response to questions regarding construction documents;
- Periodic site visits during construction, as requested;
- Input from the consultant regarding change orders;
- Final project review to ensure plan conformance; and
- Prepare Record Drawings based on Contractor As-Built plans.

For this task, Consultant assumes 14 total hours, to be billed Time and Materials at a rate of \$200 / hour, plus an additional budget of \$1,000 for the landscape architect.

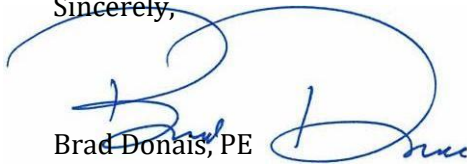
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PROJECT FEE

Task 1	Project Management	\$3,200
Task 2	Topographic Base Map	\$6,500
Task 3	Utility Research & Coordination	\$1,800
Task 4	Concept Plan	\$4,800
Task 5	Renderings	\$2,200
Task 6	Final Plans	\$16,300
Task 7	Landscape Plans	\$3,300
Task 8	Cost Estimate	\$1,800
Task 9	Specifications	\$2,400
Task 10	Bidding Assistance (T&M)	\$1,200
Task 11	Post Design Services (T&M)	\$3,800
TOTAL		\$47,300

Thank you for the opportunity to provide you with a proposal on this work. Please review the scope of work and fee and let me know if you have any comments or questions.

Sincerely,



Brad Donais, PE
Principal
Heptagon Seven Consulting, Inc.